

# Welcome!

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Burr Community Afterschool Program, Inc.  
2024-2025

# Family Handbook

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**Auburndale, MA 02466**

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*Disclaimer*

The Burr Community Afterschool Program, Inc. reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

## **STATEMENT OF PURPOSE**

The Burr Community Afterschool Program, Inc. (BCAP) provides enrichment and enjoyment for the children from Auburndale and West Newton communities who attend Burr Elementary School. BCAP serves children between 5 and 12 years of age. The fundamental program goal is to provide a safe, high quality, and affordable afterschool program. This is accomplished in a safe and respectful environment that offers opportunities for socializing, unwinding, and releasing energy. The teachers and staff of the Burr Community Afterschool Program, Inc, plans and implements program activities and special events that support problem solving, critical thinking, communication, social skills and relationship building. The program provides structured activities from which each child may choose, including sports, arts, crafts, free play, drama, "Fun with Stuff", and board games. These activities are of sufficient range to appeal to many personalities and interests, are balanced between quiet and active, and seek to extend the child's skills and experiences. Quiet homework time is available M-TH at 5:00pm.

Attention is paid to each child's emotional and social development. Self-confidence, assertiveness, and self-respect are encouraged, as are responsibility, decision-making, and respect for others. Children in BCAP contribute to the development of rules, which place limits on certain kinds of behavior and help to create an environment in which each child's privacy and right to make choices are protected.

## **ORGANIZATION AND HISTORY**

Established in 1980 as the Williams Extended Day Program, the program name was changed in 2003 to reflect both current location and community served. BCAP is a non-profit corporation that was founded and continues to be run by parents.

The program is separate from the Newton Public Schools, but enjoys a constructive professional relationship with the school system, particularly the administration and teachers at Burr School. The program operates in space rented from the City of Newton in the Burr School building.

BCAP does not discriminate on the basis of race, color, national or ethnic origin, handicap, sex, religion, cultural heritage, political beliefs, marital status, disability, toilet training status, and/or sexual orientation.

## **LICENSING AUTHORITY**

The Massachusetts Department of Early Education and Care is our licensing authority. Liz Kennedy is our program director. EEC address is 100 Hancock Street, Suite 120S, Quincy, MA 02169. The main telephone number is (617) 472-2881. EEC's website is [www.mass.gov/eec](http://www.mass.gov/eec). EEC may be contacted for BCAP's compliance history.

## BCAP STAFF

In accordance with EEC regulation 606 CMR 14.00 BCAP performs a background record check (BRC) on all prospective and current employees. BCAP conducts random BRC throughout an employee's time at the program, conducted no less than every two years.

Programming, administration, management, and care of the children during the program hours are the responsibility of the paid professional staff. The BCAP staff have and continue to receive training in behavior management, child development, anti-bullying, and curriculum design. All afterschool teaching personnel are certified in First Aid/CPR.

*The 2024 Teachers/ staff of BCAP are:*

Staff Person	Position	Years at BCAP	Education
Liz Kennedy	Executive Director	35	B.A. University of Massachusetts M.Ed. University of Massachusetts 1 <sup>st</sup> -6 <sup>th</sup> grade MA Teaching License
Courtney Guillory	Assistant Director	14	B.A. Middlebury College
Elisa Ng	Program Coordinator	14	B.F.A. Massachusetts College of Art
Josh Sawhill	Afterschool Teacher	10	B.M. UMass Lowell
Laura Schram	Special Education Consultant Kindergarten Coordinator	13 (Previously employed @ BCAP for 5)	B.A. Potsdam University M.Ed. Special Education, Lesley University MA Special Education 1-6 Teaching License
Nahir Paez	Afterschool Teacher	9	Mass Bay Community College Framingham State University
Chris Latanowich	Afterschool Teacher	6	
Mike Browne	Kindergarten Assistant Teacher	7	Lesley University

Other part-time staff have defined roles that complement programming.

## BABYSITTING

BCAP staff are professional care child providers. As a matter of policy, they do not provide individual babysitting services to our BCAP families.

## REGISTRATION AND INTAKE INFORMATION

Registration for the Fall program year begins during the preceding Spring. Pre-registration for currently enrolled BCAP families begins late April/ early May:

- BCAP enrollees are guaranteed only the current days they attend the program as are their incoming Kindergarten siblings.
- All children currently on the waiting list *and* enrolled in BCAP more than one day per week will have some enrollment priority but are in no way guaranteed additional days.
- Except for a set number of slots for incoming kindergartners, all new openings are offered according to our ongoing waiting list.
- If you wish to add a day to your child's schedule you must contact either the director or coordinator in order to place your child on the waiting list.

