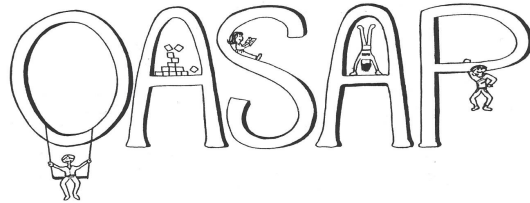


ORLEANS AFTER SCHOOL ACTIVITIES PROGRAM



PARENT HANDBOOK

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WELCOME

Welcome to the Orleans After School Activities Program. We are a non-profit organization providing after school care to Orleans Elementary students from kindergarten through 12 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 at Orleans Elementary in kindergarten through 12 years of age. 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 call and schedule a visit to 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.**

Many of these items need to be updated yearly. When medication forms, medications, custody agreements or IEP's expire OASAP will email parents/guardians with a time frame that above mentioned items need to be updated by, failure to do so will result in break in care (which parent is financially responsible for) until items are received by the OASAP office. One day processing for items is required.

OASAP is not a drop-in program all students attending must be currently enrolled. Days may be added if space is available for currently enrolled students. You must speak with Director prior to adding a day.

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. BE HONEST**

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 \$50.00 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

Stacy Kanaga, Kathy McNamara, Erica Tasha-Oliveira, Sadie Skayne , Kelly Sullivan-Clark, Katie Wibby

STAFF

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

Claire Varnum

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 always be under the direct visual supervision of a qualified educator.

BACKGROUND RECORD CHECKS

All staff and volunteers over the age of 15 are required to have a Background record check (BRC) which will include a Criminal Offender Review (CORI), a department of Children and Family Background Records Check (DCF), a Sex Offender Registry Information Check (SORI), National Sex Offender Registry Information Check (NSOR) and a fingerprint-based check of the state and national criminal history databases and all out of state checks mandated by the Child Care Development Block Grant. All staff members and volunteers of OASAP must be found “suitable” by the Department of Early Education and Care.

OASAP will run BRC reviews of all its employees and volunteers every 3 years or earlier if the program receives reliable information that may indicate that a new BRC review 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
100 Myles Standish Blvd, Suite 100
Taunton, MA 02780
508-828-5025

ADMISSION

Orleans Elementary students from Kindergarten through 12 years of age are eligible to enroll in the program for 2 or more days per week. A registration fee of \$50.00 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 12. 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 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 or a 1:13 EEC staff:student ratio, working families seeking placement will be placed on our waiting list. We will always maintain the EEC ratio of 1:13 or lower.

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.

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. We will be open February and April Vacation Tuesday through Friday from 8:00 a.m. to 5:30 p.m. when staffing allows. February and April Vacations are on a first come first serve basis and you must sign your child up in advance. Summer program typically runs for 5-6 weeks from 12:00p.m.-5:30p.m. dates will be announced in April.

FEE STRUCTURE AND PAYMENT

- A non-refundable annual \$50.00 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 for the year 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, doctors appointments or personal vacations that go beyond one week.

- Days may not be switched if your child misses a scheduled day; 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.***
- Payments may be made online by arc payment (1% processing fee will be added) Credit Card. In person payments of cash or checks can be made to the Director of the Program. Checks should be made payable to The Orleans After School Activities Program (OASAP, Inc.). You will be asked to choose a payment method, if you choose online payments or if you make an online payment you will be charged the 1% processing fee on all future payments. 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

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

As of September 2025

First child	\$25 per day
Each additional child	\$23 per child, per day

Additional rates

- **Early dismissal school days 11:00 a.m. to 5:30 p.m**
 - **\$35.00 first child**
 - **\$33 second child**
 - **\$30 third child**

- **Vacation days 8:00 a.m. to 5:30 p.m. \$50.00 per day**

INCLEMENT WEATHER POLICY

OASAP will be closed on days that Nauset School District cancels school due to inclement weather.

