

# Burrillville Extended Care Program

## Parent Information Handbook



Revised: July 2016

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## **Welcome to Burrillville Extended Care!**

Dear Parents:

The BEC Management Team and the Board of Directors welcomes you to the Burrillville Extended Care Program. The BEC program strives to provide a warm, nurturing, and educational environment in which your child can learn new skills and develop to his/her maximum potential.

In order for you to be as comfortable as possible with our program, we provide this handbook in which we outline our mission and goals, policies and procedures. Please read the handbook, sign the agreement at the end, and return it to the BEC Program office.

Most importantly, we want you to know that we value you and your children. If you have any concerns about your child or about the program, please let us know. And please feel free to just drop in and visit!

The Burrillville Extended Care Program has two sites:

**Steere Farm Elementary School**

Steere Farm Road

Pascoag RI 02859

(The BEC office is located at Steere Farm Elementary School.)

**W. L. Callahan School**

Callahan School Street

Harrisville RI 02830

Sincerely,

Kelly E. Cournoyer, Director

Lisa A. Nault, Assistant Director

Shannon C. Murphy, Office Manager

Telephone: 568-1356

E-mail: [bec@burrillville.org](mailto:bec@burrillville.org)

Website: <http://www.burrillville.org/burrillville-extended-care-program>

List of Board of Directors members: <http://www.burrillville.org/extended-care-board-directors>

## ***Managers of the Burrillville Extended Care Program***

### **Program Director Kelly E. Cournoyer**

Ms. Cournoyer has worked at the BEC Program since 1998, first as a teacher, then as site coordinator, site co-director, and finally, in 2012, as BEC Program Director. She is responsible for all aspects of the program, and she collaborates with the BEC Program's Board of Directors, the Town Manager and Administration, and the School Department. Contact her by email at [kcournoyer@burrillville.org](mailto:kcournoyer@burrillville.org) or by telephone at 401-568-1356 x2.

### **Assistant Program Director Lisa A. Nault**

Ms. Nault began working for the BEC Program in 1999. Like Ms. Cournoyer, she was a teacher, a site coordinator, and a site co-director before being appointed Assistant Program Director in 2012. She supervises staff and develops activities for the school year and for the summer programs. Contact her by email at [lnault@burrillville.org](mailto:lnault@burrillville.org) or by telephone at 401-568-1356 x3.

### **Office Manager Shannon C. Murphy**

Ms. Murphy maintains all program and student documents. In particular, she records all student financial transactions and attendance, as well as the BEC Program's accounts receivable and payable. If you have a question about your family's account, Shannon is the person to talk to! She has been employed by the BEC Program since 2000. Contact her at [smurphy@burrilville.org](mailto:smurphy@burrilville.org) or by telephone at 401-568-1356 x1.

# ***Mission & Goals***

## **Mission**

The mission of the Burrillville Extended Care Program is to provide a program of quality before-and after-school care during the school year and full-day care when school is not in session. We aim to provide care that is safe, reliable, and affordable — care that benefits the child, his or her parents, and the entire Burrillville community.

## **Goals**

The goal of the Burrillville Extended Care Program is to provide childcare that is nurturing and safe and that stimulates children's development. We accomplish this by providing both unstructured indoors- and outdoor-playtime as well as a variety of more structured activities like sports, arts & crafts, and cooking.

## **Staff**

Everyone hired by the Burrillville Extended Care Program has undergone an intensive employment and background screening and is trained in both CPR and First Aid. More importantly, only people who are energetic and enthusiastic and who have a strong desire to be role models for children are chosen to work in our program. Not only are staff members committed to your child's welfare, but they are also committed to enhancing their own skills by participating in a minimum of twenty hours of continuing education yearly. We comply with the state requirement of one staff member for every thirteen children.

## **Our Values**

- We strive to promote each child's social, emotional, physical, and intellectual development in equal measure.
- Positive self-esteem is essential to each child's well being, and it is fostered both by teaching children new skills and helping them to improve existing skills.
- Children's sense of competence is enhanced when they are allowed to make their own choices.
- Everyone has the right to maintain his or her own culture.
- When children respect and appreciate others, they learn to feel that they are part of a community.
- Staff, parents, and community members should cooperate in the education of children.
- It is more effective to teach positive behavior than to punish poor behavior.

# General Policies and Procedures

## Eligibility

There are two components to the BEC Program:

- ***Before- and after-school care:*** Children must be enrolled in the Burrillville School Department and have begun kindergarten in order to be eligible for this program. They remain eligible through the end of their fifth-grade year.
- ***Care provided on school holidays and vacations (including summer vacation):*** Children must be enrolled in the Burrillville School Department and have begun kindergarten. They may continue to participate until they finish their seventh-grade year or reach the age of thirteen.

## Registration

Parents wishing to enroll their child in the BEC program should call the office (568-1356 x1). We then will schedule a meeting with a senior staff member so that you can tour the facilities and learn about the various components of the program.

If you are satisfied and wish to proceed, you will be asked to complete registration forms, among which is your commitment to a schedule of school days each week on which your child will need care (you may request a change in this schedule at any point, but your request will depend upon program staffing and overall student enrollment).

