



The Best  
After  
School  
in  
Auburn

Parent Handbook

Including After School Programs and Camps

Parent / Guardian Handbook

*[www.BestAfterSchoolProgramInAuburn](http://www.BestAfterSchoolProgramInAuburn)*

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### **Statement of Purpose**

The purpose of The Best After School in Auburn (BAF) program is to identify the needs of the public at large or specific segments of the population in the Auburn and surrounding communities and engage in programming to meet those identified needs. Also, to provide the highest quality of service possible to those people who are in need and to improve the general quality of life in our serviced communities. Some of these support services include: behavior, recreation, education, consultation, self-defense, and wellness. This program is designed to be more affordable than others in our area and compatible with MAK's core mission to make individual lives better.

The philosophy that governs programs and services at BAS is that love of humanity can be expressed through service to all its members, proving support that tends to build self-actualization, confidence, and wellness. Education and experience provided power in the lives of our families.

In addition, BAS is an effort by MAK to provide after school programming for working parents or parents who need a social experience for their child.

### **After School Program Goals**

The Best After School in Auburn provide a wide range of positive experiences through participation in a variety of recreational, educational, cultural and community service activities.

#### **The Goals of the BAS Programs Include:**

1. To provide a safe, structured after school environment for children and youth in grades K - 8.
2. To provide an environment where a diverse population of children can work and play together in an atmosphere of acceptance and mutual respect.
3. To provide instruction and modeling opportunities to practice skills in conflict resolution.
4. To provide instruction on age appropriate health and family issues, including nutrition, tobacco, substance abuse, divorce, etc.
5. To strengthen family relationships through family events.
6. To work closely with parents, students and teachers to improve our students and their families lives.

### **Summer Program Goals**

The seven-week Summer Programs provide a safe, structured place for children and youth to have fun throughout the summer, while their parents are at work. Throughout this fun-filled experience, children will be exposed to a variety of activities that range from educational to recreational, from cultural to community service. The Goals of the Summer Programs Include:

1. To provide a safe, structured summer environment for children and youth in grades K - 8.
2. To provide an environment where youth can make new friends, try new experiences, work and play together and enjoy summertime activities.
3. To provide instruction and modeling opportunities to practice skills in conflict resolution.
4. To provide instruction on games & sports to get children moving and artistic activities that will allow their creativity to flow.
5. To encourage youth to participate in team building and leadership activities, which will encourage adolescents to develop into responsible, caring young adults.
6. To provide an environment where older adolescents will learn basic child care procedures, improve communication skills and perform duties while learning how to think on their feet.

### **Children Served**

Children must be entering Kindergarten to register for After School and/or Summer Programs. Adolescents must be entering grade 8 to register for Coaches in Training (CIT) Program. During the school year, van transportation is provided without fee, to local schools we service. During the summer program, parents are responsible for transportation.

### **Statement of Non-Discrimination**

McCoy's Action Karate and BAS does not discriminate based on race, color, political & religious beliefs, national & ethnic origin, sexual orientation, gender, age, marital status or disability in admission to all programs, services, rights and privileges, and activities generally accorded or made available to clients in the agency's programs. Our facility is handicap accessible.

### **Location of Facility**

The BAS and its Summer Programs are held at McCoy's Action Karate at 770 Southbridge Street Auburn, MA. We have plenty of parking. We are just minutes from Routes, 12, 20 & 146, 1-290 and the Mass Pike. When visiting MAK, the following is required:

- Always limit your speed to 5 miles per hour within the Parking lot for the safety and well-being of others.
- Always park in the parking spaces provided.
- Always enter and exit through the main entrance.
- Always escort your child(ren) into and out of the building.
- Unscheduled visits limited to parents are allowed.

### **Licensing, Staff Training and Student/Staff Ratios**

BAS and its summer programs are licensed through the Massachusetts Department of Early Education and Care. Staff members are approved with at least three references or recommendations, state CORI/SORI checks and experience. Staff development, as well as training, is on-going throughout the year. This includes basic First Aid, CPR. A student/staff ratio of 10:1 has been established for the program. Each program room will not exceed 26 children at one time.

### **Administration**

BAS recognizes & acknowledges the Massachusetts Dept. of Early Educ. & Care (EEC) as our licensor

### **After School Program Daily Schedule**

1. Arrival
2. Group games
3. Wash hands and snack
4. Homework
5. Staff directed activity – karate classes
6. Free choice
7. Pick-up

### **Summer Fun Program Daily Schedule**

1. Early Care
2. Structured Activities (Karate class, games, crafts, leadership drills)

3. Snack
4. Structured activities continue
5. Lunch
6. Structured activities continue
7. After noon snack
8. Evening martial arts classes begin
9. Pick-up

### **Activity Calendars**

An activity calendar is provided at enrollment and can be accessed on line and through the MAK phone app, which is changed daily if necessary. MAK and BAS notifies parents through in facility CCTV, Text Message Servers, Email Servers, and other internet technologies. Papers, projects, and special notices can be found in students' cubbies. You can also find information posted by the door as you enter either room.

