

CVSU Afterschool

Northfield Orange Washington Williamstown



2025-2026

Family Handbook

*Echo Valley Elementary School
Echo Valley Middle School
Northfield Elementary School
Northfield Middle High School
Williamstown Elementary School
Williamstown Middle High School*



Table of Contents	Page
Welcome!	1
Contact Information	2
Problems & Questions	3
Program Overview	3
Our Staff	4
Enrollment Procedure	4
Fees & Financial Information	4-5
Family Involvement and Support	5
Children with Special Needs	5
Attendance Policy	5-6
Student Pick-Up Policy	6
School Closing	6
Discipline Procedures	6-7
Accidents	7
Missing Child Protocol	7
Emergency Protocols	8
Medications	8
Immunizations	8
Smoking Policy	8
Use of Pesticides	8
Summer & Late Bus	8
Mandatory Reporting	8
Confidentiality	9
Physical Health Information & Guidelines	9
2023-24 CVSU Afterschool Calendar	10

WELCOME TO CVSU AFTERSCHOOL!

The *CVSU Afterschool Program* offers a safe, fun, and stimulating afterschool experience. Our programs are aligned with Common Core standards and 21st Century learning skills. We are educators who believe in building great relationships with and among students; helping students to recognize and realize their potential; and giving kids the opportunity to express themselves in a variety of interesting and enriching activities.

Our program is part of a nation-wide community of 21st Century Community Learning Centers. We aim to provide interesting, project-based activities that will ultimately help students in school and in life. We look forward to getting to know you and your child(ren) this school year. This *Family Guidebook* details our procedures and important information about the program. Please feel free to contact us with your questions or concerns.



CONTACT INFORMATION

CVSU Afterschool Program, 111B Brush Hill Road, Williamstown, VT 05679

Cara Sargent, CVSU Afterschool Program Director • 802-433-7060 • csargent@cvsu.org

To reach program staff during *CVSU Afterschool* program time, please contact the site coordinator of the appropriate program:

SUMMER 2025

David Munson	Northfield Elementary School	802-455-8810	dmunson@cvsu.org
Ryan Harlow	Northfield Middle High School	802-433-7062	rharlow@cvsu.org
Katie Lovely	Williamstown Elementary School	802-433-7001	klvely@cvsu.org
Tyler Beede	Williamstown Middle High School	802-433-7016	tbeede@cvsu.org

SCHOOL YEAR 2025-26

Tyler Beede	Echo Valley Elementary School	802-433-3946	tbeede@cvsu.org
	Echo Valley Middle School		
David Munson	Northfield Elementary School	802-455-8810	dmunson@cvsu.org
Ryan Harlow	Northfield Middle High School	802-433-7062	rharlow@cvsu.org
Katie Lovely	Williamstown Elementary School	802-433-7001	klvely@cvsu.org
Laura Greve	Williamstown Middle High School	802-433-7016	lgreve@cvsu.org

CONCERNS AND QUESTIONS

If you experience any problems or have any concerns or questions regarding the *CVSU Afterschool Program*, please contact the director, Cara Sargent, at 802-433-7060 or csargent@cvsu.org.

If you need to register a complaint regarding the *CVSU Afterschool Program*, you may contact the Child Care Consumer Line at 1-800-649-2642.

PROGRAM OVERVIEW

CVSU Afterschool provides many opportunities for student participation at seven sites. Young people may choose one day a week for a specific activity, or every day that the *CVSU Afterschool Program* is in session. Activities range from building robots to making music, from creative writing to fly fishing, and more. Students commit to their choices prior to the beginning of each session so personnel can be retained to facilitate. **We cannot accept drop-ins at this time.**

Please read this handbook carefully and consult the Program Director or Site Coordinators with any additional questions or concerns—or simply to introduce yourself!

You, the families, are a critical part of the collaboration. We need your support, input, and energy. Please connect with *CVSU Afterschool* staff about your child's and family's needs. We look forward to working together. We envision a great year as we build our afterschool program and community!



