MPS Community Programs
21st CCLC After-School & Summer Programs
Parent Handbook
Enrollment Procedures:

Methuen Public Schools – Community Programs 21st Century Community Learning Centers After-School & Summer Programs (21st CCLC) are available to selected at-risk and struggling K-4 students in the Methuen school system that reside in the Tenney and Timony school districts. Children that typically meet that criteria are Title I, SPED, ELA, and/or Low-income students.

Children with special needs or disabilities will be accepted into the programs, providing that staff qualifications and abilities are such to be able to provide reasonable accommodations in our group care program and their attendance causes no undue hardships.

We suggest and encourage parents to attend our program open houses (usually the same day as the school open houses) and family events. You may make an appointment to visit prior to enrollment, which should be arranged with the 21st CCLC site coordinator at your child’s school. This will allow both the parents and the child to become familiar with the programs and meet the staff. All necessary information, including medical information, and permission/authorization forms must be on file prior to the first day of attendance by the child.

**Information contained in a child’s record shall be privileged and confidential. Methuen 21st CCLC may not distribute or release information in a child’s record to any unauthorized persons without the written consent of the child’s parent/guardian. Methuen 21st CCLC shall notify the parent/guardian if the child’s record is subpoenaed. The licensee shall maintain a permanent, written log in each child’s record indicating any persons to whom information was released.**

Registration forms are are sent home with your child and must be completed by the parent/guardian and sent back to your child’s school teacher. After full completion confirmation and review, the program staff will select and inform you of your child’s acceptance and starting date.

Philosophy:

Our programs are designed to provide children with a warm, caring, supportive, and loving environment that reflects Methuen’s commitment to success for all, and offers opportunities to complete homework, enjoy enrichment and physical activities, make choices, develop responsibilities, and stimulate their curiosity. Our efforts are directed toward developing a strong sense of community, with our environment becoming “the neighborhood” to which the children return beyond school hours. Your child will always be treated with consideration and respect, and in turn, will learn to treat peers and adults in the same manner. Emphasis will be given to making choices and understanding the results of those choices and to developing the social skills necessary for successfully integrating into “the neighborhood” at the appropriate developmental level for each child.

Our developmental goals are:

Social and emotional, with the intent to build self-confidence so that your child:

1.) becomes increasingly independent  
2.) enjoys other children  
3.) tolerates different points of view  
4.) follows a task through completion, and  
5.) copes with fears and frustrations in a constructive manner.
Cognitive, so as to stimulate and pursue curiosities so that:
1.) problem solving skills are challenged
2.) activities foster experiential learning and develop thinking skills, and
3.) ideas and objects are explored, using analytical skills.

Physical, so your child is able to continue to:
1.) build a sense of self in space
2.) coordinate large and small motor skills, and
3.) have fun!

Program Description:

Our programs are subject to the Methuen Public Schools policies, Grammar School Parent-Student Handbook, schedules and calendars.

After-School Program: Runs from 2:45/3:00pm to 5:30pm pick-up times. It includes a snack, physical activities, homework time, and enrichment activities (project-based and/or service learning).

Half-Day Program: CLOSED

Holidays: CLOSED

Snow Days: CLOSED Please note that snow days are not made up.

Vacation Weeks (February & April): Run Tuesdays through Fridays from 7:00am to 6:00pm and will be located at the Timony School only. Children will need to bring their own morning snacks and lunches. Afternoon snack will be provided.

Summer Program (typically July): Runs Mondays/Tuesdays through Thursdays typically starting at 8:00am. The program may run anywhere from 4 to 6 hours, depending on available funding. We are closed July 4th/celebrated date and will be located at one school designated by the superintendent. The schedule is subject to the MPS school calendars. Field trips are scheduled occasionally. We will inform you ahead of time regarding meal(s) and snack(s). The summer schedule, including field trips, is subject to change under the discretion of the Director. Parents will be given as reasonable a notice as possible of any changes.

