



**Agassiz Baldwin Community (ABC)**  
**Afterschool Program**  
**2010-11 Family Handbook**

**Updated 8-16-11**

## **Statement of purpose**

The ABC Afterschool is designed for parents with full-time and part-time afterschool and enrichment needs. Children in grades kindergarten through fifth attend the program one to five days weekly. Registration is on a first come, first serve basis.

The ABC program provides developmentally appropriate and engaging activities for school age children, suitable after a very long and challenging day in school. Our goal is to create a space where the pressure is off and children can relax. Our afterschool curriculum, which emphasizes a child's social and physical development, rounds out the child's day. We provide opportunities in areas that are typically given the least attention in school: drama, art, dance, crafts, athletics, cooking, story-telling, special-interest clubs and free time with friends.

We strive to help children develop the social skills necessary to be a part of our afterschool community and to feel good about themselves in the process. We stress the importance of getting along well with others, and we try diligently to help children develop the abilities necessary to accomplish this. We recognize foremost that it is of critical importance that each child feels safe physically and emotionally. Only when this has been established, can other goals be achieved.

Our teachers are trained to deal sensitively and creatively with children's social problems. The staff assists the children in developing a social consciousness and a respect for others as well as for themselves.

The ABC Afterschool Program is proud of its multi-ethnic, multi-racial, economically diverse population and holds firm in its goal to provide a space that is welcoming and comfortable for children of all backgrounds and beliefs. The ABC Afterschool does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability.

## **Administrative Organization**

The ABC Afterschool is a program of the Agassiz Baldwin Community (ABC), a neighborhood-based not-for-profit organization headed by an Executive Director. The administrative team is overseen by a Director of Administration and Finance. The Director of Children's Programs, a 1-5<sup>th</sup> Grade Site Director and a Kindergarten Site Director administer the Afterschool program. The programs run with the help of a strong staff of teachers, assistant teachers, interns and work-study students.

## **Staff**

The Director of Children's Programs oversees the Afterschool and Preschool programs. This position also works closely with other local groups to foster community development as well as with education programs to augment the current programs.

The Early Childhood Site Director is in charge of program planning and operation of the Kindergarten and Preschool programs. The 1<sup>st</sup> -5<sup>th</sup> Site Director is in charge of program planning and operation of the 1-5<sup>th</sup> grade Afterschool program. The Site Directors are in charge of program planning and operation of the Afterschool program. Each program

consists of a Site Director and Teachers who report to the Director of Children's Programs daily and who meet together once a week to exchange information and to discuss issues related to the children. Meetings with staff specialists are held at the discretion of the Director.

Our average adult to child ratio is 1:10. Teachers' credentials vary, but there is always a mix of teacher certification, experience with school-age children, and subject specialization to help maintain a fun, yet safe, environment.

The ABC Afterschool Program is licensed by the state of Massachusetts Department of Early Education and Care (EEC) and all staff meet and/or exceed the requirements of an EEC qualified teacher.

## **Program Concept**

In recognition of the varying needs of the very broad age-range served by the ABC Afterschool, the Kindergarten Afterschool Program is located in its own space at the Agassiz Baldwin Community at 20 Sacramento Street. Afterschool programs for children in grades 1-5 are housed in the Baldwin Elementary School, which is located at 28 Sacramento Street.

The adjustment of Kindergartners to Afterschool often requires special consideration. When Kindergartners first come to the program, they need to adapt to another schedule, more children, more adults, different rules and a new place. It can be difficult for some children to engage in structured activities after a full day of school. Frequently, younger children will choose free time or outdoor activities even when special programming is available to them. As they grow older, they tend to choose more structured, planned activities. We take special care to help with this adjustment and we ask that parents stay in close touch with the staff about how their children are doing.

Similarly, older children often require special attention, but often for very different reasons. Fourth and fifth graders who have been in Afterschool for several years often demonstrate an increasing need to express independence. Our program recognizes this and tries to give this age group the freedom they need within reason, and to provide programming that attracts and sustains their interest.

