



Melrose Public Schools'  
After School Enrichment Programming  
Education Stations

Parent Handbook  
2017 - 2018

**Hoover Elementary**

781-979-2144

HooverES@melroseschools.com

37 Glendower Road, Melrose MA 02176

**Lincoln Elementary**

781-979-2146

LincolnES@melroseschools.com

80 West Wyoming Ave., Melrose, MA 02176

**Winthrop Elementary**

781-979-2148

WinthropES@melroseschools.com

162 First Street, Melrose, MA 02176

**Horace Mann Elementary**

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HoraceMannES@melroseschools.com

40 Damon Ave., Melrose, MA 02176

**Roosevelt Elementary**

781-979-2147

RooseveltES@melroseschools.com

253 Vinton St., Melrose, MA 02176

**General Questions:** 617-529-9895

EducationStations@melroseschools.com

16 Franklin Street, Melrose, MA 02176

**Administrative Office:**

781-484-6038 Eileen Karpenko, Elementary Coordinator

781-507-1425 Debbie Parsons, Operations Manager

781-858-9138 Dr. Heather Josephson, Director

Dear Parents and Guardians,

Welcome, and thank you for choosing to be a part of Education Stations (EdS), your neighborhood after school enrichment program. Eds is a place for fun, friends, and learning during out of school time. Your child will enjoy a safe and engaging environment with our dedicated and professional staff. Our team engages students in a creative, motivating, and cooperative atmosphere to further inquiry and development. The information and procedures in this handbook will help everyone know what to expect, and allow the program to operate effectively. We thrive in partnering with parents to serve students. :)

Registration is now open! Follow the steps below to be ensured a spot for the upcoming academic year. Please carefully remember registration is only considered valid once ALL necessary documents are received. The online registration form is only one component of the process. Thanks for your attention.

### Steps to Register

1. Please carefully read the following parent handbook. Understanding how the program works is a critical starting point for a smooth, collaborative year. Please contact us any questions.
2. Download our "Parent Permission Packet" (PPP), and please print out the documents *in the current pdf format* (do not complete electronically and email to us). Fill out information requested on *all three required pages*, and the "Consent for Medication Administration" if relevant for your child. The completed PPP is required a minimum of two-weeks before students may attend. We ask this information to keep children safely supervised.
3. Complete online registration form, available at [www.MelroseSchools.com](http://www.MelroseSchools.com) on the EdS page. Your email is required to send electronic confirmation of your responses. If the schedule you registered for needs to change after the time you submit the online registration form, please contact us via email. State your child's full name, school, and the most recently desired schedule. *Schedule changes for August and September may not be made after the 8/15/17.* Thanks for understanding, as we are processing over 800 families' schedules in a small window of time.
4. Make full payment *covering the \$46 registration fee AND first monthly rate.* This first monthly payment covers after school fees in both August and September. Payments may be made by personal or bank checks, money orders or by credit/debit cards via MCC portal via the MPS' website. **EdS does not accept cash payment.** If you pay via check, please make payable to "Melrose Public Schools" and write your child's name in the memo line. If you are will be using bank-issued checks, please plan in advance to properly meet registration deadlines and payment destination. We appreciate your help in this matter.
5. Mail or drop by your PPP documents. If paying by check, attach to the completed PPP. *Please do not direct fall paperwork and payments to your child's school.* All information must initially be processed via our central offices. Please note central admin office hours during the summer are: Mon-Thur 7:30am-4:15pm.

Education Stations  
% MPS Central Admin  
360 Lynn Fells Parkway  
Melrose, MA 02176

6. ***If ALL registration steps are completed by 8/01/17 your child will be guaranteed placement in the program.*** Children with incomplete files will not be able to attend until 2-weeks after all paperwork and payments are received. Please understand processing information, hiring staff, and ordering appropriate materials takes time. Feel free to call or email with any questions. We look forward to serving your family !

The Education Stations Team looks forward to another year of serving Melrose students in a fun, safe, and productive environment!

Dr. J and the Education Stations Leadership Team

## **GENERAL INFORMATION:**

Melrose Education Stations provides balanced enrichment programming at the end of the school day in students' own elementary schools. Three scheduling options are available each day, and students may attend one to five days on a weekly schedule. Students may also attend on a drop-in basis. Aside from afterschool programming, EdS also offers enrichment activities during other non-school times including professional development days and some vacation/holidays.

Enrichment programming makes use of many school facilities including the playground, library, art/music room, computer cart, and gym/multipurpose room. Homework help, physical activity/games and a variety of daily activities are typically offered each day. All activities take place on school grounds, unless previous written permission has been granted for a field trip.

