



142 East Street
Carlisle, MA 01741
978-369-5558

www.carlislekidshouse.org

SCHOOL AGE
PROGRAM

Parent Handbook
2010/2011

CARLISLE KIDS' HOUSE SCHOOL - AGE PROGRAMS PARENT HANDBOOK

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Welcome to Carlisle Kids' House School-Age Programs! We are excited to have you as part of our family. At Carlisle Kids' House, every child is important. Our programs are academically rich and designed to promote you child's growth and development.

GENERAL INFORMATION

FACILITIES / HOURS

The Carlisle Kids' House School-Age Programs are housed at 142 East Street in a building owned and operated by the program. A grassy yard, a hardtop area and a large field area are available for outdoor play.

Hours

Morning program: 7:30 – 8:30 AM
Kindergarten program: 12:15 - 3:15, 12:15 - 5:15, 12:15-6:15
After school program: 2:15/3:15 – to 5:15 or 6:15 PM
Early Release days: 11:45/12:30 –6:15 PM
Professional Days 7:30 AM –6:15 PM
Vacation Days: 7:30AM- 6:15 PM
Selected Holidays: 7:30AM- 6:15 PM
Unscheduled School Closings 8:00AM-5:30 PM
Children in the fifth grade and up arrive at 2:15 PM on regular school days and at 11:45 AM on Early Release Days.

Program Address

142 East Street
Carlisle, MA. 01741

Email Address

Director/child related issues: exec_director@carlislekidshouse.org
Billing/financial issues: ckhoffice@yahoo.com

Telephone Number

978-369-5558

Tax I.D. Number

042744181

STATEMENT OF OWNERSHIP

The Carlisle Kids House is a non-profit, parent-owned corporation. The Officers of the Corporation for the 2010/2011 school year are:

President: Cynara Wu **Vice-President:** Nathalie LeStage **Treasurer:** Robert Kuftinec

Secretary: Ariella Rebbi

The Board of Directors is composed of the Officers, and Members at Large.

LICENSING AGENCY

The MA Dept. of Early Education and Care license CKH

CKH's licensor is Martha Vigeant – Central Office, 10 Austin St. Worcester, MA

STAFF

The Carlisle Kids' House School-Age Programs staff is highly qualified; meeting at minimum, all criteria established by the Office of Early Education and Care. All staff members have successfully completed a criminal background check conducted by the state of Massachusetts (CORI) and (SORI) prior to being hired. Within three months of being hired all staff members become first aid and CPR certified by the American Red Cross. Staff is required to renew their certifications yearly.

PURPOSE

The Carlisle Kids' House School - Age Programs are designed to meet the developmental needs of school-age children. We provide experiences that enrich and enhance each child's cognitive, language, social/emotional, physical, and creative development. Within the center's daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills, and learn new concepts through first-hand experiences. Children develop a positive self-concept through a balance of self-and teacher facilitated activities. Opportunities for solitary play as well as group activities are provided. Staff serves as positive role models and provides care that is supportive, nurturing, warm and responsive to each child's individual needs.

PHILOSOPHY

The philosophy of the program is to provide a warm, supportive, and safe environment for those children needing care before and/or after the school day as well as for families looking for socialization opportunities for their children. The Director and staff create a stimulating environment that includes a variety of learning experiences, both indoors and outdoors to enhance your child's social, emotional, physical and intellectual development.

NON-DISCRIMINATION

The Carlisle Kids' House School-Age Program does not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status or sexual orientation. Children with special needs are considered for enrollment on an individual basis. An enrollment decision is based upon the recommendations of the child's teachers, social workers, psychiatrists, and upon an interview with both parents and child.

ENROLLMENT AND ATTENDANCE POLICIES

ADMISSION

Prospective children and their parents are invited to visit the program and meet the staff at any time. A telephone call or email is appreciated in order to guarantee that the staff will be available for questions.

Before admittance, children and their parents are encouraged to meet with the CKH Director or designee. A walk through time is set-aside for this purpose. Upon enrollment, parents will be given a copy of the Parents' Handbook, which contains the Program's policies and procedures.