## **Other ABC children's programs**

1) **Outback Program** is a summer day program for children entering grades Kindergarten through sixth in the following fall. The Outback program runs Monday through Friday for eight (8) consecutive weeks beginning the first week in July. Children can sign up for a week or more and can attend either 8:30AM to 2:30PM daily or 8:30AM to 5:30PM (Extended Day). This program conducts activities similar to those that take place in the afterschool program. Children also go on weekly recreational/educational field trips.

2) **Teacher-'n-Training/Counsilor-in-Training (TNT/CIT) Program.** The TNT program is a 10-12 week session offered twice a year (once in the fall and once in the spring) for youth in 6<sup>th</sup> through 8<sup>th</sup> grades. Participating youth work one afternoon each week and are assigned to work one-on-one with Afterschool staff in planning and

conducting activities for the afterschool children. They also assist with set-up and clean-up activities and help staff supervise the children. At the end of a successful placement, TNT's receive a \$75.00 stipend for their community service work.

CITs work for one two-week session during the Outback Summer Program. They assist with morning set up, daily activities, snack and lunch and other duties as assigned. CITs receive a \$75.00 stipend at the end of their two-week service.

TNTs should apply in August of the upcoming school year, CITs should apply beginning in the January prior to Outback. TNTs and CITs are providing community service, and as such are never considered to be "staff" at Agassiz Baldwin Community. They are supervised at all times by a Site Director or teacher.

3) **Sacramento Street Preschool** is a program for children ages 2.9 to 5 years old and runs Monday through Friday from September through June every year. It is closed in July and August. Children can attend two, three or five days a week from 8:30AM to Noon *or* from 8:30AM to 2:30PM.

The Agassiz Baldwin Community also provides many other programs throughout the year. "The Whistler", a monthly newsletter of the ANC, is emailed or mailed every month to all program participants. Read it for more information on the wealth of scheduled activities provided to adults and children, such as our Introducing Arts Performance Series, Sacramento Street Art Gallery, and special events.

## Procedures and Protocol A-Z

### Absences

**It is vital that parents contact the Afterschool program when their child is going to be absent from the program. If it is a planned absence, please contact us with at least a day's notice and no later than 2pm on that day. If the absence is not planned, parent/caretakers must immediately call the Afterschool office at 617-497-4284 to report an unanticipated absence.**

- Parents are responsible for notifying the program in advance if their child will not attend Afterschool on a scheduled day. **All absences, Kindergarten – 5<sup>th</sup> grade should be called into Maria Laine at: 617-497-4284.**
- All children will be accounted for or reported missing at the time of scheduled arrival to the program. If a child fails to appear on the bus and the program has not been notified previously of his or her absence, the child's school will be contacted immediately. Parents will be notified if the school is unaware of the child's whereabouts.

- If parents cannot be reached, emergency contacts will be called.
- **If an absence is not confirmed by the school, parent or emergency contacts by 4:00pm, the Afterschool will notify the Cambridge Police Department and submit a missing child report.**

## **Behavior Guidance**

In order to have an Afterschool program that provides a safe, nurturing, enjoyable and smooth-functioning environment for its children, it is necessary that everyone participating understand and agree to the same set of expectations and rules. Our Afterschool teachers are trained to set very clear, consistent limits. We articulate expectations and identify what types of behaviors are acceptable and what types are unacceptable within the Afterschool setting. Children understand the environment and play an important role in helping to shape it and to redefine it as necessary. When possible, children may help to establish group rules.

It is the goal of all of our childcare programs to provide a nurturing and fun environment for children and youth. We strive for a balance between giving children the freedom they need to grow and explore, while setting the boundaries necessary to ensure the safety and enjoyment of all participants. We believe it is important to maintain consistent behavior standards, which are clear and firm, yet age-appropriate and attainable. Staff discuss rules with children, who often feel proud to give input into “rule-making.” The Agassiz Baldwin Afterschool Staff practice “The Nurtured Heart Approach”, which is a positive reinforcement approach to behavior guidance. Children are offered many opportunities for positive reinforcement from staff who provide very specific comments such as “James, I really like the way you just patiently waited to be called on” – and staff keep track of positive behavior with a bean jar or noodle jar, which results in a party or special treat when full.

