

# KIDS IN ACTION

**AFTER-SCHOOL PROGRAM**

**2017- 2018**

## Parent Handbook

Hingham Public Schools

220 Central Street

Hingham, MA 02043



# KIDS IN ACTION STAFF

## SUPERINTENDENT OF SCHOOLS

DR DOROTHY H GALO, Ph D.

## DIRECTOR OF BUSINESS AND SUPPORT SERVICES

JOHN FERRIS

## DIRECTOR

KATHLEEN JORDAN

## TEAM LEADERS

BARBARA GRANAHAN  
JACKIE SANSONE  
JENNIFER BENOIT  
ANNE KROG

## BEFORE SCHOOL

**SOUTH** BARBARA GRANAHAN  
ANN HOWARD  
EMILY FRANCIS

**EAST** BRENDA FORESTA  
KELLY DEADY  
PAIGE SILIVA

## PRE KINDERGARTEN

JACKIE SANSONE  
KAREN PRATT  
DARIA RINDONE

## AFTER SCHOOL

### SOUTH

JENNIFER BENOIT  
KELLY DEADY  
PAIGE SILVIA  
PATTY WINTER  
JUDY CHENEY

ANNE KROG  
KATHLEEN CASHMAN  
JESSICA GILLIS

### FOSTER

BARBARA GRANAHAN  
CATHERINE DYER  
JANET WHITCOMB

ANN HOWARD  
MATTHEW THOMAY

# CONTACT INFORMATION

## ***Telephone Numbers . . .***

### **KIA Office:**

(24 hour voice mail)  
(781) 741-1540 ext. 4235

### **Foster School:**

Grades 3-4-5 After-School: (781) 741-1591

### **South School:**

Before-School: (781) 741-1540 ext. 4257  
Kindergarten After-School: (781) 741-1540 ext. 4211  
Grades 1-2 After-School: (781)741-1540 ext. 4257

### **East School:**

Pre-Kindergarten (781) 804-4908  
Before School 781-741-1570 x 4983

## **REMINDER...**

Use the "**3-Step Notification System**" when your child will be absent from Kids In Action.

1. Absences must be called in to each school.
2. Absences must be called in to Kids in Action.
3. A dated, written note must be given to your child's teacher if they will not attend Kids In Action.

# Mission Statement

Kids In Action provides a safe, fun and secure environment.

Each child's out of school time is enhanced through choice based and enriching activities, encouraging personal responsibility and independence.

Good sportsmanship, tolerance and acceptance are promoted through cooperative games and recreational activities encouraging participation and team work.

Creativity, Imagination, and problem solving are encouraged through choices. A wide range of materials are available that foster imagination and invite open-ended play. Arts & Crafts, board games, cooking projects and Gross Motor Activities are available.

Kids In Action believes that children learn and grow and develop appropriate social skills through experiences and interactions with each other

Each school's guidelines and procedures are reinforced carefully throughout daily activities. Some example are the arrival and dismissal process, playground responsible behavior strategies and through the integration of the "RULES OF THE ROAD"



*Kids in Action Welcomes all children enrolled in Hingham Schools regardless of race, sex, religion, national origin or handicap or sexual orientation.*

# PARENT INFORMATION

## **TUITION / PAYMENT POLICIES . . .**

1. Tuition is an annual charge payable in 10 Equal Payments, August through May. All families are required to pay KIA tuition electronically through H.P.S 3rd Party Billing provider, **FACTS Management**. The provider charges \$43.00 to set up an account. There is no charge if the annual tuition is paid in full on or before August 20<sup>th</sup>. Tuition will be debited or charged on the 20<sup>th</sup> of the month, August through May. A transaction fee will apply to credit card transactions. Email reminders will be sent a few days before payment is due.
2. There is no reduction of fees for absences or vacations.
3. Changes in student schedules, including withdrawals, should be requested in writing to the Director by The first of the month for the following month. August 1<sup>st</sup> for September, September 1<sup>st</sup> for October. A request posted on Sept 10<sup>th</sup> will not be implemented until November. Schedule change Requests incur a \$35 fee which will be added to the FACTS account.
4. Kids in Action close at 6:00 p.m. at each site. Parents are expected to pick up children prior to 6:00 p.m. A \$15.00 fee will be charged for each 15 minutes or fraction thereof after 6:00 p.m. Excessive tardiness may lead to corrective actions by the Director.

