



Northfield

Williamstown

Washington

Orange



2026-2027
Family Handbook

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Welcome to CVSU Afterschool

CVSU Afterschool is the collective name for the six afterschool and summer programs offered by the Central Vermont Supervisory Union. As part of a nationwide network of expanded learning opportunities supported by the Nita M. Lowey 21st Century Community Learning Centers grant, our programs are committed to providing safe, engaging, and enriching experiences beyond the school day.

At CVSU Afterschool, we believe that strong relationships are the foundation of meaningful learning. We strive to create welcoming environments where students feel connected, valued, and supported. Through a wide variety of academic, recreational, creative, and enrichment opportunities, we help students discover their strengths, explore new interests, build confidence, and develop important life skills.

We look forward to getting to know you and your children throughout the year. This Family Handbook contains important information about our programs, policies, and procedures. We encourage you to review it carefully and keep it as a resource throughout the year.

If you have any questions, concerns, or suggestions, please do not hesitate to contact us. We are grateful for the opportunity to work with your family and be part of your child's growth and success.



Contact Information

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

David Munson - Director of Afterschool Programs
(802) 433-7060 dmunson@cvsu.org

2026 Summer Program Contact Information			
Coordinator	Site	Phone	Email
Nora Everett	Northfield Elementary School	455-8810	neverett@cvsu.org
Jenny Allen	Northfield Middle High School	433-7062	jallen@cvsu.org
Katie Lovely	Williamstown Elementary School	433-3641	klovely@cvsu.org
Michelle Larkham	Williamstown Middle High School	433-7016	mlarkham@cvsu.org

2026-2027 School Year Program Contact Information			
Coordinator	Site	Phone	Email
Nora Everett	Northfield Elementary School	455-8810	neverett@cvsu.org
Michelle Larkham	Northfield Middle High School	433-7062	mlarkham@cvsu.org
Katie Lovely	Williamstown Elementary School	433-3641	klovely@cvsu.org
Laura Greve	Williamstown Middle High School	433-7016	lgreve@cvsu.org
Ava Bailey	Washington Village School (EVE)	455-8062	abailey@cvsu.org
Tyler Beede	Orange Center School (EVM)	433-3964	tbeede@cvsu.org

Questions and Concerns

If you have any questions, concerns, or need assistance, please do not hesitate to contact the CVSU Director of Afterschool Programs, David Munson, at (802) 433-7060 or dmunson@cvsu.org. We value open communication and are committed to working collaboratively with families to ensure a positive experience for every child in our programs.

Program Overview

CVSU Afterschool offers a wide variety of engaging opportunities for students across our six program sites. Students may participate one day per week or attend multiple days, depending on their interests and availability. Our enrichment offerings are designed to provide students with opportunities to learn, explore, create, and connect. Activities may include robotics, music, arts and crafts, creative writing, outdoor recreation, cooking, STEM projects, and much more.

To ensure high-quality programming and appropriate staffing, students register for activities before each session begins and are expected to attend their selected programs consistently throughout the session, which last for 6-8 weeks. At this time, we are unable to accommodate drop-in attendance.

Families are an essential part of our program community. Your partnership, feedback, and support help us create the best possible experience for students. We encourage you to communicate openly with program staff about your child's interests, strengths, and needs so that we can work together to support their success.

Our Staff

CVSU Afterschool is staffed by a dedicated team of educators, afterschool professionals, college and high school student employees, and community members who are passionate about working with young people. Together, they bring a wide range of skills, experiences, and interests that help create engaging and enriching opportunities for students.

All adult staff members and administrators are required to complete background and fingerprint checks through the Vermont Agency of Education and are trained mandated reporters. In addition, staff participate in ongoing professional development to strengthen their skills and ensure the highest quality programming for students.

Enrollment Procedures

Registration and enrollment for CVSU Afterschool programs are completed online via Google Form. Families who require a paper copy may request one from their site's Program Coordinator. Enrollment announcements and registration information are sent by email to families within each school community.

Space is limited in all programs, particularly at our elementary school sites. Enrollment is accepted on a first-come, first-served basis, and participation cannot be guaranteed once a program reaches capacity.