With clear expectations established, teachers respond to inappropriate behavior according to the situation and their understanding of the child(ren) involved. Children almost always know when they have exceeded boundaries and are often their own best judge of inappropriate behavior. Children may be redirected to another activity or asked to respond to the situation caused by their behavior. On occasion, it becomes necessary for a child to take a brief “time out” from an activity.

The Massachusetts Department of Early Education and Care (EEC) requests that we inform you that no child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment. Children will not be subject to verbal abuse, ridicule or humiliation. They will not be denied food, rest or bathroom facilities, punished for soiling, wetting or not using the toilet; nor will they be forced to remain in soiled clothing or forced to use the toilet. They will not be punished for eating or not eating, nor forced to eat. The Afterschool is a mandated reporter for any instances of suspected child abuse or neglect. A copy of the full behavior management policy is available upon request.

## **Calendar**

- The program usually opens on the second day after the first day of Cambridge Public School.

- **School vacation:** ABC Afterschool offers all-day programming for children enrolled the Afterschool program during the three school vacation weeks in December, February and April every year. Each vacation week usually runs from Tuesday through Friday because the Monday of these weeks is typically a Federal holiday. The schedule for December vacation week will vary from year to year.

### **Emergency Closing Policy**

- Agassiz Baldwin Children’s Programs operate on the Cambridge Public School (CPS) schedule. If the CPS is closed due to inclement weather, Agassiz Children’s Program will also be closed. If CPS is delayed, we will also have the same delay.
- In cases of severe weather that hits mid-morning or afternoon, we may make the decision to close the programs early. In this case, we will notify all families immediately by phone and email. The program will remain open and staffed until the last child is picked up. Our goal is to protect the health and safety of all children, families and program staff.
- Please check your local news listings or the Cambridge Public School website at [www.cpsd.us](http://www.cpsd.us) or call the CPS weather information line at 617-349-6513.

### **Clothing**

Kindergarten families, please send your child to Afterschool with an extra set of clothes that they can keep here in their cubbies in case of accidents. This should include: pants, shirt, socks and underwear. We do have some extra clothes from the lost and found, but children will be much more comfortable in their own clothes.

### **Confidentiality and Access to Records**

The following policies are in accordance with EEC regulations, except as noted:

- All children’s records are kept privileged and confidential and stored in one central location.
- No licensee or educator may distribute or release information about a child or his/her family to any unauthorized person, or discuss with any unauthorized person information about a child or his/her family without the written consent of the child’s parent.
- Contents of children’s files will be available immediately to regulatory authorities or parents/guardians upon request. Upon such request for access, the child’s entire record must be made available regardless of the physical location of its parts. (per NAEYC regulation).
- A child’s parents shall have the right to add any information relevant to the child’s record.
- Unless transferred, all records will be maintained for five years, according to state regulations.

- The program maintains a permanent, written log in each child's record indicating each time a child's record has been released or reviewed.
  - Each time information is released or distributed from a child's record to someone who is not a program employee the following information must be recorded: the name, signature, and position of the person releasing or distributing the information; the date, the portions of the record which were distributed or released; the purpose of the such distribution or release; and the signature of the person to whom the information is distributed or released.
  - Such log must be made available only to the child's parent(s), to program personnel responsible for record maintenance, and to the EEC as part of its regulatory function.
- A child's parents shall have the right to add any information relevant to the child's record.
- Unless transferred, all records will be maintained for five years, according to state regulations.
- Agassiz Afterschool employee files are maintained by Agassiz Baldwin Community. Staff records and matters are strictly confidential.

## **Contingency Plans**

In the event of unforeseen circumstances such as fire, natural disaster, loss of water, heat or electricity or other natural disasters, the Site Director will instruct the staff to have the children move from the site immediately, taking personal belongings only in non-life threatening situations.

