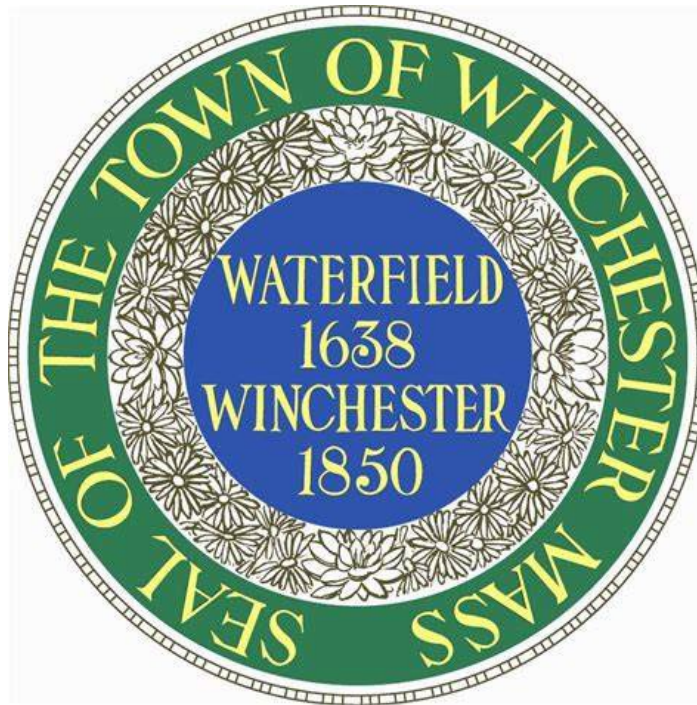


WINCHESTER RECREATION WRAP AND LYNCH AFTERSCHOOL PROGRAM

Parent Handbook

2022-2023



Winchester Recreation Department
263 Main Street
Winchester MA 01890

OFFICE PHONE: 781-721-7125

Registration Website: www.winrec.com

Town Recreation Webpage: <https://www.winchester.us/635/Recreation-Department>

Registration forms available for download on the town web page

After School Program Sites and Key Contacts

WinRec Program	Telephone Number	Site Director	E-mail
WRAP @ Mystic (K – Gr. 5)	781-721-7125	Carol McCollem	cmccollem@winchester.us
Lynch After School (K – Gr. 5)	Rec. Dept. Office: 781-721-7125 Lynch Cafe 781-721-7023 X 161*	Lisa Paganis	lpaganis@winchester.us

*The Lynch site number is only in operation on days the program is open 1:30 – 6:00 PM, call the Recreation Department main office line if your matter is urgent.

Recreation Director: Nick Cacciolfi ncacciolfi@winchester.us

Locations

WRAP/ASK Program: 263 Main Street

Lynch After School Program: Lynch School, 10 Brantwood Rd.

Program Description and Mission

The Winchester Recreation Department After School Programs were created to provide quality, safe, constructive, and stimulating environments for Winchester Elementary Children during after school hours and early release days.

Our programs offer a wide variety of age appropriate enrichment opportunities for participants such as sports and fitness, homework help, science, arts and crafts, music and theater games, as well as other activities that support and promote healthy social and emotional development in a fun environment.

Our staff members are fully trained and seasoned educators who maintain a dedicated and positive attitude toward learning and focus on developing meaningful relationships with our participants. Safety along with positive youth development with caring dedicated staff is our recipe for success.

The Mission of the Winchester Recreation Department After School Programs is to provide a safe, supportive and constructive environment for children using daily activities that provide enrichment and recreational opportunities.

Program Goals/Objectives

- ❖ To meet the need of our families in providing quality and affordable after school programs.
- ❖ To provide well trained, professional, caring and competent staff.
- ❖ To promote self-esteem and emphasize positive values children have with each other and adults.
- ❖ To encourage creativity by providing a variety of programs, learning opportunities and activities.
- ❖ To provide a safe, accepting and nurturing environment.
- ❖ To provide activities that encourage growth, socialization and learning.
- ❖ To effectively communicate with parents/guardians regarding the needs of their children.

