

# ANWSD

## **After School & Summer Childcare**

---

Family Handbook



2  
4  
/  
2  
5



# Table of Contents

---

1. Welcome/Contacts
2. Program Mission & Philosophy
3. Registration & Schedule of Fees
4. Standards
5. Financial Assistance Program
6. Programs & Offerings
7. Daily Schedules
8. Snacks & Meals
9. Parent Involvement
10. Permissions
11. Health & Safety
12. Behavior Guidance
13. Bullying Prevention Plan
14. Harassment Policy, Use of Tobacco, Alcohol & Illegal Drug Use,  
Policy Regarding Persons Whose Presence is Prohibited by  
Regulations
15. Emergency Response Plan
16. Staff Credentials, VT CDD Regulations, Use of Pesticides,  
Complaints
17. Partners

# Welcome Message

Dear Families,

We would like to welcome you and your child(ren) to the ANWSD Afterschool Program. We offer Childcare at Ferrisburgh and Vergennes Elementary and Fusion at Ferrisburgh, Vergennes, and Vergennes Middle/High School.

## Contacts



### **Asia Kruse**

Director of Afterschool and Summer Programs

[akruse@anwsd.org](mailto:akruse@anwsd.org)



### **Ashley Bourgeois**

ANWSD Childcare Director

[abourgeois@anwsd.org](mailto:abourgeois@anwsd.org)



### **Kristin DeGraaf**

FCS Fusion Site Coordinator

VUMHS Fusion Site Coordinator

[kdegraaf@anwsd.org](mailto:kdegraaf@anwsd.org)



### **Allison Eddy**

Pre-K Fusion Site Coordinator

[aeddy@anwsd.org](mailto:aeddy@anwsd.org)

# Program Mission and Philosophy

---



## Mission

- To provide safe, nurturing, fun, and affordable childcare for families after school.
- Recognize diversity, as well as individual needs and interests.
- Model a positive atmosphere allowing children security and respect.
- Give children the ability to build relationships and community.
- To support and strengthen the family unit.

## Philosophy

- We believe in providing a safe program that ensures safety as well as fun.
- Children are given choices and opportunities to explore their interests and strengths as they gain independence, confidence, make friends, and connections.
- Individual needs and interests are valued by offering a wide range of activities and choices for all the children.
- Positivity is modeled and followed in a set of guidelines and expectations of which all are taught and encouraged to oblige.
- Establishing feelings of self-worth and community allow children the confidence and skills to succeed in life.



# Registration, Schedule of Fees



## **Registration:**

A full registration form includes Student and Parent information, Emergency Contacts, Medical Information, and Permissions. The information is required for participation in the Afterschool and Summer Programs. One registration per year/per student is needed. Registrations can be found on the ANWSD website and information for current enrollment is sent to the schools when registrations are open.

## **Schedule of Fees and Payment Plans:**

Afterschool 3:15 - 5:30pm \$20 per day per student and \$15 per sibling  
Early Release Days 11:45 - 5:30pm \$25 per student and \$20 per sibling  
Vacation Camps 8:00 - 4:00pm \$40 per student  
Summer Childcare 7:30 - 4:30pm \$40 per student  
Until we fully transition to our new payment portal, all invoices will be sent out by Ashley Bourgeois.

Until the online portal is up and running, please make check payments out to ANWSD.

All tuition is directly for programming costs. Programming is dependent on your prompt payments.

Families will only be charged for days your student attends the program. Fees are not required to participate in enrichment activities. All fees collected by the Fusion Program are considered donations. These donations are used to cover the cost of supplies for the program.

If the balance is left unpaid, a reminder will be sent from the program director. If the balance remains unpaid or communication has not been made with the program director, the ANWSD reserves the right to cancel enrollment from the program. Failure to pay for childcare does not affect a student's ability to participate in Fusion activities.

