



**Building Bridges Through Music, Inc
Groove School-Education thru Music
After School Program**

93 Euclid Ave.
Lynn, MA 01904
781-479-8327
www.bbtmusic.org

Gr^oove School

Education thru Music



After School Program

Welcome to Groove School, Education thru Music Program! We are happy to have your child join in our exciting after school adventures. This Handbook provides important information as well as program policies and procedures regarding our programs. Please use this handbook for future reference or visit our website at www.bbtmusic.org for up-to-date information.

NAME OF CHILD: _____

TELEPHONE NUMBER: _____

PROGRAM CO-ORDINATOR: _____

SCHOOL YEAR HOURS: From the end of the public school day (incl. early dismissal days) until 5:30pm

► PLEASE REMEMBER TO PACK A COMPLETE LUNCH FOR YOUR CHILD ON ALL EARLY DISMISSAL DAYS ◀

BBTMusic OFFICE ADDRESS:

**Groove School – Education thru Music ASP
93 Euclid Ave.
Lynn, MA 01904**

OFFICE TELEPHONE: (781) 479-8327

PRORAM DIRECTOR: Doreen Murray

CHECKLIST FOR ENROLLMENT:

- Completed enrollment packet/child file
- Site Visit and/or Enrollment Meeting
- Copy of physical and immunization record on file at school
- Lead paint screening for all children under the age of six on file at school**
- All necessary medications and medication paperwork (if needed)**

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1 About Us

Statement of Purpose

The BBTMusic, Education thru Music After School Program, known as **Groove School** offers an alternative between school and home for children interested in a safe and supportive environment and peace of mind, and other after school programs. The program offers children a wide variety of integrative arts activities, incorporating academic enrichment; music education and performance that enable them to explore a number of different interests after the school day. We provide many opportunities throughout the day to develop each child's curiosity, problem solving skills, cultural awareness, expressive arts engagement and socialization and a strong sense of self-worth. We understand that each child develops in their own way and at their own pace, and our curriculum and educational philosophies follow the child.

The program will provide the following:

- A safe, nurturing and stimulating physical environment
- Classrooms that include a variety of academic enriched and performance based activities that are age appropriate and designed to encourage skill and creativity development and active involvement
- Classrooms equipped to ensure opportunities for the development of sensory, language, mathematical, scientific and cultural experiences
- Daily routines that are established with a variety of small and large group activities
- A balance between quiet and active times in the classroom and many opportunities for daily outside exploration, play with respect of nature and the environment
- Staff engages in regular observation and assessment of children and group interactions
- Productive and regular communication with parents
- Staff who will develop positive relationships with parents, be caring and sensitive with children and be committed to the program and individual professional growth and development

2 Curriculum

All children have potential, curiosity and interest in engaging in social interaction, establishing relationships, constructing their learning and negotiating with staff and fellow students. Staff is aware of children's potentials and creates the environment accordingly. BBTMusic specializes in implementing culturally enriched Integrative Arts. We are performance outcome based and use music and performing arts as a multicultural, educational tool to enhance and enrich academics and social skills development.

We fully believe that the key to a successful program must incorporate the collaboration of children, parents and staff. In order for children to succeed, we must be fully invested in their well-being. All children have the right to high quality care and a supportive learning environment. Parents' rights to be involved in the life of the program and teachers' rights to grow professionally are respected by all parties.

Daily schedules are varied and include constant activities (snack, homework and specialized expressive arts activities) as well as free time. Activities in the program include music instruction, dance, arts & crafts, creative play, drama exploration, academic enrichment and more.

Multimedia Documentation

Photographs of children engaged in activities, representations of their thinking and learning using many media outlets are arranged the walls of the program, and transcripts of any discussions are documented.

Benefits of documentation include:

- Offering a window into the experiences of the children/youth at the program
- Maintaining parent involvement
- Allowing for teachers to understand children better
- Evaluating children's work and development
- A venue for children to reflect upon and value their own work and the process of that work
- Opportunity for staff to communicate and exchange ideas

Photos are a creative and important part of documentation. Each year, families are required to sign a release form located in the parent handbook. This form allows staff to photograph and document events that happen in the program. If you do not want your child photographed, please make sure that you clearly mark this on the release form.