### **Special Event Activates in Our Programs**

#### **Parties**

Throughout the year, we may hold parties at MAK for Halloween, Winter Holidays, Valentine's Day, etc. Due to the varied ethnic groups and religions we serve at MAK, we do not celebrate only a specific set of religious holidays. Instead we celebrate a variety of Holidays, such as Christmas, Hanukkah, and Kwanza or Easter and Passover. We encourage parents to share their ethnic traditions with the BAS and MAK Programs.

#### **Birthdays**

Birthdays may be celebrated at MAK. We have found the Hoodsie cups, small cupcakes or cookies are a nice treat with less waste and mess than a birthday cake.

#### **Special Visitors**

Throughout the year, we have special visitors, like police officers, fire fighters, nurses, teachers, and other people from the community. We often have different instructors come in and share their expertise, such as yoga, dance, karate, etc. Parents are notified of special events in the activity calendars.

**Field Trips**

We often have the opportunity to take the programs off-site. Some of these field trips may include a trip to an orchard or a farm, to local museums, zoos and athletic events, or to the Breezy Picnic Grounds and Waterslides.

Sometimes there are excursions to local playgrounds. Children will NOT BE ALLOWED to participate in field trips without written consent of a parent/guardian. We will ask parent volunteers to help chaperone field trips. Children, staff and chaperones are transported to and from the destination by program vans or a hired bus company.

The Camp T-Shirt is required for field trips to assist with safety and control of site. If they come without a t-shirt, one will be provided and the parents will be expected to pay for the additional shirt.

**Parent Participation**

We ask and encourage parents to participate in our programs. We welcome your involvement during special events and field trips. Your contributions - snacks, recyclables, time, talents, etc. - are very much appreciated. In the past, parents have read to the group, talked about their jobs and shared special ideas and projects.

**Parent Rights**

The BAS and Summer Programs are happy to receive suggestions from parents. However, it is always up to the site coordinators to decide whether they will be implemented.

**Right to Visit**

You have the right to make an unannounced visit to any BAS or MAK program while your child is present. We ask that you limit these visits to parents only and we ask that you keep the visits to 15 minutes, as to not disrupt the program..

**Conferences**

You have the right to request an individual conference with the program's staff. MAK staff will conduct two conferences with parents during the year. The licensee has the responsibility to make the staff available, but only if there is ample staff coverage.

**Registration**

Registration for the Fall After School Program is held in the Spring. Parents may call in the beginning of the spring to get the dates of registration. Prior to registering, parents may visit the facility, observe the program in action, meet the staff and register their child. We also have

on-going, open enrollment throughout the year, so that a child may join our program at any time, if a slot is available. Registration for Summer Programs begins in January.

### **Registration Fee**

A non-refundable fee of \$45.00 is required for each child registering for BAS Program. A non-refundable fee of \$45 is required for each child registering for the bas Summer Programs as well. When the programs are full, children's names will be put on a waiting list on a "first come, first served" basis.

### **Late Pick-Up Fees and Policy**

Each program has a specific pick-up time and The Best After School in Auburn builds a 10-minute buffer into our programs. If any later the Staff will try to reach you, but if they are unable to contact you, they will start calling the emergency contacts listed on your child's registration form. If you are going to be late, please call 508-832-4110. If it is an emergency (i.e. flat tire, car trouble, medical problem, etc.) we will, of course, try to be understanding. Oversleeping stuck in traffic or shopping are NOT considered emergencies.

BAS After School Program Hours

2:15PM-6:00PM

BAS Summer Fun Programs Hours

Monday-Friday@9:00AM-3:30PM

Early Drop-off and Late Pick Up: Monday-Friday@8:00AM-5:00PM MAK

Refunds WILL NOT be given for sick days or any other day the parent decides to not send the child to program. A spot in the program is being held for your child, even when he/she is absent.

### **Severe Weather Closings**

If the Auburn Public Schools are closed due to inclement weather, The Best After School in Auburn Program will be CLOSED. If the Auburn Public Schools have a delay, BAS Programs will be OPEN. If the Auburn Public Schools have an early dismissal, The Best After School in Auburn Programs will be open and get the children from the schools. However, we expect that parents will make every effort to pick up their child(ren) as soon as possible so that we can ensure our staff get home safely.



### **Holidays**

The BAS will follow the same Holiday and Vacation schedule as the Auburn Public Schools. There are half day programs on APS half-days.

### **Holidays that BAS and MAK Observes**

New Year's Day, MLK, Jr. Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, Christmas and December School Vacation.

