

Burrillville Extended Care Program

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



Parent Information Handbook

Revised 11/5/2015



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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 agreement 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 Director.

The Burrillville Extended Care Program has two sites:

Steere Farm Elementary School:

*Steere Farm Road, Pascoag
401-568-1356*

W.L. Callahan School:

*Callahan School Street, Harrisville
401-568-1356*

*Kelly E. Cournoyer, Director
Lisa A. Nault, Assistant Director
Shannon C. Murphy, Office Manager*

E-mail: bec@burrillville.org

Website: http://www.burrillville.org/Public_Documents/BurrillvilleRI_BEC/index



Mission & Goal

Mission

“The Mission of the Burrillville Extended Care Program is to provide a quality before and after school program, including full time care during school vacations and summer vacation 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 that includes 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 and varied which will include a large number of age –appropriate activities based on the interest of the children attending the program.

BEC Staff

All of the BEC staff are people who genuinely care about helping children grow and insuring that they have a wonderful experience here at BEC. All staff are hired and trained to be role models for the children of BEC. The staff’s attitude, energy and enthusiasm shall reflect their desire to enhance your child’s experience here at BEC. All staff have been trained in CPR and First Aid. Also, all staff are required by the RIDCYF to complete 20 hours of in-house training per year. All of the staff have undergone intensive employment and background screenings.

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 their own 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, yet consistent manner.



Getting Started

Program Description

The BEC program is structured as follows:

- We provide a before & afterschool program located in the two Elementary Schools, Steere Farm and Callahan. The BEC Program provides care for children entering First grade thru Seventh grade or the age of 12 during school vacations, summer and some major holidays. Your child must be enrolled in Kindergarten and may start with the BEC Program when the school year begins in September for the Before/ After School Program.
- Our eleven-week summer program, school vacations and holiday childcare is provided at our main site, located at Steere Farm. All children will report to this center on full days.

Unless there is overflow due to enrollment we will open a second site at 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 state mandated 13:1 ratio.
- Children may choose their daily activities from a group of activities offered.
- Field trips are offered during school vacations and summer. Proper notification will always be made when taking the children offsite.

Enrollment Process

The program is open to all school aged children. The before and after school program is for Kindergarten through 5th grade, and the full day care for school holidays and our summer program is for First through 7th Grade. 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 Assistant Director of the program and review the program and take a tour of the center.

Registration

All Families must complete a registration form before any children attend the program. 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) These fees are due at the time of registration.

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.

Legal Disputes

If at anytime there is a custody dispute between legal parents, please be advised that BEC cannot refuse either legal parent the right to pick up their child without a valid court document. BEC will not engage in any family disputes. Documentation will only be surrendered with a subpoena.



Hours of Operation

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

During school vacations and holidays, we are open from 6:30am–6:00pm for grades K-7th. During the summer we are open 6:30-6:00pm for children in First thru Seventh grade.

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 Day

Burrillville Extended Care will remain open on all other holidays. Families are asked to fill out a Holiday Request form at the beginning of the year. Signup sheets will be available for other days needed. 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. As a reminder if you are not utilizing BEC during vacations you will be charged an inactivity fee.

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 Assistant 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 the 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. Parents must enter the center and sign your child out via the computer. 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 via 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 need to 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 valid court documents 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**

Rates are Per Child/ Per Day

Morning Care

6:30 am - 8:30 am \$ 9.00

Afternoon Care

3:00 pm - 6:00 pm \$ 13.00

Full Day Care (Vacations, Holidays and Summer) \$ 33.00

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.)

If we have not heard from you by 6:00pm, emergency contacts will be called to pick up your child. You will still be obligated to pay the late fee. In the event that none of your emergency contacts can be reached by 6:30pm, we will notify the Burrillville Police Department.

Tuition Policy

Payment Plan:

Option 1: Monthly Tuition to be paid in full by cash or check, one month in advance.

Payment is due by the 1st of the month, one month in advance. (Example: Tuition for the month of September is due by August 1st.) Payment will be considered delinquent if not paid by the 15th of the month and a \$50.00 Late Payment Fee will be assessed to your account. If all fees are not paid by the last day of the month, your child's/children's enrollment with the program will be suspended and there will be no refunds due to you.