3 Introduction

NON-DISCRIMINATION POLICY

Building Bridges through Music, Inc. (BBTMusic) is a tax-exempt, nonprofit corporation. BBTMusic, its staff, and Board of Directors welcome children of all racial, ethnic, and cultural backgrounds for the sense of community we strive for in our world. We do not discriminate in providing services to children or their families on the basis of race, color, creed, religion, cultural heritage/ancestry, national or ethnic origin, political beliefs, disability, marital status or sexual orientation. Further, toilet training is not an eligibility requirement for enrollment.

LINE OF AUTHORITY

Executive Director (administrator): Responsible for overall operation of BBTMusic.

Program Director (administrator): Responsible for overseeing vacation programs, school age afterschool program, site supervisors, and staff.

Site Coordinator: Parent communication and staff. Enrollment/Family Intake Specialist

Group Leader: Responsible for activity design, awareness of children in his/her charge; responsible for assisting Site Coordinator in carrying out all necessary responsibilities; supervises children.

PHILOSOPHY OF AFTER SCHOOL PROGRAM

The purpose of the school age program is to provide quality child care in a group setting. Our program focuses on educational enrichment using music as a multicultural, educational tool increase social skills, build confidence, to communicate better and have a greater cultural awareness and understanding of others for children of parents/guardians who are working, training, attending school, or interested in enrichment.

PROGRAM GOALS

The goals of the school age program are to:

1. Provide a safe, healthy environment.
2. Stimulate a child's potential to grow physically, emotionally, intellectually, artistically and socially.
3. Increase a child's self-awareness, confidence, and self-worth.
4. Improve communication among family members.
5. Build interpersonal relationships with peers and adults.

GENERAL PROGRAM DESCRIPTION

The After School Program is organized and implemented by Building Bridges through Music, Inc. It is located at 93 Euclid Ave. We operate year round. The program follows the Lynn Public School calendar and will be closed on most days that the public schools are closed. On early dismissal days, we will receive the children at their early dismissal time and keep them until 5:30PM. The program is open during most of the school vacation weeks. However specialized programs are offered during select vacations and are available for an additional fee by registering in advance. Please note that a spot is not guaranteed for your child in these programs simply because they attend the After School Program. A calendar of our schedule will be provided at the time of registration along with parent updates and reminders.

The after school program provides a safe, enjoyable, and structured setting for school aged children to build friendships, play creatively, work on homework, and engage in a variety of creative music, performance projects and enriching activities, while being supervised and supported by nurturing, adult child care professionals.

A daily program is planned to meet the needs of the individual, as well as the group. Children are encouraged to develop and pursue their own musical and creative interests, while respecting the rights of others. Children are also encouraged to engage in activities that involve cultural enrichment and will help them to understand the diversity that exists in our community and the world. Programs are based on educational, physical and social enrichment and support a child as they grow and mature. Our after school program is licensed and inspected by the Commonwealth of Massachusetts Department Of Early Education and Care.

PROGRAM LICENSING THROUGH THE COMMONWEALTH DEPARTMENT OF EARLY EDUCATION AND CARE

BBTMusic adheres to the strict licensing requirements and guidelines of the Department of Early Education and Care. A copy of the EEC regulations is available for your review at any time and can be found online on the Department of Early Education and Care website:

<http://www.mass.gov/edu/docs/eec/regs-policies/20100122-606-cmr.pdf>. The Department of Early Education and Care can be contacted for information regarding BBTMusic's regulatory compliance history. Building Bridges through Music, Inc. is licensed through the Department of Early Education and Care Northeast Regional Office: *360 Merrimack Street, Building 9, 3rd Floor, Lawrence, MA 01843*. This EEC office can be reached at 978-681-9684. For more information about the Department of Early Education and Care, please view their website at www.eec.state.ma.us

ELIGIBILITY

School age children/youth who are in kindergarten–grade 8 or ages 5-14 are eligible to register for the After School Program.

CHILD ENROLLMENT POLICY

The primary goal of registration with the BBTMusic program is to serve school-age children who are residents of the City Lynn during after school hours.