### **Important Notes to Remember**

- State law requires that your child's medical history (including up-to- date immunizations) be on file with your child's school.
- Please mark your child's name on lunch boxes, backpacks, coats and other belongings.
- Please make sure that your child does not bring toys or games from home. We do not want them to get lost or damaged.
- Children and youth are involved in many activities that can be messy (paint, glue, clay, etc.). We encourage children to be creative with art materials. Please DO NOT dress your child in clothing that you do not want stained or discolored.
- We do not provide lunches (for Summer Programs). Please send a nutritious lunch in a lunch box/bag that is clearly marked with your child's name.

### **Releasing Your Child**

Under NO circumstances will your child be released to anyone without prior notification from you. Please call McCoy's Action Karate in advance to provide the name of the person picking up your child. They will be asked for a photo ID upon arrival. There are NO exceptions to this policy. Even if we know the person, you MUST call in advance for staff to release your child.

### **EEC Regulations / Requirements**

#### **Confidentiality and Distribution of Records**

Information contained in a child's record shall be privileged and confidential.

- The licensee (MAK) shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parent(s)/guardian(s). The licensee shall notify the parent(s)/guardian(s) if a child's record is subpoenaed.

- The child's parent(s)/guardian(s) shall, upon request, have access to his/her child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parent(s)/guardian(s). Upon such request for such access the child's entire record shall be made available regardless of the physical location of its parts.
- The licensee shall not charge an unreasonable rate for copies of any information contained in your child's record. The licensee shall maintain a permanent, written log in each child's record indicating any time a child's record has been released.

### **Amending the Child' Record**

The child's parent(s)/guardian(s) have the right to add information, comments, dates or any other relevant materials to the child's record. Upon written request, the parent(s)/guardian(s) can transfer the child's records when the child is no longer in our care.

### **Discipline Policy**

Discipline and guidance shall be consistent and based upon the understanding of the individual needs and development of each child. The goal of discipline shall be for maximizing the growth and development of the child, and for protecting the group and individuals within it.

No corporal punishment shall be used, including spanking or shaking. No child shall be punished for soiling, wetting or not using the toilet. No child shall be threatened with any of the above policies.

All staff will redirect children from situations where negative behaviors exist. Redirection will be the program's main discipline technique for all ages. All staff will use a "time-out" period in situations where redirection is ineffective. "Timeouts" will be used in cases such as hitting, punching, swearing, kicking, persistent failure to be attentive to staff redirection, or continual disruption of the group. A "time out" consists of a period of no more than five (5) minutes where a child is removed from the group where a negative behavior or disruption is occurring. The child will be instructed to sit quietly in a chair for a minute to think about why a staff member has asked him/her to take a "time out." The staff member will then process with the child the rule that was broken and other choices of positive behavior the child may have chosen. The staff will then help the child reenter the group. Please Note: A "time out" in another room will only be done if proper student/staff ratios can be maintained.

If a child's negative behavior continues to be unsafe for him/herself or others, the onsite administrator will be notified, and a determination may be made to contact the child's parent(s)/guardian(s) to pick up the child for the day. The staff will document all serious behavioral incidents in an Incident Report. The report will be reviewed with the parent/guardian at a meeting with the on-site administrator. Based on the Executive Director's input, the child may be suspended from the program for a period determined by the Executive Director and pending the seriousness of the violation. Serious violations include bringing weapons to the center, fighting, malicious destruction of property, aggressive behaviors such as throwing objects at staff or peers, self-mutilation, bringing drugs/alcohol to the center or excessive verbal abuse to staff or peers. Please Note: Parents have the right to appeal the decision of the Executive Director.

### **Termination Policy**

It is the hope of McCoy's Action Karate to retain children in our programs. We will adhere to the Discipline Policy, but children exhibiting behaviors dangerous to themselves and/or others may be terminated from the programs. The Executive Director will meet with parents/guardians to review the situation and circumstances. Recommendations to programs that best meet the needs of the child will be discussed and referrals will be made. A review of documented behavioral incident reports, observations by staff will be taken into consideration. The Executive Director will make the decision. Parents/guardians have the right to appeal the Executive Director's decision in writing.

### **Prevention of Abuse and Neglect**

McCoy's Action Karate is a mandated reporter of suspected child abuse and neglected as required by M.G.L.C 119 & 51A. All program staff shall report suspected child abuse or neglect to the Executive Director. The Executive will immediately report suspected abuse or neglect to the Department of Children and Families. The Executive shall notify the Department of Early Education and Care (E.C.C.) immediately after filing a 51A Report, or after learning a 51A Report has been filed alleging abuse or neglect of a child while in the care of the MAK After School or Summer Programs or during a program-related activity.

