

# Parent Handbook

## 2011-2012



Elementary Grades K-5

Middle School Grades 6-8

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## *PROGRAM DESCRIPTION AND MISSION*

Westford Partnership for Children (WPC) After School Enrichment Program was created in 2004 to provide a safe, constructive, stimulating and fun environment for Westford elementary and middle school children during the high-risk after school hours.

For elementary students grades K-5, we offer homework assistance, science exploration, math enrichment, reading and storytelling, language, music and theater, nutrition and exercise, visual arts and scrapbooking, sports and games, civic engagement and involvement, as well as other activities to support and promote healthy social and emotional development. There is a separate curriculum for grades K-2 and 3-5. Our activities reinforce and enrich concepts and skills your children learn in school, through simple tasks as well as more complex, challenging interdisciplinary projects. We also provide time during the program for your children to work on their school homework assignments, as well as time for play and gross motor development. At our program, your children can learn about topics and interests they may not necessarily have time to explore during school hours.

A second-year venture for middle school students is the REC Club. REC Club excitement begins on Tuesday, August 30<sup>th</sup> for 6<sup>th</sup> graders, and Wednesday, August 31<sup>st</sup> for 7<sup>th</sup> & 8<sup>th</sup> graders. Blanchard School students will be bused to join their friends at Stony Brook at 2 p.m., dismissal time. Each day they'll start with a snack and catch up on the latest news and tackle their homework. Later, they may choose to continue homework, cheer on their peers in sporting games, play indoor or outdoor sports, enjoy board games or check out the library and computer lab. They can also explore their creative side by doing arts and crafts. Students may catch the 3:10 p.m. late bus, or parents can pick up until 6 p.m (depending on how many blocks registered for). We will also offer "daily specials" including Games Galore, East Boston Camps, Homework & Study Skills, Girls & Boys Clubs, etc.

Our staff members maintain a dedicated, positive attitude toward learning, and develop meaningful relationships with each individual child. The staff also promotes three critical concepts in our program: safety, positive youth development, and academic enrichment and support.

The WPC environment is different from the school day, not an extension of it. Our program provides safe, structured programs with a range of supervised activities intentionally designed to encourage learning and development outside of the school day. There are many opportunities for creativity and choice within these structured activities, and we strongly encourage socialization with peers and staff.

## *PROGRAM GOALS*

- To meet the needs of our families in providing quality and affordable after school programs.
- To reduce conflict between parental responsibilities and work requirements and schedules by providing a reliable, high quality school age program.
- To provide and maintain a well trained, professional, competent staff.
- To provide activities and materials that help develop an understanding of and respect for our culturally diversified community.
- To promote self-esteem and emphasize positive values in the relationship children and adolescents have with each other and adults.
- To encourage creativity by providing a variety of experiences, materials and learning activities.
- To provide a safe, accepting, nurturing, and inviting environment.
- To provide developmentally appropriate activities and offer a variety of recreational, instructional, educational, and physical programs.
- To provide opportunities that encourage growth, socialization, and learning.
- To effectively communicate with parents concerning their children's and/or adolescent's needs.
- To provide an environment that fosters good health and proper nutrition.

## *GENERAL INFORMATION*

### **Location**

#### **WPC Elementary Grades K-5:**

Our program runs at each K-5 elementary school. Your child will attend the after school program at the school they attend daily.

School (Program Site)	Program Central Location	WPC Phone Number at Site
Abbot School	Millenium Room 1	(978) 399-2974
Crisafulli School	Cafeteria	(978) 692-0248
Day School	Cafeteria	(978) 392-7859
Miller School	Cafeteria	(978) 692-2067
Nabnasset School	Cafeteria	(978) 692-0799
Robinson School	Room 1	(978) 692-0913

**REC Club Grades 6-8:**

Middle School REC Club is held at Stony Brook Middle School. Students will be bused to the appropriate location as necessary. Locations of specific programs will be noted on registration forms on a session-by-session basis.

School (Program Site)	Program Central Location	REC Club Phone Number
Stony Brook Middle School	Library	(978) 692-2708 ext. 5111 or (978) 265-2063 (preferred)

**Days and Hours of Operation**

WPC/REC Club After School Enrichment Programs run Monday through Friday. The program begins the first day of school and ends the last full day of school (there is no program on the last day, as it is a half day).