To participate in CVSU Afterschool programs, families must complete the required registration materials each school year (July 1-June 30). These forms include:

- Registration Form
- Family Handbook Acknowledgment Form
- Transportation Information Form
- Fee Determination Form (elementary sites only)

In addition, families must complete an enrollment form for each session in which their child will participate, on which they'll select the programs their child will participate in.

All required forms are incorporated into the online enrollment process and can be completed at the time of registration. Paper copies are available upon request. Families are responsible for notifying program staff of any changes to emergency contacts, medical information, transportation plans, or other important student information throughout the school year.

All required forms and documentation must be completed and received before a student may begin attending CVSU Afterschool programs.

Financial Information

CVSU Afterschool is committed to ensuring that all students have access to high-quality extended-learning opportunities. Program fees are charged only at our elementary school sites. No child will ever be denied participation due to a family's inability to pay.

While fees are not required for participation, family contributions play an important role in sustaining and enhancing our programs. About half of our annual budget is funded through the 21st CCLC grant, which primarily supports staffing and program operations like bussing.

Additional funding for supplies, materials, enrichment activities, and special programming comes from a combination of program fees, community partnerships, and fundraising efforts.

When families are able to contribute, those funds are invested directly back into the program to support engaging activities, purchase materials and equipment, and expand opportunities for students. Every contribution, regardless of size, helps us continue providing safe, enriching, and high-quality afterschool experiences for the children and families we serve.

Fee Determination

Fees, for elementary sites only, are determined using the Fee Determination Form, on which families will select a tier based on self-reported household income.

Due to the high demand for enrollment at our elementary school sites, fees are assessed based on enrollment rather than attendance. When a student is enrolled in a program, staffing, supplies, and program resources are planned accordingly. Therefore, families are responsible for the cost of all enrolled days, regardless of whether a student attends.

Statements are generated at the beginning of each session and are emailed or delivered directly to families. Payment is due within four weeks of the statement date. Checks should be made payable to CVSU Afterschool.

We understand that every family's financial situation is unique. If you are unable to pay the full amount at one time, support options are available:

- Payment plans may be arranged by contacting the Director of Afterschool Programs.
- Limited scholarships and fee reductions are available for qualifying families.

If your family needs financial assistance, please contact your Program Coordinator or the Director of Afterschool Programs. All requests are handled confidentially. No child will be turned away because of an inability to pay.

Fee Determination Table

CVSU Summer Program <u>Weekly Fees</u> Summer 2026			
Services Offered <u>(By Week)</u>	<u>Tier 1</u> Household income greater than \$150,000	<u>Tier 2</u> Household income less than \$150,000 BUT children are not eligible for free or reduced lunch	<u>Tier 3</u> Household Income less than \$150,000 AND children are eligible for free or reduced lunch
Early Care	\$15.00	\$10.00	\$5.00
Morning Only	\$110.00	\$65.00	\$25.00
Full Day	\$160.00	\$85.00	\$30.00
After Care	\$50.00	\$30.00	\$20.00
Weekly Total For Early Care, Full Day, and After Care	\$225.00	\$125.00	\$55.00
CVSU Afterschool Program <u>Daily Fees</u> School Year 2026-2027			
Service Offered <u>(By Day)</u>	<u>Tier 1</u> Household income greater than \$150,000	<u>Tier 2</u> Household income less than \$150,000 BUT children are not eligible for free or reduced lunch	<u>Tier 3</u> Household Income less than \$150,000 AND children are eligible for free or reduced lunch
Daily Rate	\$15.00	\$8.00	\$5.00

Inclusion and Accessibility

CVSU Afterschool welcomes all children who wish to participate in our programs. We are committed to creating a safe, inclusive, and supportive environment where every student has the opportunity to learn, grow, and be successful.

Our staff works collaboratively with families, school-day educators, special educators, counselors, and other support personnel to understand and meet the unique needs of each child. When appropriate, we provide accommodations, modifications, and differentiated programming to help students fully participate in program activities.