Registration forms are provided on-site for current BCAP families.

Registration forms for NEW Kindergarten prospective BCAP families are mailed in late April/early May. These families must call the program before mid-April to be placed on the MAILING LIST to receive preliminary registration forms. Kindergarten registration is according to a lottery system. BCAP recommends, but does not require, parents visit the program before taking steps to register a child for the first time.

Every effort is made to fully accommodate registration requests, but enrollment preferences cannot be guaranteed due to limits on space and staff availability.

A non-refundable, one-time fee is required upon registration when a space is guaranteed by the program. Returning families do not pay this fee. Any changes to a child's schedule after registration are dependent on space availability and are subject to a \$150.00 change of schedule fee.

## PROGRAM CALENDAR AND DESIGN

BCAP opens on the first day of the school year in September and ends on the last day of the school year in June.

The program normally operates Monday through Friday from school dismissal until 5:50pm.

BCAP operates on the calendar of the Newton Public schools and is closed on vacation weeks, holidays and other days when its schools are closed.

Exceptions to routine program hours are:

1. **the day before Thanksgiving when BCAP opens at noon and closes at 2:00pm.**
2. **the last day of school BCAP closes at 2:00pm.**

## ACTIVITIES AND SPECIAL EVENTS

The staff of BCAP plan and implement all program activities and special events. The activities vary according to the day, but they generally include a choice of free time, gym, art, and board games. Special events are an important part of BCAP. These include a Halloween Scavenger Hunt, a Lunar New Year Celebration, Olympics, and Carnival. Events culminate with a year-end show, in which the children have the opportunity sing, dance, and perform.

## OLDER KIDS (OK) CLUB

The 4<sup>th</sup> and 5<sup>th</sup>-grade children have their own area at BCAP. They have opportunities to either participate in the various activities offered daily, or to just socialize with their friends. Many of the older children choose to do their homework at BCAP, freeing up their home time in the evening.

## **SNOW DAYS/UNANTICIPATED CLOSING**

BCAP closes when the Newton Public Schools close because of snow or other unanticipated events. Weather-related school closings are broadcast over local radio and television stations, online, and through a recorded call from the superintendent's office.

If there is severe weather during the school day, the Newton Public Schools will determine if an early closing time is necessary. If the schools close early, BCAP will not operate.

If BCAP is in operation and must close early, parents will be notified via email that was provided on the registration form. There will also be message on our voice mail. Late fees will apply for children picked up after the designated closing time.

## **EXTRA HOURS AND FEES**

It is sometimes possible for children enrolled in BCAP to attend the program outside their regularly scheduled days. This service is subject to attendance numbers. The cost is \$42.00 for Monday, Tuesday, Thursday, or Friday, and \$77.00 for Wednesday.

## **CHILD RELEASE AUTHORIZATION**

Only people explicitly listed on the Child Information form (emailed during the summer) will be allowed to pick up a designated child from BCAP. Last minute pick-up changes must be authorized by a parent in writing, via phone to a staff person, or in person. Do not send in notes to BCAP via your child's classroom teacher. Classroom teachers are very busy and can't be asked to deliver messages to BCAP.

Burr School teachers and staff will sometimes request that a child stay late or return to his/her classroom. Written permission must be provided authorizing BCAP to release a child to a Burr School teacher or staff. This authorization form is included in the registration packet sent in August.

## **SIGN OUT**

It is important to have a smooth transition between BCAP staff and parents in order to assure the safety and well-being of children in the program. To minimize confusion, BCAP staff relinquish responsibility at the point that a parent or designated pick-up person greets a child. Once this transfer occurs, the child is considered under the supervision of the person doing pickup. BCAP continues to dismiss children from the rear door of the school. If you wish to come into the school to pick up your child, you are welcome to do so. Please text that you are outside and would like to assist your child in dismissal.

BCAP is not authorized to allow access to Burr school classrooms and or to other parts of the Burr school after school is dismissed.