If a child is admitted mid-year, a parent and the child must visit The Carlisle Kids' House School-Age Programs to discuss the transition for the child into the Program.

ENROLLMENT

Registration and re-registration take place each spring for the following academic year. To enroll or re-enroll in the program, a registration packet must be completed and submitted, along with the one month's tuition which will be applied to the last month the child is enrolled during the school year. All registration forms must be completed and returned before a child may attend the program.

Current families are given priority over any new enrollees until a pre-determined cut-off date. Ample notice of this date is given in writing, and is also included in the re-registration packet mailed to each family. To secure your child's place for the following year, the enrollment form and registration fee must be submitted prior to the cutoff date, otherwise your child will be considered along with new families on a first come first served basis.

The half-day kindergarten program ends promptly at 3:15p.m. This is the time at which the grade school program begins, and the student/teacher ratios established by the State must be maintained. If your child needs to stay beyond 3:15 PM on a regular basis, s/he must enroll in the full day kindergarten program.

All children under the age of six must have documentation on file at the School that he/she has been screened for lead poisoning before they can attend the Program. This must be so noted on the child's Carlisle Kids' House School-Age Programs Registration Form.

FEES

Deposit

A deposit of one month's tuition is due upon registration. This is will be credited to your last month's tuition.

Tuition

Tuition is calculated and amortized for the entire year, taking into consideration all holidays, and early release days, thus your tuition is based on the 186 days of school, not a monthly fee. If you need care for your child on Professional days, during vacation weeks, Holidays the school is open and snow days there will be a separate fee schedule.

For the 2010-2011 tuition rates please see attached

Sibling Discount

Families who have more than one child in our program will be required to pay the full amount of the highest tuition, you will then receive a 10% discount off of the remaining lesser tuition(s) for the first sibling and a 20% discount for the second. This policy is in effect for those families using both our Preschool and The Carlisle Kids' House School-Age Programs. Sibling discounts apply to regular school days and not towards additional fee days.

Billing

Tuition is due on or before the first day of each month. Payments received after the 5th of the month will be considered delinquent and a late fee of \$30 will be assessed. Invoices will be placed in mailboxes right inside the School Age program's door.

Payment, in the form of a check or money order, may be mailed to the Program, 142 East Street Carlisle, left with the Program Director, or put in the mail box in the front hallway. PLEASE DO NOT PUT a check on one of the administrator's desks or leave it with a CKH teacher.

Late Fee

If full payment is not received by the fifth of each month, a \$30.00 late fee will be assessed on your next invoice.

Returned Checks

Any charges incurred by the Program, as the result of a returned check will be billed to the family whose check was returned.

Arrears

Arrears are handled in the following manner:

- Any family with a balance greater than 30 days will be brought to the attention of the program director and will receive a letter from the program director asking that payment be made or payment plan be established.
- Any family with a balance greater than 60 days will be brought to the attention of the BOD and will be given a letter from the board giving the family 30 days from the date of the letter to pay their balance in full or establish a written payment plan signed by both parties. If payment is not received or payment plan is not established, the child (ren) will not be allowed into the program.
- If a payment plan has been established and payment is not received according to the plan, the BOD will be notified, a letter from the director and board will be sent out giving the family two weeks from the date of the letter to make the required payment. If payment is not received, the child (ren) will not be allowed into the program.
- Any family with an outstanding balance going into the new school year or who wishes to participate in additional programs and/or activities will not be able to register their children until the balance is paid in full.

FINANCIAL AID ASSISTANCE

CKH receives an annual grant from the Concord-Carlisle Community foundation to help our families with their tuition needs during times of financial hardship. CKH also has several fundraising events throughout the year that adds to the amount we are awarded by the CCC grant. Families who wish to be considered for tuition assistance can pick up an application in the business office. The completed application along with a copy of your last year's tax return will be reviewed by the financial aid committee. Decisions are made by the end of August year each and then reassessed again in January of the same school year. Tuition assistance is based on your monthly tuition and can be between ten to twenty-five percent of such.

Late pick-up fee

Children must be picked up before or promptly at their scheduled departure time. If your child is consistently picked up later than their scheduled departure time as indicated on your enrollment form then a drop-in fee will be added to your next month's invoice in increments of fifteen minutes, i.e., if your child is scheduled to leave at 5:15 and she/he is picked up at 5:25 for three days you will be charged an additional \$12.