Anyone receiving financial assistance from the State of Vermont's Child Care Subsidy Program is responsible for paying their co-pay to the ANWSD and any remaining balance if subsidy eligibility is terminated. To apply for child care subsidy or to see if you might be eligible please visit

<https://dcf.vermont.gov/benefits/ccfap>.

# Standards

---



## Safe Environment

- Each program will foster a positive emotional environment through interactions with peers and teachers.
- An Emergency Preparedness plan is outlined for each program, which includes clearly posted emergency procedures, accessible fire extinguishers, visible first-aid kits, appropriate safety equipment, supervised indoor entrances, and monitored access to the outdoors.
- Every child will have access to drinking water and nutritious snacks provided by the program.



## Supportive Environment

- At each program, every student will receive a warm welcome and be addressed by name by the staff.
- Students will engage in skill-building activities as staff members encourage them to explore new skills, demonstrate these skills, and break down tasks to support those who need extra help.
- Each program offers a child-centered environment with ample materials in interest areas and easily accessible resources.



## Interaction

- Each program includes opportunities for students to connect with one another, such as a greetings, fun daily questions, and share at the start of each day.
- Students also interact with adults and with staff working closely alongside them at eye level.



## Engagement

- Each program allows students to help decide and plan the day's activities.
- Each program allows students have opportunities to handle routine tasks throughout the day.

# Financial Assistance Program

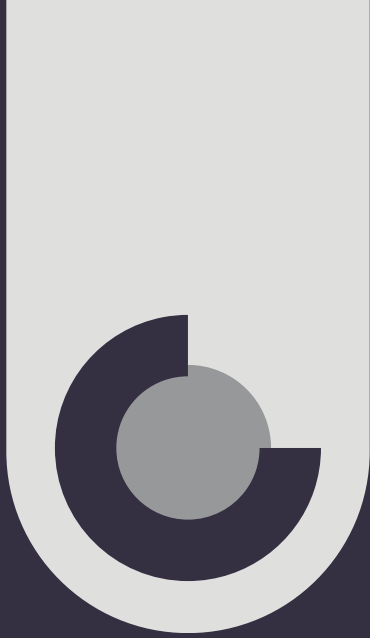
---



We encourage you to enroll your child in our program without concern for financial limitations. Our commitment is to ensure that every child has the opportunity to participate, regardless of their family's financial situation. To support this, we have established a comprehensive financial support system designed to ensure that financial constraints do not prevent any child from benefiting from our program.

Our ANWSD childcare team works in close partnership with the Child Development Division of Vermont to facilitate and maximize the support available to families. We are dedicated to making sure that you receive all the assistance you need to enroll your child and make the most of our program.

If you have any questions or need further information about the financial support options available, please do not hesitate to reach out to us. We are here to assist you and ensure that financial concerns do not become a barrier to your child's participation.



# Programs & Offerings

---

## Preschool Extended Care

The Preschool Extended Care is an extension of the daily Preschool Program at Ferrisburgh. This program is a 21C Grant Funded Program that allows us to continue to provide enrichment opportunities and extended school day programming. This program directly addresses the social and emotional needs of all students, and will enhance our school community by providing access to wrap-around support for students, families and our Community.

Preschool Extended Care operates daily in the afternoons. Preschool Extended Care doesn't operate on Early Release Days, and February and April Breaks.

## Licensed Childcare Programs

The ANWSD Childcare Programs are known as Thundercare (VUES), Cougarcare (FCS) and Extended Care (Pre-K).

Childcare operates After-School, on Early Release Days, February and April Break, and during Summer.

## Fusion Enrichment Program

The Fusion Afterschool Program is a 21C/State Afterschool Grant Funded Enrichment Programs. The Fusion programs will plan a wide variety of high quality enrichment programs providing opportunities for development by offering age appropriate activities. The Fusion Enrichment programming will include 5 sessions of engaging and enriching activities that explore a variety of content areas and will include STEM+, SEL, Physical Activity, Music and Arts. Fusion operates from 3:15-4:30pm during the sessions. Anyone who is registered for licensed childcare, can transition to those programs at the end of their enrichment class until 5:30pm.