OUR STAFF

CVSU Afterschool staff members are school-day employees, afterschool professionals, and community members who love working with kids. All regular staff members and administrators have passed a background and fingerprint check through the Vermont Agency of Education; we are all mandated reporters; and we offer professional development to our staff on a regular basis. The safety and well-being of our students is our primary concern.

ENROLLMENT

Families must fill out and submit to the Site Coordinator each of the following forms once per fiscal year (July to June) *and as needed to update information*:

1. **Registration Form**
2. **Transportation Form**
3. **Fee Determination Form (elementary sites only)**
4. **Family Guidebook Sign-Off Page**

Families must complete an **Enrollment Form** each session your child(ren) attend(s) *CVSU Afterschool*.

Completed forms must be received before your child(ren) can participate in our programs. **Space is limited each session and slots are filled on a first-come, first-served basis.**

FEES & FINANCIAL INFORMATION

No child is ever turned away from CVSU Afterschool programs for inability to pay; but if you can contribute to our program, you will be helping us make it possible to continue to offer quality afterschool enrichment programs to your children, our students.



A little more than half of our annual budget comes from a federal 21st Century Community Learning Centers (21CCLC) grant. **21CCLC money allows us to pay our staff.**



About 14% of our revenue comes from our schools. **This amount, while very helpful, covers only some of our administrative costs.**



The rest of our revenue—for program supplies (paint, clay, paper, markers, playground toys, etc.), staff training (professional development), equipment (computers, printers, software), and food (snacks)—comes primarily from program fees and donations.

Family contributions are essential to our ability to operate.

Fees are determined using the *Fee Determination Form* and are based on household income.

Due to the high demand for enrollment at our elementary sites (NES, WES, EVE), we generate statements for each session based on enrollment, not attendance. If your child is enrolled in an activity and does not attend, regardless of reason, you are still responsible for the cost of that day.

We generate statements at the beginning of each session and mail or hand-deliver them to parents. Payment is due four weeks from the date the statement is generated.

We understand that not every family can pay the determined amount, or is able to pay the full amount at one time.

- If you would like to establish a payment plan, please contact the Program Director.
- Limited scholarships are available.
- Please make checks payable to *CVSU Afterschool*.

No child will be turned away for an inability to pay.

FAMILY INVOLVEMENT AND SUPPORT

We welcome family members' contributions of talent, time, and ideas. From time to time, we will send out specific requests. If you want to volunteer in some capacity, please let us know. We also invite community members with skills, knowledge, and talents to share to apply to serve as project facilitators leading new learning experiences for students each session (fingerprinting/background check required).

You know your children best. Please tell us about their interests, concerns, and achievements. With your input, we can provide individualized support, celebration, and improved programming.

Parents/guardians are always welcome to visit our programs. Please be aware that the first priority of our staff members is the well-being of our students, so staff members may not be able to stop what they are doing to speak with you at length. If you would like to meet with one of our staff members, please contact the site coordinator.

Parents may request to see their child's *CVSU Afterschool Program* record by contacting the site coordinator.

CHILDREN WITH SPECIAL NEEDS

All children who wish to enroll in *CVSU Afterschool* programs are welcome. Our staff works with families and school-day staff to provide the most effective accommodations for children who need them, as well as differentiated play and instruction.

BEHAVIORAL SUPPORT

If a student needs extra behavioral support to be successful in our program, the site coordinator will work with the student's principal and teachers to adapt the student's school-day behavior plan, if such exists, for afterschool, or create a behavior plan based on the student's and the program's needs. In rare cases, a behavior plan may include not attending afterschool on days when the student's behavior during the school-day indicates that they will not be able to engage in afterschool activities.

ATTENDANCE POLICY

Families must contact the Site Coordinator or the site school office if, for any reason, a student will be absent from *CVSU Afterschool*. If a student scheduled to attend that day is absent from our program, and the student is not listed as absent from school, then the Site Coordinator will begin calling the contact numbers listed on the student's registration form. *If a parent, guardian, or emergency contact cannot be reached, then the Site Coordinator's next step will be to contact the appropriate police department to report the student's absence and begin a search for the student.* Parents of middle and/or high school student(s) only may allow their child(ren) to attend or not attend program at the child's discretion *with a written permission form*. Please see the site coordinator if you are interested in this option.

