

Next Generation Extended School Care  
Parent & Staff Handbook  
2022-2023

[www.ngecholliston.com](http://www.ngecholliston.com)  
774-233-2111



NGESC is affiliated with NGMA  
and licensed by the Massachusetts  
Department of Early Education and  
Care

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## **Welcome to Next Generation Extended School Care!**

Next Generation Extended School Care, LLC (NGESC) is an independent school-age care program offering after school care. Our program is designed to provide quality care to complement your child's school experiences. NGESC is a Monday, Tuesday, Wednesday, Thursday, and Friday after school program for children in grades K through 5.

NGESC is managed by an Executive Director that is licensed by the Massachusetts Department of Elementary and Secondary Education as a Principal/Assistant Principal Grades PreK-5. The Executive Director is an acting principal in Massachusetts.

NGESC program is licensed in compliance with regulations of the Massachusetts Department of Early Education and Care. Families may contact the DEEC for the program's compliance history. Contact information is: Department of Early Education and Care, 324R Clark Street, Worcester, Ma 01606, #508-79805180.

## **Mission Statement**

The mission of Next Generation Extended School Care is to provide the children of Holliston with an after school program that focuses on a child's success in school and in life. An afterschool program for children must be an exciting, welcoming, and nurturing place where all children are valued for who they are and what they bring in terms of interest, skills, and challenges to the classroom and school community. Children must be regarded positively as they are guided to self-regulation for the greater culture. Supportive guidance from adults must be geared towards children's strengths and the cultivation of children's ability to promote successful learning.

## **Program Philosophy**

NGESC has a play-based approach to the environment of our program. NGESC provides opportunities for play, homework help, and option for karate instruction, to enhance your child's social, emotional, physical and intellectual development. Children learn best when interacting with peers and learning

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through play. The program offers arts and crafts, karate instruction\*, and homework assistance.

Our teachers and staff are a valuable part of each day at NGESC. These dedicated professionals are committed to providing the care and support you are familiar with from our NGMA family company.

NGMA and NGESC are owned and operated by the Woods Family and are affiliated and there is strength in that connection. We are a family company and one that has served the Holliston community successfully since 2000. The 310 Woodland Street location is owned by the Woods Family and is a mainstay in the Holliston community.

Next Generation Extended School Care does not discriminate on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability in its admissions, services to families, educational policies, financial assistance, or otherwise in its operation or management.

### **Important School Year Dates**

*NGESC follows the Holliston Public Schools calendar*

First Day of After School/NGESC day - as noted in the HPS 2022-2023 school calendar	August **Will begin the first
December Winter Break	NGESC Closed
February Winter Break	NGESC TBD
April Spring Break	NGESC TBD
Last Day of After School/NGESC as noted in the HPS 2022-2023 school calendar	June **Will end the last day -

### **Statement Distribution Schedule**

10 monthly payments after submission of application of enrollment (deposit is June 2023 tuition)

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All statements are shared via MindBody

Statement Date                      Payment Due Dates are due on the 1st of every month  
Late Payment Fee is \$20

### **Holiday Program Dates**

There are no Holiday Programs for the 2022-2023 school year.

### **General Information**

The Next Generation Extended School Care Administrative office is located at 310 Woodland Street, Holliston. The office hours of operation 1:45 p.m. to 6:00 p.m. each day. We are available 9:00 a.m. to 2:00 p.m. during the summer months.

The Executive Director, and designee, is responsible for hiring, training, and supervision of all staff. The Executive Director, and designee, is also responsible for the development of the schedule and programing as well as adherence to the Department of Early Education and Care regulations, monitoring health and safety procedures, and the daily operations of the program. In addition, our 310 Woodland Street, Holliston site has a Site Coordinator responsible for the overall program at the location.

If families have concerns or questions regarding their child, an NGESC staff member, or the NGESC program as a whole, they should first discuss the matter with the Site Coordinator. If the Site Coordinator cannot resolve the issue to the families satisfaction, parents should speak with the Executive Director. If the concern is about the Executive Director, parents may bring the issue directly to the owner of the company.

