



**Agassiz Baldwin Community (ABC)**  
**Afterschool Program**  
**2016-17 Family Handbook**

**Updated 8-16-2016**

## **Agassiz Baldwin Community's Mission**

Agassiz Baldwin Community is a place that nurtures individual growth and creativity, builds connections, and serves as a forum for community advocacy.

We believe in:

- Welcoming and including everyone
- Lifelong learning
- Fostering a culture of creativity and cooperation

## **Statement of Purpose**

The Agassiz Baldwin Afterschool is committed to providing afterschool enrichment programming for families who value creativity, culture and community as an important part of their children's lives. Our program specializes in building community through creative explorations and our nurturing teachers are responsive to the unique needs of each child. Youth choose from a variety of activities, including visual and performing arts, games, sports, homework assistance, cooking, jewelry making, media and outside time.

We welcome children from schools in Cambridge and Somerville as well as all other local communities. Agassiz Baldwin Afterschool is designed for parents with full-/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 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 Agassiz Baldwin Afterschool is a program of the Agassiz Baldwin Community (ABC), a neighborhood-based, not-for-profit organization. All ABC Children's Programs are supervised by ABC's Executive Director (who acts as a liaison to the Board of Directors) and Director of Children's Programs. The Director of Children's Programs, a Registration Coordinator, a School Age Site Director, an Early Education Site Director and a Kindergarten Coordinator administer the Afterschool program. The programs run with the help of a strong staff of 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 Education Site Director is in charge of program planning and operation of the Kindergarten and Preschool programs. The Kindergarten Site Coordinator supports the daily operations of the Kindergarten Afterschool. The School Age 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/Coordinators 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. The Registration Coordinator manages registration and enrollment, children's files, scholarships, and waitlists. The Registration Coordinator also supports the Afterschool by managing absences each day.

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 Maria Baldwin Elementary School, which is located at 85 Oxford 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 and engage in challenging activities. 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 Agassiz Baldwin Children's Programs**

**Outback Summer Program** is a day program for children entering grades Kindergarten through sixth in the following fall. Outback 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 8:30 am to 3:00 pm daily or 8:30 am to 5:30pm (Extended Day). This program conducts activities similar to those that take place in the afterschool program. Children also go on weekly beach field trips.

**YEP (Youth Employment Program)** provides 6<sup>th</sup>- 8<sup>th</sup> graders the opportunity to volunteer in the community, learn job skills and gain leadership experience. YEPers will learn and practice important things such as being on time, filling out a job application, filling out a time sheet, following directions, taking initiative, completing tasks, etc. There are a variety of YEP positions during the school year and Counselor in Training (CIT) positions during the summer. Each position is different so the details are posted and updated regularly on the YEP webpage of the Agassiz Baldwin Community website ([www.agassiz.org](http://www.agassiz.org)).

**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 8:30 am to Noon or from 8:30 am to 2:30 pm.

**Agassiz Baldwin Community** also provides many other programs throughout the year. “The Whistler”, a monthly newsletter of the **Agassiz Neighborhood Council**, is emailed or mailed every month to all program participants. Read it for more information on the wealth of programs, activities and events provided to adults and children, such as our Early Release Day activities, Chandler Art Gallery, Maud Morgan Arts Center and community events.

## Procedures and Protocol A-Z

### Absences

**It is vital that parents contact Afterschool when their child is going to be absent.** If it is a planned absence, please contact us as soon as possible in advance. 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 the School Aged Site Director at 617-497-4284.** If there is no answer, please leave a message.
- 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, we will immediately contact the child’s parents, school, bus company and emergency contacts until we locate the child.

- **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.**

## **Authorized Pick-Up**

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 the child's list of Authorized Pick-Up . For your child's safety, Afterschool 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.

## **Behavior Guidance**

### **The Nurtured Heart Approach**

The Agassiz Baldwin Afterschool Staff practice the Nurtured Heart Approach, which is a positive reinforcement approach to behavior guidance. This approach is founded on three basic principles that fit together to guide children towards making positive choices and feeling secure and great about themselves.

