

highlands
after
school
program

JUST FOR
MIDDLE SCHOOL
STUDENTS

Parent Handbook 2017-2018

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www.highlandsafterschool.org

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STATEMENT OF PURPOSE

IDENTITY: The Highlands After-School Program is a non-profit, tuition-supported organization housed at the Brigham House, 20 Hartford Street, Newton Highlands. The program was founded and developed by the Newton Highlands Community Development Corporation in 2008. The program strongly encourages parental feedback and involvement. HASP was established to provide quality after-school childcare to children attending Brown and Oak Hill Middle Schools ages 9 to 14 years. The Highlands After-School Program is licensed for up to 40 children daily and meets from 2:30-6:00 PM Monday, Wednesday, Thursday and Friday, Tuesday from 1:45-6:00 PM. and early dismissal days from 11:30 AM to 6:00 PM. The overall teacher to student ratio is 1:10.

The Highlands After-School Program does not discriminate in providing services to children or their families on the basis of race, religion, cultural heritage, political beliefs, disability, toileting status, marital status, financial status, national origin or sexual orientation, toileting training status.

The Highlands After-School Program is a member of the Newton Highlands community. The program shares the resources in the community as well as common concerns for the total developmental needs of middle school-aged children. Although the Highlands After-School Program is independent of the Newton Public Schools, it works with the staff, administration and PTOs at Brown and Oak Hill Middle Schools, with a goal of maintaining a positive relationship with all members of the school community.

LICENSING (7.08 (6) n:

The Massachusetts Department of Early Education and Care licenses the Highlands After-School Program. Parents may contact EEC for information regarding the program's regulatory compliance history. Contact information: 1250 Hancock Street, Suite 120-SQuincy, MA 02169 / (617) 472-2881 commissioners.office@massmail.state.ma.us

PHILOSOPHY: HASP provides a safe, reliable, relaxed, and fun after school environment. This is accomplished in a respectful environment that offers opportunities for socializing, unwinding, and releasing energy in a creative way. The program is staffed by a group of caring teachers who provide a warm and secure environment for the children. The low child-teacher ratio helps make it possible to effectively encourage the children to respect and enjoy each other. The staff help the children express their feelings in an appropriate manner. The children are offered a wide variety of enriching activities throughout their afternoon and are encouraged to experience autonomy, cooperation and responsibility. The program hopes to be a very happy and healthy place for children, teachers, and parents!

CURRICULUM

Each month, a calendar of events is placed on the sign out table, emailed and posted. In addition, the program gives children the opportunity to ice skate and do many other special projects. The program provides structured activities from which each child may choose, including sports, arts, cooking, community service and homework time. These activities are designed to appeal to many personalities and interests, as well as seeking to expand the child's skills and interests.

HASP normally begins at 2:30 PM with attendance and snack (Tuesdays – 1:45 PM and Early Release Days – 11:30 AM.) Children are offered structured activities such as outdoor or indoor play, drama, music, board games, art projects, community service, cooking, or independent homework time in two or three afternoon time blocks. The curriculum will include cultural activities that support diversity. The children are encouraged to independently schedule their activities, including homework. Children will decide on a homework hour (2:45-3:45 PM, 3:45-4:45 PM or 4:45-5:45 PM) and sign an agreement with their parents to do it at HASP. Homework is optional and families can opt out.

DAILY PROGRAM PLAN

MONDAY, WEDNESDAY, THURSDAY & FRIDAY

TIME	ACTIVITY
2:40-2:45	OAK HILL BUS ARRIVES
3:15-3:30	BROWN BUS ARRIVES
2:40-3:45	SNACK, HOMEWORK, QUIET ACTIVITIES, LARGE GROUP MEETING
3:45-4:45	1 ST ACTIVITY TIME/ HOMEWORK
4:00-5:30	2 ND ACTIVITY TIME/ HOMEWORK
5:45-6:00	GROUP TIME, CLOSE DOWN, PROGRAM ENDS

TUESDAYS

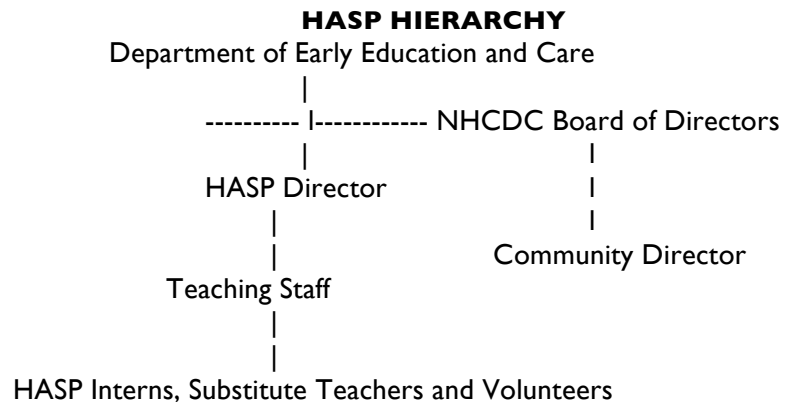
1:55-2:05	OAK HILL BUS ARRIVES
2:30-2:40	BROWN BUS ARRIVES
2:05-2:40	SNACK, HOMEWORK, QUIET ACTIVITIES, LARGE GROUP MEETING
2:45-3:45	1 ST ACTIVITY TIME/ HOMEWORK
4:00-5:30	2 ND ACTIVITY TIME/ HOMEWORK
5:45-6:00	GROUP TIME, CLOSE DOWN, PROGRAM ENDS

ADMINISTRATION

ROCHELLE ACKER, ADMINISTRATOR: Assumes the overall administrative duties for HASP, including curriculum development and implementation, supervising staff, maintaining program records, budget, and maintenance of the space, special education liaison and enrollment. **ADMINISTRATIVE OFFICE HOURS:** The Administrator is available the following hours: weeks days, except Tuesday from 12:45-2:45 PM and Tuesday from 12:00-2:00 PM., with additional morning hours.

TEACHING STAFF: The HASP staff is a group of professionals representing varied educational backgrounds including drama, art, early childhood education, physical education, and a collection of other interests in creative and recreational areas. Staff autobiographies are distributed to parents in September. Information regarding staff members hired after September will be posted and provided to parents in their mailboxes.

