

# WINN BROOK EXTENDED LEARNING

## BEFORE SCHOOL & AFTER SCHOOL FAMILY HANDBOOK

2022 - 2023

At WBE<sub>XL</sub>, we understand that a brighter future starts with teaching our students to see the value in our cultural differences, as well as the importance of equity for all. Diversity is our greatest strength, and our mindset is to celebrate that with our students every day.

WINN BROOK EXTENDED LEARNING  
97 WATERHOUSE ROAD  
BELMONT, MASSACHUSETTS 02478

(617) 489-5153

WEB: [WINNBROOKEXL.ORG](http://WINNBROOKEXL.ORG)

ATTENDANCE NOTIFICATION EMAIL: [ATTENDANCE@WINNBROOKEXL.ORG](mailto:ATTENDANCE@WINNBROOKEXL.ORG)

**MARIDEL V. PERDOMO, DIRECTOR OF EXTENDED LEARNING PROGRAMS**  
EMAIL: [MPERDOMO@WINNBROOKEXL.ORG](mailto:MPERDOMO@WINNBROOKEXL.ORG)

## Table of contents

<b><u>QUICK REFERENCE</u></b>	<b>4</b>
<u>HOW TO CONTACT US</u>	4
<u>HOURS OF OPERATION:</u>	4
<u>PROGRAM LOCATION</u>	4
<u>CALENDAR</u>	5
<u>LATE PICK-UP POLICY</u>	5
<u>ATTENDANCE</u>	5
<b><u>WINN BROOK EXTENDED LEARNING</u></b>	<b>5</b>
<u>STATEMENT OF PURPOSE</u>	6
<u>OUR LICENSE</u>	6
<b><u>WHAT WE DO: PROGRAM INFORMATION</u></b>	<b>7</b>
<u>CURRICULUM</u>	7
<u>TYPICAL SCHEDULE</u>	7
<u>TRANSITIONS BETWEEN ACTIVITIES</u>	8
<u>WHAT SHOULD YOUR CHILD BRING TO WBExL?</u>	8
<u>SNACKS</u>	8
<u>HOMEWORK</u>	9
<u>FIELD TRIPS</u>	9
<u>COORDINATING WITH WINN BROOK PTA ENRICHMENT CLASSES AND OTHER ACTIVITIES</u>	9
<b><u>WHO WE ARE: ORGANIZATIONAL INFORMATION</u></b>	<b>10</b>
<u>STAFF</u>	10
<u>ADVISORY COUNCIL</u>	11
<u>ORGANIZATIONAL CHART</u>	12
<b><u>HOW WE WORK: PROGRAM OPERATIONS</u></b>	<b>13</b>
<u>ADMISSION TO THE PROGRAM</u>	13
<u><i>Alternative admission times</i></u>	13
<u><i>Students with disabilities</i></u>	13
<u>TUITION CONTRACTS &amp; SCHEDULE CHANGES</u>	14
<u><i>Add-a-day policy</i></u>	14
<u><i>Confidentiality and distribution of records</i></u>	14
<u>WITHDRAWAL PROCEDURES</u>	14
<u>TUITION AND FEES</u>	15
<u><i>Registration and tuition fees</i></u>	15
<u><i>Financial assistance</i></u>	15
<u>PROGRAM CONTACT, LOCATION AND FACILITIES</u>	16
<u><i>Phone and email</i></u>	16

<u>HOURS OF OPERATION</u>	16
<i><u>Weather-related school closings</u></i>	16
<i><u>Holidays observed</u></i>	17
<i><u>Early release days</u></i>	17
<u>ATTENDANCE PROCEDURES</u>	17
<u>END-OF-THE-DAY PROCEDURES</u>	18
<i><u>Parent pick-up and child sign-out</u></i>	18
<i><u>End-of-the-day transitions</u></i>	18
<i><u>Late pick-ups</u></i>	19
<u>MEDICAL AND EMERGENCY PROCEDURES</u>	19
<i><u>Illness and medications</u></i>	19
<i><u>Chronic health conditions or allergies</u></i>	20
<i><u>Referral services</u></i>	20
<i><u>Medical Emergency plan</u></i>	21
<i><u>Tooth brushing</u></i>	21
<u>COMMUNICATION BETWEEN FAMILIES AND WBExL</u>	21
<i><u>Newsletters</u></i>	21
<i><u>Meetings</u></i>	21
<i><u>Conferences and progress reports</u></i>	22
<i><u>Parent visits and family volunteers</u></i>	22
<b><u>WHAT WE EXPECT OF OURSELVES: WBExL CODE OF BEHAVIOR</u></b>	22
<u>BEHAVIOR GUIDELINES</u>	23
<i><u>Outdoor guidelines</u></i>	23
<i><u>Gym guidelines</u></i>	23
<i><u>School building guidelines</u></i>	24
<u>AVOIDING SUSPENSION AND TERMINATION</u>	24
<u>RESPONSIBILITY FOR TUITION IN INSTANCES OF SUSPENSION OR TERMINATION</u>	24
<u>PREVENTING ABUSE AND NEGLECT</u>	24
<u>COMPLAINTS OR CONCERNS</u>	25
<b><u>HOW WE GOVERN OURSELVES</u></b>	25
<u>ADVISORY COUNCIL COMPOSITION</u>	25
<u>ADVISORY COUNCIL MEETINGS</u>	26
<u>ELECTIONS</u>	26
<u>ANNUAL BUDGET</u>	26

## Quick Reference

### *How to contact us*

Phone: **(617) 489-5153**  
Student Attendance Notification: **attendance@winnbrookexl.org**  
Director-only email: **mperdomo@winnbrookexl.org**  
Mailing Address: WBExL: Winn Brook Extended Learning  
Before & After School Programs  
97 Waterhouse Road  
Belmont, Massachusetts 02478

...with an attendance or pick-up update:

call or text **(617) 489-5153**  
or email WBExL at [attendance@winnbrookexl.org](mailto:attendance@winnbrookexl.org)  
or online using our [attendance form](#)

...to arrange a meeting with the Program Director:

call or text **(617) 489-5153**  
or email Director at [mperdomo@winnbrookexl.org](mailto:mperdomo@winnbrookexl.org)

### *Hours of operation:*

Before School	7:30 am – 8:50 am
After School	3:00 pm – 6:00 pm
Wednesdays	1:50 pm – 6:00 pm
Early Release Days	11:50 am – 6:00 pm

### *Program location*

WBExL operates out of the Winn Brook cafeteria, on the Sherman St. side of the school. Drop-off for Before School and pick up for After School takes place in the school cafeteria unless otherwise specified. Students need to check in with a WBExL staff member upon arrival.

