



CHAMPIONS

*Adventure, After School
and Sports Programs*

PARENT HANDBOOK

HISTORY

CHAMPIONS: Adventure, After School and Sports Programs was formed in May, 2001, under the name GOOD SPORTS PLUS. It was the dream of two avid athletes, outdoorsmen, and educators who saw the lack of quality sports and adventure programs in Los Angeles as an opportunity to pursue a profession that was a passion. Gary Lipsky and Brad Lupien merged their diverse professional backgrounds into a strong partnership and a firm mission statement.

Currently, **CHAMPIONS** works with over one hundred and fifty organizations and nearly 3,000 students on a daily basis. Our clients are as diverse as the programs we offer. We are pleased to work with many private, public, and charter schools, churches and synagogues, as well as several municipal Recreation and Parks Departments.

CHAMPIONS is based in Los Angeles but services clients throughout Southern California and beyond. **CHAMPIONS** expanded to the East Coast from California in January of 2007 with the goal of providing the same experiences and opportunities to students and youths in New England. **CHAMPIONS** utilizes the diverse opportunities offered by the beautiful natural landscape of the Southwest. Beyond Los Angeles County, **CHAMPIONS** leads trips to Santa Barbara, Joshua Tree, Yosemite, Big Bear, Utah, the New Hampshire White Mountains, and various other National and State Parks. We also lead

international trips to such exciting environmental locales as Costa Rica and Belize.

MISSION STATEMENT

CHAMPIONS utilizes innovative programming in **outdoor education** and **adventure retreats, after school enrichment, and physical education** to increase self-confidence, communication skills, trust, teamwork, and community. We focus on effort rather than ability, enjoyment rather than winning, as a means of elevating the Champion inside us all.

CHAMPIONS AFTER SCHOOL COMMUNITY

The management team is composed of the CO-Presidents, Executive Directors and the on site Director of the After School program. It may also include faculty members of your child's school. For any questions, please call 781-942-1240 or visit our website at www.championsusa.com and drop us an email. Below is a list of CHAMPIONS' management team:

Gary Lipsky, Co-President

Brad Lupien, Co-President

Angelo Quiceno, Executive Director of After School Programs

Christopher Rose, East Coast Regional Executive Director

Wanda Williams, Executive Director of After School Programs

The Site Coordinator:

The directors ensure that a safe, educational and recreational program is run daily for your child. They hear your ideas/concerns/commendation and irrigate them to the proper channels so that any situation maybe implemented, rectified, noted or repeated. Any questions regarding billing and/or daily activities can be steered in their directions.

The Assistant Director:

The Assistant Director (who is also the Kindergarten Coordinator) plans the daily activities for your child. They coordinated the lesson plans of the specialists and organize them in a monthly calendar. They plan and administer the daily healthy snack that energizes your child for the rest of the day. If you decide that you would like to initiate a club activity in the after school program, please contact the Assistant Director and he/she will help you plan your activity and also provide you with the materials needed for your activity.

The Group Leaders (After School Specialists):

The Group Leaders are responsible for facilitating the recreational-educational program of **CHAMPIONS** After Schools. Open communication is important to our program and parents are encouraged to raise concerns with the directors or specialists as soon as they arise. Parents are encouraged to participate in the program by attending orientation programs, parents' night, filling out quarterly surveys or simply speaking with any member of the **CHAMPIONS** staff when they come to pick up their child/children. Participation in activities is the best way to learn how the program operates and is best done by prior arrangements. Parents who want to discuss ideas or offer comments should schedule an appointment through the program director or site coordinator, so that we may maximize the time spent in the program.

NON DISCRIMINATION STATEMENT

The **CHAMPIONS** program does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, sexual orientation, proficiency in English language, nation origin, or disability. Our hiring process also reflects this provision.

NO SMOKING

CHAMPIONS operates in non smoking facilities. At no time will smoking be permitted or tolerated by **CHAMPIONS**.

ORIENTATION

Parents and families are encouraged to meet the **CHAMPIONS** staff and tour the facility prior to enrolling their child for purposes of understanding all that **CHAMPIONS** offers.

ENROLLMENT PROCEDURES

CHAMPIONS encourages all families and children to visit the program and meet with the staff prior to enrollment.

In order for families to enroll their students in the after school program provided by **CHAMPIONS**, the following criteria must be met:

- Student must be currently enrolled at school between grades K2 and 8;
- **CHAMPIONS** Enrollment Forms, Medical Form, Liability Waiver, and Emergency Contact Form must be completed prior to students inclusion in program;
- Open enrollment takes place prior to conclusion of school year in order to properly manage and staff for start of the upcoming academic year;
- A current personal credit card must be listed with enrollment for all student participants;
- Students will be admitted to after school program once a deposit check (full time option) or credit card (part time option) are included with enrollment form;
- A wait list will be started once student participants exceed staffing ratios and license capacity. Parents on wait list will be notified if and when an opening occurs.

EMERGENCY CONTACT INFORMATION

It is critical that families keep their contact information current. Please be sure to call the After School Office at school to notify of any changes in contact information.

The following information needs to be up-to-date:

- *Parent/Guardian's home, cell phone, and work telephone numbers;*
- *Current address*
- *An emergency contact person with current phone number and address (if parent can not be reached)*
- *Credit card information must be updated and kept on file for billing purposes*

CHAMPIONS CALENDAR

CHAMPIONS After School program runs similarly to the school's site calendar, including weather-related school closings; however educational break programs may be held for students. The on site director will inform you of such programs and opportunities. Typically, school break vacation breaks will be offered from 9:00am – 5:00pm during December Holiday Break, February Recess, April Recess, and Summer Vacation. Summer Programming is offered in 2 options: a

9:00am-5:00pm day or as a supplement to the academic program offered by the NHCS, which is an 11:30am-5:00pm schedule.

