

Arlington Boys & Girls Club

# ABGC After School Program



# Parent/Guardian Handbook

Arlington Boys & Girls Club After School Program

60 Pond Lane

Arlington, MA 02474

781-648-1617 ext 219

[afterschool@abgclub.org](mailto:afterschool@abgclub.org)

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# ABGC After School

## STATEMENT OF PURPOSE

The Arlington Boys & Girls Club After School Program is designed to enrich the social, emotional, physical and intellectual development of school age children. This program is offered to children enrolled in grades kindergarten through 5<sup>th</sup> grade.

Arlington Boys & Girls Club After School Program participants are under the guidance and direct supervision of staff. Participants meet in a separate area of the building.

A full-scale program will be offered each day. Children and Educators will select activities which will include free choice time, a variety of indoor classroom games, dramatic play, craft activities, cooking, story time, snack, outside play, sports and games, power hour (a time to work on homework) and special events.

## PROGRAM OBJECTIVES

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

## REGISTRATION

- \* A formal application must be filled out and returned to the Arlington Boys & Girls Club After School Program.
- \* The child must be at least 5 years of age, attending kindergarten and not more than 12 years of age and in 5<sup>th</sup> grade, to enroll in the Arlington Boys & Girls Club After School Program.
- \* The child must be a member of the Arlington Boys & Girls Club.

The Arlington Boys & Girls Club is a private non-profit, non-discriminatory child care agency. We provide services to children and their families of any race, cultural heritage, and religion, national or ethnic origin regardless of political beliefs, marital status, sexual orientation, or disability. Children do not need to be toilet trained to attend the program. Parents/guardians are encouraged to visit the program with their child before enrolling in the program. Parents/guardians are also welcome to visit the program unannounced at any time that their child is present, but must sign in at the front desk upon arrival to the building.

## REGISTRATION PROCEDURE

Upon registering your child for the Arlington Boys & Girls Club After School Program you will choose which days your child will need care and your schedule will be set for the year.

\*CHANGING YOUR SCHEDULE:

**\*\*** In order to change your schedule, you must reach out to the after school program in writing to request the change.

**Dropping days of the week:** If you are requesting to drop days, you must request the change prior to the billing for the month you are trying to change. The bills are run on the 1<sup>st</sup> of the month for the following month. For example, to change for October, your request must be submitted prior to September 1<sup>st</sup>.

**Adding Days of the week:** Changes will be approved on a space availability basis. The schedule you change to is then set for the remainder of the year. In order to change your schedule again you would need to reach out to the after school program in writing.

### BILLING PROCEDURE

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

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

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

\*If your schedule has been approved to change please pay the monthly fee according to the number of days your child changed to.

\*Vacations and Holidays are optional and are billed separately.

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

### RATES

A non-refundable \$75.00 registration fee is required to secure a space regardless of when your child joins the ABGC After School program. \$30.00 of this fee will be applied a membership (new/renewed) to the Arlington Boys & Girls Club. The remaining \$45.00 is a processing fee. Scholarship applications are available on our website [www.abgclub.org](http://www.abgclub.org) or through the Site Coordinator.

### ARLINGTON BOYS & GIRLS CLUB AFTER SCHOOL HOURS AND CLOSURES:

**Hours:** After School 2:30-6:00

Early Release Day-Every Wednesday is 1:00-6:00 selected days are 11:15-6:00 or 12:00-6:00 (fee already included in monthly bill)

Full Day -Vacations and Holidays are optional and will be billed separately. Most full days are during vacation weeks and sign ups are typically done online at the time of class registration.

The Arlington Boys & Girls Club After School Program is offered to families for the School year. We follow the Arlington Public School calendar. The Arlington Boys & Girls Club After School Program will open at the time that school closes on Early Release days for any child that is scheduled to attend on that day. Full days are optional.

The Arlington Boys & Girls Club After School Program will be CLOSED on the following Holidays during the school year:

Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas Eve, Christmas, New Years Day, Presidents Day, Patriots Day, Memorial Day and Juneteenth. If we are closed on any other days, parents will be notified in writing at least a month ahead of time.