Fusion doesn't operate on Early Release Days and during vacation camp.

# Daily Schedules

## Typical Afterschool

### Daily Schedule:

**Monday-Friday 3:15-5:30pm**

3:20 - 3:45 Welcome & Snack

3:45 - 4:45 Outside Time & Activity

4:45 - 5:30 Choice Time & Dismissal

## Typical Summer & Vacation

### Camp Program Schedule:

**Monday-Friday 7:30-5:30pm**

7:30 - 8:15 Arrival & Breakfast

8:15 - 11:30 Childcare/Fusion Activities

11:30 - 12:30 Lunch & Swim Change

12:30 - 1:30 Swimming

1:30 - 2:30 Change & Quiet Time

2:30 - 3:30 Choice Time

3:30- 4:30 Outside Time & Dismissal

## Typical Extended Care

### Daily Schedule:

**Mon. Tues. Thu. Fri. 1:15-4:30pm**

**Wed. 11:30-4:30pm**

11:30 Playground transition from PreK

12:00 Inside, Wash hands, Lunch

12:30 Movement, Stories and Quiet Free Play

1:10 inside, Potty and handwashing, quiet winding down activity

1:20 Quiet Rest on cots for at least 20 mins, followed by quiet book reading or fidgets on cots, if child does not sleep

2:15 Start getting up, Clean up nap items, Potty, Handwashing, snack helper jobs

2:20 snack time

2:30 Fusion Activities and Projects

3:15 pack up backpacks and potty and handwashing

3:30 Outside Playground or Inside Free Play (if weather prohibits)

4:30 Dismissal



## Sign in/Sign out:

After school, students should report directly to the gym as soon as they are dismissed from their classrooms. For safety and accountability, each student must be signed out by a parent, guardian, or an authorized adult at the time of pickup. A staff member will always have the attendance sheet on hand to record these sign-outs. Please make it a point to check in with the program staff each day to complete the sign-out process.

## Late Pickup Policy:

A \$5 late fee will be applied for pick-ups within the first 10 minutes after closing. A \$10 late fee will be charged for pick-ups at 5:40pm or later.

## Snow Days/Emergency Closures:

The ANWSD Childcare & Fusion Programs do not operate on snow days or when school is closed for other emergencies.



# Snacks & Meals

---



## Daily Snacks

Our Programs are dedicated to providing free daily snacks in the afterschool setting to ensure that children have the nourishment they need to stay energized and focused. Each day, kids will have the opportunity to select from a variety of snack options, allowing them to choose two different food groups. This approach not only supports balanced nutrition but also offers a diverse range of choices to accommodate different tastes and preferences. Our goal is to make snack time both enjoyable and beneficial for every child.

## Meals

During our Summer Operations, breakfast, lunch and snacks for all ANWSD families will be provided through MAUSD & ANWSD school nutrition cooperative.

The ANWSD Food Service Cooperative is made up of a team of food and nutrition professionals who are dedicated to students' health, well-being and their ability to learn.

To learn more about our culinary department, please visit our Food Service Cooperative Website:

<https://mausd-anwsdnutrition.com/>

# Parent Involvement

---

We invite parents to volunteer in our program. Volunteers must complete volunteer paperwork and complete the screening process which includes a background check and fingerprint submission through the local police department. Please contact Glory Martin ([gmartin@anwsd.org](mailto:gmartin@anwsd.org)) if you are interested in additional details; furthermore, we invite parents to participate in end of session showcases which include performances, demonstrations and exhibits. End of session showcase information will be sent to parents toward the middle of each session.



## Ways to be involved:

- Fusion Enrichment Instructor
- Bolton Valley Ski Program Chaperone
- Bowling Field Trip Chaperone
- Musical Production
- Jr. Iron Chef Chaperone



# Permissions

## Field Trips

Parent permission is required for students to leave school property. Parents can grant or deny permission in the child's registration. These field trips unless otherwise notified are always on foot and are accompanied by adults.