We recognize that every child brings unique strengths, interests, and learning needs to our community. Our goal is to ensure that all students have equitable access to meaningful afterschool experiences and feel valued, included, and supported as members of the CVSU Afterschool community.

Families are encouraged to communicate any information that may help us best support their child. Open communication and partnership between families and program staff are essential to creating a positive and successful experience for every student.

Behavioral Support

When a student needs additional support, the Program Coordinator will work collaboratively with the student, family, school-day staff, and other relevant support personnel to develop strategies that promote success in the afterschool setting. Whenever appropriate, existing school-day behavior plans, accommodations, or support strategies may be adapted for use during afterschool programming. In some cases, an individualized afterschool support plan may be developed to address the unique needs of the student and program environment.

Our goal is always to provide proactive support, teach positive skills, and help students remain engaged in programming whenever possible. However, because student safety and the well-being of the group are our highest priorities, there may be rare circumstances in which a student's behavior during the school day indicates that they are unlikely to be successful or safe in the afterschool setting that day. In these cases, program staff, in consultation with school personnel and families when appropriate, may determine that the student should not attend the afterschool program on that particular day.

Attendance Policy

Reporting Absences

Families must notify the Program Coordinator or school office if a student will be absent from the afterschool program for any reason. If a student is expected to attend but does not arrive at the program and is not reported absent from school, staff will immediately attempt to contact the student's parent/guardian and/or emergency contacts. If the student's whereabouts cannot be confirmed, the program's Missing Child Protocol will be enacted.

Middle and High School Student Attendance

Parents or guardians of middle and high school students may authorize their child to decide independently whether to attend the afterschool program on a given day. This option requires a signed permission form on file. Families interested in this arrangement should contact the Program Coordinator.

School-Day Dismissals and Suspensions

Students who are sent home from school due to illness or disciplinary reasons are not permitted to attend CVSU Afterschool that day. Students serving an in-school or out-of-school suspension may not attend the afterschool program for the duration of the suspension. Program fees are not adjusted for these absences.

Early Pick-Ups

CVSU Afterschool programs are designed to provide a complete and meaningful experience through the end of the program day. Frequent early pick-ups disrupt activities, limit student participation, and reduce access for other students who may be waiting for enrollment opportunities.

Occasional early pick-ups for appointments, obligations, or emergencies are understandable and permitted. Families should notify the Program Coordinator in advance whenever possible. However, routine early pick-ups may result in a review of a student's enrollment status, particularly at sites with active waitlists.

Withdrawals and Participation Expectations

Families may withdraw a student from the program at any time by notifying the Program Coordinator. However, because enrollment space is limited, especially at elementary sites, repeated patterns of withdrawal, absences, or frequent early pick-ups may affect a student's eligibility for future enrollment. This policy helps ensure that limited program spaces are available to students and families who are able to participate consistently.

Student Dismissal

As part of the registration process, families must provide a list of individuals authorized to pick up their child(ren) from the program. Students will only be released to a parent, guardian, or authorized individual listed on the Registration Form unless advance written permission has been provided by the parent or guardian. Program staff may request photo identification before releasing a child.

Families who wish to allow their child to walk home independently or ride the late bus must provide written authorization on the Transportation Form. Students will only be permitted to follow the transportation arrangements that have been approved by their parent or guardian.

Any changes to a student's regular dismissal or transportation plan must be communicated to the Program Coordinator in writing. For the safety and security of all students, verbal messages relayed through students will not be accepted. Whenever possible, transportation changes should be communicated before the start of the program day.

School Closings

CVSU Afterschool programs do not operate on days when school is canceled or dismissed early due to weather, emergency situations, or other unforeseen circumstances. If school is closed at the start of the day or students are dismissed before the regular end of the school day, all afterschool activities and programming will be canceled.

Families will be notified through the Central Vermont Supervisory Union's emergency notification system. Information regarding school closures and early dismissals will also be available on district communication channels and through local media outlets.

If an afterschool program is canceled during the school day, families will be required to confirm an alternate dismissal plan for their child. School staff will make every effort to contact parents or guardians to determine how the student should be dismissed. If staff are unable to reach a parent or guardian, the student's regular non-afterschool dismissal plan may be followed. If a safe dismissal plan cannot be confirmed, the student will remain at school under staff supervision until a parent, guardian, or authorized emergency contact can be reached and arrangements can be made for pickup.

