

BURRILLVILLE PARKS AND RECREATION

Burrillville Extended Care Division

“Providing quality childcare that is safe , reliable, and affordable to benefit the child, the parent and the Burrillville Community.”



Parent Information Handbook

Revised 2/9/2011



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Welcome to Burrillville Extended Care

Dear Families,

The BEC Management Team and the Board of Directors welcomes you to the Burrillville Extended Care Program.

The BEC program provides a warm, caring, nurturing and educational environment in which your child can learn and grow. This handbook will provide you the information needed for a smooth, enjoyable recreational learning experience for your child. Please read the handbook thoroughly, sign the agreements at the end and return to the BEC office.

Please feel free to take advantage of our “Open Door” policy and stop by to discuss any concerns or suggestion you may have with the Site Directors.

The Burrillville Extended Care Program has two sites:

Steere Farm Elementary School:

Steere Farm Road, Harrisville

Kelly Cournoyer, Director

Lisa Nault, Assistant Director

W.L. Callahan School:

Callahan School Street, Harrisville

Kelly Cournoyer, Director

Lisa Nault, Assistant Director

The BEC program is a Division of the Burrillville Parks & Recreation Department and operates under the management of a Board of Directors



Mission & Goal

Mission

“The Mission of the Burrillville Extended Care Division of the Parks & Recreation Department is to provide a quality before and after school program, including full time during school vacation and summer breaks that is safe, reliable and affordable to benefit the child, the parent and the Burrillville Community”.

Goals

The Burrillville Extended Care Division’s Goals & Objectives are to provide a happy, safe, wholesome environment for children including the stimulation of your child’s development. This will be accomplished through play both indoors and outdoors, including constructive activities such as sports, arts and crafts, cooking, just to name a few.

BEC will provide a comprehensive school age child development program that is flexible; varied and which includes a large number of age –appropriate activities based on the interest of the children attending.

BEC Staff

The BEC staff enjoy working with children and parents to create a warm and consistent environment. They act as facilitators of learning and respect the idea that each child participates in the process of learning in their own unique way.

All BEC staff members meet or exceed the qualifications necessary for employment. All staff complete a full orientation when hired. The sites of the BEC program are state license facilities, and operate according to state regulations to maintain a 13: 1 ratio. All staff are CPR/AED and First Aid certified. All Staff must be 18 years of age and have experience working with children.

The BEC staff believe that:

1. Quality means meeting the needs of the total child: social; emotional; physical; intellectual and educational.
2. Positive self esteem is essential to each child’s well being.
3. Children should be allowed to make choices whenever possible.
4. A child’s learning environment should be purposefully designed and changed appropriately.
5. The program extends the child’s home experiences and provides additional learning through play.
6. Each child is unique and has the right to maintain his or her own culture and family.
7. Every child should learn to respect and appreciate other people.
8. The resources of the community must be used to enrich and supplement each child’s experiences.
9. The cooperative effort of parents and staff is essential to the growth and development of each child.
10. Children should be disciplined in a positive manner



Getting Started

Program Description

The BEC program is structured as follows:

- We provide a before & afterschool program located at two sites Steere Farm and Callahan School, we also provide care for children in K-7th grade during school vacations and some major holidays.
- An eleven-week summer program that is located at two sites.
 - Children entering: K-4th grade will attend our Steere Farm Site.
 - Children entering: 5-7th grade will attend our Callahan Site.
- Children are grouped co-educationally by age. Different age groups will be integrated sometimes.
- Groups are supervised by counselors. We provide a 13:1 ratio.
- Children may choose their daily activities from a group of activities offered.
- Field trips are offered during school vacations and summer.

Enrollment Process

The program is open to all children. The before and after school program is for Kindergarten through 5th grade, and the full time summer program is for Kindergarten through 7th Grade. Your child must be 5 years of age in order to attend our program. Our main office is located at the Steere Farm Site. The Office Manager will set a time for registration and discuss start dates with parents at this time. The families will also meet with the Site Directors of the program and review the program and take a tour of the center.

Registration

Families must complete a registration form before all children attend the program. A copy of your child's immunizations and current physical records are required. You will be required to fill out a contractual schedule and a one time non-refundable registration fee of \$35.00 per child (\$50.00 maximum per family) and a yearly \$30.00 activity fee for the school session program and \$50.00 activity fee for the summer program. These fees are due at the time of registration). If prior to the start of the program your schedule should change and your child will not be attending, then the activity fee will be refunded.

Waiting List

When enrollment reaches its full capacity new applicants are placed on a waiting list. Placements are filled on a first come first serve basis.



