



Family Handbook 2019-2020

Program Administrator: Leigh Lamphere
(802) 652-7320

llamphere@sbschools.net

Assistant Program Administrator: Al Monniere
(802) 598-8177

amonniere@sbschools.net

<http://sbschoolsout.com>

Site phone numbers:

Chamberlin: (802) 316-0551

Rick Marcotte Central: (802) 316-0550

Orchard: (802) 316-0552

Tuttle: (802) 497-8098

INTRODUCTION

Welcome to School's Out, the South Burlington School District's after school program. Our school-age child care program has been organized to provide fun and supervision for children in kindergarten through eighth grade. School's Out is a state licensed child care program and is separate and distinct from the school day. The Parent Handbook is a valid part of the enrollment agreement between School's Out and the parents or guardians of children who are enrolled in the program.

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School's Out Mission Statement:

School's Out provides children a safe environment where they are given an opportunity to express themselves and develop socially, physically, academically, artistically, emotionally, and creatively through a program that nurtures and respects the uniqueness of each and every child. We work to provide activities that will engage and attract each student. We partner with the school and family to ensure we are providing the best possible care for each child at the level that is developmentally appropriate for them.

School's Out Philosophy:

School's Out will provide students and families with a safe, inclusive, friendly and nurturing environment where they feel respected and part of the community. School's Out will provide high quality reliable care so parents and guardians will feel confident that the needs of their child will be met when they are unable to be with them.

School's Out will also promote the social and emotional development of every student through a variety of activities that expands their thought processes and skills academically, creatively, physically and systematically as an individual and member of the School's Out community. Activities will open the doors to new, meaningful experiences and opportunities for the students using real life context to expand on the lessons being taught in the classroom. The School's Out program offerings will also include field trips, guest speakers, enrichment opportunities, community outreach, homework assistance and recreation time.

The School's Out staff are well-trained individuals who bring warmth and enthusiasm to the program. They care deeply about the students and build trusting and reliable relationships with them. They are the role models of positive character, respect, healthy habits and teamwork.

It is through all these components that School's Out will be a fun, safe, rewarding environment for each student and a place they will look forward to coming at the end of each school day.

School's Out Goals:

- The children will be provided a safe environment from the time school dismisses to the time parents are able to pick them up.
- The children will have a program that will include activities to stimulate their curiosity and imagination.

- The children will be encouraged to have ownership of the rules and understand consequences of their behaviors or actions if the rules are broken.
- The children will be given the opportunity to provide suggestions for activities and program ideas.
- The children will learn appropriate social behavior through positive role modeling and constructive group games and activities.
- The children will be encouraged to spend at least a portion of their program time every day on an outdoor activity (weather permitting).
- The children will have fun!

POLICIES AND PROCEDURES:

ENROLLMENT IN THE SCHOOL'S OUT PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS.

PARENT'S EXPECTATIONS OF THE PROGRAM

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They will be advised of any misbehavior that requires a behavior plan or significant intervention. They may be required to meet with the site director and their child.
3. They will be informed promptly if their child does not arrive at the program.
4. They will be regularly informed by the Site Director about program activities.
5. They will be oriented to the program.
6. They may volunteer (or be asked) to assist with field trips, teach activities, and participate in several other ways!

PROGRAM'S EXPECTATIONS OF THE PARENTS

The Program expects that parents will:

1. Pay fees on time as explained in Section V. Fees and Payment Policy.
2. Keep the child's records up-to-date.

3. Pick up children on time as explained in Section IX Hours of Operation.
4. Follow health policy as explained in Section XIV Health Policy.
5. Contact the Site Director if their child will not be attending on a scheduled day.
6. Support their child's success in the program with collaboration with the director.

CHILDREN'S EXPECTATIONS OF THE PROGRAM

Children may expect:

1. To have a safe, fun, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

PROGRAM'S EXPECTATIONS OF THE CHILDREN

The Program expects that the children will:

1. Be responsible for their actions.
2. Respect, understand, and follow rules set forth by School's Out.
3. Remain with the group and child care staff at all times.
4. Take care of materials and equipment properly.
5. Arrive at School's Out promptly after school dismissal.
6. Have fun!

