

Parent Handbook

April 26~June 18, 2021



Elementary Grades K-5

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

Recreation Office Phone: (978) 692-5532

www.westfordrec.com

Beginning April 26th through June 18th, Westford Partnership for Children After School Enrichment Program (WPC) will operate at the Crisafulli, Nabnasset and Robinson Schools. The program will provide a safe, stimulating and fun environment, Monday through Friday, beginning with school dismissal and running until 5:45 p.m. WPC participants who attend Crisafulli, Nabnasset or Robinson will be dismissed to the program from their classrooms. Parents with children who attend Abbot or Day must provide transportation to the Crisafulli School and those with children at the Miller School may choose to transport them to either the Nabnasset or Robinson programs.

The WPC After School 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 participants with a wide range of after school activities, including homework help, visual arts, crafts, sports, and games.

WPC After School Enrichment Program Sites, Telephone Numbers, and Addresses

WPC Site	Site Telephone #	Address
Crisafulli School (Grades 3-5)	Landline: (978) 692-0248 Site Cell: (978) 799-1254	13 Robinson Road
Nabnasset School (Grades K-2)	Landline: (978) 692-0799 Site Cell: (978) 799-9586	99 Plain Road
Robinson School (Grades K-2)	Landline: (978) 692-0913 Site Cell: (978) 799-1007	60 Concord Road

REGISTRATION

Fillable registration forms are available on the Westford Parks and Recreation website at www.westfordrec.com. Click on the WPC After School Program. A registration form, along with a Child Information Form may be emailed to wpc_recreation@westfordma.gov. They may also be dropped off at the Recreation Office at 65 Main Street, for after hours please use the drop box on the left side of the Roudenbush Building across from the tennis courts. You may include a check as payment, or you may choose to have us bill you through City Hall Systems.

PROGRAM FEE

Fees are based on 3 afternoon time blocks. Fees will vary based on number of days per week and pickup times. Please refer to the registration form for pricing.

You must register your child for a minimum of 1 day per week (consistent day) for a minimum of 1 block per day. For example, you may choose to register your child for all Mondays for 1 block, and all Thursdays for 2 blocks. Once you have committed to a base schedule you may then add on individual days. The fee for adding blocks is \$13/block. You must contact the Recreation Department no later than noon on the day you would like to add.

Registration will be available until all seats are filled.

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

TUITION PAYMENTS

All payments will be made by the parent/guardian through www.epay.cityhallsystems.com, or by check or cash. Invoices for credit card payments will be sent out by email during the second week of the session.

Invoices may be paid in full or split. We do ask that at least 50% of the session total is paid upon receipt of the invoice, and the full amount be paid by the 1st day of the second month. Failure to do so may impact your child's ability to attend the program. Added blocks will also be applied to your child's account on a weekly basis. (Separate invoices will not be sent out for these.) Please periodically check your account and make any payments due.

In accordance with other town departments, debit and credit card transactions will be subject to a 2.95% convenience fee based on the payment amount, and electronic checks are FREE.

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).

SIGN-OUT AND PICKUP PROCEDURE FROM PROGRAM

The pickup procedure will vary by program based on our available space in the school. Look for communication from our department on further instructions. As always, whoever will be picking your child up from the WPC After School Program must be listed as a parent/guardian or their name appear on the "additional pickup consent" portion of the Child Information Form. Our staff may ask for identification.

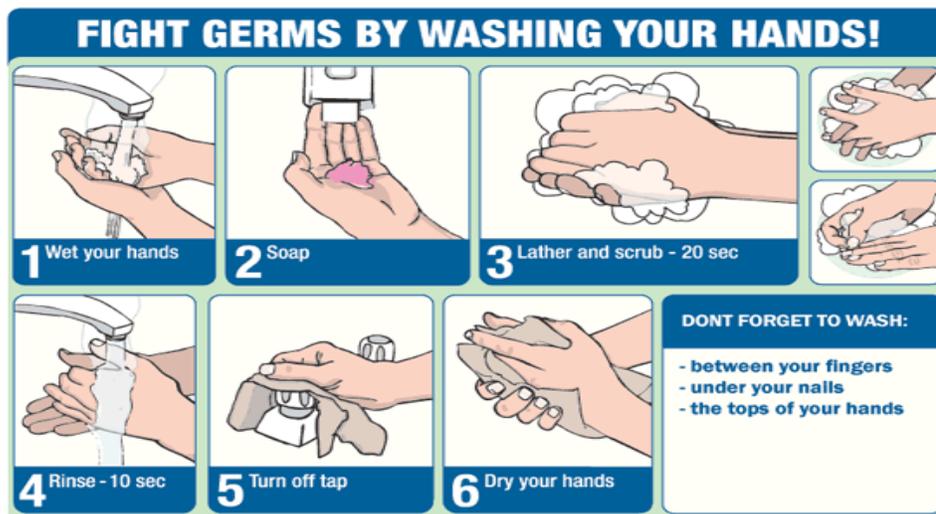
UPDATED COVID-19 POLICIES

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;
- Mask breaks will be given



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

We expect you to arrive promptly at the end of your child's scheduled day. If you do not pick your child up at the end of their last scheduled block, the Site Director will place your child in the next block and you will be billed the **added block fee of \$13 per block**, per child.

Daily operating hours of our K-5 programs are from school dismissal to 5:45 p.m., with a closing window from 5:45-6:00 p.m. All WPC participants should be picked up no later than 5:45 p.m. (the end of Block 3), as WPC staff needs the additional time (5:45-6:00 p.m.) to clean up, resolve any outstanding paperwork to be turned into the office the following day, shut down our WPC space, and vacate the building before the end of our agreed upon contract time with WPS.

If you do not pick up your child by 6:00 p.m. we will follow these steps:

1. If your child has not been picked up by closing time (6:00 p.m.), a telephone call will be made to the parent(s)/guardian(s). If no one can be reached in a ten-minute period, we will proceed to the next step.
2. A phone call will be made to those listed as authorized to pick up your child(ren) on your *Child Information Form*. The first person contacted will be asked to pick up your child. If there is no response, steps 1 and 2 will be repeated at 6:20 p.m. and again at 6:30 p.m.
3. If contact has not been made with parent(s)/guardian(s) or designees by 6:30 p.m., the staff member in charge will call the Westford Police Department and a report of action will be placed in the child's file(s).

You will be asked to sign the *Late Pickup Acknowledgement Form* every time that you are late past 6:00 p.m. in picking up your child(ren). There will be a charge of \$2.00 per child for every minute after 6:00 p.m. that you are late in picking up. After three occurrences, the fee will increase to \$5.00 per minute and you will be asked to schedule a meeting with the WPC Director to discuss continued enrollment. NO EXCEPTIONS. This fee, if applicable, will be charged to your card on file.

It is your duty as a parent to budget your time accordingly to ensure your child is picked up at their scheduled time. We are compassionate about parents'/guardians' needs and understand that most of our parents'/guardians are "working parents" and may be held up in one way or another (e.g., traffic, train schedule, etc.) from time-to-time. However, WPC staff has other obligations and commitments outside of WPC and we feel that you should be respectful of their time, just as they are of yours. If you cannot be on time to pick up your child, other arrangements should be made. CHILDREN WILL NEVER BE LEFT UNATTENDED.

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.