The Arlington Boys & Girls Club After School Program will be CLOSED an hour early on the Wednesday before Thanksgiving (5:00)

#### TRANSPORTATION PLAN:

Drop off transportation is provided by the Arlington Boys & Girls Club van for Arlington Public Schools. The vans have all passed 7-D inspection. All van drivers are employed by the Arlington Boys & Girls Club and have a current 7-D license. All children transported in this vehicle are required to wear a shoulder/lap seat belt and all vans are equipped with an emergency kit and an emergency card for each child. Booster seats are provided for any child who requires one. All van drivers have cell phones and an attendance sheet. The sheet is updated and reviewed by the site coordinator daily. Van drivers and monitors complete a walk-through of the van after the children exit the van. Attendance is taken on the van and again in the after school classroom.

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**Older Child Plan:** If your child is 9 years or older and going to leave the program without an adult, there is an additional release form that needs to be filled out.

**Emergency Evacuation Transportation:** In case of an emergency evacuation where we are able to transport the children by van to a different location. Parents/guardians must sign the emergency evacuation transportation located in the registration packet.

#### ARLINGTON BOYS & GIRLS CLUB AFTER SCHOOL PROGRAM PLAN

**Outdoor play and active indoor play** - including organized group sports and games as well as individual small group free play. There will be at least 30 minutes of active play daily between 2:30-6:00 and there will be at least 60 minutes of active play for a full day.

**Free Choice** - time when children can initiate their own activity and choose among classroom materials. Usually free choice time is upon arrival to the program and at the end of the day.

**Snack Time** - The Arlington Boys & Girls Club After School Program provides a daily snack. Children are also permitted to bring and eat a snack from home. We are aware of all children with allergies or dietary restrictions and plan accordingly.

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

**Activity Time** - *Pre* planned projects in a wide range of areas including: art, music, science, crafts, cooking, dance and dramatics. The planned activities are theme based to include cultural enrichment and understanding of diversity. We include children's interests when planning activities.

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

**Project Learn** - Project Learn is to get started on homework usually for grades 2-5. The philosophy of the Arlington Boys & Girls Club After School Program project learn is to allow children to work independently in a quiet space. Teachers will assist those children who ask for help and review work being done by the children. Assignments should be reviewed by the parent/guardian at the end of the day. If you would like your child to attend project learn, please discuss this with your child and then inform the teachers that you would like your child to go each day.

**Swim Time** - daily swims are offered in the Club's swimming pool to those who want to participate. A release form must be signed in child's registration packet in order to attend free swim.

### PARENT/GUARDIAN INVOLVEMENT

**Absences and Attendance:** Parents/guardians must email the Arlington Boys & Girls Club After School Program to let us know if your child will be absent from the program. Please email before 2:00 (12:30 on Wednesday) so that we get the message before the start of the program. **Please email [afterschool@abgclub.org](mailto:afterschool@abgclub.org).** Attendance is taken when the children arrive at the program, if your child is not present and we have not received notification of their absence by a parent or guardian, the Arlington Boys & Girls Club After School Program teachers will make every effort to get in touch with a parent or guardian immediately.

**Parent/Guardian Visits:** Parents/guardians are encouraged to stop by and visit the program site before signing a child up for the program. Parents/guardians can schedule appointments or just drop-in briefly to see the program during hours of operation. Parents/guardians may visit unannounced anytime when their child is present.

**Teacher - Parent/Guardian Communication:** Teacher - parent/guardians communication should take place through various channels.

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

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

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

Parent/Guardian Concerns: If a parent/guardian has a concern about the program, please bring it to the attention of the site coordinator or Program Administrator. A meeting may be arranged if necessary.

Records: The child's records will be kept confidential, and may be accessed by parents/guardians upon request. If the child's records are subpoenaed, parent/guardians will be notified.

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

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

## POLICIES & PROCEDURES

### 1. CHILDREN'S RELEASE POLICY:

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

### 2. PROCEDURE TO WITHDRAW FROM THE PROGRAM:

Parents/guardians are expected to notify the site coordinator and/or the program administrator in writing one month in advance when possible when withdrawing a child from the program.

3. PROCEDURE FOR LEAVING THE PROGRAM DURING HOURS OF OPERATION: If your child is leaving our program and returning (going to a lesson here at the Arlington Boys & Girls Club, girl scouts, soccer etc.) a Consent to Leave the Program form needs to be completed and signed. If we do not have a form on file your child will not be released from our program. The forms will be available through an Arlington Boys & Girls Club After School Program teacher.

