

Bedford Recreation Department School-Age Child Care



Kids' Club Parent Handbook Program Year 2020-2021

Kids' Club is administered by the Recreation Department and is supported by tuition.

Kids' Club does not have a subsidy program of its own.

Kids' Club accepts vouchers distributed through Child Care Search. Call 1-800-897-6400 for information.

The Massachusetts Department for Early Education and Care (EEC) has licensing authority.

360 Merrimack Street, Building 9, Entrance 1, Third Floor, Lawrence, MA 01843 978-681-9684

A copy of EEC regulations is available in the Kids' Club office. EEC may be contacted for information concerning our program's regulatory compliance history.

Phone Number: (Kids' Club office) 781-275-5427

FAX Number: 781-275-4882

E-mail: kidsclub@bedfordma.gov

Website: www.bedfordma.gov/kids-club

Updated April 2020

8/27 New Teachers' Class
 8/28 New Teachers and BHS Arena Day
 8/31 Teacher Return Day
 9/2 First Day of School

Bedford Public Schools 2020 / 2021 Calendar

August				
M	T	W	TH	F
24	25	26	27	28
31				

September (18)				
M	T	W	TH	F
	1	2 ^{3h}	3	XX
XX	8	9 ^{3h}	10	11
14	15	18 ^{3h}	17	18
21	22	23 ^{3h}	24	25
28	29	30 ^{3h}		

February (15)				
M	T	W	TH	F
1	2	3 ^{3h}	4	5
8	9	10 ^{3h}	11	12
XX	XX	XX	XX	XX
22	23	24 ^{3h}	25	26

School Days			
Sept	19	Feb	15
Oct	21	Mar	22
Nov	17	Apr	17
Dec	17	May	20
Jan	18	June	14
	82		88
TOTAL DAYS			180

October (21)				
M	T	W	TH	F
			1	2
5	6	7 ^{3h}	8	9
XX	13	14 ^{3h}	15	16
19	20	21 ^{3h}	22	23
26	27	28 ^{3h}	29	30

March (22)				
M	T	W	TH	F
1	2	3 ^{3h}	4	5
8	9	10 ^{3h}	11	12
15	16	17 ^{3h}	18	XX
22	23	24 ^{3h}	25	26
29	30	31 ^{3h}		

2020 Holidays/Vacations		
2020		
Aug	21	First day HS Football Practice
Aug	24	First day all other HS Sports Practices
Sept	2	First Day of School
Sept	2	Kindergarten Orientation
Sept	4	No School
Sept	7	Labor Day (No School)
Oct	12	Columbus Day (No School)
Nov	11	Veterans Day Observed (No School)
Nov	25	Schools Close at Early Dismissal
Nov	26-27	Thanksgiving Break
Dec	24-31	Vacation

November (17)				
M	T	W	TH	F
2	XX	4 ^{3h}	5	6
9	10	XX	12	13
16	17	18 ^{3h}	19	20
23	24	26h	XX	XX
30				

April (17)				
M	T	W	TH	F
			1	2
5	6	7 ^{3h}	8	9
12	13	14 ^{3h}	15	16
XX	XX	XX	XX	XX
26	27	28 ^{3h}	29	30

2021 Holidays/Vacations		
2021		
Jan	1	New Year's Day (No School)
Jan	4	School Back in Session
Jan	18	Martin Luther King Day (No School)
Feb	15-19	Winter Vacation
April	19-23	Spring Vacation
May	31	Memorial Day (No School)
June	3	High School Graduation
June	18	Tentative Last Day of School
180 Days = June 18 (If no cancellations)		
June 21-25 (Possible make-up days for cancellations)		

December (17)				
M	T	W	TH	F
	1	2 ^{3h}	3	4
7	8	9 ^{3h}	10	11
14	15	18 ^{3h}	17	18
21	22	23 ^{3h}	XX	XX
XX	XX	XX	XX	

May (20)				
M	T	W	TH	F
3	4	6 ^{3h}	6	7
10	11	12 ^{3h}	13	14
17	18	19 ^{3h}	20	21
24	25	26 ^{3h}	27	28
XX				

January (18)				
M	T	W	TH	F
				XX
4	5	8 ^{3h}	7	8
11	12	13 ^{3h}	14	XX
XX	19	20 ^{3h}	21	22
25	26	27 ^{3h}	28	29

June (14)				
M	T	W	TH	F
	1	2 ^{3h}	3	4
7	8	9 ^{3h}	10	11
14	15	18 ^{3h}	17	18h
☀	☀	☀	☀	☀

- New Teachers 8/27/2020
- New Teachers & BHS Arena Day 8/28/2020
- All Staff
- No School
- Early Dismissal
- 3/4 Day Workshops
- Teacher Prof. Development - No School for Students
- Tuesday, November 3, 2020
- Friday, January 16, 2021
- Friday, March 18, 2021

	School Starting & Dismissal Times		Workshop Dismissal	Early Dismissal
	Start	Dismissal		
Middle	7:40 A.M.	2:15 P.M.	12:43 P.M.	11:05 A.M.
High	7:45 A.M.	2:24 P.M.	12:54 P.M.	11:15 A.M.
Lane	8:22 A.M.	2:38 P.M.	1:17 P.M.	11:40 A.M.
Davis	9:02 A.M.	3:20 P.M.	1:55 P.M.	12:05 P.M.