Option 2: Weekly Tuition to be paid by Tuition Express, one week in advance.

Payment will be processed by Tuition Express each Monday morning for the next weeks tuition. (Example: Tuition for the week of September 1st will be processed on Monday August 25th.)

***REQUIRED: Tuition Express Automated Payment Authorization Form MUST Be Completed.**

To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit www.tuitionexpress.com

Absences

Please notify the Office if your child is going to be out on a scheduled day. You will still 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.



Youth Development Strategy

A Sense of Competence—Young people feel proud and confident when they acquire new skills and know they can do something and do it well. This happens naturally through participation in programs, but it can be enhanced through a conscious effort to help our children develop skills and to recognize them formally and informally for their achievements.

A Sense of Usefulness—Young people know the situation of doing something of value for others. It is important to seek out opportunities for young people of all ages to do something of value for others. It is important to seek out opportunities for our children to do something useful for others, whether it is helping another child or participating in staff led activities.

A Sense of Belonging—Our children know they are welcome and feel that they fit in and are accepted. This occurs naturally at Burrillville Extended Care. It is enhanced through warm greetings from the staff members when they arrive at the center, participation in small teacher led activities, or anything else tangible or intangible, that helps our children feel safe, comfortable and accepted at the club.

A Sense of Influence—Children know their opinions are heard and valued and that they can influence decisions. This can be enhanced through participation in group play, activities, etc.

Code of Conduct

In order to create an environment that is positive, safe, supportive and effective, the following principles for conduct have been set for the club:

- *Keep your hands, feet and other objects to yourself
 - *When a staff member asks for attention, children should stop, look and listen.
 - *Practice the Golden Rule—Treat others the way you would like to be treated.
- BEC IS YOUR CENTER! TAKE GOOD CARE OF IT! RESPECT IT!

Zero Tolerance

Burrillville Extended Care has a strict zero tolerance policy on:

Drugs & Alcohol Weapons of any kind Bullying/ Violence/ Threats
Destruction of Property Disrespect

Anyone violating this policy will be expelled from BEC and all BEC Activities.



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. If you miss the departure for the trip you will must find alternative childcare for that day, as there will be staff left at the center. All field trips will be posted well in advance.

Parents are required to provide a cold bagged lunch for every field trip unless otherwise noted.

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 field trips. It may be necessary in some situations for a parent to accompany his/her child on a field trip. On all field trips, 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.

Summer Program

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)

Summer Program, Water/ Swimming Policies

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 First 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 - 7th graders.



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 an afternoon snack. Your child must bring a cold bagged 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 bagged 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. Cell Phones 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 if Burrillville Public Schools close. If there is an early dismissal due to the weather, BEC will be open for two hours after the dismissal time. On days that school is delayed BEC will be open it's normal scheduled hours. The 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, onsite days will remain the same, however an alternative field trip may be made if the rain will affect the scheduled trip. Please contact the office for any changes due to the weather.

Sunscreen

Burrillville Extended Care will apply sunscreen to your child three times throughout the day. Please be sure your child has an adequate amount of sunscreen for the summer. Please label the bottle and leave it in your child's bag. It is very important to provide your child with a hat and a extra shirt to help with sun exposure.

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 at the center 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 Director 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

Medication/Administrating Medication

If your child is on a 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 a prescription medication, the bottle must have the pharmacy 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 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 Director will administer the medication if prior authorization was given. However we still will attempt to contact the parent for permission to administer the medication.

Allergies

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

Accidents and Emergencies

Keeping your child and all children safe is our priority and our main 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 with 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 Director will accompany your child in the ambulance and remain until you arrive.



When to Keep Your Child at Home

One of the primary goals of Burrillville Extended Care program is to provide a safe and healthy environment for all children enrolled. In order to do this, we ask all families to keep their children home if they have the following symptoms:

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.

Diarrhea

Undiagnosed Rash

Severe Cold

Sore Throat

Vomiting

Discolored nasal discharge

Inflamed or watery eyes

If your child becomes ill while under our care, parents and/ or emergency contacts will be called to pick up their children within the half-hour in order to maintain a healthy environment for our staff and children.

Other:

There may be times when, in the judgment of the 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.



Discipline Policy

All 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; restructuring 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 parents or legal guardians 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 Director.