These circumstances include, but are not limited to:

- children who attend a school outside of the Lynn district
- children who attend parochial or private school settings
- children who are homeschooled

ENROLLMENT PROCEDURES

We encourage prospective new families to make an appointment with the Family Intake Coordinator to first visit the after school program, in order to become familiar with the program. Parents must review this parent handbook to learn of our statement of purpose; and all other information included. For the school year program, the registration form must be filled out and returned with the non-refundable registration fee and deposit or first month's tuition. Only then is the child enrolled.

The remaining forms must be filled out at least two weeks prior to the beginning of the school year or as directed by the Site Coordinator. For specific, specialized vacation programs occurring during school vacations or the summer programs, the separate entire packet of required forms must be filled out and returned, along with the non-refundable registration fee and deposit, before registration is complete and space can be guaranteed. No one may begin these specialized programs or the school year program with an unpaid balance.

ON-SITE ORIENTATION

All potential program participants are given the opportunity to complete an on-site orientation prior to program enrollment. A prospective participant parent/guardian can request an orientation at any time. The orientation allows parents/guardians and/or children to visit the program and meet the program site staff before joining the program. To arrange for an on-site program orientation, the potential participant parent/guardian must contact the Site Coordinator or Family Intake Specialist.

At this time a date and time for visit will be agreed upon and basic information will be exchanged. The potential participant will be advised that he/she will be asked for identification prior to entering the program, may only visit the program under the direct supervision of a staff member and that they may not leave their child unattended at any time during the visit.

This optional on-site orientation is offered to all potential participants and is offered in addition to the required registration enrollment meeting. The registration meeting will take place at the BBTMusic office with an enrolling parent/guardian or their designee and a program administrator or designee.

PARENT/GUARDIAN VISITS, PROGRAM INPUT & CONFERENCES

BBTMusic values and understands that open and ongoing communication between the after school program staff and a child's parent(s)/guardian(s) has a positive outcome and benefit for children in care. We support an ongoing partnership with parents/guardians to best foster a child's educational, physical, social and emotional needs and growth. We encourage parent/guardian participation in the after school care of their children. A parent/guardian may request a conference with program educators or administrators, and a meeting time will be planned.

BBTMusic welcomes the authorized parents/guardians of an enrolled child to visit that child's program, at any time, while the child is receiving care. Additionally, throughout the school year, scheduled family events will take place where parent/guardian participation is welcomed, encouraged and appreciated. Through suggestions, meetings and direct communication with program staff and administration BBTMusic welcomes parent/guardian input about program rules, goals, policies, procedures, curriculum plans, interpersonal relationships, and community involvement. To address concerns, offer feedback or to speak with a member of the administrative team, please call our office at 781. 479-8327, e-mail the management team at info@bbtmusic.org, complete an Online Contact Form on our website at www.bbtmusic.org or send a letter to the program at BBTMusic, 93 Euclid Ave., Lynn, MA 01904.

Progress Reports

BBTMusic must prepare progress reports periodically for children in care as part of the guidelines from the Department of Early Education and Care. In addition, progress reports allow our staff to better identify how to adapt the program to each child's interests, strengths, and needs, and allow for ongoing communication with a child's parents/guardians.

With parent/guardian permission, progress reports can also help to facilitate a child's transition from our care to another program or can help us to identify appropriate referrals for a child and/or family in care.

Progress reports are prepared once, mid-way through the school year. For children with identified special needs, the progress reports will be prepared more often as needed. All staff members working with the child in care will be offered an opportunity to contribute to the progress report. When progress reports are prepared, a member of the child's staffing team will approach the parent/guardian with a copy of the report for review. Parents/guardians are encouraged to request a conference to discuss the content of the report if there are any questions or concerns. Once the parent/guardian has signed and returned the progress report, a copy will be kept in the child's file.

Referral Policy

In some cases, a child may need to be referred to outside services that the BBTMusic is unable to provide, the staff shall follow these procedures:

- The staff shall inform the program director of their concern.
- The staff will work together to observe and record the child's behavior and review the child's record. The director will meet with the parents to notify them of the staff's concern/s and to suggest possible avenues of further assessment and/or services, such as:

The Lynn Public Schools Special Education Office; the child's pediatrician and/or dentist; other services as needed from the Community Resource List, published by the City of Lynn and/or the Lynn Community Health Center. This will be kept in the program office.