BOARD OF DIRECTORS: The Corporation's governing body is the Newton Highlands Community Development Corporation, which sets policies and provides the overall direction for administration of the program. Board meetings are typically held monthly, and are open to all parents and staff. Please contact Rochelle Acker or John Rice if you would like to participate. **The Board represents you, the parents, and we welcome your input, suggestions, comments and concerns.**



2017-2018 HIGHLANDS AFTER-SCHOOL ADMINISTRATIVE TEAM

Administrator	Rochelle Acker
Hyde Community Director	John Rice
Bookkeeper	Bonnie Rice
Pediatric Consultant	Dr. Roger Spingarn

A list of the current Highlands Community Development Board is available from the program director.

PLAN FOR USE OF VOLUNTEERS: HASP encourages and welcomes volunteers. All volunteers to the program will be under direct visual supervision of a qualified HASP educator at all time and volunteers will be required to have orientation, training, supervision and a background check and documentation on file. Volunteers will document their dates and hours of service and will be provided with a volunteer job description that includes responsibilities of each volunteer.

PARENT INVOLVEMENT

PARENT-TEACHER COMMUNICATION: Communication with the teaching staff is always encouraged. In order to ensure minimal interruption to the program, unless it is an emergency, we prefer that you call the program between 12 noon and 2 PM. Parent-teacher conferences can be arranged. Be sure to read your HASP calendars, emails (check daily) and notices posted on Bulletin Board and by the sign out table for important information and the dates of special events and activities. The program has an open-door policy for parent visits and encourages parental involvement.

**Email the program before 2:00 PM daily: highlandsafterschool@gmail.com
Rochelle: Rochelle.acker@gmail.com**

TELEPHONE: Our telephone numbers are 617-527-3308 or 617-999-4617. Please note that in the afternoon all HASP Staff, including the Administrator, will be working with children. To leave a message concerning a change in a child's dismissal plans or attendance at HASP, parents are asked to call or email HASP as soon as possible and not later than 2:00 P.M. We will check phone message regularly and return your call in a timely manner.

We ask that you do not telephone us to alert your child to meet you outside. We are fully responsible for all children, and will not leave a child unattended. Thus, an authorized adult must walk inside the building, make contact with a member of the HASP staff, and sign out from the program.

All play dates and alternative pick-up arrangements must be arranged beforehand, and HASP must be notified by 2:00 PM. and any new pick up permission must be put in writing by the parent. Children must always ask an HASP staff member before using the telephone, unless it is deemed an emergency.

Children are encouraged to put their cell phones away during program hours. We feel strongly that having a phone during program hours is a distraction and will make it hard for children to fully be in the moment, enjoying the company of their peers and the activities being offered. You can help reinforce this message by only accepting calls from your child on the program's phone and not calling your child's phone during operating hours. We understand that there may be times when a child needs to use his/her own phone.

PARENT AND FAMILY OPEN HOUSES: HASP participates in a variety of open house events. The last Monday of September is usually designated as our Meet & Greet Social for parents, children, HASP Staff and the Board of Officers. The Meet and Greet Social is scheduled on Monday, September 25 from 5:30-6:30 p.m.

DONATIONS: HASP is a non-profit organization that has no funding source other than tuition and donations are welcomed. These can be general contributions or specifically directed to purposes such as tuition assistance. We also have an ongoing "wish" list of items that we would love to have for the kids. As a non-profit organization, all charitable contributions to the program may be tax deductible and we will provide a donation receipt.

ENROLLMENT

WRITTEN INFORMATION FOR PARENTS 7.08 (6) a-e: HASP welcomes parental visits. Parents are encouraged to visit prior to enrolling in the program or attend an Open House for new families. Unannounced visits for parents of children enrolled in HASP are encouraged any time while their child is present. The program also encourages parental input.

In addition, prior to enrollment the program provides parents with the following policies; administration of medication, procedures for meeting potential emergencies and transportation plan. (www.highlandsafterschool.org)

ELIGIBILITY: HASP is open to students in sixth through eighth grade or nine to fourteen years of age attending Newton Middle Schools or living in the area. Other age appropriate Newton children may be admitted on a space available basis at the discretion of the Board after October 1st.

APPLICATION AND ENROLLMENT PROCEDURE: Applications for the program are available in March for returning families and in April for new families. Applications will not be accepted from families with delinquent accounts. There is an annual non-refundable application fee of \$75.00 per child. Returning families must re-apply each year and priority will be given to those who submit their application and fees by the due date.

Acceptance letters confirming the number of days the child is enrolled and enrollment packets will be sent out in May for the following school year. Families who did not receive all of the requested days will be placed on a wait list and accepted into the program when space becomes available. A deposit equal to one month's tuition must be paid to secure the child's spot. This deposit is applied to the final tuition payment of the school year and is non-refundable, except in cases of financial hardship. After September 1st, parents requesting a change in schedule will be charged \$25 per change granted.

Complete enrollment packets will be provided to families at the time of enrollment along and the current school year Parent Handbook and Health and Safety Policies are posted on our website: www.highlandafterschool.org or available upon request. Parents and children are welcome to take a tour of the space and attend a number of Open Houses during the spring and summer.

PLAN FOR SERVING CHILDREN WITH DISABILITIES: HASP accepts applications for any child with a disability. In determining whether to accept or serve a child with a disability, HASP shall, with parent consent as appropriate, request information from the Newton School Department, and/or other health or service providers, in relation to the child's participation in HASP. The accommodations related to the toileting needs of a child with a disability shall not be considered an undue burden.

A. Based upon available information, the licensee shall, with the parents' input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. any change or modification in the child's participation in regular program activities;
2. the size of the group to which the child may be assigned and the appropriate staff:child ratio;
3. any special equipment, materials, ramps and/or aides.

B. HASP will provide written notification to the parent within 30 days of the receipt of the authorized and requested information. If the accommodations required by 7.10(2)(a) to serve the child would cause an undue burden to the program as determined by the HASP Administrator and the Board of Officers, the parent will be notified in person and via certified letter. The notification shall inform the parent that they may contact the Department of Early Education and Care (EEC) and request that the Office determine if the licensee is in compliance with 7.10(2)(a). HASP will keep a copy of this notification on file.

In determining whether the accommodations required by 7.10(2)(a) are reasonable or would cause an undue burden to HASP, the program will consider the following factors that include, but are not limited to:

1. the nature and cost of the accommodations needed to provide care for the child and the program;
2. ability to secure funding and/or service from other sources;
3. the overall financial resources of the program;
4. the number of staff employed by the program; and
5. the effect on expenses and resources, or the impact otherwise of such an action upon HASP.

HASP shall, with parent permission, participate in the development and review of the child's program plan in cooperation with the Newton Public Schools, will inform the appropriate Administrator of Special Educator that we are serving the child.