**Important Reminder: Next Generation Extended School Care is affiliated with Next Generation Martial Arts.**

### **Absences**

In case of absence from the extended day program, please email [ngecholliston@comcast.net](mailto:ngecholliston@comcast.net) call #774-233-2111.

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If your child is absent from school or goes home early from school, you **MUST** notify NGESC. The schools will not notify NGESC. If your child is registered for NGESC and does not check in with us, our teachers will search for them, call parents and emergency contacts to locate the child. There is a fee for this: \$25 for the first instance and \$50 for each instance thereafter. Therefore, **PLEASE** call or email NGESC to notify us of any changes prior to school dismissal.

### **Next Generation Extended School Care Directory**

Physical address: 310 Woodland Street, Holliston, MA 01746

Mailing address: 310 Woodland Street, Holliston, MA 01746

Email:

Web: [www.ngescholliston.com](http://www.ngescholliston.com)

Susan M. Woods, Executive Director and Owner

#774-233-2111

Michael H. Woods, Director and Owner

#774-233-2111

Sue McGee, Site Coordinator

### **Enrollment Procedures**

Enrollment at NGESC is a three step process. First, parents submit an application or register online. Second, NGESC prepares a contract and parents sign the contract, which outlines the child's schedule and the tuition. Third, parents submit Medical and Emergency Forms via paper copy.

### **Applications**

Next Generation Extended School Care accepts applications beginning early in the calendar year for students for the upcoming school year. Applications are processed in the order they are received. **NGESC gives priority to existing families who are currently in the NGMA karate program when accepting applications.** Children who cannot be accommodated in their desired sessions will have their names placed on a waiting list.

Prior to a child's initial enrollment, parents are encouraged to visit the program and meet with the Executive Director, Director, and/or Site Coordinator. This is a wonderful opportunity to introduce your child to the NGESC staff, to see the program and ask questions.

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## **Contracts**

Once the placement decisions have been made, NGESC prepares a contract for each child. It is necessary for all parents to sign this contract confirming the sessions/days the child will attend the program. A deposit of one month's tuition is required with the return of the contract. The deposit is applied to June tuition for that school year. No portion of the deposit will be refunded if the student reduces his/her/they schedule after September 30.

## **Early Release Days - From School**

There are no NGESC program time offerings on early release days.

## **Child Enrollment Forms**

NGESC is required to have certain information about each child in his/her/they file. These forms need to be completed prior to enrollment, and are available online via our website [www.ngecholliston.com](http://www.ngecholliston.com).

**Summary: Enrollment requires three steps: Application, Contract, and Deposit/Enrollment Forms. No child will be considered enrolled unless all three steps are completed.**

## **Once the School Year has Begun**

Once the school year has begun, parents who wish to withdraw their child from the program must give notice in writing of their intention to do so. If a student withdraws in the middle of the month, tuition for that month is due as usual; the parents remain responsible for the monthly tuition. The effective date for the withdrawal is the first of the following month.

**In the event that the child is withdrawn from the program after October 1, the deposit will be forfeited.**

A family who enrolls after September 30 is given the equivalent of the first month of enrollment to change their child's schedule without penalty.

## **Program Description**

### ***After School Program***

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The after school program (grades K through 5) are held at 310 Woodland Street, Holliston, MA 01746. The children will be escorted from a NGEESC staff from Placentino Elementary School and/or Miller Elementary School. The program opens at 1:45 p.m. - 6:00 p.m. and may not be signed in before that time. The students enjoy arts and crafts, games, one snack, and homework help. Children have the opportunity to participate in the karate classes provided by Next Generation Martial Arts during the time of Next Generation Extended School Care hours. At 6:00 p.m., children are dismissed to their classroom teachers.

