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STATEMENT OF PURPOSE

Wellesley Community Children’s Center was founded in 1971 by a small group of Wellesley residents who wanted to provide quality childcare for families working or living in Wellesley and its surrounding communities. The Center is a private, non-profit corporation, operated by a Board of Directors, administrative staff, and professional childcare staff. The Board is composed of parents with children enrolled in our programs, staff, and interested community members.

The primary purpose of WCCC is to provide a developmentally appropriate and healthy environment for young children. We have created a program that supports the social, emotional, and intellectual growth of each child. Our teachers have training in child development and early childhood education, and respond to children with warmth, consistency, and understanding.

WCCC is not only a child-centered program; it is also family-centered. We believe that children are best served when parents’ needs and concerns are understood and addressed. Our goal is to provide the best possible program for children and, at the same time, to be a resource and support to families. We hope that parents know how important they are to the success of the program. Working together, parents and teachers provide a solid foundation for children as they grow and change.

STATEMENT OF NON-DISCRIMINATION

WCCC does not discriminate against any person in providing services to children and their families, or in its employment practices, on the basis of his or her race, gender, age, handicap, religion, sexual orientation, national origin, ancestry, political beliefs, marital status, or military status, except that as to the age of children, the provisions of any license issued to the corporation by any municipality of the Commonwealth shall govern the policy of the corporation. WCCC encourages employees to immediately report any instances of perceived discrimination. No employee will be retaliated against for making such a report, for cooperating in any against resulting investigation, or for engaging in any other activity protected by state or federal anti-discrimination laws.

WCCC’s PROGRAMS

WCCC has three programs – Early Childhood, After School, and Middle School. The Early Childhood Program serves children from three months to five years of age. It is located in the Child Care Building on the Wellesley College campus. The After School Program serves students attending kindergarten through grade five attending Wellesley Elementary Schools. Our After School Programs are located in several of the 7 Elementary schools, but locations change due to available space in the schools. The Upstairs at the Middle School Program, which began in September 2000, serves sixth, seventh, and eighth graders at the Wellesley Middle School.

A LITTLE ABOUT THE AFTER SCHOOL PROGRAMS

In 1979, WCCC began providing quality after school care for children in the Wellesley community. Today we provide care for children enrolled in kindergarten through eighth grade in the Wellesley Public Schools.

Our After School Program enriches the educational, recreational, and social experiences of school age children by providing a supportive environment where children can learn about themselves and others through play. The curriculum fosters imagination, independence, and cooperation through age appropriate activities that reflect the interests of the children. We encourage children to explore the world around them, to develop meaningful relationships, to challenge themselves, to create and imagine, and grow as individuals within a community.
Upstairs at the Middle School (UMS) is staffed by a site coordinator and teachers who understand that sixth, seventh, and eighth graders need a program that is substantially different from our elementary after school programs. UMS teachers give middle school students reasonable choices, which allow them to exercise appropriate freedom in making decisions about their after school time. Time for hanging out, homework, participation in Middle School and UMS activities, and great snacks are all part of what makes Upstairs at the Middle School work.

In all our programs we facilitate a social setting that fosters long-term relationships among children. After School helps children strengthen the friendships begun during school and gives the children a chance to make friends with children from neighboring schools.

AFTER SCHOOL STAFF

Each member of our staff has experience working with children and is dedicated to providing quality after school care. Our teaching teams understand the different developmental needs of children and provide educational materials, toys, games, and scheduled activities that are designed to meet these needs. They bring their own talents to curriculum planning which contributes to the uniqueness and diversity of each site. All teachers receive a minimum of five hours of child development training each year, but they often expand their understanding of school age children by attending additional training. Through training and dialogue we strive to broaden our understanding child development and of biases based on culture, values, or disabilities. Our teachers are trained in First Aid, CPR, and Medication Administration.

We are committed to developing open relationships with the school system personnel. We work in conjunction with classroom teachers and principals to offer a program that supports the goals of the schools, while also focusing on the development of social skills. Our communication with the schools helps us to bring consistency to the children’s day. We hope to talk with classroom teachers on a regular basis.