- **Energize the Positive!**  
Children want energy and attention from adults and they will do things that get this energy and attention from teachers, parents or other important adults. They crave engaging and exciting interactions with these adults and seek ways to get these interactions. With this understanding, teachers choose to give students this high level of energy, attention and interaction when they see positive things happening in the program. They make a BIG deal out of all of the millions of little things that are going right at any given moment. Teachers actively look for and create successful moments for children and then explain to the child what they are doing and why it is wonderful. This not only reinforces the rules in a positive way for that child and any others who are listening, but also gives that child a whole new set of positive ways to think about themselves. When teachers give very specific, detailed and vivid praise to children, it helps children understand exactly what they have done to warrant this attention and also builds a wonderful personal understanding of their own greatness. In this way, the Nurtured Heart Approach is not just a behavior guidance tool, but has a beautifully positive impact on how children view themselves and the world around them.
- **Deflate the Negative**  
Afterschool is a time where children are learning about themselves, social interactions with peers and adults and boundaries. These are important skills to learn and children need chances to practice and try again when they make a mistake. Children learn by trying things out and seeing what will happen and testing limits. Adults should not try to squash this natural curiosity because it helps children to learn about their world through interacting with it. If children learn that when they break a rule they receive the big, interesting, engaging reaction from adults they are hoping for, they will continue to seek this out by breaking

rules. With this in mind, teachers using the Nurtured Heart Approach refuse to energize the negative. They don't raise their voice or make a big deal out of mistakes or broken rules. They reserve the BIG reactions for the positive.

- **Clear Limits and Resets**

Children need clear limits so they can feel safe, know what to expect and can focus on learning and having fun. Setting clear limits allows teachers to use the other two pieces of the Nurtured Heart Approach more effectively. With clear rules and limits in place, teachers can create opportunities of success for a child while teaching all the children about the program rules. If a teacher notices a child who is simply not breaking a rule, the teacher can give that child specific praise for following the rule at that moment and explain to the child why it's such a wonderful thing. This also broadcasts to all the other children where the limit lies, and that they will receive this type of attention for following the rule, not breaking it. For example, if a teacher notices a child walking to the drinking fountain, the teacher can say in an energetic voice, "WOW! Tom you are following the rule by using walking feet inside. You really care about keeping your friends safe at afterschool. You are really caring." In this way, the Nurtured Heart Approach is constantly reinforcing limits in a positive way without spending a great deal of time on discussing the rules when things have gone wrong or making examples out of the mistakes. Rather, teachers make examples out of positive things. Children are expected to make mistakes, forget the rules or test the boundaries. By using the Nurtured Heart Approach, there is space for these things and it doesn't disrupt or become the focal point for the whole day. Teachers use simple resets called "breaks" to remind children of the rules and help get them quickly back on track and have another chance. The focus is not on punishments or consequences but rather on giving children a chance to reset so they may rejoin the activity and try again for success. As soon as they have been "reset" the situation is forgotten and there is a chance for a fresh start. A break may look very different for different children or different situations but the key is that it gives the child the chance to step away from what they were doing and when they are ready to rejoin they are welcomed back and the infraction is forgotten. Some examples of resets may be to move to a different activity, take a quick "break" either in the classroom or another space or be redirected to a more positive choice.

## **Behavior Guidance continued...**

### **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.

## **Calendar**

- The 1<sup>st</sup>-5<sup>th</sup> Grade Program will have an **Open House** on the first day of school for the Cambridge Public Schools and the program will begin the following day. The Kindergarten Program will have an Open House on the two days prior to the start of Kindergarten and will start on the first day of Kindergarten in the Cambridge Public Schools. We highly recommend bringing Kindergarteners and new students to the Open House to see the space and meet the teachers.
- **School vacation:** We offer all-day programming during the three school vacation weeks in December, February and April every year. Each vacation week is 3 or 4 days and is generally closed on a holiday of that week (New Year's Day, Presidents Day, Patriots Day). The schedule for December vacation week will vary from year to year. You must register for this week regardless of whether you are full time or not.

### **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**

Children are expected to be dressed for the weather including having clothing for outdoor play and shoes appropriate for active play. 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.
- A child's parents shall have the right to add any information relevant to the child's record.
- 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.
- 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 Directors 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 and any emergency medications will be brought with 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 the sign-out areas/bulletins 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 are available to speak with you upon request.

## Daily Routine

<b>2:00 – 3:30</b>	Rolling arrival by bus and Baldwin classrooms/Free Play
<b>3:00 – 3:30</b>	Free Play/Snack
<b>3:30 – 3:45</b>	First Meeting
<b>3:45-4:30</b>	First Choice
<b>4:30 – 4:45</b>	Second Meeting
<b>4:45 – 5:25</b>	Second Choice
<b>5:25 – 5:30</b>	Clean Up/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, clubs and some specialist activities require a commitment for a longer period of time. 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. Because children choose their activities every day, their choices also reflect their needs of the day—Homework on days homework is due, sports on a day they have lots of energy, a quiet art activity on a day when they are in the mood for a calmer activity. 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. There will never be more than 13 children to one teacher.

## 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 afterschool 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 and posted in the programs.

