

# After School Program Handbook 2024-2025

The BES After School Program is a non-profit organization that provides quality after school care for children in kindergarten through fifth grade. The program opens up on the first day of school and operates from the 3:00 pm dismissal until 6:00 pm. It closes on the second to last day of school. We are closed for all school holidays, professional full and 1/2 days, snow days and vacation weeks.

## **Program Coordinators**

Michele Hatem [mhatem@bbrsd.org](mailto:mhatem@bbrsd.org)

Eileen MacQueen [emacqueen@bbrsd.org](mailto:emacqueen@bbrsd.org)

If you need to reach a staff member during the program hours please call the BES main office at 508-869-2200 ext. 0.

## **Daily Schedule**

The students enjoy a healthy snack, work on their homework, have free playtime (outside when weather permits), and participate in fun activities.

## **Snack**

A variety of nutritious snacks are provided at the start of each session.

## **Code of Conduct**

Our code of conduct is designed to protect the health, safety and well being of the children enrolled in our program. We feel that the children need to follow the rules in order to have a fun, safe and successful program. During the school day, BES uses PBIS (Positive Behavioral Interventions & Supports), a tool to support student learning. General information about PBIS can be found at [www.pbis.org](http://www.pbis.org).

One of the basic pillars of the PBIS's foundation is the belief that all expected behaviors must be taught and reinforced. Our four school-wide expectations are to BE SAFE, BE RESPECTFUL, BE RESPONSIBLE, and BE YOU. Everything we do at BES will come from these four expectations.

## **BES ASP Code of Conduct**

- Students are expected to respect peers, staff and property and refrain from insulting or abusive treatment toward others.
- Indoor and outdoor equipment must be used cooperatively, safely and appropriately.
- Students must speak appropriately to others and refrain from use of profanity.
- Students must remain in the designated areas of the program at all times.

## **Playground Rules**

Students should follow these rules at all times when on the school playground:

1. Students should stay in designated play areas. Woods (beyond the stone wall, the side of the building, and behind the fence by the kickball field) and parking lot are off limits.
2. Games that involve tackling, tripping, pulling of clothes or headwear, and excessive roughness are not permitted.
3. Climbing or hanging on basketball hoops, soccer goals, picnic tables, dugouts, or trees is not allowed. Students should not stand on picnic tables or breakaway bases.
4. Throwing of any items found outside is not permitted (i.e. snowballs, sticks, rocks, woodchips, sand etc...).
5. Students should avoid ice, mud, and areas with puddles. Orange cones will signal areas that are off limits.
6. Boots and snow pants must be worn in order to play in the snow.
7. Only appropriate, safe playground toys allowed outside. Hard baseballs, wooden/metal bats, hard Frisbees, skateboards, lacrosse balls, pogo sticks, and water pistols cannot be used.
8. No gum chewing or snacks on the playground.
9. Profanity, rude language, and inappropriate gestures are not tolerated. Treat others the way you want to be treated!
10. Students must request permission to re-enter the school building from a teacher on duty during recess. (All students must re-enter the building through the doors by the science lab).
11. Soccer or football games can be played on the field only. If only the hardtop is being used for recess, soccer and football cannot be played.
12. The teacher on duty has the final say on all playground issues (safety, fairness, exclusions, peer activities or sportsmanship).
13. Take turns on all equipment.
14. People using the monkey bars should all travel in the same direction and people pushing friends on the swings should all stand on the same side of the swings.

Failure to follow our Code of Conduct will result in consequences that are determined by the BES Behavior Matrix found in the BES Handbook (and below).