Programs are based on minimum attendance numbers in order to be offered and implemented. Parents will be notified 2 weeks prior to the start of all school recess and summer program start date if the programs WILL NOT take place. Phone calls will be made two weeks prior to the start date and all deposits will be returned for programs that do not receive the minimum enrollment totals.

AFTER SCHOOL HOURS

Lower School	3:10 – 6:00PM Monday –Friday 12:15 – 6:00PM on the 2 nd and 4 th Wednesday of each month
Middle School	3:20 – 6:00PM Monday, Tuesday, Thursday and Friday 2:00 – 6:00PM Wednesdays

ARRIVAL TRANSPORTATION PLAN:

K2 and 1st – 2nd students are dropped off by the teacher at a designated area where a staff specialist is waiting to meet them. Teachers are responsible for the supervision of these students until they are collected and signed into the program by a CHAMPIONS after school specialist. A supervised walk with a CHAMPIONS after school specialists will be conducted for students in lower grades attending the after school program and those students will be signed in to the program for the day. At this time, CHAMPIONS assumes responsibility for these students.

The 3rd - 8th grade students report to the designated sign in classroom. Each teacher receives a copy of a rotating classroom schedule indicating which classroom the students meet their staff specialist. Students in the upper grades are responsible for an unsupervised walk to the appropriate classroom where they are to report and sign in to the after school program for the day. During the unsupervised walk, the school is responsible for the students until they sign in to the after school program. At this time, CHAMPIONS assumes responsibility for these students.

ATTENDANCE POLICY

The master sign in/out list will be used to take attendance in each class at the beginning of the after school program. This list will remain with the after school teachers until 4:45 when clubs begin; after school teachers will sign out any students who are picked up before 4:45 on the master attendance list. At 4:45 the master list will be placed at the front sign out table for parents to sign out the remaining students. Additionally, teachers will make lists of the students they are responsible for each day during club time in a spiral notebook; teachers will note the time of departure for the students in their clubs on this list. At the end of the day teachers will cross reference their individual club sign-out sheets with the master attendance list to ensure each student has been signed out every day. Finally, after school teachers will submit their attendance lists from clubs and the Program Director will use these lists to fill in any missing sign out times on the master sign in/out list at the end of the day. The on-site coordinator will access school attendance records and note absences of CHAMPIONS enrolled children. ***Parents will notify on-site coordinator to report any deviation from after school program schedule (i.e.***

doctor's appointment) The phone number is 617-825-0703 x3272.

In the advent that on-site coordinator is not informed of a student absence on a scheduled attendance day, the Program Director will call the family for confirmation according to emergency contact information listed on enrollment form.

Please note that any child who is late entering the after school program must be accompanied with a pass from the teacher. Any child who is late entering the after school program without a pass will be considered as “wandering” around and off the school property and is subject to in-house suspension. If a child is found to be excessively “wandering” (at the discretion of the site director); she/he is subject to an out of the program suspension after a meeting with the parent, director and child to discuss the child’s inability to arrive to the program at a normal hour. **“Wandering” is a considered to be a serious offense in the after school program, as the school makes a great effort to ensure that all children are placed in capable hands at the end of the school day (3:10pm). We are liable for all children in the program and go to great lengths to make the program desirable for the children, however a child who makes the decision to go off on his/her own places the program at great risk and will not be tolerated.**

During Summer Programs or School Break Programs, parents are required to bring their children to the sign-in/out area and sign their children in to the program (thereby CHAMPIONS assumes responsibility for these students) upon drop-off. At the end of the program day, parents must again report to the sign-in/out area and sign their children out of the program (thereby releasing the child from CHAMPIONS responsibility) upon pick-up each day.

DEPARTURE TRANSPORTATION PLAN

Each parent/guardian must enter the school site premises to sign out and pick up his/her child. No child will be released to a parent who is waiting outside in the car, nor will the child be released to anyone who is not on the enrollment form, unless prior arrangement has been made by a legal guardian. There is a fee of \$1.00 per minute for any child that is picked up past 6:00pm.

When a parent or legal guardian arrives at the pick-up area in the school and signs their child out of the program for the day, the child will be dismissed from their classroom and walk to the sign-out area unsupervised to meet their parent. Once a child is called to the sign-out area for pick up by parent or legal guardian, they will either be walked from the classroom with a specialist or

assistant director (younger classes), have a parent come to the classroom to pick them up, or walk unsupervised (older classes) to the sign out area. Once the child is signed out of the after school program, they are released from **CHAMPIONS** responsibility, AND PARENTS ASSUME RESPONSIBILITY FOR CHILD DURING THE UNSUPERVISED WALK HOME.

FIELD TRIPS

CHAMPIONS uses public transportation, contracted buses or supervised walks for all field trips. **CHAMPIONS** staff never transport children in personal vehicles. In an emergency situation, 911 will be called.

RESEACH AND EXPERIMENTATION

CHAMPIONS After School Program will not allow any research, experimentation or observations of their children without the express written consent of the parents for each occurrence. Research and experimentation does not mean evaluation or collection of data which does not identify individual children.

CANCELLATIONS

On occasion, **CHAMPIONS** may need to cancel the after school program because of bad weather or an emergency situation. If the school is closed for weather or other emergency prior to the start of the school day, no after school will be provided. However, if school is closed early for a weather emergency, the after school program will be held until parents can arrive early to pick up their children. Parents should call the Executive Directors or After School Director to find out about cancellations. Otherwise, a **CHAMPIONS'** representative or school representative will call you to let you know whether of any situation affecting the continuation of the program.