Activities

Children choose from a variety of age-appropriate activities each day. Outdoor activities are offered on a daily basis, weather permitting. All activities will reflect the mission of the program, the developmental level of the children, and will meet the children’s needs for choice, recreation, and enrichment. Our multicultural activities provide children with information that fosters tolerance and teaches diversity. Each day’s activities promote physical, intellectual, and emotional growth, as well as social well-being and literacy. Also available at our programs are opportunities to participate in community service projects; work on homework, science, and math activities; and join in games that foster cooperation and conflict resolution. Each month’s activities are posted inside each classroom.

Non-discrimination and inclusion

Winchester Recreation Department After School Programs do not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, gender, or national origin. The program directors will make every effort to accommodate disabled children. Children are admitted provided that there is no undue financial burden on the program and that the nature of the program will not be altered. Placement decisions will be made in consultation with parents and provided to parents in writing.

Line of Authority

The Winchester Recreation Department After School Programs line of authority is as follows: Recreation Director-Program Director-Group Leaders. Lynch After School and WRAP is administered by the Town of Winchester Recreation Department and licensed by the Massachusetts Department of Early Education and Care (EEC). Parents may contact the EEC regarding regulatory compliance history. The regional EEC Office for school age care in Winchester is the Northeast office, located in Lawrence, MA, (978) 681-9684. The Winchester Recreation EEC Licensor is Michelle Haines.

Sample Schedule

2:30 pm – 2:40 pm	Arrival/screening/attendance/handwashing
2:40 pm – 3:00 pm	Group time in classroom – overview of the day’s activities
3:00 pm – 3:15 pm	Handwashing/snack/bathroom- <i>Nut-free Snack brought from home.</i>
3:15 pm – 4:15 pm	Activity time (art & crafts, gym time, science, games, homework)
4:15 pm – 4:20 pm	Clean-up
4:20 pm – 5:30 pm	Outdoor play/ sports, fitness and games
5:30 pm – 6:00 pm	Home base choice based activities/departure

Children will be supervised at all times indoors and outdoors. Group activities will be posted on the parent bulletin on a monthly basis.

Winchester Recreation Department Policies and Fee schedule 2022 - 2023

Registration Fee & Due Dates

All registration forms must be completed before your child may participate in any Winchester Recreation After School Program. An annual \$50 non-refundable registration fee is required to start the registration process. Monthly payments are paid in advance and are automatically deducted the first of each month. We accept credit card payment only. Monthly payments will begin September 1st for each months balance.

2022-2023 Fee Schedule

Tuition rates are charged monthly in advance.

5 days a week: \$530/month

3 days a week: \$380/month

4 days a week: \$475/month

2 days a week: \$255/month

*Select specific 2-5 days during the week, each day is subject to availability

Programs begin at school dismissal and end at 6:00 PM

- Programs will begin on the first official day of school.
- Programs mirror the Schools Schedule.
- Classes will have other students in the same grade or similar grade level.
- Staffing for each classroom is based on the number of children enrolled.

Registration Process

Enroll by calling 781-721-7125. Once enrolled, parents must complete additional required enrollment forms before your child can attend. Forms can be downloaded at <https://www.winchester.us/635/Recreation-Department>

Documents Needed

- Child's Enrollment Form
- Teachers Emergency Form & Emergency Medical Care Consent
- Medication Consent Form (Dr. Consent form is required if applicable)
- Individual Health Care Form (if applicable)
- Oral Health Waiver
- Parent handbook signoff
- Transportation Plan
- Offsite Activities, Media & Special Services form
- Sunscreen Application Form
- Sledding permission form (WRAP only)
- Payment Authorization

Program Withdrawal

Participants that withdraw from the program during the school year must give 30 days' notice or they will forfeit **one month advanced payment**. When registering, you are committing to the entire year.