The daily plan for grades K-5 allows for and fosters the development of independence and responsibility in the children as they grow older. NGEESC provides opportunities for decision-making and independent choices.

Sessions begin at 1:45 p.m. each day, Monday through Friday. Children arrive at NGEESC via supervised walk from Placentino Elementary School and/or Miller Elementary School. Upon arrival, the children eat snack and have time for play. After snack, the teachers will support home-work help as needed. Activities are closely supervised and are enjoyed inside.

Between 5:45 p.m. and 6:00 p.m. children help to clean up the space, and enjoy quiet calm games. This part of the day is loosely organized since parental pick-ups typically occur throughout this timeframe. The latest parent pick up is at 6:00 p.m.

## **Financial Policies**

### ***Enrollment Deposit***

NGEESC requires a deposit equal to one month's tuition with the sign contract and required forms before the child may attend the program. The deposit serves as the June payment. Parents who withdraw their child after October 1 will forfeit all of the deposit.

### ***Change in Enrollment***

[NGEESC Change Enrollment Form](#)

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This form is developed for you to change your day choices and/or needs from initial enrollment plans.

### ***Tuition***

Tuition is based on the Holliston Public Schools calendar. Payments are divided into 10 equal monthly installments based on the child's schedule. This amount is the same each month regardless of the number of school days in a month. Tuition is due on **the first of each month**, regardless of a child's attendance.

Account statements can be viewed via Mind Body.

Please enroll in Mind Body to provide electronic funds transfer (EFT) plans for tuition payment.

Prompt payment is expected and appreciated.

### ***Late Fees and Returned Checks***

Payments not received by the 1st of the month are considered late. Late payments will be assessed a late charge of \$20. If a tuition payment is past due for thirty days and no arrangements for payment have been made, NGESC may restrict your child from further attendance.

Next Generation Extended School Care reserves the right to remove a child from the program if the parent does not make consistent payments and if a parent does not respond to the requests made by the NGESC office for payment of past due balances. Outstanding balances may be submitted to a collection agency.

Returned checks will be assessed a \$25.00 fee plus bank fees.

### ***Late Pick Up Fee***

NGESC's latest pick-up time is 6:00 p.m. No exceptions will be made. A fee of \$2.00/minute will be charged for any pick ups after 6:00 p.m.

### ***Communication***

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## **Email**

Parent-teacher communication is a key ingredient for a successful program. Email is the primary form of communication with families; NGESC uses Constant Contact as our email manager. Please confirm that your email is correct via the link on the enrollment form or call our office to make refinements. If you notice that you are not receiving emails from NGESC, please call the office and we can make sure you are subscribed to the current lists. You do not want to miss out!

## **Face to Face**

Teachers are always available to talk with parents. Parently input concerning our program and policies is always welcome.

Our website at [www.ngecholliston.com](http://www.ngecholliston.com) contains information and updates, plus necessary forms that parents may need during the course of the year.

## **Absences**

**If your child is to be absent on a particular day for any reason, or is sent home sick from school, you must notify the NGESC staff by 12:30 p.m. that day.**

Please do not call your child's public school office to report an absence from the NGESC program. NGESC is independent of the school system and consequently is not informed of any information given to the school. NGESC is not responsible for your child until he/she/they has arrived at NGESC. Unless we are notified of your child's absence, your child will be considered missing if he/she/they does not arrive at NGESC at the appropriate time. An Emergency Missing Child Plan will be implemented. Every effort will be made to locate your child including: holding the school buses at the school to search for your child, calling parent(s) contact numbers, calling your emergency contacts, contacting the local authorities.

## **Search Fees**

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Searching for a child removes a teacher from the supervision of children arriving to the program. It is a potential safety hazard. Therefore, NGESC imposes search fees if the Emergency Missing Child Plan needs to be implemented. The search fee is \$25 for the first instance and \$50 for each instance thereafter.

