



THE LUDLOW AFTER SCHOOL PROGRAM'S

STUDENT PARENT HANDBOOK

CONTACT INFORMATION: VENISSA WHITE 875-1129/802-591-1661

PJ POLLARD: 802-299-8025/SHONA TRIMBOLI 802-236-0789

Ludlow ASP
Ludlow Elementary School
After School Program
150 School Street
Ludlow, VT 051
Phone: (802)-228-5151
Cell: (802)-591-1661

THIS TOP SHEET SHOULD BE SIGNED AND RETURNED TO LES ONCE YOU HAVE READ THE HANDBOOK, PLEASE KEEP THE HANDBOOK.

I have read the LES After School Program Handbook and agree to follow the policies and procedures as described within.

Parent/Guardian Signature

Date

Please feel free to contact us at any time with your questions, concerns, compliments or ideas for our programs. Please include these things on this sheet if you wish.

Ludlow After School Program Staff:

Venissa White (Site Director)-Cell: 802-591-1661, home: 875-1129 or vgslwhit@yahoo.com

Program Director: PJ Pollard-Cell 802-599-8025

Staff and Teachers: Shona Trimboli, Beth Oldenburg, Denise Dean, Lisa Hammond, Donna Rosa

Ludlow Elementary School After School Program Handbook

PROGRAM DESCRIPTION AND PHILOSOPHY

Thank you for your interest in the Ludlow Elementary School After School Program (LES ASP). The LES After School Program is a state licensed school age day care program. The goal of the program is to provide the students of grades K-6 in Ludlow with a variety of fun, educational, enriching, and recreational after school activities. The program will be running five days a week this year, from 2:32PM to 5:15 PM. The program is based at the Ludlow Elementary School, however activities will be held at other sites as scheduled with Ludlow Rec. A variety of activities will be offered throughout the year including community service projects, sports or other active recreation, arts and crafts, nature appreciation, and science and technology. Snack and quiet time for homework or reading are also a part of our daily activities. Upcoming offerings will be announced in the LES ASP enrollment forms and on the school website.

The LES After School Program strives to provide a safe, supportive environment that encourages physical, intellectual, social, and emotional growth and development. *Children are expected to behave appropriately, respectfully and responsibly; to learn, play, problem solve both independently and cooperatively; and be interested in exploring new things from the available activities.* LES rules will be followed and enforced in order to provide consistent messages about appropriate behavior. Parents/Guardians and interested community members are always welcome to become involved in activities. LES ASP is organized by a site director and program director and other paid or volunteer staff and is overseen by an advisory board. Parents or guardians with an interest in serving on this board should contact the site director, Venissa White.

2010-2011 SCHEDULE

The LES ASP operates 40 weeks per year beginning on August 28, 2011 and ending on May 27, 2011. The program runs 5 days per week unless otherwise noted. The following is a list of days the program **will not run**:

- **Labor Day**
 - **Thanksgiving Day**
 - **Christmas Day**
 - **New Years Day**
 - **Memorial Day**
 - **Any unexpected snow day or emergency closing**
- Ski program Wednesdays in January, February and the first 2 weeks of March 2011.**

Snacks

The After School Program LES will provide a healthy snack to all participants.

Contacting Ludlow After School Program

Registration questions should be directed to the Site Director P.J. Pollard at 802-299-8025/226-8070. To communicate with program staff or to reach your child call (802)- 259-2392

Unscheduled School Closings

The district will be using an automated calling system this year to notify families of early closings or emergencies.

Termination of An Activity

If any MHES ASP activity is terminated due to insufficient enrollment or for any other reason given by the MHES ASP staff, the Ludlow Rec Department or the Advisory Board, any money paid by parents/guardians for the period after termination will be refunded.

REGISTRATION AND PAYMENT

The school district provides the facilities and pays for all of the associated costs such as: heat, lights, phone service, copying, custodians, and maintenance. The schools also provide access to the gyms, playing fields, kitchens, libraries, computer labs, and the buses. The district is now working towards making the school age care sites self-supporting in terms of paying for staffing, activities, supplies and transportation. To become self-supporting the after school programs must charge a fee for the time spent in the after school hours. **Outlined below are the financial policies and procedures of the school age care sites at Mount Holly Elementary School and Ludlow Elementary School.**

- I. Each year the Advisory Board, whose members include parents, the principals of the participating schools, the district superintendent, and members of the communities in which the schools are located, will set the per day rate for the out of school time programs. This rate will be based on the expenses listed above.
- II. Access to programs will be open to all students that are registered at the participating schools who meet the following conditions:
 - a. Students currently enrolled in the After School Program.
 - b. Students referred by social service agencies.
 - c. New students accepted on a rolling admission basis subject to space availability.
 - d. Waiting list will be maintained on a first come first served basis.
 - e. Students are expected to attend on days contracted for. Students who miss days may risk disenrollment.