### *Calendar*

For Grades 1-4, WBExL begins on the first day of the school year. Kindergarten students start After School on the following Monday, their first full day of school.

WBExL follows the Winn Brook school calendar with these exceptions:

**AFTER SCHOOL IS CLOSED:**

- Day before Thanksgiving recess (Early Release Wednesday)
- Last Day of School (Early Release Day)

***Late pick-up policy***

Students must be picked up no later than 6:00 pm. The late pick-up fee (detailed below) is to be paid in full by credit card, check or cash at the time of pickup.

---

Late pick-up fees	
0-15 minutes late	\$20
15-30 minutes late	\$45
30-45 minutes late	\$70
45-60 minutes late	\$95

---

***Attendance***

**If your child attends school, but will not attend After School, we must be notified by email ([attendance@winnbrookexl.org](mailto:attendance@winnbrookexl.org)) or by phone (617-489-5153) or online using our [attendance form](#). If it is after 2:00 PM, please call or text the program phone number.**

Notes sent to the classroom teacher are not passed on to us, so please call or email WBExL directly to be sure we get the message.

If your child does not attend school, they may not attend Before School or After School under any circumstances. If your child needs to leave school for an appointment, please notify us if they will be returning in time to attend After School. Students must return to the program and check-in prior to 4:00 pm if they are to attend After School.

## **Winn Brook Extended Learning**

### ***Mission Statement***

Winn Brook Extended Learning (WBExL) offers before and after school programming for children attending Winn Brook Elementary School, kindergarten through fourth grade. It provides enriching educational and recreational activities and guides children toward positive interaction with others, respecting the individual needs of each child. We believe that children learn through developmentally appropriate, hands-on experiences and honor the essential value of interactive play. As a before and after-school program, we reinforce the social/emotional, physical, and academic learning that takes place during the school day. Diversity in enrollment and staff are welcomed and celebrated.

We encourage children to be independent, able to advocate for themselves, and to gain awareness of their own skills and feelings. In this context, we stress the importance of offering children a wide range of activities, along with a voice in choosing those activities. They have opportunities to explore old and new interests through a variety of clubs and are also able to initiate new clubs.

It is the heart of our mission to be responsive to the needs of the parents and children within the Winn Brook Elementary School Community. WBExL staff members work diligently to make our children's experience a positive one. We highly value collaboration between staff and parents, between the program and the school, and between the program and the community at large. We want parents to communicate with us often and to be engaged with the program. We strive to make each day special, remain attuned to the uniqueness of each child, offer nurturing and consistent care, and provide opportunities that enhance self-esteem. Our children feel safe, happy, and excited about attending WBExL.

WBExL is a program of Schools for Children ([www.schoolsforchildreninc.org](http://www.schoolsforchildreninc.org)), a private nonprofit educational organization that holds to the belief that by transforming learning, children's lives are transformed in powerful ways. The WBExL programming embodies this in the context of before and after school programming.

WBExL does not discriminate in providing services to children and their families on the basis of economic limitations, race, ethnicity or cultural heritage, religious or political beliefs, sexual orientation, marital status, or disability of a physical or mental nature. The Winn Brook School facility is accessible, and WBExL ensures access for children with disabilities who are enrolled in the program.

### ***Our license***

Winn Brook Extended Learning is licensed by the Commonwealth's Department of Early Education and Care (EEC). This handbook has been prepared according to EEC guidelines. Under the terms of its license, EEC may visit WBExL. Any reports of these visits are posted and all families are notified of any visit and/or report. Parents may contact EEC for information regarding the program's regulatory compliance history.

**Department of Early Education & Care**  
**360 Merrimack Street**  
**Building 9, 3rd Floor**  
**Lawrence, Massachusetts 01843**  
Phone: (978) 681-9684      Fax: (978) 689-7618

## **What We Do: Program Information**

Winn Brook Extended Learning: Before & After School Program offers a variety of supervised activities five days a week.

### ***Curriculum***

The evolving program is a result of the combined efforts of the WBExL staff, Advisory Council, support staff at Schools for Children, the children, and their families. WBExL provides safe and developmentally appropriate experiences that enhance students' growth and physical, intellectual, emotional, and social well-being.

*WBExL strongly encourages all children to be physically active every day.*

### ***Typical schedule***

WBExL uses several areas in the Winn Brook School, including the cafeteria, the stage, library, rooms 105, 110, 111, 112, 113, 208, the gymnasium, the field, and blacktop. A daily schedule is posted in the Winn Brook cafeteria to notify children of the activities for the day. The following is an example of a daily activity schedule with approximate activity times.

---

#### **Before School Schedule**

---

- 7:30-8:30** Parents check-in students at the cafeteria  
Children participate in quiet activities:  
Reading, board games, small art projects
- 8:00-8:30** Outdoor recess optional (weather Permitting)
- 8:35-8:50** Cleanup  
Optional snack is available  
Kindergarten students are escorted to their class lines  
Grades 1-4 report to classrooms
- 

#### **After School Schedule**

---

- 3:00-3:30** Check-In  
Snack (K,3), Meeting, and snack cleanup. Recess and Quiet Play (1,2,4)  
(PTA Enrichment classes are held from 3:00-4:00)
- 3:30-4:00** Snack (1,2, 4), Meeting, and snack cleanup. Recess and Quiet Play (K,3)
- 4:00-4:30** Choice (K,1): Gym, Outside, Joey's/Project/Playroom

Homework (mandatory for grades 2-4)

**4:30-5:45** Choice: Free Play/Outside/Projects/Gym/Clubs

**5:45-6:00** Clean-up and Quiet Activities

---

### ***Transitions between activities***

All transitions during the course of our day are made in a safe, timely, predictable, and unhurried manner. We plan and organize activities to avoid wait time. Students learn the activity schedule for the day during daily meetings. The daily schedule, snack, and staff onsite are listed on the board by the sign-out desk. Children are reminded of all transitions with a five-minute warning in order to allow them time to prepare and to assist with clean-up.