FAMILY INVOLVEMENT

CHAMPIONS values and welcomes the opportunity to have parents involved in the after school program and encourages parents to be an active participant in their child's education and involvement in the after school program in an on-going manner. Parental visits are welcomed at any time. We invite our families to participate in "Open Houses" throughout the academic year to see first-hand the educational, recreational and developmental benefits of the after school program. Parent suggestions are welcome at any time to the Site Coordinator. Parents are encouraged to participate in the program by attending orientation programs, parents' night, filling out quarterly surveys or simply speaking with any member of the **CHAMPIONS'** staff when they come to pick up their

child/children. Participation in activities is the best way to learn how the program operates and is best done by prior arrangements. Parents who want to discuss ideas or offer comments should schedule an appointment through the Site Coordinator or specialists, so that we may maximize the time spent in the program.

VOLUNTEERING OPPORTUNITIES

Parents can participate in any number of ways at CHAMPIONS'. We look forward to having you share your experiences, knowledge or craft at any given point throughout the year. In addition, CHAMPIONS' could always benefit from donations to make our programming stronger. Contact the Assistant Director at your child's site to find out how we can better serve your needs regarding participation in the after school program.

PARENT AND STUDENT RIGHTS

Confidentiality of Student Information:

No individual or organization other than the parent, guardian, student, or after school personnel who works directly with the student is allowed access to a student's information without specific written consent of the parent, guardian or student. If this consent is given, a sign-off form for each instance will be completed and placed in an After School Program log. It will include: to whom the information was given, by whom it was given, the date, and who authorizes the sharing of this information (parent, student, guardian). This log information will only be available to parents and CHAMPIONS administrative staff.

Differences and Difficulty Policy:

Any parent(s) or student who has any problems/complaints is advised to first approach the group leader of the program in which their child is involved. If more assistance is necessary for any reason, the Site Coordinator should be consulted. If the parent(s) is not satisfied, then a meeting with the Site Coordinator, Program Administrator and all involved parties may be arranged. This will happen in a timely manner at a mutually convenient time/place.

Grievance Procedures:

Students or family member who have grievances with regards to discrimination on the basis of race, gender, religion, national origin, sexual orientation, mental or physical disability, age, proficiency in the English language or foreign language should submit a complaint to the Executive Director of After School

programming or East Coast Regional Executive Director. The Executive Director will address complaints either verbally or in writing.

A copy of the Parents Rights and Responsibilities will be available to parents and families at orientation and on the Parent board at the sign-out area.

PARENT COMMUNICATION

We at CHAMPIONS welcome feedback regarding what we are doing well and what we could be doing better. We employ an open door policy for parents to view our programs and educational lessons. We encourage parental communication and feedback and provide an opportunity for parent check-ins each day during the pick-up of the students. Parents also have the opportunity to meet with the program prior to enrolling the child in the after school program. Phone numbers are also made available to contact both Program Administrator/Site Director and/or Executive Director for any concerns or questions that may arise.

To foster this relationship, CHAMPIONS' provide a number of opportunities to have your voice heard and to be informed. In addition to daily parent check-ins during pick-up each afternoon, we offer:

Newsletter:

The CHAMPIONS' Times is a newsletter produced by CHAMPIONS and supported through the CHAMPIONS Office. It is available at the first of every month by the sign out area. Important announcements and dates are included in this newsletter. In addition, it is a great way for parents to learn about new activities and programs occurring at CHAMPIONS After School.

Parent Surveys:

Every quarter we put out a parent survey that we ask you to fill out, rating us on our program and progress anonymously. The survey has space available to indicate any specific changes or commendations you would like to see happen or acknowledged.

Family Nights:

A couple of nights throughout the year, CHAMPIONS likes to schedule an opportunity for thanking the parents who have entrusted us with their children. It is an informal gathering of staff members, children and parents where food and drinks are provided.

In addition to these outlets outlined, CHAMPIONS staff and management team are only a dial tone away. Please feel free to call us at any time.

Parent Conference:

Parents who wish to meet with the staff of CHAMPIONS After-School Program are encouraged to make an appointment through the Site Coordinator for a mutually convenient time.

LOST AND FOUND

Unless otherwise indicated by the after school director, the lost and found will generally be found at the same place where the program is held. For example, if the hosting school has a lost and found bin, all items left by the students will be placed in that bin at the end of the after school day. Please sift through the lost and found bin as these items are donated to charity several times a year.

SNACKS

CHAMPIONS' After School programs provide nutritional snacks to give the child energy to participate in the after school program. The assistant director plans the snack according to the children, taking note of any allergies. Allergies MUST be noted on the enrollment form. **During half days and full day school vacation programs, please send your child with a bag lunch and two snacks if the school does not provide a lunch for them, as CHAMPIONS does not provide lunch during these days.** During full day vacation or summer programs, CHAMPIONS will provide time in both the morning and afternoon for snacks.

Snacks in the past have included: carrots, popcorn, vanilla wafers, crackers, applesauce, grapes, pretzels, animal crackers, celery sticks, nutri-grain bars, granola bars, cereal, fresh fruit, yogurt, etc. We suggest these same snacks to be included with bag lunches for days when meals are not provided by the school.