Dismissal from school: If a student is sent home from school due to illness or for disciplinary reasons, **they are not permitted to attend *CVSU Afterschool* on that day.** If a student is suspended from school, they are not permitted to attend *CVSU Afterschool* for the duration of the suspension. Payment is still required.

Withdrawing from the program: Families have the option of withdrawing students from the program at any time, but we request a **2-week notice** before withdrawing. A pattern of withdrawing over multiple sessions will result in an inability to participate in *CVSU Afterschool* activities.

STUDENT PICK-UP POLICY

On the *Registration Form*, families fill out a "pick-up list" of people authorized to pick up their child(ren). A child will not be released to any other person without advance written permission from the child's parent/guardian. Photo ID may be required for pick-up.

Early pick-up is permitted; please let your child's Site Coordinator know in advance. You must give permission on the *Registration Form* for your child to walk or ride the bus to a specific stop. (See "LATE BUS".) A written note is required to change the transportation plan established on your child's *Transportation Form*.

SCHOOL CLOSING

In the event that school is canceled at the beginning of the school day or closed during the school day (e.g., snow or ice storm) the program **WILL NOT** operate. Parents will be informed via the Central Vermont Supervisory Union emergency notification system, and the website and local radio stations will broadcast the news of all school closings.

DISCIPLINE PROCEDURES

The *CVSU Afterschool* behavior procedures ensure the safety of program participants. The same rules and behavioral expectations that are enforced during regular school hours, as outlined in each school's Family Handbook, are maintained during *CVSU Afterschool* program time and on the late-bus. We implement PBIS systems as a means of encouraging positive behaviors, and use site-specific behavior plans focused on restorative justice practices.

For any incident, the site Coordinator and relevant staff members will discuss the student's behavioral support needs. The Site Coordinator will then determine a consequence along the continuum detailed below and create an appropriate plan for and with the student.

CVSU Afterschool Disciplinary Continuum:

- *Warning*

- *Site Coordinator will call parent. Student will be suspended for remainder of that day and the following day.*
- *Site Coordinator will call parent. Student will be suspended for 5 program days.*
- *Site Coordinator and Afterschool Director will have a conference with student and parent. Student will be suspended for the remainder of the session or 20 program days, whichever is longer.*
- *Site Coordinator and Afterschool Director will have a conference with student and parent. Student will be suspended for the remainder of the school year.*

Parents have the right to opt out of suspension-related meetings, but students who have been suspended will not be re-enrolled until such a meeting occurs, and parties reach an understanding and agreement about expectations. Note that Vermont law prohibits the suspension from school (including afterschool programs) of children under the age of 8 years “provided, however, that the school may suspend or expel the student if the student poses an imminent threat of harm or danger to others in the school” (16 V.S.A. § 1162 [d]).

Families will have the opportunity to appeal a decision for suspension from the *CVSU Afterschool Program*. If you disagree with the Site Coordinator’s decision, appeals may be submitted via email to Cara Sargent, *CVSU Afterschool* Director. During the period of review by the *CVSU Afterschool* Director, the Site Coordinator’s determination of consequence will stand until an alternative decision, if deemed appropriate, has been made. Any appeal will be reviewed and a decision reached within ten business days.

Examples of behaviors that may result in immediate suspension of one or more days:

- purposeful physical injury to another person.
- promotion or threat of violence.
- verbal, written, visual, or physical conduct that can be characterized as discriminatory, i.e., that denigrates a person based on that person’s race, color, national origin, sex (including gender identity and sexual orientation), disability, or age. (This behavior is legally defined as *harassment*.)
- possession, use, or threat of any weapon, including but not limited to knives (other than knives used appropriately and with adult supervision in an activity such as cooking), firearms, explosive devices, and incendiary devices.
- “weaponizing” of objects, i.e., using or threatening to use an object such as a stapler or chair to injure oneself or another person.
- behaviors related to an open hazing, harassment, or bullying investigation.
- any other behavior that the Site Coordinator, in consultation with the afterschool director and/or the school’s principal, deems sufficiently harmful to warrant suspension.

