Family Handbook

Echo Valley Elementary School
Echo Valley Middle School
Northfield Elementary School
Northfield Middle School
Roxbury Village School
Williamstown Elementary School
Williamstown Middle School
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome!</td>
<td>1</td>
</tr>
<tr>
<td>Contact Information</td>
<td>2</td>
</tr>
<tr>
<td>Problems &amp; Questions</td>
<td>3</td>
</tr>
<tr>
<td>Program Overview</td>
<td>3</td>
</tr>
<tr>
<td>Our Staff</td>
<td>4</td>
</tr>
<tr>
<td>Enrollment Procedure</td>
<td>4</td>
</tr>
<tr>
<td>Fees &amp; Financial Information</td>
<td>4-5</td>
</tr>
<tr>
<td>Family Involvement and Support</td>
<td>5</td>
</tr>
<tr>
<td>Children with Special Needs</td>
<td>5</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>6</td>
</tr>
<tr>
<td>Student Pick-Up Policy</td>
<td>6</td>
</tr>
<tr>
<td>School Closing</td>
<td>6</td>
</tr>
<tr>
<td>Discipline Procedures</td>
<td>6-7</td>
</tr>
<tr>
<td>Accidents</td>
<td>7</td>
</tr>
<tr>
<td>Missing Child Protocol</td>
<td>7</td>
</tr>
<tr>
<td>Emergency Protocols</td>
<td>7</td>
</tr>
<tr>
<td>Medications</td>
<td>7-8</td>
</tr>
<tr>
<td>Immunizations</td>
<td>8</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>8</td>
</tr>
<tr>
<td>Use of Pesticides</td>
<td>8</td>
</tr>
<tr>
<td>Summer &amp; Late Bus</td>
<td>8</td>
</tr>
<tr>
<td>Mandatory Reporting</td>
<td>8</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>8-9</td>
</tr>
<tr>
<td>Physical Health Information &amp; Guidelines</td>
<td>9</td>
</tr>
<tr>
<td>CVSU Afterschool Calendar for CVSU Schools</td>
<td>10</td>
</tr>
<tr>
<td>CVSU Afterschool Calendar for RVS</td>
<td>11</td>
</tr>
</tbody>
</table>
WELCOME TO CVSU AFTERSCHOOL!

The CVSU Afterschool Program offers a safe, fun, and stimulating afterschool experience. Our programs are aligned with Common Core standards and 21st Century learning skills. We are educators who believe in building great relationships with and among students; helping students to recognize and realize their potential; and giving kids the opportunity to express themselves in a variety of interesting and enriching activities.

Our program is part of a nation-wide community of 21st Century Community Learning Centers. We aim to provide interesting, project-based activities that will ultimately help students in school and in life. We look forward to getting to know you and your child(ren) this school year. This Family Guidebook details our procedures and important information about the program. Please feel free to contact us with your questions or concerns.
CONTACT INFORMATION

_CVSU Afterschool Program_, 37 Cross St. Unit #1, Northfield, VT 05663

**Cara Sargent**, Afterschool Program Director, CVSU  
802-455-8712  csargent@cvsu.org

**Kristen Getler**, Afterschool Program Assistant Director, CVSU  
802-455-8714  kgetler@cvsu.org

To reach program staff during _CVSU Afterschool_ program time, please contact the site coordinator of the appropriate program:

**SUMMER 2022**

**Jenny Bartlett-Hardy**, Northfield Elementary School  
802-455-8810  jbhardy@cvsu.org

**Ryan Harlow**, Northfield Middle School  
802-455-8785  rharlow@cvsu.org

**Sara Peacock**, Williamstown Elementary School  
802-433-3646  speacock@cvsu.org

**Casey Searles**, Williamstown Middle School  
802-433-7016  csearles@cvsu.org

**SCHOOL YEAR 2022-23**

**Casey Searles**, Roxbury Village School  
802-262-1513  csearles@cvsu.org

**Katja Brackelmanns-Puig**, Echo Valley Middle School  
802-433-3946  kbpuiig@cvsu.org

**Jenny Bartlett-Hardy**, Northfield Elementary School  
802-455-8810  jbhardy@cvsu.org

**Ryan Harlow**, Northfield Middle School  
802-455-8785  rharlow@cvsu.org

**Sara Peacock**, Williamstown Elementary School  
802-433-3646  speacock@cvsu.org

**Tyler Beede**, Echo Valley Elementary School  
802-883-2312 x5365  tbeede@cvsu.org

**Aaron Zwain**, Williamstown Middle School  
802-433-7016  azwain@cvsu.org
PROBLEMS AND QUESTIONS
If you experience any problems or have any concerns or questions regarding the CVSU Afterschool Program, please contact the director, Cara Sargent, at 802-455-8712 or csargent@cvsu.org.