It will be explained briefly to the children that they need to leave the school temporarily while a problem is fixed, and will be taken to a safe place with their teachers to wait to be picked up by parents or other designated persons.

Children located at 20 Sacramento Street (Kindergarten Afterschool) will be taken to the Community Room located in the basement of the Maria Baldwin School (corner of Sacramento and Oxford Streets). The cafeteria and gymnasium may also be used. Children will walk to this site with their teachers. Emergency cards will be taken there and parents will be called to pick up children as soon as possible.

In the event that this site is also inaccessible, the same procedure will be followed, but children will be walked to North Hall, located at the corner of Wendell Street and Mass. Avenue. This room is also equipped with heat/air conditioning, water, electricity and telephone.

- Children located in the Baldwin School (1<sup>st</sup>-5<sup>th</sup> Grade Afterschool) will follow the same procedures as above with their teachers, but will use 20 Sacramento Street or North Hall if relocation is necessary.
- In the event of an evacuation, parents will be called as soon as possible and will be expected to pick up their child/ren immediately.
- Parents may also be called to pick up immediately in the event of a snowstorm or other weather conditions that require an earlier dismissal.

- Please be sure to keep your phone numbers up to date in case we have to contact you in an emergency.

## **Communication**

- You may contact the Site Directors via email or phone if you have any questions or concerns during the day. Voicemail and email messages are checked periodically throughout the day. The Director of Children's Programs may be contacted at any point throughout the day via phone or email.
- Email notices and newsletters are sent home to families frequently. Please check your email and family mailbox (Kindergarten are located near their cubbies) to keep informed about school events, classroom happenings and policy changes. Special notices and sign-up sheets are often placed near the sign-out sheets, as well as on the front doors where parents will see them as they enter/exit.
- Our parent liaisons on the Agassiz Baldwin Community board of directors will attend parent meetings and are also available to speak with you upon request.

## **Daily Routine**

**2:15 – 3:30** Rolling arrival by bus and Baldwin classrooms

**3:00 – 3:15** Washing hands/eat snack

**3:15 – 3:30** First meeting: Check in as community, announcements and choices announced

**3:30 – 4:15** First choice

**4:15 – 4:30** Second meeting: choices announced by teachers

**4:30 – 5:15** Second choice

**5:15 – 5:30** Pick-up

Choices often include such activities as cooking, drama, visual arts, games, science, crafts, creative writing, sports and drawing. While many of these choices are free standing, some activities require a commitment for a longer period of time, such as drama, which culminates in a mid-year performance. On occasion, choices involving specialists may encompass time usually used for two separate activities. Children, not surprisingly, most often make their choices according to their interests and abilities. At times, children are encouraged to try a new activity, but for the most part, their choices are their own to make. Groups tend to include about ten children, but this number may vary for different activities such as films, trips, and sports.

## **Designated release**

If your child is going to be picked up by someone other than yourself on a regular basis, please see the Site Director to have that person added to his or her designated release form. For your child's safety, the school will only release your child to people who have been designated in the authorization section of your registration, or that you have authorized on a written and signed note. Please advise any person other than a parent picking your child up to bring a photo ID. Any person that a teacher is not familiar with will be asked for an ID, which includes new families in the beginning of each school year.

## **Grievance Policy:**

While we will always strive to reach a common understanding and agreement, we understand that sometimes conflicts do arise that can be difficult to navigate. Should a conflict arise, we will make all efforts to communicate and mediate the situation through in person dialogue and conferences where all parties may find a space to voice their grievance or disagreement. If necessary, a parent representative from our Board of Directors will be asked to come in to mediate the discussion. If another professional mediator is requested, we will do our best to honor that request. The goal of the preschool is to continue the dialogue until all parties feel the conflict has been satisfactorily resolved.

## **Illness**

Children attending the Afterschool Program are expected to be well enough to participate in all activities, including outdoor play.