## Behavioral Matrix

Infraction Category	Minor	Major
<b>Inappropriate Language</b>	Unintentional profanity exclaimed and not directed toward an individual	Offensive gestures, swearing, racial slurs, or comments directed at a person
<b>Disrespect</b>	Low intensity instance of socially rude interaction	Socially rude interaction or continued refusal to follow directions, arguing with an adult
<b>Disruption</b>	Any low level activity that interrupts the learning process	Any higher intensity activity that interrupts the learning process and is persistent and intended to draw attention
<b>Harassment/Teasing</b>	Verbal or written messages or gestures that result in hurt feelings and/or embarrassment to another person	Disrespectful messages (verbal/written or gestured) to another person that includes a threat, intimidation and/or obscenity
<b>Physical Contact</b>	Non-serious but inappropriate physical contact	Contact where injury may occur (hitting, punching, hitting w/ an object, kicking, hair pulling, biting, scratching)
<b>Property Misuse/Damage/Theft</b>	Misuse of school or other's property	Actions involving property damage or destruction, theft, bomb threats, possession of weapon
<b>Lying/Cheating</b>	Non-serious incidents of minor exaggeration or fabrication or cheating that does not result in serious consequence	Persistent lying or cheating that is willful and intended to change the grade of a test or project. Forgery of anyone's signature
<b>Out of Assigned Area</b>	Not in a designated area (out of room without permission)	Leaves building without permission
<b>Defiance/ Non-Compliance</b>	Failure to follow directions or requests within a reasonable amount of time	Continued refusal to follow directions, arguing with an adult

Consequences will depend on whether the behavior is deemed Minor or Major. If a student is consistently having difficulty adhering to the code, and the behavior is classified as Minor, the parents will be consulted and every effort will be made to help the child become a successful member of the program. If the behavior continues or is classified as Major, a brief suspension will result and if the behavior continues, the child may be asked to permanently leave the program.

### **Consequences:**

#### Minor Offenses:

- 1st offense: staff speaks with the child
- 2nd offense: child is sent to office to speak with co-coordinator
- 3rd offense: parents are informed of issue
- 4th offense: 1 day suspension from program
- 5th offense: 3 day suspension from program
- 6th offense: Suspended from program

#### Major Offenses:

- 1st offense: 3 day suspension from program
- 2nd offense: 5 day suspension from program
- 3rd offense: Suspended from program

## **Homework Policy**

Homework time is included in the program and although staff is available to assist, we are unable to offer one-to-one tutoring service.

## **Dismissal Policy**

Please enter the building via the main entrance. A staff member will be in the front office to monitor all dismissals. Students will only be dismissed to parents or guardians, or the emergency contacts listed on their registration sheet. Identification is required for any unfamiliar adult before the child is dismissed.

## **Late Pickup**

If a parent arrives after 6pm, the following consequences will occur:

- 1st late arrival: warning
- 2nd late arrival: child receives 1 day suspension from program
- 3rd & any subsequent late arrivals: child receives 3 day suspension from program

## **Illness, Medical Emergencies and Accident Policy**

If a child is injured while participating in the program, a staff member will give first aid if appropriate and the incident will be communicated to the parent during the pick-up process. If emergency care is deemed necessary, staff will contact 911 services and will notify parents or, if unreachable, the emergency contacts listed on registration form.

No medication other than emergency epi-pens will be administered by ASP staff. If your child has been prescribed an epi-pens, the doctor's orders must be on file in the Nurse's office and the epi-pen must be provided to ASP as we do not have access to the Nurse's office after school hours.

Please make arrangements to have your sick child stay home, for their benefit and to minimize exposure of the other children in the program. If your child does not attend school that day or is dismissed early because of illness, they are not allowed to attend ASP that day.

## **Tuition**

Family discount: 2nd child is discounted 20%, 3rd child is discounted 30%, etc.

Monthly Payment Plan in 10 equal payments: Monthly payments stay constant no matter the number of school days in the given month. There is no credit for absences, suspensions, early release days, snow days or school vacations.

Deposit: A \$50 deposit per child is required to secure a spot in the ASP program. This deposit will be applied to your September payment.

<b># days &amp; # children</b>	<b>fee</b>
1 day & 1 child	\$60
1 day & 2 children	\$108
1 day & 3 children	\$150
2 days & 1 child	\$102
2 days & 2 children	\$184
2 days & 3 children	\$255
3 days & 1 child	\$156
3 days & 2 children	\$281
3 days & 3 children	\$390
4 days & 1 child	\$200
4 days & 2 children	\$361
4 days & 3 children	\$501
5 days & 1 child	\$221
5 days & 2 children	\$397
5 days & 3 children	\$552

Tuition is due on the 1st of each month for the upcoming month.

If fees are overdue by 2 months or more, the child will be asked to leave the program.