A written statement shall be provided to the parents, including the reason for recommending the referral for additional services, a brief summary of the program's observations related to the referral, and any efforts the program may have made to accommodate the child's needs.

The program shall offer assistance to the parents in making the referral and shall have written parental consent before any referral is made. Our office will maintain a written record of any referrals, including the parent conference, and the results.

FACILITY LOCATION

We are located in a secured building. In order to help us to maintain the highest security possible, to enter, parents must stop at the office before entering the activities area, or ring the bell, before entering and then be admitted in by a staff member who will allow access to the area until 6:00PM. When someone other than a parent is picking up the child, please have this person follow the same procedure.

Anyone other than the parent or legal guardian must be on your list of permission to pick up, and will be asked to show identification. **Staff cannot release children with verbal permission.** The permission must be in writing. We can receive this by fax at (781) 780-3827 if you cannot come to the center and must use someone that is not on your list. Parking at 140 Union St, is available in the front, side street and in the rear parking lot.

TRANSPORTATION

BBTMusic does not provide transportation through private or contracted vendors. Lynn public school transportation will provide transportation from your child's school to BBTMusic, depending on the school location and if there is room on the bus. This must be determined at the time of enrollment. Parents are responsible for providing transportation from (if applicable) the after school program. A copy of the Transportation Plan is available for your review and signature also at the time of enrollment.

4 Administration

Staff

The After School Program staff is chosen carefully and exceeds the qualifications set forth by the Department of Early Education and Care. Qualities such as warmth, willingness to learn, patience, teamwork, flexibility and professionalism are just a few of the criteria used for hiring and evaluating the staff. The staff has the primary responsibility for the care of the children. They will carry out the various activities and assist the program Director with the development of the monthly activities, ordering of supplies and addressing any issues that may arise within the program.

5 Calendar/School Schedule

Hours of Operation

The program meets Monday through Friday from 2:00PM–5:30PM. The After School Program follows the Lynn Public Schools calendar. However BBTMusic will determine which vacations, Holidays and “No School” days for professional development are observed at BBTMusic as well and which of these days the program will remain open.

If school is cancelled due to weather or for any other reason, we will make every attempt to remain open.

Early Dismissal Days

During early dismissal days, the after school program will run from the time of early dismissal until 5:30PM. A special activity or field trip will most likely occur on these days. Parents should to send lunch with their child on these days, as we do not provide lunch, only a snack.

Vacation Week Programming

BBTMusic will be open during the February and April vacation weeks. We do offer vacation week programming for an additional fee and requires advanced registration. Online, or by calling our office at 781.479-8327 or online at www.bbtmusic.org.

Field Trips

During the course of the school year, the after school program may plan fun, safe, and educational field trip(s). Depending on funding availability, we may be able to plan two or more trips. We make every effort to offer trips at no additional cost to families, however some trips require an additional fee and/or require participants to bring money for snacks or to purchase items or play games. When money is allowed on a trip, it will be announced in advance. Parents/guardians will receive permission slips for field trips in advance of the trip, stating the date and times of the trip, the trip location, as well as the name of the contracted transportation company. Parents/guardians must sign and return the field trip permission slip or the child will not be able to attend the field trip. **There will be NO alternate activity for children who do not attend a field trip.** Parents/guardians will have the choice of keeping their child(ren) home for the day, but will be charged for care. All field trips are subject to availability and weather. Daily schedules for field trip days will vary from a traditional after school program day or vacation program scheduled day.

Field trips planned during specialized vacation program weeks, will be subject to the same procedures and policies as field trips scheduled during the course of the school year.

6 Policies and Procedures

Children's Records

A folder with all individual required information is kept on each child in a locked file drawer. This file is available at all times to the Department of Early Education and Care, or parent when necessary. Information is not given out without parental consent. Folders will be kept for the required period of time as specified by the Department of Early Education and Care (EEC). No fee is charged if a record is transferred or requested.

Attendance

Each child is expected to attend on the days that he/she is enrolled. You must contact the staff by calling (781) 479-8327 before noon on the day of your child's absence. You are still responsible for payment for your designated number of days per week for that month regardless of whether your child is sick or not.