## **CLOSING TIME/LATE PICK-UP FEES**

All children must be picked up by their parents or an authorized pick-up person by the designated time of 5:50 pm. Accordingly, the following policy has been adopted:

**Late Fees:**

	<i>after 5:51</i>	<i>at 6:00</i>	<i>at 6:05</i>	<i>at 6:10</i>	<i>at 6:20</i>	<i>At 6:25</i>
1st late occurrence	\$20.00	\$40.00	\$50.00	\$60.00	\$80.00	\$100.00
2nd late occurrence	\$20.00	\$50.00	\$60.00	\$70.00	\$100.00	dismissal
3rd late occurrence	\$40.00	\$60.00	\$70.00	\$80.00	dismissal	
4th late occurrence	\$50.00	\$70.00	\$80.00	\$100.00		
5th late occurrence	\$60.00	\$80.00	\$90.00	dismissal		
6th late occurrence	\$70.00	\$100.00	dismissal			
7th late occurrence	\$100.00	dismissal				
8th late occurrence	dismissal					

All fees for managing children after 5:50 pm are collected by the program but paid to the staff person who stays late in order to care for the child.

If a child is not picked up and needs to be dropped off at another BCAP parent's home, the address and phone number will be taped to the outside program door. This person must be on the child's on the child's authorization for pick up form. The Department of Early Education and Care mandates that if BCAP has been unable to reach either parent or emergency contact people after 1 hour, BCAP will call the police and DCF for abandonment of a child. The staff will also leave messages on parent's home voice mail and cell phone. All fees for managing children after 5:50pm are collected by the program but paid to the staff person who stays late in order to care for the child.

**CHANGE OF PARENT AND EMERGENCY CONTACT INFORMATION**

The ability of BCAP staff to reach someone who is responsible for a child in the program can be important under many circumstances. Parents must inform BCAP immediately of changes in their address, home or work phone numbers, and the names, address, and phone numbers of all emergency contacts.

**NOTIFICATION OF CHILD ABSENCE**

The BCAP telephone number is (617) 965-1518. The text number is 617 564-7991. A phone call or written notification is required if a child will be absent from BCAP or has a change in his/her regular schedule. Do not rely on the school staff to relay messages to BCAP. Even if a child is absent from school, the program must be contacted by a parent. **A fee of \$15 will be assessed if program staff must initiate a call to confirm change of plans or absence.** The program does not regularly check incoming email. Do not rely on emails to send us notifications.

## TUITION

A \$70 one-time, non-refundable registration fee is required to enroll in the program. Tuition is based on 37 weeks of program operation, divided into 10 equal payments due monthly, beginning with the first payment when you register. This check may be post-dated for July 25, if you wish. Tuition payments begin again on August 25<sup>th</sup> and end on April 25<sup>th</sup>.

December, February and April school vacation weeks are not included in the tuition computation. The program is closed during these weeks.

BCAP does not provide invoices, but payment summaries are provided upon request.

BCAP will suspend a child's enrollment if tuition payments are 2 months in arrears. Reinstatement will require that the balance is paid or a payment plan is implemented (see Special Financial Circumstances). Outstanding accounts will be referred to legal counsel and/or an outside agency for collection. All fees related to the collection of outstanding balances will be the responsibility of the parent.

### Methods of Payment

Payment can be made in the form of a check or money order (cash or credit cards are not accepted), either in person or by mailing BCAP at PO Box 66273, Auburndale, MA 02466. Payment may also be dropped off at the program. **A fee of \$25 will be charged for returned checks and for payment received after the last day of the month in which the tuition was due.** After two returned checks, payment in the form of a money order will be required. Do not send tuition payments to the school's address.

### Special Financial Circumstances

BCAP is committed to helping families keep their children in childcare despite financial hardship. Parents are encouraged to speak with the Director regarding existing or anticipated difficulties with tuition payments so that assistance and/or a payment plan can be arranged. It is very important that parents notify the Director as soon as possible about financial issues and that agreed upon arrangements are followed. Failure to uphold such arrangements can result in termination from the program.

### Tuition Assistance

The program maintains a Tuition Assistance Account designated for use to aid families in financial need. Fees collected by the program as penalties for failure to comply with policies (e.g. no sign-out; late payment; etc.) are directed to this account. More information and Tuition Assistance applications can be requested from the director in September. Tuitions payments must be up to date in order to apply for assistance.

## DONATIONS

BCAP has no funding sources other than tuition, therefore, donations are welcomed. These can be general contributions or specifically directed to purposes such as tuition assistance. As a non-profit organization, all charitable contributions to the program may be tax deductible (consult your tax advisor for specific guidance).