**Your child should stay home if the following conditions are present. The child should remain home until all symptoms have passed:**

- Fever within the last 24 hours
- Contagious skin diseases and conjunctivitis if left untreated medically for at least 24 hours
- Episodes of nausea, vomiting or consistent diarrhea
- Upper respiratory infection with flu-like symptoms
- Untreated head lice

If a child becomes ill during the afterschool day or is found to have a contagious condition, the parent or emergency contact will be called and is expected to pick up the child as soon as possible. Each site has a quiet resting area where children can lay down and be separated from the other children in the program.

Children with a communicable disease may be required by the Director to return with a note from the doctor. Parents will be notified in writing if there is a communicable disease or condition that is of concern.

If a medical problem persists, Afterschool staff may recommend referral to the child's doctor or to the Program's health care consultant. A copy of the complete Health Care Policy is available upon request.

### Injuries and Safety

- Teachers are trained in First Aid and CPR. In the event of minor accidents, a teacher will administer first aid and notify the child's parent at pick up. If an illness or injury requires medical attention, parents will be contacted immediately. If a parent cannot be reached, the designated emergency contact person will be called.
- In an emergency situation requiring immediate medical attention, a teacher will call 911 and the Site Director will go with the child by ambulance to the nearest hospital. Parents will be contacted to meet them at the hospital.
- An accident report will be filled out on any incident and one copy of the report will be given to the parent and a second copy will be kept in the child's file.

### Lice

Head lice are nothing to panic or be embarrassed about. There are 8–12 million cases of head lice in our country each year. The presence of head lice is in no way indicative of a lack of cleanliness. If treatment directions are carefully followed, you can be confident lice will be eliminated. They can be persistent and sometimes it does take a long time, sometimes even weeks, to remove all the nits or eggs. The Afterschool lice policy is in place to help contain an outbreak, should one occur.

If we are aware of any cases of lice in the Afterschool community, an email notice will be sent out and a parent information sheet on how to treat lice provided. If a child is found to have head lice, his or her parent contacts will be called to take the child home. Children will not be allowed to return until they have been treated for the lice and the lice have been removed. Dress-up clothes and other soft items will be removed from the program and laundered before being returned to the site.

Please follow the procedures below and assure that your child is free from lice before coming to Afterschool. Should you have any questions about lice or how to eliminate them once discovered, speak with your healthcare professional.

- Examine your child's scalp and hair very carefully for any sign of eggs and/or lice. (Eggs are attached to the hair near the scalp.) Examine all other family members as well.
- Discourage head-to-head contact and any sharing of combs, hats, barrettes or other personal items commonly worn on the head.
- If eggs and/or lice are found, please notify the Afterschool program so that any outbreak can be contained.

#### **If eggs and/or lice are found, the following process can eliminate them:**

1. Use a pediculicide (lice-killing treatment). These products kill lice and their eggs.  
- Reapplication and egg removal are required to ensure complete effectiveness. (See the

label for important information).

2. Comb out any remaining eggs (nits) with a fine-tooth comb.  
- An egg loosener, helps make removal of eggs from hair easier and faster.
3. Wash and dry bedding, clothing, and hats on the hottest setting. Place any items that cannot be washed in a plastic garbage bag and leave tightly sealed for 14 days.
4. Many parents have found **NitWits**, a professional lice removal service in Cambridge, to be the most (and sometimes only) effective solution to getting rid of lice. They can be contacted at: <http://www.liceinfo.net> or 617-816-WITS (9487).

## Medication

When registering a child in the Agassiz Community School programs, parents/guardians are required to provide information about the child's health, including any disabilities, chronic conditions, dietary conditions, allergies or medications taken. If a child requires medication while in the care of the Preschool or Afterschool programs, the parents are required to submit an "Individualized Health Care Plan" that documents details of symptoms, medication dosage, side effects and other critical information.