Snow Days

Bedford School Committee Approved 01/28/2020



Dear parents and guardians,

Welcome to Kids' Club, the Bedford Recreation Department's School Age Child Care Program. We are so pleased that your child is joining us this year and look forward to having you as a part of the Kids' Club family.

Kids' Club is now 27 years old, and over that time has grown from a two-room program in the Town Center to a multi-site program with a license for up to 246 children. Our staff of 30 group leaders and administrators provides a year-round warm and nurturing environment for learning and play during before- and after-school hours, teacher professional days, school vacations, and all summer long. We enjoy working with your children and spend a lot of time with them, and appreciate your trust in caring for your most cherished possessions.

The information provided in this handbook pertains to established policies and procedures for this program. If any changes are made in the future, they will be noted in writing. You can also expect to hear from us through monthly newsletters and other program updates that you will receive via email.

If at any time you have questions, suggestions, or comments, please contact us.

Sincerely,

Dan Brosgol
SACC Director

Lisa Silva
Administrative Assistant

781-275-5427

Bedford Recreation Department Kids' Club

2020-21 fee schedule and policies

(Subject to change with notice)

Required membership application forms

All membership application forms must be completed before your child may participate in any Kids' Club program. An annual \$50 membership fee must also be paid prior to acceptance in any Kids' Club program.

\$50 non-refundable membership and processing fee

The non-refundable membership/processing fee qualifies your child for all Kids' Club programs from the first day of Summer Fun 2020 through the last day of school in 2021. Children entering Kindergarten may begin attending Kids' Club on or after their 5th birthday.

School year tuition for scheduled care

Families are charged a daily rate for before and after school care (see rates below). Tuition is calculated monthly as the daily rate multiplied by the number of school days corresponding with the chosen schedule for each child in a given month. Payments for school year tuition are due on the first business day of each month for that month's care.

Before school

7:00 AM – depart to Lane & Davis Schools
Daily rate: \$13.00

After school

School dismissal – 6:00 PM
Daily rate: \$31.00

- School year tuition **does not include** teacher professional days or school vacation days.
- Early release days do not cost extra for families registered for Scheduled Care on those days.
- **Permanent schedule changes:** All changes in registration status **must be put in writing** (Drop/Add form) and submitted to the Kids' Club Office. The availability of days to add to a child's schedule should be confirmed with the office. **All changes must be submitted by the 10th of the month prior to the month in which they are made effective.** There is no refund of charges for dropped days if a Drop/Add form is submitted **after** this deadline.
- **Occasional schedule changes:** Families may occasionally substitute one scheduled day for one unscheduled day **within the same calendar week**, if arranged in advance and provided that our licensing capacity allows it on that day. Please call the office to check for availability.
- **There are no refunds** when a child is absent on any scheduled day(s) due to illness, personal family vacations or other personal reasons.
- When school closes due to snow on a day your child is scheduled at Kids' Club, you will be refunded for that day.

Hours of operation

- **Before school:** 7 AM - School bus departure to Lane School and Davis School.
- **After school:** School dismissal - 6 PM
- **Summer Fun, teacher professional days, school vacations:** 7 AM - 6 PM

No Call fee

Parents/Guardians must notify Kids' Club if their child will be absent. A "No Call" fee of \$20.00 will be charged when Kids' Club is not notified of an absence before 2:45 PM on regular school days and by 11:00 AM on ¾ Days and Early Release Days.

Late Pick-up fee

The late pick-up fee is \$10.00 for pick up between 6:01 – 6:10 PM. After 6:10 PM, an additional \$1.00 per minute will be added to the fee until a parent or authorized pick-up person arrives. Kids' Club has an accurate, radio-controlled clock at the sign-out desk and pick-up time is determined by this clock. Late pick-up fees are billed monthly and must be paid with tuition.

Holidays

Kids' Club is closed on legal holidays observed by the Town of Bedford: Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day after, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Patriots' Day, and Memorial Day.

Summer Fun days, teacher professional days when there is no school, and school vacation days are not included with school year tuition and require separate registrations and fees.

- **Summer Fun rates for 2020** are \$67 for a full day (7AM-6PM), or \$40 for morning (7AM-12:30PM) or afternoon (12:30-6PM).
- **On teacher professional days** when there is no school, Kids' Club is open 7AM-6PM at a rate of \$67 per day. There is no half-day option for teacher professional days.
- **December, February, and April school vacations:** Kids' Club is open 7AM-6PM at a rate of \$67 per day. There is no half-day option for school vacation days.
- **Drop in rates** are \$13 per day for before school care and \$31 per day for after school care.