## Photo Permissions

Parent permission is requested before using video or photo images of your child in print or online in purposes of celebrating or promoting the successes of the program. The opportunity to grant or deny permission is provided on the registration form.

## Swimming Activities

The ANWSD Summer Program uses the Sam Fishman Memorial Pool which is staffed by certified lifeguards at all times as well as additional summer program staff members. Permission for participation in swimming activities is granted or denied in the summer registration form.



# Health & Safety

ANWSD Program Directors maintain and hold copies of all known allergies and health problems of enrolled children.

Please make sure to keep your site director up-to-date with any and all changes that may occur. There is a fully stocked first aid kit available at all times. If serious injury/illness occurs a parent/guardian will immediately be notified. Written records of all injuries requiring first aid will be kept and a copy of the accident report will be sent home. In case of emergency, illness, or injury to a child, the parent/guardian will be notified immediately. If the parents/guardian cannot be reached immediately staff will try to then contact the emergency contacts on the child's registration form.



## Medication Procedures:

Parents must inform ANWSD of any prescription medications, including Epi-Pens that may be administered during hours. Medications are stored safely out of reach of children. Permission is requested for offering basic over-the-counter medications and sunscreen/bug spray. This information is on the registration form.

## Illness:

ANWSD adheres to the exclusion policies set forth in the VT Dept for Children & Families document Signs and Symptoms of Illness Chart . Please consult this website for guidelines concerning your child's participation in ANWSD programming if they are ill.

## Immunization Policy:

All children attending ANWSD Licensed Childcare Programs are required to have received immunizations in accordance with the Vermont. Recommended Immunization Schedule. ANWSD asks for parent permission to access immunization information from the school.

## Children With Special Needs and Disabilities:

Play equipment and play surfaces shall be provided for children with disabilities in accordance with recommendations from the Americans with Disabilities Act (ADA). All ANWSD Childcare Programs meet all applicable requirements of the Vermont Division of Fire Safety, the Vermont Department of Health, the Vermont Agency of Natural Resources and the Americans with Disabilities Act.

## Program Confidentiality Policies:

Our professional educators comply with state and federal laws and regulations relating to the confidentiality of student and employee records unless disclosure is required or permitted by law.

## Reporting of Suspected Abuse or Neglect:

All ANWSD Employees are mandated reporters of child abuse and neglect pursuant to 33 V.S.A. §4913 and are required to report to the Child Abuse Hotline when they reasonably suspect abuse or neglect of a child. This report must be made within twenty-four (24) hours of the time information regarding the suspected abuse or neglect was first received or observed. 1-800-649-5285. This number is posted near the phone in each Licensed Childcare homeroom.

## Reporting Missing Children:

When it is determined that a child in care is missing or has been abducted from the program, the childcare staff should follow the afterschool emergency response protocol and shall immediately notify the police, the child's parents and the state Child Development Division.



# Behavior Guidance

---

SAFETY is maintained as the foundation, with activities added that allow children's exploration and appreciation of themselves and others. Relying on the creation of these effective play experiences, school age programs set the stage for adventure, group process and the ethical treatment of all persons – children, parents and staff. Intentional programming leads children toward maturity and helps them build community.

## OUR SCHOOL AGE PROGRAMS:

- Use logical and natural consequences.
- Build a framework of empowerment.
- Support children as they accept control of their own lives.
- Acknowledge the rights, feelings and situations of others with empathy.
- Rely on authoritative behavior guidance.

The professional judgment of the Chidcare Director will guide this process, which relies on communication between child, staff members and parents to plan and improve the environment of the program, maintaining safety in physical and emotional components of the program for all children.

## SITUATIONS REQUIRING IMMEDIATE PARENT PICK-UP, AS THREATS TO THESE BASIC FORMS OF SAFETY:

- running away
- unsafe behavior (toward themselves or others)
- verbal abuse

## GUIDANCE and RE-ENTRY PROCESS:

A verbal warning will be given to the child; parent will be advised at pick-up. If not possible in person, the information will be shared via telephone within 24 hours.