The HASP Administrator will serve as liaison to each child with disabilities. If the Administrator is not present at the application time, she will meet with the parents and child shortly after receiving the application. A liaison from the middle school will be identified to communicate with other treatment providers. The HASP Administrator, acting as the HASP liaison, will communicate with the school liaison on a regular basis. The HASP Administrator will plan parent conferences on a regular basis. If after enrolling and attending HASP a child has a disability identified by either the school or HASP, school liaison will be identified and the Administrator will follow the above plan for communicating and conferencing with the parent(s).

TUITION: The monthly tuition rates for 2017-2018 are as follows:

	<u>Brown, Day, Bigelow</u>	<u>Oak Hill</u>
Monday-Friday (5 days per week)	\$600	\$612
MWThF (No Tuesday)	\$420	\$432
3 DAYS (Except Tuesdays)	\$315	\$324
2 DAYS (Except Tuesdays)	\$210	\$216
TUE. + 1 DAY	\$285	\$288
TUE. + 2 DAYS	\$390	\$396
TUE. + 3 DAYS	\$495	\$504
1 DAY*(M,W,Th,or F)	\$105	\$108
TUESDAYS ONLY	\$225	\$208

** Admission priority is given to applicants requesting 1+ days per week. If space is available, 1 day per week requests will be considered.*

Please note: tuition rates are more for Oak Hill students because they have an earlier daily school dismissal time and spend more time at HASP.

Transportation fees for Brown students are added to monthly tuition rates for Tuesdays, and may be added to other days if the Newton Public School transportation is unable to accommodate the number of HASP children taking the Highlands buses.

PAYMENTS:

HASP payments are made in 10 installments, as follows: A one-month deposit is due before *June 1st* or within 2 weeks of acceptance into the program. The non-refundable deposit reserves your child's place in the program and will be applied to the June 2017 tuition. Parents are sent their first monthly bill *July 15* or within 15 days of enrolling a child in the program, and every month thereafter (*August 15- March 15*). All tuition payments are due by the first of the month, with the first payment due August 1.

Tuition checks should be made payable to the Highlands After-School Program and either dropped off at the program or mailed to P.O Box 610171 Newton Highlands, MA. 02461. HASP accepts checks, money orders and cash for tuition payments. The collection accountant is Bonnie Rice (617-527-4933). For information on savings available by paying in full or in two installments annually, please contact Bonnie or Rochelle.

LATE FEES: If payment is not received by 10 calendar days from the first of the month, a financial penalty of \$25 will be added to your bill and your child is subject to dismissal from the program. If you are 5 days late in paying tuition, the program will send you an email reminder. If you are experiencing difficulties in making timely payment, you must contact Rochelle Acker or Bonnie Rice before the due date so that your situation may be reviewed and a payment schedule can be arranged. A fee of \$20 will be charged for any check that is returned for insufficient funds.

TUITION ASSISTANCE: We have limited tuition assistance available to families who qualify based on financial need. Application deadline is August 1st.

WITHDRAWALS: IN THE EVENT THAT YOU WITHDRAW YOUR CHILD FROM THE PROGRAM, TUITION WILL NOT BE REFUNDED AND YOU WILL REMAIN RESPONSIBLE FOR PAYMENTS FOR 3 MONTHS OR UNTIL ANOTHER CHILD FILLS YOUR CHILD'S SPOT. This policy is stated in the parent agreement form finalizing your child's enrollment in HASP.

PICK-UP POLICY: Always stop at sign out table to check messages and sign your child out. We use many wonderful facilities in the neighborhood, but at 5:45 PM, all HASP activity centers will be closed and children will be at Brigham House.

Although Hartford Street is a quiet side street, there's lots of traffic generated from nearby Route 9 and the parking lot. Please be careful crossing and in the lot.

LATE PICK UP: HAHP ends at 5:45 PM with a 15-minute grace period. Parents picking up after 6:00 PM will be assessed as such: 6:01 – 6:05 PM: \$10.00
6:06 – 6:15 PM: \$20.00 additional
6:16 – 6:30 PM: \$20.00 additional

An additional \$10.00 is assessed for every 15-minute segment, or portion thereof, after 6:30 PM. All late charges must be paid in cash or by check, at the time of pick-up, to the teacher on duty. If your payment isn't given to the teacher at this time, the bookkeeper will send out a separate bill the following month. Make arrangements for pick up with another family to avoid late fee charges.

ATTENDANCE POLICY

- 1. Notify the HASP Office if your child will not be attending or if there is a change in your pick-up plans. We do not get attendance information from the middle schools.**
2. Notification must be done before 1:00 PM. by written note, telephone or email.
3. Make personal contact with a teacher when you pick up your child – **YOU MUST ENTER THE BUILDING!** The doors are kept locked for security.
4. Sign out your child on the sign out sheet, located at the Message Center.
5. Any person picking up a child who is not known to the program will need to provide a picture ID.
6. Inform all adults picking up your child about the HASP Pick-Up Procedures.
7. If you are returning your child to the program after an appointment, please make sure to make arrangements with the program administrator or teacher.
8. No child will be permitted to walk home unsupervised from HASP without written consent and review by the program administrators.
9. Read all correspondence including the Parent Handbook, calendars, email messages and posted signs.
10. Review all program policies and procedures with your child and make sure they understand their importance.
11. If you see any issues of concern regarding safety and security, please inform HASP staff.
12. If HASP is unable to verify the location of the child, the police will be called.

SPECIAL CALENDAR DAYS

OPENING / CLOSING: HASP begins on the first day of school each year and is open through the last day of school on the Newton School calendar. If the last day of school is late due to snow closings, HASP may need to change our closing date to an earlier date. The program is closed during legal holidays, school vacation weeks and the summer. HASP will inform parents of the last day of the program as soon as it is determined by the Newton Public Schools. (See HASP Calendar on last page of handbook.)

SCHOOL CLOSURE: If the Newton Public Schools decide to close due to weather or other emergencies during the school day, HASP will close and contact parents by email and telephone. We will also have the middle school make an announcement regarding the cancellation of the program. Parents should discuss with their child(ren) what to do in the event the HASP is closed due to inclement weather. In this event, please check your messages frequently for updates and further instructions. Please listen for the Newton Public School “no school” announcements on television and radio to determine if HASP is open.

