

TABLE of CONTENTS

Statement of Purpose.....	1
Registration.....	2
Changing your Schedule.....	2
Tuition.....	3
Transportation.....	3
Program Design.....	4
Parent Visits and Conferences.....	5
Children's Release.....	6
Procedure for Leaving the Program During Hours of Operation.....	6
Procedure for Withdrawal from the Program.....	6
Late Fee Policy.....	6
Snow Day Policy.....	6
Health Policy.....	7
Movie Policy.....	8
Medical Emergency Procedure.....	8
Child Guidance Plan.....	8
Suspension and Termination.....	9/10
Procedure for Reporting Child Abuse & Neglect.....	11
Referral Procedure and Services for Families in Need.....	11/12
Nutritious Snack and Lunch Suggestions.....	13
Administration.....	14

Kids Care Club

STATEMENT OF PURPOSE

The Kids Care Club is designed to enrich the social, emotional, physical and intellectual development of school age children. This program is offered to children ages 4.9 years to 11 years. Participants must be enrolled in at least kindergarten.

Kids Care Club participants are under the guidance and direct supervision of staff. Participants meet in a separate area of the building.

A full-scale program will be offered each day using the entire building and grounds. Children and staff will select activities which will include free choice time, indoor table games, dramatic play, craft activities, cooking, story time, snack, outside play, sports and games, power hour (a time to work on homework) and special events.

PROGRAM OBJECTIVES

- * To provide an environment for social adjustment in a peer group setting.
- * To assist in the development of self-awareness and independent thought.
- * To promote development of physical skills through activities requiring coordination and motivation.
- * To instill a sense of positive self image within each of our children.

REGISTRATION

- * A formal application must be filled out and returned to the Kids Care Club.
- * The child must be at least 4.9 years of age, attending kindergarten and not more than 11 years of age, to enroll in the Kids Care Club.
- * The child must be a member of the Arlington Boys & Girls Club.

The Arlington Boys & Girls Club is a private non-profit, non-discriminatory child care agency. We provide services to children and their families of any race, cultural heritage and religion, national or ethnic origin regardless of political beliefs, marital status, sexual orientation, or disability. Parents are encouraged to visit the program with their child before enrolling in the program.

REGISTRATION PROCEDURE

Upon registering your child for Kids Care Club you will choose which days your child will need care and your schedule will be set for the year.

***CHANGING YOUR SCHEDULE:**

There will be three opportunities to drop or add days on a space availability basis.

These Dates are as follows:

July 15th

The fall schedule will be set as of July 15th; any changes must be approved prior to that date. If the change is approved it is effective from September 1st through the remainder of the year.

December 15th

The winter schedule will be set as of December 15th; any changes must be approved prior to that date. If the change is approved it is effective from January 1st through the remainder of the year.

March 15th

The spring schedule will be set as of March 15th; any changes must be approved prior to that date. If the change is approved it is effective from April 1st through the remainder of the year.

******You will not be permitted to drop or add days any time during the year. A change of schedule form will be available through the site coordinator. In order to change your schedule you must complete the form and have it approved prior to the deadline for that season. Changes will be approved on a space availability basis. The schedule you change to is then set for the remainder of the year. In order to change the schedule again, you need to follow the change of schedule procedure only at the times specified above.

BILLING PROCEDURE

*You will be billed according to how many days you register your child for.

*You will be billed monthly and the amount will be the same each month.

*Payments are due on the 15th of the month beginning in July and ending in May, with the exception of August. Failure to make payments on time may result in withdrawal from the program.

*If your schedule has been approved to change, then you will pay the monthly fee according to the number of days your child changed to.

*Vacations and Holidays are optional and are billed separately with a fee of \$40.00 per day. All full days are held at the Arlington Boys & Girls Club.

*There are no refunds or credits for days missed. Extenuating circumstances will be handled by the Program Administrator.

RATES

A non-refundable \$50.00 registration fee is required to secure a space regardless of when your child joins the Kids Care Club program. \$22.00 of this fee will be applied a membership (new/renewed) to the Arlington Boys & Girls Club. The remaining \$28.00 is a processing fee.