Picking Up Your Child

Included in the **Registration packet**, are forms in which you will specify how your child is to be dismissed at the end of the day. You **MUST** provide the name and contact information of any person you give permission to pick up your child at the end of the day. At the time of pickup you must pick up your child's belongings, collect notices and/or artwork from their teacher's and sign your child out on the designated sign out sheet.

If at any point in time there are any changes to your designated pick up list, you **MUST** let the Site Coordinator or Family Intake Specialist of the program know immediately.

Late Pick Up Fee

BBTMusic has a strict late pick up policy. If your child is not picked up at 5:30PM, we will offer a 5 minute grace period and then a late fee of \$1.00 per minute will be charged. The clock located in the activity room serves as the program time and will be used to assess the late fee. Late pick up fees are due at the time you pick up your child and should be given to the staff member who has stayed later to supervise your child. If you do not pick up your child by 6:00pm and we have not been contacted by you or we are unable to contact you or emergency contacts **PLEASE NOTE**-we are required to notify Lynn Police who then notify DCF.

Children who are repeatedly picked up after 5:30PM may be asked to leave the program. Please call the office to notify the staff if you are going to be late.

This **will not** eliminate the late fee but will make your child and the staff aware of when you can be expected.

Early Pick Up

Students in the program may regularly be taken off site for a number of different activities and programs. If you plan on picking up your child **BEFORE** 5:00PM and see on our schedule that we are going to be off site, please check with the staff as to where we will be so that you can make appropriate plans to sign out and pick up your child.

Absences

If your child is absent from school or will not be using regular transportation to the program for one reason or another, **YOU** are responsible for contacting the office by noon. Emailing the program director will not suffice as notice that your child is absent. You should leave your child's name, school they attend and the date of the absence.

Staff will assume that every child is attending each day unless we are notified. Please do not mention to one staff member that your child will not be in attendance. Please put it in writing and leave a message on the BBTMusic voice messaging center.

Notifications/Schedule Changes

Parents are directly notified of changes, field trips, special events, communicable diseases or anything concerning the child's performance in the program. Notices are sent home, emails are sent and/or phone calls are made to notify parents as quickly as possible. It is not uncommon for schedules to be changed due to sudden changes in weather, vehicle availability, or attendance numbers of the program on a given day.

BEHAVIOR POLICY

Appropriate behavior is expected from all participants at all times. To ensure safe and enjoyable programs for all participants, BBTMusic has developed the following code of conduct:

- ◆◆Show respect to all participants and staff
- ◆◆Refrain from using foul language and obscene behavior
- ◆◆Refrain from causing bodily harm to other participants or staff
- ◆◆Show respect for equipment, supplies, and facilities

The following guidelines have been developed to make the Education thru Music programs safe and enjoyable for all participants. Additional rules may be developed for particular programs as deemed necessary by staff. We strive to protect and respect the rights for all participants.

A positive approach will be used. BBTMusic reserves the right to dismiss a participant (depending on the severity of the conduct). If a behavior management plan has been developed through school for your child, please inform the staff so we can support the effort.

Discipline

A positive approach is emphasized and the making of moral judgments is avoided. Issues for concern center on aggressive behavior towards other children, unsafe activities and destructive use of things. Some cases the child may need a short "time out". All behavior will be brought to the attention of the parents and will be documented regardless of the number of offenses.

Suspension

Ongoing behavior problems will be discussed with parents in formal meetings. Continual inappropriate behavior will be documented by staff, and parents will be informed of the situation. Parents will be required to pick up their child immediately if called because of inappropriate behavior. Parents will be notified if the child's behavior has warranted suspension.

Suspension may result from the following behavior: fighting, physically hurting or attempting to hurt another child or staff intentionally, inability to regain control or temper, obscene or inappropriate language and or behavior, being disrespectful in an intense manner, leaving the program site.

Three suspensions in one year may result in permanent expulsion. Once expelled, the child will not be readmitted to the program.

Referral Policy

In some cases, a child may need to be referred to outside services that the BBTMusic is unable to provide, the staff shall follow these procedures:

- The staff shall inform the program director of their concern.
- The staff will work together to observe and record the child's behavior and review the child's record. The director will meet with the parents to notify them of the staff's concern/s and to suggest possible avenues of further assessment and/or services, such as:

The Lynn Public Schools Special Education Office; the child's pediatrician and/or dentist; other services as needed from the Community Resource List, published by the City of Lynn and/or the Lynn Community Health Center. This will be kept in the program office.