NEWTON PUBLIC SCHOOLS EARLY DISMISSAL: There are 6-7 early dismissal days scheduled on the Newton Public School Calendar. In addition, there might be additional days added during the school year such as, prior to holidays and vacations and parent teacher conference days. HASP sponsors field trips and special activities on early dismissal days. A separate fee will be paid for early release days. Sign up for early release days will begin one month before the scheduled date and end 2 weeks prior to the date of the early release. Parents may opt to pay in advance \$150.00/\$200.00 for all (7) early release days (before September 20th) or \$30/\$40.00 for each individual date. **If your child is not attending on an early release day, please notify HASP in accordance with the absentee procedures.**

HASP will be open at 11:30 am. on the Newton Public School's Early Release Days:

Wednesday	September 27, 2017	Wednesday	February 7, 2018
Thursday	November 2, 2017	Thursday	March 8, 2018
Wednesday	November 22, 2017*	Friday	June 8, 2018
Thursday	December 7, 2017	TBA	Final day of school*

Note: If additional early release days are scheduled and you purchase the Early Release package, there won't be extra billing for the additional days.

*** On November 22 and the last day of school early release days HASP will close at 4 pm.**

ADDING EXTRA DAYS / DAY PASSES: When our enrollment and staffing allows, we do our best to accommodate parent requests for adding extra days. The \$40.00 fee is charged for extra days. We understand that emergencies arise, but we ask that parents give the program as much notice as possible when requesting to send their child for an extra day. For more information on Day Passes, go to our website or ask a staff member.

SPECIAL EVENTS: Each year, the program sponsors two special events for parents, staff and children. These programs will be scheduled and announced in early October.

TRANSPORTATION

ARRIVAL:

- 1) **School bus drop off with supervised walk:** Families need to purchase bus passes from the Newton Public Schools Transportation Department for children attending the program to take buses
 - a. from the middle schools to Newton Highlands neighborhood bus stop. The Newton School Transportation Department maintains documentation of registration, inspection and liability insurance for all vehicles used to transport children. The children will be met at the bus stop by HASP staff and escorted to the program. **While children are on the bus, the Newton Public Schools are responsible for supervision of the children.** Once children depart the bus, they will be accounted for on HASP attendance and then they will become the responsibility of HASP. In the event that there is a need for additional buses to accommodate enrollment, transportation will be secured with a private bus company and children will be picked up at their schools and dropped off at the front door of the program.
- 2) **Parent Drop Off:** Parents are welcome to drop children off at the program. The parent is responsible for the supervision of the child until they arrive and the parent checks the children in. At that point, the program assumes responsibility.
- 3) **Public transportation with unsupervised walk (for children not taking the school buses):** While on public transportation and during the unsupervised walk, the parent is responsible for the supervision of the child. Once the child arrives at the program and is checked in on the attendance sheet, at that point, the program assumes responsibility for the child. If the child is taking public transportation
- 4) to the program, it is important that children make immediate contact with a staff member when they arrive and that the staff member signs them into the program.
- 5) Parents can provide written permission for children arriving on the late bus at 4:15 pm. or 5:15 pm. to do an unsupervised walk from the Highlands bus stop to the program and can make special requests for supervised walks. **While on the bus, the Newton public schools are responsible for the supervision of the child. Once off the bus during the child's unsupervised walk, the parents assume responsibility for the children.** Once the child arrives at the program and is checked in on attendance sheets, at that point, the program assumes responsibility for the child.

If your child misses the bus, you can arrange personal transportation for them to the program with local cab companies, friends or neighbors. You or your child will need to inform the program immediately that they have missed the bus and what the alternative arrangements will be for transportation. The HASP will not transport individual children to the program.

DEPARTURE: HASP provides parents with an authorization form detailing a list of departure options:

- 1) Unsupervised walk home or permission to go with specific friends and family members. Once a child has signed him/herself out of the program the program is no longer responsible for their supervision.

The parent assumes responsibility for the child at that time. Because we are invested in the safety of all the children, we ask that parents use caution in completing this part of their child's transportation plan.

- 2) Parent/Authorized Pick Up- parents should come into the program and check their child out on attendance sheet. Once the child is checked out, the program no longer assumes responsibility for the child and the parent or pick up person assumes responsibility.

FIELD TRIPS: HASP will use the MBTA or a licensed bus company on all field trips not accessible by walking. Medical release authorization, emergency contacts, needed medication, a cellular phone and a first aid kit will be taken in compliance with the Emergency Procedures. In case of an emergency on field trips, 911 or an emergency ambulance will be called. The teacher will contact the parents to inform them of illness or injury. A teacher will make every effort to accompany the injured child in the ambulance bringing the child's emergency information or providing it to the first responders.

Some field trips may involve walking. Proper safety procedures will be used for crossing all streets. Specific field trip permission forms must be completed for all walking trips outside a two-mile school radius. Trips within a two-mile radius will be noted on the monthly calendar newsletters. The following regularly on-going off-site activities are locations within a two-mile radius: Cold Springs Park, Crystal Lake, Newton Highlands Village (area businesses), Newton Centre Village (area businesses), Newton Centre Playground, Newton Free Library, the Congregational Church, and Hyde Gym and playground. Parents will be signing a general permission slip giving permission for these trips.

On some field trips children can bring extra spending money to purchase souvenirs or treats. The staff will notify you prior to the trip if extra money will be permitted. The program always provides healthy and nutritious snacks and extra money is never required. Staff members are not responsible for money or valuables on trips. The program occasionally schedules trips that require extra money for participation.

VEHICLES: Staff members may use their personal automobiles on field trips involving small groups of children. Parents will be notified on the permission slip. The operator of any vehicle used by HASP to transport children shall be licensed in accordance with the laws of the State and be subject to the same health and background requirements as other staff members 21 years of age and with a driver's license.

HEALTH & SAFETY

HASP full Health Care Policy is available upon request and on our website.

HEALTH REQUIREMENTS FOR ADMISSION: Before a child can be admitted to HASP, a parent must provide written documentation on the enrollment form that immunization and physical examination according to Newton Public School health requirements are on file at the child's school.

ILLNESS AND CRITERIA FOR EXCLUSION 7.08 (6) i: If your child is absent due to illness, please call the program before 2:00 PM. It is important that the program be notified of any contagious or infectious disease (such as strep throat, measles, mumps, chicken pox, head lice, or conjunctivitis). An email will be sent to parents and note will be posted on the bulletin board informing you of the presence or outbreak of such diseases. Please be considerate of the health of others -- keep your sick child at home. ***If a child is too sick to attend school, (s)he cannot attend HASP.*** A child may return to HASP once (s)he is free from fever for 24 hours without the aid of a fever reducer; free of head lice and their nits; or 24 hours after the first administered dose of a prescribed antibiotic. The program's criteria for excluding children from care due to serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health.