REFERRAL PROCESS FOR CHILDREN

When there is a concern regarding a child's developmental, physical, behavioral or emotional progress, a meeting will be set up with the parents to fully discuss the child's needs and the written observations and any documented efforts made on the part of the staff to address this concern. Hearing, visual and dental needs are included in these concerns. If it is determined that support services may be warranted, the parents will be given appropriate resources and referrals for their child. We always suggest to the parents that a discussion of their concerns with their family doctor is the best first step. CHAMPIONS will work to the best of their ability with the referral plan, the specialists and the

families for continued success of the child in the **CHAMPIONS** program. Meetings will always be arranged at a mutually agreeable date and time for all involved. Documentation of these referrals and subsequent meetings will be kept confidential for the eyes only of family and **CHAMPIONS** administrative staff. Any sharing of this information will be done only with the express written consent of the parent(s). If this consent is given, a sign-off form for each instance will be completed and placed in an After School Program log. It will include: to whom the information was given, by whom it was given, the date, and who authorizes the sharing of this information (parent, student, guardian). This log information will only be available to parents and **CHAMPIONS** administrative staff.

CHILDREN'S RECORDS

All information obtained from intake and subsequent events (including, but not limited to, conversations with staff, conferences, I.E.P. plans, injury reports, referral records, medication logs,) will be maintained and kept confidential by **CHAMPIONS**. Records may be viewed by parents, or their designee, at any mutually convenient time, but no longer than two days after the parent request. Parents will notify **CHAMPIONS**, in writing, of any person (s) that they wish to have access to their child's file two (2) working days before the scheduled viewing. This notification must include the person(s) name, a contact number and reason for viewing. This letter will be kept with the child's records. Records will be kept for the stated period of compliance by EEC (our licensing agency), UNLESS transferred to parents or any other person the parent identifies in writing. Parents, or their designee, will sign for these records. This **SIGNED** form will be kept by **CHAMPIONS** for a period of 7 years. Parents will be notified if records are subpoenaed and a fee will be kept recording requested/transfer. A nominal fee may be charged for copies of records.

GENERAL HOUSEKEEPING

State law prohibits general housekeeping activities while the children are present. Staff is responsible for the everyday light housekeeping of their classrooms, as well as working together to keep the common areas of the center clean and orderly.

PETS...state law requires that pets must be:

- Free from disease
- Licensed
- Vaccinated if required
- Kept safe and sanitary

- In cages/containers that are NOT cleaned by children.

CLEANING:

- Routine housekeeping activities will not be carried on in any room occupied by children. The only EXCEPTION is vacuuming/sweeping a particularly messy project or food scraps. Children will be asked to stay out of the way of the equipment. The group leaders will be responsible to see that their classrooms are always clean and tidy.
- The custodial staff will be responsible for the cleaning and disinfection of the toilets, sinks, faucets, countertops floors, door handles and any/all other surfaces deemed necessary.
- Vacuuming and the washing and sanitizing of the floors are done daily

HYGIENE:

- All staff and children will use disposable cloths for washing/drying hands.
- Parents will provide a complete change of clothes for their child.
- Disposable gloves, provided by CHAMPIONS, MUST be worn when changing a child's soiled clothes, dealing with bodily fluids or discharges, administering first aid and distributing snack/food

WEAPONS POLICY

At no time are weapons allowed in CHAMPIONS Programs. Licensed carriers are asked to leave their weapons elsewhere when they come to pick up their children. If this is not possible, they are asked to leave their weapons with the campus police located at each site. Failure to adhere to this policy can lead to termination of the child from CHAMPIONS After School Programs.

Children are not allowed to bring any weapons into the school. This applies to "pretend" weapons as well. It is for the safety of all that we mandate this.

TRANSPORTATION

CHAMPIONS does **not** provide transportation for its students. Public transportation or contracted buses are occasionally used by the program and the policies/procedures are outlined in Health Care Policy.

FUNDRAISING OR UNAUTHORIZED ACTIVITIES

Parents will be notified of any fund-raising events, even those conducted for charities. No child will be excluded from any activity/prize due to parental non-involvement. All notices will be prominently posted. No un-authorized activities will be permitted.

PHONE USE/MESSAGES

Students are permitted to use the phone only with staff permission and supervision. Parents who need to communicate with their children should contact **CHAMPIONS** or the reception desk of the hosting site.

Students are encouraged to leave their cell phones at home. However if it is necessary for a child to have a phone on them, then we asked that the students keep it in a safe place, shut off. **CHAMPIONS** is not responsible for any lost, stolen or damaged cell phones. If a student is caught using a cell phone during after school, it will be confiscated by a staff member and returned to you (not the student) at the end of the after school day.

FIELD TRIPS AND USE OF REGULARLY SCHEDULED OFF-SITE FACILITIES

CHAMPIONS understand that many of our children spend long days in the school. We look forward to creating opportunities for children to learn outside the classroom.

Students are expected to follow the guidelines set forth by **CHAMPIONS'** staff in the school and to follow the staff's instructions while on the field trip. Occasionally parents will be asked to contribute to the cost of the trip or asked to chaperone.

CHAMPIONS will send a permission slip for each field trip. It is imperative that each student has a signed permission slip and turned in by the deadline. Specialists and **CHAMPIONS** management reserve the right to deny field trip privileges to students without a proper permission slip. Attending **CHAMPIONS** field trip is a privilege, and **CHAMPIONS** reserves the right to deny participation on a case-by-case basis. A buddy system will be used on off-site field trips where two children are paired up for attendance/counting purposes. When public restrooms are used, **CHAMPIONS** staff will supervise.

During all off-site programs, **CHAMPIONS** will maintain strict and low teacher-to-student ratios not to exceed 10:1. When off-site, at least one other First Aid/CPR certified staff travels with the on-site director. **CHAMPIONS** and the After School Director maintains a traveling First Aid back pack that includes

emergency contact information for all student participants, special listed student medications, and the following first aid supplies:

Instant Cool Packs, Blunt-Tip Scissors

A roll of flexible gauze, Medical Tape

Band Aids (various sizes), Gauze Pads

Hand Sanitizer, and Emergency Consent Forms.