A written statement shall be provided to the parents, including the reason for recommending the referral for additional services, a brief summary of the program's observations related to the referral, and any efforts the program may have made to accommodate the child's needs.

The program shall offer assistance to the parents in making the referral and shall have written parental consent before any referral is made.

Our office will maintain a written record of any referrals, including the parent conference, and the results.

Guidelines for Interactions Between BBTMusic Staff and Children

Educators must provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by: encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting; helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors; using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors; intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict; explaining program rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;

and discussing behavior management techniques among staff to promote consistency. Educators must direct child guidance to the goal of maximizing the growth and development of children and protecting the group and the individuals within it.

The following practices are strictly prohibited: spanking or other corporal punishment of children;

- subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
- disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- confining a child to a chair or any other piece of equipment for an extended period of time in lieu of supervision; and excessive time-out; Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

Child Abuse and Neglect

It is our responsibility as childcare providers and educators to report any and all suspected abuse or neglect performed on a child. We **cannot** and **will not** turn our heads on a child that has been abused or neglected. Therefore, if abuse is suspected, the Director of the program will be notified immediately, and the Dept. of Children and Families (DCF) will be contacted. A **51A** form will be filed alleging abuse or neglect. The Director will notify EEC immediately after filing the report. The program Director and staff will cooperate with authorities in all investigations.

In cases where a member of the staff is suspected of child abuse or neglect, the staff member will be removed from direct contact with the children until DCF completes their investigation and/or for any amount of time that the department requires.

Termination/Withdrawing your child

One-month (written) notice (on or before the first of the month, for the following month) is required by the parent. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. One month's fees may be paid in lieu of one month's notice.

Termination notice will **NOT** be accepted unless it's in writing. Change of days also needs to be in writing. The staff will let you know if possible, and changes will not take place until the following month. Our childcare agreements can be terminated immediately for any of the following reasons (but not solely limited to):

- ◆◆Failure to comply with the policies set forth in this book.
- ◆◆Failure to comply with the payment contract.
- ◆◆Destructive or hurtful behavior of child that persists, even with parent cooperation in stopping the behavior.
- ◆◆Non-Payment of childcare fees or late and/or recurring late payment of fees.
- ◆◆Failure to show up for 5 days in a row without any communication.
- ◆◆Failure to complete required forms.
- ◆◆If parents knowingly bring their child ill.

HEALTH POLICY

EEC regulations do not require a physical, for enrollment eligibility of school age program participants. However, parents are required to sign on the enrollment form that physical examination histories, immunizations and lead test results are all up to date and comply with the school health regulation and are on file with the school which they attend.

All BBTMusic staff members are certified in Basic First Aid and CPR prior to the start of the program. A First Aid Kit is located in the activities room, the office and a portable kit is available to travel with the program off site.

If First Aid is administered to your child, you will be notified in writing within 24 hours of the incident. Any injury requiring care beyond Basic First Aid, will be reported to parent(s)/guardian(s) immediately. An injury report for each incident is created and kept in the child's file and in a central log book located in the office. BBTMusic maintains a Health Care Policy that is reviewed and approved by a licensed Health Care Consultant.

Plan for Mildly Ill Children

Children who are mildly ill may remain in the program if they **are not** contagious and they can participate in the daily program including outside time.

If a child's condition worsens or, if it is determined that the child poses a threat to health of the other children, or if the child cannot be cared for by the classroom staff, the Program Director will contact the child's parent(s).

The parent(s) will be asked to pick up the child. The child will be cared for in a quiet area, a classroom or in the Center's office by a teacher qualified staff member or by the Program Director until the parent(s) arrive to take the child home.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

Medication

If your child is on antibiotics, he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to the program until this time period has passed.

Please provide the Director with a doctor's note when requested to show that your child is in fact cleared to come back to the program.

Childcare regulations prohibit us from giving your child medication of any kind unless you have filled out and signed a "**Permission to Administer**" Form. All medication must be in the original, labeled container. Blank permission forms to administer medication/s are available at any time.