Drop-in care

To be eligible for drop-in care, children must be Kids' Club members. Drop-in space availability is determined by contacting the Kids' Club office. The parent or guardian must complete and submit to the office a ***Drop-in Request Form***. In addition, **parents must notify their child's school of all scheduled after school drop-in days**, as this changes the after school transportation and destination of their child.

Drop-in Request Forms for any dates in a given month are accepted **only** on or after the 20th of the preceding month. **Once your request form is accepted, a space is reserved for your child and you are responsible for payment.** Drop-In fees are billed monthly.

Payment and billing

Tuition payment is due on the first business day of each month in advance of service (e.g., October 1, 2020 for all care scheduled in October, etc.). At the start of each month, pre-authorized automatic payments will be processed and invoice statements will be emailed to parents/guardians. Please contact Kids' Club (781-275-5427) to make alternate payment arrangements, if necessary.

School year tuition does not include costs for scheduled teacher professional days or school vacation days. Charges for these programs are listed above and also on the program registration forms. Accepted forms of payment are:

- **MasterCard/VISA/AmEx/Discover** – contact the Kids' Club office to make auto-pay arrangements using your credit card. Each month you will be billed automatically and sent an e-mail notification when the charges run.
 - ▶ Please note that you must complete the auto-pay form with your credit card information **annually**, as we are not allowed to carry your credit card information from one year to the next in our system.
- **Check payable to Town of Bedford** – Mail to Bedford Recreation Kids' Club, 12 Mudge Way, Bedford, MA 01730-2169, or place in the tuition payment mailbox outside the director's office. There is a \$25 penalty fee for all returned checks (per Town of Bedford Finance Department policy).

Payment Due Dates:

- School year tuition payments are due-the first business day of each month of care.
- Payments for Summer Fun, teacher professional days, and school vacation days are due at the start of each month of care as scheduled.
- A late fee of \$10 is charged for late payments.
- Repeated late payments may result in suspension of care.
- 2020-2021 memberships may be cancelled if there are any outstanding balances as of June 19, 2020.

Questions or comments about billing and procedures?

Please contact Lisa Silva, Kids' Club Administrative Assistant, at 781-275-5427 or kidsclub@bedfordma.gov

Purpose of Kids' Club

The Bedford Recreation Department School Age Child Care Program (Kids' Club) provides quality before and after school care for the children of Bedford. Kids' Club also offers care on teacher workshop days when there is no school and during vacation weeks. Additionally, vacation programs (school vacation weeks and Summer Fun) are offered to non-residents and residents of Bedford. The 2020 Summer Fun program is for children entering Kindergarten (provided they are 5 years old) through Grade 6, up to the age of 14. The 2020-2021 school year programs are for children enrolled in Kindergarten through Grade 5.

Mission

Kids' Club's mission is to provide a safe, supportive, and constructive environment for children. Daily activities provide enrichment and recreational opportunities. Kids' Club employs EEC (Massachusetts Department of Early Education and Care) qualified staff members who support the goals of social and emotional well-being and growth and meeting the developmental needs of the children.

Philosophy

Children have the opportunity to choose from a variety of activities every day. Weather permitting, outdoor activities are offered on a daily basis. All activities reflect the mission of the program and the developmental level of the children. These activities will meet the children's needs for choice, recreation, enrichment, and understanding of diversity. Multi-cultural activities provide the children with information that fosters tolerance and teaches acceptance of others. Our daily activities promote physical, intellectual, emotional, and social well-being. A number of activities expose the children to building literacy skills, community service projects, and S.T.E.M. (science, technology, engineering, and math) concepts. Games foster cooperation and conflict resolution. Monthly activities are posted inside each classroom.

Line of authority

The Kids' Club line of authority is as follows: Recreation Director-Program Director-Site Coordinator-Group Leaders. Bedford Recreation Kids' Club is administered by the Town of Bedford Recreation Department and licensed by the Massachusetts Department of Early Education and Care (EEC). Parents may contact the EEC regarding Kids' Club regulatory compliance history. The regional EEC Office for school age care in Bedford is the Northeast office, located in Lawrence, MA, (978) 681-9684.

Activities

Children choose from a variety of age-appropriate activities and centers each day. Outdoor activities are offered on a daily basis, weather permitting. All activities will reflect the mission of the program, the developmental level of the children, and will meet the children's needs for choice, recreation, and enrichment.

Our multicultural activities provide children with information that fosters tolerance and teaches diversity. Each day's activities promote physical, intellectual, and emotional growth, as well as social well-being and literacy. Also available at Kids' Club are opportunities to participate in community service projects; work on homework, science, and math activities; and join in games that foster cooperation and conflict resolution. Each month's activities are posted inside each classroom.

Non-discrimination and inclusion

Kids' Club does not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, gender, or national origin. The program director will make every effort to accommodate disabled children. Children are admitted provided that there is no undue financial burden on the program and that the nature of the program will not be altered. Placement decisions will be made in consultation with parents and provided to parents in writing.