Conduct Procedures

Students participating in CVSU Afterschool are expected to follow the same behavioral expectations that apply during the regular school day, as outlined in their school's Family Handbook. These expectations also apply during transportation provided by the program, including late bus service.

Our programs utilize Positive Behavioral Interventions and Supports (PBIS), restorative practices, and proactive behavior support strategies to encourage positive choices, build community, and help students learn from mistakes. When behavioral concerns arise, staff will work collaboratively with students and families to identify supports and develop plans that promote future success.

When a behavioral incident occurs, the Program Coordinator and relevant staff members will review the situation, consider the student's support needs, and determine an appropriate response. Consequences may include one or more of the following:

Disciplinary Continuum

- 1) Verbal warning and restorative conversation.
- 2) Parent/guardian notification and suspension for the remainder of the day and the following program day.
- 3) Parent/guardian notification and suspension for up to five program days.
- 4) Conference involving the student, parent/guardian, Program Coordinator, and Director of Afterschool Programs, with suspension for the remainder of the session or up to twenty program days, whichever is longer.
- 5) Conference involving the student, parent/guardian, Program Coordinator, and Director of Afterschool Programs, with suspension for the remainder of the school year.

Whenever possible, disciplinary responses will be accompanied by restorative conversations, behavior support planning, and opportunities for students to rebuild trust and successfully re-engage in the program.

Parents and guardians have the right to decline participation in suspension-related meetings. However, students who have been suspended may not return to the program until a conference has occurred and expectations for future participation have been established. In accordance with Vermont law, students under the age of eight may not be suspended from school programs except when they pose an imminent threat of harm or danger to themselves or others.

Appeals Process

Families may appeal suspension decisions by submitting a written request to the Director of Afterschool Programs. While an appeal is under review, the original consequence will remain in effect. Appeals will be reviewed and a decision communicated within ten business days.

Behaviors That May Result in Immediate Suspension

The following behaviors may result in an immediate suspension, regardless of a student's previous disciplinary history:

- Intentionally causing physical injury to another person.
- Threatening, promoting, or engaging in violent behavior.
- Harassment or discriminatory conduct based on race, color, national origin, sex (including gender identity or sexual orientation), disability, age, or any other protected status.
- Possession, use, or threat of a weapon, including firearms, explosive devices, incendiary devices, or unauthorized knives.
- Using or threatening to use everyday objects as weapons.
- Behavior related to an active hazing, harassment, or bullying investigation.
- Any behavior that, in the judgment of the Program Coordinator, in consultation with the Director of Afterschool Programs and/or school administration, presents a significant safety risk or substantially disrupts the program.

Our goal is always to teach, support, and restore whenever possible while maintaining a safe and positive environment for all participants.

Accident Procedures

Program Coordinators and other program staff maintain current First Aid and CPR certifications and are trained to respond appropriately to injuries and medical emergencies. In the event of a serious injury or medical emergency, program staff will immediately call 911 and follow the instructions of emergency responders. Parents, guardians, or emergency contacts will be notified as soon as possible. Depending on the nature of the emergency, a student may be transported to a hospital or emergency medical facility before a parent or guardian can be reached.

Whenever an injury occurs during program hours, staff will document the incident using an accident report form. The report will include details of the incident, any first aid or treatment provided, and any follow-up actions taken. Families will be informed of injuries as appropriate to the severity of the incident, and a copy of the accident report will be maintained in the student's program records.

Emergency Protocols

CVSU Afterschool programs follow the emergency response protocols and safety procedures established by the schools in which they are located. Program staff participate in school emergency drills and are trained to respond appropriately to a variety of emergency situations, including evacuations, shelter-in-place procedures, lockdowns, and other safety-related incidents.

In the event of an emergency, program staff will work closely with school administrators and emergency responders and will contact parents, guardians, or emergency contacts as soon as it is safe and practical to do so.