PLAN FOR EXCLUSION DUE TO ILLNESS

Children will be excluded from the program for the following illnesses: Strep infection, until 24 hours after treatment and the child has been without fever for 24 hours; Hepatitis Fact sheets are available from the state Department of Public health (www.state.ma.us/dph) and Chicken Pox, until last blister has healed over.

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the day care center may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the Center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea, etc.), he/she will be provided a comfortable spot in which rest. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the Center, parents will be notified immediately, and in writing by the Program Administrator. Whenever possible, information regarding the communicable disease shall be made available to parents. The Program Director shall consult the medical consultant for such information. DPH must be contacted when there is a reportable communicable disease in your program. The program requires, on admission, a physician's certificate that each child has been successfully immunized in accordance with the Department of Public Health's recommended schedule. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) object, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contradicted. This must be maintained in the child's school medical file. No child will be admitted into the program without the required documentation for immunizations. The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded^{12,24,08} from attending when a vaccine preventable disease is introduced into the program. The Massachusetts Immunization Program provides free childhood vaccines. The toll free telephone number is 1-888 658-2850.

PLAN FOR ADMINISTERING MEDICATION

Medication Administration

- (a) HASP has a written policy regarding administration of prescription and non-prescription medication. The policy provides for the administration of medications ordered by a child's health care practitioner *and is as follows*;
- (b) All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent, unless noted in section (l), below.
- (c) All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.
- (d) The educator will not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.

Unless otherwise specified in a child's individual health care plan, the educator will store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.

1. Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.

2. Prescription medications requiring refrigeration shall be stored in away that is inaccessible to children in a refrigerator maintained at temperatures between 38° and 42° F.

(f) Notwithstanding the provisions of 606 CMR 7.11(2)(e), above, emergency medications such as epinephrine auto-injectors must be immediately available for use as needed.

(g) HASP shall have a written policy on medication disposal.

(h) When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of HASP and the Department of Public Health, Drug Control Program.

(i) No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.

(j) Each time a medication is administered, the educator must document in the child's record the name of the

medication, the dosage, and the time and the method of administration, and who administered the medication, except as noted in (k) below.

(k) The educator must inform the child's parent(s) at the end of each day whenever a topical medication is applied to a diaper rash.

(l) All medications must be administered in accordance with the consent and documentation requirements specified on following page:

7.11 Health and Safety:

Regulation Number and Type of Medication	Written Parental Consent Required	Health Care Practitioner Authorization Required	Logging Required
7.11(2)(l)1 All Prescription	Yes	Yes. Must be in original container with original label containing the name of the child affixed.	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(l)2 Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(l)3 Unanticipated Non-Prescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes including name of child, dosage, date, time, & staff signature
7.11(2)(l)4 Topical, non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature.
7.11(2)(l)5 Topical, non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items not applied to open wounds or broken skin.

IHC Plan information 7.11 (3) a-c. Individual Health Care Plans

HASP will maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in HASP care, the potential side-effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. (continued on page 13)

(a) The educator may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.

1. Notwithstanding the provisions of 606 CMR 7.11 (1)(b)2., the educator must have successfully completed training, given by the child's health care practitioner, or, with his or her written consent, given by the child's parent or the program's health consultant, that specifically addresses the child's medical condition, medication and other treatment needs.
2. In addition to the requirements for the routine, scheduled administration of medication or treatment set forth in 606 CMR 7.11 (3)(a), any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the educator must make a reasonable attempt to contact the parent(s) prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parent(s) cannot be reached in advance, as soon as possible after such medication or treatment is given.
3. The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.
4. The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

(b) Educators may, with written parental consent and authorization of a licensed health care practitioner, develop and implement an individual health care plan that permits older school age children to carry their own inhalers and epinephrine auto-injectors and use them as needed, without the direct supervision of an educator. All educators must be aware of the contents and requirements of the child's individual healthcare plan specifying how the inhaler or epinephrine auto-injector will be kept secure from access by other children at HASP.

(c) Whenever an individual health care plan provides for a child to carry his or her own medication, HASP will maintain on-site a back-up supply of the medication for use as needed.

EMERGENCY CONTINGENCY

Massachusetts Child Care Licensing Regulations require that HASP develop written plans detailing procedures for meeting potential emergencies, including but not limited to, missing children, fire, natural disasters, potential threats to the safety of the children and staff from internal or external sources, and loss of power, heat or water. [See EEC Regulation: 606 CMR 7.11(7)(f)] Some emergencies may require evacuation of the childcare site. In other situations it may be best to take shelter within the facility or lockdown the facility until the emergency is resolved. Some situations may involve only the Brigham House facility itself; others may include the neighborhood or immediate area. When dealing with a natural disaster, HASP staff will contact local authorities and/or listen to radio/television or check the internet to determine whether to evacuate or shelter in place. No matter what the circumstances, HASP will plan ahead and conduct practices that will help children and adults remain as safe as possible when an emergency occurs. Practice evacuation drills must be held monthly under a variety of circumstances. [See regulation: 7.11(7)(h).]

In the event of an evacuation emergency, HASP will contact local authorities to determine whether of not to evacuate the program, or to remain sheltered at the program. The escape route from Brigham House is the front door and if not usable, the back door to the parking lot. If we are at the Hyde Gym or playground, the group will exit or seek shelter at the nearest door of the gym.

Evacuation

Should the program need to be evacuated in the case of a fire, natural disaster, loss of power, heat of hot water, or any other emergency situation requiring evacuation of the building (such as chemical spill or bomb threat), we will **meet at the Newton Highlands Congregational Church, 54 Lincoln Street, Newton Highlands (across from Brigham House) or if safe on the front lawn of the church.**

In an evacuation, parents will be notified by program and staff cell phones and email and if possible a sign will be posted on the front door to the program.

In the event that we need to evacuate to an emergency facility outside the immediate neighborhood, HASP will seek shelter at **DPW Utilities Building, 74 Eliot Street, Newton Highlands**. If possible, we will seek transportation from the City of Newton emergency vehicles, but will also walk or use staff vehicles if necessary. As in any off-site activity, a count of the children before leaving, in transport, and upon arriving at our destination will be done. HASP will notify EEC immediately about any emergency relocation. [See Regulation: 7.04(15)(h).] Documentation of when children are picked up from the temporary location and by whom will be done. In addition, the plan for entire city or geographic area evacuation will be provided to all staff.