FEES AND PAYMENT POLICY

School's Out salaries, supplies and administrative expenses are supported entirely by fees. The South Burlington School District provides the space, utilities and custodial services as an in-kind donation to the Program. Fees are as follows:

Number of Days	First Child/ Sibling
5	\$85/\$75
4	\$75/\$65
3	\$62/\$55
2	\$50/\$45

1. Registration and enrollment fees are non-refundable.

2. Tuition payments are due the first school day of each week and are paid to reserve an entire week of childcare, according to the preference agreement, irrespective of the actual number of days and hours the child attends. No "regular" tuition payments are due on full week school closings in December, February, and April. During those weeks, if vacation programs are offered, fees and enrollment are separate from the School's Out after school program.
3. Failure to keep tuition payments current may result in program termination until the fees are paid in full. If the tuition is not paid in full by the end of the third full week of late payments, the payer will be notified by the program administrator and asked to remit payment immediately. If the full tuition is not paid at this time, the payer will be contacted by the district collections official to arrange for a payment plan. If an acceptable arrangement is not made, or if the arrangement is not upheld by the payer, enrollment will be terminated
4. Tuition is based on the enrollment preference indicated on your enrollment form (5 days, 4 days...etc.). **For simplicity's sake, full tuition is due during weeks with holidays or other days when the program is not in operation unless indicated as "prorated"**. Costs have been evenly distributed throughout the year so that the rate is the same even if we are closed for a holiday or open longer for an early dismissal.
5. **Electronic payments:** If you have signed up for automatic electronic payments, your tuition will be automatically deducted once a month on the day indicated on the calendar. This amount will vary each month depending on camps and prorated weeks. To sign up for automatic payments, please visit www.sbschoolsout.com. Electronic payments are processed about a week after invoices are delivered (the second Thursday of each month) to give time for you to go over the invoice and report any inconsistencies. Electronic payments may take up to 24 hours to completely process.
6. Families will receive monthly statements via email (or hard copies if requested). Invoices will include all charges for the upcoming month (though payments can still be made weekly if preferred)
7. Non-sufficient fund checks are held until cash or a money order is received by the Program to cover the amount of the check. Parents will pay a \$10.00 charge for a NSF check or debit, credit transactions that are returned.
8. Please make checks payable to **School's Out** and mail to: School's Out, 2 Baldwin Ave, South Burlington, VT 05403. Checks can also be dropped in the payment box located in the cafeteria of each of the schools.

9. Any questions or concerns regarding billing should be directed to the bookkeeper, Annette Harton at aharton@sbschools.net or (802) 652-7339coordin

REGISTRATION AND ENROLLMENT

Registration: The parent must complete a registration form and submit it with a \$25.00 non-refundable registration fee. Registered children who cannot be immediately enrolled, will be placed on a waiting list.

Enrollment Policy: School's Out is offered to children currently enrolled in one of the three elementary schools and FH Tuttle Middle School in the South Burlington School District. Enrollment for each site will be subject to staffing and space availability. The staff to child ratio will stay at or below 1:13. School's Out will assure meaningful access to its benefits and services by modification of the program to accommodate the needs of qualified handicapped persons, but only where such modifications are reasonable and necessary, do not fundamentally or substantially alter the nature of the program, and do not result in an undue burden on the program. Requests for modifications should be made as far in advance of commencement of the program as possible. School's Out strives to provide safety, well-being, development and success of each child enrolled. Children enrolled in School's Out must be able to participate safely and successfully when a 1:13 (or 1:10 for kindergarteners) staff to child ratio is maintained.

Inclusion Policy: Children with special needs are enthusiastically accepted into the School's Out program. School's Out staff will work closely with families and school employees and specialists to meet the needs of each child. It may be required for School's Out to collaborate with others to create a plan for children with special needs. School's Out will adapt the physical space, train staff and provide extra assistance when necessary. Students who cannot successfully participate in planned activities with a 1:10 counselor to child ratio due to behavioral or physical characteristics may be required to be accompanied by an aid. The School's Out program does not cover the extra cost of employing this person, but will work very closely with this person to be sure that the needs of the child are met. School's Out is inclusive and responsive to the needs of all children and will not discriminate based on behavioral or physical needs.

Notice of Non-Discrimination: In accordance with the applicable State and Federal laws and regulations, School's Out does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age, place of birth, or a qualified individual with a disability in admission or access to, or treatment or employment in, its programs or activities.

The individual cited below has been designated to coordinate the program's efforts to implement these State and Federal laws. You may contact this person for further information about these laws and regulations and our grievance procedure for the resolution of discrimination complaints.

Leigh Lamphere, Program Administrator
School's Out
2 Baldwin Avenue
South Burlington, VT 05403

Openings: Full and part time openings are determined on the basis of FTE's (full time equivalents) and the number of FTE's permitted by the program's license. When full or part-time child care openings occur, parents of registered children are contacted for enrollment a first-come basis for the available time according to their spot on the waiting list.