MAK staff will cooperate in all investigations of abuse or neglect, including identifying parents of children previously enrolled in the BAS and Summer Programs, providing consent for disclosure of information to E.E.C., and allowing the office to disclose the information to any

person and/or agency the office may specify as necessary to the prompt investigation of all allegations and the protection of children.

Any staff members of McCoy's Action Karate who are suspected of neglect or abuse of children shall be immediately suspended until an investigation by the Department of Children and Families is completed or until such further time as the Department of Early Education and Care requires.

### **Plan of Transportation**

Throughout the school year MAK receives students that walk to the facility from the Auburn Middle School, are transported by bus, driven by parents by their arrangements, or delivered by MAK vehicles that are 70d licensed and certified. The 12 and 15 person vans have been authorized by DOT until October 2020, and MAK is in the process of obtaining 8/10 person vans before that date and qualify them through RMV. Transportation to events off MAK's campus will be by state approved school buses. MAK is in the process of licensing 2 vehicles, and 3 drivers with state assistance.

**If a child fails to show up at the program, the staff will contact the parent/guardian to locate the child. Please notify the staff if your child WILL NOT be in program or if your child may be late (508-832-4110).**

1. Text Messaging the Director or Assistant Director, or
2. Noting the planned absents in the BAS closed facebook group, or
3. Private messaging the Director or assistant director,
4. Or calling (508-832-4110).

At no time publish this information to the open MAK Facebook page or the MAK app, for the protection of your children. Your child may only be picked up by the person(s) you provided on the pick-up authorization form.

You and your child should always enter and exit through the front entrance. You should escort your child into and out of the building. You are responsible for your child until he/she enters the program.

### **Health Care Policy**

Health Care Consultant Dr. Robert Hansen Millbury, MA 01602 (508) 752-4511

- Procedures for emergencies and illness
- Method of transportation - car or ambulance

- Notification of parents within 24 hours

One staff stays with injured/ill child to make them comfortable. Another staff tries to notify parent. Staff pull the file on child in case staff and child must go to the hospital

The emergency procedures if a parent cannot be reached is the same as above in handling child and the folder. Call emergency contact person on enrollment form. If child cannot be moved, call ambulance. Give name, address, and a reason for call.

### **Procedures for Field Trips**

- Site coordinator brings permission slips signed by parent(s) or guardian(s) and emergency cards on all trips.
- A ratio of one chaperone to ten children is established.
- A head count is taken by chaperones before departure of the center, continually during the trip, and before departing the trip location. Chaperones will carry permission slips with them. Someone is designated to carry the first aid kit.
- In case of emergency, a staff stays with the injured/ill child and designates someone to call 911 and/or the parent(s)/guardian(s) of the child. If the child is taken by ambulance, a staff member will go with the child carrying the emergency information card.

### **Plan for Managing Infectious Disease**

To minimize the spread of infectious disease, the center will be kept clean, the staff will maintain personal hygiene, and the children will be kept clean and dry. The center will be aerated with fresh air daily, and MAK has enough ionization units cleaning the air continuously. There will be enough space for the number of people present. The children will be taught to cough or sneeze into the inside of their arm or into a tissue. They will then wash their hands.

### **Alcohol/Drug Policy**

Under no circumstances will any child be released to any person (including a parent/guardian) if that individual is apparently under the influence of alcohol or drugs. If MAK staff feel as though the person picking up the child is under the influence, they will ask for a private conference away from the children and inform them that they are unable to release the child to him/her. An alternate person will then be contacted to pick up the child.

### **After School and Summer Program Billing Policy**

During the after-school program, parents are billed on a weekly basis. We accept either weekly or monthly payments from parents. During the summer program, parents are billed and expected to pay on a weekly basis. Fees for after school and summer programs are collected at our front desk. Families can pay with cash, check or credit card. When payments are paid in cash, families are given a receipt, and are asked if they always want a receipt.

MAK also accepts vouchers from Child Care Resources. The director is trained in filling out forms for voucher-paying parents. The forms will be filled out and submitted to Child Care Resources for reimbursement.

The bookkeeper will be responsible for collecting co-payments from voucher-paying parents. If co-pays are not paid within 60 days, Executive Director will be notified. Executive Director will contact parents regarding late payments to work out a payment plan. Child care will not be suspended due to late payment/non-payment, even to students without vouchers.

### **Absentee Policy**

When a child is absent from the after school and/or summer programs, parents will call to inform staff. If parents do not call/notify the program, then MAK staff will contact parents to check on child. If a child is absent (unexcused absences) from program for more than five consecutive days, the Site Coordinator will notify the Executive Director. The Executive Director will contact the parents to inform them that their child's spot in the program is in jeopardy. A written note detailing the reason why a child is absent will be collected from families. A copy of the note will be kept in the child's file.