

Parent Handbook

2020~2021



Elementary Grades 1-5

Middle School Grades 6-8

Westford Parks & Recreation Department
65 Main Street 3rd
Westford, MA 01886

Recreation Office Phone: (978) 692-5532
After School Phone: 978-799-1007
www.westfordrec.com

For the 2020/2021 school year, Westford Partnership for Children After School Enrichment Program (WPC) will operate at the Millennium Building. The program provides a safe, stimulating and fun environment, Monday through Friday, beginning with school dismissal and running through 5:00 or 5:30 p.m., depending on grade. WPC participants will be transported directly from their respective schools to the Millennium Building, ensuring an easy and safe transition from the classroom to the program. The program is aligned with the current health and safety protocols for school reopening, including social distancing, use of masks/face coverings, and mask breaks. In addition, all WPC staff maintain current CPR and First Aid certification.

The WPC program will provide supervised asynchronous learning during afternoon school hours. Upon completion of the school day, participants will transition to a wide range of after school activities, including homework help, science exploration, math, technology, storytelling, visual arts, crafts, sports, and games.

Staff will be supervising children’s remote learning and will be available to offer technical support if needed. Staff will only be able to offer individualized classwork assistance during Afterschool hours, and not during the Supervised Asynchronous Learning time.

Middle School	Room 16
11:00 - 12:00	Dismissal/Travel/Lunch
12:00-1:55 (1 hour 55 min)	Supervised Asynchronous Learning
1:55-5:00	Afterschool Activities
Grades 3-5	Rooms 12 & 13
11:40-1:10	Dismissal/Travel/Lunch
1:10-2:30 (1 hour 20 min)	Supervised Asynchronous Learning
2:30-5:30	Afterschool Activities
Grade 1-2	Rooms 19 & 20
12:20-1:50	Dismissal/Travel/Lunch
1:50-3:10 (1 hour 20 mins)	Supervised Asynchronous Learning
3:10-5:30	Afterschool Activities

REGISTRATION

According to the Westford Public School hybrid learning model, your child is assigned to either the A Pod or the B Pod. This pod assignment determines when your child will attend ½ day, in-school, synchronous learning.

- Your child must be enrolled in the Westford Public School hybrid learning model to participate in this program.
- This program provides care only during the weeks that your child’s pod is attending ½ day, in-school, synchronous learning.
- Program registration is according to your child’s assigned pod, either A Pod or B Pod.
- Program price may vary depending on which pod your child is in and the number of program days in that session.

Registration for the WPC ½ Day After School Program is available at www.westfordrec.com.

In order to register you must create an account, if you do not already have one. To create an account, please click the “create account” icon and follow the steps, adding all household members and completing all required questions and documentation. If you are having trouble creating an account, or accessing an old account, please give the office a call at (978) 692-5532 and we can help.

Program Fee

Program fee is TBD based on actual number days in each session that individual pods attend programming. Final session fee will be available on the program registration page. This program does not include coverage for school vacations and holidays.

Session 1: October 5-November 13, 2020
Session 2: November 16, 2020- January 15, 2021
Session 3: January 19, 2021- March 5, 2021
Session 4: March 8, 2021- April 16, 2021
Session 5: April 26, 2021- June 17, 2021, subject to change based on number of snow days.

Capacity

Grades 1 & 2

- 24 Total A Pod Participants
- 24 Total B Pod Participants

Grades 3-5

- 24 Total A Pod Participants
- 24 Total B Pod Participants

Grades 6-8

- 12 Total A Pod Participants
- 12 Total B Pod Participants

Registration will be available until all seats are filled.

**Children will not be accepted into the program without prior registration.

Daily Wellness Checks

Parents/guardians must complete a Daily Wellness check each day your child will attend the After School Program and submit the form before 10:00am each day. A reminder email will be sent out each morning, with a Google Docs link. This link is also posted on the westfordrec.com website on the After School program page.

PAYMENTS

A deposit of 20% is due at the time of registration. A payment plan will be for those who wish to pay incrementally. The full session tuition is due by the final day of the session, or before you are permitted to register for a new session.

ABSENCES

Please report your child's absence by notifying both your child's school and by leaving a message at the Recreation office, (978) 692-5532.

WHAT TO BRING

Please send your child with their mask/face covering, Chromebook (fully charged), charger (in case needed) headphones, lunch, snacks and water bottle (the program will not provide snacks or beverages), weather appropriate clothing for outside play (jacket, hat, gloves, boots on cold and snowy days).