Programs' Policies:

Attendance:

In the event your child will not attend the 21st CCLC Program as scheduled, parents must notify both the site coordinator or secretary and the school, so the safety of your child is assured. If your child does not attend 21st CCLC as scheduled, you will be called at home or work. For 21st CCLC, no credit is given for days of absence, e.g., illness, sick days, failure to attend, and vacations.

Program phone numbers:
Tenney: 978-722-9026, x4471
Timony: 978-722-9001, x3451
Community Program office: 978-722-6000, x1146
Release of Children:

Children will arrive at and leave the program according to the schedule on the registration form. Children will be allowed to leave with persons other than the parent only if permission has been given to the Director or Site Coordinator on the enrollment form or, in writing by the parent (This does not include bus/transportation drivers.). If a one-time exception is made to this schedule, the parent should provide the site coordinator with a signed note designating the person to whom the child should be released. Picture identification will be required of the designated person at the time of pick-up, in addition to the written permission.

Students who are dismissed from school prior to 11:45am (Lower School) will be prohibited from attending the program that day. Students who are dismissed from school after 11:45am (Lower School) will be allowed to return to our program only if they make arrangements with one of the coordinators ahead of time (by use of program change form or e-mail acknowledged by staff), including a vacation week drop-off and pick-up time, and the student meets program health requirements. Vacation drop-off time cannot be prior to our regular vacation week program hours.

*If a court restraining order is to be respected, a copy of the order must be given to the MPS Community Programs office.

Forms:

All emergency, authorization, field trip, authorized pick-up signatures and forbidden pick-up names must be completed in full and returned before your child enters our program. These forms must be updated if there are any changes (e.g., phone, employment, emergency, medical/health changes, etc.). The registration form must be completed in its entirety and include any medical/clinical/health issues your child may have, e.g., autism disorders, behavioral disorders, asthma, etc.

Family Changes:

We ask to be kept informed of any change or special situations at home. Since program children have long days, it is important for our staff to be aware of all changes, as fatigue combined with stress can cause behavioral swings. Communication is essential in providing for your child’s needs. All shared information is kept strictly confidential.

Schedule Changes/Withdrawals:

Schedule changes are typically not allowed. Rare instances of a temporary pick-up change must be approved by the site coordinator. If allowed, a Program Change Form must be completed before the change is to be effective.

Withdrawals from the program MUST be made on the Program Change Form (available on our MPS website link under Community Programs), completed, and submitted before the withdrawal date.

Please deliver/send forms to your child’s site coordinator or to the Central Administration Building, MPS – Community Programs, 10 Ditson Pl., Methuen, MA 01844.
Health:

The MPS RC programs are large programs that do expose your children to each other's contagious illnesses. Because of this, we have developed a health policy that is designed to protect the well children and support the speedy recovery of the ill children.

No child may be sent to our programs if they have a fever or a contagious condition. They may return only after they are fever free for 24 hours, are no longer contagious or, are free of vomiting or diarrhea for 24 hours. In case of accident or illness, a parent will be notified to pick his/her child up immediately. This decision will be determined by the site coordinator, director, and/or program nurse. *Please note:* the 21st CCLC program is not required to have a nurse on staff. Regardless, we will make every effort to have one working at one site throughout the year, pending sufficient funding.

We will notify you to pick up your child promptly. This requires that you or your local designated emergency person always be available. Written changes regarding the designated emergency person will be allowed at the discretion of the site coordinator, site coordinator designee (e.g., program teacher), or director. Failure to pick up a sick child can result in termination from the program.

Medication:

Please indicate on your child's medical form if your child has a known medical condition requiring daily medication. Medication may not be given by a staff member. No medication, e.g., an inhaler, may be sent with your child to self-administer, unless under a doctor's order, which has been reviewed and approved by the child's school nurse. In that case, medication shall be taken in the presence of the program nurse, if present, or the site coordinator/Coordinator designee. If your child requires medication in the afternoon and a program nurse is not available, a parent/parent's authorized [in writing] designee (non-program adult) would be required to personally administer it by making arrangements with the site coordinator. Otherwise, the child would not be able to attend our programs. For children with potential emergency needs, we will secure appropriate attention, according to the MPS guidelines and, if on record, a completed Extra-Curricular & Summer Programs Emergency Medical Information Form, e.g., call 911.