No aspirin or other non-prescriptive medicines will be administered by the staff (unless noted with permission by your child's doctor). Over the Counter medication must be accompanied by specific instructions from your child's physician. The instructions must state the dose, time and reason for the medication. Staff **cannot** make any medical determinations.

Illness Policy:

In order to care for your child and to protect all of our children, we ask for your cooperation and understanding regarding our illness policy. You are asked to call the program if your child is going to be out sick. More importantly, we ask that you notify the program Director and staff if your child has any contagious illness to prevent the spread of disease to others.

A child, who shows symptoms of the following, should be kept home until he/she is better. In addition, if a child shows any of the following signs of illness while at the program, you will be called so that the child can be taken home. Symptoms include but are not limited to:

1. Temperature of 100 degrees or higher
2. Diarrhea
3. Vomiting
4. Severe Coughing
5. Discharge from eyes, redness, inflammation (Conjunctivitis)
6. Weeping or bleeding skin lesions that are not covered with a dry dressing.
7. Swollen joints
8. Visibly enlarged lymph nodes (neck)
9. Stiff neck
10. Rash
11. Head Lice

If your child has any of the following communicable diseases, you are required to keep him/her home for the duration of the illness (or until it is no longer contagious to other children).

◆◆**Excludable Communicable Diseases:**

- ◆◆Chicken Pox
- ◆◆German Measles
- ◆◆Mumps
- ◆◆Measles
- ◆◆Lice
- ◆◆Hepatitis
- ◆◆Conjunctivitis
- ◆◆Impetigo

Chicken Pox: Minimum exclusion, one week. Your child should not return until the rash is completely dry or crusted

German Measles: after rash disappears

Mumps: 9 days after onset of swelling

Measles: 5 days after rash begins

Lice: after treatment has been completed and all eggs (nits) are gone from the hair

Hepatitis: 3 weeks after onset of jaundice

Conjunctivitis: Your child can come in the day after prescribed medication is applied

****Impetigo:** Children may not return until all symptoms of the disease have cleared up

**** A physician's release form is required for a child returning after a case of impetigo****

Emergency Plan

Fire Drills, Disaster Plans and Evacuation Plans are reviewed and practiced with the staff prior to the start of the school year. Practice drills are conducted throughout the length of the program with the children and discussed throughout the year.

Snacks and Allergies

The ASP provides snacks but parents are strongly advised to include an extra snack and beverage for their child/children. A healthy snack such as fruits, vegetables, whole grains and dairy products are strongly suggested. Snack lists will be posted monthly for parents to review. Water, milk or juice is served with snack. Please be sure to bring any allergies or dietary restrictions to the attention of the staff and Program Director at the time of enrollment or as soon as possible so we can plan to accommodate your child's needs.

We are committed to providing a safe food environment for all children to the best of our ability. We **do not** restrict certain foods such as peanuts as a general rule. We will provide a separate table in the room for children with allergies so that they have a safe place to eat and enjoy the company of their friends. In the event that a child in the program has a severe life threatening allergy such as an airborne allergy to peanuts BBTMusic reserves the right to restrict foods from the classroom. All teachers are trained on the safe handling of foods and allergy cross contamination prevention. If your child has allergies, please notify the program staff immediately. If the program is not able to safely provide snacks for your child you will be asked to provide snacks for your child that will be kept at the program.

An epi pen is required to be kept at BBTMusic if your child has been prescribed one. Each pen must be provided in an original box with the doctor's prescription on the box. A new prescription is required each year. Staff keeps the **epi pens** in the first aid kit that goes with the class whenever they leave the classroom, including the recreation and outside areas.

An allergy list is confidentially posted in the classroom for teachers to refer to. Please talk with the after school program director about any concerns you may have about the foods provided by the center.

Please consider an allergy/medical alert bracelet or necklace for your child so that every adult has immediate recognition of your child's medical/allergy condition.

If your child has severe airborne allergies a medical alert bracelet or necklace **is required**. Please talk with the director and the staff. This is especially important in the event of an emergency where the children may need to leave the center and relocate to another facility

7 Program Fee Schedule/Tuition Payment

Payment Schedule & Other Fees

Prior to the start of care, each parent/guardian must sign a payment agreement, which states the amount of tuition for each child enrolled. This payment agreement is included in the child enrollment application and is a contract for care. Tuition rates are included in this section of the handbook or can be obtained by calling our office at 781-479-8327.

