



ESSEX JUNCTION RECREATION & PARKS

75 Maple Street ☼ Essex Junction, Vermont ☼ 05452

Tel: 802-878-1375 ☼ Fax: 802-872-3371

LICENSED CHILD CARE PROGRAM

OPENING FIRST DAY OF SCHOOL, SEPTEMBER 1, 2011

Fleming School 4-5

Hiawatha School K-3

Summit Street School K-3

Village Kids

After School

EJRP	878-1375
Fleming School	878-1381
Fleming VK cell phone	881-2213
Hiawatha School	878-1384
Hiawatha VK cell phone	881-8885
Summit Street School	878-1377
Summit Street cell phone	238-4190

PARENT HANDBOOK
2011-2012



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Disclaimer: EJRP has the right to change the procedures within this manual at any time.



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POLICIES AND PROCEDURES

Enrollment in the *Village Kids* program constitutes an understanding that you will abide by the policies listed as follows:

1. Parent Expectations of the Program

Parents may expect that:

1. Their children are cared for in a safe and supportive environment.
2. They may visit the program anytime and will be welcomed.
3. They will be advised of any misbehavior that requires a behavior plan or significant intervention. They may be required to meet with the Site Coordinator and their child.
4. They will be informed promptly if their child does not arrive at the program.
5. They will be regularly informed by the Site Coordinator about program activities.

2. Program Expectations of Parents

The Program expects that parents will:

1. Pay fees on time as explained in Section 5. Fees and Payment Policy
2. Keep the child's records up-to-date.
3. Pick up children on time as explained in Section 9. Hours of Operation.
4. Follow health policy as explained in Section 14. Health Policy.
5. Contact the Site Coordinator if their child will not be attending on a scheduled day.
6. Support their child's success in the program through collaboration with the Coordinator.

3. Child Expectations of the Program

Children may expect:

1. To have a safe, fun, supportive and consistent environment.
2. To use the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

4. Program Expectations of the Child

The Program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day while at *Village Kids*.
3. Remain with the group and staff at all times.
4. Take care of materials and equipment properly.
5. Arrival at *Village Kids* promptly after school dismissal.
6. Have fun!



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5. Fees and Payment Policy

Village Kids salaries, supplies and administrative expenses are supported entirely by fees. The Essex Junction School District provides the space, utilities and custodial services as an in-kind donation to the Program. Fees are as follows:

Village Kids After-School Program (K-5) 3:00 p.m. – 6:00 p.m.

\$35 Registration Fee

Days/Week	1st Child Weekly	2nd Child Weekly
2	\$32.50	\$28.50
3	\$45.75	\$39.75
4	\$57.00	\$49.00
5	\$66.25	\$56.25

1. Registration fees are non-refundable.
2. Please be advised that if a household member is enrolled in another recreation program and that program is canceled, the credit will be applied to your childcare balance. We will send bills via e-mail. Please contact us if you would rather have a hard copy sent to you. To pay your childcare bill, you can drop it off in person at the Essex Junction Recreation Office, located at 75 Maple Street, Monday through Friday, between the hours of 8 AM and 4 PM. If it is after hours, you may put the payment in our secure drop box located to the right of the front door of the Recreation Office. You may also send a payment by mail to Essex Junction Recreation and Parks Department, 75 Maple Street Essex Junction, VT 05452. Please reference the chart below for the billing cycle.

During school vacations tuition does not apply. During these weeks, if vacation programs are offered, fees and enrollment are separate from the *Village Kids* after school program. They require separate payment, up front, and are not a part of the normal billing cycle. **Please note: You will be charged for your child's sick days. You will not be charged for school snow days.**

Village Kids Billing Cycle

2011-2012

<u>Billing Date</u>	<u>Due Date</u>	<u>Billing Period</u>
August 5, 2011	August 26, 2011	8/31/11 – 9/30/11
September 2, 2011	September 23, 2011	10/1/11 – 10/31/11
October 7, 2011	October 28, 2011	11/1/11 – 11/30/11
November 4, 2011	November 25, 2011	12/1/11 – 12/31/11
December 2, 2011	December 23, 2011	1/1/12 – 1/31/12
January 6, 2012	January 27, 2012	2/1/12 – 2/29/12
February 3, 2012	February 24, 2012	3/1/12 – 3/31/12
March 2, 2012	March 23, 2012	4/1/12 – 4/30/12
April 6, 2012	April 27, 2012	5/1/12 – 5/31/12



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May 4, 2012

May 25, 2012

6/1/12 – 6/30/12

3. Failure to keep tuition payments current may result in program termination until the fees are paid in full. Reinstatement may occur on a space-available basis when all fees have been paid. If two weeks behind in payments, a letter will be sent home requesting a meeting and/or phone call take place to set up a payment plan. If no response is heard, a second letter will be sent explaining payment must be made in full by a certain date or you will no longer be eligible for the after-school program.
4. Non-sufficient fund checks are held until cash or a money order is received by the program to cover the amount of the check. **Parents will pay a \$10.00 charge for the processing procedure.**
5. Discounts
Two or more children in After-School will receive a discounted rate. Please reference the chart above for details. The child who attends the most frequently will be charged the 1st child rate. All others will be charged the 2nd child rate.
6. Change Fees
One schedule change is permitted per school year at no charge. Henceforth an additional charge of **\$5** dollars per change will be added after that. All changes must be made on the Change Form with a **three week notice**. The Change Form is available upon request or from the our website.
7. Financial Aid Payments
Parents are responsible for the remaining difference after any financial aid. For more information on the financial aid program, see Section 19.