During an emergency, families are asked not to call the school, program staff, or students directly, as doing so may interfere with critical communication between staff and emergency personnel. Instead, please monitor official district communications and wait for instructions from school or program administrators.

Missing Child Protocols

Attendance is taken at the beginning of each activity, and staff conduct regular headcounts and supervision checks throughout the program day to ensure all students are accounted for.

If a student is discovered to be missing, staff will immediately notify the Program Coordinator. The Program Coordinator will initiate a search of the immediate area and verify attendance records, dismissal information, and any known student movements. If the student is not located promptly, the Director of Afterschool Programs will be notified, and a broader search will be initiated using available program and school personnel.

If the student cannot be located within a reasonable period of time, typically no more than ten minutes, local law enforcement will be contacted for assistance. Parents, guardians, and emergency contacts will also be notified as soon as possible and kept informed throughout the process.

CVSU Afterschool staff are trained to respond quickly and systematically in these situations. Our procedures are designed to ensure that every reasonable effort is made to locate and safely reunite the student with their family while maintaining the safety of all participants.

Medications

To ensure the safety of all students, CVSU Afterschool staff may only administer medication when the appropriate authorization forms have been completed and submitted by a parent or guardian. This requirement applies to all medications, including prescription medications, over-the-counter medications, sunscreen, insect repellent, and other health-related products.

When required by law or district policy, staff members must also receive appropriate training before administering medication. In general, medication administration will be limited to Program Coordinators or other specifically designated and trained staff members.

All student medications provided to the program will be stored securely in a locked location and will only be accessed when needed. Medications must be supplied by the parent or guardian in their original, properly labeled containers and accompanied by any required medical documentation.

CVSU Afterschool staff receive training in the recognition and response to allergic reactions, including the use of epinephrine auto-injectors (EpiPens). Staff members will be informed of students in their care who have severe allergies or other medical conditions requiring emergency medication.

Families are responsible for providing current medical information and notifying program staff of any changes to their child's health needs, medications, or emergency action plans throughout the school year.

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.

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. Any requests for adjustments to the established and published bus routes must be submitted in writing to the Program Coordinator. All requests are ultimately subject to approval by the independently contracted transportation provider.

CVSU Afterschool Bus Drivers' Protocol for Student Drop-Off

- Students in grades K through 5 who ride the summer or late bus will be dropped off only if an authorized person is present to meet them.
 - Any requests for a waiver to this policy for students in grades 3 through 5 must be submitted in writing to the Program Coordinator.
- 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.
- 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 Program Coordinators 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 Program Coordinator or their designee.

Mandatory Reporting

All CVSU Afterschool staff members are mandated reporters under Vermont law. We take our responsibility to protect children seriously and are legally required to report any reasonable suspicion of child abuse or neglect to the Vermont Department for Children and Families (DCF).

Confidentiality

All CVSU Afterschool 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 matters amongst themselves, with the student's parent(s) or guardian(s), and with school-day staff, as necessary and appropriate. The Program 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 and Guidelines

The health and safety of all students and staff are important to us. Families should use the health guidelines provided in the chart below to determine whether a child is well enough to attend the program. Students who are experiencing symptoms of a contagious illness should remain at home until they are able to participate comfortably in program activities and meet any applicable school health requirements.

Program staff will monitor students throughout the duration of the program and check in with children who appear unwell. If a student becomes ill during the program and exhibits symptoms of a potentially communicable illness, they will be separated from the group in a supervised area, and a parent, guardian, or emergency contact will be contacted to arrange prompt pickup.

If a student is dismissed early from the program due to illness or another health-related concern, the school nurse will be notified before the next school day. Students who are sent home from the program with symptoms of a potentially communicable illness, including fever, vomiting, or diarrhea, should not return to school the following day unless they meet school health guidelines or have communicated with and received approval from the school nurse.