## **PICK-UP AND DELIVERY OF CHILDREN . . .**

1. Before school children must be walked into the building and a teacher notified of the child's arrival. Be sure to sign in your child noting the appropriate time of drop-off. Children must never be left at Kids in Action without a teacher present. Drop off for early schools is not later than 7:30 and not later than 8:00 for the schools with later start times. Thank you for your cooperation in this matter!
2. A designated parent or guardian as indicated on the application must pick up and sign out each child. Parents must send in written authorization with their children if an alternate person will be picking up. The note must be signed and dated by the parent/guardian. Children will not be released to a person under the age of 18 years old. Alternate pick up persons must present photo ID at time of pick up
4. Children must stay with the designated adults or parents once they are signed out of Kids in Action. No one is allowed to wander through the building when leaving the program.
5. It is important that you have developed and reviewed with your child, a back-up emergency plan in the event your child goes home by mistake. We consistently track the children as they get on the buses and as they come into Kids in Action. If a child does not come to Kids in Action on a scheduled day, we contact the child's teacher and then contact the parent for verification that the child is where he/she should be. If a child comes to Kids in Action on an unscheduled day, we will keep the child with us until a parent or an emergency contact comes to pick up. KIA staff are instructed to keep a child when in a doubtful situation and contact parents for pick up at KIA as soon as possible.
6. Hingham has a locked door policy at all times. Please ring the bells to be let in by KIA Afterschool staff

# EMERGENCY INFORMATION

## EMERGENCY UPDATES AND PROCEDURES . . .

- 1 Parents need to inform KIDS IN ACTION of changes in ADDRESSES, PHONE NUMBERS, and EMPLOYMENT CHANGES AND EMERGENCY INFORMATION. It is critical, IN CASE OF EMERGENCY, that all information is complete and up-to-date.
2. If a child is going to be absent from After-School for any reason, parents must notify Kids in Action, the school that the child attends and notify the classroom teacher in writing. If you know in advance that your child will be out, please send a note or tell the teachers the day before. Please use the "Three Step Notification System".
- 3 In case of a MEDICAL EMERGENCY during After-School hours, FIRST AID will be administered by the staff. The parent or designated adult, as indicated on your application, will be notified as quickly as possible. Any EMERGENCY TRANSPORTATION will be to SOUTH SHORE HOSPITAL, unless a doctor has provided written instructions to transport a child to another MEDICAL FACILITY. Every effort will be made to contact the child's own PHYSICIAN.
4. If a child becomes ill at Kids In Action (FEVER, VOMITING, DIARRHEA, ETC.) or is found to have a contagious condition such as HEAD LICE, CONJUNCTIVITIS, or STREP THROAT; you or your emergency contact will be called and the child will be expected to be picked up within an hour from Kids in Action. Children must be free of the above symptoms for 24 hours before returning to the program.

## SCHOOL CANCELLATIONS / DELAYED OPENINGS . . .

Kids In Action follows the Hingham Public School Calendar.

Please be aware that in the event of a Hingham Public School **cancellation**, Kids in Action will also be cancelled.

On days that there is a **delayed opening** in the Hingham Public Schools, the Before-School Program (grades K-5) will operate on the same schedule with the times reflecting the amount of the scheduled delay. One-hour delay — KIA before School will open at 8:00 a.m. or Two-hour delay -- KIA Before School will open at 9:00 a.m.

In the event that HPS **releases students early** due to inclement weather the Kids in Action After School Program will operate and close at 3pm. Only children enrolled in AFTER SCHOOL KIA will be transported from their home school to KIA at the weather related release time as identified by the Superintendent.

# HEALTH & SAFETY PROCEDURES

With each child's well-being in mind, Kids in Action has developed health guidelines concerning illness and medication. We ask that all parents cooperate by observing the guidelines and by informing the staff of any health related issues. This policy is in conjunction with the HINGHAM PUBLIC SCHOOL'S health guidelines.

## MEDICATION

The only medications to be administered at KIA are emergency **inhalant medications** for Asthma or reactive airway disease and **Epi-pen injector** medications for known food or insect allergy. These medications will require a physician's order and parent authorization. Any child who receives an Epi-pen will be transported by ambulance to South Shore Hospital. A copy of the child's Food Allergy Action Plan will be kept in the child's classroom.

All medication must be provided to KIA by the Parent. Medicine should be in the original container with the prescription label on the bottle or box. KIA will keep all medication under proper conditions for preservation, security and safety. All unused medication will be returned to the parent.

## ILLNESS

1. If a child has any condition, such as ALLERGIES or ASTHMA, which would limit participation in the regular activities provided at Kids in Action, the Director must be notified in writing. All allergies will be clearly posted (unless otherwise advised) with the child's name, allergy and allergic reaction and the staff will be alerted to the allergic response of the child involved.
2. Any child that is absent or dismissed from their elementary school for illness or other reasons will not be admitted to Kids in Action until he/she returns to school in compliance with Hingham Public School health guidelines. Students must report to KIA at dismissal and are not allowed to be dropped off at a later time due to any other activity than a routine medical appointment.
3. If a child becomes ill at After-School (FEVER, VOMITING, DIARRHEA, ETC.) or is found to have a contagious condition such as, CONJUNCTIVITIS, or STREP THROAT; you or your emergency contact will be called and the child will be expected to be picked up as soon as possible from Kids in Action. Children must be free of the above symptoms for 24 hours before returning to the program.
4. Contagious illnesses should be reported immediately to the Director. Appropriate information will be posted and distributed to the necessary families and staff members. Contagious diseases like CONJUNCTIVITIS, SCARLET FEVER, STREP THROAT or BRONCHITIS require the child to remain at home until they have been on an antibiotic for 24 to 48 hours from the first dose of medication.
5. Any child found to have active head lice will be sent home from KIA. The child must be re-checked by their school nurse and cleared before returning to KIA.
6. Any child well enough to attend Kids In Action is expected to participate in **all** aspects of the daily routine, including outdoor play.

