

## **WELCOME**

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Welcome to the Orleans After School Activities Program. We are a non-profit organization providing after school care to Orleans students from Kindergarten through 14 years of age.

As a non-profit organization, parental involvement is crucial to our existence. We look forward to working with you and your children to provide a nurturing, safe and fun environment. We hope this handbook will be a useful reference for you. Please feel free to discuss any concerns or suggestions that you may have with the Orleans After School Activities Program staff or Board of Directors at any time.

The Staff and Board of Directors  
OASAP, Inc.

## **PURPOSE**

The Orleans After School Activities Program (OASAP, Inc.) was established to offer working families quality after school care for students attending school in Orleans in Kindergarten through age 14. Our 501(c)(3) Non Profit status states clearly that a minimum of 85% of our enrolled students must be the children of gainfully employed parents or those currently seeking employment.

## **MISSION**

The goal of the Orleans After School Activities Program is to provide a safe, nurturing, creative and fun environment for children of working parent's afterschool. We believe in offering a variety of activities to respond to varying ages and developmental levels, in order to correlate to the needs of our students. Activities children may participate in may include:

- **Arts and Crafts Projects**
- **Manipulatives**
- **Cooking**
- **Sports**
- **Outside Activities**
- **Drama and Music**
- **Homework Support**

We encourage children to work together, make new friendships and make appropriate choices. Teachers are always available to help provide children with the skills needed to deal with others and solve problems in a positive and appropriate manner.

## **ENROLLING YOUR CHILD**

Before enrolling your child please feel free to visit our program to ask questions and meet the staff that will be working with your child. When enrolling your child in the program, please see the director for all forms and manuals.

**ALL FORMS MUST BE COMPLETED AND TURNED IN BEFORE YOUR CHILD MAY ATTEND THE PROGRAM.**

**These include:**

- **All OASAP paperwork**
- **IEP if your child is on one**
- **Custody agreements**
- **Medical administration form & individual health plan (if your child will be taking medication) as well as any medication your child may need.**

## **BEHAVIOR MANAGEMENT**

We believe that all children have the right to feel safe, respected and valued. Therefore, staff has given the children 3 main rules that they must abide by.

- 1. BE RESPECTFUL TO EVERYONE AT ALL TIMES**
- 2. MUST KEEP THEIR HANDS AND FEET TO THEMSELVES**
- 3. NO LYING**

The children then participate in making up the rules they feel are important to them as well as the consequences. This helps them know what to expect. We work with the children to help them understand why such rules are important. We feel that positive reinforcement and consistency are the most effective ways of promoting them to continually make appropriate choices.

Our goal is to provide the children with enough information to make good decisions for themselves. If a child is having difficulty making an appropriate choice, a staff member will work with the child to come up with possible solutions, an explanation of the rule's importance and its repercussions will always be restated to the child, the child will also always be given the chance to explain their choice and decision. The child may be redirected to another activity or be asked to sit and regroup for a moment. No child shall ever be subjected to neglect, physical or verbal abuse, humiliation, denial of food or bathroom usage, and no force feeding, or punishment for soiling or wetting.

## **ADMINISTRATION**

The Orleans After School Activities Program is a non-profit organization governed by a Board of Directors. The Board consists of four officers (President, Vice President, Clerk and Treasurer). The Board is responsible for running the program and is responsible to the membership. All parents of children enrolled in OASAP are members and \$5.00 of the \$30.00 annual registration fee is used for membership dues. Any interested community member is welcome to become a member by virtue of payment of the \$5.00 annual membership fee. The membership empowers the Board to supervise the Orleans After School Activities Program in such matters as program, finances, publicity, fund-raising, etc. An annual meeting for all members is held in May of each year and is advertised to all parents with encouragement to attend. Copies of the Articles of Organization and Bylaws are available from the Program Director or Board of Directors.

## **OASAP RESPONSIBILITIES**

Staff members and parents who have specific areas of concern initially should address their concerns to the Program Director. If further assistance is needed the following people should be contacted.

