

IT IS ESSENTIAL THAT YOU SEND A NOTE TO YOUR CHILD’S TEACHER ON THE FIRST DAY OF SCHOOL INFORMING HIM/HER THAT YOUR CHILD WILL BE ATTENDING THE AFTER SCHOOL PROGRAM AND THE DAYS OF ATTENDANCE, OTHERWISE THEY WILL BE SENT HOME ON THE BUS!

ABSENCES

Our program is independently operated, meaning that we are not always informed by the school of your child’s attendance. Please notify the program through email or phone call if your child will not be attending their scheduled day due to sickness or alternative plans. If your child has alternative plans for the afternoon, the school office must be informed in writing. We rarely receive notes sent to your child’s teacher unless you request a copy be given to the ASP. If your child does not have a note, they are required to attend the program, and we will notify you at the earliest convenience. Please understand dismissal is a very hectic time for the office and the program. Searching for a child takes a staff member away from the program and interferes with dismissal of all school children. The safety of your children is our top priority.

Sylvia (603) 801-4802 brooklineasp@gmail.com	Matt (603) 484-3599 brooklineasp@gmail.com	RMMS (603) 801-4803 (Program hours)	CSDA (603) 801-5038 (2:30-6pm)
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HOURS

The Morning Program is located at RMMS for all students of Brookline. The Program runs from 6:30 AM to 8:20 AM. CSDA students are transported to school on the Before School Program’s van at 8:15 AM. The afternoon programs both run 3:00 PM to 6:00 PM at RMMS and CSDA. The late fee is a dollar per minute after 6:00 PM. The late fee is payable to the staff member present.

SNOW DAYS

Please be sure to watch for school cancellations during inclement weather. If a snow day is called we will not be at school!

DELAYED OPENINGS

If a delay is called the Morning Program will open at 7:00 AM. Please send your child prepared for a SNOW DAY just in case. We will contact you if a delay turns to a cancellation. Delayed openings are \$10 extra for children who normally attend the AM Program and \$25.00 if they only attend the afternoon program. *Please contact us if your child does not normally attend the*

morning program to ensure there is space. Delays and cancellations are broadcast on WMUR, WZID and the local Brookline Channel. If you are active in our Parent Portal an email and/or text will be sent to you as well!

EARLY RELEASE DAY

If schools decide to release children early due to inclement weather, you will be advised to pick up your child as soon as possible. In order to make sure staff and families are safe, staff will be available until 4:00 until you or your alternative pick up person can come to get your child. If your child will be attending the program on an early release day and it is a normally scheduled day, there is a \$10 additional fee. If you need care on an early release day and your child does not normally attend on that day, the charge is \$25. Please check with a staff person to ensure we have the space to accommodate your child.

IF YOUR CHILD IS NOT GOING TO THE AFTERSCHOOL PROGRAM ON THESE DAYS PLEASE CALL THE SCHOOL OFFICE AND INFORM THEM OF HOW YOUR CHILD IS GETTING HOME.

SIGN OUT PROCEDURES

For the 2020-2021 School Year BASP Staff will be signing your children in and out for you. To pick up your child, please park your car upon arrival and call the program phone. A staff member will walk your child out to your car .

All Parents and Authorized adults are assigned a PIN number (usually the last four digits of their phone number) to sign out on the automated system. If a person not listed on your child's enrollment information is going to be picking up your child, please notify the program administration. Please notify this person to bring in a form of ID to confirm with our staff upon arrival. *Please make sure a staff person is aware you are taking your child.*

HOMEWORK TIME

Homework time is offered at each school Monday-Thursday. Staff offers assistance with assignments during this time. We feel evenings should be quality time your family spends together, this is why children with homework are encouraged to attend homework time. Please inform program staff if your child is having difficulty completing assignments or is not informing us of assignments. We would be happy to speak to your child's teacher to help them succeed academically.

BEHAVIOR POLICY

It is our goal to provide a safe and stimulating environment for all children who attend our programs. To ensure this, we are letting you know our expectations and the consequences of repeated inappropriate or socially unacceptable behavior.

Behavior Goals

- Caring and respect for others
- Tolerance for all members of the program
- Building cooperative relationships with children and staff
- Teaching and modeling what are socially acceptable behaviors at all levels of a child's development.
- Promoting empathy and a sense of community.