Daily operating hours of our K-5 programs are from school dismissal to 6:00 pm.

Middle school REC Club runs from 2:00-6:00 pm, with an option to catch the late bus at 3:10.

**Middle School Late Bus**

REC Club participants may take the late bus at 3:10 pm, but must have a school bus pass. Students will be dropped off within walking distance of their homes. Drop-off locations are posted at each school.

**Special Programs**

Our programs are not held on school holidays. However, special programs are available for a separate registration/fee on parent/teacher conference days, early release days and during winter (February) and spring (April) vacations. There are no WPC/REC Club special programs held on statutory holidays or holiday (December) break.

WPC special programs are available for WPC/REC Club participants, as well as for children who are not in the program. The policies identified in this handbook also apply to WPC/REC Club special programs.

Please refer to the back of the WPC/REC Club enrollment forms as well as our website for dates of WPC/REC Club special programs. Registration forms will be available at your child's WPC/REC Club program site, at the Parks and Recreation Department, and on our website at least two weeks before the program.

## *ENROLLMENT*

### Registering and Enrolling Your Child

The WPC elementary program as well as the REC Club are broken down into five sessions, approximately two months each, throughout the school year.

You may enroll your child for the entire year, for one session, or for as many sessions as you need. Your enrollment form is your child's schedule for the current, entire session. Each session is a NEW session. Classes with limited availability will be filled first-come, first-serve.

**Enrollment forms are due by noon, one business day prior to your child's start date.** Any late enrollment form and payment will incur a \$25.00 late fee. Any child who arrives at the program without being registered for that session, will incur a fee of \$15.00/day attended until registration form and full session payment is received, in addition to the \$25.00 late fee. Please Note: If your child shows up at the program with registration form in hand, your child is NOT considered registered. A child is registered only after registration form is received and processed by the Parks and Recreation Department.

**You must fill out a new enrollment form with complete activity selections each session.** Simply sending in a check will not be accepted. Any incomplete forms will be returned.

You may register your child for as many activities needed for an entire session at the beginning of the session or after the session has started. But, you must enroll your child for either an entire session or the remainder of an entire session, and for a minimum of one activity, one day per week.

Enrollment for WPC/REC Club programs, can be for one or more activities per day. For example, you may want to enroll your child for a minimum of one activity for one day a week, throughout a session. Or, you may decide to schedule your child for several activities each day of the week for an entire session. Alternatively, you may want to enroll your child for a full session, three activities per day, five days per week.

### Documents Needed

In addition to submitting a completed registration form with full payment, these documents are required to begin the WPC/REC Club program:

**Child Info Packet:** The child ID packet must be completely filled out before your child starts the program. The packet can be brought to your child's site, or sent in with registration. The packet is located at the back of the handbook, online, and at all WPC/REC Club sites.

**Notice of Participation:** Each child must have a Notice of Participation form filled out before they begin the program. Notice of Participation forms go directly to your child's

classroom teacher to make them aware of days your child will attend, and also arrangements for your child in case of school closing due to inclement weather.

### Withdrawing From/Switching Days

Please select your days and activities carefully, as we do not allow any withdrawal/switching of days once the session begins. No credit or refund will be given with the exception of a medical issue. A doctor's note stating that the child cannot participate in the WPC/REC Club program is required.

### Adding Days and Activities

Provided you have enrolled your child for the minimum enrollment of one activity per week for the entire session, you may add days or an activity as your need arises. You must contact the Parks and Recreation Department by noon on the day you would like to add an activity.

Payment for additional activity blocks is due at time of pickup, or blocks will be billed at \$15.00 each.

## *TUITION AND OTHER FEES*

### Tuition

Tuition is based on the cost of providing a program of high quality on a self-supporting basis without tax support. The entire tuition can be paid in full at time of registration, or you may pay in two equal payments, the first due at time of registration, and the second due the first of the following month. Those paying in two installments are required to use a credit/debit card and must fill out the "method of payment" option at the bottom of the registration form or a separate "Credit Card Authorization" form.

### Late Registration /No Registration Fee

We appreciate timely registrations. Each session we must receive your child's enrollment form no later than noon, one business day prior to your child's intended start date. Late forms will incur a \$25.00 late fee.