Also at the time of registration, you will be given a Holiday Request Form. Because we sometimes have fewer staff members available on school vacations and holidays, we may not always be able to accommodate every child enrolled in the program. By filling out a Holiday Request Form at the beginning of the year, you greatly increase the chances that your son or daughter will be able to attend. Forms will also be available throughout the year several weeks before every holiday or vacation.

The registration fee is thirty-five dollars (\$35) per child, with a maximum of fifty-dollars (\$50) per family, payable at the time of enrollment.

If the program is at capacity, your child will be placed on a waiting list. Subsequent vacancies will be filled on a first-come-first-served basis.

**Hours of Operation**

Our program is open year-round on the following schedule:

- **Before school:** Monday through Friday from 6:30 a.m. till 8:30 a.m. when school begins
- **After school:** Monday through Friday from school dismissal at 3:00 p.m. till 6:00 p.m.
- **Vacations and holidays during the school year:** 6:30 a.m. till 6:00 p.m.
- **Summer program:** Monday – Friday from 6:30 a.m. till 6:00 p.m.

The program is **closed** on these major holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day and the following day
- Christmas Day

**Tuition Charges (per day per child)**

- Morning care (6:30 a.m. to 8:30 a.m.)..... \$ 9
- Afternoon care (3:00 p.m. to 6:00 p.m.)..... \$13
- Full-day care (vacations, holidays, summer)..... \$33

**Note:** a 15% discount applies to each additional child.

**Payment Plans**

- **Option 1:** Monthly tuition is paid in full by cash, check, or money order and is due on the first of the month for the following calendar month (for example, payment is due on August 1 for the month of September). Your account will be considered delinquent if not paid by the fifteenth of the month in which it is due, and a fifty-dollar (\$50) penalty will be assessed. If all fees are not paid by the last day of the month in which it is due, your child will be suspended from the program. No money will be refunded.
- **Option 2:** Weekly tuition may be paid using the automatic payment system “Tuition Express.” Payment is made one week in advance and is processed each Monday morning.

### **Drop-off & Pick-up Procedures**

Our staff is always grateful when parents help their child transition from home to the program site every day. Please allow enough time at drop-off in the morning so as to help ease your son or daughter into his/her day, and we appreciate it if you inform staff members about any outside developments that might affect your child.

If son or daughter finds it difficult to separate from you, staff members will be happy to work with you to develop a strategy that will help him/her feel more comfortable.

➔ ***Please always escort your child into the building. Do not allow him/her to enter the building alone. Likewise, at the end of the day, you must enter the building and sign out your child using an office computer.*** (Each family will receive a unique identification code for this purpose.)

➔ ***Late pick-up:*** Parents are expected to pick up their children no later than 6 p.m. If we have not heard from you by then, we will call you and/or your emergency contacts, and if no one can be reached by 6:30 p.m., we will notify the Burrillville Police Department. ***Regardless of the circumstances, you will be charged \$10 per child for every 5 minutes you are late. The multiple-child discount does NOT apply in this circumstance.***

### **Food – Snacks – Lunches**

Your child may bring breakfast to the program in the morning, but please remember to label all cereal boxes, milk, containers, etc. The BEC Program will provide your son or daughter with a healthy snack during the afternoon program. On days when we provide full-day care, please provide him/her with a cold bag lunch.

Please let us know if your child has a food allergy. We do allow children to bring peanut butter unless someone in the program is known to have a nut allergy.

### **Personal Items**

Please keep all valuables at home. The BEC Program is not responsible for lost or stolen items or money. Cell phones, iPods, portable gaming devices, and trading cards are not allowed and will be confiscated if brought to the site. Parents wanting the confiscated items returned will need to claim them at the office. No exceptions will be made.

### **Weather-related Program Closing**

- During the school year, the BEC Program will be closed whenever the Burrillville School Department closes due to weather events.
- On days when the School Department delays opening by **two hours**, the Program will open **one hour** later than normal.
- On days when the School Department delays opening by **one hour**, the Program will open on its normal schedule.
- If the School Department dismisses students early due to the weather, the Program will be open for two hours after dismissal.
- In the event of rain during the summer program, on-site programming, of course, will still take place, but field trip plans may change. If you have any questions about the schedule on any given day, please call the office.

### **Sun Exposure**

If you would like the BEC Program staff to apply sunscreen to your child, it is your responsibility to provide an adequate supply. Please label the container with your child's name and leave it in his/her bag. Staff members will apply it three times daily.

A hat and an extra shirt are just as important as sunscreen in protecting your child from excessive sun exposure.

### **Field Trips**

School vacations provide good opportunities for us to take children on field trips. Rest assured that you will be notified of all trips well in advance. In order for your child to attend, however, s/he must be at the program site at the scheduled time of departure. Most trips will leave school at about 9:00 a.m. and will return by 3:30 p.m., but you will always be notified of the schedule for each trip.

Please remember that you are required to provide a cold bag lunch for your child for every field trip (unless otherwise noted).

Staff members carry two-way radios and first-aid kits on all trips. Children are assigned to a particular staff member and to a peer "buddy" for each trip. Buddies remain together for the entire trip.