Delayed opening of school: If there is a delayed opening of the Bedford Public Schools, the Kids' Club before school program will open as follows

- If the opening of school is delayed by one hour, Kids' Club opens at 8:00 AM.
- If the opening of school is delayed by 90 minutes or two hours, Kids' Club opens at 8:30 AM.
- Drop-in space may be available on those days- please call to determine if there is availability.

Early closing of school: If the Bedford Public Schools close early due to weather or other circumstances, Kids' Club will remain open to the greatest extent possible. Children scheduled to attend Kids' Club will be bussed to Kids' Club when schools dismiss. Kids' Club will inform parents via e-mail and phone calls about any changes in our normal schedule. Also, any such change will be added to our outgoing phone message at 781-275-5427. Factors impacting this decision include maintaining legal child/staff ratios and keeping staff and families safe when commuting to and from Kids' Club. We appreciate your cooperation in picking up your child early on these occasions when possible. There are no refunds for scheduled or drop-in care on these days.

Snow days: *When the Bedford Public Schools are closed due to snow, Kids' Club will be closed for both before and after school care.* Scheduled care tuition will be refunded for these days. If there is questionable weather during a vacation week or on a teacher workshop day, please call 781-275-5427 and listen to the outgoing message, which will state whether or not Kids' Club will open that day.

Membership

Our new year starts on the first day of our Summer Fun program and ends on the last day of school the following year. Your child's 2020-2021 membership information must be on file at the Kids' Club office before he/she may attend the program. Included in the forms packet is a signed release stating that the following is on file at your child's school: documentation of physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements. (NOTE: If not on file at your child's school, you must provide documentation of a physical, an immunization record, and lead poisoning screening dated within the last year.)

Membership applications are completed yearly in the spring for the coming summer and school year. The \$50 non-refundable membership fee must be paid prior to signing up for any Kids' Club program. Schedules are accepted on a first-come, first-served basis. Newly-enrolled families are encouraged to meet with the director and tour the facility prior to their child(ren)'s first day.

Divorced or separated families

We recognize that families can sometimes be in transition, experiencing separation or divorce. In these situations, we ask that you make an appointment to meet with us to discuss topics that are important for us to provide a safe and supportive environment for your child. We will need to understand custody arrangements, which parent to contact for general questions and in an emergency, whether duplicate information should be sent to both parents (newsletters, reports, etc.), who is responsible for payments, who is or is not authorized to pick up the child, and if there is a specific schedule to follow for pick-up. If there is court documentation regarding visitation and pick-up schedules, it is the custodial parent's responsibility to provide Kids' Club with a copy.

If a court restraining order exists, it will be respected and a copy of the order must be on file at Kids' Club. It is the parent or legal guardian's responsibility to provide Kids' Club with a copy of such an order and a photograph of the person named in the restraining order.

Any information given to Kids' Club regarding custody, visitation, and/or restraining orders will be kept in the child's file and will remain confidential.

Facilities

Kids' Club is located in the brick wing of 12 Mudge Way, Bedford, MA. There are seven classroom areas, an indoor active room, and an office. Outdoor facilities at Mudge Way include a fenced play yard and access to surrounding fields and basketball courts near the high school.

During the school year after school program, 3rd, 4th, and 5th grade students attend Kids' Club at the Lane School, where they have access to the gymnasium, cafeteria, and outdoor play structures. At 5 PM, these students board a bus and return to the Mudge Way location for the remainder of the day.

Staff

Staff members meet, at a minimum, all criteria established by the Massachusetts Department of Early Education and Care (EEC) School Age Child Care Regulations. Staff qualities must also include warmth, caring, and respect for children.

A list of Kids' Club staff and their group assignments is available at the beginning of the school year. As staff changes occur, parents/guardians will receive updates via our monthly newsletter. Staff photos are posted at the reception area.

Staff/child ratios

Kids' Club strives to maintain an overall staff/child ratio of 1/10, never exceeding the state mandated ratio of 1/13. Ratios may fluctuate between activities and rooms depending upon safety considerations and the number of children participating.

Transportation

During the school year, the Bedford Public Schools provide bus transportation to Kids' Club for children in Grades K-5. Davis School and Lane School are provided with lists of students enrolled at Kids' Club. Kids' Club assumes responsibility for the children once they arrive at Kids' Club and attendance has been taken. Any problems that arise on the bus, to or from school, should be addressed with the Assistant Principal at the respective school. Any schedule or transportation changes must be made in writing to the Kids' Club office. ***The Bedford Public Schools DO NOT inform Kids' Club of a child's absence from school.*** After a schedule or transportation change has been confirmed with Kids' Club, it is the parent/guardian who is responsible for notifying the school.

In emergencies, the Bedford Fire Department or a mutual aid ambulance will transport injured children to the nearest medical facility.

Bedford Charter Service of Bedford, MA, or the Bedford Local Transit (BLT) provides field trip transportation. In an emergency, police, ambulance, or replacement vehicles can be summoned by cell phone or Bedford Charter two-way radio.