Program Transfers

Participants that change days within the program or change the amount of days will be charged a \$10 transfer fee.

No Call Fee/Absences/Late Arrival

There are no refunds, credits or substitution of days for your child's planned or unplanned absence. Even if your child does not attend all registered days, you are still responsible for those daily fees.

If your child will be absent or late to the program on a scheduled day, you must notify the Recreation Department by noon on a regular school day or 10 AM on an early release day as that is when daily messages and information are relayed from our office to After School Program Directors. The Main Office voice mail is available twenty-four hours per day, seven days per week to notify us of absences. If we are not notified, you will be charged a \$10 finder's fee as we must call students contacts when they are not present in a program. Fees will be charged to your card on file.

Please note that Winchester Schools do not forward notes/messages to Winchester Recreation regarding absences, it is critical that you alert the Recreation Department when your child will be absent. Each site receives a list of absentees, and must determine the whereabouts of each child if we are not contacted about being absent. It is very stressful and time consuming for staff to locate a child who does not show up to the program.

Late Pick-up Fee

The late pick-up fee is \$10.00 for pick up between 6:01 – 6:10 PM. After 6:10 PM, an additional \$1.00 per minute will be added to the fee until a parent or authorized pick-up person arrives. Late pick-up fees are billed monthly and must be paid with tuition.

Daily Procedures (sign-in/sign-out)

Arrival Procedures

Children will be checked in the building or cafeteria before being sent to their prospective classroom/home base.

WRAP- Bus drop off takes place in the parking lot off of Marshall Road. A WRAP staff member will be at the entrance to greet and check in your child and direct them to their teacher's location. On the first day your child attends, it's a good idea to attach a program card with your child's name, grade and the program they are attending. There are two programs at the building, one administered by the Recreation Department and one a private organization that resides in the buildings first floor. Being able to quickly identify what program the child attends

helps the new transition for the student and insures they are sent to the correct location on the first day.

-Parents/care givers who drop off are asked to park on Madison Ave and walk their child into the main entrance to check them in with the office staff.

Lynch- Lynch School Teachers walk students down from classrooms to the check in location at the main entrance of the cafeteria where the After School staff check them in and transition them to their groups.

Dismissal Procedures

WRAP: Parents/care givers will check in with staff at the check in area through main Recreation Department door on Madison Avenue side of building. Staff will radio to groups to notify staff that the child is being picked up. Parents/care givers can walk to the child's class room once they check in with check out staff or chose to wait for the child to come down to the checkout desk once they are released from their program.

Lynch: There will be a general check out location for parents to notify staff when they arrive for pick up. In some cases it will be outdoors in front of the playground and others will be at the main entrance of the school. Staff will have 2 way radios to radio to teachers that the child's pick up has arrived. If you pick up early and there is not staff at the front entrance, please call 781-721-7013 x 161 to let staff know you have arrived.

*If you need to park and speak to an administrator at pick up, please let the staff at checkout know.

Financial Aid

Financial aid request forms can be found on the towns' recreation department web page or parents can request a copy to be emailed/mailed to them by contacting the office.

Staff

Staff members meet, at a minimum, all criteria established by the Massachusetts Department of Early Education and Care (EEC) School Age Child Care Regulations. A list of staff and their group assignments is available at the beginning of the school year. Staff members receive bi-monthly observations by their supervisors.

Staff/Child Ratios

The Winchester Recreation Child Care Programs strive to maintain an overall staff/child ratio of 1/10, and will never exceeding the state mandated ratio of 1/13. Ratios may fluctuate between activities and rooms depending upon safety considerations and the number of children participating.

Transportation

Winchester Recreation does not provide transportation to the afterschool programs, however, buses have been made available by the Winchester School Department to the Recreation Department. If buses are available, parents are responsible for purchasing their own bus passes through the Winchester School Dept. for an additional fee.

In emergencies, Winchester EMS will transport injured children to the nearest medical facility.