Children picked up later than 6:15 will be charged one dollar a minute after the first two occurrences, after a third occurrence the fee becomes five dollars a minute. This policy is strictly enforced. The Program is neither licensed nor staffed for coverage beyond 6:15. *A continuing pattern of lateness at pick up time may be considered grounds for dismissal from the Program.*

Drop-In

Requests for hours in addition to your child's regularly scheduled hours are accepted for both the morning and the afternoon programs. Requests are granted based on availability. Please notify us by phone or email no later than the morning of the day you are requesting to have your child (ren) come to the program. Rates for the current year are published on attached rate sheet. Drop-in space is intended to be used by families needing our services on an occasional basis. Families needing consistent availability on specific days of the week will be required to register their child (ren) into our regular The Carlisle Kids' House School-Age Programs.

If you have requested drop-in hours and then decide not to use them, you must notify the Program by 2:00 PM of the day requested. This will insure the safety of your own child as well as eliminate the staff's efforts to locate a child expected to attend the Program. If this procedure is not followed a non-notification fee of \$5 will be added to your next month's invoice.

DAILY SIGN-OUT/IN PROCEDURES

The parent, guardian, or designee does not need to sign the child in/out; a staff member will do this by noting on the daily attendance register with their initials and the time of drop-off and pick-up. Children are released only to a parent, guardian, or person designated on the Child Information Form on file. Any other changes in pick-up must be made in writing to the Director. A phone call or message from the parent or guardian may also serve as acceptable forms of consent. The staff member will make a note as to who picked the child up.

A Special Note about Pick-ups

Please remember that your child is invested in his/her friendships and activities at CKH. S/he may have difficulty leaving as soon as you arrive. Allowing them a few minutes to wind-up the day; i.e. finish the project, say good-bye to friends, and gather their belongings; can ease this transition tremendously. If you are having trouble getting your child to leave, please feel free to ask a teacher for assistance. If you have an appointment and must leave at a specific time, please call ahead and we will make every attempt to have your child ready to go. If you know at drop-off time that you will be picking up your child earlier than usual we will so note this on the sign-in sheet and help to prepare your child in the dismissal transition.

ABSENCES

When your child will be absent from the program for any reason, please call us at 978-369-5558 or email the director before noon at exec_director@carlislekidshouse.org. This message assures the staff that your child is safe and allows them to plan the day more efficiently. There is no refund for absence and sickness. A fee of \$5 will be charged per family after the third occurrence when a phone call is needed to “locate” your registered child who does not show up on their scheduled day.

SCHEDULE CHANGES

Permanent Schedule Changes

Dropping Hours

If a permanent drop in scheduled hours is required, the Program must be notified in writing 30 days prior to the change. This means that in order to drop a day in November that you must have notified CKH in writing of the change no later than October 1st. You may do so by filling out a Schedule Request Form found in the entry way or otherwise notify the Director or Business Manager in writing. Failure to do so will mean you are responsible for your original payment until the Program is so notified.

Adding Hours

Hours can be added to your child’s schedule with twenty-four hours notice. Please make sure when you add a day to your child’s CKH schedule that you review the schedule with your child as well as make the Carlisle Public aware of the change.

Temporary Schedule Changes

Temporary schedule changes are not permitted due to fixed expenses and staffing levels. However extenuating circumstances will always be taken into account. If you have a specific situation you may discuss it with the Director or a member of the Board of Directors, who will refer it to the Board for consideration.

EXTRA CURRICULAR ACTIVITIES

Carlisle Kids’ House will transport children to activities in Carlisle providing that an Authorization and Consent Form for the activity is on file. Parents are responsible for the child when s/he has left the Program.

The fee for such will be \$5.00 a run

There are no runs after 5pm.

At this time CKH is not able to provide transportation to outside areas unless there is a minimum of three children enrolled in the activity that need CKH transportation, for example, three children are enrolled for karate in Bedford at 4pm on Tuesdays. Outside of Carlisle transportation will have a fee of \$8.00

Regretfully, the Program is unable to accommodate a temporary change in enrollment and monthly fee due to attendance in such a program.