Before school transition: WBExL staff members bring Kindergarteners to their respective classrooms. Students in Grades 1-4 line up with their schoolmates and enter the building at the direction of Winn Brook School staff.

After school transition: A WBExL staff member picks up Kindergarten and First Grade students at their classrooms and escorts them to After School. Students in Grades 2-4 are dismissed from their classrooms and walk through the school building to After School on their own.

All students are also required to have a completed Transportation Plan on file with detailed information about how and when they arrive at and depart from the program. WBExL staff may not drive or escort individual students home or to other off-site destinations.

### ***What should your child bring to WBExL?***

We recommend students wear **sneakers** to ensure participation in all activities. We also encourage students to bring a **water bottle** to school with their name on it, for use throughout the afternoon. We encourage families to store a **change of clothing** in case of an accident at WBExL. Please put your child's clothing in a plastic bag and put your child's name on it. WBExL also has extra clothing on hand for students if needed.

### ***Snacks***

WBExL provides a time for students to have a snack within the first hour of arriving at the program. However, WBExL does not provide snacks. Students are encouraged to **bring a nut-free snack** from home. **WBExL only allows foods that are free of peanuts and tree nuts.** Please make sure we are aware of any food allergies your child may have.

### ***Lunch***

WBExL does not serve or provide lunch on early release days. However, we will provide a time for students to have lunch and an afternoon snack. A nutritious lunch

enables children to maintain energy throughout the early release day. Parents should pack a healthy and hearty, **nut-free** lunch for the early release days.

### ***Homework***

WBExL strongly encourages good study habits. We use a room for each grade 2-4, between 4:30-5:00 PM for homework, reading, and study groups. If any student is not done with their homework between 4:00-4:30 PM, a supervised quiet room is provided and kept open till 5:45 PM. If you have any concerns about your child's homework time, please do not hesitate to contact us. All students have successes and challenges with their homework, and we are here to help as much as we can.

All students in grades 2-4 are expected to work on their homework during After School. Homework time is supervised by WBExL staff and is available to assist all students with their academic needs. While we encourage students to complete their homework while at After School if possible, **the responsibility of homework completion belongs to the student and their family.** Please let us know if homework is not getting done to better assist our students.

Students may participate in quiet reading after they have finished their homework. The Kindergarten and First-grade students do not have a scheduled homework time but instead often participate in a quiet reading time after recess. A quiet space is also provided for reading time for older children.

Teacher classrooms are closed before 8:50 am and after 3:00 pm. **If a child forgets homework or other items in their classroom, they will need to wait until the following day to retrieve them. Please do not ask WBExL staff to enter teacher classrooms to retrieve forgotten items.**

### ***Field trips***

If WBExL plans any type of field trip, families will be given complete information about date and time, destination, transportation arrangements, costs, and any other special arrangements. In most cases, a child's participation in a field trip is optional, and if attending, will always require written permission from the child's parent or guardian.

Families will be asked to complete authorizations two weeks in advance for field trips requiring transportation. WBExL typically uses rented school buses for longer trips to museums or zoos, for example. We also may use the MBTA bus and subway system for field trips. This information will be made available as part of the field trip permission slip. Walking field trips to nearby locations are authorized through the Student Information form that all parents fill out each year. Information regarding field trip plans will be included in WBExL newsletters.

### ***Coordinating with Winn Brook PTA Enrichment Classes and other activities***

WBExL children may participate in PTA enrichment classes and activities such as scouts, tutoring, or team sports held at the Winn Brook School or other locations. The PTA Enrichment Coordinator provides WBExL with a roster for each session of classes. WBExL updates our attendance to note each student's late arrival time.

Students attending enrichment classes must report to After School when the class is over at 4:00 pm (2:50 pm on Wednesdays and 11:50 am on early release days). **If a child is picked up directly from the enrichment class and will not be attending After School that day, it is very important that parents inform the program.** Those children who stay will be allowed to have a snack from home that is nut-free when they arrive at WBExL. Children who participate in these enrichment classes are under the care and responsibility of the PTA Extracurricular Program until they check-in with the After School program.

It is important to note that students participating in Belmont youth soccer programs may change into their soccer gear prior to signing out from WBExL. Staff may guide them in this and can help with cleats, but will not be allowed to enter the bathrooms to assist with changing clothes. **Parents are NOT allowed in the student bathrooms under any circumstances.** Once a student has been signed out from WBExL for soccer practice, that student will not be allowed to return to the WBExL program (see attendance guidelines on page 5).

## **Who We Are: Organizational Information**

The Winn Brook Extended Learning Program is an official program of Schools for Children, Inc., a local non-profit program. ([www.schoolsforchildreninc.org](http://www.schoolsforchildreninc.org)). The organization is governed by a voluntary Board of Trustees which, in turn, elects representation to the Advisory Boards and Councils of its schools and programs. The WBExL Advisory Council plays an active role in supporting and shaping the growth of this program. Members are drawn from the parent community of the Winn Brook Elementary School as well as from the local business community. It is recommended that the number of Advisory Council members represent at least ten percent of the total families in the program.

### ***Staff***

**WBExL meets or exceeds the requirements of staff-to-student ratios as required by our license. EEC requires a staff-to-student ratio of 1:13, but WBExL generally maintains a staff-to-child ratio of 1:10. All staff members meet or exceed the qualifications required by our license.**

Background record checks (DCF, CORI, SORI and fingerprinting) are conducted for each WBExL employee prior to hiring.

### ***Program Director***

Please contact the Program Director regarding any of the following:

- Administrative issues, including schedule changes, problems paying tuition, or financial concerns
- A child's behavior issues, including homework and socializing
- A child's needs, including food allergies and medications
- Concerns regarding the staff or to arrange a meeting with any staff member.