## **PROGRAM OBJECTIVES:**

- Encourage well-rounded development through a variety of enrichment activities
- Teach students to be positive, responsible, and contributing community members
- Provide safe, reliable, and caring supervision during non-school hours

## **SCHEDULING:**

In order to plan for appropriate staffing, quality activities, and to accommodate many families' schedules, students need to be pre-registered to attend. Parents may choose a combination of weekdays and pick up times to suit their schedule. Drop-in services may be used to accommodate unusual or temporary schedule needs. ***Those who are registered to attend on a set weekly schedule are guaranteed a spot on given day(s).*** Drop-in attendance, schedule changes and late registrations are subject to availability.

***Set weekly schedules must remain the same throughout a calendar month***, with the exception of daily drop-ins and train line extensions. Students may not "make up" missed days, or "swap" scheduled for unscheduled days. **Schedule change requests are due by the 15<sup>th</sup> of the month** prior to the desired shift in schedule. For example, schedule changes to be in effect for the month of December must be requested no later than November 15<sup>th</sup>. Parents may submit changes by emailing child's name, school, and desired new schedule to [EducationStations@MelroseSchools.com](mailto:EducationStations@MelroseSchools.com).

## **TUITION AND REGISTRATION:**

The term of student enrollment is one academic school year. Timely registration and payment are required to secure placement. A non-refundable \$46 registration fee applies per child, per year. **REGISTRATION AND FULL PAYMENT IS DUE BY AUGUST 1, 2017** to ensure a spot for the first days of school. This deadline is necessary to ensure adequate time for responsible staffing and materials ordering. Requests for enrollment after that time may be accommodated with a 2-week advanced notice, pending availability.

Tuition is based on a 180-day school year, divided into 9 equal monthly payments. This flat monthly fee allows parents to budget for predictable charges. For a consistent schedule the same tuition amount is due each month, regardless of how many actual service days occur.

For example, the monthly payment for a student to attend M-F until 4:30 costs \$479 in both March (with many school service days) and April (which has fewer after school service days). The tuition payment made in August will cover the first day of school and throughout September. **The last monthly fee will be due by May 1, 2018. This May tuition payment will cover all after-school service days in both May and June.** Any additional fees incurred throughout the month of June (i.e. drop-ins, late fees) are due the respective week of services. If families would like to increase the attendance schedule from May to June, the differential amount will be due by June 1st, 2018. If student schedules remain the same in May and June, no June payment will be necessary.

#### Payment and Attendance Timeline:

- 1st calendar day: Full payment for upcoming month of after school program must be received. Parents of students with paid accounts will not be contacted after this until the mid-month tuition reminder for the upcoming month. Thanks for being on time!
- 2nd calendar day: A late fee of \$31 is applied to all student accounts with outstanding balances.
- 5th calendar day: Overdue accounts are emailed, reminded of balance and EdS payment policies.
- 10th calendar day: Students with overdue balances are no longer allowed to attend until full payment is received. Building Principal, Secretary and Teacher will be notified to have the student dismissed after school to parents/guardians, and not to the EdS program.

Tuition and fees may be paid via:

US Mail: Education Stations % Melrose Public Schools 360 Lynn Fells Parkway, Melrose MA 02176

In person: Our administrative office is located inside Central Administration, at the address above.

Payments may be made by personal/bank checks via MCC portal, credit/debit cards or money orders.

**EdS does not accept cash payment.** Monthly tuition fees are detailed on the following page.

Education Stations gives a 20% sibling discount off the tuition of the brother/sister with the lesser monthly tuition amount. Other fees associated with the after school or full day programs include:

Train Change \$16: Parents may extend the pick-up time of their student on a particular day if needed.

Late Payment Fee \$31: This fee applies to any account not paid in full by the first of the month.

Late Pick Up Fee \$2/minute: This fee is applied when a student is late to be picked up. This fee is automatically generated, based on the time of parent sign out in our system. Please be punctual.

Full Day Vacation \$66: Optional programming is offered during some school breaks 8:15am-6:00pm.

Field Trip Fee \$20: This charge is applied to cover transportation and entrance expenses off-site.

