

**DANVERS
RECREATION
2019-2020**



**PARENT
HANDBOOK**



Fun Club Parent Handbook

2019 – 2020

Administration of Authority

Director:	Kathy Bowden
Assistant Director:	Peggy St. Pierre
Site Coordinator at Great Oak School:	Peggy St. Pierre
Site Coordinator at Highlands School:	Shannon Cioffi
Site Coordinator at Riverside School:	Sara Bates
Site Coordinator at Smith School:	Natalie Caponigro
Group Leaders	
Assistant Group Leaders	

Locations

Great Oak School:	76 Pickering St.
Highlands School:	190 Hobart St.
Riverside School:	95 Liberty St.
Smith School:	15 Lobao Dr.

Hours of Operation

Monday-Friday:	2:25pm - 6:00pm
Early Release:	1:15pm - 6:00pm
School Vacations:	8:00am - 6:00pm
Professional Days:	8:00am - 6:00pm

Early Education and Care

**360 Merrimack St.
Building 9, 3rd Floor
Lawrence, MA 01843
978-681-9684**

Parents/guardians may call the Department of Early Education and Care at 978-681-9684 for information regarding the program's regulatory compliance history.

Transportation:

Children who attend the Thorpe Elementary School will be met by a Fun Club staff who will ride the bus with them to the Fun Club Program at Riverside School.

Children who attend the Great Oak School will be met by a Fun Club staff member in front of the art room.

Children who attend the Riverside School will be met in their classrooms by a Fun Club staff member.

Children who attend the Highlands School will be met by a Fun Club staff member in the cafeteria.

Children who attend Smith School will be met by a Fun Club staff member in the library.

Purpose

The Fun Club After-School Program is a licensed childcare program for school-age children. Our primary goal is to meet the needs of families throughout Danvers by creating a safe, supportive and stimulating environment that fosters the growth and development of each individual child. The 2019-2020 school year is the 16th year that Fun Club has been offered. To work cooperatively and to ensure that parents/guardians remain apprised of their children's progress, the Fun Club staff will send a progress report to parents during the month of February.

Mission/Philosophy

Fun Club provides quality care for children in grades K-5 (up to the age 16 for children with special needs). Fun Club, through Danvers Recreation, employs qualified staff members trained to provide quality child care in a safe, caring, supportive, recreational setting. Our staff members promote the goals of social well-being and growth in an effort to meet the developmental needs of children.

Goals

1. Provide a safe, nurturing and enjoyable atmosphere.
2. Promote positive self-esteem.
3. Foster respect for peers and adults.
4. Facilitate positive social interactions.
5. Provide an enriching environment that supports and encourages personal growth.

Daily Schedule

2:25pm-3:30pm: Arrival, attendance, hand washing, snack, homework

3:30pm-6:00pm: Indoor/Outdoor activities

***Please note the staff will assist children with their homework. It is your responsibility to check it for accuracy. Homework is available for one hour each day.**

Curriculum

The Fun Club curriculum is designed to promote the development of children through the following activities: indoor/outdoor activities, games, arts and crafts, cooking, sports, music, science, walking club, running club, and much more. Special enrichment activities include, but are not limited to: sport events, Ginger Bread Houses, Talent Show, Family Night, and educational enrichment programs. Through these activities Fun Club seeks to help each child develop skills in the following areas:

Social Behavior:

The activities included in the Fun Club curriculum will help children develop social and behavioral skills by helping them to: (1) relate appropriately to others; (2) understand and express both positive and negative emotions in a constructive manner; and (3) demonstrate courtesy and respect when interacting with children and adults. The Fun Club staff is dedicated to working with each child based on his or her individual needs and to ensure that each child has a fun, positive experience while at the program.

Self-Help Skills:

The Fun Club curriculum will also encourage children to begin developing independence by giving them the foundational skills necessary to care for themselves. Specifically, Fun Club staff members guide children on how to make positive choices and decisions.

