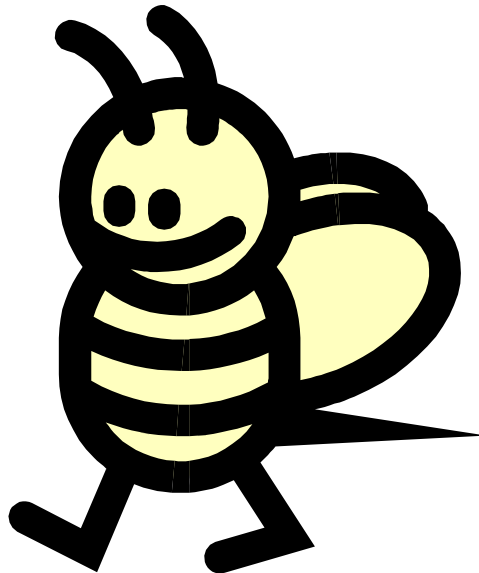




# **HORNETS AFTER SCHOOL PROGRAM 2022-2023**

**PARENT HANDBOOK**  
**DIRECTOR, HEATHER DEPRIEST**



**Manchester Memorial Elementary School**  
**43 Lincoln Street**  
**Manchester, MA 01944**  
**Recreation Line: 978-526-2019**  
**Heather's Line: 978-325-7105**  
**Fax: 978-526-2007**  
[www.mbtsrec.com](http://www.mbtsrec.com)

## **STAFF**

The program is a Manchester Parks and Recreation Program and is under the direction of Heather DePriest who has run the after school program since its inception in January 2007. Heather also serves as the Program Director for the Parks and Recreation Department.

The staff of the Hornets After School Program are chosen carefully and must meet the strict requirements of the Massachusetts Department of Early Education & Care, who is our licensing body. Qualities such as warmth, willingness to learn, patience, teamwork, flexibility, and professionalism are just some of the criteria used for hiring and evaluating the staff. We are very excited to begin another school year and look forward to your child joining us.

## **PHILOSOPHY**

The Hornets After School Program is a full time after school program that offers a safe, supportive alternative between school and home for the children of Manchester-by-the-Sea in grades K - 5.

## **NON-DISCRIMINATION**

The Manchester Parks & Recreation Department does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation or marital status.

## **ELIGIBILITY**

Children who are attending Manchester Memorial Elementary School who are in grades Kindergarten through Five are eligible to register for the Hornets after School Program. Children not attending Manchester Memorial Elementary School, but who can provide their own transportation to Memorial School can also participate in the program.

## **ACCEPTANCE AND HOURS**

The after school program meets at the Manchester Memorial Elementary School, 42 Lincoln Street, Manchester, MA, Monday through Friday, 3:00 - 6:00 p.m. Vacations, Holidays, and "No School" days are the same as for the Manchester-Essex Regional School District, and our program is closed during these times.

## **PARENT VISITS AND IN-PUT**

A parent or guardian is welcome to visit the center at any time. All suggestions are taken into consideration and parents are encouraged to add input to the class. A close rapport with parents is maintained.

## **REPORTS TO PARENTS**

All staff members are available for parent conferences by request. The staff cooperates with local grammar schoolteachers and guidance counselors when information is requested. Progress reports will be given by the Director once a year on your child's all around behavior in the program. Once given, we ask that you go over with your child and sign and return to the Director.

## **NOTIFICATIONS**

Parents are directly notified of changes, field trips, special events, communicable diseases, or anything concerning the child's program. Notices are sent home, phone calls are made, if necessary. Extreme changes in behavior patterns are noted. Our first consideration is the well being of the child.

**WEATHER:**

We will be going outside **EVERYDAY** unless Mother Nature will not allow us to. Please send your child with appropriate clothing every day. Snow = snow gear!!!

**PROGRAM CANCELLATIONS DUE TO WEATHER:**

On any day that school is cancelled due to inclement weather then the Hornet's After School Program is also cancelled for that day.