Plan for Emergency Evacuation: HASP

- Evacuation Plans will be posted at all doorways
- During an emergency evacuation the Group Leader will be responsible for taking the attendance (clip board) and emergency backpack placed at the program's message center in the center hallway.
- Other teachers will position at the middle and back of the group to check for stragglers.
- Director/administrative will visually check all areas before exiting the building to make sure all children are with the exiting group.
- Attendance will be taken immediately outside the building and staff will account for all children.
- Staff members are responsible for signing children in and out of the program and will indicate arrival and departure times on the attendance sheet.
- All children and staff will meet across the street from the Brigham House on the lawn of the Newton Highlands Congregational Church on Hartford and Lincoln Streets to be a safe distance from the building.
- Highlands After-School will discuss with children and staff evacuation procedures and conduct periodic drills, practicing different evacuation routes so staff and children are familiar with them.
- The Group Leader will bring medications, emergency consent forms and emergency supplies in the backpack.
- The program administrator will periodically discuss the programs evacuation to the Congregational Church with the church staff and keep contact information for the church in the emergency evacuation backpack.
- The Newton Highlands Congregational Church and City Hall have suppliesC of food and water in the basement emergency space and will allow HASP to access it as needed.
- The program administrator will inform parents via cell phone of the emergency evacuation location and procedures for picking up children during an emergency immediately.
- Director will maintain records of each drill and the effectiveness of the drills with the date, time, route used and number of children in a Fire Drill Log.

Sheltering in Place

In some emergency situations it may be safer to remain on site until the emergency has ended. In the event of severe weather or other emergencies creating a **power outage, loss of heat or water, if the program will continue to operate on site:**

- HASP will meet the need for heat with access to outer clothing and blankets. We will use the HASP's mobile phone, as well as staff phones. The fire alarm system is wired to the Newton Fire Department. Emergency food and water will be stored at the program in a large bin in the basement, where there is running water.
- Along with the basic food and water supplies, staff will have flashlights, board games and some writing supplies.
- If necessary, staff will be responsible for shutting off electricity, gas and water service in the basement, under the guidelines of the Newton Inspectional Services, Fire Department, Board of health, or other emergency agency for their advice regarding any of the above emergencies.

In the event of a potential threat from an intruder inside or outside the program, HASP response will depend on a number of factors, the proximity of children to exterior exits, and the degree to which the intruder is armed. HASP will have a **"lock-down" procedure** designed to keep children and staff safe within the facility until police or other emergency responders can respond and eliminate the threat. Children will be gathered in the basement, bathrooms or attic space, closing and locking all exterior doors. Lights in each room will be turned off, and children should be asked to sit on the floor and remain quiet, out of sight lines from the doors. A cellular telephone, land-line or other means of communicating within and outside of the facility will be available at all times. However, in certain situations (depending on the proximity of the threat, the number of staff available and the possibility of escape), it may be best for some or all of the occupants to flee the building when an

intruder enters. In either case, staff will discuss these options with children during monthly evacuation drills. The HASP Plan:

- All staff are responsible to call a lock down during with an intruder.
- The lockdown will be communicated verbally to staff or by use of personal mobile phones.
- Gathering places during a lockdown include; basement and bathrooms.
- All teachers are responsible for locking doors, gathering children (depending on their location within the facility) or leading children from the facility; and
- All teachers are responsible for notifying police and other emergency officials, as well as parents and others who may need to be notified.
- All teachers will make sure the sign in book is taken to ensure that all children are accounted for before, during and after the emergency;
- The program will ensure access to sufficient supplies (food, water, necessary medications, and first aid supplies) to meet the children's immediate needs if the emergency extends for more than a few minutes.

Missing Child

In the event that a child goes missing from the program, HASP will notify the parents and emergency responders, have staff at the designated meeting area at the church and when possible continue to have staff look for the missing child.

In dealing with a missing child, all staff will be responsible for searching for the child; with one teacher searching the facility or the outdoor area first and a second staff member will immediately contact parents and the child's cell phone. Outside authorities will be notified after the search of the building and outside space. A staff member will notify the Newton Police Department. During the time of the search and calling of parents and authorities, all other children will be limited to the immediate inside. In addition, while off-site, the same procedure will be followed with a call to 911. All children will have emergency information sheets with specific directions on contacting authorities and the program.

EEC regulations require that programs share their procedures for meeting potential emergencies (emergency contingency plans) with parents prior to enrollment [see 606 CMR 7.08(6)(d)], and review and update their plans regularly [see 606 CMR 7.11(7)(g)]. Plans must be sufficient to meet the needs of all children in care, regardless of age or disability. In preparing the HASP emergency contingency plan the program administrator has contact emergency management personnel in Newton to obtain current information on the specifics of the emergency evacuation and disaster plans in place for that specific location. A list of local emergency management directors and guidance in developing an emergency preparedness plan can be found at <http://www.mass.gov/mema>.

PROCEDURE FOR EMERGENCY, ILLNESS AND URGENT MEDICAL NEED

- A. In case of illness of medical emergency (such as a seizure, a serious fall or serious cut), the staff will provide immediate attention and care to the child. The teacher will seek the assistance of another teacher to aid with the other children by removing them from the space. If no other teacher is available to assist, the teacher will ask the remaining children to be seated and quiet so an accurate assessment of the medical issue can be made.
- B. The staff member will assess the medical issue and apply needed first aid. Each staff person is trained in CPR and First Aid.
- C. Upon evaluation of the injury or medical issue, the staff person will decide if additional medical care is needed. If it is needed, 911/EMS will be called. The teacher will then remove the child's emergency card, contact the parent to inform them of the medical emergency, and make arrangements for the parent to meet the ambulance at Children's Hospital or the closest medical facility.
- D. Staff will not provide transportation to an injured child via staff owned vehicles. This plan is implemented as stated in the parent signed medical waiver and liability form, which is required upon enrollment in HASP. Depending on the nature of the injury or medical condition, the teacher may arrange for the parent to pick up the child and transport them to the hospital or their doctor's office.
- E. When parents cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff person will continue to attempt to reach parents or emergency contacts.

- G. The program will immediately report to EEC any injury to, or illness of, any child, which occurs during the hours while the child, is enrolled in care and which requires hospitalization or emergency medical treatment, including death, which occurs while the child, is in care of HASP.

THE DIRECTOR WILL:

- 1) Know how to access Emergency Medical Services (EMS) in your area
- 2) Educate Staff on the recognition of an emergency and the center's health care policy.
- 3) Know the phone number for each child's guardian and primary health care provider.
- 4) Share specific plans and specific health care needs of children with direct care staff.
- 5) Develop plans for children with special needs with their family and health care provider.

ALLERGIES, DIETARY RESTRICTIONS, & CHRONIC HEALTH PROBLEMS: Each year, parents are required to complete a medical information form. Parents are required to inform Highlands After-School Program in writing (and complete a separate allergy/medication form) of any allergies, dietary restrictions, or chronic health conditions that their child may have.