Hours: After School 2:15-6:00

Early Release Day 11:15-6:00, 12:00-6:00 or 1:00-6:00 (fee already included in monthly bill)

Full Day 8:00-6:00 -Vacations and Holidays are optional and will be billed separately

Full Day Fee \$40.00 per day (including snow days)

Monthly Payments 2008-2009

5 day rate- \$310.00 per month

5 day rate including transportation- \$390.00 per month

4 day rate- \$260.00 per month

4 day rate including transportation- \$325.00 per month

3 day rate- \$220.00 per month

3 day rate including transportation- \$280.00 per month

2 day rate- \$185.00 per month

2 day rate including transportation- \$225.00 per month

TRANSPORTATION PLAN:

Drop off transportation is provided by the Arlington Boys & Girls Club van for most Arlington Public Schools. **We will not transport from any Arlington Public School where there are less than four children requiring transportation.** The vans have all passed 7-D inspection. All van drivers are employed by the Arlington Boys & Girls Club and have a current 7-D license. All children transported in this vehicle are required to wear a shoulder/lap seat belt and both vans are equipped with an emergency kit and an emergency card for each child. All van drivers have cell phones and an attendance sheet. The sheet is updated and reviewed by the site coordinator daily. Attendance is taken on the van and again in the Kids Care Club room.

Kids Care Club at Thompson: All grades except kindergarten have a short walk from their classroom. A Kids Care teacher will pick up the kindergarten group each day. Attendance is taken in the Kids Care Club room.

Older Child Plan: If your child is going to walk home from the program at the end of the day, there is an additional release form that needs to be filled out.

Full Day Transportation: In case of a field trip parents must fill out the off site permission form located in the registration packet. A full list of activities will be provided at least a week before the field trip stating the location, times and transportation for the trip. Most field trips are scheduled during full days at the Arlington Boys & Girls Club.

KIDS CARE CLUB PROGRAM PLAN

The Kids Care Club includes time for these activities throughout the year:

Outdoor play and active indoor play - including organized group sports and games as well as individual small group free play.

Free Choice - time when children can initiate their own activity and choose among classroom materials.

Snack Time - Kids Care Club is enrolled in the Child Food Care Program through the Department of Education. We plan daily nutritious snacks that are provided at approximately 3:30. We are aware of all children with allergies or dietary restrictions and plan accordingly. Parents can have more information about the food program upon request.

Large group time- a meeting or circle gathering when children review plans for the day, have discussions, sing songs and play group games.

Activity Time - teacher planned projects in a wide range of areas including: art, music, science, crafts, cooking, dance and dramatics. The planned activities are theme based to include cultural enrichment and understanding of diversity.

Quiet time- This is a time to read and be read to, time for puzzles and other quiet activities.

Power Hour - Power Hour is a time to get started on homework from school. Homework help is offered at this time. The philosophy of Kids Care Club's power hour is to allow children to work independently in a quiet space. Teachers will assist those children who ask for help and review work being done by the children. Assignments should be reviewed by the parent at the end of the day. If you would like your child to attend power hour, please discuss this with your child and then inform the Kids Care Club staff that you would like your child to go each day.

Swim Time - daily swims are offered in the Club's swimming pool to those who want to participate. (Kids Care @ the Club ages 6 and up only). A release form must be signed in child's registration packet in order to attend free swim.

PARENT INVOLVEMENT

Absences and Attendance: Parents must call Kids Care Club to let us know if your child will be absent from the program. Please call before 2:00 so that we get the message before the start of the program. **Please call 781-648-1617 ext 19.**

Attendance is taken when the children arrive at the program, if your child is not present and we have not received notification of their absence by a parent or guardian, the Kids Care staff will make every effort to get in touch with a parent or guardian immediately.

Parent Visits: Parents may stop by and visit the program site before signing a child up for the program. Parents can schedule appointments or just drop-in briefly to see the program during hours of operation.