HOURS OF OPERATION

K–5TH GRADES

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Thursday, Friday</td>
<td>3:00 – 6:00 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>12:00 – 6:00 PM</td>
</tr>
</tbody>
</table>

Middle School (6th, 7th and 8th grade)

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>2:30 – 6:00 PM</td>
</tr>
<tr>
<td>And early release Wednesdays</td>
<td>11:30 – 6:00 PM</td>
</tr>
</tbody>
</table>

HOLIDAYS, ADDITIONAL CARE, SNOW POLICY

HOLIDAYS

The After School Program follows the Wellesley Public school calendar for vacations and holidays. We are closed on the following days:

- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and the following day
- December Vacation
- Martin Luther King Day
- President’s Day
- Patriot’s Day
- Memorial Day
**ADDITIONAL CARE**

Full Day Programs are open from 8:00 AM – 6:00 PM when the Wellesley Public Schools close on

Rosh Hashanah                    April Vacation (Tuesday – Friday)
Yom Kippur                       Good Friday
February Vacation (Tuesday – Thursday)
(The Monday after Thanksgiving and the Friday of February vacation are staff training days and there will be no After School Care.)

Enrollment for the above days is contracted separately and payment is required in advance. To sign up for these days, please visit our website at [www.wccc.wellesley.edu](http://www.wccc.wellesley.edu) and click on the After School “Full Day Program” tab.

The After School Program also accommodates early release days for children normally enrolled on those days. The additional cost will be reflected on your monthly bill. Parents may add extra blocks on an as needed basis by contacting the Site Coordinator. This charge will be reflected on the next month’s bill. If a day is needed on a regular basis, parents should request a contract change and permanently add the day.

**SNOW POLICY**

**IT IS IMPORTANT THAT WE HAVE A CORRECT EMAIL ADDRESS SO THAT WE CAN EFFICIENTLY NOTIFY PARENTS**

*Wellesley Schools closed – WCCC After School closed*

In the event that the Wellesley Public School system closes early:

1. WCCC will inform parents who have provided us with email addresses as soon as we know that the Wellesley schools will be closing early.
2. No After School teachers will be at any site
3. Parents must pick up, or make arrangements for their children at their neighborhood school and not at their child’s After School Program site

*Wellesley Schools Stay Open – Local Motion Closed*

In the event that the Local Motion refuses to transport After School children due to driving conditions, WCCC will:

1. Send a teacher to each of the seven elementary schools.
2. Email parents who have provided us with addresses and begin to call parents without email addresses.
3. Parents must pick up children at their child’s neighborhood school or give permission for their child to go home with another After School Family. It is imperative that you leave work immediately. *

*Wellesley Public Schools stay open but WCCC must close early*
We will close the program early if we have reason to believe that a storm may be serious enough to prevent parents from arriving by 6:00 p.m., because there have been occasions when children and staff were stranded well into the evening. We ask all parents to provide us with email addresses and to check messages regularly on bad weather days.

1. Children will be transported to their regular After School site.
2. Parents will be notified, by email, which will indicate the time ASP will be closing. We ask that parents respond to the email so we know when who will pick up and each child.
3. It is imperative that parents leave work immediately and pick up at their child’s usual After School site.*
4. If you will not be able to pick up at the determined time, please make sure you have someone on your pick-up list who you have given permission to pick up. Because we ask that you have someone on your pick-up list for emergencies, we will charge for extraordinary lateness on snow days when we close early.

*Please understand that After School teachers may leave only after the last child is picked up and so they will just be beginning their drive when you are safely inside your home.

**ENROLLMENT**

When parents are offered a place for their child at WCCC’s After School Program, and before a child can begin, they must sign a contract with the After School Program Director and pay a deposit in order to secure a space. The deposit is not refunded if the child is withdrawn before the end of the contract period or if the child never attends the program. Contracts are for ten months in the After School Program. As part of our contract, parents contribute three hours during the course of the year to the center’s activities (i.e. Fun Run, Board of Directors, etc.)

Billing is done by “blocks.” A block is the three hours from 12:00 to 3:00 PM or 3:00 to 6:00 PM. We require that children enroll for a minimum of two blocks, which must be scheduled on two different days. If the terms of the contract are fulfilled, the deposit will be deducted from the June tuition. Parents are responsible for the terms of their contract.