Fine Motor Skills:

Fun Club is also committed to developing coordination and skills that require the use of small muscles. This is accomplished by providing activities that encourage children to use their skills. We ensure that all children have the same opportunities to take part in all activities.

Gross Motor Skills:

The Fun Club curriculum is also aimed at developing coordination and skills that require the use of large muscles by encouraging all children to participate in 30 to 60 minutes or more of physical activity per day.

Registration Procedures

A \$70.00 non-refundable registration fee must accompany your registration form. A completed enrollment packet, including signature of a parent/guardian acknowledging they have received, read and understand the parent handbook. The completed packet must be delivered to the Danvers Recreation Office located on the 2nd floor of Town Hall before your child/children will be allowed to attend Fun Club.

Children's Records: Confidentiality and Distribution of Records

Information contained in a child's folder shall be privileged and confidential. The Fun Club Program complies with the following rules and regulations:

- (1) The Fun Club Program shall not distribute or release information in a child's folder to any person not directly involved in the implementation of a program plan for the child without the written consent of the child's parents/guardians. The Fun Club Program shall notify parents/guardians if a child's record is subpoenaed.
- (2) The child's parents/guardians shall, upon request, have access to his or her child's folder at reasonable times. In no event, shall such access be delayed more than two business days. Upon such request for access, the child's entire folder shall be made available.

- (3) The Fun Club Program shall establish procedures governing access to, duplication of, and distribution of such information and shall maintain a permanent, written log in each child's folder indicating any time a child's information has been released.
- a. Each time information is released or distributed from a child's folder, the following information shall be recorded: the name, signature, and position of the person releasing or distributing the information, the date, the portions of the folder which were distributed or released, the purpose of such distribution or release and the signature of the person to whom the information is distributed or released.
 - b. Such log shall be available only to the child's parents/guardians and program personnel responsible for record maintenance.

Child Release/Pick-up Policy

Parents **are not** responsible for calling their child's Site Coordinator if they are unable to personally pick-up their child/children. The person they send to pick up their child **MUST** be on that child's approved Transportation List and show their driver's license to sign out the child.

Parents/Guardians must make sure that anyone you want to pick-up your child/children **must** be on your Transportation List. The Fun Club staff will **not** release your child/children to an individual not listed on your Transportation List. Please be sure to update your child/children's pick-up list whenever you wish to authorize someone not currently included on the list to pick-up your child/children.

Late Pick-Up Policy

The official closing time for the Fun Club program is 6:00 p.m.

All employees' scheduled hours revolve around these closing times. When a parent or guardian is late, the Fun Club program has established the following policies:

- 1.) Parent/guardian must call the program to let staff know what time they will expect to arrive or to inform staff of alternate transportation arrangements that have been made.
- 2.) Parent will be charged a late fee of \$2.00 per minute, per child after 6:00 PM. This fee will be added to your monthly tuition.
- 3.) After 3 late pick-ups your child will be disenrolled from the Fun Club Program.
- 4.) In the event that the Fun Club program does not receive a phone call from the parent/guardian the following procedures will be immediately implemented:
 - a.) A Fun Club staff member will contact parent/guardian for instruction. If contact cannot be made, a Fun Club staff member will call the emergency contact list to arrange pick up (parent will still be assessed the late fee per minute, per child).
 - b.) If by 7:00 p.m. contact cannot be made to the child's parents or emergency contact list, a call will be placed to the Department of Children and Families Services (DCF) Emergency Unit to report an abandoned child. Staff members will then follow DCF

instructions for any necessary arrangements. Parents will then be informed to contact DCF for further instructions.

