

**Sharon Public Schools**

**Kindergarten  
After-School Care Program  
Registration and Information  
Handbook**

**2008 - 2009**

SHARON PUBLIC SCHOOLS  
**COMMUNITY EDUCATION**  
77 POND STREET  
SHARON, MASSACHUSETTS 02067-2090  
(781) 784-1574

Dear Parent(s)/Guardian(s):

Welcome to the Sharon Public Schools' Kindergarten After-School Care Program.

The concept of our After-School Care Program allows us to provide a warm, creative, and nurturing environment for those students whose parents' schedules require them to seek after-school attention. Our program is designed to meet the needs of young people, offering various activities geared to enrich personal interests. The goal is to promote enriching, social, emotional and physical growth through caring and responsive staff interaction.

This policy handbook has been created to provide general information that will be helpful to you and your child, as well as to inform you of the policies and regulations for the program.

If you have any questions concerning the Kindergarten After-School Care Program, please contact me at the above telephone number between the hours of 9:00 AM - 4:30 PM.

Sincerely,

Phil Sinrich  
Director of Community Education

**AFTER-SCHOOL CARE PROGRAM POLICY HANDBOOK**  
**TABLE OF CONTENTS**

Philosophy - Statement of Need . . . . .	1
Policy . . . . .	1
Program Overview . . . . .	2
Financial Obligations . . . . .	2
Withdrawal From the Program . . . . .	5
Early Dismissal Days . . . . .	6
Emergency Days/Absences . . . . .	6
Health and Safety . . . . .	7
Updated Information . . . . .	9
Transportation . . . . .	9
Snacks . . . . .	9
Parking/Pick Up . . . . .	10
Children’s Clothing – What to Wear . . . . .	10
Orientation/Open House . . . . .	10

**PHILOSOPHY-STATEMENT OF NEED**

During the past several years, the Sharon Public Schools has recognized the changing needs of the community it serves. The After-School Care Programs were designed and implemented to provide a comprehensive child-care program for its students. Activities are non-academic in nature and include enrichment, creative, and recreational programming, i.e. arts and crafts, computer introduction, dance, dramatic play, games, music, science introduction, story-time, and snack. Our Kindergarten After-School Care Program extends the day of the Sharon Public School System, and helps meet the needs of parents by ensuring a safe and supportive environment for their children.

**POLICY**

The Sharon Public School System does not discriminate on the basis of age, race, color, national origin, sex, disability, religion, or sexual orientation.

All information concerning a child in the Kindergarten After-School Care Program is of a confidential nature and will be treated as such. However, the Program Director or contractors may confer with school department employees, including teachers, principals, etc. to discuss matters concerning children enrolled in the program.

The Kindergarten After-School Care Program reserves the right to terminate or limit a child's participation in its program, when in the judgment of the staff, the child's behavior is inappropriate. Incident report(s) documenting the event(s) will be filed with the Director of the Program, and parents will be notified. The regular rules and policies as detailed in the elementary school handbook from your child's respective kindergarten are also followed in the After-School Care Program.

Residents from surrounding towns are welcome, and encouraged to enroll and participate in Community Education Programs.

### **PROGRAM OVERVIEW**

The After-School Care Program operates daily from afternoon kindergarten dismissal time until 6:00 PM, when parent(s)/guardian(s) pick-up.

The Kindergarten After-School Care Program is located at Heights Elementary School, and there is a combined group of East children with those at Cottage Street School. East Kindergarten children are brought to Cottage on our Community Education bus. The After-School Care Program will be provided during the 178-day kindergarten school calendar year. We will be closed on "No-School" days. (Refer to our Emergency Day Policy.)

### **FINANCIAL OBLIGATIONS**

Students will be officially accepted into the program only upon receipt of the deposit and completed registration documents.

- A. A \$50 non-refundable **registration fee** per child is required with each enrollment. This fee is ***waived*** for completed paperwork submitted ***prior*** to noon on Friday May 2, 2008.
- B. A \$100 non-refundable **deposit** per child is required with each enrollment form. The *entire fee* will be credited and divided equally toward tuition payments 9 & 10, ***only*** if your child(ren) remain(s) in the program through the end of the school year.
- C. All who register prior to Monday August 11, 2008, will be able to begin their participation with the After-School Care Program on the first day of school.

Paperwork that is submitted on Tuesday August 11, 2008, will allow student to begin participation during the second week of school. Paperwork submitted during the third week in August would correspond to the third week of school as a start date. After the start of school, and throughout the school year, registration is made with the understanding that the earliest the child(ren) may begin the program is one week after all of the paperwork is completed and received, and on a space available basis.