TRANSPORTATION TO THE PROGRAM FROM SCHOOL

Designated buses will pick children up from their schools and transport them to the Millennium building at school dismissal. Your child's school (Main Office) and teacher will receive a roster list of children participating in our program.

SIGN-OUT AND PICKUP PROCEDURE FROM PROGRAM

Enter the side parking lot of the Abbot School and follow the signs. Once you are in line, call the site cell phone at (978) 799-1007, to let staff know you are here. Please wear your face covering and do not exit your vehicle. An After School staff member will bring your child to you. Only parents/guardians or an authorized adult may sign them out. **(You may be asked to show ID.)** All adults must be listed on your Child Information Form. This form may be updated at any time by signing into your westfordrec.com account. In case of an emergency, telephone authorization will be accepted after verification.

TOWN OF WESTFORD EMPLOYEE DISCOUNT

Current employees of the Town of Westford and Westford School Department are eligible for a 50% discount on WPC After School Program registration fees. Please call the Recreation Office to register.

UPDATED COVID-19 POLICIES

Group Size

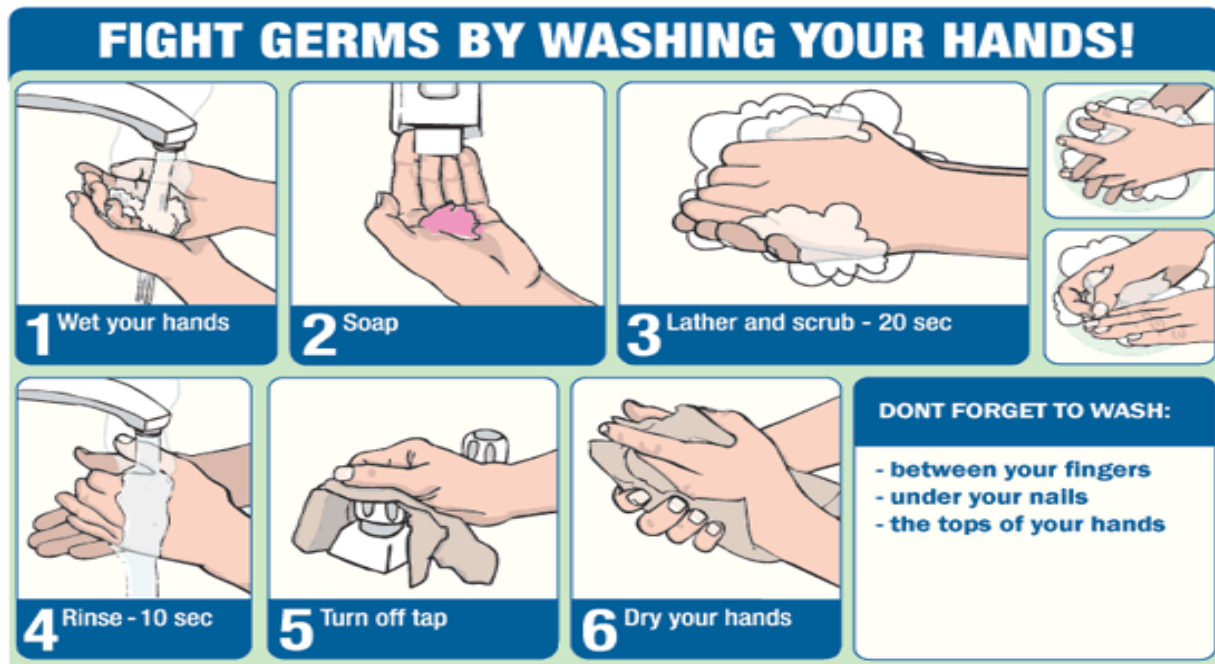
- Maximum capacity in each classroom is 12 students.
- Staff will be assigned to a specific cohort/group of participants in a classroom and remain with that group throughout the day.
- Staff will not float between groups.

Social Distancing

- Cohort/group use of communal spaces will be staggered to ensure social distancing.
- Participant and staff belongings will be stored in a manner where they do not touch.
- There will be assigned seating in all classrooms for lunch, remote learning and afterschool activities.