## **WITHDRAWAL FROM PROGRAM OR CHANGE IN SCHEDULE**

Withdrawal from the program or change in a child's schedule that reduces hours require at a minimum a one month notice. Any tuition change will take effect only after this one month period. All requests must be made in writing. A Change of Schedule form is included in every registration packet and extra forms are available at the program.

Schedule changes that increase hours or shift time slots are subject to program space availability. All schedule requests must be made in writing on a Change of Schedule form that can be obtained from the Program Director. A \$150.00 change fee must accompany all requests.

## **FAMILY INVOLVEMENT**

The success of the afterschool program depends upon good communication and mutual support between parents and program staff. Parents are encouraged to ask questions or express concerns at any time. BCAP staff will look to parents for information about a child's needs, interests, and behavior. To help staff respond sensitively and effectively to each child, it is very important that parents make them aware of any changes in family life that may impact a child's behavior or emotional state. Staff will, in turn, communicate regularly with parents about the program and their child's experience at BCAP.

## **TRANSLATION SERVICES**

If you need translation services please inform the director.

## **CONFERENCES and PROGRESS REPORTS**

EEC (our licensing authority) requires childcare programs to provide annual progress reports to families. Progress reports will be available at the program during January/February. Parents can ask the director and afterschool teachers for a conference to obtain more information about a child's participation at the program, to discuss the progress report, or when it is important to share information about what is happening at home or school. Because of space issues at the Burr school, timing of these conferences may have to take place during regular program hours.

## **PARENT VISITS**

Brief parent visits to BCAP are welcome. We ask that you keep in mind during pickup and when visiting the program that some children are nervous and shy with unfamiliar adults. Regular prolonged visits to the program may cause a disruption in programming. BCAP teachers and staff are responsible for the supervision and child guidance of all BCAP children while in their care. Parents should not interfere/interrupt BCAP activities, schedule, supervision, etc., during a visit.

## **PARENT CONCERNS**

A parent who has a program-related concern should discuss it first with the staff person most directly involved. If the concern is not resolved, it should be discussed next with the Assistant Director who may arrange a meeting with the parent and staff person. If the problem has not been resolved through these steps, a meeting including the parent, a Board member, the Executive Director, and the staff person will be arranged.

## **ORIENTATION/OPEN HOUSE**

The annual family visit takes place in the late August, generally a few days before school begins the new year. This meeting gives the teachers a chance to let the parents know what activities are planned for the year, and gives the parents and teachers the opportunity to get to meet each other.

## **BOARD OF DIRECTORS**

In keeping with board responsibility for overall program operation and direction, the board addresses matters of policy, finance, and decision making about policy issues that arise throughout the year. The Board is also advisory to the executive director on operational matters for which she seeks input and guidance.

## **FOOD, LUNCH, AND SNACKS**

Occasionally, children will eat lunch at the program. BCAP suggests including fruits and vegetables, low-fat meats, and grains for the meal. Snack is provided to all children in the program every day. Snack items include breakfast bars, cookies, crackers, cheese, etc. Children are also free to snack on fruits and vegetables provided by BCAP. BCAP staff cannot prepare food or use a conventional or microwave oven to heat up food for children.

On Wednesdays and all other NPS early release days, Newton Public School's lunch is not available to BCAP families.

## **PROGRAM CHECK-IN AND TRANSPORTATION**

The Kindergarten Coordinator escorts Burr School Kindergartners to the program every day. The program assumes responsibility for the kindergarten children when they check in with the Coordinator.

Burr children in grades 1-5 arrive at BCAP by unsupervised walk. BCAP assumes responsibility for these children when they check in with the attendance person who is seated at the snack table or with the OK Coordinator who is in the OK area. Transportation is not provided to or from the program.

According to EEC regulations children must be at least 9 years old in order to be dismissed unaccompanied from the program. There must be written permission on file that includes: *1. Dates and times of dismissal; 2. Method of transportation; and 3. Parental responsibility.*

The program has the right to rescind the above privilege if the child's behavior warrants the limitation. Your child will not be supervised by staff while s/he is away from the program. The parent is responsible for his/her child once s/he leaves the program.