### **THE ORLEANS AFTER SCHOOL ACTIVITIES PROGRAM BOARD OF DIRECTORS**

**2017-2018**

*Heather Bailey, Melanie O'Keefe, Morgan Stewart, Diane Avellar, Matt Thompson*

## **STAFF**

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### **PROGRAM DIRECTOR**

The Program Director is responsible for administration of the program and for its day-to-day operations. The Program Director is responsible to the Board of Directors.

*Program Director*

*Serena Kilawee*

### **SITE COORDINATOR**

The Site Coordinator will assist the Program Director in planning and implementation of the curriculum for the program. The Site Coordinator will be responsible for the daily running of the program in the event that the Program Director is out.

*Site Coordinator*

*Henry Dunham*

### **GROUP LEADER**

The Group Leaders will assist the Program Director in planning and implementation of the curriculum for the program. They will supervise any assistants working with the children.

### **ASSISTANT**

Assistants will be hired to assist the Group Leaders as enrollment warrants.

### **CERTIFICATIONS**

All staff will be certified in First Aid and CPR as well as Nutrition and Food Choking Hazards. All staff will meet the requirements set forth by the Department of Early Education and Care (EEC).

### **VOLUNTEERS**

We encourage senior citizens, parents and high school or college students to participate in the program as volunteers. All volunteers are screened by the EEC and will receive appropriate orientation and training. Volunteers will be under the direct visual supervision of a qualified educator at all times.

### **BACKGROUND RECORD CHECKS**

All staff and volunteers over the age of 15 are required to have a Criminal Offender Review (CORI) as well as a Department of Children and Family (DCF) Background Record Review and SORI checks every 2 years or anytime the program receives information that may indicate that a new CORI, DCF Background Record Review or SORI is appropriate.

OASAP will comply with all of EEC's background record check regulations (606CMR14.00).

## LICENSING

The Orleans After School Activities Program is licensed by the Department of Early Education and Care. You may contact their regional office listed below for OASAP's compliance history.

Department of Early Education and Care  
Washington Street, Suite 20  
Taunton, MA 02780  
508-828-5025

## ADMISSION

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Orleans Elementary students from Kindergarten through 14 years of age are eligible to enroll in the program. A registration fee of \$30.00 along with all paperwork in the registration packet must be returned in order for your child to be enrolled. The Orleans After School Activities Program does not discriminate on the basis of race, creed, color, religion, national origin, special needs, marital status, income or sexual orientation.

## ENROLLMENT POLICY

The enrollment policy is based on a first-come, first-served basis for students attending school in Orleans in Kindergarten through the age 14. Priority is given to **working families**, (as dictated by our 501(c)(3) status) who need our care in order to be able to work. If there should be available slots after we have fulfilled our quota, those slots will again be filled on a first-come, first-served basis. Students currently enrolled in the program and their siblings receive an automatic placement priority over non-enrolled students for the following school year. Our licensing is for 52 children per day and we are only able to fill slots that are vacated by students graduating or leaving the program. All students must have completed registration forms, up-to-date medical and health records on file, paid registration fees, and absolutely no outstanding balances in order to ensure placement. If a currently enrolled family requires an additional day and one becomes available, they will be offered that slot before it is made available to new families. The Program Director will have the discretion to limit the total number of students that may be enrolled on any given day, based on the ability to adequately staff the program, as directed by our license requirement and budget.

Any new enrollment issues will be addressed by the current OASAP Board of Directors with the advice of the Program Director.

## CAPACITY

We are licensed for 52 children per day; our goal is to not have any one grade exceed 25% of the total enrollment. Once we reach 52 children, working families seeking placement will be placed on our waiting list. We will always maintain the EEC ratio of 1:13.

## STATEMENT OF NON-DISCRIMINATION

The Orleans After School Activities Program does not discriminate in providing services to children and their families, on the basis of race, creed, religion, national origin, cultural heritage, political beliefs, sex, age, marital status, special needs, toilet training or sexual orientation. Our employment practices are consistent with the American Disabilities Act.

## LOCATION AND HOURS

The Orleans After School Activities Program is housed in the cafeteria, gymnasium, library and adjoining hallways in the Orleans Elementary School. Restrooms off the hallway are available for children and staff. The playground area is available under the supervision of at least 2 staff members.

