

Caledonia Central Supervisory Union

Walden School

Walden School Afterschool Program

2019 - 2020



Parent Handbook

Capturing minds...releasing imaginations!

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TABLE OF CONTENTS

Mission.....	3
Enrollment.....	3
Daily Schedule.....	3
Dismissal.....	3
Student Behavior Guidelines & Procedures.....	4
Parent/Staff Conference.....	4
Tuition.....	4
CDD Childcare Regulations.....Child Care Consumer Line	5
Confidentiality.....	5
Mandated Reporting of Suspected Child Abuse and/or Neglect.....	5
Notification of Needs	5
Notification of Absences	6
Emergency/Alternative Student Pick-up.....	6
Emergency Closing and Inclement Weather.....	6
Toys from Home.....	6
Clothing.....	6
Field Trips and Transportation.....	7
Parent Participation/Volunteers.....	7
Children with Severe Allergies.....	7
Illness and Communicable Disease.....	7
Dispensing Medications.....	7
Fire and other Emergency Drills.....	8
Incident/Accident Reports.....	8
Firearms and Weapons.....	8

Mission

The mission of the Walden School Afterschool program is to engage learners and enrich lives through activities that promote academic achievement, curiosity, wellness, creativity and lifelong learning. In pursuing this mission we collaborate with families, school communities, businesses, and academic organizations throughout the Northeast Kingdom and beyond.

Enrollment

Parents are required to complete an enrollment packet of information. This packet is to be returned to the school's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at the school. Parents are required to have a waiver on file in place of an immunization record.

Continued enrollment at Walden School Afterschool program is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures as outlined in this handbook.

Parents, who wish to change their child's days or times of enrollment at the After School program, must submit a request to do so a day in advance of the proposed change. The Site Director will notify parents if the new schedule is available. A schedule change will not be considered to be final until approved by both the parent and the Site Director. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program.

Parents/Guardians are required to notify Walden School Afterschool Program Site Director immediately, should any of the information collected at the time of enrollment or any time thereafter change.

Daily Schedule

The following schedule is typical for the After School Program.

Dismissal - 3:20 PM	Student check in , enjoy a break outdoors and have a healthy snack.
3:20PM – 4:05 PM	Choice of Clubs, Projects, Activities Students participate in clubs and activities specific to their grade level, (e.g., outdoor and sports activities, art, science, theater, etc.)
4:05-4:30 PM	Homework Time/Choice Time
4:30 PM	Dismissal, Parent pick up

Dismissal

Children will be released only to the person(s) who are authorized to pick them up as indicated on the student's admission forms. If someone other than the authorized person(s) will be picking up a child, prior written permission is required stating the name and telephone number of the person who will pick up the child. All authorized people picking up students are to sign the child out on the appropriate sign-out sheet located with staff or at the sign-out area. Students are not allowed to wait outside the building. Parents and authorized people picking up the student must come into the building.

Once a parent signs their child out, the parent is then solely responsible for supervising their child while on school premises. The parent may not allow a child to wander through the hallways, bathrooms, or other classrooms.

Student Behavior Guidelines and Discipline Procedures for Walden Afterschool Program

All student behavior and discipline procedures follow the individual school's behavior policy (please refer to your school's handbook). In general, it is expected that each student will contribute to a safe learning environment by demonstrating respect and consideration for fellow students and adults.

Students must show; respect for themselves, respect for others, respect for the school environment, and after school staff. This means demonstrating cooperative play, sportsmanship, and using appropriate language. The following discipline management techniques may be used - alone or in combination.

- Verbal redirection
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Cooling-off time in a designated area or "time-out" within classroom
- Stage-two time-out outside of classroom with Site-Director
- Behavioral contracts
- Counseling by staff or administrative personnel
- Parent-staff conferences
- Assigned school duties
- Reparative work

The following behaviors require that the parent/guardian (or emergency contact person) be called to pick up their child:

- Child is acting in an unsafe manner
- Child is refusing to follow the requests/direction of adults
- Child is physically aggressive with after school staff or other children

Return to the program after a child has been sent home, or after a series of chronic behaviors, will be contingent on the parent/guardian and child meeting with the Walden Afterschool Site Director and agreeing to follow a written behavior plan. If the behavior plan is not adhered to; if it is determined by the Site Director that the continued participation of the child is placing the child, other children, or staff at risk of emotional or physical harm; or if the child is chronically behaving in a manner that prevents or interferes with the learning and/or participation of other children, then the child will not be allowed to return to the program. Access to After School programming will be contingent on the parents and child meeting with the Walden School Afterschool Site Director and the Walden School Program Administrator and/or the Principal and providing evidence that the child is ready to be safe and abide by the expectations of the program.

Parent/Staff Conference

We welcome the opportunity to discuss programming and issues regarding your child's participation in the Walden School Afterschool Program. Please let your Afterschool Site Director know of your desire to meet so we can set up a time that is best to talk with you.

Tuition

The Caledonia Cooperative School District of which Walden School is a member, values the Walden Afterschool Program. There is no tuition payment on behalf of the families attending the Walden School Afterschool Program for the 2019-2020 School year.