If recurring incidents require further actions, a behavior guidance process may be utilized:

1. Call to parent/guardian regarding circumstances; request for parent pick-up
2. Call to parent/pick-up/ one day suspension, with a conference between parent, child and site director before child resumes attending program.
3. If recurring behavior warrants, call to parent/pick-up/ and a suspension from the program with a duration determined by the site director and Childcare Director with a conference between parents, child, site director, Center representative, before child resumes attending program.
4. If behaviors continue conference with parents about continuing in the program.

# Bullying Prevention Plan

---

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy.

Definition Bullying means any overt act or combination of such acts directed against a student by another student or group of students and which:

- occurs during the school day on school property, on a school bus, or at a school sponsored activity
- may be done using electronic means
- is intended to ridicule, humiliate, or intimidate the student
- is repeated over time

## Notice of Prohibition against Bullying, and Anti-Bullying Interventions

The ANWSD recognizes that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated in its schools. The ANWSD Licensed Childcare Programs will:

- (a) include the prohibition against bullying in the student or school handbook and in other ways to make students aware of the prohibition against bullying, the penalties for engaging in bullying, and the procedures for reporting bullying.
- (b) develop strategies for school staff to prevent and intervene in bullying.

## Reporting, Investigating, and Notifying Parents of Bullying Reports

To address bullying, we encourage students to report personally or anonymously acts of bullying to teachers and/or school administrators. ANWSD has established the following methods for such reporting:

### Anonymous Reporting:

Students may leave a note in the principal's box in the office or with the Site Director.

### Personal Reporting:

Students may contact the principal or Site Directors.





## **Harrassment**

---

“Harassment” means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. A student who believes that s/he has been harassed, who witnesses or who has knowledge of conduct that s/he reasonably believes might constitute harassment should promptly report the conduct to a designated employee or to any other school employee. Such a report may be made in person or in writing.

## **Use of Tobacco, Alcohol and Illegal Drugs**

---

It is the policy of ANWSD to maintain a workplace free of alcohol and drugs. No employee will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace or vehicles transporting students. As a condition of employment, each employee will notify the Superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five days after such conviction. Entry of a nolo contendere plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

## **Policy Regarding Excluding Persons Whose Presence is Prohibited by Regulations:**

---

Individuals will be consulted privately by the site director or admins if there is an issue with their participation.

# Emergency Response Plans



## ANWSD Emergency Response Plans

### [Emergency Response Plans](#)

### Vergennes Union Elementary:

Evacuation destination: Out the nearest exit, walk to the front of the building, down the sidewalk towards New Haven Road, one teacher front, one back, one middle, middle teacher runs up and stops traffic on New Haven Road, cross New haven Road, walk on sidewalk to Parish Hall, enter Parish Hall through side door. Parents contacted and pick up.

Contacting authorities: Call 911, call Asia & Ashley

Contacting parents: emergency backpack with contact info.

Identifying children: take attendance before you leave if possible, during and when you reach evac location

Helping w/ Special Needs: Have teacher with best connection with said student walk with that student

Staff Chain of Command: Site coordinator/s in charge: makes parent calls, counts kids, takes attendance, keeps group moving, Support staff: keeps kids calm and moving, does what site coordinator needs.

### Ferrisburgh Central & Ferrisburgh Extended Care:

Evacuation destination: Out the nearest exit, walk to the back of the building, walk through the path past the playground, one teacher front, one back, one middle. Enter through the front door of the Town Hall. Parents contacted and pick up.

Contacting authorities: Call 911, call Asia & Ashley

Contacting parents: emergency backpack with contact info.

Identifying children: take attendance before you leave if possible, during and when you reach evac location

Helping w/ Special Needs: Have teacher with best connection with said student walk with that student

Staff Chain of Command: Site coordinator/s in charge: makes parent calls, counts kids, takes attendance, keeps group moving, Support staff: keeps kids calm and moving, does what site coordinator needs.