CARLISLE SCHOOLS CALENDAR

Holidays/Vacations/Snow Days

The Carlisle Kids' House School-Age Program tries to be open whenever the Carlisle Public Schools are closed including: Professional Days, Vacations, the Holiday Break, all snow days and delayed openings. This year we will also be open on the following holidays: Columbus Day, Veterans Day, President's Day and Patriot's Day. These days are **NOT** included in your monthly tuition.

Children need to be registered separately for each of these programs. Payment is due at the time of registration. A month before the day of the event flyers will be sent home informing you of the activities and events scheduled for these days. In order to ensure proper staffing, make reservations, and have all of our necessary materials, we ask that children be registered for these programs 2 weeks prior to the date. For some of these days, specifically the holidays there needs to be a minimum of five children registered for CKH to be open. Late registration, after the deadline, will take place based on availability of space and a fee of \$25 will be added.

Delayed Opening

In response to inclement weather, Carlisle Public Schools may choose to delay the opening of school. Depending on the forecast, there may be a 90-minute delay in the opening time of school; grades 5 - 8 would start at 9:30 AM, and grades 1 - 3 at 10:30 AM. Kindergarten would be canceled on Tuesdays and Thursdays.

In such events, The Carlisle Kids' House School-Age Programs would be open at 7:30AM. Children registered for the morning program that day would be able to come and stay until 8:30AM. After 8:30AM parents of children registered for the day will be charged the rate of \$10.00 an hour for the remainder of the delay. During a delay, children registered for the day will be taken on a drop-in basis, space permitting and charged the drop-in rate of \$16.00 an hour.

Morning Kindergarten Cancellation

In the event that a delayed opening results in the cancellation of morning kindergarten, CKH will be open for children at 7:30AM. Children already registered for the morning program, will be charged the rate of \$12.00 an hour after 8:30AM. Children not enrolled in the morning program will be charged the drop-in rate, \$16 an hour from the time of drop-off. **On these days children will need to bring their own lunches**, we will provide snacks and fun activities.

Unscheduled School Closings

In the event that Carlisle Public School is unexpectedly closed for the day such as a snow day or unforeseen circumstance such as the schools are closed due to flooding in the buildings, The Carlisle Kids' House School-Age Programs WILL be open from 7:30AM-6:15PM. A special rate of \$12 an hour will be applied to those hours your child is not normally registered for. For example if your child's normal schedule on such a day is 3:15-5:15 you will be charged from time of drop-off until 3:15 at a rate of \$12 an hour.

Sibling discounts do not apply.

Professional Days

There are three Professional Days when the Carlisle Public School will be closed in order to provide professional development for the school faculty. On such days, The Carlisle Kids' House School-Age Programs will be open from 7:30AM AM to 6:15 PM, providing a minimum number of children sign up. These days will be filled with offsite field trips, in-house presenters and activities.

These days have a separate rate schedule.

Early Release Days

As indicated on your current public school calendar, the children are released early from school once a month. Occasionally, a month has an additional Early Release day, or there is a switch in the day to accommodate a coming holiday or vacation. If your child normally attends The Carlisle Kids' House School-Age Programs on that day, s/he is automatically registered for the Early Release Day and will be charged a \$25 fee for the additional hours. Drop-in Space is provided if there is available space at a rate of \$16.00/day plus the cost of the field trip.

Early Dismissal from School

Early dismissal from school occurs when the Carlisle School is in session but decides to close early due to snow or another emergency situation. In the event of an early school dismissal that occurs during regular Program hours (noon until 6:15 P.M.), your child will be sent to The Carlisle Kids' House School-Age Programs if s/he is scheduled to attend the program on that day and you so indicated on the School's Emergency Bus Form.

PARENT PARTICIPATION

PARENT INVOLVEMENT

The Carlisle Kids' House School-Age Programs is a non-profit, parent-owned corporation. The director and staff are responsible for program development and direct care of the children. The operation of the entire organization requires the involvement and participation of all program parents. Volunteering as part of the organization provides an opportunity to meet other parents, and to participate in the success of the Program.