CDD: Childcare Regulations may be accessed using the following link: [Child Care Regulations](#)

Child Care Consumer Line: Call **1-800-649-2642** toll free in Vermont or email ahs.dcfddchildcarelicensing@vermont.gov to:

Get information about child care providers (e.g., when they became licensed, if they are accredited or have a STARS rating, and if they've had any licensing violations in the past year);

Voice a concern about a provider (e.g., unregulated, lack of supervision, too many children, unqualified or not enough staff, inappropriate guidance and discipline, unsafe environment); or Make a formal complaint about a child care provider.

Confidentiality

Within the Walden School Afterschool Program, confidential and sensitive information will only be shared with employees of CCSU and Walden School Afterschool, programs who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as we strive to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with the Walden School Afterschool Program.

Outside of the Walden School Afterschool Program, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents must provide written consent, including specific details, if granting permission to share certain aspects of their child’s situation and/or needs outside of the Walden School Afterschool Program. All children have privacy rights and are further protected by the school’s Confidentiality Policy. The Confidentiality Policy applies to all children, families and employees associated with the Walden School Afterschool Program.

Mandated Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Walden School Afterschool Program, are considered mandated reporters, under this law. The employees of the Walden School Afterschool Program are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Notification of Needs

Parents are asked to notify the Site Director of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Site Director. These special instructions include but are not limited to: early pick up, alternative pick up person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Notification of Absence

Students, who are not able to attend during regular school hours due to illness, are not allowed to attend Walden School Afterschool Program in the afternoon. Parents are asked to follow their school's call in procedures for planned and unexpected absences.

Emergency/Alternative Pick-up Forms

As part of the enrollment process parents identify emergency contacts and those individuals who may pick-up their children. In an emergency situation, the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone is contacted. Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. The persons identified as the emergency or alternate pick-up will be required to provide a picture form of identification if not familiar to the Site Director.

All changes to the listed emergency contacts or alternate pick-up must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Emergency Closing and Inclement Weather

In the event of a school closing due to an emergency and/or inclement weather, parents will be notified by the school. Similarly, parents will be contacted if, after dismissal, it becomes necessary to close the afternoon programming. If school is cancelled, the Walden School Afterschool Program is closed. If school is released early due to an emergency or inclement weather, there will be no Walden School Afterschool program that day. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the school.

Toys from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by program staff for use as part of the curriculum. Parents are responsible for enforcing this policy with their child.

Clothing

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Staff will allow students to change into their winter boots before they go outdoors.

For outdoor play or other outdoor activities, children are not permitted to wear open toed, open backed, or those shoes that rely on straps to secure the heel. Appropriate shoes are rubber-soled sneakers/tennis shoes. The Walden School Afterschool Program is not responsible for lost or damaged items of clothing.

Students will not be allowed to fully participate if appropriate clothing is not available.

Field Trips and Transportation

Notification of a field trip will be sent home in advance of the trip, including: destination, date, time, reason for trip, cost, and mode of transportation (e.g., bus, personal car, walking). A permission slip to be filled out, signed, and returned to the school prior to the date provided will also be provided. In the event we do not get a completed signed permission slip back by the date due, your child will not be permitted to attend.

The Walden School Afterschool Program provides all required supervision for all field trips, but always invites and welcomes parents. Parents should have successfully completed a Criminal Background Check at Walden School (on file with the Administrative Assistant.) speak with their Site Director if they wish to attend. The Walden School Afterschool Program Site Director reserves the right to decline chaperones/volunteers.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your Site Director at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class.

Parent Participation/Volunteers

Parents are invited and encouraged to be involved in their child's *After School* activities. There are many different ways in which parents and guardians can participate and volunteer in our programs. All volunteers must initiate the proper background record check with the CCSU. The costs associated with this safety measure will be covered by our program.

Children with Severe Allergies

Parents are required to provide appropriate health related forms, permissions, and liability waiver to the school as part of regular enrollment. The school's health form will be shared with Walden School Afterschool program. This form notes any allergic reactions, medications, and/or other special conditions that must be considered to protect the health of students. A copy of this form will be kept by the Site Director to ensure child safety. Medication required to treat an allergic reaction must be provided in accordance with school policy and procedure.

Illness & Communicable Diseases

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Dispensing Medication

The Walden School Afterschool program will not dispense medication to students.

Fire & other Emergency Drills

The Walden School Afterschool Program conducts monthly fire and emergency/evacuation drills. Parents, staff, and children may, or may not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of these procedures.

During a fire/emergency drill, or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Site Director or designate will inform staff, teachers, and volunteers, that the school will be closing. Parents or emergency contact persons will be notified by telephone of the situation. As with sick child pick up, children must be picked up within 45 minutes of the telephone call. Parents will be asked to wait until the Site Director or designee has accounted for all staff and children and gives the staff permission to release children.

Incident/Accident Reports

Should your child be involved in an incident/accident during the after school program, a staff member will complete an Accident Report.. A copy of the Report will be placed in a sealed envelope and put in the child's school bag or given to parent or person picking up the child. This form will be further processed by school personnel.

The classroom teacher or Site Coordinator will be able to briefly discuss the matter at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most helpful to schedule the meeting for a later date.

Firearms and Weapons

At no time is any person permitted to carry any type of Firearms, Ammunitions and/or Weapon on school property for any reason. Violation of this policy will result in immediate dismissal from the program.

Appendix A

Forms