Release

You or a designated person must sign your child out of their child care programs every day. Children are released only to parents, guardians, or persons designated on the child's authorization form on file. Any changes to this information must be made in writing to the WRAP or Lynch Director. In case of emergency, authorization via telephone, email or fax will be accepted. In all cases, you must include the person's name, address, phone numbers, and relationship to your child. Please indicate if this is to be a permanent addition to the file or a one-time authorization. We will request proof of identification from any person sent to pick up your child.

Parent participation, communication & progress reports

Parent(s)/Guardian(s) and their child(ren) are encouraged to meet with the director. We will answer any questions, give a tour of the facility, and provide you with information to enroll your child into our programs. A conference or written report may be scheduled at any time upon request of the parents or the staff. Parents are welcome at any time to contact the program director or the program administrator. Ongoing communication between parents and staff is important and is available on a daily basis. As the staff's primary function is the care of the children, lengthy conversations may not always be possible at drop-off or pick-up time. If possible, discussions that will require more than a few moments can be scheduled in advance so that we may have the time to give you our fullest attention. Suggestions and comments regarding the program and its policies are always welcome. You may speak with the program director or email your suggestions to us.

Cell phone/IPOD/IPAD/Electronics policy for children

For reasons of privacy and for the safety of all attending our programs, the use of personal cell phones by any child for calls, texting, social networking, photos, video/audio recording, apps, or any other feature is not allowed while in our care. Children who bring cell phones are expected to store them in a backpack, book bag, or cubby. If a child wishes to call their parent from their cell phone, they must do so with staff permission and from the main office. Children who do not adhere to this policy will have their cell phone confiscated by staff and returned to a parent upon their arrival at the end of the day. Parents needing to speak to their child(ren) during operational hours are asked to call the office at (781) 721-7125 to be put in touch with their child. As always, any child that wishes to speak to his/her parent is welcome to ask permission from a staff member who will ensure that they are allowed to call their parent from the office.

Approach to Transitions

Whenever children are preparing to transition to a new classroom or setting, staff will share information with the participants and assist the children with the transition in a manner that is consistent with their ability to understand.

Child guidance and behavior management

Winchester Recreation After School Programs provide positive and consistent guidance to children based on their individual needs and development. Staff members learn about all of the children and how they interact with each other. We gain understanding of each child through observation and interaction. Staff meet regularly and discuss the needs of children in the program to ensure consistency in care.

Programs have basic expectations of children, which include keeping their hands and body parts to themselves, walking when indoors, respecting others, and using equipment the way it was intended. We acknowledge and praise children meeting expectations and displaying positive behavior. At times we award special responsibilities or privileges, or give a small tangible reward. By encouraging and publicizing positive behavior, we build a supportive community.

Staff members facilitate conflict resolution between children. Staff help children develop appropriate skills to promote discussion, compromise, and cooperation.

Children who do not follow program rules and fulfill expectations will be asked a reasonable number of times to improve their behavior. Positive behaviors are encouraged through redirection of negative behavior. Staff will ensure that children understand what expectation they did not follow and what positive choices they can make to improve their behavior.

E.E.C. Regulation: No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule or humiliation; denial of food, rest, or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food.

The rules, policies, and procedures for behavior management of the children uphold the standards of being consistent, reasonable, and appropriate to the age and understanding of the children.

If negative behavior does not improve, the following measures may be used:

- ❖ Redirection from an activity or from peers
- ❖ A “time out” of no more than 5 minutes
- ❖ The completion of an Incident Report in order to keep parent/guardians informed
- ❖ Removal of certain privileges

In instances when a behavior issue becomes a safety issue for a child and his or her peers, staff may immediately separate the child from the group and work to de-escalate the behavior. If the director determines that a child’s behavior is endangering him/herself or others, parents will be called immediately, and the child will not be permitted to return until a conference has been held. Documentation of this conference will be maintained in the child’s file. A copy will be given to the parent.