**LATE FEE POLICY:**

All little Hornets **MUST** be picked up by 6:00 p.m. **SHARP, as staff are off duty at this time.** Parents are allowed a five minute grace period. After 5 minutes the Hornets Late Fee Policy will come into effect. This policy is as follows:

Each additional minute that the child remains after 6:05 the parent will be charged a late pickup fee of \$2.00 per minute (i.e. – A parent picking up their child at 6:20 equals 15 minutes late and means \$30.00 is due.) The Hornets clock will be the determining factor as to exactly how much is owed. Any child that has more than a \$50.00 balance will not be allowed to return to the After School Program until the balance is has been paid in full.

**PROGRAM RULES & REGULATIONS**

It is very important that you and your child read the Parent Handbook Together! We will be reviewing the program policies with the kids but need your help to instill these policies. Knowledge is contagious.

**PROGRAM ABSENCES**

If on any day your child is going to be out sick or will be dismissed from school early and not coming to the program, we ask that you call us and let us know. You can email at [depriesth@manchester.ma.us](mailto:depriesth@manchester.ma.us) or call Heather's program cell phone at 978-325-7105 or the Parks & Recreation Department main line at 978-526-2019.

**VACATION WEEKS**

The Hornets After School Program does not run during the December, February or April School Vacation Weeks. However, the Parks & Recreation Department will have other programs and special events running during some of those times which have separate registrations to participate in them.



## **2022-2023 HOLIDAYS SCHEDULE - PROGRAM DOES NOT OPERATE:**

September 2 <sup>nd</sup> - 5 <sup>th</sup>	Labor Day
October 10 <sup>th</sup>	Columbus Day
November 11 <sup>th</sup>	Veteran's Day
November 24 <sup>th</sup> & 25 <sup>th</sup>	Thanksgiving Recess
December 26 <sup>th</sup> - January 2 <sup>nd</sup>	Winter Recess
January 3 <sup>rd</sup> -	Return from Winter Recess
January 17 <sup>th</sup>	Martin Luther King Day
February 20 <sup>th</sup> -24 <sup>th</sup>	Midwinter Recess
April 17 <sup>th</sup> - 21 <sup>st</sup>	Spring Recess
May 29 <sup>th</sup>	Memorial Day
June 14 <sup>th</sup>	Last Day of School

## **PROFESSIONAL DEVELOPMENT DAYS, PROGRAM DOESN'T OPERATE ON THESE DAYS:**

August 29<sup>th</sup> -30<sup>th</sup> – Teachers Days  
October 7<sup>th</sup> Professional Development Day  
November 10<sup>th</sup> – HS Professional Development Day

## **EARLY RELEASE DAYS**

Manchester Parks and Recreation offers Early Release Days at Memorial School, this is a separate program you must register for ahead of time at [www.mbtsrec.com](http://www.mbtsrec.com) . Once the program ends at 3:00pm, the Hornets after School Program starts.

September 21<sup>st</sup>  
November 9<sup>th</sup>  
December 7<sup>th</sup>  
January 13<sup>th</sup>  
February 1<sup>st</sup>  
March 1<sup>st</sup>  
March 8<sup>th</sup>  
April 5<sup>th</sup>  
May 3<sup>rd</sup>  
June 7<sup>th</sup>

## **BEHAVIOR MANAGEMENT**

Appropriate behavior is expected from all participants at all times in recreation programs. To ensure safe and enjoyable programs and facilities for all participants, the Manchester Parks & Recreation Department has developed the following code of conduct.

- Show respect to all participants and staff
- Refrain from using foul language and obscene behavior
- Refrain from causing bodily harm to other participants or staff
- Show respect for equipment, supplies, and facilities

The following guidelines have been developed to make recreation programs safe and enjoyable for all participants. Additional rules may be developed for particular programs as deemed necessary by staff. The Manchester Parks & Recreation Department strives to protect and respect the rights for all participants.

