



# NAUSET YOUTH ALLIANCE

Positively Guiding Today's Youth  
Into Tomorrow's World

## Parent Handbook

2018-2019

Nauset Youth Alliance  
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*In this handbook, the term “parent” or “parents” refer to parents and guardians, i.e., the responsible parties.*

## Letter from the Executive Board of Directors

Welcome to Nauset Youth Alliance (NYA). We are an independent, non-profit organization, governed by a Board of Directors, providing after school and summer child care in Brewster, MA. We have in-kind use of the Brewster elementary schools.

NYA provides safe and enjoyable after school and summer environments for school aged children and youth, ages 5 through 14, where they can build friendships, play games and sports, work on homework, and engage in a wide variety of creative and enriching activities. The daily program is planned to meet the needs of the individual as well as the group. Children are encouraged to develop and pursue their own interests while respecting the rights of others. Children and youth are also encouraged to engage in activities that involve cultural enrichment, as it will help them to understand the diversity that exists in our everyday community.

Utilizing artisans, experts and volunteers from across the Cape's community, we offer wonderful experiences for participants that foster the creative spirit, imagination and adventure.

Nauset Youth Alliance continues to develop new and exciting strategies and mentoring opportunities for and with older children, teens and young adults as positive role models. The goal is to have children and youth make a commitment to respect themselves as well as others, to become positive role models and members of the community while also fostering a healthy sense of self.

Our NYA staff members and volunteers are committed to providing creativity and social interaction as well as the opportunity for fun and learning. They are pleased to be a part of the Brewster, Nauset and Cape-wide community, and also to be a part of your children's lives!

Any parent whose child is enrolled in the program for the current or following year is a member of the corporation and is eligible to serve on the board. Please fill check the box on the enrollment form to be a candidate for the Board of Directors.

## Nauset Youth Alliance's Guiding Principles are to:

- Provide the security of participating in a structured and safe environment in which children and youth can build positive social relationships and develop a positive concept of self
- Offer a varied range of supervised activities that meet the developmental needs of each participant and facilitate an enjoyment of learning and exploration
- Foster opportunities for children and youth to express independence, initiative, cooperation, self-control, responsibility and improve problem solving skills
- Encourage creative expression and imagination in a positive and supportive environment
- Nurture and develop a better understanding of individual differences while supporting an awareness of the rights of others
- Incorporate communication and mentorship with college, high school and middle school students, and with community volunteers
- Partner with other like-minded organizations in order to offer appropriate programming and support services to the members of our community

## Administration and Licensing

Nauset Youth Alliance is a private, non-profit corporation, organized under laws of the Commonwealth of Massachusetts, and qualifies as a tax-exempt organization under Internal Revenue Code 501(c)(3). Nauset Youth Alliance recognizes the Executive Board of Directors (executive officers and parent representatives, elected from among and by NYA families/members) in conjunction with the Executive Director as its administrative framework. NYA is governed by the laws of the Commonwealth of Massachusetts, its Bylaws, and its policies and procedures.

Nauset Youth Alliance is licensed by the Massachusetts Department of Early Education and Care (EEC). Parents may contact the EEC regarding the program's regulatory compliance history by calling the EEC Group/School Age Licensing Department at 508-828-5025 or by mail:

**The Commonwealth of Massachusetts  
Department of Early Education & Care  
1 Washington Street, Suite 2  
Taunton, MA 02780**

*The highest staff to child ratio permitted by EEC is 1:13 on-site and 1:10 off-site.*

## Non-Discrimination Policy

Nauset Youth Alliance welcomes children and youth of all racial, ethnic, and cultural backgrounds within and outside of our community. Nauset Youth Alliance does not discriminate on the grounds of race, color, creed, religion, special needs, disability or toilet training status, income, age, sexual orientation, political beliefs, cultural heritage or national origin.

## Parent Involvement

This is a program that was created by parents for their children. We need your cooperation, input, and support. Parents are encouraged to visit the program unannounced while their child is present and communicate on a regular basis with the NYA program staff and members of the Executive Board of Directors. Parent conferences will be scheduled as needed or requested, and at least annually.

Parents are expected to assist with the fundraising committees which they sign up for at registration. Parents are also encouraged to volunteer services (on or off-site), donate materials, games, and miscellaneous supplies.

Please keep up to date on the program needs by reading the monthly newsletter, calendars and announcements, emails, and postings on the website at [www.nausetyouthalliance.org](http://www.nausetyouthalliance.org).

Parents are welcome to visit at any time and may participate in daily or special projects. We welcome any hobbies, interests, or talents you might share on a scheduled visit with our programs.