### **Inclement Weather/Emergency Early Dismissal**

NGESC follows the Holliston Public Schools weather related closings, and is not open if the public schools are closed due to bad weather or other emergencies.

### **Dismissal**

Parents authorize specific people to pick up their child during NGESC's enrollment process. Children may not leave with a non-designated person or walk home without an adult unless the staff has been given permission **in writing** for the child to do so, or this is indicated on the child's enrollment forms. A parent or other authorized adult must notify the site that the child will be leaving with a different adult for the day. Email is acceptable.

If a child has a child custody order or a restraining order in place which legally limits to whom a child can be dismissed, please let NGESC know as soon as possible. NGESC teachers will make every effort to comply with such an order, up to and including notifying the authorities of an unauthorized person arriving to pick up the child.

### **Food**

NGESC provides a healthy daily snack at the program site following the USDA guidelines for school snacks.

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**Our site is tree nut/peanut free. Please inform NGESC during the enrollment process if your child has any food allergy and/or dietary restrictions.**

Parents have the option to provide snacks for their child. In addition, NGESC may request that parents provide snack options for their child. If a parent chooses to send in a snack for their child, they may only send snacks that are peanut/tree nut free and have not been processed in a plant that processes nuts.

Refrigeration is not available for snacks.

### **Holiday and Vacation Programs**

At this time, NGESC does not provide child care during holiday breaks and/or school vacations.

### **Babysitting for NESC Families**

Having NGESC teachers work as babysitters outside of work hours for children enrolled at Next Generation Extended School Care is strongly discouraged. Doing so can interfere with a staff member's professional relationship with children and families and may increase NGESC liability risk. If an employee and parent agree to such an arrangement, Next Generation Extended School Care disclaims all responsibility for the safety of both the employee and the child in such a circumstance.

### **Transporting Children**

Next Generation Extended School Care will walk children from the Placentino and Miller Elementary Schools Monday - Friday depending on parental preference up on enrollment. NGESC employees are strongly discouraged from transporting children to and from NGESC at the request of a parent. Doing so can interfere with a staff member's professional relationship with children and families and may increase NGESC liability risk. Employees of Next Generation Extended School Care who transport children do so at their own risk disclaims all responsibility for the safety of both the employee and the child in such a circumstance.

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## Health Care Policies

### *Admission Requirements*

Next Generation Extended School Care is an open and accessible program. We strive to work with parents and HPS professionals to create a successful environment for each child. NGESC will not deny a child admission to our programs based on a medical diagnosis. We therefore urge parents to be as upfront as possible when completing our required enrollment forms. The more information we have, the better equipped we are to help your child. As a reminder, Holliston Public Schools does **not** share information with NGESC. It has to come from the parents.

The following is a list of mandatory health forms required for all children attending our program:

- **Physician's Health Form:** While NGESC does not require a copy of this form, parents must confirm that their child's physical form is on file with the public school.
- **Medical Release Form:** Included in our online forms for enrollment is a Medical Release Form and Emergency Release Form. If a child is injured or becomes ill while participating in the NGESC program, the Site Coordinator, Executive Director or staff member in charge will notify the child's parents or the emergency contacts. However, if none of the persons can be reached or if the illness is such as to require immediate medical attention, NGESC is authorized through the online forms to obtain whatever medical assistance the staff member deems necessary and proper, including but not limited to appropriate medical treatment at the nearest hospital or a hospital designated by the parent(s).
- **Please notify your Site Coordinator, verbally AND in writing if your child has any existing medical conditions that may limit full participation in the program (for example: allergies, asthma, diabetes, etc).** NGESC asks that you include a list of any medications you utilize for

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treatment of existing medical conditions indicating symptoms or possible side effects.

- In addition, if a child has an Individual Health Care Plan with the Holliston Public Schools, such as an IEP, 504 plan, or other such plan, it is important for NGESC to know this. When we know a child's needs, we are better able to meet them.