*The program operates from 2:00 p.m. to 5:30 p.m. on full school days and from school dismissal time on half days. OASAP will be closed on all snow days, legal holidays, staff development days, Thanksgiving vacation and winter vacation.*

## FEE STRUCTURE AND PAYMENT

- A non-refundable annual \$30.00 registration fee is required for each family enrolling in the program.
- Tuition rates are based on annual program costs divided by the total number of weeks of operation. The parent/guardian contracts for a certain number of days during the week, and is responsible for payment of tuition for each scheduled day each week.
- Tuition payments are due in **advance**, on the first day of the month that your child attends. If you would prefer to pay in two installments or yearly, you must pay **in advance** of services.
- Payment is based on the number of days your child is scheduled to attend, regardless of absences. ***Tuition will not be waived for illnesses, snow days, holidays, teacher in-service days, or personal vacations that go beyond one week.***
- Days may not be switched; however you may add an extra day during a given week if there is availability for the regular daily tuition fee.
- One week of vacation may be taken without tuition charge, provided there is a two week notice given.
- ***A two week written notice is required for withdrawal of a child from the program.***
- Payment will be accepted on site by the Director of the Program. Checks should be made payable to The Orleans After School Activities Program (OASAP, Inc.). Additional days may be obtained if there is a space available with payment due at the time of service.
- If you are falling behind in the payment of your child's tuition, please see the Director to make

payment arrangements or seek financial assistance. **Continued non-payment may result in the dismissal from the program.**

- Children may not be re-enrolled in the program until all outstanding balances are paid.
- Parents are responsible to pay the bank fee our account is charged on any returned checks.
- OASAP may take legal action if tuition continues to go unpaid.

### **TUITION RATES 2017-2018**

#### **Regular After School Rates from 2:00-5:30 p.m.**

<b>Day(s)</b>	<b>One child</b>	<b>Two Children</b>	<b>*Each additional child is \$17 per day</b>
1 Day	\$ 20.00	\$34.00	
2 Days	\$ 40.00	\$68.00	
3 Days	\$ 60.00	\$102.00	
4 Days	\$ 80.00	\$136.00	
5 Days	\$100.00	\$170.00	

#### Notes

- Highest discount applies
- Full year's tuition paid up front or in 2 installments = 5% tuition reduction (Sept. and Jan.)
- Half days of school 11:00 a.m. to 5:30 p.m. is \$27.00, second child \$25.00, third child \$23.00
- Vacation days 8:00 a.m. to 5:30 p.m. is \$42.00

#### **SNACK POLICY**

Children are given a nutritious snack at OASAP which will include a fruit or vegetable, snack food and water. Some examples of snacks that are provided are Cheez-Its, Goldfish, bagels, cereal, chips & salsa, cheese & crackers, popcorn, yogurt & granola bars just to name a few.

Parents will be asked to pay a yearly snack fee based on the number of days your child/children attends.

<b>Day(s)</b>	<b>First Child</b>	<b>*Each additional child is \$75.00</b>
1 day per week	\$110.00	
2 days per week	\$120.00	
3 days per week	\$130.00	
4 days per week	\$140.00	
5 days per week	\$150.00	

You will receive this bill at the beginning of the year. If your child begins the program later in the year

the fee will be prorated based on the months your child is attending the program.

### **DEPARTURE FROM OASAP**

OASAP uses the first set of doors under the bus port where kids are dropped off in the morning. We have a door bell located on the right of the door.

Once a child has been picked up from the program they may not return.

Children are to be picked up **no later than 5:30 p.m.** If there is an emergency situation, the parent should notify the program as soon as possible by calling the Orleans Elementary School 508-255-0380 ext 214, or if there is no answer call 508-237-5942.

All children must be signed out before they leave the program. You must advise staff in advance if you have arranged for someone other than yourselves to pick up your child.

Children who walk or ride bicycles must have a release form on file stating what time the child has permission to leave the program.

### **LATE FEE**

**The program closes at 5:30 p.m.** Children remaining past closing require staff to work beyond their scheduled hours; therefore we must charge a late fee. A late fee of \$15.00 will be charged for the first 15 minutes after closing and \$1 per minute after 5:45. This fee is due in cash and immediately upon your arrival to the staff person in charge. Repeated lateness will result in termination of child care services.