If you need to register a complaint regarding the CVSU Afterschool Program, you may contact the Child Care Consumer Line at 1-800-649-2642.

PROGRAM OVERVIEW

CVSU Afterschool provides many opportunities for student participation at seven sites. Young people may choose one day a week for a specific activity, or every day that the CVSU Afterschool Program is in session. Activities range from building robots to making music, from creative writing to fly fishing, and more. Students commit to their choices prior to the beginning of each session so personnel can be retained to facilitate. **We cannot accept drop-ins at this time.**

Please read this handbook carefully and consult the Program Director or Site Coordinators with any additional questions or concerns—or simply to introduce yourself!

You, the families, are a critical part of the collaboration. We need your support, input, and energy. Please connect with CVSU Afterschool staff about your child’s and family’s needs. We look forward to working together. We envision a great year as we build our afterschool program and community!

Our elementary program at WES is a licensed child-care facility. The regulations guidebook for licensed afterschool programs in Vermont may be found here: [http://def.vermont.gov/sites/def/files/CDD/Docs/Licensing/AS_Regulations_Final.pdf](http://def.vermont.gov/sites/def/files/CDD/Docs/Licensing/AS_Regulations_Final.pdf)
OUR STAFF

CVSU Afterschool staff members are school-day employees, afterschool professionals, and community members who love working with kids. All regular staff members and administrators have passed a background and fingerprint check through the Vermont Agency of Education; we are all mandated reporters; and we offer professional development to our staff on a regular basis. The safety and well-being of our students is our primary concern.

ENROLLMENT

Families must fill out and submit to the Site Coordinator each of the following forms once per fiscal year (July to June) and as needed to update information:

1. Registration Form
2. Transportation Form
3. Fee Determination Form (elementary sites only)
4. Family Guidebook Sign-Off Page

Families must complete an Enrollment Form each session your child(ren) attend(s) CVSU Afterschool.

Completed forms must be received before your child(ren) can participate in our programs. Space is limited each session and slots are filled on a first-come, first-served basis.

FEES & FINANCIAL INFORMATION

No child is ever turned away from CVSU Afterschool programs for inability to pay; but if you can contribute to our program, you will be helping us make it possible to continue to offer quality afterschool enrichment programs to your children, our students.

A little more than half of our annual budget comes from a federal 21st Century Community Learning Centers (21CCLC) grant. 21CCLC money allows us to pay our staff. (We are currently in the 5th year of a 5-year grant cycle. We will have to apply to be considered for continued funding. Failure to receive this money would result in the closure of ONWARD and Bridges programs.)

About 14% of our revenue comes from our schools. This amount, while very helpful, covers only some of our administrative costs.

The rest of our revenue—for program supplies (paint, clay, paper, markers, playground toys, etc.), staff training (professional development), equipment (computers, printers, software), and food (snacks)—comes primarily from program fees and donations. Family contributions are essential to our ability to operate.
Fees are determined using the *Fee Determination Form* and are based on household income.

Due to the high demand for enrollment at our elementary sites (NES, WES, WVS), we generate statements for each session based on enrollment, not attendance. If your child is enrolled in an activity and does not attend, regardless of reason, you are still responsible for the cost of that day.

We generate statements at the beginning of each session and mail or hand-deliver them to parents. Payment is due four weeks from the date the statement is generated.

We understand that not every family can pay the determined amount, or can pay the full amount at one time.

- If you would like to establish a payment plan, please contact the Program Director.
- Limited scholarships are available. In order to be eligible for a scholarship,
  - families whose child(ren) attend(s) our WES program must submit a *Child Care Financial Assistance Application* to the State of Vermont Child Development Division.
  - families whose child(ren) attend(s) our other programs must contact Cara Sargent at 802-455-8712.

Please make checks payable to *CVSU Afterschool*.

**No child will be turned away for an inability to pay.**

**FAMILY INVOLVEMENT AND SUPPORT**

We welcome family members’ contributions of talent, time, and ideas. From time to time, we will send out specific requests. If you want to volunteer in some capacity, please let us know. We also invite community members with skills, knowledge, and talents to share to apply to serve as project facilitators leading new learning experiences for students each session (fingerprinting/background check required).

You know your children best. Please tell us about their interests, concerns, and achievements. With your input, we can provide individualized support, celebration, and improved programming.

Parents/guardians are always welcome to visit our programs. Please be aware that the first priority of our staff members is the well-being of our students, so staff members may not be able to stop what they are doing to speak with you at length. If you would like to meet with one of our staff members, please contact the site coordinator.

Parents may request to see their child’s *CVSU Afterschool Program* record by contacting the site coordinator.