ACCIDENTS

In the event that a child suffers a serious injury, our policy is to call 911 first. Staff will then contact the parent(s)/guardian(s). The child may be taken immediately to the emergency room for treatment prior to parental/legal guardian contact. Site Coordinators and other program service providers are trained in First Aid and CPR. In the event of an accident, staff will complete an accident form and detail any treatment administered to the student. *CVSU Afterschool* will keep a copy on file with students’ records.

MISSING CHILD PROTOCOL

Staff members take attendance at the beginning of their activity and conduct frequent head-counts during the activity. In the event that a child is missing, a staff member will contact the Site Coordinator immediately. The Site Coordinator will conduct a search of the immediate area. If the child is not found, the Site Coordinator will call the Program Director and a wider search, including any available program/school staff, will be conducted. If the child is not located within 10 minutes, the Director will contact the local police for assistance, as well as the child’s parent(s)/guardian(s).

EMERGENCY PROTOCOLS

CVSU Afterschool programs follow the emergency protocols of the schools in which they are housed. Parents should be aware that, in case of emergency, afterschool staff will contact you as soon as possible. Parents should not attempt to call the school or a child's or staff member's cell phone because this could interfere with afterschool staff's communication with emergency personnel.

MEDICATIONS

Staff may not administer any medications—including sunscreen and bug spray—without written parental permission and, when applicable, professional training. In general, Site Coordinators will be the only staff members to administer medication. All student medications are kept in a locked location until/unless needed. All staff will receive EpiPen training and will be informed if any student in their group has an EpiPen. An elementary student's EpiPen will be carried at all times by a staff member who leads or assists that student's group. A middle-school student's EpiPen will be carried by the student, with a staff member ensuring that the student has their EpiPen at all times.

IMMUNIZATIONS

The immunization records (or Vermont-allowed exemptions) of children who participate in *CVSU Afterschool* programs must be current and on file with the school.

SMOKING POLICY

Smoking is prohibited on all school properties and *CVSU Afterschool* program sites.

USE OF PESTICIDES

CVSU Afterschool programs use school property; our pesticide policies are, therefore, the same as those of our schools. These policies include written notification to families and staff prior to applying pesticides; use of pesticides registered by the Vermont Department of Agriculture, Food and Markets; and application of pesticides only when children are not present.

SUMMER AND LATE BUS

Bus routes are determined by the general home locations of enrolled students and are intended to provide transportation opportunities to as many students as possible. Be sure to let us know right away about address changes.

CVSU Afterschool Bus Drivers' Protocol for Student Drop-Off

- Students in grades K through 5 who ride the late bus will be dropped off only if an authorized person is present to meet them.
- CVSU summer program coordinators will provide the bus driver with a list of persons authorized by each student's parent/guardian to meet the student.
- The bus driver will ask for photo identification from the person meeting the student at the bus stop unless/until the driver is familiar with the authorized persons.
- The bus driver will not release a student to any person who is not on the list of authorized persons.
- CVSU summer program coordinators will inform parents/guardians of K-5 students that the authorized person should come to the door of the bus to meet their student and should be prepared to show photo identification to the bus driver.
- CVSU requires that parents/guardians submit changes to a student's transportation plan to the summer program coordinator in writing. This includes changes or additions to persons authorized to meet students at the bus stop.

- If a student in grades K-5 is not met by an authorized person at the bus stop, the student will remain on the bus and the bus driver will call the pick-up person and/or the site coordinator who will attempt to contact the student's parent/guardian.
 - If a parent/guardian can be reached and is able to report to the bus stop within 2 or 3 minutes, the driver will wait for the parent/guardian to arrive.
 - If a parent/guardian cannot be reached or cannot report to the bus stop within a few minutes, the student will be returned to school, where they will be met by the summer program coordinator or their designee.