Hours of Operation

The program is in operation year round. During the school calendar our hours are Monday through Friday 6:30am to school commencement (8:30); School dismissal at 3:00 pm until 6:00 pm (grades K-5).

During school vacations, holidays and throughout our summer program, we are open from 6:30 am– 6:00 pm for grades K-7th.

The program is closed during the following major holidays:

New Year's Day,
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Day/ day after Thanksgiving
Christmas Eve/ Christmas Day

Burrillville Extended Care will remain open on all other holidays. However, there will be a sign-up sheet posted at the computer. Please remember to sign your child up if you will need child care on that day so that we can staff accordingly. Space is limited. If your child is signed up to attend during the vacation and your schedule has changed you still will be charged accordingly.

Drop Off/Pick Up Procedure

Please assist your child with the transition from home to the center each day. If necessary, allow enough time to update staff and allow your child to become comfortable. If separation becomes a problem for your child, please speak to your child's teacher or the Site Director to develop strategies that would work best for your child.

Steere Farm site parents are asked to drive around the back of the building and drop off at the office. Parents are required to walk children into the center and sign them in via a computer located outside the office. Do not drop off your child and allow them to enter the building alone.

The same procedure is required for the release of your child at the end of the day. All families will receive their own identification codes.

Callahan Site parents are asked to drive to the back of the school and park in the parking lot.

Parents/Guardian must walk your children into the center and sign them in by using the computer located in the school cafeteria. The same procedure is required for the release of your child at the end of the day.

A child shall NEVER be permitted to sign themselves in/out. This is your responsibility. On occasion BEC will communicate important information that you must be made aware of. Please be sure to speak with one of the counselors before leaving. Your child must be dismissed to you by a BEC Counselor.

In cases where the parents are separated or divorced, a child will not be released to a parent if we have custody papers or a restraining order on file. Without this direction we are obligated to surrender your child to the parent using the same procedure as outlined above.



Rates

**Before School/After school
Hours 6:30am-8:30am/ 3:00pm-6:00 pm**

Per Child/ Per Day

Morning Care

6:30 am - 8:30 am

\$ 8.00

Afternoon Care

3:00 pm - 6:00 pm

\$ 12.00

Full Day Care (Vacations, Holidays and Summer)

\$ 30.00 (as of 6/21)

Late Pick Up (after 6:00 pm)

\$ 10.00 every 5 min

15% discount on each additional child. (does not apply to late pick up fee.)

Tuition Policy

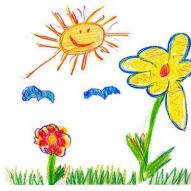
- Fees must be paid in full **one week in advance** for your contracted amount.
- Any payment not received one week in advance, will result in a \$25.00 late fee.
- You may avoid late fees by signing up for Tuition Express. Tuition Express allows payment to be automatically form your checking, savings, Visa or Master Card account. It's easy, safe & it's free!
- Please speak with the Office Manager if there are any payment questions. School year tuition must be paid up to date in order to be enroll in our summer program.
- Accounts that become 2 weeks past due will result in dismissal from the program.

Absences

Please notify the Site Directors or Office Manager if your child is going to be out on a scheduled day. You will be responsible and required to pay tuition for that day per your contract.

Vacation

If you have planned a vacation during the summer in which your child will not attend and you have informed us of this during registration you will not be charged. Please contact the Office Manager if there is a change to your vacation schedule. Any days that your child does not attend that were not previously scheduled as vacation time will be charged.



Field Trips

During school vacations and summer program we will take the children on field trips. Parents will be notified of the trips. Children must arrive by departure time in order to attend. Most trips will depart around 9:00 am and return by 3:30 pm, unless otherwise indicated. All field trips will be posted.

During our summer program children must wear their BEC T-Shirts on all field trips. Parents are required to provide lunch every day. **During the summer parents MUST sign The Summer Participation Agreement. Those children who do not have a signed form will not be permitted to attend the field trips and will need to find alternative care for that day.**

Burrillville Extended Care welcomes a limited number of parents to chaperone the children on trips. It may be necessary in some situations for a parent to accompany his/her child on a field trip. On all field trips, all staff members will carry around two-way radios, as well as a first aid kit. Children will be assigned to a staff member for the field trip as well as a buddy. Buddies must remain together on a trip.

Spring Lake Days

Burrillville Extended Care will attend Spring Lake Beach during the summer. While at Spring Lake we have our own private section as well as our own lifeguard. The children may have an opportunity to go with a staff member and a small group to the arcade or to get ice cream. Children will always be accompanied by staff. The program has the use of the Champlin Recreation Hall, which includes restroom facilities. In the case of rain at Spring Lake we will keep the children inside to participate in indoor activities.