### 4. SNOW DAY POLICY:

When Arlington Public Schools cancel school, the Arlington Boys & Girls Club After School Program will be CLOSED

### 5. LATE FEE POLICY:

After the 5 minute grace period the individual picking up will be charged a dollar for every minute past 6:05. If there is a discrepancy in the pick up time, the clock in the after school room will be used. The individual picking up will be given a late slip. The fee is due within 24 hours of the late

pick up. If a family is late more than three times during the school year, the 5 minute grace period no longer applies. Children may not transition to the drop in program after the after school program closes at 6:00

#### 6. PROGRESS REPORTS:

Progress reports will be written once a year by the program educators for each child in the program addressing the child's growth and development within the parameters of the program. A copy of the progress report will be provided to the parent/guardian and a conference may be requested by the parent/guardian to discuss the progress report. The program administrator will be available to attend the conference if necessary. A copy of the progress report will be placed in the child's file.

#### 7. PROGRAM PETS:

All effects on children's health and safety, including possible allergies, will be considered before introducing a pet to the program. All parents/guardians will be notified in advance or before the child's enrollment of any program pets.

#### 8. TRANSITIONS IN PROGRAM:

Children may be divided into different grade groupings for part of the day depending on the enrollment for that year. Educators will determine how to separate the group and will notify parents in writing at least a month prior to the start of school. The children in the program may be grouped as one during the end of the day or for certain events. Educators will work with the children to help them transition.

#### 9. MOVIE POLICY:

If we are going on a field trip to the movies during vacation week, or watching a movie during the program hours, we will inform the parent of the movie choice ahead of time.

#### 10. FAILURE TO REPORT ABSENCE POLICY:

Fee for failure to report absences in writing: Families will be charged a \$25 fee due within 48 hours when an absence from after school has not been provided by email 30 minutes prior to school dismissal (2:00 pm, 12:30pm on Wednesdays). Please let us know if you have any questions regarding the fee. Emails must be sent to [afterschool@abgclub.org](mailto:afterschool@abgclub.org)

#### 11. HEALTH POLICY:

It is the parent/guardian's responsibility to notify the program when your child is ill. It is imperative that the program know of any contagious illnesses your child has contracted. Children will be admitted after having a communicable disease e.g. chicken pox, after being checked by a physician or local health department. A medical letter must accompany parent/child on their return



to the program. All parents/guardians will be notified in writing when their child has been exposed to an infectious disease. Please do not send your child to the Arlington Boys & Girls Club After School Program if they did not go to school due to illness.

- \* Other areas of concern would be any open or draining lesion e.g. impetigo.

- \* Any child who has head lice will not be admitted back into the program until there is no head lice or nits present.

- \* Parents should not send children to the Arlington Boys & Girls Club After School Program if they have symptoms of fever, nausea, vomiting, cough, diarrhea or any other symptoms of acute illness.

- \* Any child who has symptoms of conjunctivitis may return after being checked by a physician or local health department and has been on treatment for 24 hours.

- \* If a child appears to be mildly ill during the course of the day, the parents/guardians will be called immediately - if they are not available, the emergency telephone numbers will be called. A parent/guardian will be notified immediately if their child has a fever.

- \* **Medication Administration:**

Medications will be administered if proper forms are filed. This includes an individualized Health Care Plan and medication authorization form **signed by both the parent/guardian and health care practitioner**

The Arlington Boys & Girls Club After School Program cannot administer any medication, whether prescription or non-prescription, without written parental and health care practitioners' authorization. Prescription medications must be accompanied by a written order of a health care practitioner (which must include the label), indicating the child's name, name of the drug, and directions for its administration as well as the expiration date of the medication.

Teachers will complete a medication log indicating date, time, and dosage of each administration, and name of teacher and child. All medications will be kept in their original containers and stored in a location which is not accessible to children. Unused medication will be returned to the parent.

A parent and health care practitioner's signature is required for all prescription medications, oral non-prescription medication, unanticipated non-prescription medication (e.g., acetaminophen, ibuprofen, antihistamines) and topical non-prescription medications when applied to an open wound or broken skin. A signature from health care practitioner is not necessary for topical non-prescription medication if it is not being applied to an open wound or broken skin; however, a parent signature is required on the medication administration page.

- \* Sunscreens will not be administered by staff.