Early Release Day \$22: This charge applies to students NOT regularly scheduled to attend weekly on Wednesdays, and covers the 12:22 - 2:22 PM time block. *Students regularly scheduled to attend on Wednesdays 10/04/17, 11/01/17, 12/06/17, 1/10/18, 2/07/18, 3/07/18, 4/04/18, 5/02/18 will automatically be covered during early release hours, and do not incur extra fees.*

## Education Stations After School Program Monthly Tuition Rates 2017-2018

	Monthly Fee 1 day/week	Monthly Fee 2days/week	Monthly Fee 3days/week	Monthly Fee 4days/week	Monthly Fee 5days/week	Daily Ticket Drop-in Rates*
<b>Red line pickup by 3:30</b>						
<b>Red Train</b> (first child)	\$63	\$126	\$190	\$253	\$316	\$29
<b>Red Train</b> (ea sibling)	\$51	\$101	\$152	\$202	\$253	\$29
<b>Blue line pickup by 4:30</b>						
<b>Blue Train</b> (first child)	\$96	\$192	\$288	\$384	\$479	\$34
<b>Blue Train</b> (ea sibling)	\$77	\$153	\$230	\$307	\$384	\$34
<b>Green line pick up by 6:00</b>						
<b>Green Train</b> (first child)	\$109	\$218	\$327	\$437	\$546	\$40
<b>Green Train</b> (ea sibling)	\$87	\$175	\$262	\$349	\$437	\$40

\*Daily ticket drop-in allows students not regularly scheduled to attend on a given day with notice

### **DAILY SCHEDULE:**

Everyday students are served a snack, and have opportunities for outdoor play (weather permitting). The content of stations changes daily to keep activities interesting and engaging. During registration, parents indicate the stations they most want their child to attend. Typical afternoon stations include:

- Move and Groove: This gym games station gives students fun ways to exercise and release energy
- Homework Headquarters: Older students complete homework, younger children do literacy activities.
- Daily Sampler: This station rotates through variety a variety of activities including STEM, art, music, team-building, social-emotional learning, drama/improv, and creative problem solving challenges.

***If your child will not be attending on a regularly-scheduled day, please call/email to advise us !***

Students are released directly from the school day into the care of EdS' staff. Attendance will be taken three times daily: upon check-in (school dismissal), at approximately 3:30 pm, and at the beginning of extended day 4:30 pm. Several headcounts are done throughout the afternoon.

Students on the red line should be picked no later than 3:30. Stations conclude at 4:25, and all students on the blue train must be picked up no later than 4:30. Extended day programming runs until 6:00, by which time all students on the green line must be signed out by parents/guardians. Students may be checked in and out from the EdS program once in a day. Parents may not pick children up from EdS and then return them again in the same day. This practice is to ensure accurate rosters and safety.

If parents / guardians are running late or their plans suddenly change, a red or blue line pick up time may be extended by requesting a train change for the day for \$16 per train change. For example, a student on the red line may stay until 4:30 p.m. for \$16 or until 6:00 p.m. for \$32. A student on the blue line may extend to the green line and stay until 6:00 p.m. for \$16. If students on the red or blue line are present beyond their designated attendance period, a late fee of \$2 per minute will be assessed to the maximum of a \$16 charge per train line extension.

***A late fee of \$2 per minute applies to all train lines and program schedules.*** This fee is charged respective to each train line's pick up deadline: red = 3:30pm, blue = 4:30pm and green = 6pm. These late fees are program policy, and site staff must charge parents when pick-up occurs without exception. Please account for traffic and driving conditions, as late fees apply despite weather.

Upon the third late pick-up within in a 30 day period, the parent will receive a written notice to make alternative after school plans for the following month, and the student may not attend for the next 30 day period. If a parent is late to pick up a total of 10 times in the academic year, they will be unable to use EdS for the rest of the school year. Thanks for understanding that EdS is obligated to pay custodians overtime by the hour, and even one minute of being late effects the budget and payroll.

## **AFTER SCHOOL DROP-IN SERVICES**

With advanced notice from parents, students may "drop-in" to attend the program on a day they're not regularly scheduled to attend. Daily drop-in fees are based on pick-up times. Parents are to contact the Site Coordinator with drop-in dates/schedule changes. All correspondence regarding attendance, payment, train changes should be directed through the Site Coordinator via email or phone call.

**\*\*Please DO NOT send notes/correspondence/payments/absence info via backpack or through school-day teacher or secretary.\*\*** Direct communications regarding your child's attendance helps EdS keep information current, and your child safely tracked each day.

## **REFUNDS/CREDITS:**

As tuition payment secures a placement for students and obligates staff/materials, **no refunds or credit for unused days can be given.** Refunds of normal tuition payments will not be given for school closures, absent days or other missed days. Parents are responsible for payment of all registered periods, whether or not the child actually attends.