If a student has a condition which requires emergency medication such as an Epi-pen or Glucagon, such medication will be administered by the program nurse if she is present. If the program nurse is not present when the emergency arises, ONLY Epi-pens may be administered by a trained staff member, and otherwise the staff will follow emergency procedure as noted above.

Allergies:

Please indicate any/all allergies your child may have on the appropriate required forms, including the registration and enrollment forms.

Emergency Procedures:

The program attempts to provide a safe environment for your child in the school building or on the playground. Still, accidents do occur. In such events, first-aid will be administered by program staff and/or a nurse, if available. The responsibility for further treatment rests entirely with the parent and family physician. In cases of serious injury, an ambulance will be called to take the child to one of the nearest hospitals. Parents will be notified as soon as possible. Your child's records and a program staff member will accompany him/her to the hospital.
Abuse and Neglect:

All suspected or alleged incidents of child abuse or neglect must be reported by staff to the proper authorities immediately by telephone, and in writing within twenty-four (24) hours. Our program will cooperate fully with any investigation of the reported incident. Additionally, the following steps will be taken:

1. Upon notification of suspected abuse or neglect that involves a staff person, that person will be suspended immediately, pending the results of an investigation of the alleged incident.

2. Any staff person who observes or suspects neglect in the program must report it to the Director/Site Coordinator/Nurse of the program immediately, and follow up with a written report of the incident.

Referral Services:

When an issue of concern regarding a child occurs, the director or site coordinator (SC) and parent/guardian of the child will meet in an initial parent conference. The director/SC will identify the specific concern and share observations from day-to-day behaviors concerning the child. They will discuss the situation and the nature of the circumstances involved. The director/SC will work with the parent/guardian to identify what resources or referrals may be helpful or appropriate and available in Methuen and locally.

Field Trips:

All of our field trips are pre-planned to provide enriching experiences for our children. Parents will receive special notices indicating where the trip will be, and all of the particulars relating to it. Parents/Guardians of children in the program have already completed a field trip permission form, which applies to all field trips. Parents are responsible to inform the site coordinator if they do not wish to have their child attend a particular field trip. Parents may not pick-up children at field trip sites. If your child needs to leave early that day, they may not attend the field trip. Failure to adhere to this policy will subject the child to discharge from the program. Transportation will be provided by Methuen Public Schools’ designated carrier, currently Trombly Bus Company. A first aid kit will be taken on each trip.

Registration Fee:

A one-time, non-refundable registration fee of $15 is required for each student and is due at the time of registration. Make checks/money orders payable to Methuen Public Schools. We cannot accept cash as a form of payment.

All registration fees must be either delivered/sent with your child’s registration form or to the Central Administration Building, MPS – Community Programs, 10 Ditson Pl., Methuen, MA 01844.

Please inform your child’s site coordinator if you cannot afford a registration fee. No child will be excluded from the program if that is the case. No refunds are given for days of absence or program withdrawals.
In the event of a bounced check, parents will be responsible to pay tuition plus a penalty charge to the city treasurer’s office in the form of a bank check. After a second bounced check, our program will require all future payments in the form of a bank check or money order.

*Rates are subject to change, per superintendent’s approval.

**LATE PICK-UP POLICY:**

For 21st CCLC After-School Program, unless excused by the site coordinator or director, pick-ups after 5:30 pm will/may be assessed on the following basis:

- 5:30-5:40 pm: $0.00
- 6:00-6:10 pm: $20.00
- 5:40-5:50 pm: $5.00
- 6:10-6:20 pm: $30.00
- 5:50-6:00 pm: $10.00
- 6:20-6:30 pm: $40.00

For 21st CCLC Summer Program, pick-ups after scheduled closing time, unless excused by the site coordinator or director, will/may be assessed $1.00 per each minute late, after the first 5 minutes.