### Vergennes Union Middle/High School:

Evacuation destination: Out the nearest exit, walk to the front of the building, walk down the sidewalk on Monkton Road, one teacher front, one back, one middle, middle teacher runs up and stops traffic on Monkton Road, cross Monkton Road, enter Army National Guard through front door. Parents contacted and pick up.

Contacting authorities: Call 911, call Asia & Ashley

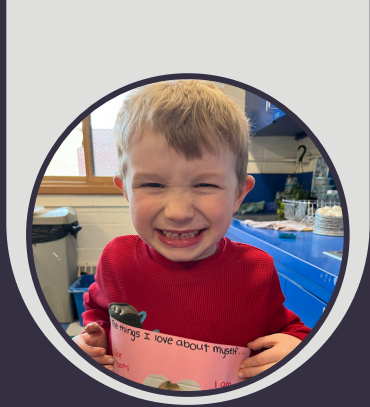
Contacting parents: emergency backpack with contact info.

Identifying children: take attendance before you leave if possible, during and when you reach evac location

Helping w/ Special Needs: Have teacher with best connection with said student walk with that student

Staff Chain of Command: Site coordinator/s in charge: makes parent calls, counts kids, takes attendance, keeps group moving, Support staff: keeps kids calm and moving, does what site coordinator needs.





## Staff Credentials

---

All employees of Licensed Childcare in the ANWSD District have passed background checks and have also been fingerprinted by both the school district and the VT Child Development Division. Staff employed by the ANWSD Afterschool Program have past experience working with school-aged and/or preschool children, and are continually undergoing additional training. Each school includes a Site Director or Coordinator, Program Staff, and High School Age Assistants as well as workshop instructors.

Evaluation, Performance Reviews and IPDPs: Each employee can be expected to be evaluated by his/her immediate supervisor. Childcare supervisors adhere to the Youth Program Quality Assessment Tool, and employees are trained on expectations around Youth Program Quality. All evaluations are kept in the employee's file and incorporated into personal IPDPs. Employees are encouraged to meet with supervisors to discuss their professional development and alerted to available training and conferences.

## VT Child Development Division Regulations

---

CDD Licensed After School Childcare Regulations and CBPPCC Licensed Preschool Childcare Regulations can be found at <https://dcf.vermont.gov/cdd/laws-regs/childcare>

## Pesticides

---

Pesticide applications shall be used only when other pest prevention and control measures fail. Application of pesticides shall only be made when children are not present. Rodent baits shall not be used unless in childproof bait boxes. Bait boxes shall be inaccessible to children. ANWSD shall keep records of all pesticide applications. Records will include: the pesticide product name, EPA Registration Number, amount used, dates of application, location of application and pests treated for. These records shall be available for inspection by parents and prospective parents during operating hours. (Sample Pesticide Recording Form available on the Division website).

## Complaints

---

Please contact ANWSD's Afterschool and Summer Program Director, Asia Kruse ([akruse@anwsd.org](mailto:akruse@anwsd.org)) if you have complaints regarding the welfare of children in ANWSD Afterschool and Enrichment Program care.

You may also contact the Child Care Consumer Line at (800) 649-2642.



# Partners

---

ANWSD Childcare Programs enjoy partnerships with the following organizations:

[Bixby Memorial Library](#)

[City of Vergennes](#)

[Lake Champlain Maritime Museum](#)

[United Way of Addison County](#)

[Boys & Girls Club of Greater Vergennes](#)

[Vergennes Recreation Department](#)

[Vergennes Opera House](#)

[ANWSD Food Service Cooperative](#)

[Little City Family Fitness](#)

[Bolton Valley](#)

[Vermont Afterschool](#)

[Vermont Agency of Education](#)

[Agency of Human Resources - Dept for Children and Family](#)

[Vermont Child Development Division](#)