A "Parent Involvement" form is included in your enrollment package. There are many opportunities to become involved, with options to fit different styles. Choose what works best for you. Working together will make the load lighter for all and you may even have fun!

PARENT COMMUNICATION

On-going communications between parents and staff is available on a daily basis by telephone or at pick-up time. Please note, as the staffs' primary function is the care of CKH children, lengthy conversations are held by telephone or in conference, and not at pick-up. Thank you in advance for understanding.

The staff or Director will be available for individual conferences upon request. In turn, the staff may request that the parents come for a conference to discuss a particular issue or concern. This meeting will take place at the convenience of the involved persons.

Suggestions and comments regarding the Program and its policies are always welcome. They may be given in either written or verbal form to the Director or any Board member.

The Board of Directors is available to discuss any specific concerns you may have with the Program. The Board meets monthly. All parents in the Program are welcome to attend Board Meetings. A notice of meetings is posted at The Carlisle Kids' House School-Age Programs. Minutes are summarized and are available upon request.

Newsletters are either sent home via mail or in your parent mailbox. Included are classroom activities and other information about the program. Financial statements are available upon request.

All parents are encouraged to visit the Program to observe the routine activities.

EVALUATIONS

All School age children who are registered for a regular schedule will have a mid-year written observation/evaluation assessment re EEC requirement. This is strictly a sharing of information about your child and what skills he/she has been working on while at CKH. Staff and an administrator will be available for a face-to-face conference is so desired by parents or deemed necessary by the Director and/or staff.

PROGRAMS

PROGRAM PLAN / KINDERGARTEN PROGRAM PLAN

The Program provides activities and experiences to promote the individual child's physical, mental and social well being and growth. Our program incorporates many choices for children and includes both structured and non-structured activities. Staff members participate with; as well as, supervise children in their indoor and outdoor activities.

To meet the needs of all the children, the program uses a Multiple Intelligence approach to curriculum planning. This is based on the theory by Howard Gardner that there are at least 7 different ways to demonstrate intellectual ability. Kindergarten children registered on Tuesdays and Thursdays, half days for the Kindergarten public school children will be given the opportunity to work on early literacy skills via phonic games, journals, sight word walls, and workbooks. There will also be regular scheduled hands-on science activities as well as activities that will stress learning about the world they live in.

The Kindergarten Program also emphasizes the individual child's growth and development. A particular emphasis is placed on providing a caring, supportive, and nurturing environment, with ample opportunity for small group and one-to-one interaction. The child/teacher ratio is no greater than 8:1 during the Kindergarten program, and 10:1 during mixed age groups.

For older children, the development of independence, responsibility, and respect are stressed. Children are encouraged to meet their needs for individual privacy, while honoring the needs of the group. Older children have the opportunity to earn special privileges, such as assisting with the younger children.

Independence is fostered through the provision of choices and non-directed activities. Staff also promotes self-help skills, such as shoe tying. Open-ended activities encourage creativity and free expression.

Detailed information on the program's activities is available upon request.

BEHAVIOR MANAGEMENT

All staff members are trained in the areas of positive discipline. The goal of the staff is to help the children learn through their experiences. Each classroom has clear and consistent limits for behavior. These limits are posted in the classroom in writing and are reviewed frequently. Mistakes are not treated as failures, but as valuable learning experiences. Children learn how to fix their mistakes and avoid them in the future. When children are behaving in an inappropriate manner, they are redirected to a different activity or group of friends. Our staff understands how important it is for children to be heard. Their emotions, concerns, frustrations and fears are treated with respect and understanding. When limits are forgotten teachers are there to gently remind and re-direct.

No child shall be subjected to abuse or neglect; including: but not limited to any type of physical or verbal abuse.

Inappropriate behavior must be corrected in order to protect the welfare of all the children. Teachers will inform parents of on-going issues of concern and will document the associated behaviors. The staff may request to confer with the child's school teacher(s). Our policy is that The Carlisle Kids' House School-Age Programs staff will first discuss issues and concerns regarding a child with his/her parents or guardians. If, upon discussion, it is agreed that it would be helpful, the parents may give permission to The Carlisle Kids' House School-Age Programs Staff to discuss their child with the Carlisle Public School teachers or other professionals working with the child.