Tuition Payments

All tuition payments are due to the Danvers Recreation Office by the **1st of every month**. You will receive your monthly bill two weeks prior to the payment due date via email. Payments can be made online at www.danversrec.com, at the Recreation office, or by mail. We accept check and credit cards. **If you are writing a check, please write your child's full name in the memo line.** All payments received after the first of the month will be considered late. **Payments are not accepted at the Fun Club sites.**

If your child receives services from Child Care Circuit, your parent fee must be paid two weeks in advance. If your payments are not up to date, your child will not be allowed to attend the program and Child Care Circuit will be notified.

We require a two weeks' notice if you are going to withdraw your child/children from the program.

Cancellation Policy (Inclement Weather, Minimum Enrollment, etc.)

On regularly scheduled school days Fun Club will be closed when Danvers Public Schools are closed for inclement weather. If schools are dismissed early due to inclement weather, Fun Club will remain open for one (1) hour after the time of dismissal.

On non-school days, such as school vacation days, holidays, and professional days, Fun Club cancellations will be made on the Recreation Department website: www.danversrec.com. If Fun Club is closed due to inclement weather, you will not be reimbursed for that day.

Parent Participation

Fun Club has an open-door policy. Parents/guardians are invited to visit their child/children's After School Program anytime.

Fun Club promotes open communication between staff and parents/guardians. Our staff members strive to communicate with parents daily at pick-up time. However, the staff's main function is to provide care for the children at the center. You may want to make an appointment with the Director or the Site Coordinator to discuss any concerns that you may have. Suggestions and comments regarding the program are always welcome.

Parents must abide by the following protocols:

- 1. Parents are not allowed to ask Fun Club Staff to babysit their child at any time.**
- 2. Parents are not allowed to take pictures and/or video of any child during Fun Club hours.**
- 3. Parents and children are not allowed to contact staff on Facebook, Twitter, Instagram, or any other form of social media.**

Frequently, you will receive notices from the Director or your Site Coordinator. These notices will let you know about upcoming events.

Any behavior by a parent (or adult associated with a child enrolled in the Fun Club program) that is deemed inappropriate or adversely affects the program and/or its operations may result in expulsion of their child from the program upon notice.

Non-Discrimination

The Town of Danvers does not discriminate based on race, religion, gender, cultural heritage, political beliefs, disability, marital status, sexual orientation or national origin. The Program Director will make every effort to accommodate all children.

Children who are not toilet trained may enter the program. However, parents will be expected to supply the program with extra materials necessary for the care of their child.

Managing Behavior, Termination & Suspension

Behavior management helps teach a child how to behave. Fun Club provides an opportunity for the child to be part of the process by offering choices and encouraging the development of self-control.

Fun Club prohibits:

1. Any form of corporal punishment (i.e. hitting, spanking, or in any way physically harming a child).
2. Verbal abuse or humiliation.
3. Depriving children of food.
4. Excessive time-outs (no more than one (1) minute per age of child).

Fun Club does not discipline children for soiling, wetting or not using the toilet.

The Fun Club Program reserves the right to dismiss any participant from the program due to a disciplinary problem. Fun Club may request that parents/guardians have the child's teacher fill out an Evaluation Form to help the staff better understand the child.

If a child is not conducting themselves in accordance with the established rules of the Fun Club Program, the child will be removed from the situation until they can control their behavior.

If a behavior is deemed to be dangerous to other children or staff, an Incident Report will be completed by a staff member. The child's parent/guardian will be notified of the issue by phone or at the time of pick-up. Parents will be asked to review and sign the behavior form. One copy of the Incident Report will be sent home with the parent/guardian. A second copy of the Incident Report will be placed in the child's folder and the incident will be documented in the logbook. If three incidents are documented, the child's parent/guardian will be notified of a meeting with the Director and Site Coordinator. Parents/guardians and Fun Club Staff will discuss ways to help the child. The main goal of the Fun Club staff is to work with the child and the parents/guardians to keep the child in the program.

Documentation of all discussions regarding your child/children's behavior will be placed in their folder. Parents will receive a copy of such documentation.