Release

You or a designated person must sign your child in and out of Kids' Club every day. Children are released only to parents, guardians, or persons designated on the child's *Transportation Plan and Authorization* form on file. Written permission must be indicated on this form for a child to sign themselves out of the program for the day (age 9 older only, as per EEC regulations). Any changes to this information must be made in writing to the Kids' Club office. In case of emergency, authorization via telephone or fax will be accepted. In all cases, you must include the person's name, address, phone numbers, and relationship to your child. Please indicate if this is to be a permanent addition to the file or a one-time authorization. We will request proof of identification from any person sent to pick up your child.

Extra-curricular activities

Children may leave Kids' Club with written authorization (form available at the reception area and on the website). Kids' Club **is not responsible for transportation**. Within the Town Center building (12 Mudge Way), Kids' Club Staff will walk Kindergarten through Grade 3 children to and from their activity. Students in grades 4 and 5 will walk without supervision. Kids' Club is required by the EEC to offer all children at least 30-60 minutes of physical activity each day.

Absences

When an expected child is absent from our after school program, our office staff will immediately contact the child's school to find out if the child was absent or if the school received different instructions regarding where the child was to go after school on that particular day. If the school is not able to provide Kids' Club with the whereabouts of the child, we then attempt to contact a parent. An administrator will continue to call parents, emergency contacts, and the Bedford Charter Service. If the location of the child still cannot be determined, we will contact the Bedford Police and they will assist in locating the child. As a safety practice, **it is imperative that parents call KIDS' CLUB by 2:45 PM if your child is scheduled to attend Kids' Club after school, but will not be arriving as expected.** If we make phone calls to determine the location of your child, a "No Call" fee of \$20.00 will be assessed. Please email us to report an absence or

call us at 781-275-5427. Our voice mail is available twenty-four hours per day, seven days per week. Fixed expenses and staff ratios dictate that there are no refunds for absences.

During all other programs at Kids' Club (before school, teacher professional days, vacation weeks, and Summer Fun) we appreciate a call if your child will be absent. Although it is not a safety concern in these cases, it does help our staff in planning the day's activities.

Vacation days and Summer Fun changes

No refunds will be given after the registration/payment deadline due to fixed expenses and staffing ratios.

Parent participation and communication

Parent(s)/Guardian(s) and their child(ren) are encouraged to meet with the director. We will answer any questions, give a tour of the facility, and provide you with information to enroll your child as a member of Kids' Club.

The Kids' Club newsletter is distributed on a monthly basis by e-mail. The newsletter is also posted on our website.

During March of each year, every family will receive a report on their child as required by EEC. A conference or written report may be scheduled at any time upon request of the parents or the staff. Parents are welcome at any time to contact the program director or the program administrator.

Ongoing communication between parents and staff is important and is available on a daily basis. As the staff's primary function is the care of the children, lengthy conversations may not always be possible at drop-off or pick-up time. If possible, discussions that will require more than a few moments can be scheduled in advance so that we may have the time to give you our fullest attention.

Suggestions and comments regarding the program and its policies are always welcome. You may put them in the tuition payment mailbox outside the director's office or speak with the program director or the administrator.

Cell phone policy for children

For reasons of privacy and for the safety of all attending Kids' Club, the use of personal cell phones by any child for calls, texting, social networking, photos, video/audio recording, apps, or any other feature is not allowed at Kids' Club. Children who bring cell phones to Kids' Club are expected to store them in a backpack, book bag, or cubby. If a child wishes to call their parent from their cell phone, they must do so with staff permission and from the main office. Children who do not adhere to this policy will have their cell phone confiscated by Kids' Club staff and returned to a parent upon their arrival at the end of the day. Parents needing to speak to their child(ren) during Kids' Club operational hours are asked to call the office at (781) 275-5427 to be put in touch with their child. As always, any child that wishes to speak to his/her parent is welcome to ask permission from a staff member who will ensure that they are allowed to call their parent from the office.

Staff care of children during non-Kids' Club hours

Due to Town of Bedford policy, Kids' Club staff may not care for children enrolled in Kids' Club during non-work hours. This includes, but is not limited to, babysitting and tutoring.

Kids' Club's approach to transitions

Whenever children are preparing to transition to a new classroom or setting at Kids' Club, staff will share information between each classroom and assist the children with the transition in a manner that is consistent with their ability to understand.

Toys from home

Occasionally, toys brought from home to Kids' Club are lost or damaged. When your child brings toys from home, Kids' Club will not be responsible for them. Although toys from home are usually allowed at Kids' Club, we reserve the right to ban specific toys or set limits to when they may be used.

Child guidance and behavior management

Kids' Club provides positive and consistent guidance to children based on their individual needs and development. Staff members at Kids' Club learn about all of the children and how they interact with each other. We gain understanding of each child through observation and interaction. Staff meet regularly and discuss the needs of children in the program to ensure consistency in care.

Kids' Club has basic expectations of children, which include keeping body parts to themselves, walking when indoors, respecting others, and using equipment the way it was intended. We acknowledge and praise children meeting expectations and displaying positive behavior. At times we award special responsibilities or privileges, or give a small tangible reward. By encouraging and publicizing positive behavior, we build a supportive community.