ENROLLMENT FORMS

Parents will be asked to complete the following:

Enrollment Form

Travel Authorization (online - link at the end of handbook)

Picture Release (online - link at the end of handbook)

Medication Release (as needed - request from site director.)

Forms must be kept current. The parent must provide new information to the director regarding information on forms such as: emergency contact persons, names, employers, and phone numbers.

WITHDRAWAL FROM THE PROGRAM

After School Program: Parents wishing to withdraw their child from the School's Out after school program or reduce schedule must provide a statement in writing at least 2 weeks prior to the discontinuation of this service. Withdrawal statements can be emailed to llamphere@sbschools.net or mailed to School's Out. Tuition will be due for the balance of the 2 weeks.

Vacation Camps: Enrollment for vacation camps will begin 3-4 weeks before the camp begins. Enrollment will end the week before the camp begins. Notification of withdrawal from vacation camps must be received before the enrollment period ends. Withdrawal statements can be emailed to llamphere@sbschools.net or mailed to School's Out. Families who withdraw their child after the end of the enrollment period will be required to pay the entire tuition owed for the days they signed up for.

Summer Camp: Enrollment for the summer camp begins in February. Parents will be required to pay a non-refundable and non-transferable deposit of \$50 **per week enrolled**. Families can withdraw from camp up until 24 hours before each week of camp begins

HOURS OF OPERATION

School's Out will run from school dismissal until 6:00 PM. **The directors and counselors are only paid until 6:00 every evening.** All children must be picked up by 6:00. Parents whose children remain past 6:00 PM must pay overtime fees as follows:

5 minutes overtime- \$5.00 per child
Each additional 1-10 minutes- \$5.00 per child

Late fees are paid directly to the director or counselors who stay with your children. Please note: The late pick-up fee is a penalty for not adhering to the policies. Repeat offenders risk termination of enrollment.

ABSENCES AND SIGN-IN PROCEDURE

Children must report directly to the cafeteria upon being dismissed from school where they will be signed-in to the program. If your child will not be attending School's Out because of a scheduled appointment, vacations, or other planned absences, please notify the School's Out Director in advance by calling the number listed below. If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school secretary to put a notice of the child's absence in the School's Out mailbox (Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur. Searching for children takes valuable time away from our staff. There will be a "Finders Fee" charge of \$5.00 every time we need to locate your absent child. We will, of course, give you one "Free Pass" as we all make mistakes sometimes.

Rick Marcotte Central School's Out: (802) 316-0550

Chamberlin School's Out: (802) 316-0551

Orchard School's Out: (802) 316-0552

Tuttle: (802) 497-8098

RELEASE OF CHILDREN/DROP OFF AND PICK UP PROCEDURES

Children will be allowed to leave with persons other than the parent or persons listed on the registration form only if permission has been given to the director verbally or by written note by the parent. If the child is hesitant going with the person there to pick him/her up, a phone call will be made to the parent of the child. Once the parent and child have had a chance to communicate, the director and parent will discuss what will be done. No child will be forced to leave the program if he/she feels uncomfortable. Also, if a particular parent does not have custodial rights to pick up their child, the School's Out program administrator

and/or site director must have the proper legal documentation before denying named parent to pick up their child.

When a child is picked up they must be signed out by signing or initialing the sign-out sheet. We ask that families also write in the pick-up time when signing out their child.

When dropping-off and picking up, parents must take care of their child's needs quickly and efficiently. Parents are encouraged to discuss their child's day with staff, but all conversation must be appropriate for a childcare setting. A raised voice, intimidating body language, and/or foul language can be frightening and confusing for children and is not allowed under any circumstances. If a parent is angry or upset and unable to control their emotions, they should contact the program administrator to arrange a meeting. Harassment and mistreatment of staff will not be tolerated and enrollment may be terminated due to inappropriate parent interactions. Parents should refrain from touching or engaging other children besides a quick "hello".

Parents who wish to spend more time in the program should complete a record check form through the school district's human resource department located at Tuttle Middle School. Volunteering in the program is welcome and encouraged provided the appropriate record check procedure has been followed. Volunteers who do not comply with the district's policy and/or state regulations will be asked to leave.