# DISCIPLINE POLICY

Kids in Action believes that children learn and grow through experiences and interaction with other children. As teachers, we can lovingly guide and re-direct the children to help them learn to cooperate with their peers and encourage positive individual and group experiences that will enhance their growth and development while in our care. We believe that we can best accomplish this through integrating the Hingham Public Schools Rules of the Road. Our goal is to help each child develop a sense of responsibility for his/her own behavior while participating in the Kids in Action Program.

<p style="text-align: center;"><b>RULES OF THE ROAD</b></p> <p><b>Treat each other with care and respect</b> Be Kind Do not hurt anyone with your words, body, or any object.</p> <p><b>Support a positive learning environment</b> Be cooperative. Do not interfere with teaching or learning.</p> <p><b>Be serious about learning</b> Work hard and honestly. Pay attention and follow directions.</p> <p><b>Take care of your school</b> Do not damage, destroy, or steal any property.</p>
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When a child's behavior does not follow these specified guidelines we will use the following steps in disciplining the child. All efforts will be made to encourage and assist the child in developing positive behavior techniques prior to removal from the Kids in Action Program. In many instances, we will seek direction and support from the child's elementary school in handling situations that are difficult and complex. We will maintain ongoing communication between the parents and the staff and take into consideration individual situations and the safety of all children.

1. **Speak with the child**, reminding him/her of the Rules of the Road and encourage the child to express his/her feelings constructively.
2. **Remove the child** from the activity, giving the child the opportunity to calm down and regain his/her composure. Provide the child with alternative behavior techniques that would be appropriate in the situation and redirect the child to another activity. The teacher will speak to the parent regarding the situation.
3. If the child continues with inappropriate behavior the director and the teacher will speak to the child and to the **child's parents**. A report referencing the situation will be written and given to the parent. A plan of action to help the child remember the Rules of the Road will be developed with the parents, the teacher and the director.

## CONSEQUENCES OF NON-COMPLIANCE WITH THE PLAN OF ACTION . . . . .

1. **Removal** from the gym or an **activity** for a specified period of time. 1<sup>st</sup> incident
2. **Suspension** from Kids in Action for a specified period of time. 2<sup>nd</sup> incident
3. **Removal from the Kids in Action Program.** 3<sup>rd</sup> incident



# TRANSPORTATION

## Hingham Public Schools School Bus Safety Rules

(All school rules apply when students are riding on school buses)

1. Arrive at the assigned bus stop in advance of the posted time for the bus arrival. Parents are responsible for the supervision of students until the students board the bus in the morning and after students leave the bus at the end of the day.
2. While waiting for the bus, keep as far off the road as possible until the bus has arrived, stopped and opened its door. Do not run or fool around at the bus stop.
3. Keep clear of the area around the bus where the driver might not be able to see you. If you drop something under the bus, Do not try to get it – report your problem to the bus driver.
4. If you have to cross a street to get to your bus, wait for the bus driver to signal to you then look both ways before crossing...some cars do not stop when the bus lights are flashing.
5. Get onto the bus in a single file. Do not push.
6. Take a seat and remain seated until the bus arrive at school. Make room for others to be seated.
7. No standing is allowed when the bus is moving.
8. Do not throw anything in the bus or out of the bus window or hang any part of your body out the bus window.
9. Pay attention to the instructions of the bus driver. Make sure that your behavior does not distract the driver from the important job of driving the bus.
10. Keep the aisles clear. Large items and large musical instruments such as drums and cellos that do not fit on your lap are not permitted on the bus.
11. Do not use inappropriate or loud talk or make other noises that might distract the driver.
12. Be Courteous to the driver, fellow students and passersby. Keep your hands, feet and objects to yourself.
13. No eating or drinking is allowed on the bus. Do no litter.
14. Treat bus equipment well. Damage to bus equipment will be paid for by the offender.
15. If you must cross the road when getting off the bus, wait for the bus driver to signal to you, then pass in front of the bus at a distance where you can see the driver and the driver can see you. Remember to look both ways before crossing. (If you do not usually cross in front of the bus at the end of the day, but need to do so, let the driver know before you get off the bus.)
16. At the end of the day, go directly home.