Appointments for conferences with the Program Director can be made by phone at **(617) 489-5153** or by email at [mperdomo@winnbrookexl.org](mailto:mperdomo@winnbrookexl.org).

If you need receipts of tuition payment or tax information, please contact the SFC Accounting staff Lisa Blaustein at 781-641-5554 or [lblaustein@schoolsforchildreninc.org](mailto:lblaustein@schoolsforchildreninc.org). Messages for Ms. Blaustein may be left at the WBExL office, sent by email, or mailed to:

**Winn Brook Extended Learning**  
**97 Waterhouse St.**  
**Belmont, MA 02478**

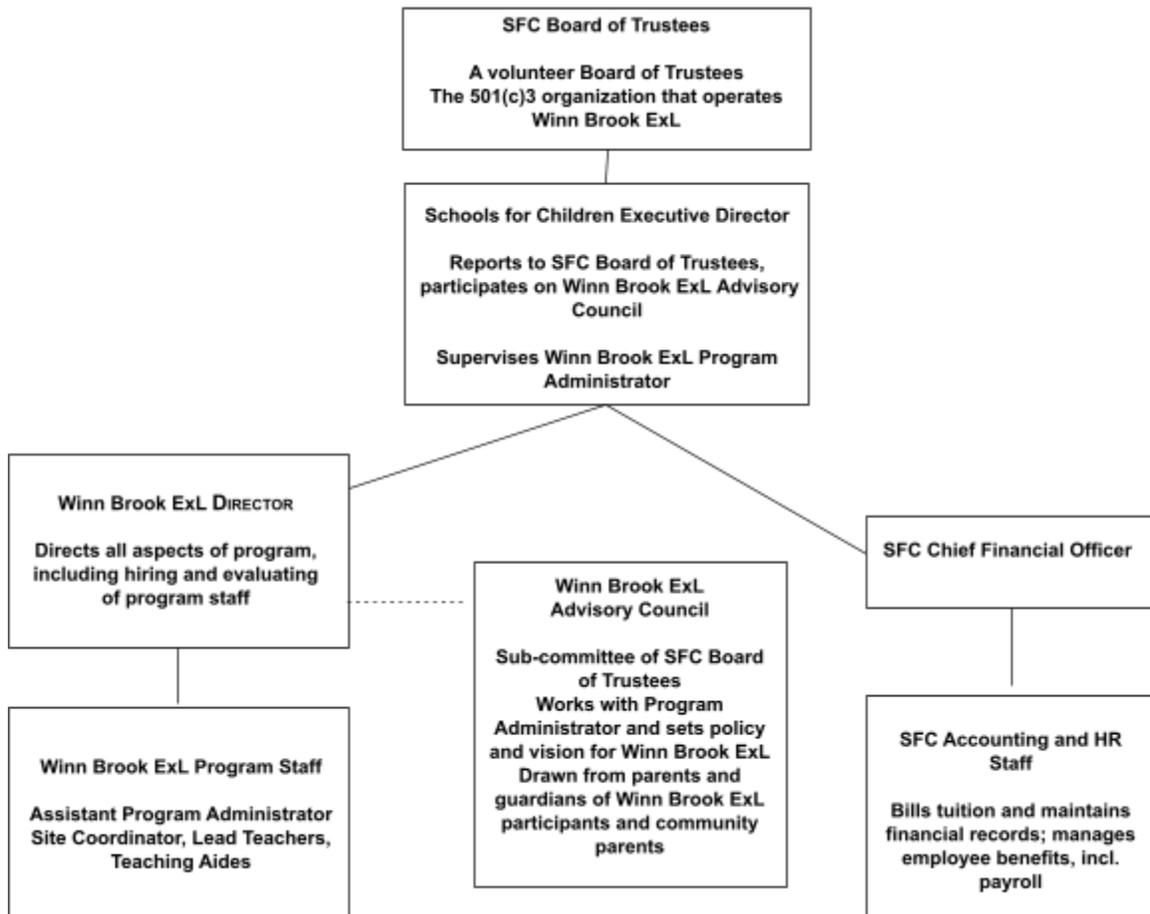
or

**Schools for Children, Inc.**  
**8 Winchester Place, Suite 202**  
**Winchester, MA 01890**

### ***WBExL Advisory Council***

This Council is a designated sub-committee of the Schools for Children Board of Trustees. Members are recommended by the Advisory Council and are voted on by the full Board of Trustees. Members are typically drawn from the parents or guardians of children participating in WBExL. The exact composition of the Council is determined annually by the existing members, based on their best understanding of the needs of the program and the efficient and productive functioning of its advisory body. All Advisory Council members are bonded and insured through SFC's general liability insurance.

### Lines of authority and responsibility that govern Winn Brook Extended Learning



### How We Work: Program Operations

Winn Brook Extended Learning serves the Winn Brook community by providing reliable, affordable, high-quality childcare before and after regular school hours. To

accomplish this, we have policies designed to promote stable enrollments and thereby support long-term planning, careful budgeting, and program continuity.

### ***Admission to the program***

Admission application dates for the year to come are announced by the end of April. A tuition and fee schedule for the following year is included with the application form. A tuition deposit of \$250 and a non-refundable application fee of \$50 are required at the time of application. **Deposits for children offered admission to the program are non-refundable after July 1, and will be deducted from the last tuition payment of the year due in May.**

### ***Contractual Obligation***

**Once a family signs a contract, should they withdraw their child(ren) from the program before the end of the school year, they are still responsible for paying the remaining balance of the signed contract.**

### ***Alternative admission times***

If space allows, families may be admitted to the program during the course of the school year. Requests for admission must be made to the Program Director. Upon admission, late registrants are required to pay the nonrefundable tuition deposit of \$250, a nonrefundable registration fee of \$50, and tuition for a full two-month tuition period.

### ***Students with disabilities***

WBExL welcomes Winn Brook Elementary School applicants and makes reasonable accommodations to welcome or continue to serve children with disabilities.

Parents/guardians must notify WBExL of any special needs or Individual Education Plans (IEP's) so that we can determine the appropriateness of our program for their child. If your child requires special accommodations, please describe the following in your child's application:

- Changes or modifications necessary for your child's participation in daily activities.
- The appropriate group size and staff/child ratio for your child which has been in place pursuant to your child's current IEP.
- Relevant special equipment (materials, ramps, or an aid) that your child needs.