## **SCHOOL CLOSURES FOR AFTER SCHOOL PROGRAM:**

EdS' after school programming begins at school dismissal and concludes at 6:00 p.m. The normal after school program will be **CLOSED** on days school is not in session. *Parents may register their child for full day programming at a separate tuition fee on many of these days (see below).*

The after school program will be closed on the following days of the 2017-2018 school year.

August 28 & 29 - Staff professional development days

September 1 & 4 - Observance of Labor Day - No School

October 9 - Columbus Day - No School

November 7 - Professional Development Day - No School

November 10 - Veterans' Day - No School

November 22 - Noon Dismissal - No EdS

November 23 & 24 - No School

December 22 - Noon Dismissal - No EdS

December 25 - December 29 - December Break

January 1 & 2 - No School

January 15 MLK - No School

February 16 - Noon Dismissal - No EdS

February 19-23 - February Break

March 30 - Good Friday - Schools Closed

April 16 - 20 - April Break

May 28 - Memorial Day - Schools Closed

June TBD - Last Day of School Schools will close at 12:00 (180 days) - No EdS

## **SCHOOL VACATION FULL DAY PROGRAMS:**

EdS offers full day programming on many days school is out of session, and pre-registration is required. Full day programming begins at 8:00 a.m. and concludes at 6:00 p.m. During these days, programming is consolidated into one building. The enrollment fee \$66/day per student, students must be registered and paid in full to reserve placement by enrollment deadlines. An additional fee of \$20 will be charged if children attend any off-site field trips. ***Programming on any of these days may be cancelled with two weeks' notice if an insufficient number of students have registered.***

December 26 through December 29 - December Break

February 19 through February 23 - February Vacation

April 16 through April 20 - April Vacation

## **WITHDRAWAL:**

Parents are required to give a two week written notice of their intent to withdraw a student from programming. Refunds cannot be issued for unused days.

## **EARLY RELEASE DAYS:**

The Melrose Public School District has eight early release (ER) days, when students are released after only a half-day of school at 12:22 PM. For the 2017-2018 academic year, these dates are:

*Wednesdays 10/04/17, 11/01/17, 12/06/17, 1/10/18, 2/07/18, 3/07/18, 4/04/18, 5/02/18*

***Students regularly scheduled to attend weekly on Wednesdays will come directly to the after school program at 12:22 PM, and no additional fees will be charged.*** Students who are NOT regularly scheduled to attend the after school program on Wednesdays respective to each month

may be registered to come on Early Release days for an additional fee of \$22/day. On ER days, there will be an afternoon movie and snack (apple/popcorn) to entertain students until the regular dismissal time of 2:22 PM. At that time, regular after school programming will resume.

### **CHILDREN'S GROUPINGS:**

*Students are divided into age-appropriate groups each day during rotating stations. A maximum staff-to-student ratio of 1:12 is observed. While groupings vary each day based on enrollment schedules, students will be with peers. Younger and older students participate separately in many activities, especially those involving physical activity. Enrichment programming is provided at developmentally appropriate levels, with differentiated activities according to children's ages/interests.*

### **SNACKS:**

One healthy snack and drink will be provided at the conclusion of the school day. The cost of snacks is included in tuition and not refundable if a student chooses not to eat the provided snack. If parents wish, they may send students with their own alternate or additional snack. As families eat dinner at different times in the evening, **a second snack will not be provided**. Many children staying on the green line do get hungry again about 4:30 or 5pm. Parents may elect to send a second snack for late afternoon/early evening if they see fit. Parents must be sure to note on the medical/health forms any food allergies or food restrictions that a student may have so appropriate arrangements can be made. **PLEASE BE SURE ALL FOOD SENT TO EdS PROGRAMS IS NUT FREE**. Thanks for helping keep all students safe by limiting exposure to serious allergens!

### **RESPONSIBILITIES:**

EdS is designed to provide students with meaningful activities in a fun environment. Everyone has a part in helping the program run effectively and consistently.