The Fun Club Program retains the right to suspend your child from the program if the behavioral issue does not improve.

If after returning from suspension the inappropriate behavior continues, parents/guardians will meet with the Program Director to discuss the child's future with the Fun Club program.

The following may result in suspension or termination of services:

1. Continued aggressive behavior by the child.
2. Fighting.
3. Continued use of inappropriate language.
4. Bringing any type of weapon to Fun Club.
5. Continued lack of respect.
6. Destruction of property.
7. Past due Fun Club tuition.
8. Inappropriate behavior by a parent/guardian or adult associated with the child.
9. Any situation which the Director, within their discretion, deems inappropriate.

FUN CLUB AFTER SCHOOL PROGRAM HEALTH CARE POLICY

Emergency Telephone Numbers

911	EMERGENCY NUMBER	
1-800-222-1222	Poison Control	
978-774-1213	Non-Emergency Number for Danvers Police	
978-479-8444	Fun Club Director CELL.....	Kathy Bowden
978-777-0001 x3065	Fun Club Director OFFICE.....	Kathy Bowden
978-479-9923	Asst. Director/Site Coordinator @ Great Oak School.....	Peggy St. Pierre
978-479-8678	Site Coordinator @ Highlands School.....	Shannon Cioffi
978-882-5448	Site Coordinator @ Smith School.....	Natalie Caponigro
978-479-8424	Site Coordinator @ Riverside School.....	Sara Bates
978-777-0001 x3094	Recreation Director.....	David Mountain
978-777-0001 x3094	Recreation Office	
978-762-0208	Health Care Consultant	
978-825-3800	Department of Social Services	
978-681-9684	Early Education and Care	
978-825-3800	Department of Children and Families	

Procedure for Illness/Emergency

- Staff members are certified in First Aid and CPR.
- Injuries will be reported to parents/guardians by phone or at time of pick-up depending on the nature of the injury.
- In the event that immediate medical attention is required the following procedures will be implemented:
 - 911 will be called.

- The parents/guardians or designated emergency contacts will be called
 - A Fun Club staff member will accompany the child to the hospital.
- For the protection of other children and staff, please keep children home if they are ill. Any child who is sent to the program ill will be sent home immediately. The main consideration is in the best interest of the child, other children and staff. Children who are ill at Fun Club will be made as comfortable as possible until someone arrives to take them home.
 - If a child is ill and a parent/guardian cannot be reached, staff will refer to the emergency list to notify someone to pick-up the child. Please make every effort to have complete and updated emergency contact information. Please notify Fun Club of any changes in telephone numbers or contact information. All parents will be asked to update their files in February.
 - If your child is dismissed from school because he/she is not feeling well, he/she will not be permitted to attend the Fun Club Program that day. If your child does not attend school for any reason he/she cannot attend Fun Club on that day.
 - If your child does not attend Fun Club, for any reason, on their schedule day you must call, email, or text Kathy Bowden. You must also call or text your Site Coordinator.
 - If you do not call your child out you will be charged a \$10.00 fee.

Plan for Management of Infectious Diseases

- The Director must be notified if a child is diagnosed with a contagious disease.
- Parents/guardians will be notified of any communicable diseases or outbreaks.

Plan for Implementation/Monitoring of Infection Control

- Proper hand washing is required prior to the handling and/or eating of food by children and staff.
- Surfaces that are soiled are required to be cleaned using an antiseptic solution.
- Sharing of utensils and drinking cups by children and staff is prohibited.

Procedure for Using/Maintaining First Aid Supplies

- First-Aid Kits are fully supplied.
- A “FIRST-AID” sign will be posted on the outside of the cabinet in which the First-Aid Kit is located.

Plan for Evacuation

- Evacuation drills are to be held every month. An evacuation log will be used to document these drills or a true evacuation. Attendance will be taken after every evacuation drill or a true evacuation.
- An evacuation plan for the building will be posted in every room used by the Fun Club Program.

