

Lincoln Extended-day Activities Program

Parent Handbook

Ballfield Road P.O. Box 298 Lincoln, 01773

781-259-0615

leap0615@gmail.com

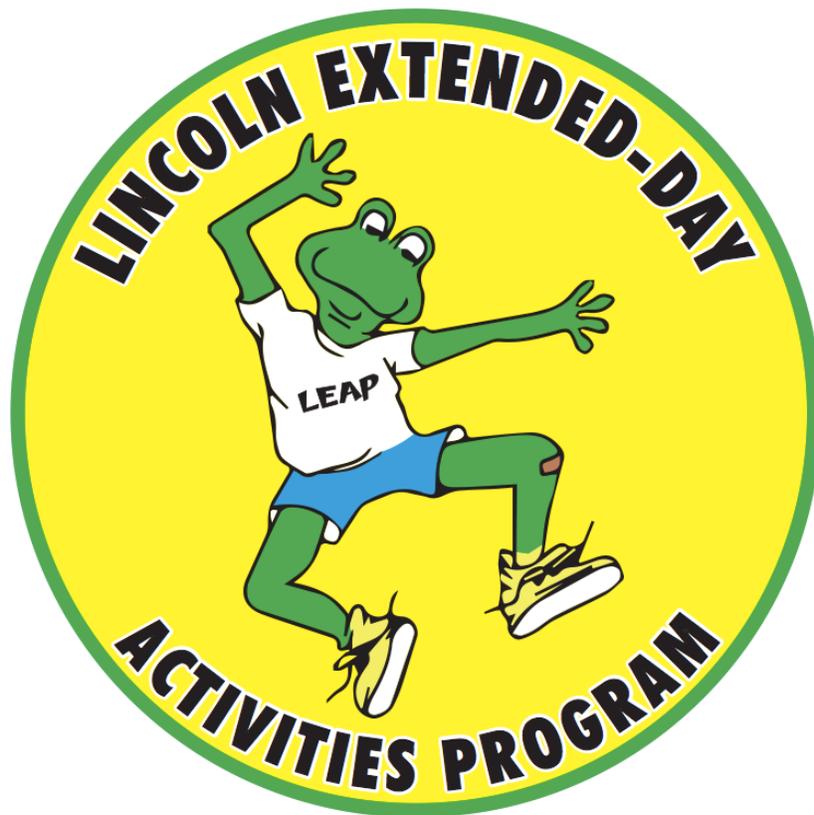


Table of Contents

WHAT IS LEAP	3
Who can attend LEAP?	3
How to enroll	3
Our Facility	4
Administration and Staff	4
LEAP Board of Directors.....	4
LEAP Staff.....	4
Tuition payment, search fee and late fees	5
THE LEAP DAY	6
Typical daily schedule	6
Field trips and after-school activities	6
School Vacations and Snow Days	7
Vaca-Playdays	7
Snacks and Lunches.....	7
Tooth-brushing.....	7
Transportation	8
Contacting LEAP.....	8
HEALTH, SAFETY, AND PARENT COMMUNICATION	9
Behavioral expectations	9
Behavioral code.....	10
Referral plan	11
Abuse and neglect	12
Children’s records	12
Insurance.....	12
Emergency procedures	12
Parent conferences, visitations, and communication	13
Medical information	14
Administering non-prescription medication.....	14
If a child becomes ill or injured at LEAP	14
If a child has an injury at school.....	15
Communicable diseases	15
PARENT COMPREHENSION AND COMPLIANCE FORM	16

WHAT IS LEAP?

Lincoln Extended-day Activities Program, Inc. (LEAP) is a self-supporting, non-profit organization that is independent of the public school system. It aims to provide quality programs to complement your child's elementary and middle school experiences. LEAP is open Monday through Friday after school for children in grades kindergarten through eight. LEAP operates in Pod C of the Hartwell buildings on the Lincoln Public Schools campus. The organization is managed by one Director, who reports to a Board of Directors that is composed of parents. The LEAP program is operated in compliance with regulations of the state Department of Early Education and Care and uses licensed facilities.

LEAP's mission is to provide K-8 students with an engaging after school program that offers diverse opportunities for enrichment, exploration, development of social skills, and health and fitness in a nurturing environment.