With parental consent, WBExL may also seek additional information about accommodations from the Belmont Public Schools and relevant early intervention, health or service providers.

When reviewing our ability to serve a child with disabilities, we consider several factors. These factors include the nature of a child's disability, the ability of WBExL and the child's parent or guardian to secure additional funding or resources to support those accommodations, WBExL's program, financial resources and staffing capabilities, and

whether the required accommodation alters the fundamental nature of the program or creates an undue hardship on the program.

WBExL will provide written notification to the parent/guardian within 30 days of the receipt of authorized and requested information if it has been determined that the accommodations required to serve the child are not reasonable or would cause an undue hardship to the program. If that is the case, we would ask the parent to seek assistance from the Belmont Schools Department of Special Education regarding any support they may be able to provide.

### ***Tuition contracts & schedule changes***

The tuition contract details the family's tuition and billing procedure. Upon entering the program, each family is responsible for a full ten-month's tuition for the days a child participates in the program. If your child joins the program mid-year, the family will be financially responsible for the remainder of the school year. Requests for changes in a child's enrollment schedule must be made in writing or via email to the Program Director.

All schedule requests are reviewed by the Program Director with regard to the availability of space in the program. Tuition will not be refunded for student absences.

WBExL cannot allow families to substitute or switch participation days due to absences or changes in a student's activity schedule.

### ***Confidentiality and distribution of records***

All records pertaining to children that are kept by the WBExL are privileged and confidential. Unless required by law, WBExL must receive written parental consent to share, distribute or in any way make available records to any person other than a member of the staff. WBExL keeps a written log of record requests, and notify a child's parent or guardian of any request.

### ***Tuition and fees***

Tuition may be paid in full at the time of registration or by August 1, 2022, or select to pay in TEN installments, due monthly the first day of the month. If the installment plan was selected, your credit card will automatically be charged on the 1st day of the month, beginning on August 1, 2022. **WBExL charges a \$25.00 fee for returned checks and a \$25.00 late fee for payments received 15 or more days past the due date.** Please contact the Program Director if you would like to arrange an alternate payment schedule (for example, bi-monthly, one-time payment, etc.). **If tuition payments are 30 days late or more, your enrollment contract is subject to termination, and you will still be responsible for the terms of the contract.**

All questions regarding payment of tuition must be addressed to the Program Director. Receipts for payment made can be obtained through the SFC Accounting Staff.

### Registration and tuition fees

---

#### REGISTRATION FEES

Application Fee	\$50
Tuition deposit (applied towards last month of tuition)	\$250

**Note that the tuition deposit is non-refundable after July 1<sup>st</sup> (see contract)**

#### TUITION and FEES

Tuition and fees are recommended by the WBExL Advisory Council and approved within the budget adopted by the SFC Board of Trustees and are published by June of each year. The tuition rates and a detailed billing plan are provided to all families with their enrollment registration packet.

---

### ***Financial assistance***

Families may be eligible for subsidy of child care services through state and community-based programs listed below. Further information is available from the Program Director.

Department of Social Services (DSS) Subsidized Child Care: DSS provides child-care assistance on a sliding fee scale to families that meet both financial and service need eligibility guidelines. Families must be enrolled in DSS to receive assistance. Please see the Program Director for information or contact DSS at **(781) 641-8500**.

The Voucher Program, administered locally by the Child Care Resource Center, provides financial assistance for child care to eligible families. Contact telephone number: **(617) 547-9861**.

A limited number of reduced tuition slots may be available through WBExL. Financial assistance, if available and approved, will take the form of partial tuition waivers. Because funds for financial assistance come from voluntary contributions by individuals, businesses, and institutional sources, available funds vary from year to year. Eligibility for financial assistance is determined based on income and family size, and awarded if families meet deadline requirements. Any applications made after the deadline will be awarded only if funds are available and on a first-come, first-served basis. The Program Director in conjunction with the Advisory Council, decides the availability of program financial assistance, and also makes individual award decisions based on EEC guidelines and budgetary concerns.

***Program contact, location and facilities***

WBExL operates daily out of the cafeteria, Room 105, 110, 111, 112, 113, 208, and uses additional shared spaces within the school, such as the library and the gym. Children report to the cafeteria for attendance and snack time.

***Phone and email***

WBExL’s telephone number is **(617) 489-5153**. Our primary email address for student attendance is **attendance@winnbrookexl.org**. This address should be used for all contact regarding attendance updates.

If there is a last minute attendance update after 2:00 pm, please call or text **(617) 489-5153** instead of using email.

If you need to contact the Program Director regarding private or sensitive matters, please use **mperdomo@winnbrookexl.org**.

***Hours of operation***

Before School	7:30 am-8:50 am, Monday-Friday	when school is in session
After School	3:00 pm-6:00 pm, on Monday, Tuesday, Thursday, Friday	when school is in session
	1:50 pm-6:00 pm, on all Wednesdays	
	except 11:50 am-6:00 pm	on Early Release Days

***Weather-related school closings***

WBExL is closed for the day when Belmont Public Schools are closed because of snow or emergency weather. The After School Program operates as usual on days when the opening of school is delayed due to inclement weather. **Before School is closed if there is a delayed opening.**

In the rare event that school is dismissed early due to weather, the After School Program staff works with school officials to inform WBExL parents that children need to be picked up and cooperates to supervise children until they are picked up.

***Holidays observed***

WBExL is closed when school is not in session during holidays and school recesses (December, February, April and Summer recesses). ***In addition, After School is also closed on the early release days scheduled for the day before Thanksgiving recess, and the last day of school.***

### ***Early release days***

The Belmont School system schedules several elementary school early release days each school year. These days are used for parent/teacher conferences, curriculum, and staff development.

### ***Attendance procedures***

WBExL informs Winn Brook classroom teachers at the beginning of the school year which children are attending WBExL. Winn Brook teachers and WBExL staff make sure that children know how to check in to After School, and the teachers assist the children for the first weeks of the school year. WBExL staff escort Kindergarten and First Grade students to After School throughout the school year.