**Required forms (must be on file before starting)**

- Child Information form
- Pick-up consent
- Health form
- First Aid, Emergency Medical and Evacuation release forms
- Off site Activities/Field Trip form
- Transportation form
- WCCC Observation form
- WCCC Consent for Photograph
- Toothbrushing consent form

All consent forms must be updated annually. We recommend that you keep a copy for your own files. If there are any forms that you have a question about please contact your Site Coordinator or the After School Director at (781) 235-1474.

**RE-ENROLLMENT**

After WCCC’s Board of Directors sets fees, families will be asked to re-enroll for the following year. Places will be offered and a deadline set in late spring for signing contracts.
TUITION AND BILLING

Tuition is payable in advance on the first of the month, and is delinquent after the tenth (late payment fee $15). Bills are put in parents’ mail folders each month, which are located at each site. Tuition is charged on a monthly basis. Parents are responsible for timely payment regardless of whether or not they have picked up the bill. In the event that you do not receive a bill by the first of the month you may use your contract as a reminder of your monthly tuition. Call the Administrative Assistant at 781-235-7667 for payment and billing questions.

Tuition is based on the school year and then divided into ten equal monthly payments. There are no deductions for days missed due to illness or vacations. In addition, some days are not included in the monthly billing and must be separately contracted for an additional fee. Please see the “Additional Care” section for more information regarding charges for these days. Transportation is included as part of tuition costs.

If you need receipt of payment for tax purposes please return your bill with your payment. It will be signed, dated, and returned to you. This will be your record of tuition payments for tax purposes. (WCCC tax exempt number is 0424 88103.) It is not feasible for our Administrative Assistant to create duplicate receipts for tax purposes. All site coordinators are authorized to sign tuition bills upon receiving payment.

Scholarships – Parents who believe they may qualify for financial aid should check the Department of Early Education and Care website at www.eec.state.ma.us. If there are questions or if you believe you qualify, please call the Community Care for Kids to get on the list for a voucher at (617) 471-6473. Limited scholarship funds are available for families with financial need. Applications are confidential and are reviewed by a scholarship committee composed of the Executive Director and two other people who are not directly affiliated with WCCC.

Absences and charges for failure to notify of absences - You must call or email your child’s site when your child will be absent from the After School Program. Notification must be received before 11:00 on half days, and before 2:00 on full days of school. Please leave a message on the voice mail at your child’s site. If a child is sent home sick from school, or if a child stays home from school due to illness, he or she may not attend After School. Please contact your child’s site as soon as possible when your child is sent home sick during the school day. Each site also has a Long Term Calendar for notification of absences in advance. (Such as doctor’s appointments, vacations, play dates, and sports practices). You may call and/or email your child’s site and leave a message indicating the dates of your child’s absence, or you can write your child’s name on the Long Term Calendar on the date they will be out. Failure to notify us of your child’s absence is a serious manner. Each time a child is not at the pick-up spot we are faced with a potential missing child. If we do not receive notification of a child’s absence the bus run comes to a halt. Available phone numbers are called until we determine where the child is. Ultimately, children who are waiting arrive late at their program, cutting into their time to enjoy After School. Due to the seriousness of this issue we have instituted a serious policy. You will be charged a fine of $10.00 the first time you fail to notify us of your child’s absence and each subsequent time the fine will increase by an additional $10.00.

Late Pick-up Policy and Charges - Parents arriving after 6:00 PM will be charged a dollar a minute for every minute they are late. The purpose of late fines is not to collect money from parents but to discourage lateness. If you know that you will be late we encourage you to contact the After School as soon as possible. Calling does not exempt you from a late fine, but will reassure your child that things are fine and you are on your way.
Schedule Changes - Request for any schedule changes (both adding and dropping time blocks) must be made in writing to the After School Program Director. Requests for additional time blocks will be honored if space is available. If a request is made to drop blocks, you are responsible for payment as stated in the contract until a replacement child has been found for the blocks you wish to drop. New schedules are effective on the first day of each month.

Withdrawal - If a child is withdrawn from the program, parents are responsible for the remaining tuition as specified in the contract, until a replacement is found to fill the blocks. When a child is withdrawn from WCCC, whether initiated by the parent(s) or by the After School, children within the program will be prepared for the child’s departure in a manner appropriate to the children’s ages.