**CHILDREN WITH SPECIAL NEEDS**

All children who wish to enroll in *CVSU Afterschool* programs are welcome. Our staff works with families and school-day staff to provide the most effective accommodations for children who need them, as well as differentiated play and instruction.
**ATTENDANCE POLICY**

Families must contact the Site Coordinator or the site school office if, for any reason, a student will be absent from **CVSU Afterschool**. If a student scheduled to attend that day is absent from our program, and the student is not listed as absent from school, then the Site Coordinator will begin calling the contact numbers listed on the student’s registration form. If a parent, guardian, or emergency contact cannot be reached, then the Site Coordinator's next step will be to contact the appropriate police department to report the student’s absence and begin a search for the student.

**Dismissal from school:** If a student is sent home from school due to illness or for disciplinary reasons, **they are not permitted to attend **CVSU Afterschool on that day**. If a student is suspended from school, they are not permitted to attend **CVSU Afterschool** for the duration of the suspension. Payment is still required.

**Withdrawing from the program:** Families have the option of withdrawing students from the program at any time, but we request a **2-week notice** before withdrawing. A pattern of withdrawing over multiple sessions will result in an inability to participate in **CVSU Afterschool** activities.

**STUDENT PICK-UP POLICY**

On the *Registration Form*, families fill out a “pick-up list” of people authorized to pick up their child(ren). A child will not be released to any other person without advance written permission from the child’s parent/guardian. Photo ID may be required for pick-up.

Early pick-up is permitted; please let your child’s Site Coordinator know in advance. You must give permission on the *Registration Form* for your child to walk or ride the bus to a specific stop. (See “**LATE BUS**”. A written note is required to change the transportation plan established on your child’s *Transportation Form*.

**SCHOOL CLOSING**

In the event that school is canceled at the beginning of the school day or closed during the school day (e.g., snow or ice storm) the program **WILL NOT** operate. Parents will be informed via the Central Vermont Supervisory Union emergency notification system, and the website and local radio stations will broadcast the news of all school closings.

**DISCIPLINE PROCEDURES**

The **CVSU Afterschool** behavior procedures ensure the safety of program participants. The same rules and behavioral expectations that are enforced during regular school hours, as outlined in each school’s Family Handbook, are maintained during **CVSU Afterschool** program time. We implement PBIS systems as a means of encouraging positive behaviors, and utilize site-specific behavior plans focused on restorative justice practices.

**CVSU Afterschool** honors procedures for behavior as outlined in each participating CVSU school’s handbook. A key strategy is prevention. Staff members will communicate student behavioral support needs to the Site Coordinator who will discuss the incident and come up with an appropriate plan with the
student. For any incident, the Site Coordinator will determine a consequence along the following continuum.

1: Warning.
2: Suspended for the remainder of day and following day.
3: Suspended for the remainder of the week.
4: Suspended for remainder of the session.
5: Suspended for the remainder of the year.

Families will have the opportunity to appeal a decision for suspension from the CVSU Afterschool Program. If you disagree with the Site Coordinator’s decision, appeals may be submitted via email to Cara Sargent, CVSU Afterschool Director, at csargent@cvsu.org. During the period of review by the CVSU Afterschool Director, the Site Coordinator’s determination of consequence will stand until an alternative decision, if deemed appropriate, has been made. Any appeal will be reviewed and a decision reached within ten business days.

**ACCIDENTS**

In the event that a child suffers a serious injury, our policy is to call 911 first. Staff will then contact the parent(s)/guardian(s). The child may be taken immediately to the emergency room for treatment prior to parental/legal guardian contact. Site Coordinators and other program service providers are trained in First Aid and CPR. In the event of an accident, staff will complete an accident form and detail any treatment administered to the student. CVSU Afterschool will keep a copy on file with students’ records.

**MISSING CHILD PROTOCOL**

Staff members take attendance at the beginning of their activity and conduct frequent head-counts during the activity. In the event that a child is missing, a staff member will contact the Site Coordinator immediately. The Site Coordinator will conduct a search of the immediate area. If the child is not found, the Site Coordinator will call the Program Director and a wider search, including any available program/school staff, will be conducted. If the child is not located within 10 minutes, the Director will contact the local police for assistance, as well as the child’s parent(s)/guardian(s).

**EMERGENCY PROTOCOLS**

CVSU Afterschool programs follow the emergency protocols of the schools in which they are housed. Parents should be aware that, in case of emergency, afterschool staff will contact you as soon as possible. Parents should not attempt to call the school or a child’s or staff member’s cell phone because this could interfere with afterschool staff’s communication with emergency personnel.