Staff - Parent Communication: Staff - parent communication should take place through various channels.

Daily Verbal Communication: Daily "Checking In". This is facilitated by having a teacher available to talk briefly with parents at the drop-off and pick-up times. At this time teachers will communicate with parents about their child's experience at after school. If parents want more time they should schedule a conference.

Phone Calls: Sometimes a teacher may want to call a parent or have a parent call to discuss something that needs immediate attention.

Written Communication: Both Kids Care Club programs have a parent table where all written notices and bills are placed. Please check for information each day when signing out your child. Each teacher has a mailbox at the control desk so that notes can be left for them. Written materials will be sent to both parents if parents are not living together but are involved in the child's life at school.

Conferences: After school staff schedule conferences as requested by a parent or teacher. The Program Administrator is available to attend parent conferences.

Parent Concerns: If a parent has a concern about the program, it should be discussed first with the staff person involved. If the concern is not resolved, it should be addressed with the Program Administrator who may arrange a meeting with the parent and the staff person involved.

Records: The child's records will be kept confidential, and may be accessed by parent(s) upon request.

Amending the Child's Record: A parent (s) shall have the right to add or delete information on materials relevant to the child's record at any time.

Transferring the Child's Record: When a child is no longer in care, upon written request of the parent, the program will transfer the child's records to the parent or any other person the parent identifies.

POLICIES & PROCEDURES

I. CHILDREN'S RELEASE POLICY:

The Office of Child Care Services mandates this program to have written authorization to release a child to anyone other than the child's parents or legal guardian. Upon registration you will be asked to complete an authorization for pick-up form. This form can be revised at anytime. Staff will not release a child without prior authorization and will ask to see identification of a new person before releasing your child. This is for your child's protection.

II. PROCEDURE TO WITHDRAW FROM THE PROGRAM:

Parents are expected to notify the Site Coordinator and Group Leader in writing when withdrawing a child from the program.

III. PROCEDURE FOR LEAVING THE PROGRAM DURING HOURS OF OPERATION:

If your child is leaving our program and returning (going to girl scouts, soccer practice etc.) a Consent to Leave the Program form needs to be completed and signed. If we do not have a form on file your child will not be released from our program. The forms will be available through a Kids Care Club Staff member.

IV. SNOW DAY POLICY:

When Arlington Public Schools cancel school, Kids Care Club will be open at the Arlington Boys & Girls Club at 8:30 A.M. Parents must call **781-648-1617 ext #19**. between 8:00-9:00 to let us know that you will need care for the day. If in the case of severe weather Kids Care Club is closed it will be stated on Ext 19. We plan our staff according to how many people make a reservation between 8:00-9:00 therefore we do not accept any afternoon drop offs. Children must be enrolled in Kids Care Club to attend snow days. The full day rate of \$40.00 will be applied for the snow day due at the time of drop off.

V. LATE FEE POLICY:

There will be a five minute grace period. After five minutes the individual picking up will be charged a dollar a minute for every minute past 6:05. If there is a discrepancy in the time of pick up the clock in the after school room will be used. At the time of pick up the late slip will be given to the individual picking up. The fee is due within 24 hours of the late pick up. If a family is late more than three times during the school year, the 5 minute grace period no longer applies.

VI. HEALTH POLICY:

It is the parent's responsibility to notify the program when your child is ill. It is imperative that the Group Leader know of any contagious illnesses your child has contracted. Children will be admitted after having a communicable disease e.g. chicken pox, after being checked by a physician or local health department. A medical letter must accompany parent/child on their return to the program. All parents will be notified in writing when their child has been exposed to an infectious disease. Please do not send your child to the Kids Care Club if they did not go to school due to illness.