## **Inclusion Policy**

### ***Inclusion Philosophy***

At Next Generation Extended School Care, "all means all." All children enrolled in Holliston Public Schools (HPS) have access to the After School Care programs of Next Generation Extended School Care. Further, all HPS schoolchildren are welcome in our programs, regardless of developmental, behavioral or emotional needs. NGESC makes every effort to ensure that each student can have fun and participate in all activities safely and to the child's fullest ability. Because communication with families and Holliston Public Schools personnel is essential to a child's success in our program, we ask for information about a child's unique medical, behavioral and social needs during the application process. Knowledge of the needs of the child is to assure program supports are in place, not for denial of services.

### ***Age Groupings and Curriculum***

The nature of Next Generation Extended School Care provides afternoons with mixed-age and mixed-ability groups, participating in our play based curriculum. All children are encouraged to join in meaningful play with their peers through arts, crafts, science, organized games and other gross motor activities. Through play, all children have the opportunity to form close peer-to-peer friendships as well as child to adult relationships. Free choice in play allows all children to meet goals that parents and teachers may have for a child's social, emotional, and behavioral growth, no matter what the child's individual needs may be. Children may choose what interests them each day; in this way, NGESC supports a vast array of different abilities and interests.

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## **Importance of Shared Information**

When a child receives developmental or behavioral supports during the school day, NGESC works with the families and with the Holliston Public Schools to ensure continuity of care throughout the child's day. To this end, NGESC encourages all parents to sign a release allowing Next Generation Extended School Day teachers to discuss concerns with the Holliston Public Schools teachers and staff. NGESC encourages parents to sign a similar release for HPS to speak freely with NGESC, so that the lines of communication are open both ways. It is critical that we are able to collaborate with HPS about our shared students. According to InclusiveChildCare.org, "programs that have access to information about participants can design experiences that are meaningful and intentional resulting in an increased potential for personal growth." Further, "sharing successful individual strategies from home and school can contribute to successful inclusion." If a child has a plan in place with HPS, such as an IEP, it is very helpful for parents to provide NGESC with a copy of the document, and/or to invite the Site Coordinator of NGESC to the IEP meetings at school.

## **Supports and Possible Accommodations for Students at NGESC**

When individual children need behavioral or emotional support during the NGESC day, teachers offer sensory breaks, walks, a quiet space, or a treasured game. These choices can help a struggling child to self-regulate and to return to the large group more easily. As part of NGESC's collaboration with parents, HPS teachers and HPS staff, the team may decide that an altered schedule may benefit the student. In this case, NGESC will draft a plan with parents and/or HPS staff for implementing any changes to the child's day at NGESC. During discussions about possible changes, NGESC will consider both the family's need for care and the child's ability to remain safe and participate in program activities. NGESC's referral and suspension/termination policies apply to all students if there are concerns about the child's safety or the safety of others at NGESC.

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## Illness

**When a child exhibits any of the following symptoms, the child should not attend NGESC.** In addition, if a child displays any of the following symptoms while at NGESC, parents will be contacted to pick up the child. We require that sick children be picked up **within one hour of our call.**

- Temperature of 100 degrees
- Vomiting
- Diarrhea
- Discomfort or pain, which cannot be eased
- Outbreak of a contagious illness: chicken pox, conjunctivitis

The child may return to the program without a healthcare practitioner's note under the following conditions:

- the child has been fever free for 24 hours without fever reducing medicines
- There are no more instances of vomiting or diarrhea and the child can tolerate a typical diet
- Twenty- four (24) hours have passed after the first dose of antibiotics and child is no longer contagious
- In the case of conjunctivitis, the child's eye must be free of discharge
- In the case of head lice, the child must have been appropriately treated
- The child is able to participate in the curriculum of the program including playing outdoors.

If a child does not attend public school because of illness, or goes home early because of illness, the child may not attend NGESC.

We request that parents notify NGESC when the child contracts a contagious disease so that we may notify parents and staff.

