

# Welcome to the Town of Amesbury's Before School Program

**Important Number:** *Please, PUT THE APPROPRIATE NUMBER IN YOUR CELL PHONES-messages left for Kathy may not get to the program right away. Please call the Program Cell.*

**Amesbury Elementary Before School: 978-479-1480 Supervisors: Karen Pratt and Farah Bixby**  
**Cashman Elementary Before school: 978-479-1482 Supervisors: Erin Dignard and Tricia Blanchard**

Welcome to the City's before school program (run through the recreation department) to be held at the Amesbury Elementary School and Cashman Elementary School starting August 30, 2017. Activities will consist of sports, games, playground, arts and crafts and more.

## 1. Location, Hours and Dates:

Elementary before school programs run from 7am-8:30 am, Monday-Friday. Please do not bring your child earlier than 7 as the staff are not available until that time.

We will utilize the Cafeteria, Gym, playground, and outdoors area. You will sign in your child in the school's cafeteria. **You must be physically present with your child when signing in-** you may not drop off from the car. We realize that you may be in a rush but this is for the safety of your child. At 8:30 am, children will be dismissed to classes. The Before School program starts on August 30 and runs through June 15, the scheduled last day of school.

## 2. Payment Due dates:

\*School year tuition payments are due on the 1<sup>st</sup> of the month prior to care.

Late notices will be sent on the 2<sup>nd</sup> of the month. On the 9<sup>th</sup> day a late fee of \$10 is charged for late payments. Your child will not be able to attend if more than 30 days late.

## 2. Sign -in / Pick-Up System

Your child will be dismissed to the teacher's classroom from the cafeteria.

Program staff will check your child in each day. Drop off person must be physically present with the child. If your child is not signed in, we will assume they are not coming to the early program and will not make a phone call home unless requested by the parent.

You may drop off anytime between 7 and 8:30 but please be aware that we will be in the middle of activities after the start of the program. We will leave a sign for you if we are out at the playground. Again, please physically bring your child to the supervisor so we know they are at the program and safe. Breakfast may be purchased through the school cafeteria or they may bring to the program. AES parents: Please go to the side of the building next to the big playground and come through the cafeteria doors. CES parents: please drive to the left of the school near fields and come in the cafeteria.

## 3. Staffing:

Your Supervisor for AES will be Karen Pratt special education assistant teacher and farah Bixby, school secretary, at the Amesbury Elementary School. Your supervisors for CES will be Erin Dignard and Tricia Blanchard, both assistant teachers at Cashman Elementary School. All staff and CIT's have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations. Staffing ratios are generally 1 staff per 8-10 children (not including CIT's). Most staff are certified in CPR and First-Aid.

## 4. Weather/ No Program policy:

☺ In the event that school is closed due to weather or delayed opening, professional development days or school holidays, the program will not be held.

## Welcome to the Town of Amesbury's Before School Program

### 5. Health Information:

***Illness and Medical Emergencies:*** If your child is ill or has a fever, he/she should not attend. If your child is injured or ill during the program, we will administer basic medical care. If necessary, the parent /guardian will be contacted to pick up their child; otherwise, we will inform the parent/guardian at the time of pick-up. Should your child require medical treatment by a doctor, we will notify you immediately.

If you cannot be reached, the emergency contact person identified on your registration form will be contacted. In the event of a serious emergency, 911 will be called immediately. Parent or guardian will be contacted immediately. Any expenses incurred will be the responsibility of the parent/guardian.

If your child has a contagious disease, please do not send them to the program. They may return after the doctor has written a letter indicating that it is safe for them to return. Please let us know if your child has a contagious disease or if they have been exposed, so that we may act in a responsible manner to protect our staff and children in the program.

***Medications and allergies:*** There is no nurse on the premises but most staff are trained in first aid, CPR and Epi-Pen administration. First aid supplies and ice packs are available. We are not allowed to administer any medication so please provide accordingly. Also, please fill out the "child medical alert form" for allergies, medical conditions, epi- pens or chronic concerns. If your child uses an inhaler or epi-pen, you must discuss this with the Supervisor and make sure you send the inhaler or epi-pen to the program and hand it to the supervisor. We will be happy to keep it in our first aid area or area where it is most necessary for safety.

### 6. Behavior management:

Behavioral system as follows:

Step 1- Child will be given a verbal warning

Step 2- Child will be removed from activity for a 5-10 minute period.

Step 3- Child will be sent to a time out with Supervisor and will do a time out sheet. A note or verbal will be sent home to the parent and expected to be signed before return.

Step 4- Child's parents will be called to come pick up the child and child will be suspended for 1 day. Child may not return to program until meeting with director to establish behavior contract with parents and child.

Step 5- Should steps 1-4 occur again, the child will not be allowed to return to the program.

In order to make this an enjoyable and safe experience for all children, in the event disciplinary action becomes necessary (i.e. acts of aggression, continuous disrespect, inability to follow directions, threatening, bullying, etc) the parent may be called. If this occurs a second time, the student may be suspended or not allowed to complete the program and refunds will not be available. Serious acts of aggression will result in immediate termination. A child may be terminated or suspended from the program at the discretion of the rec. office and program staff if it is determined that the program is not appropriate for the child and his/her individual needs or if a child endangers him/herself, another child or staff person. The program reserves the right to terminate without advanced notice for serious behaviors. Program rules will be discussed on the first day of the program.

### 7. What to Wear and Bring/ or Not Bring:

We recommend socks and sneakers be sent with the child each day. Please send your child with appropriate clothing during the winter months. Children are required to have snow pants, boots, gloves, hats and warm jackets to play in the snow. Please label all clothes and toys that your child brings to the program. Items such as CD players, boom boxes, portable video games,

## Welcome to the Town of Amesbury's Before School Program

collectable cards or trading games **will not be allowed** at the program. They will be taken away and returned at the end of the day.

No weapons of any kind (sling shots, jack knives, play guns water pistols etc) will be allowed at the program. We advise that children do not bring anything valuable to the program. We are not responsible for lost or stolen items. **Please note that the use of cell phones will not be allowed.**

### Items Needed:

We are always extremely happy to accept boardgames, arts and craft supplies, school supplies, sports equipment, etc...

We hope your child has a wonderful experience at our Before School Program. Please do not hesitate to call Kathy, the Program Director or Nicole, Assistant Program Director at (978-388-8137) or Supervisors, Karen Pratt (AES) and farah bixby at 978-479-1480 or Erin Dignard and Tricia Blanchard (CES) at 978-479-1482.