In the occurrence of a medical emergency, the Director will first dial 911 based on the severity of the emergency. Calls will then be placed to the parent or legal guardian listed on the Emergency Contact Forms contained in the traveling First Aid back pack until someone is reached via cell phone. A call will also be placed to the school to notify them of the situation.

For field trips requiring transportation, if a charter or school bus is not secured for the day, we will be using public transportation in/around the city of Boston. The entire school group will both board and depart from MBTA buses or subway cars together as a group with one CHAMPIONS staff boarding the vehicle first and one CHAMPIONS staff member getting on the vehicle last to ensure all students board and depart together. Head counts will be taken once every 15 minutes to ensure the entire group has been accounted for and will be conducted immediately after riding public transportation. If the group inadvertently gets split up while on public transportation, the groups will reunite at the next scheduled stop. A head count will be taken before re-boarding any public transportation.

If a field trip or retreat takes place at a public beach or swimming pool, it will only be planned for those facilities that have **certified life guards on duty**. CHAMPIONS does not require that we have certified life guards on staff and therefore will only use facilities that employ and staff life guards to accommodate our participant totals. CHAMPIONS' staff will always remain present near swimming facilities to support and monitor student participants. For field trips where swimming is an activity, parents are required to fill out their child's swimming ability as NON-SWIMMER, BEGINNER, INTERMEDIATE, or ADVANCED.

SAFETY:

1. Staff designated by the site coordinator will make a visual check of any outdoor area before allowing the children to be there.

2. A check should include looking for loose nails, screws or other hardware, loose fencing or any equipment that does not appear safe.
3. The ground should be checked for broken glass, sharp objects, animal infestation and any other objects that could create an unsafe playing environment.
4. School playground areas are the responsibility of the NHCS.

INJURY LOG:

1. Accident reports will be completed each time an injury occurs, not just when first aid is administered.
2. Two copies of the report will be completed. The parent or whoever picks up the child at the end of his/her day will sign this report. One copy will accompany the child home and the other will be filed in the child's folder after having been entered into the general injury log.

LOST CHILD POLICY

CHAMPIONS has developed policies to prevent losing children by adhering to the following procedures:

- Always counting the number of children in each group both before leaving the facility, every fifteen minutes when out and about in the public (including using public transportation), when arriving at the destination, when leaving the destination and when the children return to the facility. And then counting again.
- Always having an accurate attendance record on hand.
- Always checking the environment for potential "hiding" spots for either children or questionable strangers.
- Always speaking with children before taking them from the center about safety rules.
- Always having emergency information on our attendance clipboards.
- Always supervising the children.
- Always determine a "meeting up" place if separation of group occurs.
- Always using the buddy system for safety.

However, in the unlikely event that a child does go missing while in our care, the following procedures will be followed:

- One adult staff will remain with the group of children while the group leader checks the environment for the missing child.
- If that group leader is not successful, she will then call the Program Administrator or his designee and give details. The Program administrator or his designee will call the local police and give them of the location of the children and the area where the missing child was last seen and any other pertinent information.
- The second adult will remain with the group engaging them in activities to keep them calm and occupied.
- The Program Administrator will notify the parents and advise them of the incident and of the progress.
- At the direction of the Program Administrator or his designee, the staff will return to the center with the group of children, leaving the Police to locate the missing child.
- Parents will be kept advised of the situation.
- The Department of Early Education and Care and the Department of Children and Families will be contacted.

SUMMER PROGRAM

For summer program provided by *CHAMPIONS*, the program will operate exclusively from the licensed after school facility during the summer months in order to be issued a year-round license. *CHAMPIONS* will continue to operate summer programs within the rules and regulations established as part of the after school program. Working in conjunction with the school and facility, *CHAMPIONS* will coordinate academic institutes, recreational programs and off-site field trips around weekly schedules provided in advance to parents of summer participants. Summer programs require a separate enrollment packet to be completed for each child currently enrolled between the grades K2 – 8th.

Approximately two times per week, students will have a supervised walk to area swimming facilities (when applicable) only after parents complete required enrollment information indicating swimming ability. Every Friday during the summer program, students will also depart for field trips either on reserved school bus lines or on public transportation, following the same procedure outlined under “FIELD TRIPS AND USE OF OFF SITE FACILITIES.” Children will provide sunscreen from home and apply it on themselves.

Summer programs will be offered in conjunction with the school's academic calendar and require a minimum of 15 student participants each week. Since the school acts as licensed facility, **CHAMPIONS** will work with school to determine summer program schedule and dates.

DRESS CODE

Students are expected to dress respectfully and appropriately. Please avoid sending your child to the program wearing t-shirts with explicit phrases or inappropriate insignias, healies, clothing considered to be revealing or jewelry that is considered distracting. Students who come to the after school program are expected to wear belts if pants or skirt have belt loops and must be worn at the waist. Sneakers or closed toes and heels shoes (with a heel no higher than 2 inches) must be worn. Hats are not allowed in school.

Students sent to any **CHAMPIONS** programming wearing anything deemed inappropriate will be deny entry to any activity or all activities, until proper clothing are made accessible.

During Summer Programs, participants are expected to bring daily the following items and dress:

- A back pack
- A hat (with name labeled inside)
- Sneakers, hiking shoes, or similar athletic shoes appropriate for physical activity, walking and comfort
- Shorts and t-shirts. **CHAMPIONS** t-shirts will be provided and required for any field trip)
- A refillable water bottle filled prior to the start of the program each day.
- Sun-tan lotion and bug spray. **CHAMPIONS** will provide information and a sign-off concerning the application of bug spray and sunscreen. Staff will be educated in the application of the pre-approved products.
- A bagged lunch and two snacks.