Staff members make every effort to keep parents informed about positive and negative behaviors. Parents will receive written notification of behavior problems or concerns in the form of an Incident Report. Parents are asked to sign a copy of the report to be kept on file with the program, and they are given a copy as well.

If negative behavior continues to cause concern and persists, the director will discuss it with the parents. Documentation of all discussions will be placed in the child's file, and parents will receive a copy. A suspension from the program of up to three days may then be implemented if the behavior does not improve.

If disruptive behavior continues, the child will be asked to leave the program for the remainder of the school year. Re-admittance for the following year will be conditional, and must be discussed with the director at time of enrollment. In the event of termination from the program, the child shall be prepared in a manner consistent with the child's ability to understand. If needed, the program will offer referrals to parents for evaluation, diagnostic, or therapeutic services. The Winchester Recreation Department will also pursue options for supportive services to the program, including consultation and educator training if needed.

Any of the following may result in a suspension of services:

- ❖ Continued aggressive behavior of a child.
- ❖ Bullying, both emotional and physical - What is bullying? Repeated hitting, name-calling, exclusion or other behavior that is intended to hurt another person.
- ❖ Continued use of inappropriate language.
- ❖ Bringing any type of weapon to the program.
- ❖ Continued lack of respect – not meeting the programs behavioral expectations.
- ❖ Destruction of property.
- ❖ Any situation that, at the director's discretion, is deemed inappropriate.

Illness Policy

Parents will be contacted to pick up their child if any of the following conditions exist:

- ❖ Fever (temperature of one hundred [100° F] or above)
- ❖ Abdominal pain, breathing difficulty, or other pain which is persistent, lasting thirty minutes
- ❖ Indication of contagious disease (e.g., chicken pox, conjunctivitis)
- ❖ Other symptoms (such as vomiting, diarrhea, rash) which the staff feel warrant such action

Children with these symptoms must be picked up as soon as possible to reduce the spread of illness. Children will be made as comfortable as possible until an authorized adult arrives.

Children may return to the program under the following conditions:

- ❖ Fever free for 24 hours, (e.g., child sent home with a fever at 4PM on Monday – earliest return would be Wednesday morning)
- ❖ Results from throat culture are negative
- ❖ Antibiotic treatment has been given for 24 hours
- ❖ Lesions (Chicken Pox) have dried and crusted
- ❖ Child is able to participate in regular program activity

The Winchester Recreation Department must be notified if a child is diagnosed with a contagious disease so that the other parents may be notified as soon as possible. Parents are notified via email. Notification of outbreaks of head lice will also be posted in this manner.

Medication

Parental authorization is required to administer medication. Parents must administer the first dose of any child's medication. No medication(s) will be administered without the state required **Medication Consent Forms**, which can be printed from our website or found at the program reception area. This form is required for **prescription and non-prescription medications**. Children may not self-administer medication.

Prescription medicine must be in the **original** pharmacy container, labeled with the child's name, name of the drug, and directions for its administration and storage. If necessary, ask the pharmacist for a second labeled bottle. This is a common request at pharmacies.

Non-prescription medication may not be administered without a written order from the child's doctor. (Ex.: Tylenol, cough medicine, cough drops, and antiseptic cream such as Neosporin). **A Medication Consent Form** must be completed and signed by a doctor or a note must be written on a doctor's script or letterhead. The note must specify the child's name, name of the non-prescription medication, dosage, and under what conditions the medication may be administered. The medication must be in the original container. The Medication Consent Form or doctor's note may provide blanket permission for the program year, or should specify start and end dates. Programs will allow parents, with written permission from their child's health care practitioner, to train staff in implementation of their child's individual health care plan. Programs will ensure that all appropriate, specific measures are taken to ensure that the health requirements of children with disabilities are met.

