



AFTERSCHOOL PROGRAMS

FOREST PARK • SPRINGFIELD, MASSACHUSETTS

FAMILY HANDBOOK

2021-2022 AFTERSCHOOL ENRICHMENT PROGRAM

Program Dates:

Tentatively October 25, 2021 - May/ June 2022

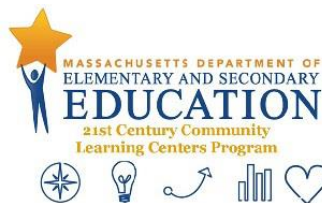
exact end date to be determined

Monday – Thursday

3:30 PM – 6:00 PM

late fees will be charged for children picked up after 6:00 PM

**The Afterschool Enrichment Program will be
CLOSED one Wednesday per month.**



City of Springfield Recreation Division

200 Trafton Road, Springfield, MA 01108 | 413-750-2652 | <http://www.springfield-ma.gov/park/>

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WELCOME

Thank you for registering your child in the Springfield Parks and Recreation Afterschool Enrichment Programs. We are committed to providing innovative programs, and learning experiences for participating children. The Afterschool Enrichment Programs are designed to introduce children to a number of new opportunities and activities that build upon the skills they learn throughout the school year. With this in mind, our programs have been carefully planned and developed for your children.

Parents and guardians should note that this program is not a drop-in program, but rather an enrichment program with a specific schedule and sequential activities planned for the school year.

When families and staff build positive, trusting, working relationships and communicate regularly, children benefit. We hope that this *Family Handbook* will help build an understanding between you and our staff. Most importantly, there needs to be good two-way communication between us. We will keep you informed about your child's experiences, achievements, new skills and any special concerns or problems. We welcome your feedback and involvement in your child's Afterschool Enrichment Program for their benefit.

Who We Serve

The Parks and Recreation Afterschool Enrichment Program is open to children in grades 1st-5th. Children must attend the school at which the program takes place. We are unable to accept kindergartners or children that attend other schools into our program.

There is no registration or participation fee to enroll in the Afterschool Enrichment Program. Registrations are accepted on a rolling basis until all spots are filled.

Days and Hours of Operation

The Afterschool Program will begin on Monday, October 25, 2021

The program runs **Monday through Thursday from 3:30 PM to 6:00 PM.**

The last day of the program will be May/June 2022 (exact date dependent upon funding)

Sign-in Procedures

The Afterschool Program begins at 3:30 PM.

Children are dismissed from their classrooms to the Program's designated meeting area, varies by site. Children should report directly to the Afterschool Program to sign-in with the staff.

If a child is absent from school or leaves school prior to dismissal and does not return to school during the school day, they are not permitted to participate in the program that day.

Program Contact Information

Please use the numbers below if you need to contact the Afterschool Enrichment Program.

| | |
|---|---|
| Bowles Elementary School Site Cell: (413) 335-5381 Address : 24 Bowles Park, Springfield, MA 01104 | Channing Calcasola, Program Coordinator Cell: (413) 355-6229 Email: Ccalcasola@springfieldcityhall.com |
| DeBerry Elementary School Site Cell: (413) 335-1466 Address : 670 Union Street, Springfield, MA 01109 | Gabriela Santiago, Program Coordinator Cell: (413) 426-5639 Email: GSantiago@springfieldcityhall.com |
| Pottenger School Site Cell: 313-6333 Address: 1435 Carew Street Springfield, MA, 01104 | Lena Cisero, Program Coordinator Cell: (413) 313-5457 Email: LCisero@springfieldcityhall.com |

| | |
|--|--|
| If you cannot reach your Program Coordinator please call the Educational Coordinator | |
| Esther D. Alicea Cell: (413) 313-1355 Email: alicea@springfieldcityhall.com | |
| Other Contact Information | |
| Randy Piteo (413) 750-2711 (office) | Recreation Office (413) 787-6434 |
| Website http://www.springfield-ma.gov/park/ | |
| Facebook https://www.facebook.com/City-of-Springfield-Parks-Recreation-Afterschool-Program | |