## Communication

**Stony Brook Office/Program: 508-896-7900 Eddy: 508-237-3487**

**Email: [drost@nausetyouthalliance.org](mailto:drost@nausetyouthalliance.org)**

Parents or guardians are required to call the program each time a child is absent from school or will not be attending NYA on a scheduled enrollment day. **NYA and the school office(s) are not expected to exchange your information.** You must notify both the school and the NYA program as to your child's dismissal plans. These mandatory phone calls are assurance that your child's afternoon schedule is safe and secure with all responsible adults involved. Communication is encouraged to be open, honest, and on a daily/weekly basis. The Executive Director and Site Coordinators are available to answer questions or hear concerns that parents or children may have.

Progress reports will be shared with parents/guardian via the program's Executive Director in December and June. Parent meetings may be scheduled if needed by the parent, Executive Director, or Site Coordinator.

The NYA program has voicemail at each site when we are unable to answer the telephone and when the program is closed. Please leave any messages concerning your child/children's absence from the program, early dismissal from school, questions, and information.

Please keep the Executive Director and Site Coordinator apprised of any special circumstances regarding custody or court orders. A copy of such orders must be on file with NYA as well as with the school.

## Curriculum and Activities

### ***Kindergarten and Grades One to Five***

The Kindergarten Coordinator (designated staff), in conjunction with the Executive Director and Site Coordinator, will create a developmentally appropriate curriculum to include: quiet and active, small and large, free and directed play, snack areas, and supervised playground activities.

The Site Coordinator and Group Leaders, in conjunction with the Executive Director, will create an environment that is developmentally appropriate for all other age groups. The written plan for Kindergarten and the older children will include program development, daily activities, equipment and materials, and staff supervision and training.

The Site Coordinator, in conjunction with the Executive Director and Enrichment Coordinator, will develop a program where youth will have the chance to interact with adults and peers outside of the normal educational setting. They will have opportunities for creative expression and exploration through the arts and promotion of citizenship skills through community service participation and activities. This environment will encourage positive adolescent development, reducing known adolescent risk factors, and promoting mentorship, leadership and positive decision making skills. The program will also encourage youth to become role models and leaders among their peers, as well as “counselors in training” for the NYA program.

Enrichment programs will be developed, including, but not limited to, art, construction design, cooking, and web design. Afternoons may also be filled with various other activities, such as dance, games and fitness, Lego building and design, basketball, tennis, soccer, pottery and more.

### ***Outdoor Time***

Fresh air is important for a good health and a balanced perspective. Everyone spends time outside, weather permitting, during the course of the afternoon.

It is both the child’s and the parent’s responsibility to make sure they are dressed appropriately for outside weather. Children must dress **WARMLY** for fall and winter weather. During the winter, we will go outside if the temperature/wind chill is 20 degrees and above. Hats, gloves, boots (if snow and mud), winter coats, and pants (to pull on under dresses) are expected to be provided from home. During the months of November through March, shorts will not be worn outside. Shorts can be worn in the gym.

### ***Homework Policy***

Homework is strongly encouraged to be worked on at the program. A designated time, quiet room, and staff member are available, so those children can work on their homework.

It is the parent’s responsibility to sign off on their child’s homework journal and to review completed or uncompleted assignments. NYA staff members and volunteers do not sign off on homework assignments at any time. The only exception is to verify reading time completed while at the NYA programs. If there is a question regarding homework, please ask the classroom teacher.

## Hours and Locations

### ***After School Programs***

The Nauset Youth Alliance After School Programs at the Eddy and Stony Brook Elementary Schools are open from 2:00 pm to 6:00 pm on all school days in session.

NYA After School Programs will be closed on all snow days as determined by the Nauset Regional School District and Brewster Elementary Schools. NYA will also be CLOSED on legal holidays, and school vacation days and weeks. NYA may also be CLOSED in the event of a maintenance problem which forces the closure of a specific school. NYA will also be CLOSED if the school is dismissed early due to inclement weather or emergency situations. NYA follows the Nauset Regional Public School calendar.

The program operation is located in the cafeteria, gymnasium and teachers' lunchroom of each school. The playgrounds are available under staff supervision.

### ***Summer Program***

The NYA Summer Program is open from 7:30 am to 6 pm during the summer weeks with drop off from 7:30 am to 9:00 am on non-field trip days; information will be given regarding drop off times on field trip days. NYA Summer Program is located at Stony Brook Elementary school.

## Enrollment Information

### ***After School Programs***

#### *Current Tuition Rates*

Contracted Days	Daily Rate
<b>3, 4 or 5 Days per week</b>	\$20.00
<b>1, or 2 Days per week</b>	\$22.00
1 <sup>st</sup> Hour Only	\$ 8.00
Extra Days	\$22.00

Before enrolling your child please feel free to visit our program to ask questions and meet the staff that will be working with your child. Registration for new families and those currently enrolled in the program as well as for new families



opens in mid-July. Parents are to log in to their account or create an account at CommunityPass and then will be able to register their children. Accounts are created only once and a unique family ID will be issued. This will be used for all registrations (after school, summer, and enrichments) with NYA going forward. It is also used to check out your child from the program each day the child is attending. The registration address is:

<https://register.communitypass.net/nausetyouthalliance>

In addition to selecting a child’s contracted days, parents will be able to view their account information and make payments directly at the site.