Children who attend the program without registering will incur a \$15.00 fee per day attended until we receive the registration form and full session payment, in addition to the \$25.00 late fee.

### Additional Activity Block Fee

The fee for additional activity blocks is \$10.00 per activity per day. Payment for additional blocks is due at time of pickup **on that day**. If you do not pay at pickup, additional blocks will be billed at \$15.00 each.

### Failure to Notify of Absence/Finders Fee

If your child will be absent from or late to the program on a regularly scheduled day, you must notify the Parks and Recreation Department, as well as your child's WPC Site/REC Club by noon that day. If you do not notify us by noon, you will be billed a \$10.00 Finders Fee.

**NOTE:** The Westford Public Schools do not forward notes or phone messages reporting absences, therefore, you must call the Recreation Office and the After School site.

### Full Time Discounts and Sibling Discounts

Full session participants, defined as those attending full time, or three activities, five days a week from the start of the session are eligible for a reduced rate of \$900.00/session or \$450.00/month.

We are now also offering a sibling discount! Sibling discounts do not apply to full time participants. Sibling discounts apply to part-time participants for enrollment of equal or lesser value. Please note: Full time participants are not eligible for an additional sibling discount.

For discount eligibility, please see chart below.

What kind of discount is my child eligible for?	
Type of Enrollment	10% Sibling Discount For enrollment of equal or lesser value only
Full Time, First Child	No
Full Time, Second/Third Child	No
Part Time, First Child	No
Part Time, Second/Third Child	Yes

## *DAILY PROCEDURES*

### Sign-In Procedure

At the close of each school day, it is your child's responsibility to follow the school's dismissal procedure.

Children who are not collected and escorted to the program, need to present themselves immediately at the assigned "central location" (see table on page 5) for WPC/REC Club program attendance. If your child has an in-school activity, such as a Science Club or Newspaper, prior to attending the WPC/REC Club program, please alert the WPC/REC Club Site Director or the Parks and Recreation Department. Otherwise, the WPC staff will not know where or how to locate your child and a Finders Fee will apply.

At the beginning of the program, a WPC/REC Club staff member will greet all children and signs them in. Sign in serves as a transfer of responsibility of your child from the school to us.

## Sign-Out Procedure

At the end of your child's activities each day, you must come into the building to sign them out and pick them up. Your signature serves as a transfer of responsibility of your child from us to you. The first time you pick up your child, we will ask you for photo identification before we release your child. In addition, anyone authorized but unknown to us who is picking up your child will be asked for photo identification before releasing your child. Children in the middle school REC Club however, will be allowed to sign themselves out with permission.

Children may only be picked up from the program by adults authorized on the enrollment form. If you want to authorize a different person to pick up your child, please provide the WPC/REC Club Site Director, or the Parks and Recreation Department with a signed note. In the event of a last minute change, you can fax us names and contact information at (978) 392-4471. **NO VERBAL AUTHORIZATIONS WILL BE ACCEPTED.**

## Late Pick Up Policy

We expect you to arrive promptly at the end of your child's activity. If you do not pick your child up after the scheduled activity our WPC/REC Club Site Director will automatically place your child in the next activity and you will be billed the full activity of \$10.00. This fee must be paid at the site upon pick up. **Failure to pay at pick up will result in a billing of \$15.00 per activity.**

If you do not pick up your child by 6 p.m. when our program ends each day, we will follow these steps:

1. All WPC After School Enrichment Programs/REC Club close promptly at 6:00 p.m. daily.
2. If your child has not been picked up by closing time, a telephone call will be made to the parent/guardian. If neither can be reached in a 10 minute period, we will proceed to the next step.
3. A phone call will be made to the "Emergency Contacts" listed on your Child Information Packet. The first person contacted will be asked to pick up your child. If there is no response, steps 1 and 2 will be repeated at 6:20 p.m. and again at 6:30 p.m.
4. If contact has not been made with parent/guardian or emergency contacts by 6:30 p.m., the staff member in charge will call the Westford Police Department and a report of action will be placed in the child's file. It is at the staff's discretion to remain at the site or drop your child(ren) off at the Police Department.
5. **There will be a charge of \$1.00 per child for every minute, after 6:00 p.m. that you are late in picking up your child.** Because our staff is only paid until 6:00 p.m., we feel that in the event our staff needs to stay after their scheduled "paid" time, the parent/guardian is responsible to pay the staff for their time. It is your duty as a parent to budget your time accordingly to ensure your child is picked up at their scheduled

time. The money that is accrued from \$1.00 per minute after 6:00 p.m. will be given directly to the staff member who stayed. If it is not given to the staff member at the time of pick-up, you will be billed for the fee. No exceptions will be made.