Staff Requirements during Evacuation Procedure:

Site Coordinator

- Assess the situation.
- Notify emergency response (911).
- Lead staff and children to designated meeting place.

Group Leaders

- Assist the Site Coordinator to the designated meeting place.
- Take emergency kits, attendance clip board, emergency book, and medications.
- Assist the Site Coordinator in contacting parents/guardians.

Assistant Group Leaders

- Assist the Site Coordinator/Group Leaders in the evacuation of the staff and children.

Evacuation Locations:

Great Oak Elementary School:

St. Mary's School, 14 Otis St

Highlands Elementary School:

First Church of Danvers, 41 Centre St.

Riverside Elementary School:

Kaplan House, 78 Liberty St.

Smith Elementary:

St. Johns Prep, 72 Spring St.

In the event that a true evacuation is necessary, parents/guardians will be notified by the Danvers Recreation Department.

Plan for Dispensing Medication

CHILDREN WILL NOT BE ALLOWED TO SELF-ADMINISTER MEDICATION.

- Parents/guardians must complete an authorization form giving staff permission to administer medication (prescription or non-prescription).
- Parents/guardians and Site Coordinator will need to sign medication forms.

Procedures for Prescription Medication

- Medication must be labeled with the child's name.
- Medication must be in the original pharmacy container with prescribing doctor's name.
- Name of the drug including dosage, time and route to be given must be provided.
- Parent/guardian must complete an 'Authorization to Administer Medication' form.

Procedures for Non-Prescription Medication

- Medication must be in its original container.
- Fun Club must be supplied with a written order from the child's doctor for the administration of the medication.
- The form must specify the child's name, the name of non-prescription medication, dosage, and time(s) it will be administered.
- Parent/guardian must complete an 'Authorization to Administer Medication' form.

Meeting Individual Health Needs

Allergies

- Parents/Guardians must notify Fun Club in writing of allergies to foods, medications or environmental allergens.
- Fun Club will provide a safe environment for those children with specific allergies (i.e. peanuts). Designated eating areas, proper clean-up of surfaces and proper hand-washing techniques will be utilized.
- Parents with children that have severe food allergies need to supply their child's daily snacks. These snacks will be stored at Fun Club.

Chemical Exposure

- Fun Club is committed to providing a safe and nurturing environment free from harmful chemical substances. All harmful chemical substances will be kept out of children's reach.

Identifying or Reporting Suspected Child Abuse or Neglect

- All children in the care of the Fun Club after-school program shall be protected from abuse and neglect. If a staff member should have reason to believe that a child is suffering from physical, sexual or emotional injury due to abuse or neglect, they are required by law to report it. Any suspected form(s) of child abuse and/or neglect will be reported to the Program Director, who will notify the Department of Children & Families.
- A written factual report is required to be completed, dated and signed. A 51A Child Abuse & Neglect Form, will also be completed.
- The Fun Club after-school program will cooperate with all investigations of abuse and neglect. This may require disclosing personal information to the Department of Children & Families (DCF), the Department of Early Education and Care (EEC), as well as other persons or agencies specified by DCF and/or EEC. This is necessary for the prompt investigation of allegations and for the protection of the child.
- Any staff member who is under investigation will be removed immediately from direct contact with the children in the program until the Department of Children & Families completes their investigation and for such further time as the Department of Early Education and Care requires.

Resource List

All Emergency:	911
Poison Control Center:	1-800-222-1222
Beverly Hospital:	978-922-3000
Lahey Clinic:	978-774-0730
Mass General @ Danvers:	888-698-9355
Salem Hospital:	978-741-1200
CVS Minute Clinic:	978-774-7130
Child Care Circuit:	978-686-4288
HAWK:	978-745-7761
Danvers People to People Food Pantry:	978-739-4188

**If you have any questions/concerns regarding these policies,
please call the Director at 978-777-0001 x 3065.**