6. Registration and Enrollment

Registration: The parent must complete a registration form and submit it with the non-refundable registration fee. Registered children who cannot be immediately enrolled will be placed on a waiting list.

Enrollment Policy: *Village Kids* is offered to children currently enrolled in one of the three elementary schools in the Essex Junction School District. Children must attend the Village Kids program at the school that they attend during the day. Enrollment for each site is subject to staffing and space availability. The staff to child ratio will stay below 1:12. *Village Kids* will assure meaningful access to its benefits and services by modification of the program to accommodate the needs of qualified handicapped persons, but only where such modifications are reasonable and necessary, do not fundamentally or substantially alter the nature of the program and do not result in an undue burden on the program. Requests for modifications should be made as far in advance of commencement of the program as possible. *Village Kids* strives to provide safety, well being, development and success of each child enrolled. Children enrolled in *Village Kids* must be able to participate safely and successfully when a 1:12 staff to child ratio is maintained.



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Notice of Non-Discrimination: In accordance with the applicable State and Federal laws and regulations, *Village Kids* does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age, place of birth, or a qualified individual with a disability in admission or access to, or treatment of employment in its programs or activities.

The individual cited below has been designated to coordinate the program's efforts to implement these State and Federal laws. You may contact this person for further information about these laws and regulations and our grievance procedure for the resolution of discrimination complaints.

Mark Brislin
mbrislin@ccsuvt.org
802-878-1375
75 Maple Street
Essex Junction, Vermont 05452

Openings: Full and part-time openings are determined on the basis of FTE's (full time equivalents) and the number of FTE's permitted by the program's license. When full or part-time childcare openings occur, parents or registered children are contacted for enrollment on the basis of: 1) the schedule indicated on the registration form, and 2) on a first-come basis for the available time according to their spot on the waiting list.

7. Enrollment Forms

Parents will be asked to complete the following:

Village Kids Registration Form
Form to go to child's school day class room teacher
Parental Agreement
Village Kids Behavior Management & Supervision Parent Contract
Village Kids Student Contract
Handbook Acknowledgement Form
Medication Release (as needed)
Food Allergy Action Plan (as needed)

Forms must be kept current. The parent must provide new information to the Coordinator regarding information on forms such as: **emergency contact persons, names, employers, and phone numbers.**

Additionally, if your child has an IEP or 504 Plan, information in the plan could be helpful to our ability to meet the needs of your child. Please provide the most up to date copy of your child's IEP or 504 Plan if they have one.

8. Withdrawal from the Program

Parents wishing to withdraw their child from *Village Kids* must notify **EJRP and the Coordinator three weeks** in advance. Payment is required for days that your child does not attend, but is scheduled for, **without three weeks notice (i.e. sick, doctor's appointment, gone home with a friend, etc).**



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9. Hours of Operation

Village Kids will run from school dismissal until 6:00 p.m. The Coordinators and staff are only paid until 6:00 p.m. every evening. Parents whose children remain past 6:00 p.m. must pay overtime fees as follows:

1-15 minutes overtime - \$5.00 per child
Each additional minute after 15 - \$1.00 per child per minute

Late fees are paid directly to the Coordinator or staff, who stays with your children. If this becomes a pattern, you will be asked to leave the program.

10. Absences

If your child will not be attending *Village Kids* because of a scheduled appointment, vacation or other planned absences, please notify the *Village Kids* Coordinator and also the EJRP office three weeks in advance. If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school secretary to put a notice of the child's absence in the *Village Kids* mailbox. **On your scheduled days, you are still responsible for payment if your child is ill/or does not attend the program without three weeks notice.**

An absence from the program without prior notification may be mistaken for a missing child. Notification will prevent unnecessary concern and time spent searching for your child. If a child does not arrive at the program as intended, the Coordinator will contact the parents. If the parents cannot be reached, the Coordinator will contact the child's emergency persons.

11. Release of Children

Children will be allowed to leave with persons other than the parent or persons listed on the registration form only if permission has been given to the Coordinator verbally or by written note by the parent. If the child is hesitant going with the person that has come to pick him/her up, a phone call will be made to the parent of the child. Once the parent and child have had a chance to communicate, the Coordinator and parent will discuss what will be done. No child will be forced to leave the program if he/she feels uncomfortable. It is our duty to make sure that your child's safety and well-being are our priority, and this includes when they are leaving. If we are uncomfortable with a situation, we may involve law enforcement to ensure the child's safe passage.

12. Calendar

***Village Kids* will follow the Essex Junction School District PreK-5 School Calendar.**

***Village Kids* will not be held during:**

School Cancellations

Emergency Dismissals

School Vacations (but a separate program may be available during some vacations)



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13. Distribution of Medications

If a child needs to be given prescription or over-the-counter medicine while at Village Kids, the parent must provide the program Coordinator a completed, signed medication authorization form. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions. The Coordinator will oversee distribution of medication.