**When children are absent from school you NEED to inform WBExL that your child will be absent from the After School Program that day by either calling, texting the program phone or via email at [attendance@winnbrookexl.org](mailto:attendance@winnbrookexl.org) or using the online [attendance form](http://winnbrookexl.org/attendance-form) at [winnbrookexl.org/attendance-form](http://winnbrookexl.org/attendance-form).**

You are responsible for notifying WBExL by telephone call, text message, or an email if your child:

- Is dismissed from school unexpectedly or for a scheduled appointment
- Attends school but will not be attending WBExL
- Will be attending a non-WBExL/PTA program at Winn Brook School

If your child is absent from school because of illness, your child cannot attend WBExL.

All children are expected to check in at 3:00 pm immediately after school dismissal each day unless the staff is otherwise notified. WBExL staff takes attendance every day and every child must be accounted for by 3:15 pm. If a child cannot be accounted for, the staff begins an extensive search. We consult classroom teachers, contact parents and guardians, search the school grounds, and ultimately inform public safety officials. Under certain circumstances the staff calls the police immediately.

### ***End-of-the-day procedures***

#### ***Parent pick-up and child sign-out***

All parents/guardians sign their children out from the program at the Front Desk. Children may be picked up and signed out at any time during program hours. Children must be picked up before the end of the WBExL day at 6:00 pm. All children must assist in the clean up of program space and equipment, so please factor this into your pick-up time. **For the safety of the children, U-turns are NOT allowed on the Cafeteria driveway located on Sherman St. at any time.**

**We must be notified DAILY when anyone besides a child's parent/guardian will be picking up. If you have a permanent pickup schedule, please let us know and we can update our calendar. WBExL will not release children to unauthorized persons. For safety purposes, the staff will request photo ID from people unfamiliar to them**

**who are sent to pick up children. The minimum age for alternate pickups is 12 years old.**

If there is anyone who should not pick up your child from the program, including anyone subject to a restraining order or other court orders, please notify us in writing. In the event that a person prohibited from picking up a child attempts to do so, WBExL will notify the police.

Children aged nine years and older may sign out of WBExL to walk home by themselves with prior family permission. We are, however, not able to allow them to sign-out younger siblings to join them. The Authorization to Leave Form asks for a detailed description of the conditions under which your child may sign-out and leave the program. We recommend against children walking home in the winter because it is dark early, there are no street crossing guards, and in some neighborhoods there are no clearly defined sidewalks. We encourage families to form a backup pickup system with other families in the program who live in their neighborhood. Please see the Program Director for assistance.

WBExL staff members are prohibited from driving children home or to other off-premises locations.

Our license and insurance requires that children who are not enrolled in the program may not enter the program space, use WBExL equipment or be supervised by WBExL staff.

***End-of-the-day transitions***

The end-of-the-day transition is sometimes difficult for children. Parents or guardians frequently have difficulty getting a child to wrap up activities and leave the program. Please ask us for help at these times. It is often easier for us to handle this transition, and allows you to start your evening with your child on a better note. Students are required to assist in cleaning up their activity materials before they leave the program, so please allow for this time.

***Late pick-ups***

The WBExL day ends promptly at 6:00 pm.

The Program Director and members of the staff will remain with any child not picked up by 6:00 pm. One staff person will attempt to call the family and emergency backup numbers and the other will stay with the child. **Students must be picked up no later than 6:00 pm. The late pick-up fee (detailed below) is to be paid in full by check or cash at pickup time.**

Late pick-up fees	
0-15 minutes late	\$20
15-30 minutes late	\$45
30-45 minutes late	\$70
45-60 minutes late	\$95

If you are consistently unable to make the 6:00 pm pick-up time, please make alternate pick-up arrangements. Under our agreement with the school department, we must have our rooms cleaned and secured by 6:00 pm. Staff have outside commitments, including family, school, work and other activities. Please adhere to the pick-up time of 6:00 pm.

Children sometimes worry when parents are late. Please call us if you know you will be late. This helps us in reassuring your child that you are on your way.

If you know that 6:00 pm is not a time that can work for your schedule on a regular basis, please see the Program Director.

### ***Medical and emergency procedures***

WBExL requires that you provide telephone numbers where you can be reached in case of a medical emergency, as well as telephone numbers of other people to be called in case you cannot be reached. Our family information form includes authorization for WBExL staff to obtain emergency medical treatment for a child at an appropriate medical facility if a parent, guardian, or designated alternative emergency contact person cannot be reached.

### ***Illness and medications***

Please do not send your child to WBExL when she or he is ill. If your child becomes ill during the school day and should not attend WBExL, you will be notified and asked to pick up your child. If your child becomes sick while at WBExL, you will be notified and asked to pick up your child. A staff person will remain with your child in an area isolated from other children until you arrive.

**The WBExL staff communicates with the school nurse regarding student illnesses. If a student is sent home with a fever or other significant illness, they should not return to school until they have been symptom free for 24 hours.**

If your child has or has been exposed to a communicable disease or condition (such as chicken pox or head lice), you must inform the Program Director so that other WBExL families can be notified.

The WBExL staff is all trained in Red Cross Approved First Aid and CPR. In addition, staff members on site are also trained in medication administration.

If your child requires prescription, over-the-counter, or emergency medication to be administered during the program hours (including, for example, an epi-pen or inhaler), please take the following steps. Any medication must be:

- In its original container with the prescription label and expiration date. (WBExL requires to have the full medication with labels and expiration separately from the school *e.g. Both epipen in original box & label attached*)
- Accompanied by Doctor's Plan from the prescribing physician or nurse practitioner if prescribed, along with directions of application.

- Accompanied by written parental or guardian permission to administer the medicine. Please contact the Program Director for appropriate forms.

\*Any additional COVID-19 guidelines will be distributed to families via email as necessary

**\*If your child's medication expires mid-school year, WBExL will require new medication prior to expiration date.**

### ***Chronic health conditions or allergies***

Children who have chronic health conditions or allergies must complete an Individual Health Care Plan that includes detailed information about the condition and the required treatments.