6. You will be asked to sign the late-pickup acknowledgement form every time that you are late in picking up your child. If your child is picked up past closing time a total of three times in a session, we will be forced to have your child leave the program.

Please note that we are compassionate about parents' needs. We understand that most of our parents are "working parents" and may, from time to time, be held up in one way or another (traffic, train schedule, etc). However, we also feel that if you cannot be on time to pick your child up, you should make other arrangements.

CHILDREN WILL NEVER BE LEFT UNATTENDED!

### Absences and Late Arrivals

There are no refunds, credits, or substitution of days for your child's planned or unplanned absences. Your tuition payment must include all the days for the entire session, based on your child's start date. Even if a child does not attend all registered days, you are still responsible for full tuition.

It is critical that you alert your child's Site Director AND the Parks and Recreation Department that your child will be absent or will arrive late to the program. Each site receives a daily list of children who are attending the program and must determine the whereabouts of each child. WPC/REC Club staff may be unaware that your child has activities prior to our program (chess club, math, yearbook, etc), therefore do not know where or how to locate your child. It is very worrisome, time consuming, and confusing if a child who is scheduled to be at the program does not show up or arrives late.

If your child will not be attending the program on his or her scheduled day, the Parks and Recreation Department must be notified before noon of that day, as that is when daily messages and information are relayed from our office to the WPC sites/REC Club. If it is a planned absence or a regularly scheduled activity that occurs prior to the program, you may also write the information on your child's enrollment form. If you do not notify us by noon, you will be charged a \$10.00 failure to notify/finders fee. No exceptions will be made.

We do not refund for absences either planned or unexpected.

### Emergencies

The WPC/REC Club staff is trained in First Aid and CPR procedures and will provide basic care. In an emergency situation, a staff member will call the emergency number 911 and then contact parents.

## *OUR PROGRAM AND YOUR CHILD*

### **Introduction**

We hope that your child will enjoy his/her time in WPC/REC Club. We strive to provide the most comfortable yet stimulating program that we can offer. However, there are a few things which we would like you to know about our program and your child.

### **Outdoor and Other Play**

We believe that play is a critical component in the healthy development of your child. Therefore, we encourage and support playtime in our program. Our program has access to the school's playground and gym. We enforce the same rules and procedures for equipment use that are enforced by the school.

Children who are well enough to attend our program must be well enough to participate in all activities, including outdoor play. Please be sure that your child has adequate outdoor clothing. We follow school guidelines in determining when it is appropriate to go outside.

### **Clothing**

Please label your child's clothing and personal belongings. We place all lost items in the Lost and Found box and periodically donate these items to charity.

### **Snacks and Drinks**

Each day students are provided with one snack and water to be consumed at the designated snack time. If your child has a food allergy, please alert us in writing. If your children require a special diet, please notify us and send appropriate food for their snack. Because some of our children suffer from food allergies, we ask that your child not bring his/her own snack to the program unless medically necessary.

### **Personal Electronic Device Ban**

We require that WPC/REC Club participants do not bring personal electronic devices, such as an iPod or Gameboy to the program. These expensive items can be damaged or lost, and our staff cannot ensure the safety of such equipment.

### **Homework Agreement**

WPC/REC Club believes that we can support your family and your child's school success by providing a homework block. This block of time is to be used for homework, studying, tutoring, problem solving, reading, and projects. It would be very helpful to the staff if we are informed of any special needs, or extra assistance necessary in certain subject areas.

Important points to remember regarding homework:

- WPC/REC Club staff provides homework assistance, and are not responsible for finishing homework with your children if they don't finish during their scheduled homework time.
- WPC/REC Club will not look through your child's bag. In the event your children state they do not have homework, we will inform you at time of pick up.
- If your children do not have homework, they will be asked to do something quiet or join other students in the gym until homework block is over.