#### **Site Coordinator and Assistant Site Coordinator Responsibilities:**

- ★ Continually monitor program and implementation
- ★ Ensure all staff on site are adhering to program standards and protocols
- ★ Maintain current records and communications
- ★ Support staff by providing observation, feedback, training and consultation
- ★ Address and resolve student, parent and staff concerns
- ★ Carry out all program policies and procedures (i.e. check-in/out, late fees)
- ★ Other duties as assigned

#### **Group Leader Responsibilities:**

- ★ Supervise and support students in a caring and professional manner
- ★ Maintain updated absence, attendance and group lists
- ★ Track student schedules and pick-up times
- ★ Oversee daily activities and group rotations
- ★ Respond to student concerns and direct appropriate concerns to the Site Coordinator
- ★ Show respect with students, parents and other team members
- ★ Provide safe, positive and consistent interactions with students
- ★ Manage behavior proactively
- ★ Be an active participant in the play and learning of students
- ★ Other duties as assigned



**Parent responsibilities:**

- ★ Read the entire handbook and clarify any questions
- ★ Pay tuition, drop-ins and all fees on time
- ★ Pick-up students on time
- ★ Adhere to all program policies and procedures
- ★ Review the program rules and behavioral expectations with child
- ★ Bring forward any questions or concerns
- ★ Work with staff to resolve any issues
- ★ Keep all information current (i.e. student health, contact numbers, days scheduled for attendance)

**Student responsibilities:**

- ★ Be safe, kind, respectful and responsible towards myself and others
- ★ Follow staff directions. Always stay with my group and ask before leaving
- ★ Have fun and try new things
- ★ Tell a staff member if I feel hurt or unsafe in any way
- ★ Tell a staff member if I see other kids acting in an unkind or unsafe way
- ★ Answer questions so I can help the program get better and better

**STAFF STANDARDS AND CONDUCT**

EdS' staff is composed of MA certified teachers, highly qualified paraprofessionals and college students. High school sophomores, juniors and seniors are "mentors", serving as credible role models. The after school staff is familiar to students, as many are teachers and paraprofessionals who typically work in the building during the school day. All staff is cleared by CORI and fingerprinting background checks.

Staff is formally observed, and each receives feedback. Staff receives trainings and updated printed information to enhance job performance and ensure they remain current with curriculum, policy and procedure. All staff signs a conduct statement outlining policies and expectations. If staff fails to meet program standards or does not follow policy and procedure, they may be terminated.

Volunteers and interns may be used to support existing staff, add program variety, and support students by further reducing student-to-staff ratios. The people selected for these positions are seeking experience in an applied enrichment setting. A thorough selection process and a CORI background check are used to screen candidates. Volunteers and interns are formally observed, given supervision and feedback, and included in ongoing trainings.

Staff members are each expected to:

- ❖ Model positive communication and behaviors
- ❖ Respect and listen to students while setting appropriate limits
- ❖ Understand personal situations that influence each student
- ❖ Maintain confidentiality of students and their families

All staff is prohibited from using negative or controlling forms of discipline including but not limited to:

- Physical punishment, spanking, or other corporal means
- Humiliation, intimidation, disparaging remarks/names or other forms of verbal abuse
- Explicit or inappropriate language, behavior, contact or exposure
- Neglect in any form

- ☒ Depriving students of bodily necessities (needed access to food, drinks, and bathrooms)
- ☒ Disciplining a student for soiling or wetting themselves
- ☒ Using deceit or abusing their position of authority in any way

## **STUDENT CODE OF CONDUCT:**

Melrose EdS provides a positive and social learning environment, where students can be safe both emotionally and physically. The discipline policy is designed to help students grow and develop their social, behavioral and emotional competence. The following supports are in place to encourage positive behaviors.

- ★ Students are taught the rules and consequences of both expected and inappropriate behaviors
- ★ Rules and behavioral expectations are reviewed frequently (see below)
- ★ Students are recognized for following the rules and demonstrating positive behaviors/social skills
- ★ Students are taught to think about thinking, practice self-awareness and reflect upon choices made
- ★ Students are encouraged to recognize others when good social/problem-solving skills are shown
- ★ While support is always available, students are encouraged to work out issues independently
- ★ Students are given opportunities to cooperate and be helpful. They are often reinforced as a whole

In order to protect the rights and dignity of all students, inappropriate behaviors will be addressed in a proactive and consistent manner. The following protocol is written for students, and serves as the EdS' discipline procedure. Parents are asked to review the rules with their child before attending.

### **As a member of the Education Stations community, I promise to follow the rules:**

**Be safe:** stay with the group, be in control of my body, look out for others, tell an adult if I need help

**Be kind:** treat myself and others well, say and do nice things, help others and build each other up

**Be respectful:** follow directions, remember personal rights, and be positive in my attitude and words

**Be responsible:** do my personal best, make smart choices, do my part and be a good group member

After school is a place for learning, fun and friends. I can help solve problems if they come up. I will tell a team member if I see someone acting in an unkind or unsafe way. I know that all kids and staff are expected to follow the same rules. These rules are to help everyone have a fun and safe time. I agree to follow the rules. If I make a mistake, I know every day is a fresh start. Staff knows kids can learn and make new choices each day.