For each program, each family will be allowed two late pick-ups, with an appropriate time fee. A third late pick-up will/may result in withdrawal from the program.

If a family pick-up is late, no contact has been made with us, and we are unable to contact an emergency or alternate designated pick-up person, the Methuen Police Department will be contacted and arrange to pick-up your child. If an off-duty police officer is required to remain with your child, the tardy family may be billed directly by the Methuen Police Department. If such a fee is charged, it will need to be paid by the tardy family even if the call to hire is cancelled.

**Behavior:**

Our programs are available to referred at-risk and struggling K-4 children residing in the Methuen Public Schools Tenney & Timony districts and accept children on a one-month trial basis. Our policy is to encourage positive behavior through reasonable rules and guidelines that are presented to the children. Students are entitled to a pleasant and harmonious environment in our programs. Those children who display chronically disruptive behavior cannot be served. Inappropriate behaviors include those that repeatedly disrupt the flow of the program, physically or emotionally harm other children, abuse staff members, show actions as aggressors (Defined as: a student or member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.) or do not otherwise conform to the rules of the program. Such behaviors may include: teasing, threatening, verbal abuse, hitting, displaying unsafe or disrespectful actions, destroying property, using inappropriate language, consistently failing to abide by program rules or staff instructions after considerable reminders or requests. In order for our programs to clearly define our expectations of the students, we have developed a *Code of Conduct*. The code reads as follows:

1. Act in a safe way
2. Make good decisions
3. Respect staff, students, and property.

Additionally, MPS Community Programs adheres to the MPS Bullying Prevention and Intervention Plan (please see MPS district website – District – MPS School Committee Policies – JICFB-Bullying Prevention and Intervention Plan 2014).

The goal of developing the *Code of Conduct* is to ensure that staff and students are using a common language to define acceptable and unacceptable behaviors.
After reasonable attempts are made in working with a child to resolve inappropriate behavior, an incident report documenting the behavior will be given to the parent(s) and a copy kept in the child’s file.

1. After the first incident report, the site coordinator will arrange/have a conference with the parent(s) to discuss the situation. The parent(s) will then have the opportunity to talk over the issue and work out a solution with the site coordinator for their child.

2. After the second incident report, the site coordinator will arrange for a conference with the parent(s) and the child to discuss the situation and possible consequences, including suspension. A referral may be made to the parent for appropriate support services, if deemed necessary.

3. The third incident report regarding inappropriate behavior will result in either suspension or discharge from the program. In the event of suspension, before returning to the program, the site coordinator will arrange for a meeting with the parent and child to discuss the appropriate behavior needed to return to the program. Repeated suspensions will likely result in discharge from the program.

Depending on the level of severity of any incident, the student may be suspended or discharged from the program.

Since our expertise is in the field of teaching and programming, parents will be notified of behavioral problems needing further attention, and every effort will be made to help find support for the student/family.

**Exclusion: Removal from Programs:**

In addition to reasons/conditions stated previously, a child may be asked to withdraw from the program on the following grounds:

1. The program is unable to meet the developmental needs of the child, resulting in chronic disruption and/or unsafe situations for him/her or others in the program.

2. Any form of aggression which causes physical harm to other children or staff members.

3. Three late pick-ups.
MPS Community Programs
21st CCLC After-School & Summer Programs

PARENT HANDBOOK ACKNOWLEDGEMENT SHEET

Parents/Guardians must sign and date below to acknowledge receipt of the handbook. Parents are responsible to read and adhere to this handbook.

Student’s Name:_______________________________

School:_______________________________________

Parent/Guardian Name: _________________________
(Please Print)

Parent/Guardian Signature: _________________________

Date:_________________________________________