If this behavior continues to cause concern and is consistent, the Director will request a conference with the parents. At this time, the Director may refer the parents to an outside agency on behalf of the child. If the situation warrants, a behavioral contract between parents, staff and child may be put into place as a tool to correct the inappropriate behavior.

If a child's behavior is of extreme hazard or may endanger him/her or the other children, s/he will be immediately asked to leave the Program.

If property damage is incurred during the program hours, the families of any children involved will be held responsible.

ANTI-BULLYING POLICY – follows the policy established by the Carlisle Public Schools as it applies to CKH attendance.

Bullying is defined as follows:

Bullying is the act of one or more individuals intimidating or harassing one or more persons through verbal, physical, mental, written or electronic interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted attention and anxiety that may affect student self-esteem as well as their attendance at CKH. Bullying can occur in hallways, on the playground, and/or riding on the bus to and from CKH every day.

Every child attending CKH has the right to feel safe while they are at CKH. All staff and administrators must and will take action to ensure that bullying in any form will not be tolerated and will be grounds for disciplinary action up to and including partial suspension or permanent expulsion for students and termination for employees. Staffs who observe bullying will address the behavior and give consequences and the director will notify parents. The director will seriously respond to all such complaints and provide appropriate redirection and education to the child who has been observed bullying as well as help the child who was being bullied. In addition staff and administrators will work with all students to encourage them to report all incidents of bullying they observe as bystanders.

HOMEWORK

Every afternoon between 5:00PM and 5:30PM there is a mandatory quiet time at the program. During this time children are encouraged do to their homework. If a child does not have homework he/she is required to participate in a quiet activity such as: reading, writing or drawing. It is important to the director and staff to support both children and parents in their efforts to have homework assignments completed. If you wish your child to do homework at CKH, please make that expectation known to both your child and the staff. Our classrooms are equipped with most materials that your children would need in order to complete their assignments, and our staff is available to offer academic assistance. Your children's academic success is of utmost importance to us; please let us know if we may be of any assistance in this manner.

HANDHELD ELECTRONICS POLICY

Starting September 1, 2010 the CKH BOD has approved a no handheld electronics policy for students while they are attending CKH. This applies to regular school days as well as professional days, early release days, vacation week days, and unscheduled school closing days. This policy applies to all students attending CKH school age as well as middle school students. If a student needs to call a parent they are welcome to use CKH's landline with staff supervision.

NUTRITION

Lunch

Lunch is scheduled between 12:15 - 1:00 daily. Each Kindergarten child brings his own lunch and drink from home daily.

On Early Release Days, all children attending must have a lunch and a drink.

TEETH BRUSHING Requirement

Our licensing agency has mandated that all children who attend an afterschool program past lunch must brush their teeth. Oral hygiene is discussed with the children. This regulation will apply to CKH Kindergarten children who are registered on Tuesdays and Thursdays as well as for all children who attend on Early Release days, Professional Days, Vacation Week days, and unscheduled school closings. CKH will provide pre-pasted, disposable toothbrushes for every student. If you would like your child/ren to be exempt from this requirement you must write a note for your child's file that states you their parent do not want them to participate in the CKH oral hygiene program.

Snack

Snack time is between 3:15 and 3:45 daily. Children bring their snack from home and the program provides water each day. It is our recommendation that you pack your child's snack separately from those s/he is expected to eat at school. For children who typically are picked up later in the day we find it helpful if they are packed an extra snack for later in the day, after they have been actively involved in the program.

CLOTHING

Please send your child to The Carlisle Kids' House School-Age Programs dressed appropriately for the weather. We go outside daily, weather permitting. All children are expected to participate in outdoor play.

For winter, the children will need boots, hat, mittens (extra ones suggested), snow pants/extra pants, and a warm coat. Children without snow pants/extra pants and boots will not be allowed to play in the snow, as they are then wet and cold for the remainder of the afternoon.

We recommend that a complete change of clothing be kept at CKH. This is especially helpful for the younger ones, although even the older children occasionally fall into mud puddles or get wet. Labeling these items will help everyone keep track of them.