### **TERMINATION & SUSPENSION**

At the Hornets after School Program our goal is to see everyone succeed. Our plan is to avoid suspension and termination of children in our program, it is a last resort. If a behavior is deemed to be dangerous to other children or staff, an Incident Report will be completed by a staff member. The child's parent/guardian will be notified of the issue by phone or at the time of pick-up. Parents will be asked to review and sign the behavior form. One copy of the Incident Report will be sent home with the parent/guardian. A second copy of the Incident Report will be placed in the child's folder and the incident will be documented in the logbook. If three incidents are documented, the child's parent/guardian will be notified of a meeting with the Director and Site Coordinator. Parents/guardians and Hornets Staff will discuss ways to help the child. The main goal of the Hornet's staff is to work with the child and the parents/guardians to keep the child in the program. A positive approach will be used. The Manchester Parks & Recreation Department reserves the right to dismiss a participant (depending on the severity of the conduct).

If a behavior management plan has been developed through school, please inform the staff so we can support the effort.

### **DISCIPLINE**

A positive approach is emphasized and the making of moral judgments is avoided. The environment is child oriented, and there are no "do not touch" items. There is enough equipment to facilitate children's play and learning and there is appropriate supervision.

Issues for concern center on aggressive behavior towards other children, unsafe activities and destructive use of things. Some cases the child may need a short "time out".

On going behavior problems will be discussed with parents in informal meetings. Continual inappropriate behavior will be documented by staff, and parents will be informed of the situation. Parents will be required to pick up their child immediately if called because of inappropriate behavior. Parents will be notified if the child's behavior has warranted suspension. Suspension may result from the following behavior: fighting, physically hurting or attempting to hurt another child or staff intentionally, inability to regain control or temper, obscene or inappropriate language and or behavior, being disrespectful in an intense manner, continued lack of respect, bringing any type of weapon, leaving the program site and any situation, which the Director, within her discretion, deems inappropriate.

Three suspensions in one year may result in permanent expulsion. Once expelled, the child will not be readmitted to the program for the school year.

## **CHILDREN'S RECORDS**

A folder with all individual required information is kept on each child. This is available at all times to the health department, the Massachusetts Dept of Early Education & Care, or the parent when necessary. Information is not given out without a parent's permission. Folders will be kept for the required time period. A parent may add to or delete from a child's file at any time. No fee is charged if a record is transferred or requested.

## **PROGRAM PLAN**

Activities, which promote the child's physical, intellectual, emotional, and social well-being, and growth, are planned. Individual choice is allowed, and the staff encourages opportunities for decision-making, choices and independent time. Some of the activities included in the program are outdoor games, indoor gym games, arts & crafts, music, seasonal activities, and other special events planned from time to time.

### After School Program 5 Day Activity Schedule

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3:00-3:30- Check in- Snack Time  
3:30-3:45- Free Play- Lego/craft time  
3:45-5:00- Outside Time/ Gym Time  
5:00-5:25- Homework Time- Quite Reading Time  
5:20-6:00- Free Time/ Extra Homework Time if needed

Friday- Movie Day- Popcorn Served

As part of the program, we will have a set time each day for the children to work on their homework. Staff will be able to assist them with any questions that they may have. Homework time is 5:00 pm – 5:25 pm Monday - Thursday. Children who complete homework in this time frame are asked to quietly read books; The Hornets After School Program provides books and simple kindergarten work sheets. It's very important that you as the parent reinforce the importance of homework time at the after-school program. We will assist children with their homework. It is your responsibility to check it for accuracy.

## **FACILITIES AND EQUIPMENT**

The after school program has excellent facilities and equipment provided by the Manchester Parks & Recreation Department and the Manchester Memorial Elementary School. The program is inspected by the Massachusetts Department of Early Education & Care, which is the licensing agency for this program.