INFORMATION ABOUT YOUR CHILD’S DAY

Daily Transportation Plan - Transportation plans are developed each year. Parents will be provided with the plan that is specific to their child. At present, WCCC contracts with the Local Motion Bus Company for our daily and field trip transportation. A WCCC teacher meets the children at school, takes attendance, and then rides the bus to After School. Children are the responsibility of the school system until they arrive at the WCCC’s After School site in their school or board the bus for After School.

A TYPICAL DAY AT WCCC AFTER SCHOOL PROGRAMS

The After School Day is composed of two time blocks: 12:00 – 3:00 and 3:00 – 6:00. The 12:00 – 3:00 time applies only to Wednesdays, when all elementary children are dismissed from school at 12:00.

Wednesday Schedule all grades

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00</td>
<td>Pick-up/Outdoor Free Play</td>
</tr>
<tr>
<td>12:45</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15</td>
<td>Homework/Outside time</td>
</tr>
<tr>
<td>1:30</td>
<td>Occasional Grade Level FIELD TRIPS</td>
</tr>
<tr>
<td>2:00</td>
<td>Group Game</td>
</tr>
<tr>
<td>3:00</td>
<td>Pick-up time/Free Play/Clubs</td>
</tr>
<tr>
<td>3:45</td>
<td>Snack</td>
</tr>
<tr>
<td>4:15</td>
<td>Activity Choice</td>
</tr>
<tr>
<td>5:00</td>
<td>Free Choice</td>
</tr>
<tr>
<td>5:45</td>
<td>Clean up</td>
</tr>
<tr>
<td>6:00</td>
<td>After School Closes</td>
</tr>
</tbody>
</table>

Monday, Tuesday, Thursday, Friday Schedule all grades

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:05</td>
<td>Pick-up/Outdoor Free Play</td>
</tr>
<tr>
<td>3:45</td>
<td>Snack</td>
</tr>
<tr>
<td>4:15</td>
<td>Homework/Outside time</td>
</tr>
<tr>
<td>5:00</td>
<td>Activities</td>
</tr>
<tr>
<td>5:45</td>
<td>Clean up</td>
</tr>
<tr>
<td>6:00</td>
<td>After School Closes</td>
</tr>
</tbody>
</table>

Activities- We provide a wide variety of choices each day. Most activities are designed to begin and end on the same day in order to accommodate the children’s various schedules, however some activities do carry over or meet weekly. Whenever an activity requires that children commit to attending, a sign up notice will be sent to parents. See parent boards for ongoing information during the year.

Clothing - Children should come to After School dressed for active and often messy play. We try to go outside every day. Since weather conditions can change drastically during the day, please send the proper attire, especially hats, boots, mittens & snow pants in winter.
Non-WCCC sponsored activities – For children to attend activities such as music lessons, sports practices or games, Kid’s Time Classes, parents must sign a release form indicating date, time, how and with whom, their child will get to and/or from the activity. WCCC teachers will not transport children to non-WCCC sponsored activities.

Lunch and Snacks - WCCC After School provides afternoon snacks. On Wednesdays and early release days, children must bring their lunches. We do not have the ability to heat up food. We provide water at lunch and juice and water at snack time. In the event that a child does not have a lunch, we will prepare one and send letter to parents informing them of what their child had for lunch. Because of the serious nature of some allergies, children must not share food from home and we ask parents to re-enforce this rule with their children. Also some sites may completely prohibit certain foods due to allergies, the most common example being peanut products. Parents should monitor what they send in their children’s lunches accordingly.

Playground Activities Information – Almost daily, children enrolled in WCCC’s After School programs play on the school playgrounds. We are happy to see children playing both with friends, enrolled in our programs, as well as friends from the neighborhood. WCCC teachers supervise your children, but they are not responsible for the play of those not in our care. It is our policy that, while playing on the playground during after school hours at WCCC, children in our care must follow both rules established by the school and WCCC regarding playground use.

Field Trips - Several times during the year, usually on Wednesdays, children from each site or grade level go on a field trip. Field trips usually last between 1:00 – 4:30. Details about each trip are provided in advance at each site. Occasionally there are scheduling conflict for individual children, please see our guidelines for possible conflicts which are available at each site.