LEAP provides a variety of learning experiences to enhance your child's social, emotional, physical and intellectual development. We believe that children learn best by doing. The program is designed to allow children to choose from activities including arts and crafts, nature, science, reading, games, cooking and sports. The program is augmented with field trips and guest presenters.

Our teachers are our most valuable resources. They are dedicated professionals committed to providing quality care and education for your children. The LEAP staff recognizes the uniqueness and importance of each child and strives to provide an opportunity for each child to explore new pastimes and ideas in a safe, creative and supportive environment.

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

Who can attend LEAP?

Children must be enrolled in grades kindergarten through eight in the Lincoln Public Schools or live in the Town of Lincoln. LEAP does not discriminate in providing service to children and families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation, or marital status.

How to enroll

Parents must fill out the registration form and pay the registration fee. Enrollment may be limited on certain days. If limitation is required, a waiting list will be established. Priority is given to children already enrolled in LEAP and to those families needing the program on a daily basis. Thirty days notice is required if a child must withdraw from the program.

Our facility

LEAP is located in Pod C on the Lincoln Public Schools campus. The entire pod, which consists of four rooms and two offices, is dedicated to the LEAP program. We also coordinate use of the Smith Gym, Brooks Field House, and the Pods on a regular basis. We use outdoor space throughout the campus, including the green playground, center field, and the Codman pool. Proper supervision is provided at all times. Children are allowed to circulate among rooms and outside when a staff member is there with permission. Children have tokens that they are required to bring with them when they move to a different location so that the staff have a record of what children are in that area.

Administration and staff

The Lincoln Extended-day Activities Program is licensed by the Massachusetts Department of Early Education and Care.

LEAP Board of Directors

LEAP is a non-profit organization run by the parents and guardians of children enrolled at LEAP. All parents and guardians with children in the program are members of LEAP. A Board of Directors oversees program operations, while the Director handles the day-to-day management of the organization and its employees. Parent and guardian volunteers are welcome to join the Board or to serve on committees in which they may offer expertise in areas such as technology, fundraising, finance, and human resources. Any parent interested in joining the board should contact Julie Graves Jcgrvs@gmail.com

Board Roster:

President Julie Graves
Treasurer Roy Katz
Clerk..... Erica Gonella
Parent Representatives..... Julie Kim, Deanna Mori, Stacey Flannery

LEAP Staff:

Director Kathryn Hawkins
Assistant Director..... Louise Rocourt

Group Coordinators

Debbie Dellascio..... Kindergarten Coordinator
Jamie Faulkner..... 1&2 Grade Coordinator
Ashley Green..... 3/4 Grade Coordinator
Kristen Smith..... Middle School Coordinator

Group Leaders: Griffin Budd, Danny Halkett, Jordan Day, Marisa DeAmicis, Logan Hallowell, Becca Kupperstein, Jake Gotthelf

Assistant Group Leaders: Emily Gallagher, Taylor Sussman, Lucy Bergeron, Clara Vagner

Tuition payment, search fee, and late fee

Tuition payments are collected one month in advance of service. Bills will be distributed by the 10th of the month and tuition payments are due by the 24th of the month. If payment is not received by the end of the month, a late fee of \$15 will be charged. If tuition is unpaid by the end of the following month, you will not be able to send your child to the LEAP program. Children will be reinstated when tuition is paid. After two suspensions for non-payment of tuition during the LEAP year, your child will be terminated from the program.

Arrangements must be made with the Director and approved by the LEAP Board of Directors if payment cannot be made by the next billing date. If there is difficulty meeting the financial obligation, it is the responsibility of the parent or guardian to make special arrangements with the Director.

There will be a \$25 search fee if your child does not show up at LEAP and we have not received a call or email.

No credit will be provided for vacations or sick days.

LEAP is in session from the end of the school day until 6:00 p.m. It is important that you pick up your child on time as our staff members have other commitments at the end of the day. If you are late, a fee will be charged as follows: \$5 up to the first 10 minutes and \$5 for every five minutes after that. Please be prepared to pay upon arrival.

THE LEAP DAY

Typical daily schedule

LEAP staff members meet children in grades kindergarten through five at school at the end of each day and walk them to the program. Children in grades six through eight walk by themselves to LEAP, where they check in with a staff member upon arrival.