The medication must include a label or other written order by the physician indicating the child's name, the name of the drug, and instructions for administration must accompany prescription medication. The Site Director will complete a medication record indicating the date, time and dosage of each administration, and the name of the teacher and the child. All medications will be kept in their original containers and will be stored in a location, which is not accessible to children. Unused medications will be disposed of or returned to the parents.

A child may only self-medicate (for example asthma or diabetes), if they are 9 years or older and it is authorized on their Individual Health Care Plan. The Site Director will record on the medical consent form each time the child self-administers medication. The child's parent is required to indicate any changes in the child's medical situation to the Site Director.

## Nutrition

**Please note: all ABC Children's Programs are nut free.** Parents should inform and discuss with the Site Director, prior to the start of Afterschool, any food allergies or restrictions. This information also needs to be listed on the child's emergency form.

The Afterschool provides a snack to children when they arrive at the program. For children attending our vacation week program, snack is provided in the afternoon, with parents responsible for providing the child's morning snack and lunch.

Our snacks are selected with an eye toward "child appeal" and nutrition. A typical snack includes such items as crackers and cheese, fresh fruit slices, bagels, vegetables and hummus or salsa. On occasion, we have special snack days that often include food

prepared during cooking classes or seasonal items such as apple cider, pasta, or other healthy snacks.

Parents are requested to pack nutritional lunches for their children during vacation week sessions. We suggest such items as sandwiches, cheese, fruits, vegetables and whole grains as a way of providing healthy nutritional choices for children's active days.

## **Pick-Up Policy/Late Fees**

- Activities for the Afterschool are over by 5:15 PM, but parents may pick up their children before that time. **Pick up time is at 5:30 PM.** Children must be picked up by 5:45 PM.
- Parents will be given a grace period of fifteen minutes, from 5:30 until 5:45 when necessary. Parents must remember that they are officially late at 5:46 PM, and they will be billed after this time.
- Program staff will call parent/guardians if we have not heard from them by 5:45pm, and again at 6:00pm.
- If parents/guardians still have not been reached, emergency numbers are called at 6:00pm and the child sent home with the first available contact. Staff and administration will monitor habitual lateness. A pattern of persistent lateness may result in discontinuing a child's enrollment in the program.
- Older children (grades 4 and 5) may arrive or depart the program alone with an additional form and approval by the Site Director.

## **Parent Involvement**

Pick up time provides parents and teachers with an important opportunity to exchange information about the children. Afterschool teachers take seriously the need to inform parents of any issues which may arise during the child's day, and to discuss with the parents any noteworthy patterns of behavior that they see developing or changing. Similarly, parents are asked to keep the Site Directors informed of any changes in a child's behavior or situation at home or at school which may have a bearing on the child's day. While no set schedule is in place for parent/teacher conferences, a conference may be convened at any time, whenever the need arises. Parents should feel free to discuss any issues they have with any teacher in their child's program, but are particularly encouraged to talk to the Site Director or Director of Children's Programs.

Parents are welcome to visit the program at any time. We promote parent involvement and interaction within our afterschool environment. We have a Parent Steering Committee that reviews policies and general business, and a representative of that Committee sits on the Executive Board of the Agassiz Neighborhood Council. Parents are welcome to attend all community meetings.

From time to time, parents are asked to take part in hiring committees, planning committees and volunteer workdays (scheduled in October and May). There are various social events to which all are welcome, including a fall Open House, Thanksgiving Pot Luck Feast and Community Barbecue.

## **Progress Reports**

ABC Afterschool staff will write progress reports for each child once per calendar year. These reports will reflect the child's experience in the Afterschool and will illuminate their progress in such areas as: social/emotional development, academic/artistic interests, and any goals or areas of concern the staff may wish to share. Progress reports are not intended to serve as "report cards" rather a chance for staff to celebrate each child's experience in the program and communicate any concerns they may have.