MANDATORY REPORTING

All *CVSU Afterschool Program* staff members are mandated reporters. We take very seriously our legal requirement to report suspected child abuse and neglect to the Vermont Department of Children and Families.

CONFIDENTIALITY

All CVSU Afterschool program staff members will maintain the confidentiality of students and their families. Staff members and program administrators may discuss specific concerns about a student's behavior or other issues amongst themselves, with the student's parent(s)/guardian(s), and with school-day staff, as necessary and appropriate. The Site Coordinator will share medical, behavioral, and other confidential information about a student with staff members on a need-to-know basis. All child/family records will be kept confidential unless otherwise required by law or emergency.

PHYSICAL HEALTH INFORMATION & GUIDELINES

We learned some important lessons from the COVID-19 pandemic about staying healthy. Masking when sick, washing hands frequently, and social distancing keeps us safer from illness generally. We will heed this lesson and ask you to assist us. The chart below will help you determine if your child should stay home from the program.

We will be vigilant about observing and verbally checking in with students to assess how they are feeling. If a child becomes sick from what might be a communicable illness while they are at the program, we will isolate them and call parents to come pick them up.

I NEED TO STAY HOME IF...

I have a Fever	I am Vomiting	I have Diarrhea	I have a Rash	I have Head Lice	I have an Eye infection	I have been in the hospital
						
Temperature of 100.4	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice.	Redness,itching, &/or crusty drainage from eye	Hospital stay &/ or ER Visit.
I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication. ie. Tylenol, ibuprofen	Free from Vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and information is provided to school nurse	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school

CVSU Afterschool

Northfield Orange Washington Williamstown

2025-26 CVSU AFTERSCHOOL CALENDAR

This calendar applies expressly to the CVSU Afterschool programs. Consult the School Calendar for information specific to the school day.

JULY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Summer Session: July 7 to August 8

July 4: Independence Day

AUGUST				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Aug. 19-20: New Teachers

Aug. 21-26: Inservice

Aug. 27: First Day of School

SEPTEMBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Session 1: Sep. 8 to Oct. 24

Session 2: Oct. 27 to Dec. 22

Sep. 1: Labor Day

Sep. 11: Early-Release Day

OCTOBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Oct. 8: Early-Release Day

Oct. 13: Indigenous Peoples' Day

NOVEMBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Session 2: Oct. 27 to Dec. 22

Nov. 7: VT Afterschool Conf.

Nov. 10: Parent Conferences

Nov. 11: Veterans' Day

Nov. 26-28: Thanksgiving

DECEMBER				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Dec. 10: Early-Release Day

Dec. 23: Early-Release to Vac.

Dec. 24-Jan. 2: School Vacation

JANUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Session 3: Jan. 5 to Feb. 20

Jan. 1: New Year's Day

Jan. 2: Last day of vacation

Jan. 19: MLK Day

Jan. 26: Inservice

FEBRUARY				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Feb. 11: Early-Release Day

Feb. 23-Mar. 3: School Vacation

MARCH				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Session 4: March 9 to April 17

Mar. 2: School Vacation

Mar. 3: Town Meeting Day

Mar. 11: Early-Release Day

Mar. 20: Parent Conferences

APRIL				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Session

5: April 27 to June 11

Apr. 8: Early-Release Day

Apr. 20-24: School Vacation

MAY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Session 5: April 27 to June 11

May 13: Early-Release Day

May 25: Memorial Day

JUNE				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15*	16*	17*	18*	19*
22	23	24	25	26
29	30			

Jun. 12: Last Day of School,

1:00 Dismissal

Jun. 15: Inservice

Jun. 15-19: Make-up days, if nec

S1 34 days

S2 35 days

S3 33 days

S4 29 days

S5 33 days

School Days : 177

Afterschool Days:

Summer 25

School Year 164

KEY



Holidays and Vacations

Inservices

Parent Conferences

School in Session, no Afterschool