***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.****

Parent Comments/ Concerns

Your comments, ideas and concerns are always welcome. We will provide program evaluation sheets on an annual basis, but encourage your feedback at anytime. Please feel free to discuss concerns with the Director and/ or call the Office at 401-568-1356 x.11 or 12.



Meet the Burrillville Extended Care Staff

Kelly E Cournoyer—Burrillville Extended Care Director

Kelly has been with Burrillville Extended Care since 1998. She started as a teacher with the program and worked her way up to Site Coordinator, Site Co-Director and then eventually in 2012 she was appointed Director of the program and is responsible for the oversight of all operations, special events, grants, staff, programming and activities for the program. As well as oversees overall operation of the Summer Program. Works with the BEC Board of Directors, Town Council, Town Manager and School Department. These are all important integrated components to ensure the smooth operation of the program.

Email: kcournoyer@burrillville.org

Office: 401-568-1356 x.11

Lisa A Nault—Burrillville Extended Care Assistant Director

Lisa has been with Burrillville Extended Care since 1999. She started as a teacher with the program and worked her way up to Site Coordinator, Site Co-Director and then eventually in 2012 she was appointed Assistant Director of the program and is responsible for the oversight of all staff, programming and activities for the program. As well as oversees overall operation of the Summer Program. Works with the BEC Director and Office Manager.

Email: lnault@burrillville.org

Office: 401-568-1356 x.12

Shannon C Murphy—Burrillville Extended Care Office Manager

Shannon has been with Burrillville Extended Care since 2000. She is responsible for all of the family accounts including registrations and the financial responsibilities of each account. She maintains accurate attendance and accounting records as well as accounts receivable and accounts payable. She works closely with the Town's finance department to make sure BEC remains sustainable.

Email: smurphy@burrillville.org

Office: 401-568-1356 x.10

Be sure to visit our Website and Facebook pages:

<https://www.facebook.com/Burrillville-Extended-Care-Division>

http://www.burrillville.org/Public_Documents/BurrillvilleRI_BEC/index



Burrillville Extended Care Frequently Asked Questions

What is your child: adult ratio?

*As a licensed day care provider—we maintain a 13:1 ratio at all times.

What are your fees?

*\$45/ week for before school care

*\$65/ week for after school care

*\$110/ week for before and after school care

*\$33/ day for Full day care during vacation and summer

Do you offer a discount for additional siblings?

*Yes—we offer a 15% discount on each additional child's tuition for the week

When are your fees due?

*If paying by cash or check, payment is due one month in advance. If you have set-up Tuition Express, your tuition will be withdrawn on Monday morning of that week.

Am I able to observe my child in a program he/ she is participating in?

*Absolutely! We encourage and welcome parents to observe(and participate!) in our programming—you will need to be escorted through the building by one of our staff members, so be sure to let the staff know when you arrive that you wish to sit in on some of the programs.

What will my child do while he/ she is there?

*Our programs are all supervised and implemented by college age and young adult staff.

*All staff are CPR/ First Aid certified and we maintain a 13:1 ratio at all times.

*We offer: Homework help, computers, arts and crafts, dramatic arts, fitness activities, games, Legos, and low and high energy activities.

*When weather permits, supervised outside play is offered as well.

*We provide your child with a snack daily.

*Activities last approximately 45 minutes.

*Children are allowed to choose an activity offered in their age group. Children are allowed to switch between activities as long as there are open spots.

Can I request a meeting with your child care director to discuss my child's needs?

*Yes! Our Child Care Director / Assistant Director will be more than happy to sit down with parents to discuss concerns, needs, etc. Please understand if at all possible a meeting should be scheduled in advance, as the child care director is conducting programs in the afternoons, and must re-post other youth development professionals to ensure the safety of all members.

Do you have scholarships available?

*Unfortunately we are unable to offer financial assistance, however we are participants in the DHS Child Care Assistance Program.

What forms of payment do you accept?

*We accept personal checks, money orders, cash and credit cards through Tuition Express

What is the staff to child ratio?

*Our staff to child ration is 1:13 for our school age program

What do I do if I have any other questions?

*Feel free to speak to the BEC Director, or call the BEC Main Office at 401-568-1356 x.11