Education Stations has aligned Positive Behavior Interventions and Support (PBIS) practices with those found in each elementary during the school day. After school staff uses consistent character values, expectations, language, reinforcement and redirection styles to provide children with further opportunities to practice positive skills and constructive behavior. Periodically the after school program will run social experiments called "On the Right Track" to further incentivize prosocial performance from both staff and children alike. These fun and social contests target specific behaviors and social-emotional skills, which are tracked and reinforced to promote proficiency.

## Education Stations' Behavior Protocol

Type of rule breaking behavior	Staff's Job	Student's Job
Level 1 – Slight Misbehavior (early signs of problems)	Remind student of rules, tell what behavior needs to start, name expected actions, and encourage child to show them	I will listen to directions and pay more attention to doing the right thing. I will ask for help or a break if I need it. I will refocus.
Level 2 – Minor Infractions (or repeated level 1)	Talk with student privately to understand the problem and help name better choices. Help student come up with a better plan / means of managing the situation. Help child enact plan	I'll be honest and explain my thinking and actions. I'll be open to trying a new approach to solving problems. I'll remember that I can do what is expected and have fun with others.
Level 3 – Significant Infractions (or repeated level 2)	Remove student from activity and give a reset sheet, process situation with student once calm and sheet is finished, help student rejoin group w/ success	I will calm down and fill out the refocus sheet when ready. I'll take responsibility for my behavior and make positive choices in the group.
Extremely Serious or Safe Schools Violation	Notify Site Coordinator, parents / authorities. Remove child and process if possible, supervise until guardian comes to take the child. Document incident.	I accept that I can't participate the rest of the day. I'll talk with my adults and do my best to fix the problem. I'll learn from mistakes and make new choices

At Education Stations, we value all types of diversity and honor students' unique needs. Parents will be contacted if their student is demonstrating behavioral difficulties. Staff teams work earnestly and with parents to facilitate continued participation in the program. In rare cases, students could potentially be removed from the program permanently for ongoing failure to follow the behavior policy or if their attendance causes others undue hardship. Students may be immediately and permanently terminated for serious offenses including, but not limited to:

- X Bringing drugs, alcohol or dangerous objects/weapons
- X Abuse or theft of property
- X Intentionally physically harming other students or staff
- X Endangering his or her own safety or the safety of others in the program
- X Insubordination: refusing to follow adult directions
- X Inappropriate language, conduct or materials distribution
- X Harassment, verbal abuse, intimidation or bullying
- X Leaving the group or grounds without permission, intentionally going missing

### **PREVENTING AND ADDRESSING ABUSE AND NEGLECT**

EdS policies intended to prevent and address abuse and neglect include:

- Employees are never to be behind closed doors while alone with a student.
- All activities and staff interactions with children should be observable and able to be interrupted by another staff member "popping in" at any point in programming.

- If an exception either of the two preceding policies is necessary or should occur, the incident must be immediately documented by the employee(s) involved by filling out a “Policy Breach” form.
- Written communication must be observable and should never be exclusive between an adult and a child.
- Staff must not make nor accept any electronic correspondence or contact with students (i.e. Facebook, Twitter, Myspace, Snapchat etc.)
- Taking photographs or publicly posting pictures of students is prohibited and will lead to immediate termination.
- Staff structure promotes an open and proactive atmosphere through assigning clear supervisory roles and responsibilities. Group leaders and mentors are teamed to jointly supervise the same group of students
- Generous staffing encourages supervision of both students and other staff. EdS adheres to a low student to staff ratio, which is never to exceed 12 students to each staff member.
- Supervisory staff circulates among groups and spontaneously check groups across campus.
- “Line leaders” and “sweepers” are assigned when moving groups. A staff member is to be posted at the front and at the back of the line with students in the middle. When moving groups of students a line is to be formed, with adults leading and ending the procession.
- If a staff member suspects a student has been, or is being abused or neglected by anyone (other minor or adult) they are to report immediately to the program director.
- The program director will report to DCF any suspected cases of abuse or neglect.
- All licensed educators are required to file directly with DCF.
- **Anyone** who suspects childhood abuse or neglect may directly file a report with DCF.

In the event that a parent or authorized adult appears to be under the influence of drugs or alcohol at the time of pick-up, the Site Coordinator will be obligated to call the local police department to ensure the safety of the child. Children will not be allowed to leave with a parent if the Site Coordinator has any concern regarding the parents/authorized adult’s ability to safely transport or care for the child. If a parent/authorized adult is suspected to be under the influence of drugs or alcohol, the Site Coordinator will call the next available parent or emergency contact.

