

# Central Vermont Supervisory Union Afterschool

*Bridges Afterschool*  
NES NMHS RVS

*ONWARD Afterschool*  
OCS WES WMHS WVS

**2020-2021**



## Family Handbook

*Northfield Elementary School*  
*Northfield Middle School*  
*Orange Center School Roxbury*  
*Village School Washington*  
*Village School*  
*Williamstown Elementary School*  
*Williamstown Middle School*

<b>Table of Contents</b>	<b>Page</b>
Welcome!	3
Contact Information	3-4
Problems & Complaints	4
Program Overview	4
Our Staff	5
Enrollment Procedure	5
Fees	5
Family Involvement and Support	6
Children with Special Needs	6
Attendance Policy	6
Student Pick-Up Policy	7
School Closing	7
Discipline Procedures	7
Accidents	8
Missing Child Protocol	8
Medications	8
Immunizations	8
Smoking Policy	8
Use of Pesticides	8
Summer & Late Bus	9
Mandatory Reporting	9
Confidentiality	9
<i>CVSU Afterschool</i> 2019-20 Calendar	10
<i>CVSU Afterschool at RVS</i> 2019-20 Calendar	11

## **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 21<sup>st</sup> 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 21<sup>st</sup> Century Afterschool programs. 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  
802-433-7080    csargent@cvsu.org

**To reach program staff during *CVSU Afterschool* program time, please contact:**

**Jenny Bartlett-Hardy**, Afterschool Site Coordinator, Northfield Elementary School  
802-433-7064    jbhardy@cvsu.org

**Kristen Getler**, Afterschool Site Coordinator, Northfield Middle School  
802-433-7062    kgetler@cvsu.org

**Inge Winters**, Afterschool Site Coordinator, Orange Center School  
802-433-3964    iwinters@cvsu.org

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

**Ryan Harlow**, Afterschool Site Coordinator, Washington Village School  
802-455-8062    rharlow@cvsu.org

**Sara Breckenridge**, Afterschool Site Coordinator, Williamstown Elementary School  
802-433-6653    sbreckenridge@cvsu.org

**Tyler Renaud**, Afterschool Site Coordinator, Williamstown Middle School  
802-433-5350    trenaud@cvsu.org

## PROBLEMS AND COMPLAINTS

If you experience any problems or have any concerns regarding the *CVSU Afterschool Program*, please contact the director, Cara Sargent, at [csargent@cvsu.org](mailto: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 programs at NES and WES are licensed child-care facilities. The regulations guidebook for licensed afterschool programs in Vermont may be found here:

[http://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/AS\\_Regulations\\_Final.pdf](http://dcf.vermont.gov/sites/dcf/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 check and fingerprinting through the Vermont Department of Children and Families. Any new potential employee who does not pass a background check/fingerprinting will not be hired. 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**
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.**

Our calendars of sessions are attached to the end of this guidebook.

## FEES

Family contributions are a crucial source of income for *CVSU Afterschool* and help to support quality programming, from project supplies and enrichment activities to transportation and snacks. 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 has the ability to pay the determined amount, or may not be able to 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 802-433-7080.

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 invite community members with talents to share as well and 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, 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 him/her.*

**Dismissal from school:** If a student is sent home from school due to illness or for disciplinary reasons, **s/he is not permitted to attend *CVSU Afterschool* on that day.** If a student is suspended from school, s/he is 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](mailto: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/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. A student's EpiPen will be carried at all times by a staff member who leads or assists that student's group.

## **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 late and summer 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 at the stop.

## 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.

## COVID-19 Health Regulations

- Wellness checks
  - We will check each student's temperature when they arrive at the program. Since they will have been at school all day after undergoing a full wellness check upon arrival, we will not repeat the complete check. We will, as always, actively monitor students for how they are feeling physically and mentally.
  - The same protocol will be followed for afterschool employees who also work the school day.
  - Afterschool employees who do not work in the school during the day will undergo a complete health check before entering the program each day.
- Students with certain health conditions, including asthma, may be at particular risk for contracting illness in a setting such as our summer program. Please consult your child's doctor before enrolling your child in our program.
- No one other than staff and students may enter the school buildings.
- If possible, students should be picked up by the same person every day. That person should not be in the at-risk category according to CDC guidelines. See here for more information:  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

Drivers should stay in their vehicles at all times. Your student(s) will be escorted to your vehicle.

- All staff members are trained in and required to adhere to the VT DOH's *Health Guidance for Childcare Programs, Summer Programs and Afterschool Programs*, and VOSHA's *Protecting the Safety and Health of Workers*.
- Any staff person or student who shows symptoms of illness must isolate immediately and leave the building as soon as possible. We encourage anyone with symptoms to consult a doctor. Staff and students who experienced symptoms may return to the program
  - with negative results from a COVID-19 test; or
  - with a diagnosis of something other than COVID-19 and when symptoms have improved and they have not had a fever for at least 24 hours *without* medication; or
  - 10 days after a positive COVID-19 test, if symptoms have improved and they have not had a fever for at least 24 hours *without* medication.
- Staff, students, and their families are strongly encouraged to comply with ACCD travel and quarantine guidelines. Please consult Vermont's Agency of Commerce and Community Development website <https://accd.vermont.gov/> to view the interstate travel map, which updates weekly every Friday.

- Face Coverings:
  - All staff members and students must wear face coverings that cover the nose and mouth while inside the school building, except when eating, and whenever physical distancing of at least 6 feet is not possible or cannot be maintained.
  - All staff members and students will be encouraged to wear face coverings when outside.
  - Face coverings will be provided for staff members and students who do not have them. These face coverings will be returned at the end of the day and to be washed and dried.
  - Children who have a health reason for not wearing a face covering will not have to wear one. We will require a note from a medical professional to honor this exception.
- Group size will be limited to 25 people or fewer.
- We will make every effort to maintain the 6-foot physical distance between people. We will use rooms that accommodate distancing requirements, and space desks and tables within those rooms. We will use visual cues such as tape marks on floors to help children maintain physical distance.
- Cleaning of surfaces will be done regularly.
- Frequent and thorough hand-washing will be required of all staff members and students.
- Outdoor activities, including outdoor academic classes, will be strongly encouraged. Even outside, however, physical distance will be maintained as much as possible and masks worn when this is not possible.
- Outdoor play structures may be off-limits if it is deemed too difficult to sanitize them between use by different groups.
- Snacks and meals will be served in individual packages. Students will be widely spaced and/or separated by physical barriers while eating.

**SELF REPORTING: We ask that all staff and families text 802-917-8607 (Cara) for self-reporting of symptoms and notification of exposures. This information is confidential and falls under federal FERPA regulations.**