The school principal's office may suspend bus riding privileges if there are violations of these rules or if students engage in any other action, which jeopardizes the health and safety of others. Depending on the severity of the incident, the following is the general disciplinary procedure:

1. Initial report of an infraction of a school bus safety rule: Student conference with the Head Teacher, Assistant Principal or Principal. Administrator may choose to notify parent..
2. Second report of an infraction of a school bus safety rule or initial report of a more serious nature: Student conference with Head Teacher, Assistant Principal or Principal (and bus driver as needed). Written notification to parents.
3. Third report of an infraction of a school bus safety rule or any misconduct that seriously threatens the safety of the school bus: Loss of bus riding privileges for a period not to exceed ten days. Written notification to parents.
4. Fourth report of any infraction of a school bus safety rule or a second misconduct that seriously threatens the safety of the school bus: Loss of bus riding privileges for the remainder of the school year.

# **DATES TO REMEMBER**

## ***EARLY DISMISSAL DAYS . . .***

**Grades K-5:**

### **First Wednesday of each Month**

Foster & PRS: 12:30 Dismissal.

South & East: 1:00 Dismissal.

Special activities are planned on the Early Dismissal Days for the children.

### **Wednesday before Thanksgiving**

Foster & PRS: 11:30 Dismissal

South & East: 12:00 Dismissal

No Lunches are served in the schools.

Children must provide their own peanut tree/nut free lunch for this day.

KIDS IN ACTION AFTER SCHOOL PROGRAMS WILL CLOSE AT 3:00 p.m.

### **Last Day of School**

Foster & PRS: 11:30 Dismissal

South & East: 12:00 Dismissal

No Lunches are served in the schools.

Children must provide their own peanut tree/nut free lunch for this day.

## ***PRE-KINDERGARTEN . . .***

Pre-Kindergarten will be dismissed at 11:30 on all Early Release Days

# CONFIRMATION

## Handbook Agreement (please sign and return to KIA prior to the first day of school)

I \_\_\_\_\_, have read and agree to abide by the

(Print Name)

policies in the Kids In Action Handbook. If I have any questions, I am aware, the director is available to help me understand the KIA policies and procedures.

\_\_\_\_\_

(Parent/Guardian Signature)

Date: \_\_\_\_\_

## Tuition Agreement

I \_\_\_\_\_, understand tuition is an annual charge

(Print Name)

payable by 10 monthly installments, August – May. Paid electronically In FACTS Tuition Management system. I understand any refunds will be processed upon withdrawal from the program or the end of the school year. Reenrollment after a drop from the program will incur a 2 month waiting period and is subject to availability.

\_\_\_\_\_

(Parent/Guardian Signature)

Date: \_\_\_\_\_

\*added 2/22/17

## **ENROLLMENT PROCEDURES**

Enrollment is annual from September to June of the School Calendar year. KIA is open to students in Hingham Public Schools Pre K, & K-5<sup>th</sup> grade. Registration forms are found on [hinghamschools.org](http://hinghamschools.org) by clicking on Kids in Action. Registration events are held starting in late spring for **K- 5<sup>th</sup> Grade** for Before and/ or After School for the following school year. Notice of events will be posted in local newspaper and PTO Newsletters. After enrollment events in April, Registration forms must be mailed to the attention of KIDS IN ACTION, 220 Central Street, Hingham Ma 02043. \*Registration applications for **KIA Pre K** are accepted by *mail only* to 220 Central Street starting January 1st for the following school year. All forms should be post marked after January 1<sup>st</sup>. If a waiting list is needed, a lottery system based on gender and age will be used to fill spots that may become available.

## **PARENT RESOURCES AND ASSISTANCE**

Kids in Action has a vast list of local resources for families. Please feel free to contact the Director for assistance with social and emotional health of children, marriage and family. Child care, financial assistance, local food banks, home heating assistance, transportation and other needs. Kids in Action staff and Director are available on a daily basis for communication. Formal conferences to review student progress are scheduled each spring but can be requested at any time during the year. Team leaders will be available for one hour each month 1-2 pm on the third Friday of the month excluding Holidays. To meet with parents formally or informally as needed.

Kids in Action will hold a back to school night in September for Parents only. Child care may be available On site. This will be an opportunity to learn about the programs, schedules and parent workshop opportunities. As well as FAQ. Details will be emailed to families after August 1<sup>st</sup>.

## **EMERGENCY AND WEATHER RELATED EARLY DISMISSAL (addendum) kmj 9/21/17**

Due to the implementation of Full Day Kindergarten, Kids in Action no longer has staff in the schools during the normal hours of the day, 8-2. Kids in Action will not operate in the event of sudden early closure in Hingham Public Schools due to weather or evacuation for Grades K-5.