MANDATORY REPORTING

As licensed Educators in Massachusetts, we operate HASP in a way that protects children from abuse and neglect. As such, we are mandated reporters (under M.G.L. c.119 s51A) and must report to the Department of Children and Families (DCF) whenever we have reasonable cause to believe a child in the program is suffering from a serious physical or emotional injury resulting from abuse inflicted upon the child, or neglect, no matter where the abuse or neglect may have occurred or by whom it was inflicted.

CHILDREN'S RECORDS

EEC regulations require HASP to maintain an individual written record for every child attending the program. These records include the information parents complete at enrollment, as well as progress reports, incident reports, and other documentation regarding the care. As a parent, you have access to your child's record and you have the right to add information or to request that information in your child's record be changed or deleted. You may request a copy of your child's HASP record at anytime.

FOR A DETAILED EXPLANATION OF ALL MEDICAL, HEALTH AND SAFETY POLICIES, SEE THE HEALTH AND SAFETY POLICIES (Health Care Policy) PROVIDED TO ALL FAMILIES ON THE SIGN OUT TABLE AND AT OUR WEBSITE.

CHILD GUIDANCE POLICY

HASP provides a relaxed and caring atmosphere that encourages children to respect and enjoy the program and each other. The teachers help the children express their anger, as well as joy and creativity, in an appropriate manner. Children are gently encouraged to experience autonomy, cooperation and responsibility, and to treat others, as they would like to be treated.

Teachers convey clear expectations to the children about appropriate behavior and deal with problems directly and positively. Teaching children coping mechanisms and problem solving skills such as taking a break, finding a different activity, and seeking support from teachers when needed. The teachers are committed to acknowledging positive behavior and creating an individual action plans that identify the child's strengths as well as challenging behaviors and includes ideas for how to work with the child, parents and teachers to build skills and resolve problems.

HASP child guidance practices include but are not limited to the following:

- Having a sound understanding about the principles of child growth and development.
- Preparing a stimulating and educational environment with a varied curriculum and plenty of age appropriate activities.
- Creating consistent routines and smooth transition.
- Modeling appropriate behaviors and positive attitudes.
- Work in a close partnership with families.
- Being clear about rules and consistent in applying them.
- Resolving problems as they occur.
- Seeking to understand and acknowledge children's feelings and demonstrate respect for each child.

- Observe and document children’s behavior for parental discussions.

Child Guidance Goals 7.06 (5) a-f

HASP educators will provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:

- (a) encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children’s appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting;
- (b) helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
- (c) using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
- (d) intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
- (e) explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
- (f) discussing behavior management techniques among staff to promote consistency.

HASP goals for child guidance are to:

- Encourage children to be safe with themselves and others
- Encourage children to feel good about themselves
- Help children develop self-control and good coping skills
- Help children appropriately express feelings
- Help children to become independent
- Help children learn new problem solving skills, including conflict resolution

Prohibitions 7.05 (8) a-f

The following practices are strictly prohibited:

- (a) spanking or other corporal punishment of children;
- (b) subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- (c) depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
- (d) disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- (e) explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
- (f) discussing behavior management techniques among staff to promote consistency.

This document describes the Child Guidance Policy in detail:

If a child exhibits inappropriate behavior or fails to respond appropriately, the following steps will be taken:

1. The teacher will give the child a verbal warning that the next incident or misbehavior will result in a “time out”. If the child fails to respond as requested, then:
2. The child will be given a “time out” period of quiet time in a seat within view of the teacher, who will tell the child how long the time out is for and explain the reason for the time out. When the “time out” is over, the teacher will talk with the child about the problem to be sure that the child understands the behavior that is expected.
3. As an alternative to “time out” the teacher may discuss the problem with the child, then direct the child to a different activity area. The teacher will tell the child how long the new activity choice is for and the reason for changing.

The teacher will try to help the child resolve the behavior problem without having to notify the parent. The teacher will aim to settle the child down and resolve the problem with time and opportunity to discuss the incident again when ready. The teacher will communicate with the parents about ongoing or serious problems.

If the child is having a severe outburst, the teacher will find a quiet space in close proximity for the child. When the child cannot be removed from the environment, until the child is able to regain self-control, the teacher will make sure to remove anything within the child's reach that might be a potential danger to the child or others. The teacher will always consider the immediate safety of all the children in the program when responding to these types of situations. A teacher may only supportively hold a child in rare cases of an emergency where a dangerous threat to others exists. Parents will be notified immediately.

POSITIVE CHILD GUIDANCE: Department of Early Education and Care licensed programs may not use child guidance techniques that use of any form of punitive punishment or corporal punishment or physical restraint. Punitive punishment is use of other physical forms of abuse; subjecting children to cruel or severe punishment such as humiliation, verbal abuse, neglect; depriving children of meals or snacks or access to the bathroom. No form of physical restraint may be used on a child for discipline.

SERIOUS BEHAVIOR PROBLEMS: In cases where the Administrator considers the behavior problem to be serious or persistent, a meeting will be arranged with the parents, administrator and appropriate teaching staff to discuss it and work on a plan to resolve it. At the discretion of the Administrator, a member of the Board of Officers or the Highlands Community Development Corporation may be invited to attend the meeting.

At the meeting with the parents, the Administrator will take notes specifying the targeted behavior, steps needed to change the behavior issue(s) and who will be involved with the process. The Administrator may refer the family to an outside agency for additional professional help (see referrals on the last page of the handbook). The Administrator will determine a trial period in which the steps will be implemented and the child's behavior monitored, and will schedule a follow up meeting with the parents and teacher(s) to take place at the end of that period. The Administrator will write a summary of the meeting and all participants will be asked to sign the summary, with additional comments if desired. The Administrator and parents will inform the child about the decision of the meeting and may have the child participate in the meeting.

Some Examples of serious behavior problems are:

1. Not listening to and/or following teacher directions and instructions
2. Behavior that interferes with the daily routine of the program
3. Behavior that requires constant adult supervision
4. Behavior that inflicts physical or emotional harm on other children, staff, or self
5. Stealing
6. Deliberate destruction of property belonging to the program, Hyde Community Gym, Brigham House, or another individual.

PROGRESS REPORTS

Progress reports will be completed in January for children attending HASP. Reports will be shared with parents in February along with an opportunity to meet and discuss the report. Parents are welcome to schedule meetings throughout the year.