- * Other areas of concern would be any open or draining lesion e.g. impetigo.
- * Any child who has head lice will not be admitted back into the program until there is no head lice or nits present.
- * Parents should not send children to Kids Care Club if they have symptoms of fever, nausea, vomiting, cough, diarrhea or any other symptoms of acute illness.
- * Any child who has symptoms of conjunctivitis may return after being checked by a physician or local health department and has been on treatment for 24 hours.
- * If a child appears to be mildly ill during the course of the day, the parents will be called immediately - if they are not available, the emergency telephone numbers will be called.
- * Medications will be administered if proper forms are filed. The Kids Care Program cannot administer any medication, whether prescription or non-prescription, without written parental authorization. Prescription medications must be accompanied by a written order of a physician (which may include the label), indicating the child's name, name of the drug, and directions for its administration. Teachers will complete a medication log indicating date, time, and dosage of each administration, and name of teacher and child. All medications will be kept in their original containers and stored in a location which is not accessible to children. Unused medication will be returned to the parent.
- * Sunscreens will not be administered by staff.
- * Upon written parental consent and authorization of the physician, children who have asthma will be permitted to carry their own inhalers and use them as needed, without direct supervision of a staff member. The program administrator will insure that all staff are aware of the children who have asthma and use their inhalers as needed.
- * A complete health care policy is provided to all parents upon request.
- * A procedure and list for making social services inquiries, including Chapter 776 shall be provided to all parents upon request.

VII. MOVIE POLICY:

It is the policy of Kids Care Club to watch G rated movies on special occasions. If we are going on a field trip to the movies during vacation week, we will inform the parent of the movie choice ahead of time.

VIII. MEDICAL EMERGENCY PROCEDURE:

The group leader will contact parent immediately. Emergency surrogate parent will be contacted if parent is not available. All efforts will be made to contact parents. If in the event the surrogate parent cannot be reached, then in the opinion of the Program Administrator and other Group Leader an emergency exists, the child will be transported to the nearest facility by ambulance. They will be accompanied by a staff member and any emergency information. Another staff member will contact the parent or emergency contact person.

It is the policy of the Arlington Boys & Girls Club, not to transport a child to the hospital.

CHILD GUIDANCE PLAN

All discipline and guidance shall be consistent and based on an understanding of the individual needs and development of the child. The supervisor and all staff shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and the individuals within it.

- * No child shall be subject to cruel or severe punishment, humiliation or verbal abuse.
- * No child shall be subject to abuse or neglect.
- * Corporal punishment shall not be used, including spanking.
- * No child shall be denied rest or bathroom privileges as a form of punishment.
- * No child shall be punished related to eating or not eating foods.
- * No child shall be punished for soiling, wetting or not using the toilet.
- * No child shall be forced to remain in soiled clothing or forced to remain on the toilet, or using any other unusual or excessive practices for toileting.
- * Every child, no matter what the problem, will be spoken to with a low voice. No loud voices shall ever be allowed by any staff member. Staff will be told this at the time of hiring.
- * A child may be asked to find something else to do if he is having a difficult time in one play situation.
- * The accommodations related to the toileting needs of a child with a disability who is not toilet trained should not be considered undo burden.

PROCEDURES: We believe that through a consistent, well - articulated and respectful system of discipline children will understand and accept the importance of considerate individual and group behavior. Teachers will set clear limits, within which children may exercise choice. Teachers are encouraged to include children in the process of developing classroom rules.

Once clear expectations have been established, each case of inappropriate behavior should be handled according to severity of the situation and teacher's knowledge of the individual child, his or her age and the child's ability to respond appropriately.

The following procedure may serve as a general guide, taking into consideration the specific situation and ages of the children involved.

- * Soothe any injured or unhappy child.
- * Encourage participants to verbalize feelings and events. Verbalize events for younger children where this seems appropriate.
- * Identify the problem, explaining how the behavior has infringed on the rights of other children, materials, safety conditions, etc. Redirect child to an appropriate activity.
- * Reiterate established limits for behavior and the reasons for setting those limits.
- * Make it clear what the consequences will be if the inappropriate behavior continues. Consequences should vary with the situation and may include directing the child to another activity or area of the room, or having the child rectify a problem his/her behavior has created. In some extreme situations a brief "time out" may be appropriate; where the child is seated apart from the classroom activity and other children. The child should never be visually isolated and should decide when he/she is ready to return to the group. Time out will never exceed 10 minutes. All consequences should be logically related to the behavior they follow. The goal of a disciplinary measure is not to punish, but rather to help the children learn to take responsibility for their own actions.