- \* Upon written parental consent and authorization of the health care practitioner including a signature, children who have asthma will be permitted to carry their own inhalers and use them as needed, without direct supervision of an educator. The program administrator will insure that all educators are aware of the children who have asthma and use their inhalers as needed.

- \* A complete health care policy is provided to all parents/guardians upon request.

- \* A procedure and list for making social services inquiries, including Chapter 776 shall be provided to all parents/guardians upon request.

## TOOTHBRUSHING:

Children will be brushing teeth at the Arlington Boys & Girls Club After School Program on any Full Days. If a child does not have a toothbrush and toothpaste, a children's disposable toothbrush will be provided by the program. The tooth brushing will be done at a time that the Educators feel works best for that day. The children will take out their toothbrushes and toothpaste, brush teeth and spit into a cup. The cup will be thrown away as well as any disposable toothbrushes.

Toothbrushes from home will be stored in the child's backpack before and after use. If a parent does not want to have their child brush teeth during the Arlington Boys & Girls Club After School Program, they must put this request in writing and notify Educators on or before the full day.

## VIII. POTENTIAL EMERGENCY PROCEDURES:

### MEDICAL EMERGENCIES:

The group leader will contact parent/guardian immediately. Emergency surrogate parent/guardian will be contacted if parent is not available. All efforts will be made to contact parent/guardians. If in the event the surrogate parent/guardian cannot be reached, then in the opinion of the Program Administrator and other Group Leader an emergency exists, the child will be transported to the nearest facility by ambulance. They will be accompanied by program staff and any emergency information. Another teacher will continue to attempt to contact the parent/guardian or emergency contact person if they have not been reached. It is the policy of the Arlington Boys & Girls Club, not to transport a child to the hospital.

### MINOR FIRST AID:

If a child needs minor first aid during program hours staff that have been trained in first aid will administer care. The parent/guardians will be notified that day in writing with an injury report and the information will be entered into the injury log.

### PROCEDURE FOR MISSING CHILD:

The Site Coordinator or Program Administrator will notify the parent/guardian and search all areas of the facility and immediate surrounding areas. If the child is suspected missing the staff will call 911. The Site Coordinator or Program Administrator should collect the following information and follow any police personnel directions or procedures: an accurate description of youth, when and where he/she was last seen, and any special circumstances with the child that day should be noted, anything that staff noticed and differences that may be pertinent.

### PROCEDURE FOR STRANGERS / INTRUDERS:

The Site Coordinator and/or Program Administrator should be notified immediately if there is an intruder. The Site Coordinator and/or Program Administrator will gather information and decide if further action. If an obvious threat occurs The Site Coordinator and/or Program Administrator will notify police (911) immediately. The area will be secured, no one will be allowed to enter or leave and staff will remain on the scene of the incident with appropriate staff.

## PROCEDURE FOR EMERGENCY EVACUATIONS:

### Contents of First Aid Backpack for all evacuations:

- First Aid Kit-including children's medications
- Cellular Phone (parent contact if necessary)
- Emergency Cards with all children's information

\*Evacuation Drills conducted at least once a month when each child and teacher is present.

### In Case of a Fire:

In case of a fire the group leader quickly and calmly leads the children in a quiet line to the nearest exit. The group leader will assist any child with disabilities. The site coordinator takes attendance book and the first aid backpack. The site coordinator counts the children as they file out the door to make sure the children are all present and exiting the building. The program administrator will check the bathrooms. The Arlington Boys & Girls Club After School Program will meet on the field across the street from the main entrance of the building. Attendance will be re-checked when we are at the field. While the children and staff are walking to the field the site coordinator will use the cellular phone, located in the first aid backpack, and call the Arlington Fire Department (911). If re-entry to the building is not permitted the Arlington Boys & Girls Club After School Program will evacuate to Robbins Library located around the corner at 700 Mass Avenue. The site coordinator will call parent/guardians using the cellular phone to inform them of the change in pick up location due to the emergency.