All required information (emergency contacts, people permitted to pick up your child, medical information, allergies, IEPs, etc.) will be entered at the CommunityPass site by the parent and will be editable by the parent any time there is a change needed, i.e., a neighbor on the pick-up list moves away, or a medication is added or no longer needed. It is the responsibility of the parents to make sure this information is accurate and up to date.

Once the selection of days is made for the current school year, changes can only be made by an administrator (Director or Assistant Director). For each change in a child’s schedule (or children if more than one child has the same change) a \$20 administrative fee may be assessed.

Up until the registration deadline, the change fee will be waived, however, the requested changes must be made in writing to the Executive Director or Assistant Director.

Monies will be credited in September if changes are made before the registration deadline. No monies will be credited in September for changes made after the registration deadline for any reason.

***NYA Summer Program***

*Current Tuition Rates*

<b>Contracted Days</b>	<b>Daily Rate</b>
<b>3, 4, or 5 Days per Week</b>	\$54.00
<b>1, or 2 Days per Week</b>	\$60.00
<b>Half-day Mornings 7:30-12:00</b>	\$35.00
<b>Half-day Afternoons 12:00-6:00</b>	\$40.00
One T-Shirt	\$18.00

The NYA Summer Program is open from 8:00 am to 6 pm during the summer weeks (as determined by the availability of the school site) with early drop-off

from 7:30 am; information will be given regarding drop off times on field trip days.

Registration for the NYA Summer Program will begin in April. A non-refundable registration fee of \$50.00 per family will be charged. T-shirts, to be worn on all off-site field trips as a means of identifying our children, will be provided to each child at the cost of \$18.00 each. Children who forget their T-shirt on a field trip day will be provided with a new shirt and the parent/guardian will be charged an additional \$18.00.

Changes to a participant's summer schedule can only be made by the Executive Director or Assistant Director.

**Any balances owed from past NYA programs (After School, Summer Programs or Enrichments) must be paid in full before attendance at any subsequent program can begin.** Parents will be required to read the *Parent Handbook* and to sign a *Parent Financial Agreement* before the child can attend any NYA Program.

The Summer Program can be paid in full at registration. Billing will be generated bi-weekly and is due upon receipt.

A \$10.00 late fee per child is charged after 6 pm with \$1.00 PER MINUTE PER CHILD charged additional beginning at 6:05 pm.

All late fees will be charged to the family account and will reflect upon the bi-weekly billing statement. A phone call is required to the program if you are going to be late. However, the late payment will still be charged.

## Registration

Registration Fee for After School Program: \$50 per family (new registrations for the current school year received on or after February 1: \$25)

Registration Fee for Summer Program: \$50 per family

**Children may not begin attending NYA until all registration information, including emergency information, tuition and fees, including any tuition remaining outstanding from a previous session or program or acceptable payment arrangements made, have been received by NYA, and a note has been sent by the parent to the classroom teacher specifying the days of the week to release the child to NYA.**

## Financial Policy

### ***After School Programs***

NYA bills biweekly and the terms are due upon receipt.

The days your child/children are registered for are considered contracted days and are billable regardless of holidays, snow days, illness, personal vacation, and early dismissal days, or any closing of the school building required by the Town of Brewster or the Nauset Regional School District. Payment is not required for the four school vacation times that occur in November, December, February, and April.

There are no additional fees charged for the early dismissal day coverage provided that these days are your contracted days.

### ***Enrichment Programs***

Enrichment programs will be available at a discounted rate to children who have paid enrollment for that day. If your child does not normally attend on the day of a particular enrichment offering, you must enroll your child/children for that contracted day of NYA or pay the non-member fee for the enrichment program series.

## ***Fees***

**Registration Fee:** The After School Program requires a \$50.00 per family non-refundable annual registration fee when registering along with the first two weeks' tuition. The Summer Program registration fee is also \$50 per family.

**Late Pick-up Fee:** A \$10.00 late fee per child is charged after 6 pm with \$1.00 PER MINUTE PER CHILD charged additionally beginning at 6:05 pm. The cafeteria clock is used to determine late fees.

*Repeated failure to pick your child/children up on time may result in dismissal from the program.*

**Late Payment Fee:** NYA reserves the right to assess a \$20 late fee to all balances over 30 days. If two late payments and fees have been incurred within the school year, advance weekly payments will be required to continue enrollment in the After School Program.