- D. When enrollment limits are reached, waiting lists will be established and parent(s)/guardian(s) notified if openings arise.
- E. Tuition has been established for the ten (10) month period, September through June, and has been divided equally over that time in the tuition schedule. If a child is enrolled in other Community Education Programs, i.e. Enrichment Courses, tuition *may not* be combined on one check. Separate payments are required for each program.
- F. Neither financial reimbursement, nor credit, will be given for a child's absence due to: emergency days; family trips; illness; religious events; snow days; vacations; or failure to make full use of the program.
- G. In the event a child becomes totally unable to participate in the After-School Care Program due to illness, disability or otherwise, upon written request the Program Director may refund or abate tuition fees. Tuition fees will not be refunded in the case of a child's absence, delayed attendance, early departure, or withdrawal from the program.

- H. In the event a student enrolls for classes in the Sharon Public Schools Enrichment Program, neither credit nor adjustment will be given to either the After-School Care Program or Enrichment tuition.
- I. The Sharon Public Schools, Before/After-School Program, reserves the right to terminate a child's participation in the program if there is a delinquent tuition balance in excess of 30 days.
- J. If a student has an outstanding tuition balance, he/she will not be eligible to participate in any other Community Education Programs, e.g. Early Release Day Activities, Enrichment Programs, Family Trips, Summer Programs.
- K. Tuition in arrears of 60 days or more will result in a referral to legal counsel to begin collection proceedings.
- L. Parents occasionally find it necessary to register their children for additional After-School Care Program days, and may do so with the prior approval of the Director of Community Education. Because it may be necessary to obtain supplemental staff, a minimum of one-week's notification is required. Payment of \$22 for any extra days must be made in advance. It is very important that parent(s)/guardian(s) notify their child's classroom teacher in writing, as to what days their child will attend the Kindergarten After-School Care Program in general, *as well as* any *additional* days, change of plans, or attendance. This accommodation is dependent upon available space, and would not occur on scheduled Early Release Days.
- M. Schedule changes for attendance commitment can only be altered with prior approval of the Director of Community Education, and with a minimum of one-week's notice. **You are financially obligated for the first pay period, even if there are changes in your child's schedule.**

- N. Our instructor's workday concludes at 6:00 PM, and they, too, have personal and home obligations and must be free to leave at the agreed upon time. Nevertheless, a staff member will remain with your child if you are late. Regrettably though we must impose a "Late Fee", regardless of the circumstances creating the delay, so that we can appropriately compensate our personnel. Parents failing to comply with the 6:00 PM pick-up schedule, will be assessed an additional \$5.00 for each five (5) minute interval after the first five (5) minute (*one time only*) grace period. You will be billed for these additional charges. Parent(s)/Guardian(s) who are *significantly* late four times, that is twenty minutes or more, will be subject to the removal of their child(ren) from the After-School Care Program. Chronically late pick-ups, 8 times or more, are also subject to removal.
- O. Tuition assistance is available on a limited basis, depending on financial eligibility. Qualification is based on the Federal Guidelines regarding Free and Reduced lunch. Parent(s)/Guardian(s) interested in partial scholarships may contact the Director of Community Education. All information is confidential.
- P. The Tax I.D. number for the Town of Sharon is: 046 001 295. Please make note of this for your records.

#### **WITHDRAWAL FROM THE PROGRAM**

The Director of Community Education must be notified a minimum of 30 days in advance of your intention to withdraw your child from the program. Withdrawal with less than 30 days written notice, results in an obligation to pay *full tuition for that pay period*. The deposit/registration fees are non-refundable, nor are they applicable to any tuition balance for any child leaving the program before the last day of the school year. Our programs incur staffing and other expenses based upon the total number of individual student enrollments, and operating costs associated with them projected for the full year.

### **EARLY DISMISSAL DAYS**

The After-School Care Program will provide coverage for Kindergarten children on scheduled Early Dismissal Days. We will accommodate them when their scheduled kindergarten is cancelled. Our program will begin as soon as they are dismissed from their kindergarten class. Pick up is as usual your responsibility at 6:00 PM.

### **EMERGENCY DAYS/ABSENCES**

A. All Community Education activities including Early Drop Off, Before/After-School, and Enrichment Programs are **CANCELLED** on "SNOW DAYS", and for other system-wide emergencies. There will be **NO** Community Education Programs when school has been cancelled.

If Kindergarten is cancelled in Sharon *all day*, there will be **NO KINDERGARTEN AFTER-SCHOOL CARE.**

B. During the regular school day, if students are dismissed early from their elementary school due to a storm, impending storm, or other emergency, there **will be** Kindergarten After-School Care until 6:00 PM. We would begin as soon as staff is able to arrive and supervise.

C. In the event of an impending storm or other emergency while the Kindergarten After-School Care Program is in session, we will stay with your child until you arrive.

- D. Should you decide not to send your child to the program due to inclement weather or for any other reason including illness, early dismissal, appointments, family trips etc., it is imperative for you to notify our office directly, at (781) 784-1574. You may leave a message if our staff is not there yet, or unable to answer your call. Informing your child's teacher, nurse, or their school office, will not guarantee that the message will be forwarded to us. Parent(s)/guardian(s) making arrangements to have someone other than themselves pick up their child must contact the Community Education Office at (781) 784-1574. All emergency telephone numbers and the names of contact people for your child should be kept current, e.g. employment changes.
- E. Official school cancellation announcements will be carried by radio station WBZ (1030); network television channels 4(WBZ), 5(WCVB), 7(WHDH); and SHARON CABLE CHANNEL 08.