### Accidents and Emergencies

While we strive to provide the safest environment possible for your child, accidents will happen. If an accident occurs during regular school hours, your child will be sent to the school nurse; otherwise, we will administer first aid to your child. The WPC/REC Club staff is trained in First Aid and CPR procedures and will provide basic care. If treatment by a doctor is necessary, we will make every effort to contact you and/or the doctor you have chosen to treat your child.

In an emergency situation, a staff member will call the emergency number 911 and then contact parents. We will make sure that your child receives the necessary emergency treatment, including treatment by paramedics. Your signature on the enrollment form grants authorization for emergency treatment for your child.

### Illness

Any child with any of the following will not be allowed to participate in our program:

- Fever (101°F oral or 100°F under the arm)
- Diarrhea
- Vomiting
- Head lice
- Illness which prevents your child from participating in regular program activities
- Illness which requires greater care than normal
- Fever accompanied with change in behavior
- Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness
- Rash, unless determined to be non-communicable by a physician
- Infectious conjunctivitis (pink eye), until 24 hours after treatment is started
- Impetigo (contagious skin infection), until 24 hours after treatment is started
- Strep throat, until 24 hours after treatment is started
- Scabies, until 24 hours after treatment is started
- Chicken pox (Varicella), until at least six days after onset
- Whooping cough (Pertussis), until five days of antibiotic treatment has been completed
- Mumps, until nine days after onset of gland swelling
- Measles, until four days after disappearance of rash

- Hepatitis A, rubella, and herpes simplex
- Other symptoms which may indicate the contraction of a serious, communicable disease

If your child is sent home because of illness, he/she must be free of any aforementioned symptoms for at least 24 hours before returning to our program. No refund/credit is given if your child is sent home from the program or does not attend due to illness.

If your child becomes ill while in our care, we will call and ask you to take your child home immediately.

We are required to report any known or suspected case of communicable disease to the local health authorities. We will also notify the school as well as families of children who became exposed to the communicable diseases. Please notify us if your child should become infected with a contagious disease or condition. It is possible that he/she may have infected others, so it is important that you notify us so that we can inform other families as well as the school. Your child's name will not be revealed.

### **Medication**

Medication is typically administered by the school nurse during regular school hours. WPC/REC Club Staff cannot administer medication after school hours. In certain instances, arrangements may be able to be made with the school nurse to administer any medication before dismissal if necessary.

If your child has an EpiPen® auto-injector or other device used to administer epinephrine to your child in the event of a bee sting or exposure to an allergy which could cause severe reaction, including anaphylactic shock, you **must** provide a separate one for our use in our program, as we do not have access to the school nurses' office after hours. We must have an authorization from both you and your child's physician in order for us to keep the pen in our program. The EpiPen® must have a shelf life which extends the use of the device to the end of the school year. We will return the EpiPen® to you at the end of the school year.

Topical applications such as sunscreen or insect repellent must be approved in writing by the parent's/guardian's written consent before they can be used. All containers for topical applications must be provided by parents and must be clearly labeled with your child's first and last name.

## Rules/Behavior Management/Discipline

WPC/REC Club staff is trained to use positive behavior management techniques. In all situations, we communicate with the child's parents. If it is not possible to resolve the issue, we may determine that early dismissal from the program is necessary.

We believe in a positive approach to managing children's behavior through the use of redirection and dialogue. Our goal is to assist in developing self-control and engaging children in socially acceptable behaviors. Adults will model, coach, and encourage guidance techniques of discipline that are fair, consistent, and respectful of children. This is based on the understanding of individual needs and behavior of children at varying developmental levels. Simple and understandable rules are established so expectations and limitations for children are clearly defined. Acceptable guidance techniques of our staff include:

- Focusing on and reinforcing positive behavior
- Using encouragement and words of praise
- Anticipation of problem-triggering situations
- Soliciting cooperation
- Involving children in setting of rules and in discussion on how to handle inappropriate behavior
- Provide alternatives to undesirable behavior
- Allowing children a chance to regroup and regain control in a quiet and relaxed area of the room
- Remove the child from stressful situations
- Limit the child's participation in any action that triggers unacceptable behaviors

Site directors may remove a child from an activity if necessary. Parents will be contacted as the need arises. If children are physically or emotionally harming themselves or others, or are a threat to the safety of others, parents will be notified immediately.