## ***Extra Day Policy***

Occasionally, there are unexpected situations (travel, meetings, funerals, illness, etc.) when you may need an extra day that you have not contracted for. In these cases, parents should ask the Executive Director for availability at least 48 hours (if possible) prior to the extra day needed. Contact the Executive Director regarding any situation that may be considered an immediate emergency. Availability of a day or days is determined by enrollment numbers and staffing per EEC regulations. Tuition for an extra or emergency contracted day is \$25.00 per day for After School Program and \$60.00 per day for Summer Program). This amount is due on or before the day that is needed. Any request for an extra day, once approved by the Executive Director or Site Coordinator, will be considered a contracted day. **It will be added to your account with no refund if later cancelled.**

**NYA IS NOT A DROP-IN PROGRAM.**

## ***Payment Methods***

Nauset Youth Alliance accepts cash, check, credit and debit cards (MasterCard, Visa, and Discover). Please make checks payable to NYA.

Credit Card payments can be made on CommunityPass. Partial payments by credit card must be made in-person at the NYA office or by phone. Please call 508-896-7900 for assistance.

All other payments can be made:

- 1) At the daily program site to the Site Coordinator or the NYA office
- 2) By mail to: NYA, P.O. Box 541, Brewster, MA 02631-0541
- 3) At the Stony Brook or Eddy elementary school office(s) by sealed envelope and clearly marked for the NYA mailbox.

**PLEASE DO NOT GIVE PAYMENT TO YOUR CHILD FOR DELIVERY**

**If you are unable to uphold the financial agreement and NYA has not received any payment or payment arrangements beyond two (2) weeks overdue, NYA has the right to suspend your child care privileges at the After School Program or Summer Program. This suspension would be effective immediately with the close of the programs on that date. The appropriate school will also be notified. If and when you are able to meet the terms of your financial obligation, or to make acceptable arrangements to do so, NYA will reinstate your child to our program for child care services, providing space is still available.**

Parents who receive contracted vouchers from Child Care Network or other third party payers for their child care slots must adhere to the agreement and policies of that contract as well as NYA policies. If your voucher expires while your child is still in child care, you will be responsible for full payment of those dates, at current tuition rates. Failure to make parent fee payments or renew your vouchers could result in the termination of your voucher and/or child care services.

***Tax Credits***

Tuition payments to the Nauset Youth Alliance may qualify for a federal or state tax credit. You can access the amount spent on child care in the previous year using your Community Pass account.

***Tuition Assistance***

The Ellie Snow Scholarship Fund provides short-term emergency child care funds in order to enable families enrolled in NYA to put a plan into place for sustainable childcare or to handle financial or personal emergencies. This fund

is for children attending the school year programs or summer programs. Funding is provided through the NYA annual budget, private donations, and any targeted grant monies awarded. Applications for assistance can be made at any time, but are dependent upon the number of applications and the availability of funds. All applications are confidential. Please contact the Executive Director or Assistant Director for details and/or a listing of potential resources for assistance.

## Policies and Procedures

### ***Picking up children***

The parent(s) or designated person must sign out their child/children using Digital Attendance on the iPad located on the Site Coordinator table. Children will only be released to those individuals as designated on the release form. Parents/guardians must keep this release form current and all additions and deletions must be given to the Executive Director or Site Coordinator. If there is an emergency or one-time situation when someone other than those listed on the release form will be picking up your child, you must write a note to the Executive Director or Site Coordinator with the name of the person picking up your child and your consent. The staff will require picture identification (i.e. driver's license, passport) of any individual unfamiliar to the pickup format.

### ***Late Pick-up Policy***

Please call the Program if you are going to be late (after 6 pm). This call reassures your child and the NYA staff that you are on your way. Your call to the program does not waive your late fee. (See late fee charges under the Financial Policy section)

If circumstances require your child to leave with the Executive Director or staff member at 6:00 pm if you have not contacted the program, the following procedure will be followed:

- 1) The program will attempt to notify all emergency contacts listed, beginning at 6:00 pm.
- 2) Executive Director or Site Coordinator will notify the Brewster Police Department as to where and with whom your child will be. (It is the parents' responsibility to contact the Brewster Police Department.)
- 3) After 7:00 pm the Department of Children and Families (DCF) will be notified.
- 4) ALL late fee charges apply to this circumstance.

## ***Grounds for Not Releasing Students to Parents***

Nauset Youth Alliance Staff may not refuse to release a child to a parent or legal guardian except in the case of a restraining order or a court order to that effect or in the event of impairment perceived by the staff member of the person picking up by child(ren). In the event that a person picking up a child appears to be impaired by alcohol, drugs, or a medical condition, the staff is obligated by law not to release the student to that person. In this situation, a reasonable effort will be made to contact other people listed as emergency contacts; if this is not successful, or the impaired party is resistant to the decision, the Brewster Police Department will be called.

## ***Nutrition and Snack***

NYA shall provide the opportunity for a nutritionally balanced snack for each child daily at a regularly scheduled time. Snack will consist of two of the following per MA State requirements:

- milk, water or 100% fruit juice (one cup);
- meat or meat alternative (one ounce);
- fruit or vegetable (3/4 cup);
- bread, enriched grain or cereal (3/4 cup).