## **Injuries and Safety**

- All teachers maintain current First Aid and CPR certification. 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.
- Anytime a child gets bumped or hit on his or head, a Site Director will call families to let them know, even in circumstances when it is a minor headbump.
- In an emergency situation requiring immediate medical attention, a teacher will call 911 and the Site Director or Director of Children's Programs will go with the child by ambulance to the nearest hospital. Parents will be contacted to meet them at the hospital.

- An injury report will be filled out on any injury 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.

- We ask that all families to report lice incidences to a Site Director or Director of Children's Programs. All reports are strictly confidential. We will notify program participants when there is one case of lice and encourage families to check their afterschooler.
- If a child is found to have lice while in the program, a phone call will be made to the parents or caregivers. We will encourage the family to pick the child up early.
- Information about lice, checking for lice, and resources for treating lice will be available in the communication to program participants.
- Children must store their hats, other headwear, and stuffed animals in their backpacks while at Afterschool. Families may also send a nylon laundry bag or large plastic bag to store a coat and backpack while children are in the program. It is extremely rare for lice to spread this way, but this is a precaution we are taking.
- If an incidence of lice is reported, all soft furniture surfaces will be washed and dried in hot water and stored in a sealed bag for 2 weeks. We will continue to vacuum and sweep the space on a daily basis.

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.
- Families can detect lice by using conditioner and a lice comb. Put white conditioner into the child's hair and comb through his or her hair. Wipe the comb on a paper towel. If you see lots of little dark pepper spots in the white conditioner, then your child has head lice.
- 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.

### **Lice Treatment:**

Agassiz Baldwin Afterschool recommends checking with your child's pediatrician or your school nurse if you have questions about treating lice. The CDC also has helpful information about lice and treatment. While just one lice treatment is the requirement to return to the program, treating lice is an ongoing process that involves combing the hair through hair every 3 days for up to one month.

## Medication

When registering a child in the Agassiz Baldwin Afterschool, 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 has an ongoing health condition (such as allergies, asthma, etc.), parents are required to submit an "Individualized Health Care Plan." If a child needs or might need any sort of medications (emergency, prescription, over the counter) while at the afterschool, a "Medication Consent Form" that document details of symptoms, medication dosage, side effects and other critical information must be completed. These forms require a physician's signature so please request them in advance.

All 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. 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 and peanut 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 and one snack for their children during vacation week sessions. We suggest such items as healthy proteins, fruits, vegetables and whole grains as a way of providing nutritional choices for children's active days.

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

- Activities for the Afterschool are over by 5:25 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. The Late Fee is \$10 for the first 5 minutes and \$5 for each additional 5 minutes.
- 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. A parent representative sits on the Executive Board of the Agassiz Baldwin Community. Parents are welcome to attend all community meetings.

From time to time, parents are asked to take part in hiring committees, planning committees, or events. There are various social events to which all are welcome, including a fall Open House, Thanksgiving Pot Luck Feast and Community Play Day.

## **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**

To register for full-time afterschool (five days a week) or part-time afterschool (1-4 days a week), parents or caregivers must register online and submit a deposit equal to one month's tuition payment. This deposit is non-refundable and is applied to June 2017's tuition. It may not be used for another purpose or credit. Parents may visit the Main Office at Agassiz Baldwin Community if they have questions or need help registering. Registration help is also available via [registration@agassiz.org](mailto:registration@agassiz.org) and 617-349-6287x28.

**Vacation weeks:** Tuition for Afterschool vacation week is provided at a 50% discount for students registered for full time (5 days a week) afterschool. All children (including full time) must be pre-registered, and registration deadlines are strictly enforced because space is often limited and fills up quickly. All registration information will be emailed to families when the enrollment for vacation weeks is available.

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.

## **Children's Files**

The EEC mandates that we obtain specific permissions from the parents and caregivers of children in our care. These permissions must be on file prior to your child's first day at Afterschool. Any child with rescue medication such as an inhaler or an epi pen will need an Individual Health Care Plan and Medication Consent Form on file. Medication administration logs are also kept on file on an as-needed basis. Any additional paperwork such as scholarship applications, drop in requests, late pick up fees, enrollment change requests and injury or incident reports will be also be kept on file in our Main Office.

## **Tuition Payments**

### **Deposit and Monthly Tuition**

- All families must pay a non-refundable deposit equal to one month's tuition. This deposit covers June tuition. If you withdraw from the program or reduce your schedule before June, this deposit is forfeited.
- Tuition is due monthly by the 1st of each month. If you have not paid by the 11th of the month, you will be charged a late fee of \$25. Families are encouraged to enroll in the Automatic Withdrawal option to avoid late fees.
- Late fees and change fees will be waived for September (enrollment changes for September and October will not be assessed a change fee but can not be made after the 1st of the month).