- III. Parents are asked to sign a contract for the days that the student will be staying after school.

- IV. Parents are responsible for paying for all the contracted days.
 - a. There are no deductions when a child does not attend the ASP, including when the child:
 - i. has an appointment
 - ii. goes to a friend's house
 - iii. has another activity
 - b. Reductions are taken only when:
 - i. There are more than two snowdays on any specific day, for example school is canceled for 3 Thursdays!
 - ii when the program is closed
 - iii. one week advance notice is given for a family vacation
 - iv. If a child is ill for three consecutive days or less, full fees are required as fees are based on days enrolled, not days actually used. In extreme circumstances fees maybe absolved with communication from the parent.
 - c. No hourly rates are approved.

- V. Parents will receive an original session and weekly total on the registration sheet. After that parents will receive payment invoices throughout the session. Payments are due Fridays prior to a child attending the After School Program unless alternative arrangements have been made previously. Payments may be mailed or dropped off with the site coordinator.

- VI. If parents are unable to make a payment, they must contact the Site Coordinator or Program Director to discuss a payment plan or alternative arrangement which may include:
 - a. Assistance in applying for the Vermont Child Care Subsidy, which is a program that helps parents pay child care fees.*
 - b. Reducing the days the child attends the program.
 - c. Making a payment plan that spreads the payments out to include vacations and summer weeks.
 - d. Bartering goods or work in exchange for after school fees at the discretion of the site coordinator and program director.

*The Vermont State Child Care Subsidy Program is administered by The Springfield Area Parent Child Center. The number is 886-4252. All forms, documentation and decisions are solely the responsibility of that office. The program director and site coordinators are able to help with filling out the forms and explaining the process to you.

**In order to apply for a scholarship families must first have applied for and been denied the Vermont Child Care Subsidy. They must also be able to show income verification or a letter from anyone involved with the family who can verify exceptional need.

Withdrawing from the Program

One week notification of withdrawal is required in order to avoid being assessed additional fees, so that necessary staff adjustments can be made or families on the waiting list can be notified of an opening.

Release of Children and Signing Out

Parents/Guardians (or their specified designee) of children are required to pick up their child by 5:30 PM. LES ASP must receive written authorization regarding alternative arrangements if a parent/guardian will be unable to pick up their child. The parent/guardian/designee is responsible for **checking in with one of the staff** at the time of the pick up **and signing out** (signature and time) for the day.

Late Pick Up Fees for Homework club and After School

In the event that your child is not picked up by 5:15 PM, a fee of \$5.00 for the first fifteen minutes (until 5:30PM) and \$1.00 for each additional minute will be charged. After 5:15PM one of your emergency contacts will be called unless you have called to notify us of your delay. If there is still no one to pick your child up they will be brought to the Ludlow Police Department.

In the event that your child is not picked up by 3:45, when attending the free homework club portion of our program, you will be charged the daily maximum fee. If this should occur your child can not return to homework club until the late fee has been paid in full. If this should occur more than one time your child will be taken to the PPD for parent pick up. When this happens families no longer have access to the free homework club at LES.

GENERAL POLICIES

Absences

Parents/Guardians are responsible for notifying the after school program if your child will be attending school but **not** attending the ASP on a day for which they are enrolled. The school gives us a copy of any note sent into the office with dismissal changes. If your child does not come to the ASP on a day they are enrolled and their name is not on this absentee list, and we have not received a note or a phone message, every attempt will be made to contact parents, guardians, or emergency contacts to make sure your child is safe.

Discharge for Cause

The ASP reserves the right to remove your child from the program in the event of continued late payment of fees, late pick up of your child, behavior and/or discipline problems, or any other good cause. Specifically, a child may be discharged if picked up late three times. A child may also be discharged for non-payment of fees after two notices.

Illness or Medical Emergency

The LES ASP follows the same medical/health guidelines and policies as LES. A child will not be admitted to the after school program with any of the following symptoms:

- Fever over 100 vomiting/diarrhea
- Inflamed or matted eyes undiagnosed rash
- Severe cold, sore throat, harsh cough head lice/nits
- Any contagious condition

If a child becomes ill while at the program parents/guardians will be notified and asked to pick up the child as soon as possible. If there is a medical emergency or accident, staff will give first aid. Unless it is a life threatening emergency, staff will attempt to contact parents/guardians or emergency contacts. If no contacts can be reached staff will take whatever measures are necessary for the care and protection of the child. If necessary, 911 will be called and the child will be taken by ambulance to the nearest hospital. +STAFF HAS CURRENT CPR/FIRST AID CERTIFICATION FROM THE AMERICAN RED CROSS.