HOMEWORK POLICY - Parents and teachers alike recognize the importance of getting homework done, but ultimately, homework is each child’s responsibility. Our aim is to support this part of a child’s education by providing a designated time, quiet space, paper and proper writing materials, and teacher supervision. WCCC teachers will assist your children when they need help, but they cannot tutor, nor be responsible for making sure all homework is done. If during homework time, a child seems to be having difficulty completing homework, we will talk with parents and see if we can develop a plan to help the child. Due to our space issues and licensing requirements, it is not possible to allow children to work in isolation. Parents will receive a homework contract to review. Both child and parent would need to sign the contract and return it to the Site Coordinator so that we can refer to it if needed.

Going home – Parent/guardian and/or someone from the child’s authorized pick up list must sign their child out with the time on the Attendance/Sign-Out sheets. In case of a fire drill the Attendance/Sign Out Sheets are used for checking attendance, so it is imperative that you sign your child out and note the time on the Attendance sheet. We must have written authorization from you for anyone picking up your child. Write the names of all those you authorize on your Pick-Up list, which is included in our enrollment packet and update it as needed. WE DO NOT ACCEPT PHONE CALLS FOR PICK-UP PERMISSION. However, after calling you can FAX us permission at 781-283-3095. Please notify everyone on your pick-up list that we will ask for photo identification before releasing your child. Minimum age requirement for pick-up is 16 years old.
PARENTAL INVOLVEMENT

Parents are welcome to visit at any time.

As part of your contract, parents must volunteer three hours of time to WCCC each year. Parents are invited to attend meetings of the Board of Directors, as well as to become members of the Board. The Board has several committees: Early Childhood Committee, Finance, Fundraising, and Personnel Support. Parents are urged to become actively involved in the committees. Our biggest fundraiser each year is the FUN RUN/FUN FAIR. As a result of efforts on the part of parents and teachers, it is always a fun and successful event - but one that requires the help of many! On a more social level, there are events like our Halloween Party, parent meetings, and speakers scheduled at various times during the year. These offer good opportunities for families and staff to get together.

Staff, as necessary, will schedule parent conferences. If you would like to discuss your child’s progress, please schedule a conference with the After School Director or the Site Coordinator. If you have a concern about your child, we encourage you to meet with teachers and discuss your concerns openly, so that we can work together to reach a solution. If you feel that you are not getting appropriate assistance from a teacher or that you have concerns about our program, please discuss it with the Site Coordinator, the After School Director, and, if necessary, the Executive Director.

HEALTH CARE POLICIES

Handwashing is the first line of defense against infectious disease.

If your child is too sick to attend school or is sent home from school, then he/she cannot come to After School. The following list describes some of the most common illnesses that we see and the After School policy on care and treatment. In addition to the following examples, if your child seems mildly ill, unusually irritable, lethargic or generally “not themselves”, but shows no other symptoms, we will notify you and a joint decision will be made about whether your child should remain at the After School. While your child is waiting, we will provide necessary food, drink, rest, play things, comfort and appropriate indoor activities.

Contagious Diseases: If your child is exposed to or contracts a contagious disease, you need to report this to the Site Coordinator so that other parents can be notified. Contagious diseases tend to have incubation periods. For example, the incubation period for chicken pox is two weeks. Children who contract a contagious disease must stay at home until all danger of contagion has passed. They can return to the After School Program when they return to school.

Fever: A child with a fever (101° F +) should be kept home until the child has been fever free for at least 24 hours. (Although your child may have a normal temperature in the morning, body temperatures at that time tend to be normally low, and fevers usually return during the day.) If a child develops a fever while in the program, parents will be called to take the child home.

Vomiting: A child who is vomiting will be sent home. The child should not return to the After School until the vomiting has stopped and until he/she has eaten and digested at least one meal.

Rashes: Rashes may be caused by a variety of things. If your child develops a rash we will call to talk to you about it, and possibly advise you to contact your pediatrician. A child with a communicable rash should be kept home until the rash has subsided.