## **INSTITUTIONAL CHILD ABUSE or NEGLECT**

*[Note: All staff members have copies of these procedures.]*

Any suspected or reported institutional abuse will be handled in the following way:

1. The staff person is reported to the Director or to the Board President if the Director is alleged to be involved.
2. The Director gives the staff person the opportunity to discuss the allegation with the appropriate people.
3. The Director must report to the President regarding the allegation and subsequent discussions with the staff person, the child, and the parent.
4. The Director and President will arrange a meeting to gather all relevant facts, determine the validity of the allegation, and make the proper referrals.
5. If the allegation is deemed credible, the Director will call the Office of Early Education and Care to Investigate and will file a 51A report on behalf of the child with the Department of Social Services.
6. The staff person will be required to take a leave of absence until the investigation has been completed and a determination has been made by the Office of Early Education and Care.

### **SUSPECTED INCIDENTS OF CHILD ABUSE OR NEGLECT**

Staff at BCAP are mandated reporters and are required by law to file a report if there is reasonable cause to suspect abuse or neglect. All suspected incidents of abuse or neglect will be handled in the following manner:

1. The staff person will inform the Director as immediately as possible.
2. The Director will inform the Department of Social Services and file a verbal report.
3. Within 48 hours, the call must be followed up by a written report (form 51A) from the Director.
4. The Director must notify the Office of Early Education and Care immediately after filing a 51A report.

A staff person may file a 51A report themselves if the Director has not done so. This can be done without fear of disciplinary or other adverse action against the staff person.

### **REFERRALS AND SPECIAL ACCOMODATIONS**

Occasionally families need additional services of various types. BCAP can provide parents with a list of sources for social, mental health, educational, medical, dental, hearing, and vision services. The BCAP written referral service plan is available to any parent upon request. The program will assist in any referral that the parent wishes to pursue. Parental consent is needed prior to all referrals.

BCAP will make all reasonable accommodations to welcome or continue to serve any child with a disability. If it is determined by BCAP that a child requires accommodation in order to safely attend the program, BCAP will work with parents to reasonably accommodate the child.

If the parents of a child applying to the program or already enrolled in the program believe that an accommodation is necessary for their child to attend BCAP, the program requests that the parents inform the program in writing. BCAP will work with the parents to reasonably accommodate the child.

### **TRANSITIONS**

Whenever children are preparing to transition from one group to another within BCAP or to a new program, BCAP will

1. With parental permission, collaborate and share information with that group leader and/or new program;
2. Assist the child with the transition in a manner consistent with the child's ability to understand.

## CHILD GUIDANCE

The main aims of child guidance practices at BCAP are to provide guidance and support to children. This is accomplished by helping to develop self-discipline, maximizing the child's growth and development, protecting the group and the individuals within it, offering choices, providing opportunity to verbalize feelings, and encouraging self-control through understanding.

A consistent, well-articulated, and respectful system of discipline helps children understand and accept the importance of considerate individual and group behavior. As children grow, so do their responsibilities for their actions and behaviors within BCAP.

With clear expectations established, teachers respond to aggressive/inappropriate/hurtful behavior according to a system of predictable, escalating consequences. The goal of which is to have the child reflect on his/her inappropriate behavior and to choose a more acceptable behavior when faced with the same or similar circumstances in the future. With the exception of Kindergartners, all children who have been abusive to peers will be asked to fill out a reflection paper, and will be required to also have a "Think About Time". The child may also be asked not to participate in a particular activity where the behavior exists. BCAP's consequence rubric for 1<sup>st</sup>-5<sup>th</sup> grades is located at the end of this handbook.

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) confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in *lieu* of supervision; and
- (f) excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

## BURR SCHOOL SUSPENSIONS

It is program policy not to allow children to attend BCAP while under suspension from school. Days missed due to suspension are considered like other absence days and are not subject to tuition refund.

## SUSPENSION AND TERMINATION

### *Plan to Avoid Suspension and Termination*

When a child's behavior becomes difficult or disruptive, BCAP personnel will:

1. Notify the parent, both verbally and in writing, of the child's problematic behavior.
2. Solicit the parent's insights into the causes of the behavior and establish a plan of action. (The director may also determine that the child must stay home for a few days if the problem behavior caused, or could have resulted in, physical or emotional harm to a child or staff.)
3. With parental permission, talk to other adults working with the child concerning the plans for addressing the problem behavior.
4. Offer referrals to parents for evaluation, diagnostic, or therapeutic services.

5. If necessary, pursue options for supportive services to the program, including educator training and consultation.
6. Develop a plan for behavioral intervention at home and at the program.