In the event of an early release day called by Nauset School District due to weather OASAP will be closed. OASAP will also be closed in the event that Nauset School District cancels after noon activities due to weather.

In the event that OASAP is unable to open or needs to close due to an unforeseen event parents will be contacted via phone call or text. Please make sure you keep your emergency contact numbers up to date with OASAP, as it is the parent/guardian's responsibility to keep themselves updated on OASAP closures in emergency weather conditions.

SNACK POLICY & FEE

Children are given a nutritious snack at OASAP which will include fresh 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. All snacks will be peanut and tree nut free.

Snack Fee is \$150 per student, per year.

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. If due to financial hardship you feel you cannot pay this, please speak to the director.

TRANSPORTATION

ARRIVAL TO OASAP

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.

- **Tutoring/enrichment:** If your child will be staying late for an activity on school grounds OASAP must be informed of the dates and times. Children must then be brought down to OASAP by the person in charge. OASAP is not responsible for your child until they arrive at OASAP and are signed in.

Children may only come late to OASAP from a school activity and with an exact arrival time.

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 doorbell located on the right of the door.

Parents are responsible for transporting their children from the program at the end of the day.

Once a child has been dismissed from OASAP 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 our cell phone 508-274-8635 if there is no answer, please leave a message or try the Orleans Elementary School 508-255-0380 ext 3105.

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, this person must be on your emergency form as someone authorized to pick up and they must bring a photo ID.

Children who walk, ride bicycles or attend a sport on the OES field must have a release form on file stating what time the child has permission to leave the program. This form must be filled out and returned before we will release the child. These forms can be found on our website orleansafterschool.com

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 \$25.00 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 childcare 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.

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 use. If the nature of the emergency, allows for a lapse in time, the parents may be called to transport their own child. If

parent/guardian cannot arrive in time to accompany their child for transport a member of the OASAP staff will accompany and stay with the child until the parent can arrive at medical facility.

HEALTH CARE / EMERGENCY PROCEDURES

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

ILLNESS

Children who are ill or injured will be given first aid and kept in a quiet area until a parent/guardian or emergency contact can be reached for early pick-up. OASAP must be able to contact you in the event of illness, and a parent/guardian or authorized emergency contact must be available to promptly pick up your child when notified.

If your child develops any of the following symptoms while at the program, a parent/guardian will be contacted to pick them up:

- Temperature above 99°F
- Diarrhea
- Vomiting
- Conjunctivitis
- Undiagnosed rash
- Nits or lice
- Any symptoms that are abnormal or interfere with the child's participation in the program

Children must be symptom-free for at least 24 hours before returning to the program. In cases of fever, children must be fever-free for 24 hours without the use of fever-reducing medication. Children sent home from the program or school may not return for 24 hours unless accompanied by a doctor's note stating that the child is in good health. Children who are absent from or sent home by the school will not be accepted into the program on the same day.

If an antibiotic is prescribed, the child must be on the medication for at least 24 hours before returning. If your child will require medication while attending OASAP, you must contact the Program Director or Site Coordinator to complete the required medical forms. No medication may arrive to the program in the student's backpack. Please refer to the "Dispensing Medication" section of this handbook for additional details.

Please note that while OASAP staff are trained in First Aid and CPR, we do not have a designated nurse on site.

In an emergency, every effort will be made to contact the parents/guardian if we are not able to reach a parent or guardian the person(s) named on the Emergency Consent Form will be contacted in order. By signing this form, you grant permission for your child to receive medical treatment if you or your designated emergency contacts cannot be reached, or if immediate medical attention is required prior to your arrival.

Please ensure that all emergency contacts are aware of their responsibilities and are prepared to respond if contacted. It is extremely important that you notify the Program Director or Site Coordinator of any changes to your emergency contact information.

Parents/guardians may update or add emergency contacts through the Procure app and authorize them for child pick-up as needed.