Cohort Information

Participants will be assigned to a cohort for the duration of the program. Cohorts will not be combined at any time and staff will not float between cohorts, unless needed to provide supervision of specialized activities or to provide breaks for other staff. There might be multiple cohorts of participants and staff in the same area, but will maintain separation between cohorts and at all times to comply with the all Massachusetts Department of Elementary and Secondary Education (DESE), Centers for Disease Control and Prevention (CDC), Springfield Public Schools (SPS), and Springfield School Committee (SSC) guidance around layers of prevention. We will ensure participants/staff belongings are stored in a manner to prevent groups congregating. Stagger use of communal spaces, such as classrooms and recreation areas, to reduce congregating and disinfect in between uses. We have developed safe drop-off procedures to maintain physical distancing and prevent the mixing of participants.

Please see the COVID-19 Safety Guide for further information.

Dismissal Policies

Due to the nature of our programming we ask parents/guardians to be punctual and follow the pick-up times because daily agendas are carefully planned to accommodate the day's various activities.

Dismissal by cohort from the Afterschool Program is 5:30 PM to 6:00 PM.

NEW Pick- Up Policies

A pick-up time will be assigned by a cohort. **Parents/Guardians must remain in their vehicles during pick-up.** Pick-up time is between 5:30 PM - 6:00 PM for all participants. If a participant is not picked up by 6:00 PM, the parents/guardians will be contacted to arrange a pick-up as soon as possible (charges will apply). Parents/Guardians should pull into the site and wait for a staff member to escort their child(ren) to their vehicle.

Parents/Guardians MUST provide proof of identity at pick-up. (i.e. valid license, passport, etc.)

Pick-up times

(Cohort A): 5:30 PM – 5:45 PM

(Cohort B): 5:30 PM – 5:45 PM

(Cohort C): 5:45 PM – 6:00 PM

(Cohort D): 5:45 PM – 6:00 PM

** cohorts vary by site registration numbers and are subject to change**

Early Pick-up Policy

Children **should not be picked up prior to 5:30. In certain situations, early pick-up may be necessary for a child (such as doctor appointments). In these situations,** the parent/guardian must provide written documentation in advance, or in extenuating circumstances the parent or guardian calls the site cell phone and speaks to the Site Supervisor to notify them of the need for an earlier pick up time. **Parents/guardians should keep in mind that during specific activities an early pick-up disrupts programming.**

Sign-Out Procedures

On the first day of program parents/guardians will be notified of the pick-up procedures for their program site. **Please note: At many of our sites the main entrance to the building is not used by our program, so it is important to check-in with the site staff on the first day to identify the pick-up area.**

Individuals picking-up children must report to the designated pick-up area during cohort dismissal time (5:30 PM -6:00 PM) each day and signed out by a program staff member.

During dismissal (5:30 PM -6:00 PM) **children will only be released to individuals identified on their registration form,** which is signed and authorized by a parent/guardian. **Said individual must be age 18 or older and must present a valid picture I.D. Staff must be informed in writing of any changes to children's pick-up information.**

Walking Policy

Children are not permitted to walk home from the Afterschool Enrichment Program unless with adult. All participants must be signed-out by an adult listed on their registration form.

Late Pick-Up Policy

All participants must be picked up no later than 6:00 PM each day. If a child remains in the program after 6:00 PM the site staff will contact the parents/guardians listed on the registration form. If the site staff is unable to get a hold of the parents/guardians the site staff will contact the emergency contact and the authorized pick-up individuals. It is of the utmost importance that parents/guardians provide current contact information for themselves, emergency contacts and pick-up contacts and that the site staff is able to get a hold of someone and ensure the child will be picked up from the program.