TRANSPORTATION

To and From the Program

Children arrive at the program either by parent transportation or school bus. *PLEASE NOTE: The Carlisle Kids' House School-Age Programs is not responsible for children prior to their arrival at the program.*

To ensure that children arrive safely at The Carlisle Kids' House School-Age Programs morning program, a parent or other adult must walk each child in. Children are bused from The Carlisle Kids' House School-Age Programs morning program to the school.

In the afternoon, children are bused to the program from the school. The Carlisle Kids' House School-Age Programs teachers meet the children at the bus stop (top of the driveway) and walk them into the program.

Children are picked up from the program by their parent, guardian or designee, unless the program is otherwise notified in the form of a phone call, message or written note. This should include the person's name, relationship to the child and a phone number where they can be reached.

In an Emergency

In an emergency, the Carlisle ambulance will transport the child to Emerson Hospital.

Field Trips

Field trips can be arranged throughout the school year for early release days, vacation weeks, professional days, and at times during the regular program hours. Children must have prior written parental consent to participate.

Occasionally children will walk to and from the destination, however for the most part; children will be transported in a bus provided for this purpose or by cars driven by parents in the Program. Staff will accompany children on all field trips.

NOTE: It is the policy of The Carlisle Kids' House School-Age Programs that all children who attend the program on a given day will go on a field trip offered on that day.

HEALTH AND SAFETY

ILLNESS

In all cases we follow the Department of Public Health recommendations regarding when a child is ill and needs to be picked up as well as when it is safe for the child to return to Carlisle Kids' House. More information on the Department of Health recommendations can be found at www.mass.gov.

Children who become mildly ill at The Carlisle Kids' House School-Age Programs will be provided with a quiet place to rest. The staff may contact the parent.

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

- (1) Temperature; taken orally 2 times, ½ hour apart; of 99 degrees or higher
- (2) Abdominal pain, breathing difficulty, or other pain, which is persistent, lasting 30 minutes
- (3) Indication of contagious disease
- (4) Other symptoms (i.e. vomiting, diarrhea, and rash) which the staff feels warrant such action.
- (5) Head Lice has been found.

Parents will be requested to keep their child out of the program if any of the following conditions exist:

- (1) Any of the above
- (2) Child too ill to attend school that day

Children may return to the Program under the following conditions:

- (1) Temperature is normal for 24 hours-**without assistance of fever reducing medications.**
- (2) Results of a throat culture are known
- (3) Antibiotic treatment for strep throat has been given for 24 hours
- (4) Lesions (Chicken Pox) have dried and crusted
- (5) Minimum Period of isolation for contagious diseases according to Massachusetts Public Health regulations, has been met
- (6) Child able to participate in regular program activities

A notice will be posted to alert parents in case of any communicable disease, such as mumps, measles, or chicken pox. Please notify the Director if your child has a contagious disease, so we may notify the other parents as soon as possible.

EMERGENCIES

In the event of an injury or sudden illness requiring emergency care beyond ordinary first aid, the staff immediately contacts 911 when necessary, and then the parent. If appropriate, trained staff promptly administers first aid. If the injury or illness in any way appears to impair the child's breathing or circulation, the Carlisle ambulance is called for transport to Emerson Hospital. Otherwise, the staff immediately contacts the child's physician, or Pediatric & Adolescent Health Associates (PAHA); and follows the doctor's instructions.

If you cannot be located, staff will follow the above procedures calling the emergency contacts listed on the child's information form.

Emergency information (Child Information Form) must be kept up-to-date in order for the Program to be able to contact you. Please notify the Director in writing, if changes occur.