BANNED ITEMS

Electronics (such as game boys, walkmans, disc-players, beepers, cell phones, etc) are never to be used during after school hours. Students are discouraged from bringing any electronics to school. Students are responsible for turning off the items and their safe keeping. **CHAMPIONS'** is not responsible for any lost, broken or stolen items in this regard.

FEES

The full-time, monthly after school rate is \$180 per month per child with a discount available for enrolling three or more children. A student is considered full-time if they attend the after school program five days per week of a normal Monday – Friday academic week. Full-time parents will be invoiced the week prior to the end of the month for the following month's participation (i.e., invoices are distributed on 9/24 for October).

The part-time rate for students is \$8/hour. A student is considered part-time if they attend the after school program less than five days per week of a normal Monday – Friday academic week. All part time enrollments are required to have a credit card on file. At the end of the month, all days that a student signed in and out of the after school program are tallied and charged by the 1st of every month.

All fulltime enrollments payments are due on the 8th of every month. If the 8th falls on the weekend, then all payment is due on the Monday after the 8th. There is a \$15.00 late fee for those who do not pay by the 8th of the month. \$1.00 per minute late pick-up fee will also be assessed for any student picked-up **after 6pm** and will appear in the following month receipt.

All families are required to maintain a valid credit card and keep on record with **CHAMPIONS**. Credit cards are used for part-time payment and also will be used for payment of full-time students in monthly balances are not paid by the 15th of the month. The \$15.00 late payment fee will also be applied to the balance owed after the 8th of each month.

Generally, the daily rate for school vacation programs is \$50/day for full-day programs with various discounts applying for early sign-up and multiple children enrollment.

The summer vacation program rate is \$180/week for full-day programs with various discounts applying for early sign-up and multiple children enrollment.

TRANSITION PLAN FOR CHILDREN

It is our policy that most children will remain in the group to which they are assigned in September for the duration of the school year. If, at any time during the school year, the staff, director and/or the child's parents(s) feel that the child needs to be transitioned into a different classroom, the following procedures will take place.

□ Identify the child in need of transition by the child's group leader(s). Set up an observation by the child's future group leader(s).

☐Meet and discuss this possibility with the site-director, present group leader(s) and parents.

☐Set up a timeline for the successful transition and provide parent orientation opportunity to new group and new staff.

☐Begin gradual transition to new class...allow child to ‘visit” for a set period of time each day, gradually expanding the time for a period of one to two weeks. As much time as is needed will be allocated for the child to successfully transition.

☐Evaluate the transition and child’s acclimation after one month.

THE ACADEMIC AND ENRICHMENT PROGRAM

CHAMPIONS HOMEWORK POLICY

We will make every effort to construct an environment that is conducive for doing homework. This includes a well-lit and well ventilated area with access to enough space for each child to organize him/herself and supplemental supplies. We will also provide a period of quiet time (20 minutes) where a child can focus on reading two times a week. This said, **CHAMPIONS** also recognizes that a child’s greatest resource is his/her parent/guardian, therefore your child will have 80% of the homework assignment done in the after school program. The remaining 20% should be completed with you. This will help you stay abreast on what your child is learning in school as well as an opportunity for your child to receive reinforcement at home.

While we offer homework help, we do not offer one-on-one tutoring; therefore it is imperative that students understand that homework time is a collective effort. Any child found disrupting homework time, forfeits his/her participation of club activity.

ENRICHMENT ACTIVITIES

CHAMPIONS activities are designed for your child to learn while having fun. The staff specialist designated for a specific “club” activity will provide age appropriate materials and instructions for your child to have success. At **CHAMPIONS**, we focus on the effort as well as the enjoyment that each child experiences during this time. This is an opportunity for the child to “color outside the box”.

Please note that a child may not gain access to his/her first choice of club activity, however the specialists create great activities in all areas that all children will enjoy. It has been **CHAMPIONS** experience that all children who do

not receive their first choice in activity, frown upon entering their second choice but typically leave with a smile. We encourage children taking chances on programming which they think they will dislike (because they realize that they actually enjoy it).

It is at the specialist's discretion that a child may not enjoy the privilege of attending a club activity. While we generally discourage forfeiture of club activity, if a child is having a hard time focusing on the staff specialist, CHAMPIONS reserves the right to deny participation of club activity for a specific length of time (one day or up to a period of two weeks).

CAUGHT BEING A CHAMPION INCENTIVE PROGRAM

The "Caught Being a CHAMPION" program is an incentive programs where students are encourage to go beyond what is expected of them from CHAMPIONS'. The students might be "caught" helping a staff person, helping with snack, being kind or a good sport. When a staff member catches a student doing something exceptional, they receive a slip indicating that they were caught being a champion. This slip is redeemable at a monthly party. If the student receives more than one slip, he/she could redeem the slips for movie night or save them for a raffle that is done at the monthly party, giving them opportunities to receive all kinds of prizes.

CODE OF CONDUCT/CHILD GUIDANCE

The Code of Conduct applies to the behavior of students while they are attending any of CHAMPIONS After School activities, and on their way to and from CHAMPIONS' After School. Parents are urged to help students understand the expectations set forth by CHAMPIONS'. The purpose of the behavior guidelines is to ensure a happy, cooperative, respectful, safe and effective environment for learning and recreation. Students are responsible for their personal behavior at all times. CHAMPIONS staff are responsive to the child's individual needs and supports the development of self-esteem, self-expression, autonomy, social competence, and self-regulation.