Late Pick-Up Fee

There will be a late fee charged for any child picked up after the dismissal time of 6:00 p.m. Fees are to be paid in cash only at time of pick-up or no later than sign-out the following day. This fee is per child. Children will not be allowed to attend the program until the late fee is paid. There are no exceptions to this fee. **Parents/guardians, who routinely violate the pick-up time policy, will jeopardize their child's continued participation in the program.** Written documentation of each occurrence will be provided.

| Time of pick-up | Late Fee Charged | Time of pick-up | Late Fee Charged | Time of pick-up | Late Fee Charged |
|-----------------|------------------|-----------------|------------------|---|------------------|
| 6:06 PM | \$10.00 | 6:18 PM | \$34.00 | 6:30 PM | \$58.00 |
| 6:07 PM | \$12.00 | 6:19 PM | \$36.00 | 6:31 PM | \$60.00 |
| 6:08 PM | \$14.00 | 6:20 PM | \$38.00 | 6:32 PM | \$62.00 |
| 6:09 PM | \$16.00 | 6:21 PM | \$40.00 | 6:33 PM | \$64.00 |
| 6:10 PM | \$18.00 | 6:22 PM | \$42.00 | 6:34 PM | \$66.00 |
| 6:11 PM | \$20.00 | 6:23 PM | \$44.00 | 6:35 PM | \$68.00 |
| 6:12 PM | \$22.00 | 6:24 PM | \$46.00 | 6:36 PM | \$70.00 |
| 6:13 PM | \$24.00 | 6:25 PM | \$48.00 | 6:37 PM | \$72.00 |
| 6:14 PM | \$26.00 | 6:26 PM | \$50.00 | 6:38 PM | \$74.00 |
| 6:15 PM | \$28.00 | 6:27 PM | \$52.00 | 6:39 PM | \$76.00 |
| 6:16 PM | \$30.00 | 6:28 PM | \$54.00 | 6:40 PM | \$78.00 |
| 6:17 PM | \$32.00 | 6:29 PM | \$56.00 | <i>Fees continue to accrue until child is picked up. *All fees are per child.</i> | |

After 6:30 PM the Department of Children and Family will be notified that the child has not been picked up, if the parent has not been reached.

Attendance and Participation

Children are expected to attend the Afterschool Enrichment Program every day. All programs are thematic and include sequential activities; therefore, if participants are absent for a week or more they will not fully benefit from the program. If a participant must be absent, program staff must be notified in advance in writing.

If a participant does not meet the attendance requirements they may be dropped from the program.

We encourage all children to take part in every aspect of the program. It is our belief they will grow from the experience. No child will be forced to participate but he/she must attend and be respectful of those who choose to participate.

Once a Month the Afterschool Enrichment Program will be CLOSED

The Afterschool Enrichment Program will be closed one Wednesday per month. This allows our staff to meet for professional development and training. Parents/guardians will be notified and reminded of exact dates via program calendar and flyers.

When the program is closed the Parks and Recreation Department staff will not be at the site to supervise children or arrange for transportation for the children. It is the responsibility of the parent/guardian to arrange for alternate pick-up or afterschool care for children on days when the Afterschool Enrichment Program is closed. Violation of this policy will jeopardize the child's continued participation in the program and could result in pick-up fees as determined by the Parks and Recreation Department.

The Afterschool Enrichment Program will tentatively be closed on the following days:

Wednesday December 1st
Wednesday January 5th
Wednesday, February 2nd
Wednesday, March 2nd
Wednesday, April 6th
Wednesday, May 4th
Wednesday, June 1st

Monthly calendars and reminder notices will be sent out prior to these dates.

Health Screenings

Before Program

- ✓ Must complete the COVID-19 Liability Waiver during registration
- ✓ Monitor for any COVID-19 symptoms in the last 24 hours
- ✓ Continue to practice proper hygiene – washing hands, wearing a mask, and socially distancing
- ✓ Inform the Program Coordinator if your child(ren) have tested positive for COVID-19 or live in a house with someone who has been exposed to or tests positive for COVID-19 or if they are showing symptoms of COVID-19.

During Program

- ✓ Staff will continuously monitor participants for COVID-19 symptoms
- ✓ Staff will be keeping track of potential COVID-19 exposures by continuing contact tracing.