Any child remaining in OASAP's care after 6:15 will be taken to the Orleans Police Department for further assistance in finding the child's parent or guardian. This is only in cases when all other possibilities have failed and no one on the child's emergency card can be located.

### **TRANSPORTATION**

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#### **DAILY**

As the program operates at the Orleans Elementary School, children will be released by their classroom teacher or other designee to the site of the after school program. Parents are responsible for transporting their children from the program at the end of the day.

Sixth graders coming from Nauset Middle School will arrive by bus or walking, these children must come immediately after their school is dismissed. Failure to abide by this rule will result in termination from the program.

#### **FIELD TRIPS**

When walking to local sites of interest, children will be supervised by the program staff and, if

necessary, parent volunteers. For field trips of a greater distance, we will hire buses with licensed drivers. Written permission for any field trip (walking or driven) will be obtained from each child's parent/guardian prior to the field trip. Failure to return permission slips will result in children not being able to attend. If there is an admission fee for the field trip all parents will be asked to pay the same amount per child to attend the field trip.

### **TRANSPORTATION IN AN EMERGENCY**

In the case of a physical or emotional emergency which requires the transport of the child to an emergency facility, the Orleans Fire Department Rescue Squad will be used. If the nature of the emergency, allows for a lapse in time, the parents may be called to transport their own child.

### **HEALTH CARE / EMERGENCY PROCEDURES**

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Parents will provide information relating to emergency telephone numbers, doctor's name and telephone number, allergies and medications on the child's enrollment form. Health records will be on file with the school nurse. ***Children who are out sick will not be accepted into the program that day.***

### **MILDLY ILL CHILDREN**

Children who are mildly ill or slightly injured will be given first aid by program staff and if necessary, kept quiet until picked up. Children who are more seriously ill or injured will be given first aid and parents (or emergency contacts) will be called for early pick up.

### **ILLNESS EXCLUSION POLICY**

For the well-being of all of the families who use the program, parents are asked to keep their child from attending the program in the case of:

- A fever of 100
- Vomiting
- Diarrhea
- Rashes
- Untreated Contagious Infections

If a child becomes ill while attending the program, first aid will be administered, the child will be kept comfortable and quiet until a parent or guardian can be contacted for early pick up. The Program Director has the final decision regarding the child's illness exclusion from the program. The child may return to the program when no longer contagious. A doctor's note may be required.

The Orleans Fire Department/Rescue Squad will be called in the case of severe or critical illness or injury and then parents will be contacted. In an emergency, all effort will be made to contact the person(s)



named on the Emergency Consent Form. Your signature gives permission for your child to be treated if you or the other persons cannot be reached or if it is necessary for your child to be given immediate medical attention before your arrival. Please be sure to notify all emergency contacts of their responsibilities in this regard. It is extremely important to notify the Program Director of any changes to the Emergency Consent Form. *A new consent form must be filled out each school year.*

### **NOTIFICATION OF INJURY**

The Orleans After School Activities Program staff will inform parents immediately of any injury which requires emergency care beyond minor first aid and shall inform all parents in writing of any first aid that has been administered to their child within 24 hours of the incident.

### **DISPENSING MEDICATION**

Parents must complete the Medication Consent Form and an Individual Health Care Plan in order for a trained educator to give medication to the child. All medications, prescription as well as non-prescription require a physician's authorization. The medication must be in its original container and clearly labeled with the child's name, name of the medication, dosage, and frequency of administration. The staff member must sign, date and record the time that dose was administered. The complete medication form must be placed in the child's file.

All medication must arrive at the program via a parent or the school nurse and given to the Program Director. No medications will be accepted from a child or from a backpack. A record of all medication given to any child will be kept and entered into the child's file.

***OASAP is prohibited from administering the first dose of any medication to a child, except under extraordinary circumstances and must be with parental consent.***

Children requiring inhalers may be permitted to use their inhaler as needed without adult attendance as long as parental and doctor's consent is given and the child is capable of administering it himself.

### **EMERGENCY PLAN**

In the case of a fire, natural disaster or situation (chemical spill, bomb threat, etc.) that requires evacuation of the building, all children will be taken to the Orleans Fire Department. Parents and/or contacts will be called and asked to pick up their children.