A complete copy of the behavior guidance policies is available to all parents at enrollment, as requested during the year and for viewing on the parent information board. Below are behaviors prohibited by our licensing agency, the Department of Early Education and Care:

- Spanking or other corporal punishment of any child.
- Subjecting any child to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment

- Depriving any child of meals or snacks
- Force feeding any child
- Disciplining any child for soiling, wetting, or not using the toilet
- Forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices around toileting.

SUSPENSION

CHAMPIONS does not promote the suspension of its children. However, sometimes that is a necessary consequence of our Behavior Code. Suspension is not being allowed to participate in the after school program for a limited number of days not to exceed five school days. The **CHAMPIONS** management team will suspend students for serious violations of the Code of Conduct. Unless otherwise indicated by an administrator, students remain home during a period of suspension or away from the After School program during the period of suspension and may not enter in the area designated for after school.

Immediate Suspendable Offenses:

- Physical threats or attacks (striking, punching, kicking, tripping, and/or pushing a child aggressively with the intention of causing physical harm);
- Bullying (which includes sexually harassing another person, utilizing ethnic or racial slurs, unacceptable use of emails);
- Damaging private, **CHAMPIONS** or school property;
- Striking a **CHAMPIONS** staff member (suspended the day of the occurrence plus the following day);
- “Wandering” (as outlined in the drop off portion of this handbook) or disappearing from the program; or
- Continual disruption of homework or club time.

In the event that an incident where suspension is warranted, an incident report is completed and presented to the Executive Director in charge of the school site within 24 hours of the incident. The child will serve an in-house suspension until a face-to-face meeting with the parent/guardian is held. During an in-house suspension, the offending student is not allowed to participate in any free time games and activities, club offerings, or scheduled field trips and will be confined to completing homework, silent studies, and assisting the Assistant Director throughout the course of the after school day. Parents/Guardians will

be notified of the length of the out of the program suspension during the face-to-face meeting (which can occur on the day the parent/guardian comes in to pick up his/her child). In order to be readmitted, another meeting must occur where the parent or guardian along with the child and the director discuss and sign a behavior contract outlining what is expected of the student, what they have identified as their cause for suspension, and their future course of action.

TERMINATION

Terminating children from a **CHAMPIONS** program is a serious consequence of a serious breach in behavior. In the following circumstances, **CHAMPIONS** will terminate a child's enrollment. These circumstances are defined as:

- Possession of a firearm;
- Use of a dangerous weapon or object of no reasonable use in a threatening manner;
- Assault and battery on a school staff resulting in a physical injury; or
- Selling or distributing a controlled substance or possessing a controlled substance with intent to sell or distribute.

Suspension and Termination policies are administrated by the Program Director of the After School Program. If a child is to be terminated by **CHAMPIONS** from their After School Program, the staff will prepare the child in a manner consistent with his/her ability to understand.

STUDENT LIFE AND PROGRAMS

HEALTH CARE POLICY

A full copy of the CHAMPIONS Health Care Policy is available at orientation and for parent review upon request. The After School Site Director is responsible for maintaining and assuring adherence to the Health Care Policy by all staff members.

CHAMPIONS Health Care Policy is developed with the advice and approval of the designated health care consultant. She approves any/all changes and reviews the policy on a yearly basis.

The Health Care Consultant is responsible for the approval of the First Aid and CPR training for staff.

Below are policies included within our CHAMPIONS Health Care Policy, which is available at orientation and upon request. A copy is available for viewing in the sign out area.

1. Procedures for Emergencies and Illness at CHAMPIONS: After School Program

Policy

The Health Coordinator, Registered Nurse at Neighborhood House Charter School Mary McNulty-Anglin, the Site Director, or the Assistant Director needs to immediately notify the parent in the event a child becomes ill or has an injury which requires emergency care beyond minor first aid during the time the program is in session. If the parent cannot be reached, the authorized person(s) on the enrollment form must be contacted. Attempts must be continued until the parent or designated adult is reached.

Procedure

The Director must call EMS by dialing 911 immediately in the case of a serious, acute emergency where a delay would be dangerous and potentially life threatening. CHAMPIONS is required to have all emergency phone numbers visibly posted in the area designated by the school as

CHAMPIONS Office. In the case where there is not an office space available for CHAMPIONS After School program, each after school staff member will have these numbers within an area of accessibility. The Director or Assistant Director will accompany the child in the ambulance. The Emergency Form and School medical record must accompany the child and a call will be made immediately to the parent/legal guardian listed on Emergency Form. Phone calls will be made until a parent, legal guardian, or emergency contact has been reached and informed of situation. In an emergency situation that requires medical attention but is not life threatening, the parents must be notified in the same manner as outlined above and phone calls will continue to be made until parent, legal guardian, or emergency contact has been reached. The parent will meet the Director or Assistant Director at the Center or designated hospital.

2. Procedures for Emergency Illnesses while on Off-Site Facilities

3. Plan for Managing Infectious Disease

4. Caring for Mildly Ill Children While Attending After School Program

5. Plan for Injury Prevention

6. Plan for Monitoring Injury Log

7. Plan for Administering Medication

Policy

A child cannot be refused entrance to the program based on the need for medication during program hours.

The Health Care Consultant must be notified of all medications to be given to the child by the parent. Students in the after school program with medication needs will be reviewed by the Health

Care Consultant and After School Director. Child specific plans will be made. The exception to this policy is for children with asthma. With written parental and physician consent, children with asthma can carry their own inhalers and use them as needed, without the direct supervision of a staff member. The licensee will ensure that all staff is aware of individual child and the use of his/her own inhaler. Expiration dates of inhalers and EPI-PENS will be checked by the Health Care Consultant annually and before the beginning of the summer program.