Head Lice: Incidence of head lice is common in school systems. If we find nits on your child, we will call you to take your child home. Your pediatrician can recommend shampoos for the treatment of head lice. Children may return to the After School when they are nit free.
Allergies: Parents must notify the center, in writing, of their child's allergies. Parents must describe symptoms of the allergy and expected treatment. We post information about allergies in each child's site and, in the case of severe food allergies, will eliminate serving that food. On occasion we might ask parents to provide special snacks. In the case of a known allergy to a chemical or other material, we will post this information and eliminate exposure in the classroom environment, if possible. It is extremely important that we have permission and instructions to administer antihistamines and/or an Epi-Pen (for example, in the case of a known allergy to bee stings) if necessary.

Diarrhea: A child who has diarrhea while at the After School shall be sent home and may not return to the After School until the condition is under control. If you child has an allergy, condition, or is on medication, which regularly causes diarrhea, please alert the staff.

WCCC follows the Massachusetts Department of Public Health’s HIV infection/AIDS policy. Copies of this policy are available in the office.

MEDICATIONS

Prescription Medication - State regulations prohibit staff from administering prescription medication without a form signed by the parent(s), which states the type, dosage, and time at which the medication is to be given to the child. All prescription medication must be in the original pharmacy container, labeled with the name of the child who will receive it, the required dosage, and a current date. Please see your child’s Site Coordinator or the Director if your child needs to take prescribed medication at the After School Program. Children with asthma inhalers may medicate themselves as necessary in the presence of a staff member.

Antibiotics - A child taking antibiotics for a contagious condition such as strep throat may return to After School after receiving at least 24 hours of antibiotics. A child on antibiotics for a non-contagious condition may return to school as soon as the child feels well enough. The After School Director should be notified so that other parents can be alerted.

Non-Prescription Medications - We must have a signed physician’s order before we can legally administer over-the-counter/non-prescription medication. The physician’s order must state types of medications, dosages, and criteria for administration and be clearly dated. Nonprescription forms are valid for one year. In addition we need a signed parental statement authoring us to follow the physician’s directive in administering nonprescription medication. We will consult parents before administering any over-the-counter medication. Parental authorization is only required for administration of nonprescription medications such as sunscreen, various ointments, lip balm, etc. While not a medication, we do require parental permission to allow children to apply insect repellent and sunscreen.

NOTIFICATIONS TO PARENTS

WCCC After School is licensed in accordance with the regulations set by the Department of Early Education and Care (EEC). We are required to notify parents of the following policies:

BEHAVIOR MANAGEMENT

The After School Program focuses on promoting the spirit of cooperation and mutual respect among children. The staff uses positive reinforcement and redirection in helping children with inappropriate behaviors. If this intervention does not work, a child will be asked to sit out to calm down. Younger children will sit out between three and no more than ten minutes. Older children who can communicate their needs will rejoin the group when they feel they are ready.
Staff will then discuss with the child why the behavior was inappropriate and respond. Verbal discipline will center on the specific nature of the inappropriate behavior and methods to prevent a reoccurrence in the future. If the disruptive behavior continues, the parent will be informed and their cooperation requested.

The After School program follows the guidelines for disciplining a child as established by the Department of Early Education and Care (EEC). These guidelines are as follows: “No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including: any type of hitting inflicted in any manner upon the body; punishment which subjects a child to verbal abuse, ridicule, or humiliation; denial of food or bathroom facilities, punishment for soiling, whether or not using the toilet, or punishment related to eating or not eating food.”

TERMINATION AND SUSPENSION POLICY

Children enrolled at the WCCC After School Program and their parents agree to follow the existing Wellesley Public School’s policies and rules. In addition, the rules for WCCC will be fair, reasonable, and age appropriate for children. WCCC will make every effort to resolve issues within the program day, and inform parents of the events that occur at After School. If a child is suspended or terminated from the program, WCCC will prepare the child for termination in a manner consistent with the child’s ability to understand. The termination and suspension policy applies for the extreme situations described below.