Tuition assistance is available for students on reduced or free lunch programs. Please contact Michele and Eileen for assistance ([mhatem@bbrsd.org](mailto:mhatem@bbrsd.org) and [emacqueen@bbrsd.org](mailto:emacqueen@bbrsd.org)).

Payment is accepted by check, made out to Boylston Elementary School with After School Program in the memo line. Checks can be sent to the attention of the After School Program or payments may be made online using the district's "Online Payment" system.

To access the "Online Payment Center", go to the Berlin-Boylston Regional School's website at [www.bbrsd.org](http://www.bbrsd.org). Near the top right corner of the screen, click on On-Line Payments and then choose Boylston On-Line Payments. Next click on Before/After School Program.

Payments may be made in the form of ACH transfer or credit card.

#### Electronic Check:

Payment by electronic check incurs a \$.50 fee. In order to make payment using this method you will need your account number and the bank's routing number, which is located on your check. The online payment system will show you where this information is located.

#### Credit Card:

We accept MasterCard and Discover for credit card payments. There will be a convenience fee for each online payment. The credit card service provider charges the fee to your credit card. When paying by credit card, the fee amount will appear in a separate box and will be totaled with the amount of the fee.

## **Registration**

Registration forms can be found on [bbrsd.org](http://bbrsd.org). In the upper right corner, pick Boylston Elementary, then choose Our School > After School Program. If the registration pages have been turned off, please email Michele Hatem ([mhatem@bbrsd.org](mailto:mhatem@bbrsd.org)).

## **Adding or Changing Days**

No changes to days will be allowed before September 30, 2024. After that date, additional days can only be added if there is space available. To request a change in days, please email Michele or Eileen ([mhatem@bbrsd.org](mailto:mhatem@bbrsd.org)). A minimum of 2 weeks notice is required before the change in days can be implemented.

If a student takes an extended vacation, tuition will still be due in order to hold their spot.

## **Changing Dismissal for a Specific Day**

If your child is scheduled to attend the program but you will be picking them up or having them take the bus instead, School Dismissal Manager must be updated to reflect that change by 1:45 pm. Teachers use School Dismissal Manager solely to determine how their students are being dismissed.

## **Before School**

The Before School program opens at 7:15 am and runs until 8:15 am. This is a drop-in program so no registration is required. The drop off fee is \$7 per day & you will be billed at the end of the month. If you would like to set a fixed schedule, you can arrange this with Alex Malley. The fee for set days is \$5/day payable on a monthly basis. You will be billed at the end of the month and have two weeks to submit your payment.

Please email Alex Malley [amalley@bbrsd.org](mailto:amalley@bbrsd.org) if you would like to set scheduled days or if you have any questions.

# After School Program Handbook Parent Sign-off

The Boylston Elementary School After School Handbook is designed to provide updated information for parents and students about our program's policies and procedures. The latest version of the handbook can be found on the BES website (bbrsd.org). In the upper right corner, pick Boylston Elementary, then choose Our School > After School Program. Please contact the office for a hard copy if you do not have access to a computer.

Please confirm that

- you have reviewed the handbook with your child. **Yes**  **No**

And you understand that

- Payments are divided into 10 even monthly payments **Yes**  **No**
- Payments overdue by 2 months or more will result in suspension from the program  
**Yes**  **No**
- Consequences will follow if the student does not follow the Code of Conduct  
**Yes**  **No**
- Two or more pick ups after 6pm will result in suspensions from the program  
**Yes**  **No**

**Student Name: (please print)** \_\_\_\_\_

**Parent/Guardian Name: (please print)** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# After School Program Handbook Student Sign-off

I will follow the 4 B's while at the After School Program. I will Be Safe, Be Respectful, Be Responsible, & Be You at all times.

## BES ASP Code of Conduct

- Students are expected to respect peers, staff and property and refrain from insulting or abusive treatment toward others.
- Indoor and outdoor equipment must be used cooperatively, safely and appropriately.
- Students must speak appropriately to others and refrain from use of profanity.
- Students must remain in the designated areas of the program at all times.

If I fail to follow these expectations, I understand there will be consequences that may include suspension for a number of days from the program.

**Student Name: (please print)** \_\_\_\_\_

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