### *Child Misconduct*

BCAP defines a serious disciplinary problem as one in which a child is hampering the smooth flow of the program by requiring inordinate one-on-one attention; is inflicting serious physical or emotional harm on other children; has put the safety of the children and/or staff at risk; or is otherwise unable to conform to the rules and guidelines of the program. BCAP's consequence rubric for 1<sup>st</sup>-5<sup>th</sup> grades is located at the end of this handbook.

### *Termination From the Program*

If the behavior has not improved or if a single incidence of serious misconduct occurs, the child will be discontinued from the program. BCAP staff will help prepare the child for such termination from the program in a manner consistent with the child's ability and understanding. The parent will be notified verbally and in writing of the reason for the termination.

### *Parent Misconduct*

Respectful communication and behavior are essential to program operation. Parent behavior that is aggressive, unsafe, or otherwise deemed inappropriate by the Board and Directors of BCAP is grounds for exclusion of that person from program involvement and, if necessary, termination of his/her child's enrollment in the program. Behavior that would be deemed inappropriate includes but is not limited to:

- Verbal or physical attacks on the director, staff, parents, and or children of the program.
- Behavior that is perceived as threatening or that creates uncertainty about the safety of anyone affiliated with the program.

The director and Board of Directors of Burr Community Afterschool Program, Inc., reserves the right to dismiss any parent or child at any time with or without cause.

## **HEALTH AND SAFETY**

A copy of The Burr Community Afterschool Program, Inc.'s full health care policy is available upon request.

### *Child's Health Records and Immunizations*

All children are required to have a complete up to date immunization record on file at The Burr Community Afterschool Program, Inc. **or at the Burr School**. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the program can maintain compliance with licensing regulations.

### *Children with Chronic Health Conditions and Allergies*

BCAP must have written plans for your child that *"...describes the chronic health condition, its symptoms, any medical treatment that may be necessary while the child is in (BCAP's) care, the potential side effects of that treatment, and the potential consequences to the child's health if that treatment is not administered."*

Additionally, your child's health care practitioner or you (with your child's health care provider's written permission) must conduct an initial training to our staff that, *"Specifically addresses the child's medical condition, medication, and other treatment needs."* No child will be admitted to BCAP unless this training has taken place and all medications are at the program. We will have a block of time set aside before school ends in June and another block set aside before school begins in the fall for parents to schedule this training.

*"All individual health care plans (IHCP) must be reviewed and approved (signature required) by your child's health care provider.*

*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.*

*In addition to the requirements for the routine, scheduled administration of medication or treatment set forth... above, 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.*

*The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.*

*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.*

*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 health care plan specifying how the inhaler or epinephrine auto-injector will be kept secure from access by other children in the program.*

*Whenever an individual health care plan provides for a child to carry his or her own medication, the licensee must maintain on-site a back-up supply of the medication for use as needed."*

*MA Department of Early Education and Care (EEC)*

For the safety of your child, parents are required to provide a completed copy of an Individualized Health Care Plan (IHCP) form, detailing illness, chronic health condition, allergies, etc., of your child prior to your child's first day at the program or when the condition is discovered. This form must be completely filled out by the child's health care provider and parent(s) or legal guardian(s). In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to prevention and treatment.

Any medication your child requires must be provided in accordance with the Medication Policy detailed herein.

#### Communicable Diseases

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Children must present a doctor's note stating they are no longer contagious and can return to the program. The Burr Community Afterschool, Inc. reserves the right to refuse to allow a

child to return if the Program Director or designee believes the child to be too ill to participate in the program.

Parents are required to pick up an ill child within one hour of notification by phone. If a parent is reached, but cannot pick their child up within one hour, it becomes the parent's responsibility to arrange for alternate pick-up person. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever-reducing medication, for twenty-four (24) hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100°F, or more.

Children are required to be excluded from the program for loose bowels or diarrhea which occur three (3) or more times in a twenty-four (24) hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, you must call the program. This enables our faculty to keep track of any illnesses, which may occur at BCAP. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The Burr Community Afterschool Program will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

#### Medication

The Burr Community Afterschool Program, Inc. will only dispense over-the-counter and/or prescription medication that is its original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions or has the original RX label affixed to the medication, as well as parental authorization. One doctor's note per course of treatment is required. If, for example, your child is to be given a course of antibiotics for ten (10) days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a **Medication Consent Form** prior to the time the medication is to be dispensed. See the director for Medication Forms. This form as well as the IHCP forms is available on our website under FORMS, [Communityafterschool.org](http://Communityafterschool.org). Medication Forms, doctor's notes and medication are to be turned into the director.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Unused medication will be disposed of or returned to the parent. As per the Commonwealth of Massachusetts Department of Early Education and Care regulation 7.05 2(a), all the Burr Community Afterschool, Inc., staff members are prohibited from administering non-prescription medication without a health care professional's note. Do not put any medications on your child's backpack.