Staff members facilitate conflict resolution between children. Staff help children develop appropriate skills to promote discussion, compromise, and cooperation.

Children who do not follow program rules and fulfill expectations will be asked a reasonable number of times to improve their behavior. Positive behaviors are encouraged through redirection of negative behavior. Staff will ensure that children understand what expectation they did not follow and what positive choices they can make to improve their behavior.

E.E.C. Regulation: No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule or humiliation; denial of food, rest, or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food.

The rules, policies, and procedures for behavior management of the children uphold the standards of being consistent, reasonable, and appropriate to the age and understanding of the children.

If negative behavior does not improve, the following measures may be used:

- Redirection from an activity or from peers
- A "time out" of no more than 5 minutes
- The completion of an Incident Report in order to keep parent/guardians informed
- Removal of certain privileges

In instances when a behavior issue becomes a safety issue for a child and his or her peers, staff may immediately separate the child from the group and work to de-escalate the behavior. If the director determines that a child's behavior is endangering him/herself or others, parents will be called immediately, and the child will not be permitted to return until a conference has been held. Documentation of this conference will be maintained in the child's file. A copy will be given to the parent.

Staff members make every effort to keep parents informed about positive and negative behaviors. Parents will receive written notification of behavior problems or concerns in the form of an Incident Report. Parents are asked to sign a copy of the report to be kept on file at Kids' Club, and they are given a copy as well.

If negative behavior continues to cause concern and persists, the director will discuss it with the parents. Documentation of all discussions will be placed in the child's file, and parents will receive a copy. A suspension from the program of up to three days may then be implemented if the behavior does not improve.

If disruptive behavior continues, the child will be asked to leave the program for the remainder of the school year. Re-admittance for the following year will be conditional, and must be discussed with the director at time of enrollment.

In the event of termination from the program, the child shall be prepared in a manner consistent with the child's ability to understand. If needed, Kids' Club will offer referrals to parents for evaluation, diagnostic, or therapeutic services. Kids' Club will also pursue options for supportive services to the program, including consultation and educator training if needed.

Any of the following may result in a suspension of services:

1. Continued aggressive behavior of a child
2. Bullying, both emotional and physical - What is bullying? **Repeated hitting, name-calling, exclusion or other behavior that is intended to hurt another person.**
3. Continued use of inappropriate language
4. Bringing any type of weapon to Kids' Club
5. Continued lack of respect – not meeting Kids' Club behavioral expectations
6. Destruction of property
7. Payment for services in arrears
8. Parental behavior that is inconsistent with proper behavior
9. Any situation that, at the director's discretion, is deemed inappropriate

Health care policy

A copy of this policy is available in the Kids' Club office. Our health care consultant, a certified pediatric nurse practitioner, reviews and approves our policy. The policy contains information and procedures concerning all aspects of the health and welfare of children enrolled in Kids' Club. A copy of our complete health care policy is available upon request.

Illness policy

Parents will be contacted to pick up their child if any of the following conditions exist:

- Fever (temperature of one hundred [100° F] or above)
- Abdominal pain, breathing difficulty, or other pain which is persistent, lasting thirty minutes
- Indication of contagious disease (e.g., chicken pox, conjunctivitis)
- Other symptoms (such as vomiting, diarrhea, rash) which the staff feel warrant such action

Children with these symptoms **must be picked up as soon as possible** to reduce the spread of illness, as Kids' Club does not have an isolated space to accommodate them. Children will be made as comfortable as possible until an authorized adult arrives.

Children may return to Kids' Club under the following conditions:

- **Fever free for 24 hours**, (e.g., child sent home with a fever at 4PM on Monday – earliest return would be Wednesday morning)
- Results from throat culture are negative
- Antibiotic treatment has been given for 24 hours
- Lesions (Chicken Pox) have dried and crusted
- Child is able to participate in regular program activity

Kids' Club must be notified if a child is diagnosed with a contagious disease so that the other parents may be notified as soon as possible. Parents are notified via a posting at the reception desk. Notification of outbreaks of head lice will also be posted in this manner.

Medication

Parental authorization is required to administer medication. No medication(s) will be administered without the state required **Medication Consent Forms**, which can be printed from our website or found at the program reception area. This form is required for **prescription and non-prescription medications**. Children may not self-administer medication, unless approved by the director.

Prescription medicine must be in the **original** pharmacy container, labeled with the child's name, name of the drug, and directions for its administration and storage. If necessary, ask the pharmacist for a second labeled bottle. This is a common request at pharmacies.

Non-prescription medication may not be administered without a written order from the child's doctor. (Ex.: Tylenol, cough medicine, cough drops, and antiseptic cream such as Neosporin). A **Medication Consent Form** must be completed and signed by a doctor or a note must be written on a doctor's script or letterhead. The note must specify the child's name, name of the non-prescription medication, dosage, and under what conditions the medication may be administered. The medication must be in the original container. The Medication Consent Form or doctor's note may provide blanket permission for the program year, or should specify start and end dates.