Our detailed Health Care Policy, as required by our license, is available to families upon request.

### ***Referral services***

WBExL staff is responsible for informing the Program Director of any observed social, mental health, educational or medical (including dental or vision) concerns during program hours. Prior to making appropriate referral, WBExL staff and the Program Director may observe and record a child's behavior and review a child's record, and will prepare an incident report that identifies the reason for referral, a summary of observations, and descriptions of efforts to accommodate a child's needs. The report will then be presented to a child's parent or guardian. The Incident Report must be signed by the reporting staff, Program Director, and a child's parent or guardian to indicate that the program has shared the report with you.

With your consent, the Program Director would then assist you in making the appropriate referral. We keep a current list of referral services in the Belmont community, including a contact for Chapter 766 and Early Intervention program services.

### ***Medical Emergency plan***

In the case of an individual medical emergency, we follow these steps:

1. A staff member calls parents or guardians, emergency contacts, and/or physicians as listed on a child's emergency medical form. \*\*\*If necessary a staff member will call for an ambulance immediately.
2. If we are unable to reach a child's parents, guardians or emergency back-up people, an ambulance will be called. A staff person will accompany the child in the ambulance to an appropriate medical facility.
3. A written accident/emergency report is submitted to the Program Director with copies provided to parents, the child's file, and the EEC.

### ***Emergency Response***

WBExL follows the Belmont Public Schools Emergency Response Manual in the event of a general emergency. The procedures are detailed in the WBExL Health Care Policy (available from the Program Director upon request)

The program runs practice fire drills and ‘lockdown drills’ at regular intervals. The children will be required to react as though a real emergency is occurring. Children will evacuate the school building using the closest exit. During after-school hours, all WBExL children will promptly be led to the field area by staff. Attendance will be taken at this point. Any missing children will be reported immediately to the Program Director and to the fire department (not during practice). The Program Director will give a signal to indicate a safe return to the building.

### ***Tooth brushing***

The admission packet includes a Tooth Brushing Plan that parents must complete to indicate whether they would like their child to brush their teeth on Early Release Days. The student must bring their own toothbrush and toothpaste to school on that date if they wish to brush their teeth. EEC regulations require that childcare programs provide an opportunity for children to brush their teeth if they consume a meal and/or are in childcare for over 4 hours. This regulation applies to WBExL only on Wednesdays.

## *Communication between families and WBExL*

### ***Newsletters***

Newsletters, program updates and other reminders are sent via email. These newsletters provide calendar updates, notification of upcoming activities and events, and general announcements. The online calendar and news features are also used to keep families aware of key events. Families and children are encouraged to contribute announcements and ideas to these newsletters.

### ***Meetings***

All Advisory Council meetings are open to all program families and meeting notes are available upon request. Please check emails, the online calendar and newsletters for more information.

Children participate in a daily meeting, where they learn about the day’s schedule, contribute ideas for snacks, projects and activities, and work out problems as needed.

Staff meetings are held regularly to be in constant communication and in order to further develop the program.

The WBExL staff is in daily contact with families. You may schedule additional conferences with the Program Director and/or members of the staff. Arrangements must be made through the Program Director. A record of each conference is placed in the child’s file. All files are confidential and are available for review by parents/guardians.

Progress reports for each child enrolled in WBExL will be completed annually, at the midpoint of the year, to evaluate the child’s growth and development within the

parameters set forth by the statement of purpose. Parents will be given a copy of the report and have the option to request a conference to discuss its contents.

The Program Director is not always available to meet during program hours. If you would like to meet and discuss issues with the Program Director, please call or email to schedule a meeting time. (Please remember that the program closes at 6:00 pm. Evening appointments can be made in advance.)

***Parent visits and family volunteers***

Visits from parents, guardians and other family members are welcomed and encouraged at any time. Volunteer opportunities for parents or guardians arise at various times during the year. If you are interested in volunteering for a project, please contact the Program Director. WBExL volunteers receive the same orientation and training as a WBExL staff member, and will always be supervised by an EEC-qualified educator. The dates, hours and responsibilities of each volunteer will be documented. Volunteers are also subject to an EEC Background Record Check as per our licensing regulations.

## **What We Expect of Ourselves: WBExL Code of Behavior**

The objective of WBExL's behavior management policy is to assure a respectful, safe, comfortable and nurturing environment for every child enrolled in the program.

WBExL's approach to behavior management is based on the expectation that all children in the program will:

- Behave in a way that protects their safety and the safety of others
- Take responsibility for the consequences of behavior that disregards or endangers the safety of others
- Respect the rights and property of others
- Treat other children and adults with courtesy

WBExL asks that parents or guardians inform the Program Director of outside behavior issues, family issues or other areas of concern that might affect their child's behavior at WBExL. We will inform you of any behavior concerns that may arise, and we ask for your cooperation in addressing any problems. Any information shared with WBExL will be treated confidentially.

### ***Behavior guidelines***

Staff members help children at WBExL resolve conflicts with each other in ways that foster personal growth and independence. As appropriate, WBExL staff members will intervene and help children resolve conflicts. The staff member might explain why a particular behavior is not acceptable and help find an alternative. WBExL encourages children to solve problems themselves, or through staff-directed group meetings, small group sessions, or parent conferences.

Consequences for inappropriate behavior may include:

- Requiring a child to spend time with an adult apart from other children to think and talk about alternative behaviors
- Not permitting a child to participate in a planned activity
- Requiring a child to perform community service for the program
- Requiring a child or family to repair or replace damaged property
- Calling the parent or guardian to pick up a child immediately

**Toys from home are NOT permitted at WBExL.** If a student has ideas about toys or materials they would like to use at After School, we encourage you to share them with us.

The following WBExL guidelines for behavior in the school building, outdoors, or in the gym are the same as Winn Brook School students are expected to follow during the school day.

### Outdoor guidelines

- Be courteous to others in the outdoor area and take turns using the equipment.
- Ask for help when you have a problem or a disagreement.
- Please do not eat food in outdoor areas. There is a barrel placed near the play area. Pick up trash when you see it.
- Respect flowers and shrubs. So please do not pick the school's or neighbors' flowers.
- Climbing on trees and bushes is not permitted.
- The blacktop/hardtop is restricted to After School students only, during program hours.