### In Case of Loss of Electricity

In case of loss of electricity contact the maintenance engineer at the Arlington Boys & Girls Club. They will check circuit breakers to see if problem can be remedied. If problem cannot be quickly remedied the Arlington Boys & Girls Club After School Program will evacuate the program. The Site Coordinator will take flashlight located in first aid kit and give it to group leader. The Site Coordinator will calmly explain to the children what is going to happen and what directions to follow. The group leader will help the children to get their coats and backpacks and have children quietly line up at the nearest exit. The site coordinator will take the attendance book and the first aid kit. As the group leader takes the children out the exit the site coordinator will take attendance to make sure all children are present and exiting the building. The site coordinator will hang a sign on the door stating the location of the Arlington Boys & Girls Club After School Program and the reason for evacuation.). If re-entry to the building is not permitted, the Arlington Boys & Girls Club After School Program will evacuate to Robbins Library located around the corner at 700 Mass Avenue. The maintenance person will contact the Electrician for the Arlington Boys and Girls Club and Parents will be contacted using the cellular phone.

### In Case of Loss of Heat:

The site coordinator will contact the maintenance engineer at the Arlington Boys & Girls Club. If problem cannot be quickly remedied the Arlington Boys & Girls Club After School Program will evacuate. The site coordinator will take first aid kit and the attendance book. The site coordinator will calmly explain to the children what is going to happen and the directions to follow. The group leader will help the children to get their coats and backpacks and have children quietly line up at the nearest exit. As the group leader takes the children out the exit the site coordinator will quickly

take attendance to make sure all children are present and exiting the building. The site coordinator will hang a sign on the door stating the location of the Arlington Boys & Girls Club After School Program and the reason for evacuation). If re-entry to the building is not permitted, the Arlington Boys & Girls Club After School Program will evacuate to Robbins Library located around the corner at 700 Mass Avenue. The maintenance person will call Arlex Oil and Parent/guardians will be contacted using the cellular phone.

#### **In Case of Loss of Water:**

The site coordinator will contact the maintenance engineer at the Arlington Boys & Girls Club. If problem cannot be quickly remedied the Arlington Boys & Girls Club After School Program will evacuate. The site coordinator will take first aid kit in the kitchen and the attendance book. The site coordinator will calmly explain to the children what will happen and what directions to follow. The group leader will help the children to get their coats and backpacks and have children quietly line up at the nearest exit. The other group leader will assist any child with disabilities. As the group leader takes the children out the exit the site coordinator will quickly take attendance to make sure all children are present and exiting the building. The site coordinator will hang a sign on the door stating the location of the Arlington Boys & Girls Club After School Program and the reason for evacuation. ). If re-entry to the building is not permitted, the Arlington Boys & Girls Club After School Program will evacuate to Robbins Library located around the corner at 700 Mass Avenue. The maintenance person will call the plumber and parent/guardians will be called using the cellular phone.

#### **In Case of a Natural Disaster:**

In case of a natural disaster the site coordinator will use the radio or television in a separate area to keep updated on the situation and contact the Arlington Police Department if necessary for instructions. If the group needs to be moved to a safe area of the building the site coordinator will take the attendance sheet and first aid bag and calmly and briefly explain to the children what will happen and what directions to follow. The group leader will line the children up at the main door to the room and lead children quietly to the hallway in front of the pre-school rooms. The site coordinator will quickly take attendance to make sure all children are present and are exiting the room. If it is possible to evacuate the space, the Arlington Boys & Girls Club After School Program will evacuate to Robbins Library located around the corner at 700 Mass Avenue. The group leader will lead the line quietly out the nearest exit and the other group leader will assist any child with disabilities. As children file out of the exit the site coordinator will take attendance to make sure all children are present and exiting the building. The site coordinator will hang a sign on the door stating the location of the Arlington Boys & Girls Club After School Program and the reason for evacuation. Once at the evacuation site, the site coordinator will contact any parent/guardians.

#### **CHILD GUIDANCE PLAN**

All discipline and guidance shall be consistent and based on an understanding of the individual needs and development of the child. The supervisor and all staff shall direct discipline to the goal of

maximizing the growth and development of the children and for protecting the group and the individuals within it.

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

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

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

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

- \* Soothe any injured or unhappy child.
- \* Encourage participants to verbalize feelings and events. Verbalize events for younger children where this seems appropriate.
- \* Identify the problem, explaining how the behavior has infringed on the rights of other children, materials, safety conditions, etc. Redirect child to an appropriate activity.
- \* Reiterate established limits for behavior and the reasons for setting those limits.
- \* Make it clear what the consequences will be if the inappropriate behavior continues.