PROCEDURES FOR SUSPENSION AND TERMINATION OF PARTICIPANTS:

1. When a child's behavior has been unusually difficult or disruptive, teachers will record the observed behavior and communicate with the child's parents about such behavior and ask for and offer support in resolving the problem.
2. If the problem persists, the teacher and Program Administrator will schedule a parent conference to discuss the problem and formulate a plan of action. At this point, a contract may be created outlining specific requirements and conditions for continued participation in the program. The staff may also refer the parent to

PROCEDURES FOR SUSPENSION AND TERMINATION OF PARTICIPANTS CONTINUED:

counseling services for the child. Depending on the nature of the problem, the program may make the child's participation in counseling a condition for continuing the program. The Program Administrator will be involved in the decision.

3. If the problem has not been resolved through these steps, the staff in conjunction with the Program Administrator and the Boys & Girls Club Director may make the decision to suspend the child for a period of one to five days. Suspension will constitute a step towards termination from the program. Before the child may return to the program, a conference will be held with the Program Administrator, parents (and in some cases the child) to review the situation, and set very specific criteria and a time line for continued enrollment.

4. If the child is unable to meet the requirements for continued participation in the program within the time frame outlined in step 3, she/he will be terminated from the program. Kids Care Club will provide referrals to other programs upon request.

IMMEDIATE SUSPENSION AND TERMINATION PROCEDURES

In cases where a child's behavior poses an extreme threat to his/her own safety or the safety of others, with the approval from the Program Administrator and the Boys & Girls Club Director, the child may be suspended immediately. (The steps outlined above may be bypassed, for a period of one to five days.) During the period of suspension, a conference with the parents, teacher and program administrator will be held to determine whether or not it is appropriate for the child to continue in the program and, if so, under what conditions. No child shall be suspended without the prior approval of the Program Administrator and or the Director of the Boys & Girls Club.

Examples of behavior which might warrant immediate suspension include: setting fire, attacking another child or an adult with a weapon or object used as a weapon, and leaving the child care site without adult permission

In exceptional circumstances, where the continued enrollment of a child is deemed an endangerment to the program as a whole, the Boys & Girls Club Director has the authority to terminate the child immediately, bypassing the termination procedure outlined above.

PROCEDURE FOR REPORTING CHILD ABUSE OR NEGLECT

All staff members are mandated reporters of suspected child abuse or neglect. If in the opinion of the group leader there is reasonable cause to believe that a child is suffering from serious physical or emotional injury as a result of abuse or neglect by a caretaker, he/she will immediately make a verbal complaint to the Program Administrator who will then contact the Department of Social Services, 30 Mystic St. Arlington. Within 48 hours, a written report must be completed and sent to the Department of Social Services (papers for reporting abuse or neglect are on file in the office.)

The Program Administrator will notify the Department of Early Education and Care immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the Kids Care Club. The allegedly abusive or neglectful staff member(s) will be removed from the program pending an investigation of the Department of Social Services and the Department of Early Education and Care. The Program Administrator along with the Executive Director of the Arlington Boys & Girls Club will decide if it is appropriate for the staff member to return to the program after the investigation.

PROCEDURE FOR MAKING SOCIAL SERVICE REFERRALS

If in the opinion of the group leader a child would benefit from additional services (social services, mental health services, medical services, or educational services) the group leader will follow this procedure.

1. Evaluate the child and family situation. Keep a written report of all situations which pertain to area of concern. The report will be kept in the child's folder and will be reviewed by the group leader and site coordinator prior to making a referral.
2. Arrange a conference with the site coordinator, group leader, and parent to discuss possible solutions. Make referral to appropriate agency and document. Inform the licensee concerns and actions taken.