Kids' Club will allow parents, with written permission from their child's health care practitioner, to train staff in implementation of their child's individual health care plan. Kids' Club will ensure that all appropriate, specific measures are taken to ensure that the health requirements of children with disabilities are met.

Medical emergencies

It is the parent's responsibility to keep emergency information up to date.

Staff must be able to contact parents in the event of an emergency. If any changes occur in addresses, home phone number, cell phone number, work phone number, doctors, or health insurance information, please notify the program director **in writing**.

In the event of a medical emergency:

1. Bedford Fire Department is called (911).
2. Parents/Guardians are called.
3. The child's pediatrician is called if parents cannot be reached.
4. If parents cannot be reached, an emergency contact will also be called.

Depending upon the urgency of the situation, parents may be contacted prior to initiation of EMS (911). Unless parents make other arrangements, children will be transported to the nearest appropriate hospital, at the expense of the parent. If serious illness or injury is suspected, children will be given emergency treatment immediately.

Use of sunscreen or insect repellent

Parental permission to apply sunscreen/insect repellent can be indicated in the Forms Packet. Parents/Guardians provide the product and children apply their own sunscreen/insect repellent. Staff can **assist** and remind the children to reapply when necessary; however, staff will not apply sunscreen to your child. Parents should familiarize their child(ren) with product application. Due to allergies and sensitivity to products, children may not share sunscreen/insect repellent. All such items **MUST** be labeled with your child's name.

Tooth brushing

Staff will assist children in brushing their teeth whenever they are in care for more than four hours or whenever they consume a meal while in care. Interested families will provide a labeled toothbrush and toothpaste for their child. Toothbrushes left at Kids' Club will be stored in a safe and sanitary manner as outlined by the EEC. Families may also opt to take their child's toothbrush and toothpaste home at the end of each day.

Handwashing

Upon arrival from school each day, the children sign-in, stow their belongings in their cubby, and immediately wash their hands before snacking or playing. Hand washing is also required before late (5 PM) snack time. Children who wish to participate in breakfast at Kids' Club are required to wash hands before their meal. In addition, our front desk staffer is charged with speaking with each child exiting the restrooms to ensure that they have washed their hands with "lots of soap and water".

Nutrition

On vacation days, and all days when lunch is not served at school, children bring their lunch from home. We also ask that children bring a lunch to Kids' Club on early release days. Please do not send food that needs to be reheated, as we are not able to provide this service for all the children.

Nutritious snacks are provided at Kids' Club during the mornings (before school, Summer Fun, and vacations) and at 3 PM (vacations, Summer Fun, early release days, ¾ days) or when children arrive after school. A menu containing possible snack choices is posted in the reception area and on our website. Children may become hungry at times other than "snack time," and may bring a healthy snack from home to eat.

Children are not allowed to share items from home due to food allergies and parental preferences.

Due to the severity of peanut allergies, Kids' Club does not serve any snacks that contain peanut products or traces of peanut products, or are manufactured on equipment that processes peanuts. Because children do bring in snack and lunches that may contain peanut products, we have "Peanut-Free Tables" set up to accommodate those with peanut allergies.

Kids' Club must be notified of children's food allergies and any precautions that must be taken. All special dietary needs must be made in writing to the office.

Suggestions for homemade lunches or snacks include:

Protein - tuna fish, ham, turkey, chicken

Fruit/vegetables- apples, grapes, carrots, bananas, cucumber slices, cherry tomatoes

Dairy - cheese, yogurt, milk

Grains - bread, cereal

Clothing

Please send your child dressed appropriately for play and activities at Kids' Club. If the weather permits, our program is required to offer children 30-60 minutes of outdoor play every day. We advise parents to send in "play clothes" to prevent their child's "school clothes" from getting dirty. Open-toed shoes, sandals, and "crocs" are strongly discouraged for the safety and comfort of your child(ren).

We strongly recommend that children have an extra change of clothing year-round because many things can happen that result in needing a complete change of clothes (including underwear and socks). Children's clothing items should be name-labeled and will be kept in their cubby.

Winter - Children need boots, hats, mittens (extras are suggested), snow pants or extra pants, and warm coats. The children's clothing layers do become quite wet at times during outdoor play. For this reason, we recommend that a complete change of winter clothing (including underwear) be kept on site for all children.

Summer - Children need a bathing suit, towel, sunscreen, a complete change of clothes (including underwear), and sneakers for active games inside and outside. Closed-toed shoes are **strongly** recommended for the safety of your child. We **strongly** recommend water shoes for water play in the play yard.

Referral policy

If a staff member suspects a social, mental health, medical, dental, vision, hearing, or educational problem, she or he will notify the program director. Written observations and concerns will be noted in children's files. Parents will be contacted and given, in writing, a brief summary of the Kids' Club observations related to the referral and any efforts the program may have made to accommodate the child's needs. The Recreation Department works in conjunction with Bedford Youth and Family Services.