Consequences should vary with the situation and may include directing the child to another activity or area of the room, or having the child rectify a problem his/her behavior has created. In some extreme situations a brief "time out" may be appropriate; where the child is seated apart from the classroom activity and other children. The child should never be visually isolated and should decide when they are ready to return to the group. Time out will never exceed 10 minutes. All consequences should be logically related to the behavior they follow. The goal of a disciplinary

measure is not to punish, but rather to help the children learn to take responsibility for their own actions.

#### PROCEDURES TO AVOID SUSPENSION AND TERMINATION OF PARTICIPANTS:

1. When a child's behavior has been unusually difficult or disruptive, teachers will record the observed behavior and communicate with the child's parent/guardians about such behavior and ask for and offer support in resolving the problem.
2. If the problem persists, the teacher and Program Administrator will schedule a parent/guardian conference to discuss the problem and formulate a plan of action. At this point, a contract may be created outlining specific requirements and conditions for continued participation in the program. The staff may also refer parent/guardian to counseling services for the child. Depending on the nature of the problem, the program may make the child's participation in counseling a condition for continuing the program. The Program Administrator will be involved in the decision.
3. If the problem has not been resolved through these steps, the staff in conjunction with the Program Administrator and the Boys & Girls Club Director may make the decision to suspend the child for a period of one time. Suspension will constitute a step towards termination from the program. Before the child may return to the program, a conference will be held with the Program Administrator, parent/guardians (and in some cases the child) to review the situation, and set very specific criteria and a time line for continued enrollment.
4. If the child is unable to meet the requirements for continued participation in the program within the time frame outlined in step 3, They may be terminated from the program. The Arlington Boys & Girls Club After School Program will provide referrals to other programs upon request.

#### IMMEDIATE SUSPENSION AND TERMINATION PROCEDURES WHEN NECESSARY

In cases where a child's behavior poses an extreme threat to their own safety or the safety of others, with the approval from the Program Administrator and the Boys & Girls Club Director, the child may be suspended immediately. (The steps outlined above may be bypassed, for a period of one time.) During the period of suspension, a conference with the parent/guardians, teacher and program administrator will be held to determine whether or not it is appropriate for the child to continue in the program and, if so, under what conditions. No child shall be suspended without the prior approval of the Program Administrator and or the Director of the Boys & Girls Club. Examples of behavior which might warrant immediate suspension include: setting fire, attacking another child or an adult with a weapon or object used as a weapon, and leaving the child care site without adult permission. In exceptional circumstances, where the continued enrollment of a child is deemed an endangerment to the program as a whole, the Boys & Girls Club Director has the authority to terminate the child immediately, bypassing the termination procedure outlined above. If a child is suspended from the after school program they cannot attend the drop in program here at the Arlington Boys & Girls Club.

#### PROCEDURE FOR REPORTING CHILD ABUSE OR NEGLECT

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

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

#### PROCEDURE FOR MAKING SOCIAL SERVICE REFERRALS

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

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

#### SOCIAL SERVICE REFERRALS

##### **Offices of The Department of Children and Families and Areas Serviced:**

30 Mystic Street, Arlington

(781)641-8500

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

##### **Mental Health Service Referrals:**

Arlington Youth Consultation Center

670 Massachusetts Avenue Whittemore

Robbins House (behind Robbins Library)

(781) 316-3255

##### **Health Services**

Arlington Board of Health

27 Maple St Arlington, MA  
(781)316-3170

**Dental Services:**

Dental Associates of Arlington  
22 Mill St. Arlington, MA  
(781) 648-0279

Varallo Orthodontics  
22 Mill St. Arlington, MA  
(781) 648-9200

**Vision Services:**

Lexington Eye Associates-Arlington Office  
Arlington, MA 02474  
(781)876-2020

**Hearing Services:**

Boston children's hospital  
Audiology Department  
(617) 730-0320

**HEALTHY SNACK SUGGESTIONS**

FRUIT SLICES  
APPLES  
BANANAS  
ORANGES  
PEARS  
PINEAPPLE  
PEACHES  
WATERMELON

FRESH VEGETABLES  
CARROTS  
CELERY  
CUCUMBERS  
TOMATOES  
BROCCOLI  
GREEN BEANS

CRACKERS WITH:  
CHEESE  
PEANUT BUTTER/SOY BUTTER  
JELLY  
CREAM CHEESE

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

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**HEALTHY LUNCH SUGGESTIONS**