Medical Emergencies

It is the parent's responsibility to keep emergency information up to date. Staff must be able to contact parents in the event of an emergency. If any changes occur in addresses, home phone number, cell phone number, work phone number, doctors, or health insurance information, please notify the program director in writing. In the event of a medical emergency: 1. 911 is called. 2. Parents/Guardians are called. 3. The child's pediatrician is called if parents cannot be reached. 4. If parents cannot be reached, an emergency contact will also be called. Depending upon the urgency of the situation, parents may be contacted prior to initiation of EMS (911). Unless parents make other arrangements, children will be transported to the nearest appropriate hospital, at the expense of the parent. If serious illness or injury is suspected, children will be given emergency treatment immediately. Program will contact EEC to report that emergency personnel has been called and/or if a child receives services at a hospital.

First Aid

Program staff will administer routine first aid for minor scrapes and bruises. Our staff is CPR and First Aid certified. In the event that a child should require immediate emergency medical attention, the child will be taken to Winchester Hospital by ambulance. The coordinator will contact the parent/guardian immediately. In the event that a parent/guardian cannot be reached, the Emergency Medical Authorization Form signed by the parent/guardian would allow for care to be administered.

Any injury requiring first aid attention will be documented in child's file. Program Director /Coordinator is responsible for maintaining a central injury log and informing EEC of serious injury, or inpatient hospitalization immediately.

First Aid kits are located in each classroom and are mobile and can be transported by staff to each area the group is in. First aid bags must be taken at all times when leaving the building. Coordinator will maintain first aid equipment and ensure that it is adequately supplied.

Use of sunscreen or insect repellent

Parental permission to apply sunscreen/insect repellent can be indicated in the Forms Packet. Parents/Guardians provide the product and children apply their own sunscreen/insect repellent. Staff can assist and remind the children to reapply when necessary; however, staff will not apply sunscreen to your child. Parents should familiarize their child(ren) with product application. Due to allergies and sensitivity to products, children may not share sunscreen/insect repellent. All such items MUST be labeled with your child's name.

Oral Health/ Non-Participation Form

In January 2010, EEC issued new regulations for child care programs that include a requirement that educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11)(d)].

Programs will

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to child care programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

Parents have a choice if they want their child(ren) to participate in tooth brushing while present at the childcare program. There is a waiver of tooth brushing in your application packet. Please fill this out if you do not want your child to participate in on site tooth brushing.

You do not need to fill out this form to have your child(ren) participate in tooth brushing while they are in childcare. A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record at the program. Should you change your mind and wish for your child to participate in tooth brushing, this form may be withdrawn at any time by requesting in writing that it be removed from your child's file.

Handwashing

Upon arrival from school each day, the children sign-in, stow their belongings in designated areas, and immediately wash their hands before snacking or playing.

Nutrition

On days when lunch is not served at school, children bring their lunch from home. **Please do not send food that needs to be reheated, as we are not able to provide this service for all the children.** Parents should provide a snack each day for their child. Some suggestions for a nutritional snack would include the following: crackers, cheese, raw vegetables, popcorn, carrot sticks, fruit juice and/or milk, etc. No peanut butter or peanut butter products will be allowed in programs. If your child brings into the program peanut butter or any peanut butter products he/ she will not be allowed to eat them. Every effort will be made to encourage the children to eat the entire snack or lunch. However, children's appetites vary and it is not the center's responsibility to be certain every bite is eaten. Children will not be forced fed. The emphasis is on eating in a relaxed, quiet, and friendly manner. When packing your

child's snack or lunch please include two napkins. All staff and children must wash their hands before having a snack and leaving the bathroom. If your child has allergies to certain foods please notify the Child Care Director and fill out the appropriate medical forms during registration. The staff will take every precaution to keep the children safe from allergic reactions during snack and throughout the day.

Clothing

Please send your child dressed appropriately for play and activities at the programs. If the weather permits, our program is required to offer children 30-60 minutes of outdoor play every day. Open-toed shoes, sandals, and "croc" are strongly discouraged for the safety and comfort of your child(ren).