REPORTING CHILD ABUSE AND NEGLECT

Vermont law requires that all people working with children and families must immediately report suspected cases of child abuse or neglect to the Vermont Department of Children and Families (DCF). If a staff member suspects possible abuse or neglect, the site coordinator will be consulted promptly and a report made the DCF. Parents/guardians will be notified at the time of the report unless MHES ASP believes this notification would put the child at risk of further abuse.

Parents or guardians who would like to find guidance from trained professionals in the difficult and stressful task of raising children can call:

PARENTS' ASSISTANCE LINE (PAL) 800-727-3687

**PARENTS' STRESS LINE: 1-800-CHILDREN 1-(800)-244-5373 or
1-(802)-229-5724.**

The Parents' Stress Line is available in Vermont to parents, professionals, and community members for parenting support, resources and referrals. The Stress Line is open Monday - Friday from 9AM - 5PM.

DISCIPLINE POLICY AND PROCEDURES

The Ludlow After School Program is committed to providing students with a safe and enriching learning environment. Each student will have the opportunity to receive help with their homework and to access a multitude of new opportunities and experiences. The program will promote social, physical, and emotional growth in a respectful atmosphere. The goal is to create an environment where students are listened to, cared about, and are important members of the program.

Discipline Policy

Please keep in mind that the after school program does not have support staff such as guidance counselors, planning rooms, or the principal to turn to when students misbehave during after school hours. The after school staff is often the only staff in the building. For this reason, we cannot tolerate misbehavior.

The expected behaviors are set by the advisory board, site administration, the after school staff, and the school. We expect the same adherence to school rules in the after school hours as during the school day. The school rules are clearly presented in the school handbook which every family receives a copy of each year. **In the after school program we place special emphasis on the following: respect for others (staff, special instructors, volunteers and other students), hands off at all times, cooperative play and problem solving, sportsmanship, and appropriate language.**

Our policies will be maintained in the following ways:

1. If a student is not respectful of one of the rules s/he will be given a verbal warning.
2. For the second offense, s/he will be asked to take a five to ten minute time out to sit and think about the reasons why s/he is not being respectful.
3. If there is a third time within the same day, a parent, guardian, or emergency contact will be called to come and pick up the student.

If your child is asked to leave the program on any certain day, he or she is welcome to come back and try again the next day. After being dismissed from the program three times, your child will not be able to return until the following session. If your child is removed from two sessions he or she will not be eligible to return for the rest of the school year.

Exceptions to the policy described above:

In response to these behaviors a student will be *immediately* dismissed from the program.

1. Any student who willfully hurts another student.
2. Any student who leaves the group to wander the building and refuses to return to the group or activity venue.
3. Any student who is physical with the after school staff.
4. Any student who leaves the group during outside activities, such as walking the nature trail or playing on the playground.

If your child is dismissed from the after school program, the parent, guardian, or emergency contact will be contacted to pick up the child immediately.

PARENT/GUARDIAN RIGHTS

Parent/Guardian Freedom of Access

The ASP Freedom of Access policy encourages parents/guardians to join their children at any time during after school hours. Parents and guardians have the right to access the program, and have full freedom to do so.

Conferences

We are happy to discuss issues, concerns or special circumstances of your child's participation in the after school program either by phone or in person.

Complaint Procedure

If at any time a parent/guardian is concerned about the welfare of their child(ren) while in the care of the after school program, we ask that you immediately contact the instructor or site director. If the complaint cannot be resolved a board member may be contacted to further aid in resolution of the matter.

PARENT/GUARDIAN COMMUNICATION AND INVOLVEMENT

The ASP communicates information about the program's schedule and events in the following ways: Enrollment forms, Friday notes, notes sent home with your student, informational bulletin board in the ASP pick up area, the school website.

The ASP welcomes parent and community involvement. Parents and community members can assist with an activity, organize and lead an activity, become a member of the advisory board, organize a fund raiser or other special event. If you are interested in getting involved in any of these ways please contact the program director, P.J. Pollard at (802)-299-8025/226-8070 or the site director at your program, Venissa White (802) 875-1129. In some cases the ASP may be able to trade fee payment for your services. For example, your child(ren) can attend the program at no charge the days you volunteer or you can receive a different day for free in exchange for your time.

The after school program is here to serve your family in a meaningful and constructive way. Please let us know of any concerns, questions, suggestions, ideas, or offerings that you may have.