Candy, gum, and soda are not allowed and will be confiscated. However, on special occasions, frozen treats, confections, homemade cookies or cupcakes may be substituted for ONE of the food groups.

A bag lunch is required on early dismissal days; please provide a balanced and nutritious lunch with a cold pack. The lunch must include a drink. Parents are encouraged to use recyclable or reusable containers when packing lunches and snacks, but please, no glass containers.

## ***Referrals***

In case of necessary referrals, the procedures will be as follows:

**Medical/Physical:** When physical or medical problems are observed, they will be brought to the attention of the Executive Director. In cooperation with the school nurse, or NYA health consultant, the Executive Director will discuss the observations with the child's parents or guardians. If there is no designated medical provider, written parental consent will be required for the school nurse

or NYA health consultant to make a written referral to a licensed medical facility or clinic, or to the physician of the parents' choice.

**Psychological:** When emotional or behavioral problems are observed, they will be brought to the attention of the Executive Director. In cooperation with the school guidance counselor and the school's behavioral specialist, the Executive Director will discuss the observations with the child's parents or guardians. Written parental consent will be required for referral services. The guidance counselor in cooperation with the Executive Director will make a written referral to the family's private counselor of choice or to the appropriate agency for assessment.

**Educational:** When developmental or educational difficulties are observed, the Executive Director will meet with the parents, and then bring it to the attention of the child's classroom teacher. We will work together with the child, the classroom teacher, school counselor and family to provide a positive learning environment for the child.

### ***Child Abuse and Neglect***

According to the laws of the Commonwealth of Massachusetts, teachers and child care providers are included in the group of professionals called ***mandated reporters***. State law requires professionals whose work brings them in contact with children to notify the Department of Children and Families (DCF) if they suspect that a child has been, or is at risk of being, abused or neglected. The NYA program shall protect children from abuse and neglect while in the program's care and custody.

Procedures for the reporting of *A Child Abuse/Neglect Report (51A)* shall include:

1. All staff shall directly and immediately report suspected child abuse or neglect to the Executive Director.
2. The Executive Director shall report any child abuse to the DCF, pursuant to a 51A.
3. The Executive Director shall notify EEC after filing a 51A, alleging abuse or neglect of a child.

NYA shall cooperate in all investigations of abuse and/or neglect. Cooperation includes identifying parents of children currently or previously enrolled in NYA, and providing consent for disclosure to EEC of information and allowing the EEC to disclose information to any person and/or agency the EEC may specify



as necessary to the prompt investigation of allegations and the protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew the program's license.

NYA ensures that an allegedly abusive or neglectful staff member will not work directly with children until the DCF investigation is completed, and for such further time as the EEC regulations or mandate requires.

### ***Sexual Harassment***

Under Massachusetts's law, there are two types of sexual harassment, both of which are unlawful:

Type 1: Where submission to, or rejection of, sexual advances or requests for sexual favors forms the basis of an employment decision (e.g. hiring, firing, promotion).

Type 2: Where sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature creates a hostile, humiliating or offensive work environment, which materially interferes with the employee's ability to perform the job.

### ***Information Concerning Special Needs***

Parents should notify the Executive Director in writing in advance of enrollment of any special needs or any physical, emotional, or other condition, which will in any way affect full participation of their child in the program.

The Nauset Youth Alliance Program will make all reasonable accommodations to welcome or continue to serve any student with a disability keeping in mind the limitations of the program. If it is determined by the program that a child requires the use of an aide in order to safely attend the program, the program will work with the parent, school and school district to reasonably accommodate the child prior to the child attending NYA. The program is unable to provide individual aides for these children unless the parent assumes the cost.

## NYA Program Rules

The program rules are based on an understanding of the individual needs and development of children and aim to maximize this growth and development while protecting the group and the individuals comprising the group.

- Physical contact, causing harm to other children, staff, or to oneself will not be acceptable.
- No child or staff member shall be verbally or physically abused or humiliated at any time.
- Children must stay with NYA staff during program time and follow that staff member’s instruction.
- Foods, rest, or use of bathroom facilities shall not be withheld or used as a form of punishment.
- Soiling and wetting are not to be considered punishable behavior.

### ***Discipline and Behavior Management***

Our goal is to have children learn the natural consequences of their own actions and learn problem solving skills. They will learn to balance their needs and wants with those of others. We provide expectations that are clear, age-appropriate and applied in a consistent manner. Praise and encouragement are the focus of the program. Positive behavior is always noted, and negative behavior is addressed and corrected in a positive manner.

We acknowledge that there are a variety of factors that may influence a child or group’s behavior. A philosophy of positive reinforcement will be adopted. Our first step is preventative. When a child does not respond to verbal warning, time outs (in full view of a staff member) will be used. Children are encouraged to participate in the establishment of rules, procedures and consequences as a group and as an individual.