Monday, Tuesday, Thursday and Friday

- 3:00-3:45 p.m. Pick up, Meeting, Free-play (recess)
- 3:45-4:20 p.m. Homework time
- 4:30-5:30 p.m. Organized activities
- 5:30-5:45 p.m. Free-play and computer time
- 5:45-6:00 p.m. Clean-up, quiet time and prepare to go home
- 6:00 p.m. Parents' pick-up deadline

On Wednesdays, all children are released early from school, so our day is extended:

- 12:45 p.m. Lunch
- 1:15-1:45 p.m. Recess
- 1:45-4:00 p.m. Leap-wide theme day, Club activity, or field trip (descriptions below)
- 4:00-4:30 p.m. Snack and Homework
- 4:30-5:30 p.m. Organized activities
- 5:30-5:45 p.m. Free-play and computer time
- 5:45-6:00 p.m. Clean-up, quiet time and prepare to go home
- 6:00 p.m. Parents' pickup deadline

If your child needs to come to LEAP on a day that they are not scheduled, the cost is \$40 for a half day and \$60 for a full day. Please let the LEAP Director know about the need for extra coverage as soon as possible so we can be sure there is adequate staffing.

Field trips and after-school activities

LEAP goes on periodic field trips on Wednesday afternoons. Parents and caregivers will be notified about trips in advance. Our staff welcomes suggestions and occasional participation.

Our Wednesday activities usually conclude by 4:00 p.m. You will be notified if an activity will take longer (e.g., field trips). Let LEAP know if your child will be leaving early and cannot participate in the scheduled activity. If a child is going to enroll in any Lincoln Recreation Department program or afterschool activity, parents must inform the Director in writing so we can arrange a schedule suitable for him or her and walk your child to and from the activity if needed.

School vacations and snow days

LEAP provides care on the 180 days that Lincoln Public Schools is in session. It may be possible that other arrangements can be made through the Director and the Lincoln Recreation Department for non- school days and school vacation weeks. LEAP is closed on Lincoln Public School snow days, but will open if school is dismissed early due to inclement weather.

Vaca-Playdays

During the February and April school vacations, LEAP offers Vaca-Playdays for children in grades K-5 from 8 a.m. to 4 p.m. Vaca-Playdays is open to all Lincoln students, not just those who are already enrolled in LEAP. Kids will have the opportunity to get out of the house and hang out with friends in a relaxed and fun-filled environment at LEAP. Parents must register and pay by the Wednesday before Vacation begins. For more information and dates, please visit our website.

Snacks and lunches

Wednesdays and potentially some other days of the school year are early-release days when students are dismissed from school at 12:35 p.m. On these days, children have the option to buy pizza or bring their own lunches to LEAP. We provide at least one healthful snack for the children during the afternoon.

Tooth-brushing

The Department of Early Education and Care requires that all children who eat lunch or spend more than four hours in a day at a center brush their teeth. Therefore, in order to adhere to Massachusetts guidelines, children **MUST** brush their teeth on Wednesdays. Please send a toothbrush with your child's lunch and LEAP will provide toothpaste. We will return the toothbrush in child's lunch box. Please wash it and return it the following week. If you have any questions or concerns with this regulation, let us know. Parents and caregivers may opt out of this requirement in writing.

Transportation

Kindergartners are always met in their classrooms by LEAP staff members and walked to the LEAP building. All students in grades one through five are met by the LEAP staff at the school building and walked to LEAP. Children in grades six through eight walk to LEAP by themselves at the end of their school day and sign in with a staff member upon their arrival.

Parents must arrange their own transportation to LEAP for children who live in Lincoln and attend private schools. LEAP will assume responsibility for the child once they arrive at the program.

Transportation for field trips is provided by Doherty's bus service or by a qualified staff member.

In the event of a medical emergency, the EMT will determine how the child is to be transported to the hospital. If a parent, guardian or emergency contact person is unable to ride with the child in the ambulance, a LEAP staff member will accompany them and remain with them until someone arrives.

End-of-day pick-up is the responsibility of parents and guardians. LEAP **must** have in writing a list of persons or transportation services who may pick up a child. In emergencies, when another person **MUST** pick up a child, LEAP will contact the parent at a previously known number for confirmation, and the person will be asked to show photo identification. Please remember, there is a late fee for children picked up after 6:00 p.m., no matter who is picking them up. When a child is picked up, he or she must be signed out on the posted form.