### **MISSING CHILD**

The Program Director shall be notified immediately. The Program Director and any available staff members will do an initial search of facility and grounds. OASAP will check to make sure parents have not picked child up.

Police will be notified immediately after initial search. Once police have been notified staff members will continue to search while waiting for police to respond, during this time. The Program Director will work with police. All required notifications will be made.

## **CHILD ABUSE AND NEGLECT**

Child care workers are mandated by law to report suspected child abuse and/or neglect. Any staff member who has reasonable causes to suspect child abuse and neglect is required by law to report it to the Director of the program, who is then required to file a report with the Department of Children and Family Services. Mandated reporters are not liable in a civil or criminal action for falsely making allegations of abuse.

Mandated reporting applies to institutional abuse and neglect as well. If a staff member suspects anyone on the staff of abuse this, too, must be reported as detailed above. Any staff member suspected of abuse or neglect will be suspended pending an investigation. Any staff member found guilty of abuse or neglect will be terminated immediately. The Department of Early Education and Care will be notified immediately of any cases of institutional abuse. No staff member under investigation for alleged abuse or neglect of a child will work directly with the children until the Department of Children and Families completes an investigation and for such further time as EEC requires.

## **PARENTAL RIGHTS, INFORMATION AND RESPONSIBILITIES**

### **PARENT VISITS**

Parents are welcome to stop by and visit their child at any time during program hours.

### **ONGOING COMMUNICATION**

We try to touch base with parents on a daily basis. However, pick-up time can be a busy part of the day and it is not always possible to speak with every parent during that time. The Program Director is always available to schedule parent conferences or private conversations upon request. Staff members are always happy to answer questions and address concerns. If there is a problem or concern with a specific child during the program, the staff will approach the parent or contact them at home, when appropriate.

### **PROGRESS REPORTS**

The Massachusetts Department of Early Education and Care requires that we do annual progress reports mid-year for each child in our program.

These reports will help to promote your child's growth and development. With these reports we will be able to focus on your child's individual skills and to highlight skills which may not always be noticed in the academic setting. These reports will also be helpful in planning activities to meet the needs of each individual child in our program.

A copy of these reports will be provided to the child's parents. Parents will have an opportunity to meet with the Program Director to discuss the reports. A copy of these reports will also remain in your child's file. These reports are to help mark your child's progress at OASAP and are confidential between parents and the educators at OASAP.

Please know that the educators at OASAP will continue to speak with you the parent/guardian on a regular basis to share information regarding your child.

### **HEALTH CARE POLICY**

A health care policy for the Orleans After School Activities Program has been developed in conjunction with the Health Care Consultant. These policies were developed to address all health aspects of our program. Some of these policies are outlined in this Parent Handbook. If you would like a complete copy of the health care policy, a copy will be furnished upon parental request.

### **REFERRAL SERVICES**

When physical, medical, educational or emotional problems are observed they will be brought to the attention of the Program Director. The Program Director will review the child's records, then observe and record the child's behavior.

All referrals will be made only after parental consent has been obtained.

In the case of necessary referrals, the procedure will be as follows:

#### **MEDICAL/PHYSICAL**

When physical or medical problems including but not limited to: hearing; dental; vision; are observed, the Program Director in cooperation with the school nurse, and/or the Health Care Consultant will meet with the parents/guardians to discuss the observations. If the child has no medical provider, the school nurse and/or Health Care Consultant will make a written referral to a licensed neighborhood health clinic: Orleans Medical Center, Outer Cape Health Services, or a physician of choice.

#### **EDUCATIONAL**

When developmental or educational difficulties are observed, the Program Director will meet with the parents, and then bring it to the attention of their classroom teacher. The Orleans After School Activities Program is committed to meeting the needs of all the program's children. We will work together with the child, the classroom teacher, guidance counselor and family to provide a positive learning environment for every child.

#### **PSYCHOLOGICAL**

When emotional or behavioral problems are observed, the Program Director will meet with the parents and will then bring it to the attention of the school guidance counselor, if further action is deemed advisable, the guidance counselor in cooperation with the Program Director will make a written referral to the family's counselor of choice. If the family has no preference, a written referral will be made to Lower Cape Human Services or the Center for Individual and Family Services. Both of which are located in Orleans.