The following types of behavior, at the discretion of the Executive Director, Site Coordinator, and NYA Board, may result in internal or external suspension from NYA for a period of one to three days:

- Willful destruction or vandalism of school property

- Physical abuse or threat of vandalism, bodily harm to staff or another student
- Stealing school or personal property
- Abusive, profane or obscene language directed towards the staff
- Possession of items which could be potentially dangerous or destructive
- Repeated disruptive behavior which deprives other children of a normal and safe learning environment
- Any student who is found on school premises or a NYA sponsored event in possession of a dangerous weapon, including but not limited to a gun, knife, etc. That may be subject to expulsion from NYA by the Executive Director and NYA Board

### ***Consequences:***

Aggressive behavior, disrespect, and non-compliant behavior regarding NYA program and safety rules may result in the following, depending on the frequency and/or severity of the incident:

- Verbal warning of misbehavior and possible consequence if it continues
- Implementation of behavior interventions and strategies
- Loss of privilege: playground or other as determined by teacher
- Conference with NYA Executive Director & Parent Conference
- Discipline slip sent home to be signed
- Internal or external suspension
- Expulsion

It is the Executive Director's responsibility, in conjunction with the Site Coordinator, to determine the appropriate disciplinary action. Discretion and common sense prevail in all dealings with young children. Our hope is that students will learn appropriate behavior when dealt with in a fair and consistent manner. We ask parents to encourage and demand good behavior while in the NYA program.

### ***Suspension/Termination***

The staff expects that parents and children will work together on any discipline problems. The following procedure will be followed when an on-going disruptive behavior continues:

Disruptive and inappropriate behavior that affects the safety and well-being of the child or the children/staff of the program, if the health or safety of a child at our facility cannot be assured, or if a child's developmental needs are not

being met will be cause for a parent conference with the Site Coordinator and/or Executive Director. If this fails, the Director will notify the parent/guardian that the Director may also consult with the child's school administration, teachers, and guidance counselor for additional advice. At this time, a Behavioral Contract or Plan will go into place with both parent and child signing in agreement.

If disruptive and inappropriate behavior continues, despite the above steps, immediate suspension or termination may result. The Executive Director, in conjunction with a NYA Executive Board Member, will review all procedures and incidents. The recommendation for suspension or termination will be made at this time. The Director will work with the family to prepare the child for termination in a manner consistent with the child's ability to understand. Tuition must be paid while the child is on suspension.

Any inappropriate behavior by a parent, including arrogant, abusive, aggressive or due behavior towards a child or staff member, confrontations with staff members in the presence of a child, or negative representation of Nauset Youth Alliance on social media is grounds for termination of the family's participation in the After School Program without notice.

### ***Bullying Prevention and Intervention Summary***

The Nauset Public Schools and Union 54 are committed to providing a safe, positive and productive educational environment where all students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying. Bullying prevention, intervention, and consequences applies to all students.

#### ***Definitions:***

"Aggressor" – one who engages in bullying, cyberbullying, or retaliation

"Target" – a person against whom bullying or retaliation has been perpetrated

"Bullying" is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or of a physical act or gesture, or any combination thereof, directed at a target that:

- i. indirectly or directly causes physical or emotional harm to the

- target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile learning and/or social environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this section, bullying shall include “cyber bullying”, which means bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

“Hostile environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the condition of a student’s education.

“Retaliation” is any single or repeated act or form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### ***Possessions from Home***

Since we cannot guarantee the safe return of personal belongings, the After School Program asks that any personal possessions be left in backpacks during a child’s time in the After School Program. Responsibility for the safekeeping of games and toys brought from home remains with the child.

## Health Policy

Health records will be accessible from the Stony Brook and Eddy Elementary Schools. Parents are expected to notify the Assistant Director regarding any allergy or chronic health condition at the time of enrollment by listing such conditions on the registration portal. Teachers are made aware of any allergies or chronic health conditions children may have.

In conjunction with their child's pediatrician, parents are required to create an Individual Health Care Plan (IHCP) which will address the needs of the child's chronic health condition. This will include training teachers in the implementation of their child's individual health care plan and emergency medication. These plans must be updated annually or if the child's condition changes. NYA is required to follow the IHCP until supporting documentation is submitted to the Assistant Director with the listed change.

### ***Illness***

Even with preventative measures, illness still affects children in school age care. If your child becomes ill at the program, NYA staff will isolate him/her away from the other children, but in full view of a staff member. Children will have access to a mat to lie down on. We will call the parent/guardian or the emergency person listed if your child/children develops or has any of these symptoms while at the program:

- ✓ Temperature of 100 degrees or higher;
- ✓ Diarrhea;
- ✓ Vomiting;
- ✓ Conjunctivitis;
- ✓ Undiagnosed rash;
- ✓ Lice/Nits; or

Any symptoms that are abnormal or interfere with the child's participation in the program.