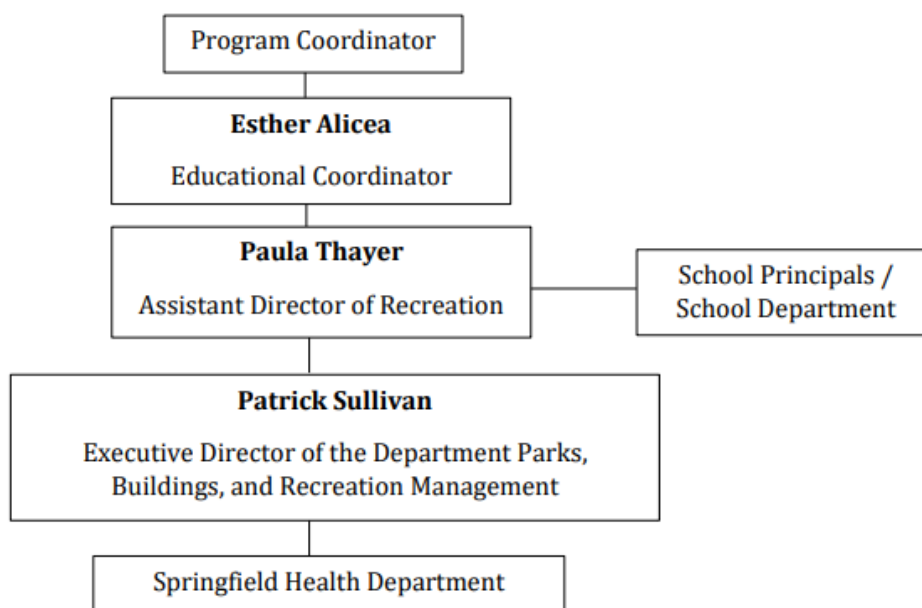
After Program

- ✓ Parents/guardians will continue to monitor for any COVID-19 symptoms
- ✓ Parents/guardians will continue to practice prior hygiene– washing hands, wearing a mask, and socially distancing
- ✓ Parents/guardians will inform the Program Coordinator if your child(ren) have tested positive for COVID-19 or live in a house with someone who has been exposed to or tests positive for COVID-19 or if they are showing symptoms of COVID-19.

NOTE: If a participant or staff member is diagnosed with COVID- 19, they must notify the Program Coordinator. Program staff notify the Recreation COVID-19 Chain of Command for contract tracing purposes. Contact tracing is key to slowing the spread of COVID-19 and helps protect the community.

If and when there is a positive diagnosed COVID-19 case of a staff member or participant, program officials will contact by sending out an email and/or calling all staff members or participants.

Recreation COVID-19 Chain of Command



What to Wear

All children need to wear their standard school uniform and athletic shoes to the Afterschool Program. **Children should wear sneakers** or bring sneakers with them, in their backpack, to the program each day. Children who do not have proper footwear will be unable to participate in certain activities, including activities taking place in the gym. Some activities take place outside. Children should also bring a jacket or sweater appropriate for the weather. All items brought to the program should be clearly labeled with child's name.

Face Masks

Face masks coverings are required and should be provided by the participant/parent. All students will be required to wear a face mask during program unless they have a medical exemption or are taking a mask break. Students will also be asked to practice mask breaks, which includes taking face masks off and putting them back on. Enrichment programs will follow the DESE, CDC, SPS, and SSC guidance.

What NOT to Wear

Hats (permitted outside only), sandals, flip flops, and open toe shoes.

What to Bring

Children should bring their homework, reading books and masks each day. Children should also bring a sweater or jacket appropriate for outdoor activities and sneakers or athletic shoes if they do not wear them to school.

What NOT to Bring

Children should not bring expensive items to the Afterschool Enrichment Program. This includes: cell phones, toys, iPods, iPads, hand-held game systems, and jewelry. **We are not responsible for lost or stolen items.**

Food

Snack will be provided at all sites. **No outside food is allowed in the program** unless the child has food allergies or special dietary needs (must be noted on the registration form).

Transportation

There is no transportation provided for the Afterschool Enrichment Programs.

Grant Reporting Requirements

In order to offer the Parks and Recreation Enrichment Programs and 21st CCLC Enrichment Programs, we have to meet state, and federal grant reporting requirements, including a Survey of Afterschool Youth Outcomes (SAYO) of students by their teachers and program staff. These assessments will not become part

of your child's school record; they will be considered privileged and confidential information. They will be used to help individualize the Afterschool Enrichment program to better meet the needs of individual children and to evaluate the program's effectiveness.