SOCIAL SERVICE REFERRALS

Offices of The Department of Social Services and Areas Serviced:

30 Mystic Street, Arlington
(800) 769 - 4615

- Arlington - Waltham
- Belmont - Watertown
- Lexington - Wellesley
- Newton

810 Memorial Dr., Cambridge
(617) 868-1400

- Burlington - Wilmington
- Cambridge- Winchester
- Somerville - Woburn

40 Eastern Ave., Malden
(781) 321-0130

- Malden
- Medford
- Needham - Weston

Mental Health Service Referrals:

Arlington Public Schools
Early Childhood Coordinator
Contact Person: Lori Villiani
869 Massachusetts Avenue
(781) 316-3698

Parents Anonymous
140 Clarendon Street
Boston, Ma 02116
(800)882-1250

Family Service of Greater Boston
34 ½ Beacon St.
Boston, MA 02116
(617) 523-6400

Health Services:

Lahey At Arlington
Hospital Road
Arlington, MA 02474
(781)646-1500

Marie McCune
93 Wright St.
Arlington, MA 02474
781-648-3615

Board Of Health Town of Arlington
Town Hall 730 Mass Avenue
Arlington, MA 02474
781-316-3170

Dental Services:

Mass Dental Society
(800)342-8747

Pediatric Dentistry
22 Mill Street
Arlington, MA 02474
(781)643-7788

Orthodontics
Dr. Melita
11 Alexander Avenue
Belmont, MA 02478
6174843260

Vision Services:

Family Eye Care
John Archibald O.D.
476 Mass Avenue
Arlington, MA 02474
(781)648-2342

Mass Eye & Ear Infirmary
243 Charles Street
Boston, MA 02114
(617)521-7900

Hearing Services:

Mass Eye & Ear Infirmary
Hearing Aide Center
243 Charles Street
Boston, MA 02114
(617)573-4047

Mass Eye & Ear Infirmary
Hearing Aide Center
Stoneham, MA 02180
(781)279-0943

HEALTHY SNACK SUGGESTIONS

FRUIT SLICES	FRESH VEGETABLES	CRACKERS WITH:
APPLES	CARROTS	CHEESE
BANANAS	CELERY	PEANUT BUTTER
ORANGES	CUCUMBERS	JELLY
PEARS	TOMATOES	CREAM CHEESE
PINEAPPLE	BROCCOLI	
PEACHES	GREEN BEANS	
WATERMELON		

GRANOLA BARS	RICE CAKES	BAGELS
GRAHAM CRACKERS	COTTAGE CHEESE	RAISINS
YOGURT WITH MIX (RAISINS, FRUIT, GRANOLA)		
MINI SANDWICHES	BREAD STICKS	MUFFINS
MILK	OATMEAL COOKIES	JUICE
DRY CEREAL (CHEERIOS, KIX, ETC.)		

HEALTHY LUNCH SUGGESTIONS

<u>SANDWICHES</u>	<u>YOGURT OR COTTAGE CHEESE WITH MIX - INS</u>
TUNA	FRESH FRUIT
JELLY	RAISINS
PEANUT BUTTER	GRANOLA
JELLY/PEANUT BUTTER	<u>OTHER SUGGESTIONS</u>
BOLOGNA & CHEESE	SOUP
HAM & CHEESE	MILK
TURKEY & CHEESE	FRUIT OR VEGGIE SLICES

**The Kids Care Club program is enrolled in the Child Care Food Program through the Department of Education. We Plan monthly menus and provide a nutritious daily snack at approximately 3:30 each day. On full days we provide a morning and afternoon snack.

ADMINISTRATION

The Kids Care Club is under the Direction of a Program Administrator, a Site Coordinator, a Group Leader and an Assistant Group Leader. Parents should address any concerns to the Group Leader, who will then bring it to the attention of the Program Administrator and Site Coordinator. The Group Leader will be responsible for a follow up discussion with the parent after attending to the concern. The Kids Care Club is licensed by the Department of Early Education and Care.

Administrative Organization - Line of Authority