REFERRALS

HASP will provide referral support for families to local and state agency. Referral lists are on page 18. If a child is suspended or terminated from the program, the program administrator will work with the parents to help identify support for the child and family in the community and with written parental permission, refer the family for mental health counseling or other specialized services that can help address the child's behavior problems and attempt to assist the program in keeping the child enrolled and safe. If able to, this should occur prior to child being terminated to see if child can stay at the program without causing undue burden to the program.

Special problems and significant developments will be documented and brought to the parent's attention as soon as they arise.

(a) In these cases, HASP will offer information to parents regarding health and educational resources for the child and family.

(b) HASP will obtain parental consent prior to contacting any outside social, educational or health care resource or service provider on behalf of an individual child. If such direct contacts are made by the program, the licensee

must maintain a written record of such contacts and the results of such contacts. Occasionally families need additional services of various types.

HASP can provide parents with a list of resources for mental health, social services, educational, medical, and dental and vision services. Our referral plan is available upon request.

DEPARTMENT OF EARLY EDUCATION AND CARE

Metro Boston 1250 Hancock Street, Suite 120-SQuincy, MA 02169 (617) 472-2881
commissioners.office@massmail.state.ma.us

HEALTH CARE

Newton Health Department	1-617-552-7058
Parental Stress Line	1-800-632-8188
Mass Health	1-800-841-2900
Riverside Trauma Center	781-433-0672 800-529-5077
Newton Wellesley Hospital	617-243-6000
Planned Parenthood	800-230-PLAN
Substance Abuse and Mental Health Services Helpline	800-662-HELP

SPECIAL ED NEWTON SCHOOLS

Newton School Department	617-559-6190
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CHILD CARE

Child Care Resource Center	617-547-9861
WarmLines	617-244-4636
Department of Early Education and Care	617-988-6600
Newton Child Care Commission	617-332-6723

EMERGENCY/CRISIS

Red Cross	1-800-564-1234
Good Samaritan Hot-Line (suicide prevention)	617-247-0220
Domestic Violence REACH	1-800-899-4000

ECONOMIC/FINANCIAL SUPPORT/ LEGAL ASSISTANCE

Department of Transitional Assistance	617-348-8500	1-800-249-2007
Food Stamp Hotline		1-800-645-8333
Fuel Assistance Hotline		1-800-632-8175
Newton Food Pantries	617-340-9554	617-527-2394
Mass Coalition for the Homeless		781-595-7570
Middlesex District Attorney		781-897-8300
Greater Boston Legal Services		800-323-3205

AVOIDANCE OF SUSPENSION: HASP will follow these steps to avoid suspension of a child due to challenging behavior: 1. Meet with parents to discuss other options; 2. Provide referrals for evaluation and services. 3. Pursue consultation and training for program teachers. 4. Develop behavioral intervention plan at home and in the program. In some cases, a child may be suspended from the program until a meeting can be set to develop a behavioral plan to address the problem. The meeting will include the administrator, teacher, and parent and will be scheduled within one week of the incident. (All suspensions will be limited to less than one week provided that a meeting can be scheduled within that time.) If a child is having acute behavioral problems during the afternoon and the teachers feel that they have exhausted all efforts to resolve the issue, the parents may be called to pick up their child for an immediate suspension. Children given an immediate suspension will need to have a meeting with the Administrator before returning to the program. If a child is suspended from the program more than three times in a school year, termination from HASP will be discussed with the parent.

TERMINATION: If at the end of the trial period outlined in the behavioral meeting, the child's behavior problem has persisted or become more serious, the follow up meeting will aim at helping the parent find an outside agency to deal professionally with the child. In addition, after reviewing the specific needs of the child and of HASP, the director may determine that the child should take a temporary or permanent leave from the program. If the child's enrollment is terminated for behavior reasons before May 1 of the academic year, the balance of tuition will be suspended. Decisions about a child's leave from HASP due to behavioral problems are at the discretion of the Director.

In rare circumstances, the Administrator may conclude that the parent(s) of a child in the program is (are) being so uncooperative, disruptive, or abusive of staff, other parents or other children and that continued participation of the family is not in the best interests of HASP or the child. In such instances, the Administrator may initiate a suspension or termination of that family from HASP or may decline to re-enroll the child. Prior to instituting such steps, the program administrator and a member of the Highlands Community Development Board will meet with the parent(s) to review and attempt to resolve the problem behaviors. If the parent(s) is (are) dissatisfied with the HASP Administrators' decision or any conditions placed upon that decision, s/he (they) has the right to meet with the Board of Directors. The parent(s) and the Administrator may each explain their positions at the meeting. The Board of Directors will decide whether to uphold, modify, or overrule the Administrators' decision.

WRITTEN PLAN FOR TRANSITION FROM HASP & BETWEEN ACTIVITIES [7.06(2)(a-e):

The program will make every effort to have the group organize a special send off for children leaving the program. This will include an end of year celebration and certificate of completion for all 8th grade students moving to high school. Individual staff members will make personal connections with the each child and provide support and encouragement. If the child is planning to attend another program, with parental permission, we will be happy to conference and share information to make the transition easy.

The program will make every effort to have the group transition between activities in the following manner:

- A monthly calendar of activities will be given to all families and posted on the program bulleting board.
- The daily scheduled will be posted on the dry erase board near the front entrance.
- The daily meeting will provide children with information on daily activities and provide opportunity for children to ask questions about these activities.
- Children may request to change activities during the activity, although some activities will require a specific commitment of time.
- When children request to transition from one activity to another, they will be asked to put away any materials they used.
- All transitions will require children to touch base with supervising teachers from the first activity as well as the second. Teachers will use cell phones as needed to communicate these transitions.

WORD FROM EARLY EDUCATION AND CARE

EEC is the agency that oversees after school services for families in Massachusetts. As the agency that licenses child care, EEC has qualified standards for all licensed programs to ensure high educational value, as well as health and safety. HASP's license means that we have demonstrated that we meet the standards outlined in the EEC regulations. To obtain your own copy of EEC Regulations, you may download them from the EEC website at: http://www.mass.gov/Eeoe/docs/EEC/regs_policies/20090122_606_cmr.pdf or see the contact information above.

A LAST WORD

Highlands After-School meets all of the requirements for school-age programs established by the Commonwealth of Massachusetts, but more important, we seek to earn the trust and respect of the parents in the Newton community. We value the children who attend the program and hope to provide the best after-school program.

Highlands After-School Program

2017-2018 School Calendar

August '17						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '17						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '17						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '17						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '18						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March '18						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '18						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '18						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '18						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '18						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Closed/ Holidays

Early Release

First and Last Day of School