### Gym guidelines

- Boots or cleats are not permitted at the gym.
- Food and drinks are not permitted at the gym.
- Do not run or jump on or off benches or bleachers.
- Gym office is off limits at all times.
- Do not sit on the upper bleachers without a staff member's permission.
- Do not use nets except for hockey and soccer.
- Use only WBExL equipment.

### School building guidelines

- Food and drinks are not permitted outside of the cafeteria.
- Please use the "Winn Brook Walk" through the building.
- Please be quiet in the halls; classes are in session and teachers work in their classes during after school hours.
- **Classrooms are off limits after 3:00 PM. WBExL staff should not be asked to return to classrooms for forgotten items.**

### *Avoiding suspension and termination*

WBExL is committed to open and ongoing communication with parents and guardians. You will be contacted in person or in writing about any challenging behavior issues that may, if not addressed, lead to a suspension. WBExL will take the following steps to address potentially serious behavioral issues.

1. We will document any issues and contact the parent or guardian in person and in writing about them.
2. We will provide a timely opportunity for a parent or guardian to meet with the Program Director and another staff member to discuss options to resolve the problem without suspension or termination.
3. The Program Director will work with a parent or guardian to develop a plan for behavioral intervention at home and in the program.
4. The Program Director may, if necessary, provide referral for evaluation, diagnostic or therapeutic services.

5. The Program Director may explore options for supportive services to the program, including consultation or educator training.

If these steps do not resolve an issue, the Program Director may notify a parent or guardian of suspension or termination of enrollment. A parent or guardian has the right to review the process around a suspension or termination with the Executive Director of Schools for Children.

### ***Responsibility for tuition in instances of suspension or termination.***

Nonpayment of tuition is cause for suspension or termination. In the event of a suspension, liability for tuition continues through the term of a suspension and does not end until the student is officially terminated from the program.

### ***Preventing abuse and neglect***

No student will be subjected to abuse, neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments that subject the student to verbal abuse, threatening language or actions, ridicule or humiliation; denial of food, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.

The WBExL staff is required by law to report suspected child abuse or neglect in accordance with MGL c.119, §51A. Staff reports to the Program Director regarding suspected family abuse or neglect issues. The Program Director reports to the Department of Children and Family (DCF) and the Town Health Department, which is the Belmont affiliate of the Department of Early Education and Care (EEC). WBExL is not required to notify families of these reports. Families must report any suspected staff abuse to the Program Director, the Department of Children and Family, or to the EEC.

A criminal record search (commonly called a CORI search) is conducted on each WBExL employee prior to hiring.

### ***Complaints or concerns***

Complaints or concerns about the program (i.e., conflicts with children or with a parent/guardian of a child in WBExL, concerns about curriculum or schedule, or situations regarding staff) must be brought to the Program Director, who will work to resolve the matter. If a matter is not resolved to the satisfaction of the parties involved, the Program Director or the family may bring the matter to the attention of the Executive Director of Schools for Children. If the matter is still not resolved to the family's satisfaction, the parents or guardians may bring a matter to the attention of the Executive Committee of the SFC Board of Trustees, and ultimately to our licensor, the Department of Early Education & Care.

Complaints or concerns about the Program Director should be brought to the attention of the SFC Executive Director.

## **How We Govern Ourselves**

The Winn Brook Extended Learning Program is owned and operated by Schools for Children, Inc., a non-profit program governed by a volunteer Board of Trustees. An Advisory Council is elected to support the WBExL program and consists of parents and guardians of children in the program, local business leaders and representatives from the SFC Board of Trustees. It is our goal that the number of Council members represents at least ten percent of the total families in the program.

### ***Composition of the Advisory Council***

The exact composition of the Advisory Council is determined annually, based on their best understanding of the needs of the program and the efficient and productive functioning of this advisory body. All Board members are bonded and insured through WBExL's general liability insurance. There is an Executive Committee of the Advisory Council consisting of:

1. Co-Chairs (2) – Co-chairs each serve a term of two years and are elected by the Board in alternate years.

Responsibilities of the Co-chairs include:

- Setting the monthly agenda in conjunction with the Program Director.
- Facilitating the monthly meeting.
- Working with the SFC Executive Director to make salary recommendations as part of the annual SFC budget process.
- Representing the Advisory Council at PTA, SFC Board and Belmont School Committee meetings as necessary.

2. SFC Executive Director serves as a member of the Executive Committee.

Other members of the Advisory Council:

Members-at-large (2 minimum) - Members-at-large serve terms of one to four years. They are responsible for special projects (social events, fundraisers, etc.) and perform general board member duties (developing and voting on policies and procedures, representing the program, etc.).

Ex-officio members (2) - In addition, there are two ex-officio members of the Advisory Council. They are the program Director, and a member of the Board of Directors of the Winn Brook PTA. These members are non-voting members of the Council. The Program Director represents the program at PTA meetings.

### ***Advisory Council meetings***

The date, time and place of each Council meeting are announced through the newsletter, online calendar or email. The Council meets a minimum of five times each

year, with additional meetings held as needed. A quorum of half of the Council must be present at a meeting to conduct business. A vote of the majority of those Council members present is required for approval of any action.

All WBExL families and staff members are encouraged to attend Council meetings and address any issues concerning WBExL (except when the Board is in executive session). Only WBExL Advisory Council members may vote on these issues.

### ***Elections***

All parents and guardians of children enrolled at WBExL are eligible for participation on the Council. The Advisory Council recommends candidates to the SFC Board of Trustees via its Governance Committee. Current Advisory Council members elect the Executive Committee. New Council members are recruited in both May and September. The election of officers for the following school year typically occurs in May to ensure continuity and leadership.

### ***Annual budget***

A projected annual budget is presented at the March Advisory Council meeting and will be recommended to the Audit & Finance Committee of the SFC Board of Trustees. The final budget for the following year is set once adopted at the June Annual Meeting of the SFC Board of Trustees. The budget and updates concerning financial status of the program are presented to the Advisory Council at their regular meetings. The WBExL fiscal year begins July 1.