If medication is to be kept at *Village Kids* for treatment of a chronic condition, no more than a one-month supply should remain at the program at any time.

14. Health and Safety Policy

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Coordinator knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **contagious disease, fever over 100°F, vomiting, or diarrhea.**

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Outdoor play will not be allowed when temperature (including wind chill) falls below 0°F.

Village Kids license requires Coordinators and staff of the program to report suspected cases of child abuse.

15. Snack

Village Kids will provide nutritious snacks in the afternoon. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the Coordinator to determine the number of children to be served and plan the date.

If your child has an allergy to certain foods please indicate on the registration form, complete the food allergy action plan, and remind the Coordinator prior to the start of the program.

16. Child's Personal Property

Children should **not** bring money, toys, food or other items not necessary for after school activities to *Village Kids* without checking with the Coordinator. Although *Village Kids* attempts to help children stay organized, we cannot be responsible for broken or lost personal property. If items are not acceptable for use during the regular school day due to school rules, they also are not acceptable at Village Kids.



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17. Field Trip Information

Field trips cost \$3 per trip unless otherwise stated, which should be paid with cash or check directly to the Coordinator prior to the day of the trip. Please prepare your child for the trip and equip him/her with weather appropriate clothing and recommended equipment. On field trip days all participants will go on the field trip.

18. Discipline Procedures

Village Kids is a safe, fun, and engaging program. Staff members are responsible for maintaining a safe environment. Staff will provide engaging activities for participants and will employ appropriate behavior management techniques to promote positive interactions.

We expect that all kids and staff members will behave in a manner that exhibits the following characteristics:

→Caring

→Honesty

→Respect

→Responsibility

Program staff will use a **positive approach** to behavior management. They will:

1. Give frequent, positive feedback for efforts and successes.
2. Show respect and trust for all participants.
3. Provide consistent and fair limits and clear expectations for these limits.
4. Consider age appropriate expectations of the participants.
5. Use redirection that is brief and appropriate to the participant's developmental level.
6. Minor disciplinary problems will be dealt with and discussed on a one-to-one basis with the participant(s), and parents as deemed necessary.

Disciplinary actions may include:

- Redirection
- Parent/staff resolution discussions
- Behavior contracts
- Suspension / Expulsion

Program staff reserve the right to call the Parent/Guardian to pick up their child(ren) if:

1. The child has difficulty following program rules and policies.
2. The child has difficulty participating in group experiences or cooperating with others.
3. The child is a threat to the safety of themselves or others.

In case of problems:

- Parent/Guardian will be notified and a conference will be held with program staff.
- Your child(ren) can be temporarily suspended or expelled from the program with less than 24-hours notice. If he/she is temporarily suspended, parent/guardian will be required to meet with program staff and a representative from the Recreation Department.
- If he/she is reinstated to the program and the behavioral problem continues, he/she will be removed from the program permanently.

Please note: NO credit will be given for days of suspension or expulsion.



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If we are unable to provide the supports necessary for a child to be successful and safe in Village Kids, within our staff-child ratio of 12:1, and without fundamentally altering the nature of the program or placing undue burden on EJRP and/or its staff, then we reserve the right to prohibit further participation or enrollment (and, when deemed appropriate by EJRP, provide a prorated refund/credit of fees).

TERMINATION

We reserve the right to terminate services to families for these reasons:

1. Non-payment of fees.
2. Repeated late pickups that go beyond the time of closing. This practice puts us out of compliance with our licensing regulations and cannot be tolerated. Three late pickups will be grounds for dismissal.
3. Disruptive and dangerous behavior indicating a child's inappropriate placement in our program. Evaluation and modifying attempts will be made prior to termination, as deemed appropriate. Parents will be notified early in the process of trying to cope with these behaviors.
4. EJRP is committed to serving all children, and providing reasonable accommodations to try and meet the needs of each individual child. If we are unable to provide the supports necessary for a child to be successful and safe in our Village Kids program, within our staff-child ratio of 1:12, and without fundamentally altering the nature of the program or placing undue burden on EJRP and/or its staff, we reserve the right to prohibit further participation or enrollment (and, when deemed appropriate by EJRP, provide a prorated refund/credit of fees).

19. Vermont Child Care Financial Aid Program

Please contact Child Care Resources at 863-3367 to find out if your family is eligible for financial aid.

All paperwork must be completed and on file with Child Care Resources & EJRP, prior to attending *Village Kids*. Families will not be able to start *Village Kids* until the childcare financial aid certificate is received.

If you attend vacation camps, you must notify Child Care Resources in advance for full-day verification of financial aid. This requires a separate certificate, which must be provided prior to enrolling in vacation camp. Full payment of vacation camps is due at the time of enrollment.



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Village Kids Handbook Acknowledgement

I, _____, acknowledge that I have received, reviewed, and agree to the terms outlined in, the Village Kids Parent Handbook.

Child's Name

Parent's Name

Parent Signature

Date

School