The following rules pertain to water time:

Belly Button rule: when asked to stand, water must be below the child's belly button. This rule is used for our children in grades K - 1st graders.

Underarm rule: when asked to stand, water must be below the child's underarms. This rule is used for our children in grades 2nd - 4th graders.

C.O.L.T Program (5th-7th) Swim Rule: Children will be permitted to swim freely unless a specific request is made by a parent/guardian.

What to bring during the Summer Program

- Bathing suit, towel and sunscreen on all lake and beach days.
- An extra pair of clothes brought in each day is recommended. Please bring in a labeled bag.
- Cold lunch every day. During the summer, please do not send lunches that need to be heated or refrigerated.
- Dress children in comfortable clothing and sneakers so they can run and play.
- A sweater and/ or jacket for cool days.
- Please, label everything (clothes, towel, lunch box, back pack, etc)



Food/Snacks/Lunches

Burrillville Extended Care will provide your child with a healthy snack during our afterschool program. Your child may bring breakfast in the morning. Please be sure to label all cereal boxes, milk and containers. During full day care we will provide your child with a morning and a afternoon snack. Your child must bring a lunch during our full day programs. During our summer program, we will not have access to a microwave, please provide your child with a cold brown bag lunch. Please let us know if your child has any food allergies that we may need to be aware of. We do allow children to bring peanut butter. unless a child is severely allergic than we will notify you if there is a change.

Toys

Please keep all valuables at home. iPods, portable gaming device, trading cards etc. **are not allowed**. No exceptions will be made! Any child who chooses to bring any of these items will have them taken away and the parents will have to come and claim them. BEC is not responsible for lost or stolen personal belongings, including money.

Weather & Related Closing

In the rare event of severe weather, please contact the office for information relative to the programs schedule to be opened or closed. During the school year BEC will be closed for snow days. For early dismissal due to dismisses. On days that school is delayed BEC will be open it's normal hours. The Site Directors have a complete list of radio stations and/or TV stations that will carry program announcements. In the case of rain during the summer program, the program sites will remain the same, however an alternative field trip may be made. Please contact the office/site for any changes due to the weather.

Sunscreen

Burrillville Extended Care will apply sunscreen to your child three times throughout the day for a fee of \$5.00. It is very important to provide your child with a hat and a extra shirt to help with sun exposure. Burrillville Extended Care will apply Rocky Mountain SPF 30 to your child. If you would like to provide your child with his/her own sunscreen, please put your child's name on the bottle and send daily.

Lost & Found

Please write your child's name on all belongings, including every item of extra clothing brought to the center, such as sneakers, hats and jackets. Items which are left or found at camp will be placed in a *Lost & Found* box. Please check lost and found periodically.

BEC is not responsible for any lost items.

Homework Time

During our afterschool program we schedule a time (30 minutes) for children to do their homework. We do not force children to do their homework. Please let the staff or site directors know if you would like your child/ children to complete their homework while in our care. If there is leftover time at the end of the day, your child may be allowed to complete any homework that is not finished.



Health and Safety Policies

Children's Health Record

Prior to enrolling we require copies of updated physicals and immunization records for your child. These records must be updated with each new immunization or annual physical.

Medication/Administrating Medication

If your child is on medication that needs to be administered during the center's hours, a parent must sign a "Medical Authorization" form.

All medications must be handed directly to the staff member in charge. Do not leave medication in your child's backpack. All medication must be in the original bottle. If the medication is prescription medication, the bottle must have the pharmacy's and physician's name clearly shown, as well as the child's name. Medication will be stored in the main office or refrigerated if required. If your child has a special medication such as a nebulizer or epi-pen, please inform the Site Directors.

Prescription medications will only be administered by the site directors or lead staff member. If child has a headache or fever and requires Tylenol or Motrin, the Site Director will contact the parent for permission to administer the medication.

Allergies

If your child has an allergy, please inform the Site Directors upon enrolling. We will be happy to work out an allergic response plan for your child. Please keep all relevant medication and written physician's orders current at the relevant site and the office..

Accidents and Emergencies

Keeping your child and all children safe is our priority focus. All staff members are trained in first aid and CPR/AED for children. Minor accidents, such as cuts and scrapes, will be treated with soap and water; while bruises and bumps will be treated with ice.

All incidents and injuries will be reported to parents on an Incident/Accident report form at the end of the day. In the case of a more serious accidental injury and it is determined that medical attention is needed, you or your designated contact will be notified.. If it is necessary to contact 911 and summons an ambulance, a staff member or the program Site Director will accompany your child in the ambulance and remain until you arrive.