Prescription Medications:

Any medications so prescribed must be properly labeled with the following in the original container:

1. Child's name
2. Name of Drug
3. Criteria for Administration
 - a. By mouth, for eye, in ear, etc
 - b. How frequent the administration
 - c. Quantity (1 tbsp, 1 tablet, 3 pumps)
 - d. Duration (as needed, 5x a day)
4. Physician's name
5. Expiration date
6. Directions for storage

All medication is kept in the Health Care Consultant's Office in a cabinet and drawers labeled for CHAMPIONS AFTER SCHOOL PROGRAM. If medication needs to be refrigerated, the medication will be identified (child's name) in a container inside of a refrigerator that is not accessible to children. All unused medication will be sent home with the parents. Those students in the after school program with medication needs and specific health care needs will be identified in a student medication folder and kept in a secure storage area for only after school staff to see. Authorization for medication forms will be completed, signed and dated by the parents at enrollment/or as the need is identified. This includes inhalers and EPI-PENS.

Non-Prescription Medication:

CHAMPIONS will **not** administer or assist in administering any non-prescription medications.

8. Procedures for Identifying Children with Allergies.

9. Procedures for Using and Maintaining First Aid Equipment

10. Procedure for Identifying and Reporting Suspected Child Abuse or Neglect to the Department of Social Services and to the Department of Early Education and Care

All CHAMPIONS' personnel are mandated reporters of Child abuse and/or neglect. All staff must report immediately any symptoms or information that suggests child abuse or neglect. spolicy indicates that all staff specialists report concern or knowledge of abuse/neglect immediately to the Director through either written or verbal means. The Director immediately reports to the Executive Director all suspected cases of child abuse or neglect. The Director, Executive Director, Health Care Consultant and School's Liaison must investigate the suspected abuse/neglect to determine reasonable cause for filing a 51A. The Director or Executive Director is responsible for notifying the Department of Children and Families (DCF) of suspected abuse/neglect by calling the DCF Protective Services Unit at **(800) 792-5200** and by filing a written report within 48 hours. Additionally, the Director or Executive Director will notify the Department of Early Education and Care immediately after filing a 51A, or learning that a 51A has been filed, with the Department of Children and Families. In the event where the Director or Executive Director are not available to file a 51A, all staff specialists are mandated reporters and must report cases of suspected child abuse or neglect to the Department of Children and Families as outlined above.

CHAMPIONS and the after school staff will cooperate in all investigations of abuse and neglect by all means necessary.

Possible signs of abuse or neglect that must be recognized and reported to the Director or Executive Director are:

1. Child's complaint (e.g. Somebody did something to me)
2. Director Observations of parental threats or physical harm to a child
3. Dramatic mood shifts or changes in behavior
4. Poor Hygiene
5. Child seems fearful of going home (acts out, cries, hides)

6. Child seems “starved” for food
7. Unexplained crying
8. Obvious bruises, burns, abrasions
9. Vaginal, Rectal Irritation (redness, bleeding, discharge)
10. Reluctance, fear, complaints of pain when going to the bathroom
11. Aggressive acting out behavior
12. Fear of adults or specific individuals
13. Abandoned child, no one home at drop off time, child at school after the program has closed
14. Excessive masturbation
15. Parental lack of follow-up with significant medical concerns

All observations of the above mentioned symptoms must be initially recorded in the anecdotal notes by staff specialists and must be recorded on an incident form.

When abuse/neglect is suspected, the Director must observe and record signs of physical abuse/neglect on an incident form. The investigating person (Executive Director or Director) will record observations and results of investigation and submit to the child’s record.

All cases of suspected child abuse and neglect will be reported by the School’s Liaison to **CHAMPIONS: Adventure, After School & Sports Programs**, Executive Director or Director immediately by calling the report in and filing of such report. Confidentiality must be maintained regarding all information on suspected/confirmed child abuse and neglect cases. Records will be maintained in a locked file in the After School Office.

In the event of a charge of abuse and/or neglect by an employee of CHAMPIONS:
When a complaint of suspected staff abuse/neglect is reported, the Executive Director will be notified immediately.

The staff member will be relieved of his/her duties with the children immediately. Investigation will be conducted by the Executive Director. The Executive Director will be responsible for notifying DCF and the Department of Early Education and Care.

EMERGENCY CONTINGENCIES

In the event of power loss, resulting in the loss of heat, light, or ventilation, **CHAMPIONS** will monitor the temperature/availability of natural light in deciding whether to close the program. If the heat will not be restored within two hours, then parents/emergency contacts will be notified to pick-up their child. This decision is that of the Program Administrator.

In the event of loss of water, **CHAMPIONS** After School Program will utilize a supply of bottled water for drinking, hand washing and flushing for a period of not longer than two hours. If, at that time, no progress has been made for restoration, or **CHAMPIONS** has been notified that restoration will not occur within that two hour time period, parents/emergency contacts will be notified to pick-up their child immediately.

If, due to an environmental emergency, **CHAMPIONS** After School Program must remain in a “locked down” situation, staff will await the decision of Boston Police/emergency personnel on when to dismiss children. Children will be supervised and attended to during that time period. When able, staff will contact parents and explain available options. If, due to fire/or other disaster, NHCS is not available to return to, **CHAMPIONS AFTER SCHOOL PROGRAM** will walk (approx. .5mi) to the Dorchester House Multi-Service Center (1353 Dorchester Ave, Dorchester, Ma. 02122 617-288-3230) where they will remain until parents/emergency contact (s) are reached and plans made for the safe pick-up of the child.