Resource List:

Bedford Youth and Family Services (provides counseling for children, adolescents, adults, and families, and adult and youth information and referrals)	781-275-7727
Poison Prevention Center	800-222-1222
Emerson Hospital	978-369-1400
Lahey Clinic	781-273-5100
Federation for Children with Special Needs	617-482-2915
Minuteman ARC (birth - 3 years), Paul Cote, Director	978-369-3524

Prevention of abuse and neglect

Mandated by the Massachusetts Department of Early Education and Care (EEC)

All children in the care and custody of the program (Kids' Club) shall be protected from abuse and neglect. If a staff member should suspect child abuse or neglect, the program director must be immediately notified in writing. The report must be dated and signed and true to the best of his or her knowledge. The Department of Children and Families is then contacted.

If a case of suspected abuse has allegedly occurred while the child was under the care of Kids' Club, the director will immediately notify the program administrator who will then immediately notify the Department of Children and Families and the Department of Early Education and Care.

Kids' Club will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents, disclosing information to the Department of Children and Families and other persons or agencies specified by the Department as necessary to prompt an investigation of the allegations and protect the child.

Any staff member who is under investigation will be immediately removed from direct contact with all children in the program until the Department of Children and Families investigation is complete, and for such further time as the Department requires.

Children's records and files

Each child enrolled in the program has a file containing forms completed by the parent, any reports written by staff, and any notes from the parent that are sent in to Kids' Club. Information contained in a child's record is privileged and confidential. Records are distributed or released to:

- Persons directly related to the implementation of the program plan for the child, and only with written consent of the child's parent/guardian
- The EEC and any person or agency they may specify as necessary to an investigation of allegations and protection of a child

If records are subpoenaed, the director will notify the parents.

Parents may have access to their child's records upon request. Parents may request a copy of the records at any time. Copies will be provided in a timely fashion at no charge. Parents have the right to add information, comments, data, or any other relevant material to the child's records. Parents have the right to a conference if they object to any file information or feel any file material is not clear or correct. Within one week of this conference, parents will receive, in writing, a decision regarding their objection(s) and the reason for the decision. If the decision is in agreement with the parents, steps will be taken to implement the decision immediately.

Transfer of records

When a child is no longer in Kids' Club care, Kids' Club will transfer the records to the parent or any other person the parents identify, upon written request of the parents. Records not claimed by a parent/guardian at this time will be held in a locked file for five years and then destroyed.

Field trips

Parents will be notified of all major field trips in advance. Kids' Club will provide transportation for these trips. Transportation is contracted through Bedford Charter Service. The Bedford Local Transit (BLT) may transport small groups of children. Parents can contact Kids' Club in the event they need to speak to their child while he/she is on a field trip. The Kids' Club office will contact the bus company and put the parent in contact with the child. The Kids' Club director is the transportation coordinator for the program. While in transport to or from Kids' Club, the staff will accompany the children, monitor the group for safety, and handle all medical emergencies.

For impromptu trips within walking distance, or trips indicated on the *Offsite Activities Permission Form* in the membership packet, parents may not be notified. The children will return to Kids' Club before 6:00 PM.

Birthday celebrations

Due to numerous food allergies, Kids' club does not allow food to be brought in and shared to celebrate your child's birthday. Each group recognizes children's birthdays during that month. If you wish to have a tangible way to recognize a birthday, we suggest donating a book or a game to Kids' Club in your child's name. During the birthday celebration, the group will recognize this contribution.

Emergency plan

A copy of our Emergency Plan is available at the Kids' Club office.

Transportation plan

A copy of our Transportation Plan is available at the Kids' Club office.

Missing children

The most common cases of missing children are when children do not arrive to Kids' Club after school. In these cases, the Kids' Club office calls the schools, parents, the bus company, and emergency contacts until it is positively known the child is safe. The police are contacted if the people listed above cannot determine the child's whereabouts. The Kids' Club Staff Handbook has more detailed protocols for children who unexpectedly do not arrive to Kids' Club. If a child becomes missing on Kids' Club premises or in the outdoor areas adjacent to Kids' Club, the director will be immediately notified. The reception staffer will check attendance lists and the sign-out list to see if the child has been signed out of the program. The director and other designated staff will do a thorough search for the child. If the child is not found during the initial search, the police will be called for assistance. Of course, parents will also be called to inform them of the situation and to confirm that the child is not with them.

On field trips, staff members are assigned a specific group of children to care for, and head counts are taken frequently. In addition, the site coordinator in charge of the trip keeps an accurate count of all children and takes attendance before departing a field trip location. If a child becomes missing, the staff in charge of the missing child and the site coordinator will attempt to locate the child. The site coordinator will also request help from the staff employed at the field trip location. If a child is missing for more than ten minutes, local police will be called to assist. Each child's weight, height, eye color, hair color, and identifying marks, as provided by their parent(s) and listed in their Kids' Club file, will be provided to the police when a child is missing. If a photo of the child is on file or is on a Kids' Club camera or computer, it will also be provided to police. When children are offsite, the director, department assistant, or an employee of the Recreation Department will gather information from the child's file to share with police whenever necessary.