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## **Medication**

A medication consent form signed by the parent(s) and health care practitioner authorizing NGESC staff to administer the medication must accompany all prescription and non-prescription medication bottles. Copies of this form are available at our site, at the front desk, and on the website.

Prescription medication may be administered to a child only with written parental authorization and the written order of a health care practitioner.

Prescription medication will be kept in its original container, with the child's name, the name of the drug, and the detailed directions for administering and storage. A parent can request the pharmacy dispense the medication in two containers with labels and instructions so that the parent may bring a portion of the medicine to NGESC. All prescriptions must be unexpired. Please note NGESC cannot administer the first dose of any medication, except emergency medications such as epi-pens or inhalers. Teachers who administer medication have been trained via the DEEC online training course "The Five Rights to Medication."

Staff will administer medication according to the exact instructions on the medicine. Any change in dosage must be authorized in writing by the physician.

**Do not send medication in the child's backpack or lunch box. An adult must hand medication to the child's NGESC teacher. If this is a problem due to scheduling, please drop the medication off at the NGMA or NGESC front desk and the office staff will deliver the medication to the appropriate NGESC staff.**

Next Generation Extended School Care will maintain a record of medication administered per the above guidelines, which is available for review at any time.

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## **First Aid and Emergency Procedures**

All injuries will be evaluated and treated by the attending teacher. Injuries or unusual behaviors will be documented on an incident or accident form and the medical log.

Our teachers are certified in First Aid and CPR. The NGESC site has a first aid kit containing appropriate first aid supplies.

In case of an injury that requires more than the basic first aid, parents will be contacted and informed. An example of such an instance is a cut that looks like it might need stitches. If the parent of the child cannot be reached, then the emergency contact will be notified.

## **Attendance while Injured**

If a child has limitations due to an injury, please note that we cannot allow them to participate in physical activities (this includes karate at NGMA) until they have been cleared by their health care practitioner. Such injuries would include concussions, broken bones, or injuries where the child is not able to run and participate fully. If a child has been limited in his/her active participation in school or sports activities by a health care practitioner, this limit applies to their time in NGESC as well. A practitioner's note describing the limitations and the date the child can resume full participation must be given to the Site Coordinator/Director Michael Woods in order to resume a full activity schedule.

## **Blood Spill Policy**

Next Generation Extended School Care provides disposable latex free gloves for cleaning blood spills and bodily fluids. Teachers shall use gloves for first aid procedures involving blood and/or bodily fluids, and will properly dispose of the gloves in a special trash receptacle. Teachers will wash hands thoroughly

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after all first aid procedures. Bloodied clothes will be sent home in a sealed plastic bag. Bloodied areas shall be washed with a commercial disinfectant.

## **Procedures for Reporting Child Abuse or Neglect**

### *Definitions:*

Abuse: The non-accidental commission of any act upon a child, which causes or creates a substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth.

Neglect: The failure, either deliberately or through negligence or inability to adequately care for, protect, or supervise children.

Person: Any individual, partnership, or authorized designee of a corporation, association, organization or trust, or any department, agency or institution of the federal government or of the Commonwealth or any political subdivision thereof.

51A Report: A report filed with the Department of Children and Families alleging that a child may have been abused or neglected.

51B Report: A report of an investigation of a 51A complaint conducted by the Department of Children and Families. A 51B report that is supported means that there is reasonable cause to believe that a child has been abused or neglected by a caretaker.

Staff: Administrators, teachers, and all others paid directly by Next Generation Extended School Day.

### Plan:

1. All staff of Next Generation Extended School Care (as defined above) shall protect children from abuse and neglect while in the program's care and custody.

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2. All persons regularly on the premises who have the potential for unmonitored contact with children shall be required to have a C.O.R.I. on file.

3. An allegedly abusive or neglectful person, if employed by Next Generation Extended School Care, will immediately be released from classroom duties and/or will not work directly with children until the DCF investigation is completed and for such further time as EEC requires. Additionally, paid employees of Next Generation Extended School Care who are suspected of abuse and/or neglect may be placed on personal leave with or without pay or assigned administrative duties.