CONTACTING LEAP

If a child is not going to LEAP on a scheduled day, or if he or she needs to go to LEAP on an unscheduled day, parents should call 781-259-0615, or email leap0615@gmail.com as soon as possible. LEAP has a 24-hour answering machine. All messages will be received and calls returned if necessary.

There will be a \$25 search fee if your child does not show up at LEAP and we have not received a call or email.

HEALTH, SAFETY, AND PARENT COMMUNICATION

Behavioral expectations

Self-discipline—the ability of a child to control his or her behavior—is the desired outcome of the LEAP discipline code. Cooperation between parents or caregivers and LEAP is an important step toward achieving this outcome. We work to create an atmosphere in which considerate and caring behavior toward others is expected and modeled in order to help maximize growth and development in all the children.

The LEAP behavior code falls into three categories and focuses on **RESPECT, SAFETY, and LAW**. It is our goal to make everyone at LEAP feel safe and secure. Staff members are committed to encouraging compliance with this code in a fair, consistent, and judicious manner.

Children are given praise for their positive behavior and in some circumstances may be granted special privileges.

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, including spanking; punishments which subject the child to verbal abuse, ridicule, or humiliation; denial of food, rest, or bathroom facilities; force feeding; punishment for soiling, wetting, or not using the toilet or forcing a child to remain in soiled clothing or remain on the toilet, or using any other unusual or excessive practices for toileting; or punishment related to eating or not eating.

Disciplinary action will be taken by LEAP when behavior becomes disruptive, destructive to property, abusive of other persons, and/or injurious to oneself or others. A child will be removed from the situation and the staff members involved in the incident will discuss the disruptive behavior with the child and give the child the opportunity to verbalize their feelings. The purpose of such action is to encourage the children to develop self-control through understanding. Staff members will try to determine the variety of factors that have led to this behavior and then make a determination as to where and how the child should be placed in the room.

If this procedure does not help change the disruptive behavior, the child will be asked to sit in time out until they feel ready to rejoin the group. If a child is asked to sit out for a second time, a staff member will decide when he or she is ready to rejoin the group. When these persuasive and supportive measures are unsuccessful, it may become necessary to remove the child from the LEAP room and call the parent for an immediate conference to determine what has brought about the child's disruptive behavior.

Behavioral code

Children are asked to help establish the rules, policies, and procedures that are based on reasonable and positive expectations along with common sense and allow us to do five things:

1. Be physically safe
2. Work together in common space
3. Respect others, including staff, peers, and property
4. Assure good health
5. Obey local and state laws

These listed expectations are not intended to be all-inclusive and disciplinary action may result from other conduct that is not stated within the five goals above.

The following expectations apply to all LEAP children. The general enforcement of the rules is the responsibility of the LEAP staff.

1. Children are expected to behave in an orderly fashion. Pushing, shoving, fighting, wrestling, screaming, swearing, disorderly conduct, and any other disruptions that interfere with the operations at LEAP are prohibited. This includes throwing sticks, rocks, snowballs, ice, and other objects. Cheating and lying will not be tolerated.
2. Children are expected to respond appropriately and to respect staff instructions and decisions. They are also expected to show respect for others.
3. Children will not take anything without permission that belongs to someone else or to LEAP.
4. Children will not alter or delete computer files belonging to others.
5. Children will not damage LEAP property and/or other students' property (e.g., no writing on walls, tables, or books).
6. Children will not bring objects to LEAP that are dangerous to other people and/or disruptive to the program.
7. Children will not leave the LEAP building or playground without permission from a staff member.
8. Possession and/or use of knives, fireworks, toy guns, handguns, illegal substances, and cigarettes are not permitted at LEAP or on the school grounds.

Because not every act of misbehavior can be anticipated, the LEAP Director may be required to make a judgment in handling certain acts of misconduct not covered in the behavior code.

When any of these expectations are abused, certain consequences will follow, depending on the severity offense.

1. A child will first be warned against future infractions. If behavior still persists, the child will be placed in time out and their parent will be spoken to.
2. A child will be removed from the particular situation and might be placed in a time out.
3. A parent will be notified of the behavior and a conference with the Director may be requested.

4. If damages are involved, the student will be responsible for performing repair work. A parent may also be responsible for paying for the damage.
5. In extreme or repeated cases, a child will be suspended for up to one week at a time from the program as determined by the Program Director at a parent conference. The child will be referred for services as described in our referral plan. If a child is determined to be harmful to others or themselves, they will be suspended until the parent has sought help for the child and LEAP receives written authorization from the child's parents and consultant (e.g., doctor, therapist, or social worker).
6. After the second suspension, a child will be terminated from the program for the rest of the school year.