## Bullying

Refer to Westford Public Schools Bullying Policy and Massachusetts General Laws regarding bullying.

Bullying is most commonly defined as an individual being exposed repeatedly over time, to intentional injury or discomfort inflicted by one or more other individuals. Bullying will be grounds for disciplinary action up to and including suspension or expulsion for students and terminations for employees. All allegations of bullying will be promptly and reasonably investigated.

## Harassment

Refer to Westford Public Schools Harassment Policy and Massachusetts General Laws regarding harassment.

All contact and communication will be free from all forms of harassment due to race, gender, sexual orientation, color, religion, national origin, and physical or emotional challenges.

## Procedure for Inappropriate and/or Unacceptable Behavior

1. If a child is not cooperating or following the rules, if at all possible, we first try to redirect the behavior through adult intervention and guidance techniques. We will try to provide options and choices for a child to help bring about positive change. **If the issue is of serious nature, you will be called for immediate pick up of your child.**
2. If a child is unable to gain control, the child will be given a warning that she/he will have to take time away from the group to gain control.
3. If a child does not respond to the warning or if the behavior requires immediate adult intervention and consequences, then the child will be asked to take self-control time. This is a period of quiet time in an area where the child can be under constant monitoring by a group leader or director. The child will indicate when he/she is ready to return to the group after talking with an adult.

The WPC/REC Club will suspend/terminate any children from the program for inappropriate and/or unacceptable behavior. The following are examples of inappropriate and/or unacceptable behavior:

- Behavior that leads to physical or emotional harm of others and/or assault to another child, staff member or adult.
- Disruptive behavior (requiring adult intervention and causing consistent disruption of daily schedule and/or events)
- False alarm or bomb threat
- Fighting
- Harassment
- Insubordination; disrespect; inappropriate actions (language and/or behavior); flagrant opposition to authority (verbal or physical)
- Deliberate destruction, damage to or defacement of space (including building, furniture, books, and/or materials at the program)
- Leaving the group or walking out of the program
- Possession of cigarettes, lighters, matches
- Possession of weapons or mock weapons, or any article or instrument that may be used as a weapon
- Smoking
- Theft/stealing
- Threat or physical harm

- Throwing of objects (snowballs, rocks, sand, scissors, etc.)

**PLEASE NOTE:** Depending on the circumstance, it is at the discretion of the Site Director and Program Director to decide the length of suspension period, a termination decision and/or if a child needs to be picked up immediately. Decisions will be made depending on the age and developmental level of child(ren) involved. The above is **NOT** a complete list of every type of possible misconduct. In the event that a child/youth engages in a type of misconduct that does not fall within any of the above categories, the administration will issue an appropriate consequence.

### **In-House Suspension/Loss of Privilege**

If your child's behavior does not warrant a suspension from the program, but requires an "in-house suspension" or "loss of privilege"- a consequence during program operation hours, a phone call will be placed to you explaining the decision and an incident report will be documented. This could be a restriction such as withholding the privilege of participating in a special activity or your child's favorite activity.

### **Suspension**

If your child's behavior requires suspension from the program, a written cause for suspension will be given to you(incident report) indicating the length of the suspension. The child will be allowed to return once a meeting is held with the parent, and all other necessary parties agree upon a plan.

### **Termination**

If we feel that your child is not ready for our program or that our program is not appropriate for your child's growth and development, we will withdraw your child from the program. Prior to terminating your child, we will meet with you and discuss our concerns. This will also be made available to you in writing. If a child is asked to withdraw, tuition charges will cease from that day forward and any advanced tuition payments will be refunded. In addition, we will work with you in trying to find alternative placements or educational/social services that will help your child grow to full potential.

### **PLEASE NOTE:**

- No child will ever be subjected to cruel or severe punishment, humiliation, physical or verbal abuse, neglect, or abusive treatment.
- No child will be denied food as a form of punishment.
- No child will be force fed.
- No child shall be punished for soiling, wetting, not using the toilet, or using any other unusual or excessive practices for toileting.
- Corporal punishment will **NEVER** be used, including spanking.