4. All staff of Next Generation Extended School Care are mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to Next Generation Extended School Care Director or the Department of Children and Families (DCF). Confidential advice regarding possible symptoms of child abuse is available by calling the Abuse Hotline at 1-800-793-5200.

5. Next Generation Extended School Care Executive Director shall immediately report suspected abuse and neglect to DCF.

6. Next Generation Extended School Care Executive Director shall notify EEC immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program related activity, i.e. a NGESC field trip.

7. All staff of Next Generation Extended School Care shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to DEEC of information from, and allowing DEEC to disclose information to, any person and/or agency DEEC may specify as necessary to the investigation of allegations and protection of children.

8. At all times confidentiality will be maintained by those involved in the report or investigation of suspected child abuse and/or neglect.

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## **Behavior Management Policies**

### ***General***

All staff members are trained in areas of positive and strength-based discipline. Each program has clear and consistent limits for behavior that can be easily understood by both children and adults. Mistakes are not treated as failures but as valuable learning experiences. The children learn how to fix their mistakes and avoid them in the future, and are then redirected to more desirable activities and behaviors. NGESC staff uses behavior management techniques such as setting reasonable positive expectations, offering choices, offering a quiet place to reset emotionally, and offering opportunities to verbalize their feelings. Our staff understands how important it is for children to feel that they are heard. Children's emotions, concerns, frustrations and fears are treated with respect and understanding. When rules are forgotten, teachers are there to gently remind children of them. When children need to be disciplined, the staff talks to him/her quietly and privately so that the concern about their behavior can be expressed. Public humiliation is never condoned.

When appropriate and feasible the children participate in establishing rules, policies, and procedures.

When chronic negative behavior persists, NGESC maintains a written record of incidents. The staff tries to determine if a particular situation or relationship is the precipitating factor and the best way to modify the situation. A parent/teacher conference will be scheduled to discuss the child's behavior and contributing factors, and to develop strategies for management.

Next Generation Extended School Day makes every effort to be a Bully Free program for the students. We follow the same policy as the Holliston Public Schools pertaining to bullying issues. NGESC also follows the behavior rubric developed by the HPS which explains behavior expectations as well as consequences.

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## ***Referrals***

Staff members are responsible for informing the Executive Director if they feel additional social, mental health, educational or medical services would benefit a child, including, but not limited to: dental check, or vision and hearing screening. The Executive Director will notify parents in writing. This written statement will give the reason for recommending a referral for additional services, a summary of the teacher's observations related to the referral and any efforts that have been made to accommodate the child's needs. A meeting with parents will follow to discuss what action should be taken. During this meeting a list of referral resources will be available to the parents. The list will include resources available for social, mental health, educational, and medical services, including the contact person for Chapter 766 an Early Intervention Program. No referral will be made without the consent of the parents. NGESC will keep a record of all referrals on file, including the parent conference and result thereof.

## ***Suspension and Termination***

NGESC reserves the right to suspend or terminate a child's participation in our programs at any time.

The following are reasons for suspension or termination from our program.

- A child cannot be kept safe by refusing to remain in a supervised area.
- A child purposely injures another person. Chronic negative behavior which disrupts the program activities. Chronic disruptive behavior includes, but is not limited to: interfering with other children so they are not able to take part in activities; inappropriate language which includes, but is not limited to, foul and or/abusive language; any unacceptable behavior that consistently requires one-to-one attention by a staff member.
- Serious and purposeful destruction of property belonging to Next Generation Extended School Care or Next Generation Martial Arts.

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Destruction of property includes, but is not limited to: breaking windows, defacing the building and or furniture, and/or damaging outdoor equipment.

- Parents' refusal to seek outside help, in accordance with an agreed-upon referral plan. Parents who do not work together with staff for the benefit of the child will be asked to find alternative care.