## **SNACKS**

The program will provide a healthy daily snack to all participants in the program. Please bring any dietary restrictions to our attention as soon as possible so we can accommodate your child's needs. **Please note that the Memorial Elementary School is a peanut free facility, due to a significant number of children who have severe peanut allergies.**

## **CHILD ABUSE/NEGLECT**

It is our responsibility as childcare providers to report any abuse or neglect performed on a child. We cannot turn our heads on a child that has been abused or neglected. Therefore, if abuse is suspected, Department of Social Services will be notified immediately. A 51A report will be filed alleging abuse or neglect. The program director will cooperate with authorities in all investigations.

## **REGISTRATION OF PROGRAM DAYS**

Parents have the option of signing their children up for the Hornets After School Program for 1 day per week, 2 days per week, 3 days per week, 4 days per week or 5 days per week. The monthly tuition is based on the number of days per week that the child is registered. If a child is only being registered for 1, 2, 3 or 4 days per week then the parent must identify which days that child will be attending. For example, if the child is coming 3 days per week they may choose to come on Monday, Wednesdays and Fridays. Any combination of days may be used but must be selected in advance. The days that the child is registered for will remain the same for the entire month but can be changed in subsequent months as long as space is available.

If, after you begin the program, you find that you need to change which days of the week that your child attends, you must submit a request in writing to the After School Program Director and she will let you know if space is available on the new day you seek. If you are not changing the number of days per week that your child is attending, then the request will be made immediately. However, if you are adding or subtracting days, the change will not go into effect until the next month.

## **TERMINATION / DAYS CHILD ATTENDS**

One-month (written) notice (on or before the first of the month, for the following month) is required by the parent. Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. One month's fees may be paid in lieu of one month's notice. Termination notice will NOT be accepted unless it's in writing.

Our childcare agreements can be terminated immediately for any of the following reasons (but not solely limited to):

- Failure to comply with the policies set forth in this book.
- Failure to comply with the payment contract.
- Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior.
- Non-Payment of childcare fees or late and/or recurring late payment of fees.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- If parents knowingly send their ill child to the program.

## **ILLNESS POLICY**

In order to care for your child and to protect all of our children, we ask for your cooperation and understanding regarding our illness policy.

A child, who shows any of the following symptoms, should be kept home until he/she is better and/or a physician has determined that they are no longer contagious.

- Temperature
- Diarrhea
- Vomiting
- Severe Coughing
- Discharge from eyes, redness (Conjunctivitis)
- Weeping or bleeding skin lesions that are not covered with a dry dressing.
- Swollen joints
- Visibly enlarged lymph nodes (neck)
- Stiff neck

If any of these symptoms occur while your child is in the after school program, you will be contacted and arrangements will have to be made for you to pick up your child and take him/her home.

Excludable Communicable Diseases:

- Chicken Pox
- German Measles
- Mumps
- Impetigo
- Measles
- Lice

If your child has any of the above-mentioned communicable diseases, you are required to keep him/her home for the duration of the illness (or until it is no longer contagious to other children).

Chicken Pox: Minimum exclusion, one week. Your child should not return until the rash is completely dry or crusted.

Impetigo: Children can come back after taking medication for 24 hours. Sores should be kept lightly covered until they have dried up.

Conjunctivitis: Your child can come in the day after prescribed medication is applied.



**IF YOU'RE CHILD STAYS HOME SICK PLEASE CALL OR EMAIL HEATHER DEPRIEST AND NOTIFY HER THAT YOUR LITTLE ONE WILL NOT BE ATTENDING HORNETS FOR THE DAY: [depriesth@manchester.ma.us](mailto:depriesth@manchester.ma.us) 978-325-7105.**

**COVID Guidance for COVID-19 Prevention in K-12 Schools from the CDC:**

**Updated August 5<sup>th</sup>. 2021**

**[HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/COMMUNITY/SCHOOLS-CHILDCARE/K-12-GUIDANCE.HTML](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html)**

**DESE COVID-19 Guidance, updated May 27, 2021**

**Symptoms may appear 2-14 days after exposure to the virus and may include:**

- Fever, chills or shaking chills.
- Signs of a lower respiratory illness (e.g., cough, shortness of breath, lowered oxygen saturation).
- Fatigue, sore throat, headache, body aches/myalgia, or new loss of sense of taste or smell.
- Other less common symptoms can include gastrointestinal symptoms (e.g. nausea, vomiting, diarrhea), rash, and inflammatory conditions such as “COVID toes”.