## **PREVENTING AND ADDRESSING BULLYING AND ANTISOCIAL BEHAVIOR**

Cultivating an inclusive culture of kindness is the program’s best line of defense against unkind, bullying and antisocial behaviors.

### **Procedural measures to prevent and address bullying and antisocial behaviors include:**

- EdS employees must be rigorously supportive of the mission to create an atmosphere of camaraderie and emotional safety. **Staff must be proactive and responsive** to intervene if unkind, bullying or antisocial behavior is observed or reported. The response of adults and mentors to children’s unkind or inconsiderate behaviors is critical. By responding swiftly and consistently, staff shows all students that the rules will be followed, and everyone may feel safe. Every staff member is responsible to demonstrate to students the respectful types of behaviors that are expected, and follow up faithfully when unkind, bullying or antisocial behavior is demonstrated. Employees are absolutely expected to act on student reports or complaints to ensure the after school environment is friendly and comfortable for everyone.
- Clear rules and consequences are set, and followed. See the discipline section of this handbook. Students are directly taught the rules/consequences at EdS, and they are reviewed regularly. If students/staff act in an unsafe, unkind, disrespectful or irresponsible manner or

violate the dignity and rights of other children/staff they will be immediately removed and the incident documented and processed with the student(s), their parent(s) as appropriate.

- Activities that develop group identification and belonging are practiced regularly, like gathering times and open circle exercises. Team-building and cooperative games help reinforce the inclusive culture of kindness at EdS. Staff and students are encouraged to behave as a team to which everyone belongs and contributes.

### **MEDICAL CONSIDERATIONS:**

Parents are responsible to alert the Site Coordinator in writing of any specific medical needs. If students have any special medical or dietary needs, please be sure appropriate information has been provided on registration forms. Parents should provide additional clothing or any other particular needs their child may have to the Site Coordinator. Please keep EdS staff updated on needs or any changes.

If a student may require medication or treatment while attending the after school program, parents must submit a treatment/medication form. All medications must be in original packaging/container and display the child's prescription and doctors' orders. Nurses may administer medications with written parent permission and/or doctors' orders.

An after-school nurse will be available on a limited basis to assist Site Coordinators throughout district and to ensure compliance of medical procedures and laws. The EdS nurse is available to provide assistance in the event there is a medical need. The nurse may not be contacted by parents seeking medical advice. All communication between the Educations Stations nurse and parents must be shared with the Site Coordinator.

### **SICKNESS:**

Students who have gone home sick during the school day will not be allowed back the same day for the after school enrichment program. Parents will be notified if their student is demonstrating mild discomfort (headache, lethargy). Students feeling slightly unwell will be provided quiet rest time if parents and staff agree remaining on-site is appropriate. To support the safety and health of all students, parents will be contacted and asked to provide transportation home as soon as possible if their student has a temperature, a contagious disease or is vomiting. Parents are asked to notify the building nurse if their student has been diagnosed a communicable disease (i.e. chicken pox) to allow staff to alert other parents to be aware of any signs of illness.

### **ALLERGIES:**

Due to the growing number and severity of NUT allergies, *parents are asked to be sure all food their student brings from home is NUT-free.* All snacks provided by EdS will be NUT free. Certainly, students have allergies to a host of other foods and substances. If students have allergic conditions, clear and current information is essential. Be sure appropriate documentation has been noted on registration forms. Treatment/medication forms must be filed and necessary medication provided. Staff will be informed regarding student allergies and take appropriate precautions. Parents may contact the Site Coordinator or the EdS nurse at any time to ensure student needs are being met.

## **EMERGENCIES:**

Emergency situations will be assessed and acted upon with the best interest of the student in mind. While supervisory staff is First Aid and CPR trained, in the event of a serious injury an ambulance will be called and the student transported to the nearest medical facility for treatment. The parents or guardians will immediately be notified, and a senior staff member will accompany the child to the hospital if parents/guardians are not available. Responsibility for any charges resulting from medical attention belongs to parents/guardians.

## **PROGRAM MONITORING:**

Administrative supervisors will be at each elementary school weekly to observe staff and program implementation. The building principal will be available to support the program at her/his own site. Each building has a designated Site Coordinator and an appropriate number of staff present.

Students, parents, teachers and staff will be asked to report their perceptions and opinions of the program via questionnaires or other measures periodically. This information will assist in program development and may help secure grant funding.