In rare cases, a child may be dismissed from the program due to a family's non-payment of tuition, and/or a parent's refusal to respond to the Executive Director's request for a payment plan.

### ***Procedures for Suspension/Termination***

As stated above, Next Generation Extended School Care will maintain a written record of all incidents.

A parent-staff conference will be scheduled to discuss the child's behavior, the contributing factors and to develop strategies for improvement. A timeline for these strategies to be implemented is established.

A follow-up parent-staff conference will be scheduled to discuss developments. If the child continues to present the unacceptable behaviors, going forward parents will be contacted whenever the behavior occurs, and the child must be picked up within one hour of the call. When a child has been asked to leave the program for the afternoon, they are considered suspended for the following NGESC program day. If the child continues to exhibit specific unacceptable behaviors after returning to the program, parents will be informed that alternative care must be found.

### ***Expulsion of a Child***

Next Generation Extended Care will make every effort to refrain from dismissing a child. However, NGESC does reserve the right to suspend and/or terminate a child when the program is deemed unsuitable for a child or when the staff is unable to manage the needs of a child. When a child is terminated from Next Generation Extended Care, NGESC will prepare the child for

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dismissal from the program in a manner consistent with the child's ability to understand.

### ***Immediate Expulsion***

Next Generation Extended School Care reserves the right to expel a child immediately if the child threatens another child or staff with serious bodily harm.

Next Generation Extended School Care reserves the right to expel any child immediately whose parents threaten any child or staff member in the program with serious bodily harm.

The expulsion for the above two causes will be immediate and not subject to the normal termination procedures as outlined above. Examples of serious threat and bodily harm include, but are not limited to: bringing a weapon to school or deliberately physically hurting another student or staff member verbally or physically.

### **Confidentiality and Distribution of Records**

A child's record at Next Generation Extended School Care contains application forms, enrollment contracts, signed emergency permission slips, medical forms, and evaluation forms completed by the NGESC staff. These documents are kept confidential. Next Generation Extended School Care will not release information from a child's record without consent of the child's parents. If a child's file is subpoenaed, the parents will be notified.

The Massachusetts Department of Early Education and Care adopted children's record regulations in 1976. Their purpose is to insure parent's rights of confidentiality, inspection, amendment, and destruction of their child's records. Parent(s) may request to review these records and request additions or corrections through the Executive Director at any reasonable time. Parents who request copies of information contained in the records will be provided such copies at no charge. When a child leaves the ngesc program, parents(s)

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may make a written request to take the file. NGESC retains all other records for seven years after a child has left the program.

## **Form Regarding Babysitting or Transporting Children outside of NGESC Program Hours**

### ***Babysitting for NGESC Clients***

Babysitting outside of work hours by Next Generation Extended School Care staff for children enrolled at NGESC is strongly discouraged. If an employee and parent privately agree to such an arrangement, Next Generation Extended School Care disclaims all responsibility for the safety of both the employee and the child and/or liability of any nature in such a circumstance.

### ***Transporting Children***

Next Generation Extended Care employees are strongly discouraged from transporting children to and from NGESC at the request of a parent. Employees of NGESC who choose to privately transport children do so at their own risk and Next Generation Extended School Care disclaims all responsibility for the safety of both the employee and the child and/or liability of any nature in such a circumstance.



***Parental Acknowledgement and Release***

Parent(s) and/or guardians who choose to employ NGESC staff privately as babysitters, or to transport their children outside of school hours, do so at their own risk and Next Generation Extended School Care disclaims all responsibility for the safety of both the employee and the child and/or liability of any nature in such a circumstance.

I, the parent/guardian of

\_\_\_\_\_ state that I have read and understand the above stated policy and if I chose to hire NGESC Staff privately, either paid or unpaid, to babysit and/or transport my child/ward outside of school hours, I release NGESC from any and all responsibility and/or liability of any nature in such a circumstance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date