**A child must be 24 hours free of illness before they return. Any child sent home from the program or school(s) will not be allowed to return for 24 hours unless accompanied by a doctor's note stating that the child is in good health. Children absent from school will not be accepted into the program for that day.**

If an antibiotic is prescribed for your child, your child must be on the medication for 24 hours before returning to the program. If your child needs

medication, you must contact the Executive Director or Site Coordinator and sign an Authorization for Medication form. Medications must be in their original containers and clearly marked with all required information.

## ***Injury***

Injuries at the program are placed into three (3) categories:

1. Those that need nothing more than a Band-Aid.
2. Non-Emergency: those that require an ice pack (bumps, lumps, and collisions). If your child needs an ice pack for any extended period of time, a staff member will notify you when you pick up your child. The staff will also complete an injury report form for the parent and the child's folder. This injury form is a reference for you in the case something further develops after you pick up your child. Parents will be asked to sign the injury form.
3. Emergency: for those that may require emergency treatment the staff will:
  - a) Call 911.
  - b) Call parents or emergency person listed. A staff member will remain with your child until parent/s or emergency person listed arrives along with rescue or at the ER. We will not wait for you to come to the program.
  - c) The child's physician will be called if the parent or emergency person cannot be reached.

## ***Medication***

No medication, whether prescription or non-prescription, shall be administered to a child without written permission from the parent and doctor, who indicate that the medication is for the specific child. The prescription bottle must state the exact dosage to be administered and how often.

It is the responsibility of parents/guardians to notify the Site Coordinator of any medication being taken by the child at home or during school hours, and of any medication changes. NYA will require a copy of the prescription drug profile given by the pharmacist. The parent/guardian must provide the program with proper consent and medication that the child is required to take during program hours.

- NYA will require a written statement from a physician, stating why the child is on this prescription drug.

- NYA will not administer any non-prescription drug without a doctor’s note on his/her prescription pad.
- NYA will require all of the above for the administration of an inhaler. Trained NYA staff will assist the child in the use and dose of the inhaler, according to the prescription.

Any and all medications need to be reviewed and counted with the parent/guardian and the Executive Director or Site Coordinator before NYA staff can administer them.

## Safety

### ***Background Record Checks***

All staff and volunteers over the age of 15 are required to have a Criminal Offender Review (CORI) as well as a Department of Children and Family (DCF) Background Record Review and SORI checks every two years or anytime the program receives information that may indicate that a new CORI, DCF Background Record Review or SORI is appropriate. All staff and volunteers are fingerprinted via

### ***Volunteers***

There may be times that senior citizens, parents, and high school or college students participate in the program as volunteers. All volunteers are screened by the EEC and will receive appropriate orientation and training. Volunteers will be under the direct visual supervision of a qualified educator at all times.

### ***Transportation/ Transitions***

The Assistant Director will give weekly enrollment sheets to Site Coordinators, Elementary School Office Staff, and classroom teachers. Site Coordinators will receive a daily absent list and early dismissal list from the elementary school offices. NYA staff will review and make daily pick-up lists.

Children enrolled in NYA are dismissed from their classrooms at 2 pm after a separate announcement and before the children riding buses have been dismissed. NYA children at Eddy Elementary School come directly to the cafeteria and check in with NYA staff. Stony Brook Elementary students in Kindergarten, First, and Second grades will remain at Stony Brook Elementary. Eddy Elementary students in grades Three, Four, and Five will remain at the Eddy School. If a child is scheduled to attend one of the After School Programs and does not arrive, and without direct notification from parent to the NYA



program, NYA staff will attempt to call the parent and then call the Brewster Police Department for assistance.

Transportation to home is provided by the parents at the end of the daily service contract with NYA. All parents or designated persons must come into the building to sign out their child/children. NO child/children will be sent out to meet the person/s picking them up. NYA is not responsible for your child once he or she has been signed out for the day. Children who are not in attendance at the start of the After School program will not be included in the NYA program for that day. They will be marked absent and are not the responsibility of NYA. This includes children signed out of school for any family or medical appointments, as well as late return from school field trips.

### ***Electronic Communication Policy***

Staff are not able to use cell phones while on duty and are not able to text children or 'friend' them on any social media site at any time. Children are not able to carry cell phones and if they have one it will be turned off and placed in their back pack. Staff members ARE able to take pictures and videos (no tags) of children for the program brochure, literature, email newsletter, member newsletter and web page. All parents sign a consent form which is included in the registration forms.

### ***Off-Site Activities***

Parents will be notified in advance of all bus trips. All field trips will be supervised with a 1:10 staff/child ratio (2:10 for van trips). Injury and illness procedures will be followed as listed under Health Policy section.

First aid supplies will travel with a staff person, as well as a copy of the emergency information form.

Field trips will be planned so that if an emergency arises an extra staff person will be available to tend to the emergency without taking away from the ratio.