Hygiene and Handwashing

- Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers).
- The program will have adequate soap, water, and disposable paper towels available and readily accessible to participants and staff.
- Throughout the day, staff will reinforce that staff and children must be regularly washing their hands with soap and water for at least 20 seconds and should wash hands whenever the following criteria are met:
- Upon entry into and exit from program space;
- When coming into the program space from outside activities;
- Before and after eating;
- After sneezing, coughing or nose blowing;
- After using the bathroom;
- Parents are required to regularly wash all non-disposable face coverings;
- Program staff will incorporate use/disposal techniques for face coverings into their morning meetings with the children;



Personal Protective Equipment

- Parents are required to provide appropriate face coverings for their child;
- Parents are required to educate children on proper use and disposal of face coverings;
- Face coverings will be required at all times during inside activities;
- Face coverings will be required during outside activities when social distancing cannot be maintained;



Daily Wellness Checks

Parents/guardians must complete a Daily Wellness check each day your child will attend the After School Program and submit the form before 10:00am each day. A reminder email will be sent out each morning, with a Google Docs link. This link is also posted on the westfordrec.com website on the After School program page.

Illness

Checking for symptoms each morning before arrival to school and completing a daily wellness check form is critical and will serve as the primary screening mechanism for COVID-29 symptoms. Everyone must do their part to keep our school community as healthy as possible. Students or staff who exhibit symptoms of COVID-19 will be sent home. The following screening protocols have been developed to assist with identifying possible illness amount staff and students. Please keep your child home if they are experiencing any of the following symptoms:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

Per Department of Elementary & Secondary Education regulations “If students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.”

Covid-19 Scenarios: Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Quarantine
<p>Children who are symptomatic</p>	<p>If your child is symptomatic <u>at home</u>, they should stay home and get tested. If your child is symptomatic at the program, they will be brought to the Caring Room and you will be contacted to arrange pickup. When you arrive please stay in your vehicle, contact the program, and your child will be escorted to you.</p>	<p>Child tests <u>negative</u></p>	<p>Return to school when symptoms have improved and child has been fever free for at least 24 hours WITHOUT use of fever-reducing medicines such as Tylenol or Motrin OR if doctor makes a different diagnosis, then follow those guidelines - i.e. strep throat</p>
		<p>Child tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school. Answer the call from the health department & follow guidance. Children need to stay in isolation for at least 10 days and until at least 24 hours have passed with no fever (WITHOUT the use of Tylenol or Motrin), and marked improvement in other symptoms and receive clearance from the health department.</p>
		<p>Child who is <u>not tested</u></p>	<p>Return to school after self-isolation for 10 days and fever free for at least 24 hours WITHOUT use of fever-reducing medicines such as Tylenol or Motrin and symptoms have improved.</p>
<p>Child is exposed to a COVID-19 positive individual</p>	<p>If your child is <u>at home</u> and has been identified as a close contact, they should stay at home and be tested 4-5 days after the last exposure. If your child is at the <u>program</u> and has been identified as a close contact, you will be contacted to dismiss them. They should stay at home and be tested 4-5 days after their last exposure.</p>	<p>Child tests <u>negative</u></p>	<p>Must self-quarantine for 14 days after the last exposure to the Covid-19 positive case. (Since symptoms may develop 2-14 days after exposure, a negative test is not a guarantee you don't have Covid-19).</p>
		<p>Child tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school. Answer the call from the health department & follow guidance. Return to school after self-isolation for a minimum of 10 days and no fever for at least 24 hours WITHOUT the use of fever-reducing medicines such as Tylenol or Motrin and improvement in other symptoms and receive clearance from the health department.</p>
		<p>Child who is <u>not tested.</u></p>	<p>Remain home in self-quarantine for 14 days from date of exposure.</p>

ALLERGIES, DIETARY RESTRICTIONS, AND SPECIAL LIMITATIONS

We ask that you please inform us, in writing, if your child has any allergies, dietary restrictions, or chronic health problems so that an individual plan may be arranged for your child. These are posted in a private area for staff notices. If your child has an EpiPen® Auto-Injector, other device used to administer epinephrine, or an albuterol inhaler, you **MUST PROVIDE ONE STRICTLY FOR OUR USE.**

ADMINISTRATION OF MEDICATION

Recreation staff cannot administer medication, unless required in an emergency. Please administer medication before start of program or make the necessary arrangements with the program director to have a parent/guardian or authorized individual administer the medication during program hours. All medication must be labeled in original container, with child's name, name of the drug, dosage, and directions for its administration and storage. Topical nonprescription medications may be administered to a child only with written parent/guardian authorization.