### **Changes in Enrollment**

- All changes in enrollment must be submitted by the 15th of the prior month.
- To make adjustments to your enrollment, you must complete a Change of Enrollment form and submit to Registration. Changes must be approved before they go into effect and will be subject to availability.
- 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.
- If you request a schedule change that decreases your enrollment, you will be charged a \$15 change fee. If you submit your request after the 15th of the month, your billing will not be adjusted until the next month. (Example: If you change your schedule in January and you submit your request after December 15th, your billing will not be adjusted until February).
- If you request a schedule change that does not increase or decrease your enrollment you will be charged a \$15 change fee.
- If you request a schedule change that increases your schedule you will need to submit the difference in deposit. If you submit your request by the 15th of the prior month, the \$15 change fee will be waived.

### **Additional Afterschool Policies**

- Full time families will be charged 50% tuition for Vacation Weeks to cover the cost of the full day programming. Part time families will be charged the full fee.

### **Afterschool & Maud Morgan Arts Policies**

- Afterschool students in all age groups will have several opportunities to be a part of Maud Morgan Arts classes or have choices taught by professional artists in the Maud Morgan Art Center as a part of their afterschool for no additional fee. Details about these opportunities will be communicated to families.
- If you want to guarantee a spot for your child in a specific Maud Morgan Arts class you must register and pay for the class separately. There is no longer a discount for afterschool students who are taking Maud Morgan classes.
- If you change enrollment to replace afterschool days with Maud Morgan classes the enrollment change policies listed above will apply. If you choose this option, you will have to request days be added back to your child's afterschool schedule once the class is over, which will only be possible if there is space in the program. Spaces will not be held for students while they are taking Maud Morgan classes unless families are paying afterschool tuition.
- Children enrolled in both Maud Morgan Arts and afterschool on the same day will not need to enroll in Snack 'N' Track.

Invoices for your child's tuition will be sent to the primary email address provided to us during the registration process. For classes with recurring billing, invoices will be sent out on the 18<sup>th</sup> of month prior. (Example: An invoice will be generated on 10/18 for November tuition). Additional invoices might be generated for late pick up, drop-in days, tuition increase fees, enrollment changes, etc. To read more about our tuition policies, click [here](#).

### **Payment Options**

#### **ACH Withdrawal**

Get a \$10 tuition discount on your first payment with ACH! We highly encourage families to consider signing up for ACH (Automated Clearing House) payments. Once you sign up, Agassiz Baldwin will automatically deduct tuition from your bank account each month. It's convenient, secure, and ensures you never have to worry about a late payment fee. Using ACH also helps to support our children's programs because more of your tuition goes directly to the program rather than credit card fees. To learn more about ACH and to sign up, click [here](#).

#### **Check**

Please make all checks payable to Agassiz Baldwin Community. Checks may be mailed to 20 Sacramento St. Cambridge, MA 02138. For your convenience, you may also drop off a check in our parent/caregiver mailbox, located on the first floor of 20 Sacramento St. This is locked at all times and checked daily. The mailbox may be accessed during usual office hours, between 9:00am-5:00pm Mon-Fri. Please do not leave checks with program staff!

#### **Online**

You may pay online with a Visa or MasterCard by logging into your online registration account. Because credit card payments are made through a secure, third party online system, Agassiz Baldwin does not have access to your credit card information. This means you must log in and make a payment each month. Payments with a credit card may also be made over the phone but we prefer online credit card payments to avoid errors.

If you are having trouble logging into your online account or have a general billing/payment inquiry, please contact Registration at [registration@agassiz.org](mailto:registration@agassiz.org) or 617.349.6287x28.

## 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 [registration@agassiz.org](mailto:registration@agassiz.org).

## Scholarships

ABC offers need-based scholarship money to cover the cost of tuition. You can download the scholarship application form and information online at our website: [www.agassiz.org](http://www.agassiz.org) or get a paper copy at 20 Sacramento Street. Please contact Registration 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 of Children's Programs 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, Agassiz Baldwin 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**

Agassiz Baldwin 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 enrolled at Cambridge Public Schools can take a school bus from their school to the Baldwin Elementary School. 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 1<sup>st</sup>-5th grade Afterschool students enrolled in Baldwin afterschool activities (tutoring, Scratch, 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 Baldwin afterschool programs to 20 Sacramento Street. 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 and complete the permission form.**

- Children will be picked up at the end of the Afterschool day by their parents/guardians or another authorized 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. If students are attending field trips outside of the designated walking area, parents will be asked to sign a permission form.

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