**MEDICATIONS**

Staff may not administer any medications—including sunscreen and bug spray—without written parental permission and, when applicable, professional training. In general, Site Coordinators will be the only staff members to administer medication. All student medications are kept in a locked location until/unless needed. All staff will receive EpiPen training and will be informed if any student in their group has an
EpiPen. An elementary student’s EpiPen will be carried at all times by a staff member who leads or assists that student’s group. A middle-school student’s EpiPen will be carried by the student, with a staff member ensuring that the student has their EpiPen at all times.

**IMMUNIZATIONS**

The immunization records (or Vermont-allowed exemptions) of children who participate in *CVSU Afterschool* programs must be current and on file with the school.

**SMOKING POLICY**

Smoking is prohibited on all school properties and *CVSU Afterschool* program sites.

**USE OF PESTICIDES**

*CVSU Afterschool* programs use school property; our pesticide policies are, therefore, the same as those of our schools. These policies include written notification to families and staff prior to applying pesticides; use of pesticides registered by the Vermont Department of Agriculture, Food and Markets; and application of pesticides only when children are not present.

**SUMMER AND LATE BUS**

Bus routes are determined by the general home locations of enrolled students and are intended to provide transportation opportunities to as many students as possible. Be sure to let us know right away about address changes. During the school year, *K-2 students must have a parent or authorized adult meet them at the bus stop*. When an authorized adult is not present at the bus stop, the student will remain on the bus and be returned to the school for parent pick-up. Parents will be notified of their child’s location as soon as the Site Coordinator is notified by the bus driver. *Repeated incidents of not meeting your child at a stop as agreed will result in loss of bus-use privileges.* Because the available stops are different from the school day stops and students are being dropped off after dark during the winter months, we encourage parents of students in all grades to meet the bus each day. *During the school year, students older than grade 2 will be dropped off regardless of a parent’s presence at the stop. During the summer program, all students will be let off the bus, regardless of a parent’s presence at the stop.* Bus drivers reserve the right to hold a student on the bus if they have concerns for a child’s safety.

**MANDATORY REPORTING**

All *CVSU Afterschool Program* staff members are mandated reporters. We take very seriously our legal requirement to report suspected child abuse and neglect to the Vermont Department of Children and Families.

**CONFIDENTIALITY**

All *CVSU Afterschool Program* staff members will maintain the confidentiality of the students attending the program and their families. Staff members and program administrators may discuss specific concerns about a student’s behavior or other issues amongst themselves, with the student’s family, and with the
school-day staff, as necessary and appropriate. The Site Coordinator will share medical, behavioral, and other confidential information about a student with staff members on a need-to-know basis. All child/family records will be kept confidential unless otherwise required by law or emergency.

Physical Health Information & Guidelines

We follow our schools’ and the Vermont Department of Health’s (VTDOH) guidelines regarding COVID-19 mitigation.

We learned some important lessons about staying healthy because of COVID-19. Masking, washing hands frequently, and social distancing kept us safer from illness generally. The VTDOH reported in June 2021 that “During the 2020-21 season, visits to providers and emergency departments for influenza-like illness (ILI) were unusually low, most likely due to the COVID-19 global pandemic. Contributing factors include but are not limited to healthcare-seeking behavior, capacity of providers to provide non-COVID-19 care, personal hygiene, increased physical distancing, and reduced public gathering.”

We will heed this lesson, and ask you to assist us. The chart below will help you determine if your child should stay home from the program.

We will be vigilant about observing and verbally checking in with students to assess how they are feeling. If a child becomes sick from what might be a communicable illness while they are at the program, we will isolate them and call parents to come pick them up. We encourage you to have your child tested for COVID-19 if they display symptoms of the disease.

No School, No Afterschool Program

<table>
<thead>
<tr>
<th>I NEED TO STAY HOME IF...</th>
<th>I have a Fever</th>
<th>I am Vomiting</th>
<th>I have Diarrhea</th>
<th>I have a Rash</th>
<th>I have Head Lice</th>
<th>I have an Eye Infection</th>
<th>I have been in the hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>😷</td>
<td>🎠</td>
<td>😷</td>
<td>😷</td>
<td>😷</td>
<td>😷</td>
<td>🚑</td>
</tr>
<tr>
<td>Temperature of 100.4</td>
<td>- 24 hours</td>
<td>- 24 hours</td>
<td>Body rash with itching or fever</td>
<td>Itchy head, active head lice.</td>
<td>Redness, itching, &amp;/or crusty drainage from eye</td>
<td>Hospital stay &amp;/or ER Visit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I AM READY TO GO BACK TO SCHOOL WHEN I AM...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever free for 24 hours without the use of fever reducing medication. (i.e. Tylenol, ibuprofen)</td>
</tr>
</tbody>
</table>