ACCIDENTS AND EMERGENCIES

Emergency information must be kept up to date. Staff must be able to contact parents in the event of an accident or emergency. If any changes occur in address, telephone numbers, or medical information, please notify the **Recreation Department in writing immediately.** Recreation Staff are trained in First Aid and CPR procedures and will provide basic care. Medical emergencies are handled in the most expedient way possible. Under normal emergency circumstances, the staff person in charge will call the local fire department and ambulance to transport your child to the nearest hospital or medical facility. Every effort will be made to contact you. A staff member will stay with your child until your arrival.

RULES, BEHAVIOR MANAGEMENT, AND DISCIPLINE

Westford Recreation staff is trained to use positive behavior management techniques. In all situations, we communicate with the child's parent(s). If it is not possible to resolve the issue, we may determine that dismissal from the program is necessary. We believe in a positive approach to managing children's behavior using redirection and dialogue. Our goal is to assist in developing self-control and engaging children in socially acceptable behaviors. Adults will model, coach, and encourage guidance techniques of discipline that are fair, consistent, and respectful of children. This is based on the understanding of individual needs and behavior of children at varying developmental levels. Simple and understandable rules are established so expectations and limitations for children are clearly defined. Acceptable guidance techniques of our staff include:

- Focusing on and reinforcing positive behavior by using encouragement and words of praise.
- Anticipating problem-triggering situations.
- Limiting the child's participation in any action that triggers unacceptable behaviors.
- Soliciting cooperation.
- Involving children in setting of rules and in discussion on how to handle inappropriate behavior.
- Providing alternatives to undesirable behavior.
- Allowing the chance to regroup and regain control in a quiet and relaxed area.
- Removing the child from stressful situations.

Staff may remove a child from an activity, if necessary. Parents will be contacted as the need arises. If children are physically or emotionally harming themselves or others, or are a threat to the safety of others, parents/guardians will be notified immediately.

PROCEDURE FOR INAPPROPRIATE AND/OR UNACCEPTABLE BEHAVIOR

1. If a child is not cooperating or following the rules, we will first try to redirect the behavior through adult intervention and guidance techniques. We will attempt to provide options and choices for a child to help bring about positive change. **If the issue is of a serious nature, you will be called for immediate pickup of your child.**
2. If a child is unable to gain control, the child will be given a warning that he/she will have to take time away from the group to gain control.
3. If a child does not respond to the warning or if the behavior requires immediate adult intervention and consequences, the child will be removed from the group. The child will indicate when he/she is ready to return to the group after talking with an adult. An incident report will be issued, and the child's parent/guardian will be required to sign the report to acknowledge receipt.

After three incident reports have been recorded, your child will be suspended and/or removed from the program.

No refunds or credits will be given. PLEASE NOTE: Depending on the circumstance, it is at the discretion of the program director and the Assistant Director of the Recreation Department to decide the length of suspension period, a termination decision, and/or if a child needs to be picked up immediately.

RECEIPTS, FLEXIBLE SPENDING AND *COMPANY REIMBURSEMENT FORMS*

Receipts may take up to two weeks to generate and process. Please plan accordingly. If you require a *Flexible Spending* or *Company Reimbursement Form* signature, please bring the documentation directly to the Parks & Recreation Department for signature.

HOMEWORK AND SCHOOLWORK AGREEMENT

WPC Staff will not look through your child's bag or belongings to check for homework assignments. If your child states that they do not have homework, they will be asked to do something quiet, until homework block is over. WPC Staff encourages children to complete their homework responsibilities to allow them to enjoy afternoon WPC activities, as well as quality time at home. WPC Staff provides homework assistance and is not responsible for finishing homework with your child if they do not finish during their scheduled homework time. Parents should always check homework for accuracy and completion.

NON-DISCRIMINATION

We do not discriminate by any means protected by law, including race, color, religion, gender, national origin, age, or disability. We will provide reasonable accommodations for children with disabilities. However, we may restrict admission of children if we would need to hire another staff member specifically for the purpose of caring for your child.

REFUNDS

Requests for refunds will be decided on an individual basis, once reviewed by the Recreation Director.