**SANDWICHES**

TUNA  
JELLY  
SOY BUTTER  
JELLY/SOY BUTTER  
BOLOGNA & CHEESE  
HAM & CHEESE  
TURKEY & CHEESE

**YOGURT OR COTTAGE CHEESE WITH MIX - INS**

FRESH FRUIT  
RAISINS  
GRANOLA

**OTHER SUGGESTIONS**

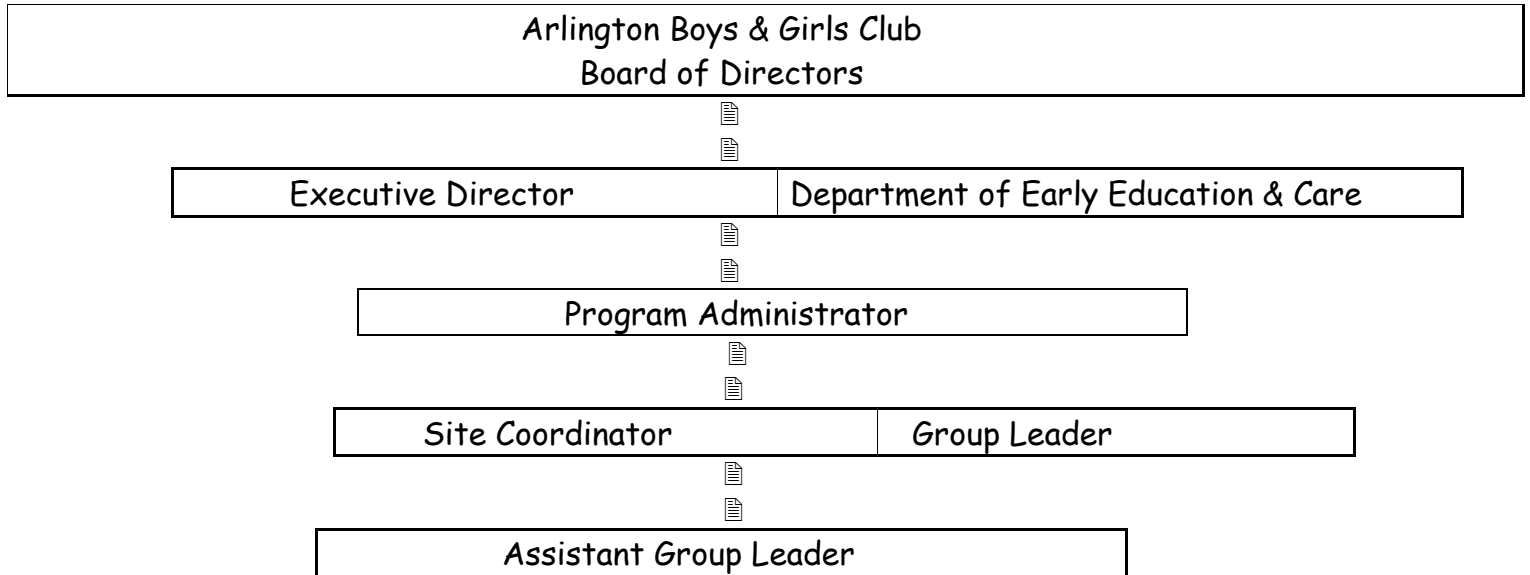
SOUP  
MILK  
FRUIT OR VEGGIE SLICES



## ADMINISTRATION

The Arlington Boys & Girls Club After School Program is under the Direction of a Program Administrator, a Site Coordinator, a Group Leader and an Assistant Group Leader. Parents should address any concerns to the Group Leader, who will then bring it to the attention of the Program Administrator and Site Coordinator. The Group Leader will be responsible for a follow up discussion with the parent after attending to the concern.

### Administrative Organization - Line of Authority



### WE ARE LICENSED BY THE DEPARTMENT OF EARLY EDUCATION & CARE:

The Arlington Boys & Girls Club After School Program is licensed by the Department of Early Education and Care. Our licensing specialist can be reached at 360 Merrimack St. Lawrence, MA (978) -826-1312. Parents may contact the Department of Early Education and Care regarding the program's regulatory compliance history. If parents have any questions about the regulations a copy of the Department of Early Education & Care Regulations will be made available upon request.