### **Mandated Reporting of Child Abuse/Neglect**

All staff members of WPC/REC Club are mandated reporters of suspected child abuse and neglect. As such, we are required by law to report any suspected incidents of possible child abuse and neglect.

Children exhibiting suspicious bruises, abrasions, burns, and other physical marks will be reported to the Department of Social Services.

In addition, we are required to report to the appropriate authorities any suspicion of any action or situation which may endanger the life of a child in our care, including alcohol intoxication or drug influence. Children will not be released to parents, guardians, or designees who are under the influence of drugs or alcohol. Police will be called immediately.

### ***MISCELLANEOUS ISSUES***

#### **Non-Discrimination**

We do not discriminate by any means protected by law, including race, color, religion, gender, national origin, age, or disability. We will provide reasonable accommodations for children with disabilities. However, we may restrict admission of children if we would need to hire another staff member specifically for the purpose of caring for your child.

Please inform us if:

- Your child is on a special education plan during the school year. PLEASE make us aware of this and get us a copy of the plan. It is very helpful for our staff to know what methods and strategies the school is using.
- You feel your child needs extra help or attention with socialization skills or behavior management.
- There are changes occurring in your child's life that may affect his/her attitude or behavior during program hours.
- Your family celebrates any special customs or traditions.
- You are having a meeting with school teacher and would like us to attend. We can attend meetings only if you invite us.
- Your child is seeing a therapist.

#### **Receipts/Flexible Spending/Company Reimbursement Forms**

Your cancelled check acts as a receipt for tuition. If you need a receipt from us, all receipts will be processed ONLY at the end of each session (upon request). Receipts will take up to two weeks to process. Any receipt requests during income tax season require a minimum of a three week notice to generate and process. Please plan accordingly. Duplicate copies of receipts can be obtained for a fee of \$1.00 per page.

If you require a Company Reimbursement Form signature, please bring the documentation directly to the Park and Recreation Department for the Director's signature.

### **Parent Involvement and Participation**

Parents are always welcome to visit our program at any time. We also welcome you and other family members to share your interests, talents, and occupations with the children in our program.

For the safety and security of all children, we require that parents visiting the program make arrangements with the Site Director in advance. Parents who will be visiting for an extended period of time, or on a regular basis will be required to pass a CORI check.

### **Parent Behavior Policy**

WPC/REC Club expects that all adults in contact with the staff, program, families, administrators, children and board members act respectfully and appropriately at all times.

Behavior which is abusive, disruptive or uncooperative will not be tolerated. Such inappropriate behavior is grounds for review by the Site Director and Program Director. Inappropriate behavior includes parents arriving on the premise under the influence of drugs or alcohol.

In the event of inappropriate conduct, we will follow these procedures:

- The individual involved will be asked to attend a meeting in a timely manner to address the immediate concerns.
- Documentation of the inappropriate conduct and the subsequent meeting will be placed on file.
- When warranted, considerations to suspend, terminate, or decline re-enrollment of the family in the program.
- Families will be informed, in writing, of the decisions made by the Recreation Department.

If we feel your child's safety is being compromised in any way, we will help seek alternative transportation. We may also call the appropriate authorities, if necessary. This decision will be made to insure the safety and well being of program families, staff, administrators and children.

### **Weather Cancellations**

Our program does not provide activities when schools are closed due to inclement weather. If school is dismissed early due to the weather or for any other unforeseen emergency, children in the WPC/REC Club programs will be released at the same time as the rest of the children in their school. Please make arrangements in advance so that your child and your child's teacher(s) know where your child will go and how he or she will be transported. Please make sure you

have filled out the Notice of Participation in the WPC Program sheet and given it to your child's teacher.

If the program is running when a weather alert is issued, please pick up your children as quickly as possible. If you are delayed, please notify WPC/REC Club Site Director.

The WPC/REC Club program will run on days when there is a delayed school opening.

Announcements about school closings or delayed openings can be found on:

Radio stations: WBZ-1030, WCAP-980 and WRKO-680

Television stations: WBZ- Channel 4, WCVB- Channel 5, and Westford Cable Access Television- Channel 8

On our website: [www.westfordrec.com](http://www.westfordrec.com)

Email: Sign up for our email list to receive instant program updates, changes, cancellations, etc.