REASONS FOR SUSPENSION AND TERMINATION INCLUDE:
1. Physical or verbal abuse towards staff or other children.
2. Willful destruction of WCCC or school property.
3. Leaving program without permission
4. Endangering self or others.
5. Nonpayment of tuition as determined by the Executive Director and the Administrative Assistant (see contract conditions)

CONSEQUENCES FOR NOT FOLLOWING WCCC RULES FOLLOW:
1. First Infraction: Verbal notification will be given to the parent/guardian in the presence of the child. Children will be encouraged to describe what happened and/or WCCC staff will state what happened and when. It will be at the discretion of the staff member whether an immediate phone call at the time of the event is required or if a conversation at the end of the day is sufficient. A note indicating that the parents were notified and a description of the incident will be put in the child’s folder.

2. Second Infraction: Written Notification will be given to parents by the WCCC staff. The parent will sign that the notification has been read. One copy will be given to the parents and one will be put in the child’s file.

REFERRAL SERVICES

The Executive and Program Directors will act as center liaison for each child with a disability. WCCC retains the services of specialists who consult to the staff on educational and developmental matters. These consultants are an important resource for our program. They occasionally spend time in classrooms in order to offer support to the staff.

If a parent believes that a child needs an evaluation, the Center may refer her or him to appropriate resources in the community and/or ask the Center’s consultant to observe the child and to advise both staff and parents. WCCC shall use the following procedures for referring parents to appropriate social, mental health; educational and medical services should the center staff feel that an assessment for such additional services would benefit the child.

Whenever any teacher is concerned about a child’s development or behavior and thinks that further evaluation should be done, he/she will review concerns with both the Program and the Executive Director. In
the event that the teacher thinks a child requires further evaluation or special services, parental permission will be sought to have our consultant observe the child. If permission is granted, the consultant will observe and make a recommendation. After the observations are complete, one of the Directors will schedule a meeting with the parents and the teacher. The parent may be provided with a written statement including the reason for the referral, a brief summary of the center's observations related to the referral, and any efforts the center may have made to accommodate the child's needs.

The Directors will offer assistance to the child's parents in making the referral. Parents are encouraged to call or request an evaluation in writing. The Directors will, with parental permission, contact the agency or service provider who evaluated the child for consultation. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the center shall review the child's progress at the center every three months to determine if another referral is necessary. If a child is determined to have a special need, the center will, with parental consent, identify in writing any accommodations necessary to meet the needs of the child including:

1. Change or modification in regular center activities
2. Size of group and appropriate staff/child ratio
3. Special equipment, materials, ramps, or aids

The Directors will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. The Executive and Program Directors will act as center liaison with each child with a disability. The Center will keep a written record of any referrals to medical, social, or mental health services.

SOCIAL SERVICE PLAN - Staff may take the following steps to provide services to a child or family in need. If a parent or child appears to be in need of services but the child is in no way at risk, then the After School Director will make an appointment with the child’s parent(s) to discuss the situation and make any necessary referrals. If a child appears to be abused or neglected, the After School Director will notify the Department of Children and Families (DCF) pursuant to M.G.L.C. 119, s. 51A, and the Department of Early Education and Care (EEC) pursuant to 102 CMR 11.06:12b. We will also contact the Department of Early Education and Care (EEC) upon learning that a 51a report has been filed alleging abuse or neglect of a child while in the care of WCCC or in a program related activity. Allegedly abusive or neglectful staff members will not work directly with children until an investigation by the Department of Children and Family is complete. The Director and staff will be available during the investigation process.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

In accordance with Massachusetts’s law, the teachers at WCCC fall under the mandated reporting laws that address Child Abuse and/or Neglect. These laws also address “endangerment” or “failure to provide a safe and secure environment.” Teachers are bound by law to report suspected physical or sexual abuse of a child, or conditions of endangerment/failure to provide a safe and secure environment. An example of endangerment would be a parent or guardian driving a child from After School while under the influence of an intoxicating substance. This would be a condition of endangerment for the child, parent, and other drivers. Anyone on the WCCC staff who has reasonable cause to suspect abuse or endangerment of a child enrolled in the program is required by law to report these concerns. If there is immediate concern of possible endangerment, Wellesley Police will be called. It is WCCC policy to have teachers discuss concerns of abuse and neglect with the executive director and/or program director. If, after speaking with the Massachusetts Department of Children and Family, it is determined that an incident is reportable, a report will immediately be filed with EEC, and DCF.