EMERGENCY/EVACUATION CONTINENCY PLAN

In the event of an emergency situation that requires an evacuation of CKH, 142 East Street, Carlisle, MA, 978-369-5558, the following plan shall be implemented. The staff member in charge when evacuating shall take:

- An accurate attendance list – sign-in/out clip boards
- Emergency bag that holds all children's emergency records, first aid kit and medicines if applicable
- A cellular phone for emergency notifications

If the emergency is confined to the IMMEDIATE AREA of CKH and the children cannot remain on the premises at the designated meeting place (far corner of the parking lot) the following steps will be taken:

1. Lead teacher and/or administrator will take attendance to make sure all children and staff is present.
2. Children will be re-located to St. Irene's Church at 181 East Street, Carlisle, MA, directly across the street from CKH by walking on foot up the driveway and across the street to St. Irene's accompanied by all staff members scheduled at the time of the evacuation.
3. They will remain at this location accompanied by staff while parents/emergency contacts are notified and arrangements are made for transport home. All staff will stay until a parent or an approved emergency contact picks up the last child.
4. If possible and/or needed staff will call other staff members and/or CKH BOD members to come and help with supervision until all children have been picked up.

MEDICATION

The staff must have written parental authorization to administer medication, whether prescription or non-prescription. Additionally, any prescription medication shall be administered only with the written order of a physician, (which may include the label on the medication). All medication must be in the original pharmacy container, labeled with child's name, the name of the drug, and directions for its administration and storage. CKH may not administer the prescribed medicine's first dose. Medication may not be administered contrary to the directions on the original container unless so authorized by a written order by the physician. The parent or an adult designee must deliver medication to the program. Please do not send it to school with your child.

Each time the staff gives medication; it makes a record, which becomes part of the child's file. The record includes the child's name, medication, date, time, amount of dosage, and name of the staff member giving the dose.

With written parental permission, children may self-administer medication under the supervision of a staff member. Provided the Program has written parental consent as well as authorization of the physician, a child with Asthma may carry his own inhaler and use it as needed with the direct supervision of a staff member.

The staff stores all medications under proper conditions for sanitation, preservation, security and safety, and is mandated to dispose of said medicine or return it to the parent.

REFERRAL PLAN

If a staff member is concerned about the medical services, including but not limited to dental check-up, vision or hearing screening; social or mental health; or educational needs of a child in the Program, it is his obligation to so notify the Director.

The Director, with input from the staff, must note the observations and concerns in the child’s file. For a maximum of the next seven days that the child attends the Program, the senior staff or Director must make a notation in the file to support or deny the observation.

A meeting is then held between the Director and the appropriate Coordinator to compile the observations into a written statement to be presented to the parents. The statement will include the reason for recommending the referral, a brief summary of the Program’s observations related to the referral and any efforts the Program may have made to accommodate the child’s needs. A written record of the referral, the parent conference and the results is maintained in the child’s file.

The Director must then arrange to meet with the child’s parents to discuss the observations and to offer help in making the referral. The prepared statement is given to the parents at that time. Written parental consent is required before the referral can be made.

The following services are available for referrals:

Social Needs	Concord Family Services or child’s doctor	978-369-4909
Mental Health	Concord Family Services or child’s doctor	978-369-4909
Medical Needs	Pediatric & Adolescent Health Associates or child’s doctor	978-369-6970
Educational Needs	Carlisle Public Schools	978-369-6550

PREVENTION OF ABUSE AND NEGLECT

All children in the care and custody of The Carlisle Kids’ House School-Age Programs shall be protected from abuse and neglect. If a staff member should suspect child abuse or neglect, the Director or board President must be immediately notified. The Department of Social Services (DSS) is then contacted. ***All members of the staff are mandated reporters of suspected abuse or neglect.***

If a case of suspected abuse has allegedly occurred while the child was under the care of the Program, the Director will immediately notify the Department of Social Services and the Office of Early Education and Care.

The Carlisle Kids’ House School-Age Programs will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents of children currently or previously enrolled in the Program, disclosing information to the Office of Child Care Services and others persons or agencies specified by the OCCS as being necessary to the prompt investigation of allegations and the protection of the child.

Any staff member that is under investigation will immediately be removed from direct contact with children until the investigation is deemed complete under the requirements of DSS and the Program, and for such further time as the EEC requires.

NOTE: The contents of this handbook are presented as a matter of information only. Carlisle Kids’ House, Inc. reserves the right to modify, suspend or terminate any or all plans, policies, or procedures described herein, in whole or in part, at any time, with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract between The Carlisle Kids’ House, Inc. and any other party.