Credits for "snow days" or other days when school is cancelled because of inclement weather conditions, are available to part time WPC program participants. Full time WPC/REC Club program participants do not receive snow day credits due to their already reduced session rate. Weather cancellation credits will be applied to your WPC account and may be used for a special program or your next session's tuition.

**Please Note:** All WPC/REC Club credits must be used by the end of the school year. Credits that are not used by the end of the school year will be transferred over to a Recreation account to be used for a Recreation program and must be used that summer. WPC credits will not transfer over to the following school year.

### **Withdrawals from the Program**

Any cancellations or withdrawals made before your child starts the program are entitled to a refund or credit minus a \$20.00 processing fee. Once a child has started the program, no refund or credit will be given with the exception of a medical reason. A doctor's note stating that the child cannot participate in the WPC/REC Club program is required.

**PLEASE RETURN CHILD INFORMATION PACKET (PG 21) DIRECTLY TO CHILD'S WPC SITE OR TO REC DEPT WITH ENROLLMENT FORM. NOTIFICATION OF PARTICIPATION (PG 22) GOES DIRECTLY TO YOUR CHILD'S TEACHER.**

**CHILD INFORMATION PACKET**

**Circle Program Attending:**

WPC After School Program REC Club Kids Club Kids Club w/STREAMS  
 Kids Club w/Basketball Destination Exploration CIT Leadership Young Explorers

PLEASE  
 ATTACH A  
 CURRENT  
 PHOTOGRAPH  
 OF YOUR  
 CHILD HERE

Child's Name: \_\_\_\_\_ M/F: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Address \_\_\_\_\_

Identifying Marks: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Parent Pick-up Consent:** I hereby authorize Westford Recreation to release my child to the following persons (other than parents/guardian).

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Phone: \_\_\_\_\_

**Movie Rating:** I give my child the permission to watch movies with the following ratings (please check all that apply).

G \_\_\_\_\_ PG \_\_\_\_\_ PG13 \_\_\_\_\_

**Publicity/Photo Release:** I understand that my child may be photographed or videotaped by Recreation or newspaper/television staff, should the feature our program and that my child's image may appear on Westford Recreation's website and/or publications. I do \_\_\_\_\_ I do NOT \_\_\_\_\_ give permission for my child to be photographed/videotaped.

**First Aid/Medical:**

I understand that the WPC staff has basic understanding of First Aid/CPR. I authorize WPC staff to give my child First Aid when appropriate (including application of topical ointments). \_\_\_\_\_ (initial) I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child, however, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical center facility and/or to \_\_\_\_\_.

I also hereby authorize the performance of medical, minor surgical or diagnostic procedures, including the administration of local anesthesia, which may be deemed necessary or advisable by the attending physician or surgeon in the diagnosis and emergency treatment of my son or daughter in the event that I cannot be reached for direct authorization of treatment. \_\_\_\_\_ (initial)

Please list any medical needs, dietary restrictions, allergies, etc. \_\_\_\_\_

**\*PLEASE NOTE:** If your child carries an epipen, inhaler, etc. one must be supplied to the site\*\*

Handbook Acknowledgement/Child Info Packet Signature

We, the parent(s)/guardian(s) understand that we are responsible to read & agree to abide by the policies and procedures therein

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



Notification of Participation



Dear \_\_\_\_\_ (Teacher's Name),

My child, \_\_\_\_\_, will attend the Westford Partnership for Children After School Enrichment Program.

He/She will start the program on \_\_\_\_\_ and end on \_\_\_\_\_.

Please help him/her remember to go to the program at the end of the school day. The central locations for the WPC programs are:

School (Program Site)	Program Central Location
Abbot School	Millenium Room 1
Crisafulli School	Cafeteria
Day School	Cafeteria
Miller School	Cafeteria
Nabnasset School	Cafeteria
Robinson School	Room 1
Stony Brook	Library

My child will attend the Enrichment Program on the following circled days:

Monday      Tuesday      Wednesday      Thursday      Friday

In case of early dismissal due to school closing, my child will go _____ and will be transported there by _____.
--

Thank you,

\_\_\_\_\_  
 (Parent/Guardian Signature)

\_\_\_\_\_  
 (Date)

**PLEASE RETURN THIS NOTIFICATION OF PARTICIPATION  
DIRECTLY TO YOUR CHILD'S TEACHER**