### HEALTH AND SAFETY

#### A. HEALTH CARE POLICY

In case of illness or serious injury, parent(s)/guardian(s) will be contacted by using the telephone numbers recorded on the student's Enrollment Information Form. If a parent/guardian cannot be reached, we will contact the people listed as alternates on the Enrollment Forms. Children will be released only to those individuals listed on that form unless other arrangements are made by the parent(s)/guardian(s).

In an emergency situation where parent(s)/guardian(s) cannot be reached, the child's doctor will be consulted when possible. If the emergency is life threatening, the child will be transported to the nearest hospital and parent(s)/guardian(s) notified as soon as we can make contact.

Our staff members will administer simple first aid for minor injuries, i.e. bruises, bumps, cuts, and scrapes. Our staff has been trained and certified by the American Red Cross, in CPR and First Aid.

Parent(s)/Guardian(s) are encouraged to arrange distribution of medications so that their child can take the required dosage during regular school hours. If necessary, Kindergarten After-School Care Program staff members will be allowed to administer medications subject to the policies of the Sharon School Committee. Prescription medicine must be in the original bottle/container. Any medication such as inhalers or epi-pens, must be sent to our Kindergarten After-School Care Staff, regardless of whether the same medication has been submitted to a school nurse. We do not have access to the school health office after regular school hours.

Parent(s)/Guardian(s) of children with allergies must submit a complete list of substances, including food, which trigger allergic reactions, and a written description of the type of reaction usually experienced. The list will be shared with appropriate staff members to help limit exposure. Children subject to anaphylactic reactions due to bee stings or other allergies must bring emergency medication to be kept with us at school, with special instructions by the attending physician for its administration by a designated staff member of the Kindergarten After-School Care Program.

If a child is absent from the day school, or sent home early due to illness, then similar to policy for after school sport activities, the child will not be able to attend the Kindergarten After-School Care Program later on that same day.

A bathroom equipped with appropriate fixtures is located nearby the classroom, and children will be encouraged to use it. They will be supervised and given assistance as needed.

#### B. SAFETY

In the case of fire or other emergencies, children will be evacuated from school buildings in accordance with the fire drill plans posted in each room.

#### UPDATED INFORMATION

The Kindergarten After-School Care Program Office must be notified promptly in writing, of any new and significant information not contained in the original registration forms and contract during the term of the child's enrollment in the program. This would include changes in home or work telephone, as well as those people authorized to pick-up your child(ren). Please share this information with Sherry Berlingo, secretary for the Kindergarten After-School Care Program, at (781) 784-1594 extension #1 prior to 12:00 PM. You may leave a message if she is not there to answer your call.

#### TRANSPORTATION

Parent(s)/guardian(s) are responsible for providing transportation home at the end of the day at 6:00 PM. It is important that your child is picked up on time. Those parent(s)/guardian(s) picking up their children after the five (5) minute (one time only) grace period will be subject to additional fees. (Refer to our Financial Obligations section, "N") Children are released only to those listed on the Transport Release Form. Proof of identification is required.

#### SNACKS

The After-School Care Program provides a mid-afternoon snack to its students. Snacks may include juice, milk, bottled water, snow cones, yogurt, cheese, popcorn, packaged individual items, ice cream, fresh fruit, and as a special treat

on some Early Release Days we serve steamed hot dogs. If a child has a specific food allergy; i.e. nuts, berries, lactose intolerance etc.; it is mandatory that we be informed of the allergy by the parents in writing.

### **PARKING/PICK UP**

Parent(s)/Guardian(s) should park legally, not in a Fire Lane, walk into the cafeteria, show identification to staff, and sign-out their child on a daily basis. Our staff cannot be “waiting” at the door, as not all children are picked up at the same time, and our staff needs to be attending to the children in the room.

### **CHILDREN’S CLOTHING – WHAT TO WEAR**

Children should be dressed in “play clothes”. Our programs include: cooking, art activities, sand and water play, and time at the outdoor playground. Sometimes spilling or staining occurs. In cold weather, please make sure that your child has a hat, mittens, and a warm coat. In snowy weather, boots are requested. Children are not allowed to play outside in snowy weather without appropriate clothing. It is a good idea to send an extra set of clothing to keep with us, including a sweatshirt or sweater for very cold days. Additionally, there are times where toileting issues require that an extra set of clothes be kept in school, just *in case*.

### **ORIENTATION/OPEN HOUSE**

A letter will be sent to parent(s)/guardian(s) of all registered students, in mid-August announcing the date and time of the orientation/open house which will occur just prior to the start of kindergarten.

**STATE REGULATIONS GOVERNING CHILD ABUSE**

The Before/After-School Care Program abides by the same policies and mandates in reporting child abuse and neglect (Chapter 119, Section 51A), which are followed by the Sharon Public Schools.