When to Keep Your Child at Home

Fever: your child may not attend the program if he/she has a fever of 100° F orally. Your child may attend only when the fever has broken and none of the following symptoms are present.

Must be fever free without medication for 24 hours.

Colds: Your child may attend if no fever is present and if there are no other complications. However, a listless or uncomfortable child is much happier at home.

Poison Ivy: Your child may attend if he/she is not uncomfortable and home treatment has been initiated. Poison ivy is not contagious; it cannot be spread once the oil has been removed or absorbed by the skin.

Nausea/vomiting: Your child **should not attend** if he/she has vomited; he/she should remain home for 24 hours.

Diarrhea: Your child **should not attend** if he/she has had diarrhea during the night and/or more than three soft-to-runny stools within 24 hours.

Head Lice: Your child **should not attend** until the lice is cleared and is able to return to school.

Rash: Most rashes are not communicable, but if your child has an unexplained rash, see a doctor before allowing your child to attend BEC.

Other:

There may be times when, in the judgment of the Site Director, a child should be seen by a physician. If this should occur, please pick up your child promptly (within one hour). This is important for the safety of your child as well as the other children and staff.

Please Note: These policies have been designed to ensure the health and safety of all the children, staff and families of the Burrillville Extended Care program. Therefore, there can be no exception to them.



Communicable Diseases

Refer to the following regulations from the Rhode Island Department of Health, Division of Disease Control..

Children with the following diseases must be excluded from school for the specified times. A note from the physician is required to return to school.

Chicken Pox: For six days after the rash appears. Contacts not excluded.

Mumps: Until all glandular swelling has disappeared. Contact not excluded

German measles:

For seven days after the rash appears. Contacts who have not had the disease or measles vaccination may attend at the discretion of your physician.

Scarlet Fever/Scarlantina/Strep Throat:

From the first symptom until 48 hours after the start of adequate antibiotic treatment. Contacts may attend at your physician's discretion.

Conjunctivitis (Pink Eye):

From the first symptoms until 24 to 48 hours after the start of antibiotic treatment. All eye drainage must no longer be present for the child to attend.

Infection Hepatitis:

First two weeks of illness at least. Intimate contacts who receive medication may attend school.

Whooping Cough:

From the first symptoms until 21 days after beginning whoop. Contacts who have not been immunized or who have not had the disease should be excluded from two weeks.



Discipline Policy

Children are made aware of the rules for attending the BEC program, such as:

- * Keeping hands/ feet to ourselves.
- * Use walking feet and inside voices while in the center .
- * Clean up the area you have played in.
- * Respect teachers as well as other children.
- * No yelling or foul language.

Corporal punishment (spanking, shaking or slapping), threats of spanking or insulting a child are not permitted. Yelling at a child or at a group is also not permitted. Denying lunch or snack is not permitted. Teachers are expected to be firm but gentle in disciplining students. Indoor and Playground rules will be consistently enforced. Acceptable discipline techniques include, but not limited to: distracting; structuring the environment: involving the child through choices and consequences; increasing consistency; noting positive behavior and time out. When a situation arises and a teacher feels that a time out for the child is needed to cool down, the length of time is determined by the child's age. During this time out period the child can regain control of his/herself; then he/she is allowed to rejoin the group and activity .

The BEC policy on discipline is to try to handle most situations between the child and the appropriate staff member. In situations where repetitive behavior problems exist, BEC will contact the legal guardian for a conference.

Burrillville Extended Care follows a 3 strike policy.

This is to ensure the safety of all children and staff at all times.

- | | |
|-----------------|------------------------|
| Strike 1 | Written Warning |
| Strike 2 | 3 Day Suspension |
| Strike 3 | Dismissal from Program |

*BEC practices a zero tolerance for violent behavior. If at any time a child displays unsafe and/or violent behavior toward another child or staff member, the child may be terminated from the program.

Conflict Resolution

Attempts will be made to make decisions based on the best interest of your child. Occasionally conflicts will arise between parents and the caregivers. The following steps are designed to help in reaching a resolution. Any complaints, concerns or questions with regards to the care your child is receiving should first be directed to the site director. If you feel that your situation has not been addressed to your satisfaction after speaking or meeting with the site director, you may call Cheri R. Hall, the Parks and Recreation Director at 401-568-9470.

***BEC reserves the right to dismiss a family due to continued negative comments and/or behavior toward
BEC staff members and policies.

BEC will make every effort to attempt to accommodate any issues brought to our attention.****