LATE PICKUP

If your child is not picked up from the program by 5:30pm, or by the end of the pickup line, a call will be made to a parent/guardian. After 5:45pm late fees will apply. After three occurrences, you will be asked to schedule a meeting with the Director to discuss continued enrollment. If parent/guardian cannot be reached, a call will be made to the "Emergency Contacts" on your child's form. The person contacted will be asked to pick up your child. If we are unable to contact anyone after 6pm, the staff member in charge will call the Police Department and a report of action will be placed in the child's file. It is at the staff's discretion to remain at the program site or drop your child off at the Police Department. PLEASE NOTE: The Recreation Department is compassionate to parents' needs and understand that most parents are "working parents" and may, from time to time, miss their train, get stuck in traffic, etc. However, we also feel that if you cannot be on time to pick up your child, other arrangements should be made by you. Please keep the program phone number handy and call if you will be late.

PARENT BEHAVIOR

Westford Recreation expects that all adults in contact with the staff, program, families, children, and administrators always act respectfully and appropriately. Behavior, which is abusive, disruptive, or uncooperative will not be tolerated. Inappropriate behavior includes parents/guardians or designees arriving on the premises under the influence of drugs or alcohol.

In the event of inappropriate conduct, we will follow these procedures:

- The individual involved will be asked to attend a meeting with the Director, in a timely manner to address the immediate concerns.
- Documentation of the inappropriate conduct and the subsequent meeting will be placed on file.
- When warranted, considerations to suspend, terminate, or decline re-enrollment of the family in the program.
- Families will be informed, in writing, of the decisions made by Westford Recreation.

If we feel your child's safety is being compromised in any way, we will help seek alternative transportation. We may also call the appropriate authorities, if necessary. This decision will be made to ensure the safety and well-being of program children, families, staff, and administrators.

MANDATED REPORTING OF CHILD ABUSE/NEGLECT

All staff members are mandated reporters of suspected child abuse and neglect. As such, we are required by law to report any suspected incidents of possible child abuse and neglect. Children exhibiting suspicious bruises, abrasions, burns, or other physical marks will be reported to the Department of Social Services. In addition, we are required to report to the appropriate authorities any suspicion of any action or situation which may endanger the life of a child in our care, including alcohol intoxication or drug

influence. Children will not be released to parents/guardians or designees who are under the influence of drugs or alcohol. Police will be called immediately.

COURT ORDERS, CUSTODY AGREEMENTS, AND RESTRAINING ORDERS

Occasionally, programs are put into a difficult position by parents/guardians who are involved in a custody dispute. It is the parent's/guardian's responsibility to notify the Recreation Department in these types of situations. Difficulties of this type must be discussed with the directors so that we can clarify our procedures and limitations. The parent/guardian MUST bring a legible photocopy of the court order in its entirety. Legally, without said documentation, we MUST release the child to any parent/guardian that is picking up. In the absence of a court order, the program cannot deny a parent/guardian access to his or her child. We cannot take word of mouth or written notes from parents/guardians stating any of the above.

Even with a court order, our ability to deny access is limited to promptly notifying the custodial parent/guardian and the proper police authority should unsanctioned contact be attempted or occur at the program. Staff members will be instructed not to place themselves in jeopardy to mediate a family dispute or to attempt to enforce a court order. If an unsanctioned parent/guardian chooses to leave the program with the child with a court order in force, the custodial parent/guardian will be required to sign a waiver acknowledging the program's inability to physically obstruct a hostile effort to take the child from the program.

BULLYING

Refer to Westford Public Schools Bullying Policy and Massachusetts General Laws regarding bullying. Bullying is most commonly defined as an individual being exposed repeatedly over time, to intentional injury or discomfort inflicted by one or more other individuals. Bullying will be grounds for disciplinary action up to and including suspension or expulsion for students and terminations for employees. All allegations of bullying will be promptly and reasonably investigated.

HARASSMENT

Refer to Westford Public Schools Harassment Policy and Massachusetts General Laws regarding harassment. All contact and communication will be free from all forms of harassment due to race, gender, sexual orientation, color, religion, national origin, and physical or emotional challenges.

WEATHER CANCELLATIONS

We do not provide programs when schools are closed due to inclement weather or other conditions beyond the control of Westford Parks and Recreation. The timing of weather-related closures may require early dismissal and pick-up from the program. These decisions will be made on a case-by-case basis at the discretion of the Parks and Recreation Department.

There are NO refunds or credits due to weather related closures.