Your child must stay home if...						
They have a fever	They are vomiting	They have diarrhea	They have a rash	They have head lice	They have an eye infection	They have been hospitalized
With temp of 100.4 or higher within last 24 hours	Within last 24 hours	Within last 24 hours	With itching, draining fluids, or fever	Without having had a treatment	With redness, itching, or drainage from the eye	Hospital stay or ER visit
Your child may return when...						
They have been fever free for 24 hours without fever reducing meds	They have not vomited for at least two meals	They have been free from diarrhea for 24 hours	They are free from rash, fluids, fever, or have been cleared by a medical provider	They have received a lice treatment	They are free of redness, itching, drainage, or have been cleared by a medical provider	They have been cleared by a medical provider to return

Aquatic Safety Plan

Reviewed and updated March 4, 2026

This plan follows Vermont's Afterschool Child Care Licensing Regulations, §16.

This protocol must be followed for all swimming and wading activities.

- Review aquatic rules with students on site before every swimming or wading activity.
- Each student must have written parental permission to wade or swim.
- Each student will be assigned a "buddy." Swim buddies will keep an eye on each other. However, adult staff are always responsible for constant supervision.
- Students may not enter the water until given permission to do so by a staff member.
- Students may not leave the swimming/wading area without the permission of a staff member.
- There must be at least one certified lifeguard on duty for every 25 students who are swimming.
- Lifeguards must be certified for the specific environment in which they are working: pool or open-water (lake or river).
- All staff members who supervise swimming and wading activities will have basic knowledge of water safety and drowning risks.
- Staff will carry emergency contact information for each student.
- The CVSU Afterschool staff ratios for swimming and wading activities are the following:
 - 1:10 for students aged 8+ years
 - 1:8 for students aged 6 and 7 years
 - 1:6 for students aged 5 years
- Lifeguards do not count in the staff-to-student ratio; staff are responsible for supervising children at all times. Staff will address behavior concerns, even if a lifeguard has already spoken to the student.
- Each student will be assigned to a particular staff member who is responsible for supervising those children who are assigned to the staff member. Staff members will place themselves so that, as a group, they can fully survey the swimming area. Staff members should never cluster together while supervising children in the water. Staff members' full attention must at all times be on the students they are supervising.
- Head counts must be taken frequently, at least once every minute.
- Students enrolled in the CVSU Afterschool program must be readily identifiable from other swimmers and will wear colored bracelets while in and around the water. Flotation devices will not be used as identification.
- If water is over waist deep on any child, each child's ability as swimmer or non-swimmer must be assessed by a lifeguard certified for the specific swimming environment and trained to assess swimming ability. Students must pass a swimming test for each different swimming environment (passing the pool test does not allow a student to swim in a lake without testing). Swim assessments will be kept in the child's file.

- Non-swimmers will wear bracelets in a single color to distinguish them from swimmers, who will wear bracelets in a different color.
- Non-swimmers are restricted to water that is waist-deep or shallower.
- Diving depth must be clearly marked and must be at least 10 feet for a 1-meter diving board.
- The program coordinator will check the weather report before departure to a swimming or wading activity. All staff will be in contact via phone or radio with the program coordinator and each other to report weather updates. Inclement weather will result in canceling or ending the aquatic activity.

Emergency Protocol

If a student is missing or is in distress in the water:

- The student's supervising staff member will immediately alert the nearest lifeguard and give the lifeguard a description of the student and where he/she was last seen.
- All swimmers must leave the water.
- Staff members will gather all students in a pre-designated location and take attendance.
- Staff members who are not certified lifeguards will not attempt to rescue a person in distress in water more than chest-deep for the staff member. In general, all water rescue attempts will be made by the certified lifeguard(s) on duty.
- If CPR is necessary, it will be performed by a certified lifeguard or CVSU Afterschool staff member who is certified to perform CPR.
- If a student is missing for more than 10 minutes, the staff member who was supervising the student will alert emergency authorities by calling 911, and then call the Program Coordinator. The Program Coordinator will inform the Director of Afterschool Programs or other CVSU Administrator per the CVSU Crisis Plan. A CVSU Administrator will inform parents of the situation as quickly as possible.
- The supervising staff member and CVSU Director of Afterschool Programs will file a written report within 24 hours following the emergency situation.

CVSU Afterschool Calendar

CVSU Afterschool Calendar 2026-2027																																																																																																																																																															
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