BCAP personnel cannot give the first dose of any medication to a child.

Oral (non-prescription) consent forms must be renewed weekly.

#### Medication Administration

*"(a) The licensee must have a written policy regarding administration of prescription and nonprescription medication. The policy must provide for the administration of medications ordered by a child's health care practitioner.*

*(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 606 CMR 7.1 1(2)(e)1.*

*(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 must 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.*

*(e) Unless otherwise specified in a child's individual health care plan, the educator must 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 through 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 a way that is inaccessible to children in a refrigerator maintained at temperatures between 30 and 42°F.*

*(f) Notwithstanding the provisions of 606CMR7.11(2)(e), emergency medications such as epinephrine autoinjectors must be immediately available for use as needed.*

*(g) Each licensee shall have a written policy on medication disposal." Department of Early Education and Care.*



Number and Type of Medication	Written Consent Required	Parental 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	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)3 Unanticipated NonPrescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	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
7.11(2)(l)4 Topical, nonPrescription (when applied to open wounds or broken skin)	Yes, renewed annually	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.
7.11(2)(l)5 Topical, nonPrescription not applied to wounds or broken skin	Yes, renewed annually	No. Items not applied to open wounds or broken skin. Parents may send in preferred brands.	No for items not applied to open wounds or broken skin.

## PLAN FOR POTENTIAL EMERGENCIES 7.11(7)(f)

### Evacuation Location

If BCAP needs to vacate the school, we will re-locate to Franklin School, 125 Derby Street, West Newton. The telephone number of the Franklin School is (617) 559-5500. If evacuation encompasses a large area such as the Burr School neighborhood, we will go to our secondary location which is the Newton Police Station, located at 1321 Washington Street, West Newton, MA 02465. If evacuation encompasses a large area such as more than one neighborhood and/or town, children will be transported to a location determined by the governmental agency in charge of the evacuation. In all cases of an evacuation, staff will always remain with your child and make every effort to contact you concerning the evacuation.

### Plan For Missing Children

When a child is missing (either has not checked in at the beginning of day or during the day), an immediate phone call to parents will be made. A search of the surrounding area will be performed by senior staff after assuring that staff/child ratios are followed. If this search is unsuccessful, another call to the parent will be made. The Police will also be called, and a wider search of the area will be made. BCAP will follow the directions of the Police when a child has not been found.

### Designated Meeting Space Outside

BCAP's designated meeting space is the "Backstop". The backstop is the large fence behind the home plate of the baseball field behind the Burr School in the playground.

### Plan for Communication with Emergency Management Authority

Evacuation and after Evacuating: If BCAP is ordered by authorities to evacuate, BCAP will provide emergency management authorities with our evacuation location (Franklin School, 125 Derby Street, Newton, (617) 559-9500). BCAP will also provide emergency management authorities with a reachable cell phone either the program's or a staff member's phone.

### Shelter in Place

If BCAP must shelter in place, we will follow the orders of the emergency authorities. We will attempt to establish one-on-one contact with emergency authorities only if safe to do so.

### Plan to Communicate to Parents after Evacuation

If BCAP must evacuate, in addition to posting our location on the BCAP door, a message will be left on the program's voice mail instructing parents of our location and procedures for pick of their child. When possible, BCAP will begin to call parents and notify them of our location and procedure for pick up. Staff will always have cell phones.

### Plan to Insure No Child Is Left Behind

As always, BCAP will take attendances before an evacuation proceeds. BCAP will have staff strategically placed during the evacuation so as to insure no child will go missing. BCAP will also take attendance upon arrival at the evacuation location. One staff member will be assigned to "sweep" all BCAP occupied areas and be the last one out of the building.

### Plan For Children Who Require Special Assistance

Children who require special assistance will be transported to the evacuation location in an appropriate manner consistent with his/her individual needs.

### Evacuation Drills

The Burr Community Afterschool Program, Inc. conducts fire/emergency evacuation drills each month.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the program. Parents may feel free to wait with the child's class in the designated safe-zone (the large fenced baseball backstop) until the drill is complete.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation.