Winter - Children need boots, hats, mittens (extras are suggested), snow pants or extra pants, and warm coats. The children's clothing layers do become quite wet at times during outdoor play.

Referral Policy

If a staff member suspects a social, mental health, medical, dental, vision, hearing, or educational problem, she or he will notify the program director. Written observations and concerns will be noted in children's files. Parents will be contacted and given, in writing, a brief summary of the observations related to the referral and any efforts the program may have made to accommodate the child's needs.

Support Resources

A complete booklet of resources and contacts can be found on our website or can be furnished for you by emailing or calling the Recreation Department.

Prevention of Abuse and Neglect

Mandated by the Massachusetts Department of Early Education and Care (EEC) all children in the care and custody of the program shall be protected from abuse and neglect. If a staff member should suspect child abuse or neglect, the program director must be immediately notified in writing. The report must be dated and signed and true to the best of his or her knowledge. The Department of Children and Families is then contacted. If a case of suspected abuse has allegedly occurred while the child was under the care of the program, the director will immediately notify the program administrator who will then immediately notify the Department of Children and Families and the Department of Early Education and Care. Kids' Club will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents, disclosing information to the Department of Children and Families and other persons or agencies specified by the Department as necessary to prompt an investigation of the allegations and protect the child. Any staff member who is under investigation will be immediately removed from direct contact with all children in the program until the Department of Children and Families investigation is complete, and for such further time as the Department requires.

Children's Records and Files

Each child enrolled in the program has a file containing forms completed by the parent, any reports written by staff, and any notes from the parent that are sent in to the programs. Information contained in a child's record is privileged and confidential. Records are distributed or released to:

- ❖ Persons directly related to the implementation of the program plan for the child, and only with written consent of the child's parent/guardian
- ❖ The EEC and any person or agency they may specify as necessary to an investigation of allegations and protection of a child

If records are subpoenaed, the director will notify the parents.

Parents may have access to their child's records upon request. Parents may request a copy of the records at any time. Copies will be provided in a timely fashion at no charge. Parents have the right to add information, comments, data, or any other relevant material to the child's records. Parents have the right to a conference if they object to any file information or feel any file material is not clear or correct. Within one week of this conference, parents will receive, in writing, a decision regarding their objection(s) and the reason for the decision. If the decision is in agreement with the parents, steps will be taken to implement the decision immediately.

Transfer of Records

When a child is no longer in our care, we can transfer the records to the parent or any other person the parents identify, upon written request of the parents. Records not claimed by a parent/guardian at this time will be held in a locked file for five years and then destroyed.

Field Trips

Parents will be notified of all major field trips in advance. Winchester recreation will provide transportation for these trips. Transportation is contracted through various bus charter services. Parents can contact The Recreation Department in the event they need to speak to their child while he/she is on a field trip. While in transport to or from the programs, the staff will accompany the children, monitor the group for safety, and handle all medical emergencies. The children will return to program sites before 6:00 PM.

Emergency Plan

In the event of an emergency situation that requires an evacuation, one of the following plans shall be implemented. In all situations the staff member in charge will take:

1. An accurate attendance list.
2. Account for all children and staff once they exit the building and again at designated location.
3. Bring any necessary medication/supplies and emergency records.

If the environmental emergency is confined to the immediate area of the childcare facility and the children cannot stay on the premises, the children will be walked to the nearest safe area. For Lynch, the designated safe area is the back soccer field, for Mystic the designated safe area is Ginn Field.

If an emergency indoor location is needed, the program attendees would be transported to Town Hall in a safe orderly manner by calling emergency bus services. Parent/Guardian or emergency contacts will be notified of the situation and arrangements will be made for either the transportation home or permission for care for the remainder of the day.

- ❖ In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported to the Winchester Hospital where they will be examined and parent/guardian/emergency contact will be notified.
- ❖ If the environmental emergency is more widespread and encompasses a large area, a neighborhood or several homes, the children will be brought to Winchester High School. Children will remain at

the facility, accompanied by a staff member, while parent/guardian/ emergency contacts are notified.