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 and *child's physician* 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.

Children requiring medication may not attend the program until all medical forms and medications are received. We ask that all medications be new and updated at the beginning of the school year.

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 entered and kept in 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, the children will be moved to a safe location. 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

Childcare 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.

PERSONAL BELONGINGS

OASAP is not responsible for students' personal belongings. If they have something that they do not want to lose we ask that they do not bring it to the program. OASAP follows all Nauset School Policies on what children are allowed to bring to school.

PHONES & ELECTRONICS

OASAP students may not use cell phones or their own electronics while at the program. We ask that you keep these items at home when possible if your child brings a phone, Apple Watch, or any other electronic devise to school they may not use it during program hours, since we cannot monitor content or what your child may be using personal electronics for. Anyone who uses one during program hours will have it confiscated and it will be returned to the parent at the end of the day.

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.

Termination or Suspension of Enrollment

Even when the referral process has been followed, there may be circumstances that warrant termination of a child's enrollment in the program. The following situations may necessitate discontinuation of enrollment:

- A child's developmental needs are not being met within the program
- Physical, emotional, or behavioral concerns requiring one-on-one attention that significantly detracts from the care of other children
- Disruptive or inappropriate behavior that affects the safety or well-being of the child, other children, or staff
- Severe behavioral concerns that cannot be safely managed and may endanger others
- A parent's or guardian's refusal to seek professional assistance when recommended
- Physical or emotional conditions that the program cannot reasonably accommodate
- Failure to pay tuition
- Failure to provide required health forms or enrollment documentation
- Failure to comply with program policies

Process Prior to Termination

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

- OASAP will pursue supportive services including consultation.
- The Program Director will meet with parents/guardians to discuss alternatives to termination or suspension, when the child does not pose a risk to themselves or others
- A behavioral intervention plan will be developed collaboratively between the Program Director and parents/guardians
- The Program Director will consult with the Board of Directors
- Written documentation outlining the reasons for termination or suspension will be prepared and shared with parents/guardians
- A written plan will be provided describing any conditions under which the child may return, if applicable
- When appropriate, parents/guardians will be given two weeks' notice to arrange alternative care as long as the child is not a safety risk to themselves or others.
- Staff will support the child through the transition in a manner appropriate to their level of understanding.

Suspension

A child may be suspended for a designated period of time if the Program Director determine it is appropriate. The length of the suspension will be determined based on the circumstances.

A meeting with parents/guardians will be required before the child may return. At that time, additional referrals may be made and a behavioral plan developed to address the concerns.

Parent/Guardian Conduct

Inappropriate behavior by a parent or guardian including but not limited to abusive, aggressive, or intimidating conduct toward staff or children; confrontations in the presence of children, may result in the immediate termination of the family's enrollment in the program.

GROUND'S 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

Children with special needs or disabilities are welcome at OASAP. We require parents and guardians to share important information about their child prior to enrollment. This may include physical, emotional, medical, behavioral, or developmental needs that could impact the child's participation. Providing this information in writing allows us to plan ahead, support your child's needs effectively, and make reasonable accommodations to promote a safe, positive experience for all children.

It is with this in mind that we mention the limitations of our program. We recognize that every child has unique strengths and needs. While we strive to support all children, there are limitations within our group program setting. We work together with families to determine whether our program can safely and appropriately meet a child's needs within our program and available resources.

OASAP will make reasonable accommodations to serve any student with a disability keeping in mind the limitations of our program. If it is determined by the program that a child requires an aide in order to meet the needs of the student or to safely attend the program, the program will work with the parent and school (with parents/guardians written consent) to reasonably accommodate the child prior to the child attending OASAP. The program is unable to provide individual aides for children unless the parent assumes the cost.

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, 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.

Disclaimer Orleans After School Activities Program reserves the right to make changes to any policies with one-week written notice to enrolled families.