**Monitor for symptoms:** Stay home when sick: Staff must monitor themselves for symptoms daily and students, with the assistance of families, must also be monitored daily for symptoms. Staff and students must stay home if feeling unwell. Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are feeling sick.

**Wear masks:** Masking is a critical measure to contain the spread of COVID-19. We require all students and all staff to wear masks indoors and on school buses unless students receive a medical or behavior exemption. Masks must completely cover the nose and mouth and fit snugly against the sides of the face without gaps. When outdoors, students are not required to wear masks, even if they cannot maintain distance and regardless of the activity.

**Maintain strong hand hygiene:** Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal. Handwashing with soap and water for at least 20 seconds is the best practice. However, hand sanitizer containing at least 60% alcohol should be substituted when handwashing is not available.

**Maintain physical distance:** Since June 2020, DESE guidance has consistently noted that three feet in classrooms is a safe standard for physical distancing when masks are worn and other mitigation strategies are in place, based on guidelines from the World Health Organization<sup>1</sup> and the American Academy of Pediatrics.<sup>2</sup> Our guidance balanced the urgent need to bring students in the Commonwealth back to in person learning while minimizing the risk to students, staff, and their families. Three feet continues to be the minimum distance required between individuals when indoors. When outdoors, individuals should distance as feasible.

**Learn how to Isolation and quarantine:** <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-information#learn-about-isolating->

**Learn about testing for Covid 19:** <https://www.mass.gov/info-details/about-covid-19-testing>

**The Hornets after School Program with Manchester Parks and Recreation follows all Covid 19 Guidelines set in place with DESE and Manchester Memorial School.**

### **TRANSPORTATION**

Transportation to field trips and other off site special events is included in your tuition. The Parks & Recreation Department uses a school bus for field trips when possible. Other transportation may be used if no school bus is available.

### **PAYMENTS**

Listed below is the breakdown of tuition fees and when each month's payment is due. Payments are due in full on the 15<sup>th</sup> of every month for the previous months use unless a payment plan has been setup in advance with the Parks & Recreation Director.

Failure to make payment on time may result in termination. There is a \$10.00 late payment fee for any payment not made by the due date. Any checks returned by the bank will result in a \$25.00 returned check fee, and only cash, money order will be accepted for all future payments.

You are responsible for the entire monthly payment even if your child is out sick, you are away on vacation, or they are sent home due to illness or behavior. Please note that if you have more than one child in the after school program, there is a 10% discount on both children's monthly tuition rate. Drop in Fee (if available) - \$19.00 per day

### **MONTHLY PAYMENT SCHEDULE**

<b>Month</b>	<b>Five-Day</b>	<b>Four-Day</b>	<b>Three-Day</b>	<b>Two-Day</b>	<b>One-Day</b>
September 1	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
October 1	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
November 3	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
December 1	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
January 5	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
February 2	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
March 2	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
April 1	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
May 1	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00
June 1	\$335.00	\$280.00	\$225.00	\$160.00	\$99.00

### **Accepted Forms of Payment**

- Check or money order made payable to: The Town of Manchester
- Cash payments (in office only)
- Credit Cards (Visa/MasterCard/Discover/AMX)
- Payments are to be made at [www.mbtsrec.com](http://www.mbtsrec.com)  
10 Central Street Manchester, MA 01944

**\*The monthly cost of the program remains the same for the entire year. Some months your child will end up attending more days than they pay for and other months they will attend fewer days that they pay for. Over the course of the year, it balances out in your favor.**

Heather and all her staff really enjoy their job here at the after school program. Working with children is what we all do best! It's very important to always keep a clear line of communication. Please let us know if an issue comes up, we aim to please and your child always come first. We are very excited for another year!!!

Welcome aboard 😊

Heather DePriest & Staff