Parent/Guardian Contact Information

Parents/guardians **must provide working phone numbers** for themselves and emergency contacts which include cell phone numbers. The numbers provided must be for someone who is **18 years of age or older** and can be reached **immediately** in the event of an emergency or to pick the child up from the program.

Parents/guardians **must also provide working phone** numbers for the authorized pick-up individuals listed on the registration form. These individuals will be contacted in the event the child is not picked up during the designated dismissal time. Failure to provide working phone numbers could result in the child's removal from the program.

Medical Information & Medications

The Afterschool Enrichment Program does not have access to school medical records or medication information. Parents/guardians must provide Afterschool Enrichment staff with all necessary medical information about the child and complete required paperwork for the child to self-administer medication.

The DPBRM is not equipped or staffed to administer medication to children. Children must be able to administer their own medication and the medication must be in its original bottle with original label that includes the child's name. During registration parents/guardians must complete a permission form to self-administer medication for any medication the child needs to have during the program day. Please see Program Coordinator regarding medication storage.

Mandated Reporter

All staff are mandated reporters as determined by the Commonwealth of Massachusetts. We are legally bound to report any incidents in which we have reasonable cause to suspect abuse or neglect of any child under the age of 18.

Program Cancellations

In the event of an emergency or inclement weather, program cancellations will be posted on TV 22 News, and on the Recreation Division's office phone 787-6434. In addition cancellations and other important announcements will be posted on the Springfield Parks and Recreation Facebook page: www.facebook.com/City-of-Springfield-Parks-Recreation-Afterschool-Program

When school is closed there is no Afterschool Enrichment Program. Additionally, if the school closes early due to inclement weather the program will also be closed.

AFTERSCHOOL ENRICHMENT PROGRAMMING

Project Based Learning (PBL)

The Afterschool Enrichment Programs offer fun-filled, challenging, hands-on, project-based enrichment activities. The Enrichment staff follows a PBL curriculum that is based on interests and abilities of the children in the group. PBL themes include art, science, sports, health and wellness, reading, literacy and more. Children are engaged in active and inquiry based-learning through hands-on identification and response to a question. In all of our themes literacy is an important focus area.

Homework and Reading

At each Afterschool Enrichment Program site, approximately 20-30 minutes of homework time is offered each day. During homework time our site staff will be available to assist children with their homework, however, keep in mind that we are not a tutoring or homework help program with enough staffing to provide one-on-one homework help.

If children do not have homework to complete they will have the option to read during this time. We have a variety of books offered at each site for children of all reading levels. Children are also encouraged to bring books from home.

Enrichment Activities

Other activities offered during the Afterschool Enrichment Program include team-building, games, athletics, arts, social-emotional skill building and literacy.

Program Partners

The Afterschool Enrichment Programs partner with a variety of local agencies and programs to enhance enrichment activities. Partners may visit programs to lead activities, support literacy efforts, or present on a topic of interest to the children. All partners are supervised by our program staff and must adhere to Afterschool Enrichment Program policies and expectations.

Afterschool Enrichment Program

Homework and Reading Time Guidelines

The Parks and Recreation's Afterschool Enrichment Program is a program focused on project-based learning. The majority of your child's time in our program will be spent learning through hands-on projects and activities. We will offer approximately 30 minutes of homework help and reading time per day.

1. The focus of the Afterschool Enrichment Program is project-based learning.
2. Homework help and reading time will not last more than 30 minutes per day.
3. During these time children can opt to complete homework or read.
4. The purpose of homework help is to get your child started with homework, not to complete all assignments.
5. During homework help time staff will assist your child with the homework assignment selected by your child. Staff will help your child prioritize their assignments for that day.
6. Children may miss some homework help or reading sessions due to project-based learning activities, which is the focus of our program.
7. Pencils, erasers, lined paper, marker, crayons, glue, and scissors will be available for children to use to complete their homework assignments. Children should return supplies at the end of homework help. If your child needs additional materials to complete their homework it is their responsibility to bring those materials.
8. Children are expected to follow program policies and norms during homework and reading time. Children who do not follow these policies will face consequences as outlined in our Behavior Management Plan.
9. The Afterschool Enrichment Program is unable to provide one-on-one tutoring and academic support. Our staff will assist children with homework directions, provide examples, and review completed work. Staff will not provide your child with answers.
10. Children will sign in and out of homework help. Parents/guardians can review this sign-in/out during dismissal.