## **Referral for Services**

Should any staff member feel that any aspect of a child's development (social, mental, educational or medical) require additional services, that teacher will bring the concerns to the attention of the Site Director, who will then confer with the Director of Children's Programs. The child will be further observed and observations documented. Staff will meet with parents who will be advised of the nature of the concerns and referral to the appropriate resource agency will be made. Afterschool staff will work in a team with parents and resource staff to address the situation, outline goals, and to monitor progress.

The Afterschool will provide parents a written statement of the reason for recommending a referral, a summary of the program observations, and efforts the program has made to accommodate the child's needs. The Afterschool will help parents in the referral process and will secure written parental consent prior to making a referral. The program will maintain written records of all referrals and conference results.

## **Mandated Reporting**

The ABC Afterschool is required by Massachusetts law to report any incidents of suspected child abuse or neglect. The Program Director shall immediately report any suspected incidents of child abuse or neglect to the MA Department of Children and Families (DCF). In addition, the EEC will be notified immediately after a 51A is filed or learning that one has been filed, alleging abuse or neglect of a child while in care of the program or during a program related activity.

## **Registration and Tuition**

To register for full-time afterschool (five days a week) or part-time afterschool (one, two or three days a week), parents must complete a registration form and submit it with a deposit equal to one month's tuition payment. This deposit is non-refundable and can be applied to the last month's (June) tuition or rollover as the non-refundable deposit from year to year. It may not be used for another purpose. No space will be held without a deposit. If a child is admitted into the program, the deposit is *non-refundable*. If there are no available spaces in the program, the deposit payment will be returned, and the family notified of its place on the waiting list. Parents may, of course, come to the Afterschool to register in person.

Vacation weeks: Tuition for Afterschool vacation week is included in the full-time program's monthly tuition. There is an extra charge for children enrolled in the part-time programs. Children must be pre-registered, and registration deadlines are strictly enforced because space is often limited and fills up quickly. All enrolled children will receive information by mail, and forms will be available at each site well in advance of the deadline.

We recommend that new families come in to see the site, meet the staff, and gain familiarity with the program. Parents are invited to make an appointment with the Director of Children's Programs if they would like to see the site or visit Afterschool with their child. Spaces are filled on a first come, first served basis, with priority granted to returning children and their siblings.

## Tuition Payments

### Billing and Late Notices

Families will be mailed a tuition bill each for month on or around the fifteenth of the preceding month, and payment is due by the first of the next month. (For instance, the tuition bill for November will be mailed to you on October 15<sup>th</sup>, and is due by November 1<sup>st</sup>.)

- We accept payment in the form of checks and money orders payable to Agassiz Baldwin Community. We charge a fee of \$20.00 for returned checks due to insufficient funds.
- A late payment fee of \$25.00 will be charged to your account if we have not received your payment by the 10<sup>th</sup> of the month. It is critical that you respond to these notices. *Please understand that ABC is unable to provide care to children when tuition bills are left unpaid. Families will be asked to leave the program if no payment plan has been established, or the payment plan has not been adhered to.*
- All billing inquiries should be directed to our bookkeeper at [bookkeeping@agassiz.org](mailto:bookkeeping@agassiz.org).
- If you are experiencing unforeseen financial constraints and find it difficult to pay timely, please contact Marsha Stewart, Director of Administration and Finance at (617) 349-6287 x12 or [mstewart@agassiz.org](mailto:mstewart@agassiz.org).

## Receipts

When requesting a receipt for childcare expenses, please allow at least **one week** to process your request. Receipts are generated upon request and can be mailed, emailed or faxed, so please specify your preference. If you need a monthly receipt indicate this in your email and we will automatically send this to you. Receipts may be requested by sending an email to [bookkeeping@agassiz.org](mailto:bookkeeping@agassiz.org).

### Early Withdrawal

If you are withdrawing from the program, you must notify us by the end of the last month your child will be attending, or you will be responsible for the next month's tuition.

## **Scholarships**

ABC offers need-based scholarship money to cover the cost of tuition or specialist classes. You can download the scholarship application form and informational brochure online at our website: [www.agassiz.org](http://www.agassiz.org). Please contact Jacy Edelman, Program Director, for more information.