## **SCHOOL-BASED POLICIES:**

***If students will be attending another activity after school in the building, they must first be checked in with Eds.*** After the other activity (tutoring, brownies etc.) concludes, supervising adults are to return students back into the care of the Site Coordinator. Students who have detention must serve the assigned detention prior to rejoining their after school program. Those students who have been suspended from school are ineligible to attend the after school program until the suspension period has been served. **Contact EdS directly with any changes to a student's schedule.**

In the event that a child does not come to EdS on a regularly scheduled day and the child is not listed on the absent list, the Site Coordinator will review all emails, notes, and voice messages, then call the parent to confirm the absence.

In order to respect building teachers' classrooms and property, students are not allowed back in their classrooms after school ends. ***After school staff does not have authority to grant parents/public access to the building.*** Per the Superintendent, building access during after school hours is limited to those participating in the after school program. If in an emergency the bathroom is needed, those requesting entrance are required to sign in and out of the "building access log." Parents are asked to remain in the designated pick up/drop off areas. Parents/students are not allowed to access the rest of the building, except by authorization of the building principal.

## **TERMINATION:**

Enrollment of a student may be terminated at any time if, in the judgment of Program Director and/or the building Principal, further participation in the program is not in the best interest of the student, or others in the program. While the program staff will work with families and students to navigate difficult situations within reason, ***the general safety and well-being of all students must be the prevailing consideration.***

Students may be terminated or suspended for the following reasons including, but not limited to:

- Repeated failure by parents to pay tuition/fees on time or unpaid balances.
- Student's behavior/discipline issues are affecting the welfare/ safety of themselves or others.

- Parent/guardian's maltreatment of staff.
- Continued late pick-ups.
- Lack of program policy support or follow through by parents/guardians (i.e. sickness).
- Inappropriateness of program to meet the needs of the student.

### **PERSONAL PROPERTY AND DRESS:**

Students are responsible for all of their personal property. Parents are encouraged to label student belongings. Staff help students get organized, but will not be responsible for lost/damaged property. Unclaimed items will be deposited in the school's general lost and found. ***Students should not bring items of personal value such as toys, money, or electronics.*** In cold weather, students without adequately warm clothing may not be permitted to go outside.

### **HOMEWORK EXPECTATIONS:**

In order to encourage students completing their homework / assigned reading time, EdS provides a quiet area, time, and access to help. While EdS staff supports students with homework, the general program is not a tutoring service. A certified teacher is in the room to support each group, but if a child requires consistent 1:1 academic support, parents may consider a tutoring service. EdS does not guarantee homework to be completed correctly, nor completely. The responsibility for homework remains with each child.

On the general registration form, parents indicate if they require their student to spend some time each day at the homework station. Parents are asked to discuss this choice with students, so children understand how they are expected to spend their time after school.

### **NEWSLETTERS, E-MAIL AND RELEASE:**

Parents will receive a quarterly newsletter to keep them apprised of program happenings. Suggestions and feedback are welcomed. E-mail notifications will be sent regularly with relevant registration and program information. Student accomplishments are celebrated, and often photos and other recordings may be taken. Please understand that video / audio recordings and photographs are used only for positive motivational, instructional and learning feedback purposes.

Your permission will be requested to allow Education Stations to use the image of your child in materials, as outlined below. The materials may be used by Education Stations to celebrate learning & enrichment; by Education Stations or district to document an activity; by local newspapers or television station highlighting an after school event; in the Education Stations newsletter and/or district website to promote the Education Stations and district. Your child may also have an opportunity to have work published on the Education Stations webpage. It is important to know that your child's name will not be used in conjunction with any photo or video images.

As part of the registration process, parents will indicate what level of permission they give regarding capturing and sharing their child's likeness. The following levels will be honored:

- Unrestricted usage: you agree to have your child's image, recorded likeness or work used in print, video, audio and digital media and agree that these images may be used by Education Stations for publication within Melrose Public Schools and the larger community for a variety of purposes, and that these images may be used without further notifying you.
- Limited usage: you agree to have your child's image or recorded likeness used within Education Stations and school community ONLY. Education Stations will contact you seeking

permission before your child's image may be used shared or distributed in a larger community. Specific permission must be granted by parent for any use of image/recorded likeness/work outside of Education Stations and Melrose Public Schools.

- Deny permission: you agree NOT to have your child's image/likeness captured nor used at all.

This concludes the 2017-2018 Handbook for Education Stations after school program. Participation in the program requires adherence to all the policies and procedures outlined above. Please contact your Site Coordinator or our administrative offices with any questions. Thanks for being an important partner in the program!