Behavior Management

As outlined by the Department of Public Health: *“Discipline and guidance shall be consistent and based upon an understanding of the individual needs of the child.... staff shall direct discipline to the goal of maximizing growth and development of the child and for protecting the group and the individuals within it”.*

The Parks and Recreation Afterschool Enrichment Program Behavior Management Plan is set in place to provide all participants with a positive experience. In order to ensure the quality of this program and safety of participants and staff, **we expect all participants** to adhere to and follow all program rules and norms. The behavior management system is in place to protect each participant’s freedom to learn and have fun as a valued member of our Afterschool Enrichment Program.

Please note we are a separate entity from SPS and do not have access to any medical or behavioral records. **Parents/guardians should share any information that will be helpful in providing programming for your child.** This includes strategies for behavior management and redirection for the child. While we are not staffed or equipped to provide one-on-one programming and behavior management, we will make every attempt to work with the parent and child, within our program limits, to address and redirect unacceptable behavior.

Parents/guardians should also inform the staff if your child is having difficulty at the program. If your child is not following the norms, rules or limits established for the program, the Site Supervisor and staff need your input. Let them know if changes are occurring at home that may affect your child’s mood or behavior. Do not let potential problems arise and grow.

At each site, children will participate in the creation of site norms, rules and limits, which will be clearly explained to the children frequently so that they understand them and feel secure that the adults care enough about their safety to enforce them. Appropriate methods of behavior management will be used in dealing with unacceptable behavior.

The following procedures (on the next page) will be implemented when children misbehave or do not follow program rules and limits. The Parks and Recreation Afterschool Enrichment Program staff reserves the right to bypass one or more steps in the process if a situation warrants.

Behavior Management Strategies

- Gentle reminders, re-direction and offered acceptable choices.
- Time away from the situation with a staff member to discuss what unacceptable behavior was demonstrated and identify alternate appropriate behaviors.
- “Think Sheet” to help the child reflect on their behavior and the consequences of their actions.
- After repeated reminders and discussion with a staff member the child will lose privilege in program. Occurrence will be documented and requires a signature acknowledging notification from parent/guardian.
- Repeated defiance of rules and behavior that threatens the physical and/or emotional safety of the child, other children or staff (i.e. hitting, biting, kicking, throwing objects or pushing) will result in **suspension (typically 1-4 days) or termination from the program**. Occurrence will be documented and requires a signature acknowledging notification from parent/guardian.
- **Extremely violent/threatening behavior, housing a weapon or a child is seriously injured or property is damaged will result in immediate termination** from the program. Occurrence will be documented and requires a signature acknowledging notification from parent/guardian.

At no time will a behavior incident be dealt with in a demoralizing, humiliating, abusive manner. No child will be subject to neglect, cruel, unusual, severe or corporal punishment including: verbal abuse, ridicule, humiliation or denial of food. **No staff member will be subject to verbal or physical abuse by a child enrolled in the program. This includes foul language.**

Bullying Policy

The Afterschool Enrichment Program does not tolerate bullying of any kind between participants and/or staff. Many of our participants attend the Afterschool Enrichment Program to help build their social skills and friendships. However, this community building is to be conducted in a positive way and will not include taunts, threats or physical violence of any kind.

Parent Suggestions

Your questions, suggestions and concerns are important to the success of the Afterschool Enrichment Program. If your child enjoyed a particular event or activity or you appreciate something special at the program, please tell the staff. Parents/guardians should also notify the staff of any questions or concerns they have. They can notify staff by calling or emailing the Program Coordinator.

We appreciate your suggestions and feedback and look forward to working collaboratively to make this a positive experience for your child.