Referral plan

LEAP will employ an independent social worker to provide training to all staff members who work with children. The social worker will also be available for periodic consultants if circumstances warrant. If that individual is not available, the LEAP Director will consult as necessary with the Lincoln Public Schools social workers, principals, nurses, and/or teachers. If the LEAP staff believes that a child should be referred for social, mental health, educational, or medical service including but not limited to dental check-ups or hearing or vision screening, they will consult with the Director and the following procedure is used:

1. Teachers will observe the child in a variety of activities and keep a log of the child's behavior and review the child's record before making a referral.
2. Parents or caregivers will be informed in writing of the concerns regarding their child. They will receive a brief, written summary of the program's observations and the efforts made to accommodate the child's needs. A meeting will be scheduled with the Director to discuss these concerns.
3. Parents will be informed of their rights under Chapter 766 of Massachusetts law.
4. The Director will offer assistance to the child's parents or caregivers in making the referral and shall have written parental consent before any referral is made.
5. The parent will be referred to the school social worker, principal, teacher, or nurse, who will refer them to the appropriate service.
6. The Director will maintain a written record of any referrals, including the parent conference and results.

The following persons or organizations are available to parents if necessary:

LEAP Health Consultant: JoEllen Altschaeff _____ 781-259-0615
 School Social Worker _____ 781-259-9404
 Department of Children & Families _____ 508-424-0100
 McLean Hospital _____ 617-855-2000

Abuse and neglect

If an accusation of abuse or neglect is brought against a staff member, the Massachusetts Department of Early Education and Care will be immediately notified and the accused staff member will be put on suspension and given two weeks pay, until an in depth investigation is completed.

If a staff member suspects that a child is being abused or neglected, they should immediately consult with the Director. If necessary, they should file a 51A report with the Massachusetts Department of Children and Families.

Children's records

All children's records are confidential. LEAP must receive written permission from parents or guardians to distribute and release information to personnel who have not previously been authorized by parents or guardians to receive the information. Parents or guardians may access their children's records at any time. All requests will be processed within two school days of the receipt of the request. Parents or guardians will be notified if records are subpoenaed. LEAP keeps a log that records release of information.

Insurance

LEAP carries two policies. The first is a General Liability Policy, including a transportation policy, which is required by the Lincoln Public Schools. This policy covers property damage on the premises. However, children's personal property is not included in this coverage. The second, LEAP's Accident Policy, covers children at all times while under the supervision of LEAP on the premises, on official LEAP trips, and while traveling in any vehicle driven by a LEAP staff member.

Emergency procedures

In the event of an emergency medical situation, the following procedure is followed:

1. Administer first aid
2. Contact EMT (911)
3. Contact parent or emergency contact person
4. Arrange to have child transported by the EMT
5. Bring health record and emergency release
6. If hospitalization is required, one staff member will accompany the child to Emerson Hospital or other appropriate hospital until a parent or emergency contact person arrive, if circumstances dictate

All LEAP staff members are certified in first aid. Someone certified in CPR is always available at LEAP.

Parent conferences, visitations, and communication

Conferences are not required, but the LEAP Director invites parents to meet the staff and discuss any concerns they may have at any point during the school year. If the Director or any staff member believes that a conference is necessary, they will contact the parent or guardian to schedule an appointment.

If a parent or guardian has a concern or complaint regarding anything that goes on during the program or the program's policies, they should bring it up with the Director for discussion. After the Director receives the initial concern or complaint, she will look into the situation and get back to the parent within two school days. If the parent is not satisfied with the result, they should contact the LEAP Board of Directors to pursue it further.

LEAP will provide parents with a midyear progress report.

Parents are encouraged to visit the program at any time, but please call ahead to be sure LEAP will be at Pod C and not at a special program. Parents are also invited to contact a member of the Board of Directors to discuss any issues they may have or just to chat about their thoughts on the program. Parent input is welcomed at any time. All parents who have children enrolled in the program become members of LEAP and are eligible to serve on the Board of Directors.

Mailboxes are located in the LEAP Pod, next to the main LEAP office. Please check them daily so you will be sure to receive communication from the LEAP staff in a timely manner. Communications and advertisements are also sent through email or added to the LEAP website. Please make sure the LEAP staff has a current and valid email address.