To encourage acceptable behavior, our staff will participate in the following:

- We will model appropriate behavior in our programs by treating children, co-workers and parents respectfully and with courtesy
- Provide positive reinforcement of acceptable behaviors
- Providing redirection to an alternative activity when children are displaying inappropriate behavior.
- By using teachable moments to provide guided solutions to problems.

Inappropriate Behavior:

When confronted with negative behavior, staff are trained to distinguish between a disruptive and an unacceptable behavior.

Disruptive Behavior can be defined as behavior preventing other children from enjoying themselves and distracting our staff from spending time and enjoying their activities with the group. If a child is disruptive, staff will always attempt to redirect them to a preferred activity. If the behavior continues, staff will work with students to complete a "problem solving process".

Unacceptable Behavior can be defined as non-negotiable actions that are prohibited in a program. The following are considered (but not limited to) Unacceptable Behavior:

- Profane language
- Violence towards self or others
- Physical or emotional bullying
- Destruction of property
- Harm towards others or self
- Disrespecting/disregarding a staff member's direct instructions

Unacceptable Behaviors mean that Site Directors are required to fill out a Behavior Incident report. Unlike the “problem solving process”, Behavior Incident forms are signed off by the Site Director, witnessing staff, and presented to Parent/Guardians upon arrival in hopes to gain insight and cooperation from parents/guardians.

We encourage open communication between parents and program staff in order to cooperate and provide the best program for your child.

- If parents receive two Behavior Incident Reports for the same or different behavior, the student will not be allowed to attend the program their following scheduled day.
- If three Behavior Incident Reports are received, The Administrative staff will authorize a temporary suspension or expulsion of your student from the program.

Behavior is fluid and can often vary in intensity. Thus, not all behavior can be looked at the same way. Brookline After School Program reserves the right to make judgement on the behavior displayed by students. Brookline After School also reserves the right to immediately suspend or terminate a child based on the severity of the offense.

PARENT COMMUNICATION

For the 2020-2021 School Year, notices will be sent out through email from Jackrabbit as well as the brookline asp email. If there is a need for in person communication, please ask for the Site Director to walk your child to the car.

Please make sure to check the sign out area for field trip information and parent notices. It is essential that parents stay informed of changes, events, full day programs, ect. It only takes a minute to check! Please also make sure to check your email inboxes for important information sent through email! If you need to communicate with our staff, please reference the information above.

PERSONAL BELONGINGS

Your child is responsible for all personal belongings brought to the programs. We make an effort to remind children about hats, gloves, lunch boxes, ect if we know there is an issue! ***Please DO NOT send your child with toys from home.***

OUTDOOR CLOTHES

We go outside every day unless it is extremely cold or very rainy. Please be sure your child is prepared with the appropriate outdoor gear. Your child will be required to go outside whether they are prepared or not.

ILLNESS

For 2020-2021 School Year, Please Review the COVID-19 Addendum

We will request that you pick up your child if they have any of the following symptoms

- Fever of 100.5 or higher
- Any discharge of eyes, ears or profuse discharge of the nose
- Vomiting or diarrhea
- Undiagnosed rash

We expect if you cannot pick up your child within an hour of our call that you will contact someone who can.

Staff can use their best judgement and call if your child seems ill but does not exhibit the above symptoms.

If your child is too ill to go outside they are too ill to attend the program. We do not have the staffing to provide one on one care.

PAYMENTS/ SCHEDULES

Payment is due on Friday before the week of service. A ten dollar late fee will be assessed if payment is not received by Wednesday. If we have not received payment for two consecutive weeks your child will be withdrawn from the program. There is a \$20 fee for returned checks.

Parents pay the same amount each week regardless of attendance, holidays, ect. If your child attends extra days a 24 hour notice is required since space is not always guaranteed. you will be charged accordingly.

If your child is going to have a flexible schedule, we require a weekly note indicating their days of attendance.

We require a one week notice to implement changes to your child's schedule or withdrawal from the program. Failure to do so will result in a charge of one weeks attendance. All schedule or attendance changes must be called into the BASP Office (603) 801-4802 or emailed to brooklineasp@gmail.com.

FIELD TRIPS

Field trips will not be provided during the 2020-2021 School Year

Field trips are special events for up to 15 students during the school week. Field trips are first come first serve, so if your child is interested, please make sure to sign them up ASAP.