Likewise, all staff members must report abuse or neglect of a child in the care of a WCCC staff member to a director. The director will review the case and decide if further investigation or immediate action is needed. EEC or DCF will be consulted to determine if a formal report needs to be filed. Depending on the
severity of the charge, the staff teacher may be reassigned to duties without child contact, suspended with pay pending the outcome of the investigation, or immediately dismissed. The identity of the staff member will be protected as much as possible and every effort will be made to ensure that civil rights are not violated during the investigation. EEC shall be notified immediately after the filing of a 51A report by a staff member alleging abuse or neglect of a child while in the care of WCCC. This staff member will not work directly with children until the end of a DCF investigation and for such further time as EEC and WCCC requires.

The staff resource file has information on child abuse. DCF reporting numbers, as well as the 24-hour hotline number is in the After School Office.

**ADMINISTRATIVE STRUCTURE**

EEC requires that parents be informed of the following:

**EMERGENCY POLICIES AND PROCEDURES**

All WCCC After School Program teachers are Group Leader qualified and are certified in First Aid. Teachers routinely check for hazards in the program environment, and monitor the children’s plays as to minimize harm or injury. When a child requires First Aid treatment, teachers respond according to their training. First Aid Kits and emergency phone numbers are available at each site and are taken on all buses used to transport children both daily and on fieldtrips. In the event of serious injury whether at an ASP site or fieldtrip, we will call 9-1-1 and a teacher will accompany the child to the medical facility determined by the emergency personnel. Every effort will be made to contact parent(s) immediately in the event of a medical emergency. If parent(s) cannot be reached, emergency contacts will be notified.

In the event of an emergency while in transit, teachers have access to a cellular phone and a First Aid kit. The After School office will be notified. First Aid will be administered as needed. Teachers will determine whether emergency medical personnel will be called. The parental consent form in the enrollment packet covers these kinds of emergencies. The same procedure will be followed in the event of an emergency while children are on a field trip.

Teachers will follow the fire safety plan for the schools where programs are located.
EVACUATION/CATASTROPHE PLAN

A catastrophic emergency would be broadly defined as any event that necessitates the evacuation of one of the Wellesley Public schools we occupy for any reason. Examples of such serious conditions are fire in the building or a nearby building, water damage, potential structural damage either inside or outside the building, the odor of gas or any other potentially hazardous odor, or any other reason that the Wellesley Fire Department or the Wellesley Police determine that we should not remain in the building. We will follow school plan for catastrophic events.

PEOPLE IN CHARGE (PIC):

1. ASP Directors
2. Site Coordinators
3. Teachers

PROCEDURES

1. The Fire Box, located in each of the school’s in which we operate, will be pulled by any of WCCC’s staff in case of an emergency. Although it is presumed that the alarm system will be activated in the case of fire or smoke, if for some reason the alarm is not operating, the firebox handle will be pulled.
2. Initially WCCC will follow current evacuation policy which ensures that all children will be in the agreed upon meeting places. Teachers will bring the attendance list, and the first aid kit. Children will be lead out the designated exit and walked to the designated waiting area. Head counts will be taken. Children will stay with their teachers until the all-clear signal is given. After role is taken, PIC will make sure that all children are present.
3. If paramedics are needed, Police or the Fire Department will make the assessment for medical assistance.
4. After assuring that all children are safely accounted for, PIC will consult with the Fire Department officials and/or emergency personnel about the following:
   a. Best evacuation destination.
   b. Possibility of and expected time for returning to the building.
   c. A plan for parents to safely pick up their children.
5. If the emergency only affects the School building and we must relocate, PIC will request that snack food be made available if we are expected to be waiting a long period of time.
6. If parents need to be notified, PIC and a designated teacher will call the parents. Copies of all parents phone numbers and emergency numbers are kept on file at WCCC’s After School Program main office and sites, and at WCCC’s Early Childhood Program Office. The After School Program’s cellular phones will be available for use.
7. If there is a town-wide emergency, we will follow the instructions given by emergency personnel for evacuation to the safest place and then notify parents as soon as possible.
8. Teachers and the Directors will stay until all children have been picked up.
9. Parents will be notified of this plan and asked to sign a permission slip indicating that they understand the procedures and agree to have their children transported by whatever means are determined to be reasonable.

August 17, 2015