Medical information

Following is a summary of our healthcare policy. A complete copy of that policy is available upon request.

If a child is too ill to attend school, he or she will not be allowed to attend LEAP on that day.

All children must have regular physical examinations and immunizations as required for public school attendance on file with the Lincoln Public Schools. Any child under the age of seven MUST have a lead paint test on file with LEAP.

Administering non-prescription medication

If your child needs to take non-prescription medication, including Tylenol, during the LEAP program, please fill out the Special Medication Information sheet available in the LEAP office. All non-prescriptive medications require a doctor's order in writing. We will provide Tylenol if your child becomes ill and if you have granted us permission to do so. Other medication, including sun-screen lotion and bug spray, must be provided by the parent or guardian.

Administering Prescription Medication

If a child needs to take prescription medication during LEAP, you must fill out the Orders for Prescription Medication form available in the LEAP office or supply a copy of the form submitted to the nurse at the Lincoln Public Schools. The following information must appear on the form:

1. Parent or guardian permission giving explicit permission to have a LEAP staff member administer the medication.
2. If parents request that a medication be kept on hand for emergencies only, such as inhalers or Epi-pens, and if a child is allowed to self-medicate, a written parental consent and authorization from the physician must be on file. The LEAP Director may also request a parent conference.
3. Medication must also be labeled in its original container, with child's name, the name of the drug, and the directions for administration or storage.

If a child becomes ill or injured at LEAP

Parents will be notified immediately and medication will only be administered if written consent is on file at LEAP. If your child becomes ill, he or she will be given a quiet place to rest and will be cared for until you are able to come for him or her. Any child with a fever of 99.6 or higher will be sent home. A child will not be able to return to LEAP until they have been without a fever, vomiting, and/or diarrhea for 24 hours. If a child has been placed on antibiotics, they must remain at home until they have completed their first 24 hours on medication.

If a child is injured at LEAP, the following procedures will be followed:

1. Administer first aid

2. Contact EMT if necessary (911)
3. Contact the parent or emergency contact person
4. Arrange for any necessary transportation

If a child has an Injury at school

If your child has been injured at school and then comes to LEAP, the parent will be updated on the child's condition.

Communicable diseases

If a child contracts any of the following diseases, please follow the proper procedure and report the disease to the LEAP Director. The LEAP Director will then inform parents in accordance with the Department of Public Health recommendations.

CHICKEN POX: Exclusion from LEAP until all spots have crusted over and some of the crusts have begun to disappear (seven to 10 days after the first appearance of the rash).

CONJUNCTIVITIS: Exclusion until child is under treatment for 24 hours. **GERMAN**

MEASLES (RUBELLA): Exclusion for five days from onset.

IMPETIGO: Exclusion for 24 hours after treatment. Loose covering of exposed areas is recommended.

INFECTIOUS HEPATITIS: Exclusion for seven days after onset

LICE: Exclusion until hair has been treated with a lice shampoo and thoroughly combed with a nitcomb. Children **MUST** be checked by the school nurse before returning to LEAP.

MEASLES: Exclusion for three days from onset of rash.

MONONUCLEOSIS: Child may return when acute symptoms subside, usually one to two weeks. When the spleen is enlarged, exclusion from sports may be required by a doctor. The virus may be shed for three or more months and close contact (e.g., sharing cups and utensils) should be avoided. This disease is **NOT** highly contagious except through close contact.

MUMPS: Exclusion for seven days after onset of rash.

RINGWORM: Exclusion from school until child has been under treatment for 24 hours.

SCABIES: Exclusion until the day after treatment.

STREP THROAT and SCARLET FEVER: Exclusion for 24 hours after beginning treatment, which must continue for 10 days.

WHOOPING COUGH: Exclusion for four weeks from onset of illness **WITHOUT** treatment or seven days after antibiotic treatment has begun and symptoms have subsided.

PARENTAL COMPREHENSION AND COMPLIANCE FORM

This form must be signed and turned in to LEAP before your child' s enrollment is considered official.

I have read the LEAP Parent Handbook and understand the policies in the handbook. I understand that by signing this Comprehension and Compliance form, I understand and agree to comply with the policies stated in the handbook.

Name:Parent/Legal Guardian of:

Signature: _____ Date: _____