**➔ *If your son or daughter misses the scheduled departure, you must find alternate childcare because no staff will remain at the program.***

➔ *During the summer program, you must sign the “Summer Participation Agreement” in order for your child to go on field trips. If we do not have such an agreement for your child, you will need to find alternate childcare on days when a trip is planned.*

### **Summer Program**

What to bring:

- Bathing suit, towel, and sunscreen on all days when we go to the lake or beach;
- An extra pair of clothes (highly recommended), in a bag that is labeled with your child’s name;
- A cold lunch every day (please do not send lunches needing to be heated or refrigerated);
- A sweater or jacket for cool days.

Please label **everything** (clothes, towel, lunch box, back pack, etc.) with your child’s name. Also, you will probably want to dress your child in comfortable clothing and sneakers so that they can run and play with ease.

Swimming rules:

- For our first-graders, the ***Belly-button Rule*** -- when asked to stand, the water must be below the child’s belly button;
- For our second- through seventh-graders, the ***Underarm Rule*** – when asked to stand, the water must be below the child’s underarms.

### **Lost and Found**

Please write your child’s name on all belongings brought to the Program, items such as extra clothing, sneakers, hats, and jackets. Items left at the center will be placed in a *Lost and Found* box that you should check periodically.

# ***Health and Safety Policies***

## **Medication**

If you wish the BEC Program staff to administer medication to your child, you first must sign a “Medication Authorization” form and you must hand all medicine directly to the staff member in charge. Medication must be in the original bottle, and all prescription medicine must bear the name of the pharmacy and the physician on that bottle. Prescription medicine will be stored in the main office (refrigerated, if required) and will be administered by a senior staff member.

If a child develops a headache or fever during the day and needs acetaminophen (e.g., Tylenol) or ibuprofen (e.g. Motrin), a senior staff member will give it to your child *only if you gave previous written authorization*. A staff member will also try to contact you by phone to request verbal permission even if you have already granted permission in writing.

**→ Do not leave medication in your child’s backpack.**

## **Allergies**

Please inform us when you enroll your child if he/she has an allergy. We will work with you to develop an allergy-response plan so as to ensure your child’s safety. We ask that you keep an adequate supply of medication (for example, an epi-pen or a nebulizer) on hand at the BEC Program (see above policy) and that you keep us informed of any relevant physician’s orders.

## **Accident and Emergencies**

The safety of all children in our program is our primary concern. All staff members are trained in first aid and in CPR/AED. Minor accidents will be treated on site – cuts and scrapes with soap and water, bruises and bumps with ice.

All incidents and injuries will be reported to parents at the end of the day by means of an incident/accident report. If your child suffers a more significant injury requiring medical attention, you or your designated contact will be notified immediately, and if a child must be transported to a hospital by ambulance, a staff member will accompany the child and will remain with him/her until you arrive at the hospital.

## **Illnesses**

The Burrillville Extended Care Program strives to provide a healthy environment not only for your child but also for all other children and for staff members. To that end, we ask you to *please keep your child at home* if s/he has any of the following symptoms:

- **fever** (oral temp of 100° F. or higher; your child may return to the program if he or she has not taken any fever-reducing medication AND has not had a fever for at least 24 hours);
- **diarrhea**
- **undiagnosed rash**
- **severe cold**
- **sore throat**
- **vomiting**
- **inflamed or watery eyes**

If, in the judgment of lead staff, your child should be seen by a physician as soon as possible due to the onset of an illness, you and/or your emergency contact(s) will be notified, and we ask that your child be picked up within an hour.

## ***Discipline Policy***

Because our goal is to foster an environment that is nurturing and safe, we expect everyone – children and staff members – to be respectful of each other. Staff members teach and model positive behavioral expectations throughout the day. We remind them, for example, to use indoor voices in the building, to keep their hands and feet to themselves, and, in general, to practice the Golden Rule.

If a child acts inappropriately, staff members will ignore the behavior if possible or, if necessary, redirect the child to a more engaging activity – while reminding him/her of our expectations.

If the misconduct continues, the child may be escorted to a quiet place in order to regain his/her composure. Once calm again, s/he may return to the group. If, however, the child cannot regain control within a reasonable amount of time or if his/her behavior poses a risk to self or others, you may be asked to come pick up your child for the remainder of the day.

Any violence toward peers or staff will result in a suspension of one or more days, depending on the situation, as determined by the program director.

In the rare circumstance when a child frequently requires time-out or whose behavior is often aggressive, you will be asked to meet with one of the directors to develop a plan to remedy the situation. As a last resort, the program director may be compelled to permanently exclude your child from the program.

A child found in possession of a weapon or any illegal drug will be reported to the police and will be subject to suspension or possible termination from the program.

Under no circumstances will staff members employ corporal punishment, humiliation, or food deprivation in disciplining your child.

# Parent Handbook Agreement

## Sign and Return

Child's Name: \_\_\_\_\_

By signing this agreement, I acknowledge that I understand and accept all information and policies contained in this Parent Handbook.

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

Date

Questions/Comments? \_\_\_\_\_

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