CALENDAR

For a listing of when School's Out will and will not be offered, please refer to the Payment and Event Calendar (available at www.sbschoolsout.com). One area left off of the calendar is unscheduled closing possibilities. School's Out will not be offered during these closings (ie snow days):

SCHOOL CANCELLATIONS & EMERGENCY CLOSINGS

If the program is required to close due to a weather or other emergency **while the program is already in session**, parents will be called and asked to pick up their child immediately. If there is an early dismissal that is announced during school hours, parents will be notified via the school's emergency notification program, not by the School's Out staff. School's Out will not operate when there is an emergency early dismissal

DISTRIBUTION OF MEDICATIONS

Whenever a child is to be given prescription or over-the-counter medicine, the parent must provide the program director a completed, signed 'medication authorization form. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions.

If medication is to be kept at School's Out for treatment of a chronic condition, no more than a one month supply should remain at the program at any time.

HEALTH AND SAFETY POLICY

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the director knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **Contagious Disease, Fever over 100 F, Vomiting or Diarrhea.** In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Outdoor play will not be allowed when temperatures including wind chill falls below 0 degrees Fahrenheit or heat index is above 90 degrees Fahrenheit.

CHILD ABUSE & NEGLECT

School's Out license requires directors and counselors of the program to report suspected cases of child abuse.

FOOD & NUTRITION

School's Out will provide nutritious snacks in the afternoon. As part of the parent newsletter for the month, a snack calendar will be provided to help you and your child decide whether to send in an additional snack. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the director to determine the number of children to be served and plan the date.

If your child has an allergy to certain foods please remind the director prior to the start of the program.

CHILD'S PERSONAL PROPERTY

Children should not bring money, toys, food or other items not necessary for after school activities to School's Out without checking with the director. Although School's Out attempts to help children stay organized, it cannot be responsible for lost personal property.

BEHAVIOR & CHILD GUIDANCE

Children are entitled to a pleasant and harmonious environment. School's Out will use an approach when dealing with discipline that focuses on keeping the children engaged in interesting and enjoyable activities during their time at the program. If the children are being stimulated with exciting activities, they will not have time to engage in an inappropriate behavior.

When a child makes the choice to misbehave, he or she will be given a verbal warning and told what the logical consequence will be if the behavior should continue. If the behavior continues to occur, the child will have to adhere to the aforementioned consequence. In the event the child continues to engage in inappropriate behaviors that day, or if the child is causing harm to him/herself or others in the program, the site director will call the parents and have them come and pick up their child. When the parent comes to pick their child up, the site director will have a brief meeting with the parent and child (if deemed appropriate) to discuss what happened and what would be a positive way to change the behavior in the future. If the behavior continues to hinder the effectiveness of the program, and all avenues have been exhausted to correct the behavior, a parent/child/director/ program administrator meeting will be arranged to discuss the situation and determine what actions need to be taken. Finally, if after repeated chances and opportunities to correct the behaviors, the child continues to show they cannot correct their actions, enrollment will be terminated

AVAILABILITY OF SUBSIDIES AND SCHOLARSHIP

Subsidies are available for those families who qualify. For more information, contact:

Child Care Resource
181 Commerce Street
Williston, VT 05495
Open Monday-Friday 8:30am-4:30pm
Toll-Free In Vermont: 800-339-3367

We also offer scholarships to families, but only after they have applied for subsidy with Child Care Resource. If you are interested in scholarship funds please call Leigh at (802) 652-7320.

FAMILY/STAFF COMMUNICATION

School's Out staff will communicate with parents in numerous ways. Staff will be available daily to discuss their child's development within the program. Other forms of communication include:

Round Table Discussion - Parents will be given a forum to discuss the program. The round table discussion takes place at the beginning of the year.

Bulletin Boards - Displays current happenings and information

Conferences - Families can request a conference with the site director and/or the program, program administrator at any time.

Email or Phone - Questions, comments or concerns can be addressed to the program administrator via phone: (802) 652-7320 or email: llamphere@sbschools.net. Statements and other communications from the program administrator will be sent via email

Web page - Information about the program can be viewed on the official School's Out web Page: <http://www.sbschoolsout.com>

FIELD TRIPS

Parents will be notified of any and all field trips well in advance of the trip. Children will travel by school bus driven by a commercially licensed employee of the district (bus driver). Children will be adequately supervised during the transportation and during the trip. If the trip is a "higher-risk" activity (swimming, biking, . . .etc.) staff to child ratios will be adjusted for better supervision.

The above policies were set forth to ensure the highest quality of after school child care. If you have any concern of the above policies, you must contact the program administrator of the program prior to your child's participation.

We are pleased to have your child enrolled in School's Out. Please don't hesitate to call or stop by the School's Out office (located in Orchard Elementary, next to the principal's office to discuss any thoughts or concerns you may have.

Leigh Lamphere
School's Out Program Administrator
(802)652-7320
llamphere@sbschools.net