If the Program is having a real fire/emergency situation, parents will be asked to wait until the Program Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and program administration during these important and critical situations.

In the event of a real fire/emergency situation, the Program Director or designate will inform each teacher that the school will be closing. Parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within one hour of the telephone call.

### Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the BCAP day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in the child's folder within twenty-four (24) hours.

Parents or persons designated to act "in loco parents" are required to sign any incident/accident reports from the day at pick-up. The afterschool teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

A telephone conference may be scheduled for later in the day or for the next day if the parent(s) is unable to meet at the program during the course of the day.

Should a person other than the parent or one designated to act "in loco parents" pick-up the child, a parent or person designated to act "in loco parents" must sign the Incident/Accident Report and return a copy to the Program Director within twenty-four (24) hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

### Accidents and Emergencies

All staff are trained in first aid and CPR. In a minor accident, a staff person will administer first aid and leave an "Incident/Accident" form in your child's mailbox within twenty-four (24) hours.

In an injury or illness situation that requires medical attention, you will be contacted immediately. If you cannot be reached, your emergency contact person will be called.

In an emergency situation, 911 will be activated, and a staff person will accompany your child to the hospital and will have your child's medical authorization forms in their possession. You will be contacted as soon as possible as to what the situation is, and what hospital your child will be taken to.

### Illness

Children attending BCAP are expected to be well enough to participate in all activities. Parents need to make other child care arrangements if your child cannot fully participate in the activities.

## FOOD

The Burr Community Afterschool Program's curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. BCAP will provide water for children who wish to have it with lunch. Parents should limit high fat/high sugar foods to a minimum in their child's lunch. When preparing your child's lunch please refer to the Peanut Policy that follows. Parents should provide enough food so that their child is satisfied, but not so much that food is wasted. If your child buys lunch from the Newton Public School Lunch Program please note that THERE IS NO SCHOOL LUNCH provided by BCAP on Wednesdays and other early release days.

The Burr Community Afterschool Program, Inc. does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

The Burr Community Afterschool Program, Inc. never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons. Lunches cannot be heated for children.

The Burr Community Afterschool Program, Inc. will provide a snack for all children. Snack is provided every day. Snack includes fruits, breakfast bars, cookies, crackers, cheese and water. Additionally, children are free to snack on fruits and vegetables at certain times during the day provided by BCAP.

## FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of firearm, ammunition and/or weapon on program property for any reason. Violation of this policy will result in immediate dismissal from the program.

# BCAP Aggressive Behavior Consequence Rubric 1st-5th Grade

Behavior	First occurrence	Second occurrence	Third occurrence	Fourth occurrence
<b>Teasing/inappropriate language</b> (name-calling, insults, isolates) behavior that hurts others or makes them feel bad about themselves	10 min Think About It time. Written reports. Inform parent	15 min Think About It time. Written reports. Inform parent	30 min Think About It time. Written reports. Inform parent	Immediate one full day suspension from BCAP Call to parent
	1st grade gets warning			<b>Fifth occurrence</b> dismissal from BCAP
<b>Hitting/Threats/Verbal Assault</b> (pushing, slapping, throwing object at, tripping, grabbing, twisting skin, spitting at) any behavior that has the potential to cause harm or a threat to cause harm	15 min Think About It time. Written reports. Inform parent	30 min Think About It time. Written reports. Inform parent	Immediate one full day suspension from BCAP Call to parent  Meet with parents to make plan	<b>Fourth occurrence</b> Immediate one full day suspension from BCAP Call to parent
	1st grade gets warning			<b>Fifth occurrence</b> dismissal from BCAP
<b>Severe Assault/Harassment</b> (punching, kicking, hitting with object, choking, biting, ripping of or removing clothing) (Racial, ethnic, or sexual name-calling or other severe harassment) Behavior that has caused harm	30 min Think About It time. Written reports. Inform parent	Immediate one full day suspension from BCAP Call to parent  Meet with parents to make plan	Immediate one full day suspension from BCAP Call to parent	<b>Fourth occurrence</b> dismissal from BCAP

The rubric does not apply to Kindergartners. Except for severe Assault/Harassment, 1st graders receive one warning.

Think About it Time is not time out. After reflection paper is completed, child may read or do homework

It may be necessary for removal of activity if victim is in attendance.