If a child has a disability or is diagnosed with a disability OASAP will provide written notification to the Orleans Elementary School's Director of Student Services that the child is enrolled in the program.

## **TERMINATION OR SUSPENSION OF ENROLLMENT**

Even when our referral procedure has been followed, there may be circumstances which warrant termination of a child in our program. The following situations may necessitate us to discontinue enrollment:

- Child's developmental needs are not being met in the program.
- Parent's or guardian's refusal to seek professional help when warranted.
- Physical, emotional or behavioral problems that require one-on-one attention that takes away from the other children.
- Severe behavioral problems which cannot be controlled and may endanger the child, other children or staff members.
- Physical or emotional impairment which the program cannot reasonably accommodate.
- Failure to pay tuition.
- Failure to provide health forms or other required paperwork for enrollment.
- Failure to cooperate with the program's policies.

*Before a decision is made to terminate, the following steps will be taken:*

- OASAP will pursue supportive services for the program including consultation and educator training.
- The Program Director will meet with parents to discuss options other than termination or suspension, when the child is not a threat to themselves or others.
- The Program Director and parents will come up with a behavioral intervention plan.
- The Program Director will confer with the Board of Directors.
- Written documentation of specific reasons for termination/suspension will be prepared by the Program Director and shared with the parents.
- Written plan describing the circumstances under which the child may return, if any.
- The parents will be given two weeks to find alternate care, when appropriate (child is not a risk to themselves or others).

When a child is terminated from the program, the staff will prepare the child in a manner consistent with the child's ability to understand.

A child may be suspended from the program for a specific period of time for the above stated reasons when the Program Director and Board of Directors feel that it is the best course of action. The length of the suspension will be determined at the time of the infraction.

A meeting with the parents will be required before the child may return to the program. At this time further referrals will be made by the Program Director. A behavioral plan will also be discussed between parents and staff addressing the specific behaviors in question.

#### **GROUNDINGS FOR NOT RELEASING STUDENTS TO PARENTS**

Orleans After School Activities Program staff may not refuse to release a child to a parent or legal guardian except in the case of a restraining order or court order to that effect or in the event of perceived impairment of the parents by the staff members. In the event that a parent arrives to pick up his/her child and appears to be impaired by alcohol, drugs, or a medical condition, the staff is obligated not to release the student to the parent. In this situation, a reasonable effort will be made to contact other people listed on the emergency contact card, if this is not successful, or the impaired party is resistant to the decision, the Orleans Police Department will be called.

#### **CONFIDENTIALITY**

Each child has a file which contains all the required forms, any written communications from the parent and input from the program staff. The children's file and records are available to the staff of the program. Parents may request access to their child's file any time. A written authorization is required before any information is released to any outside person or agency. The parent will be notified if the child's records are subpoenaed. A written log will be maintained of all such access and duplication of records.

Staff may not discuss any child or child's family with others. All information contained in the child's file is to remain confidential between the parent and the program staff. The rights of the child and the child's family are of our primary consideration. Specific written permission shall be obtained from the child's parent in order to discuss the child with any person or agency outside of The Orleans After School Activities Program. Staff may discuss your child with other OASAP staff only in those areas which relate directly to the services that the staff person is providing for that child.

A parent has the right to amend the child's file. The parent may add comments, information, data or any relevant materials to the file; they may also request deletion or amendment of any information contained in the file. This may be done at a conference with the Program Director. Within one week of the conference, the Program Director will render a decision in writing to the parent with reasons stated therein.

#### **CHILDREN WITH SPECIAL NEEDS**

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Children with special needs or disabilities are welcome at OASAP. Parents are requested to share information that would be helpful to meet the needs of the child. The program is unable to provide individual aides for these children. It is with this in mind that we mention the limitations of our program. As educators, we realize that each child has different needs. It is our responsibility, along with yours, to determine when a child's needs are excessive and cannot be met within the structure of OASAP.

If your child exhibits emotional, physical, intellectual, or social needs that require constant individual monitoring, or that in any way endangers your child or other persons that are with your child, or would require us to alter our program we will have a consultation. Involved with this meeting will be our Health Care Consultant, all directly involved staff and parent or guardian. At that time we will discuss the best course of action for the child, parent and the program.