Off-site activities are in three categories:

1. Activities on school grounds, but not with NYA. The student must first sign in with the NYA Site Coordinator. Study with a classroom teacher, Skippers practice, Brewster Recreation, basketball, baseball, soccer, community service and similar on-site activities require the parent to sign a release form with the Executive Director and/or Site Coordinator that releases the program from liability for the dates and times specified.

2. Walking field trips to local sights. These trips include places such as the Post Office, ice cream, bike trail, nature walks, etc. Parents are required to sign a blanket permission slip in their registration packet with the understanding that these supervised walks will take place at the discretion of the Site Coordinator.
3. Travel trips by bus or NYA van. These will require signed parent permission slips. On occasion, parents may be asked to pick up their child at the field trip location.

### ***Emergency Plan***

Fire drills are held on a monthly basis. Staff and students will follow the NYA fire drill procedure. In the case of a fire, natural disaster or situation (chemical spill, bomb threat, etc.) that requires evacuation of a building all children would walk through the woods, accompanied by teachers, to the other elementary school building. In the case both buildings need to be evacuated the Brewster Police Department will dictate where the children will be taken. Parents and/or contacts will be called and asked to pick up their children.

### ***Missing Child***

The Executive Director and the Assistant Director shall be notified immediately. The Executive Director and any available staff members will do an initial search of facility and grounds. The Assistant Director will check to make sure parents have not picked the child up.

Police will be notified immediately after initial search. Once police have been notified staff members will continue to search while waiting for the police to respond. The Executive Director will be the program liaison with the police. All required notification will be made by the Executive Director.

### ***Children's Records and Confidentiality***

It is the policy of NYA to meet the need for confidentiality of all records kept on your child. Only appropriate staff persons and the Department of Early Education and Care (EEC) have access to these files. EEC is allowed to review a child's file when conducting a licensing study (i.e. looking for state mandated permission slips, health records). No information from a child's record will be released without written permission of the parent/guardian. Upon termination of enrollment, all children's records will be kept for a minimum period of five years.

A child's parent should have the right to add information, comments, data, or any other relevant materials to the child's record. A child's parent should have

the right to request deletion or amendment of any information contained in the child's record. If the parent is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent should have the right to have a conference with the licensee to make his objections known. The licensee shall, within one week after the conference, render to the parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

## Grievance Policy

Nauset Youth Alliance endeavors to provide parents/guardians with a procedure, which ensures that a NYA childcare related concern is dealt with in a fair and timely manner.

We encourage parents to discuss any concerns regarding the daily care and/or interactions of their child informally with your child's Site Coordinator as soon as it arises. Verbal complaints should be directed to the Executive Director. If you believe an issue is serious enough to warrant further consideration or discussion as a grievance, defined here as a formal, written complaint against an individual or program (herein called "Respondent"), then the following protocol should be used:

### **Procedures:**

1. Grievances in regard to NYA are to be made:
  - a. In writing to the Executive Director, and
  - b. If the grievance is regarding the Executive Director, written policies, or the grievance has not been resolved by the Executive Director, the matter should be raised with the President or Vice President of the NYA Executive Board of Directors (herein called "Board"). If the initial grievance is made verbally, it must be followed in writing with the formal complaint outlined, signed and dated, to the Board or it will not be considered for action.
  
2. All grievances are to be acted upon within ten (10) working days. Where it is not possible to resolve the grievance within this time frame a letter indicating progress will be sent to the parent/guardian (herein called "Grievant").

3. All grievances will be treated as confidential and due discretion applied by staff, parent/s, Grievant, Executive Director, the Board, and any other parties involved.

4. At all times the Grievant right to air a grievance will be respected and no discrimination will be applied to either the family or child/children as the result of the grievance.

5. On receiving a written grievance, the Executive Director will:

- a. Acknowledge receipt of the grievance in writing to the Grievant;
- b. Forward a copy of the Grievance and receipt to the President and/or Vice President of the Board;
- c. Document and file the Grievance accordingly;
- d. Arrange for an opportunity to discuss the Grievance at a mutually convenient time between the Grievant and Executive Director;
- e. Make written recommendations, based on factual information and discussion, and make the same available to the Grievant and the Board; and
- f. If the matter remains unresolved, refer the Grievant to seek further assistance from the Board.

6. On receiving a written grievance, the President/Vice President will:

- a. Acknowledge receipt of the grievance in writing to the Grievant and Board;
- b. Document the grievance, and provide a copy of the Grievance to the Board;
- c. Arrange for further discussion, at a mutually convenient time, between the Grievant/s and the President/Vice-President or the Board if deemed necessary;
- d. Make written recommendations, determinations and statements of the Board, based on factual information and discussion, and make the same available to the Grievant, Respondent and Executive Director.

7. Determinations by the NYA Board are final and will not be subject to appeal by Grievant or Respondent.

***Disclaimer:*** Nauset Youth Alliance reserves the right to make changes to any policies and tuition schedules with one (1) week written notice to members.