- ❖ In the event of major environmental hazard that necessitates a larger area evacuation, children will be transported to Woburn City Hall. Children will remain there while parent/guardian/emergency contacts are notified.

Site Director is responsible for practicing monthly evacuation drills with all groups of children attending. He/ she will maintain appropriate documentation of drills including date, time and effectiveness of each drill.

Missing Children

The most common cases of missing children are when children do not arrive to our programs for after school. In these cases, the directors call the schools, parents, the Bus Company, and emergency contacts until it is positively known the child is safe. The police are contacted if the people listed above cannot determine the child's whereabouts. The Handbook has more detailed protocols for children who unexpectedly do not arrive to the program. If a child becomes missing on premises or in the outdoor areas adjacent to programs, the director will be immediately notified. Staff will check attendance lists and the sign-out list to see if the child has been signed out of the program. The director and other designated staff will do a thorough search for the child. If the child is not found during the initial search, the police will be called for assistance. Parents will also be called to inform them of the situation and to confirm that the child is not with them. On field trips, staff members are assigned a specific group of children to care for, and head counts are taken frequently. In addition, the site coordinator in charge of the trip keeps an accurate count of all children and takes attendance before departing a field trip location. If a child becomes missing, the staff in charge of the missing child and the site coordinator will attempt to locate the child. The site coordinator will also request help from the staff employed at the field trip location. If a child is missing for more than ten minutes, local police will be called to assist. Each child's weight, height, eye color, hair color, and identifying marks, as provided by their parent(s) and listed in their file, will be provided to the police when a child is missing. If a photo of the child is on file, it will also be provided to police. When children are offsite, the director, department assistant, or an employee of the Recreation Department will gather information from the child's file to share with police whenever necessary.

PROGRAM RESPONSIBILITIES**Providing Information to EEC**

The program must make available any information requested by the office to determine compliance with any office regulations governing the program, by providing access to its facilities, records, staff and references.

Reporting Abuse or Neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the Licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification of Injury

The licensee must notify you immediately of any injury that requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of EEC Regulations

The program must maintain a copy of the regulations, 102CMR 7.00: Standards for the Licensure or approval of Group Day Care and School Age Child Care Programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

Custody, Visitation, Support, Care and Related Issues

Winchester Recreation Child Care Programs recognize that the parents or legal guardians of enrolled children may be subject to court orders, stipulations or other agreements which govern custody, visitation, support, care, and related issues. Our programs desire to promote the parent-child relationship, to nurture child development, to minimize potential conflicts and problems, and to promote an environment best suited for the provision of quality childcare, enrichment, and education. To promote these interests, we have adopted the following policies:

Unless our program is provided with a certified copy of an order from a court of competent jurisdiction which expressly states otherwise, either natural or adoptive parent or legal guardian may visit the enrolled child or children on an unrestricted basis during the normal hours of operation during the day. It shall be the parent or legal guardian's responsibility to provide our programs with the certified copy of the order. In the event that the certified copy of the order expressly states that either a natural or adoptive parent or legal guardian shall not have any contact with the child or children, we shall first notify the local police department, and then attempt to notify the custodial parent or legal guardian.

Unless otherwise notified, the programs will assume that all natural or adoptive parents or legal guardians of the enrolled child or children shall have equal access to the records kept by the Winchester Recreation Department regarding the enrolled child or children, subject to state law governing disclosure of such records.

In the event a parent seeks to have an administrator or staff member of our programs testify at deposition or in court, during normal business hours, a subpoena shall be required in accordance to state law. Neither administrators nor staff of Winchester Recreation shall be permitted, during working hours, to take time from their regular duties to provide testimony, affidavits, or otherwise act as witnesses on behalf of a natural or adoptive parent or legal guardian involving matters such as custody, care support, visitation or control of the enrolled child or children without service of a subpoena.