## **Suspensions and Expulsions**

When a child's behavior, whether social or emotional, proves to be continuously disruptive to the program, the Director will contact the family and schedule a conference to discuss a plan of action to support this child's behavior modification. At this time the family will be provided with a "Referral for Services" which provides details of the child's observed behavior, the steps the staff have taken to address/modify/support the behavior and the contact information for outside professional support services, such as a school behavior consultant, private therapist or the Guidance Center. At that point, the parent will either agree or not agree to have their child evaluated. If they chose to have their child evaluated, we will continue to work with the team of professionals to create a behavior guidance plan for the child. If the family does not agree to have their child evaluated, ABC makes it clear that we may not have the resources to provide their child with a successful experience at our programs.

ABC will consider suspensions as a last resort. Suspensions will be invoked in those instances when a child's actions repeatedly pose a threat to the safety and well being of another child, themselves or a teacher. Parents will be informed immediately as to the cause and nature of the suspension. The Director of Children's Programs retains the final authority for the suspension decision.

There are instances in which the match between a child and the Afterschool Program is not a constructive one, both for the individual as well as for the group. The child may have needs that cannot be met by the Afterschool, and the extreme effort involved in trying to keep the two linked may have a detrimental effect on each. If all efforts have been made to the support the child's progress are insufficient, ABC may ask the family to withdraw the child from the program. In addition, in exceptional circumstances where the continued enrollment of a child is deemed to be a threat to the safety of other children in the group, the Director has the authority to discontinue a child's participation in the program.

## **Student teachers and interns**

ABC Afterschool often hosts local work-study or student interns who are working towards a degree in early education or a related field. Often these students are studying at Lesley University or other local colleges. Please help us to make them feel welcome as they begin their journey as new teachers in the field.

## **Transportation Plan**

- Children will be bussed to the ABC Afterschool Program by busses from the Cambridge Public School Department. On occasion, children from private school

or other school systems enroll in the Program. In these few instances, the families of the children will be responsible for arranging private transportation to the Program.

- Children will be met by an Afterschool teacher serving as a bus monitor at the Oxford Street entrance of the Baldwin School. The children in grades 1-5 will proceed to the cafeteria or Afterschool room. Their respective site staff will meet them and attendance will be taken.
- The Kindergarten children will stay with the Afterschool bus monitor and will then be escorted either to a Kindergarten teacher (before 3pm) or walked to 20 Sacramento St. by the bus monitor.
- Kindergarten and first grade students from the Baldwin School will be picked up by their respective Afterschool teachers and escorted to their respective programs. Kindergarteners to 20 Sacramento Street, and first graders to the Baldwin basement. Children from the Baldwin School who attend the second - through fifth grade Afterschool may proceed to their Afterschool room on their own. All children check in with their Afterschool teachers, who take attendance upon their arrival.
- Any first – fifth grade Afterschool students enrolled in Baldwin afterschool activities (tutoring, SABES, chess club, etc) will arrive at the program on their own after the activity is over. Their respective Afterschool teachers will meet the children and take attendance. The appointed Baldwin teacher escorts kindergarteners that attend SABES to 20 Sacramento St. An Afterschool teacher member will meet them and take attendance. **Parents must inform the Afterschool Site Directors if their child is signed up for these extra activities.**
- Children will be picked up at the end of the Afterschool day by their parents or other designated person at their program site. Older children may be given permission to walk home, but this must be discussed in advance with the Site Director. The parent must complete an “Authorization and Consent Form.” All family members, caregivers and friends on the authorized pick-up list who are not recognized by our Afterschool staff should be prepared to show a photo ID.
- During vacation weeks, field trips may be planned which require transportation on a school bus or the use of public transportation. During a regular Afterschool day, children may be taken on walking field trips within the general vicinity of the Afterschool. During a vacation week children will be escorted into the program by their parents.

***It is our goal that all members of the program  
— children, family members and staff —  
have a pleasant and fulfilling experience at ABC Afterschool.***