Child care vouchers are accepted. Please call the office for more information about child care vouchers.

BBTMusic is committed to supporting program families throughout the child care experience. If at any time you have billing questions, concerns, or need to discuss a plan for tuition payment, please contact the Site Coordinator at 781-479-8327.

There is a non-refundable school year program registration fee due at the time of registration every year. Extra days, when space allows, may be purchased.

When registering a child **in advance for September admission**, the initial payment must include the non-refundable registration fee and a one month non-refundable deposit. The registration fee is \$40.00, which is an annual fee.

The first month's tuition is due in September, prior to the opening of after school program. The family may reduce the number of days the child is signed up for with a two weeks advanced written notice of a reduction in services.

When registering a child **during the school year**, the initial payment must include the registration fee plus the entire first month's tuition, which will be prorated if the start date is other than the beginning of the month. During that first month of attendance, the second month must also be paid. The registration fee is non-refundable, and the usual two weeks' notice must be given to withdraw.

Tuition that is paid for one day cannot be credited to another day when a child is sick, absent, or school is canceled due to inclement weather.

Tuition for the after school program is collected on a weekly basis. Your monthly fee is based on the number of days per week that your child is enrolled. **All** fees are due on or before the 15th and last day of each month. This will be strictly enforced for the 2017-2018 school year.

Payments can be made using cash, check, money order, direct payment voucher or via online payment using Visa and Mastercard (Credit Cards or Debit cards with either logo) are accepted online forms of payment. You will receive a monthly email notification prior to the **1st** of each month to remind you that payment for the following month is due.

Direct payments must be made in person by cash, check or money order to the BBTMusic office (Site Coordinator) or by mail to 93 Euclid Ave., Lynn, MA 01904.

Please do not mail cash. Fees for late pick-up should be paid directly to the site staff in a timely manner. A \$20.00 late fee will be charged for all payments not made by the **1st** of each month. Checks should be submitted on or before the 1st of the month to avoid the \$20.00 late fee charge. A \$25.00 fee will be charged for all returned checks.

If a check is returned, only cash, money order or credit card will be accepted from that point forward. You are responsible for the days your child is registered for. There are no refunds or payment adjustments for absences.

Families with questions regarding the use of vouchers and/or eligibility should contact their DTA (Dept. of Transitional Assistance) caseworker, Child Care Circuit or EEC (Dept. of Early Education & Care).

2020-2021 TUITION RATE SCHEDULE

SCHOOL YEAR TUITION ½ day, After School or Full day **(PER AVERAGE WEEK):**

Schedule:	Base Tuition	Full Day, i.e., summer vacation, excluding specialized programs, which could be priced higher for program periods; Winter and Spring Vacation periods, all other full days
Five Days	\$ 175.00	Five Days \$ 350.00
Four Days	\$ 140.00	Four Days \$ 280.00
Three Days	\$ 105.00	Three Days \$ 210.00
Two Days	\$ 70.00	Two Days \$ 140.00
One Day	\$ 35.00	One Day \$ 70.00

8 Sample Schedule

1:00-1:35PM	Staff arrives at BBTMusic
1:40-2:30PM	Students arrive
2:45PM	Attendance is taken and students wash up for snack
2:50–3:00PM	Snack
3:00PM	Homework/Music Enrichment activities for younger students/alternating days
3:30PM	Group games or special activity of the day (performing arts, music instruction, arts & crafts, nature exploration)
4:00PM	Outdoor activities and games
4:30PM	Clean up and quiet time activities/individual silent reading
5:00PM	Children prepare to leave for the day
5:15PM - 5:30PM	Children are picked up

A staff member will be assigned to stay with any children picked up later than 5:30 PM and collect the late fee.

Parent Handbook Sign-off Sheet: 2020–2022

I have read and understand all the policies in the Building Bridges through Music, Inc. After School Program Handbook.

I agree to follow the handbook policies accordingly.

I do understand that all policies listed in this handbook will be enforced, and failure to comply with the policies, is reason for immediate termination.

Child's Name

Print Name

Signature of Parent/Guardian

Date