Waterville
Afterschool Program



2026-2027

Student/Parent Handbook

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WELCOME TO AFTER SCHOOL

Once school is dismissed at Waterville Elementary, the fun and learning continues at our After School Program. Each day we provide both enrichment and childcare opportunities to the students of Waterville and Belvidere in grades K-6. We provide a safe, friendly and supportive environment for students to engage in recess, snack, extended learning, and fun, engaging activities. The WES Afterschool staff is dedicated to providing dependable, high quality childcare.

Each day of the week will have at least one enrichment activity for students to choose from. These programs are designed with students' interests in mind. Some activities may be physical, where others can be intellectually stimulating, encourage creativity or others are just for fun! We strive for our students to feel a sense of belonging, and for them to enjoy their time with us. Therefore we believe that flexibility is key, in order to customize our approach to suit the needs of the students we have enrolled.

We also believe that our relationships with our parents are just as important as our relationships we build with our students. We encourage parents to come to us with any questions, concerns or advice. We believe an open line of communication is the best approach to your students being successful in our care. These relationships are best built with respectful interactions. We strive to create meaningful and positive impacts on our families in our community.

This student/parent handbook allows our students and families to understand Waterville Afterschool policies and procedures, expectations, hours, contact information and more. This acts as a guide for our after school program, and should answer the majority of the questions you may have.

As we are working towards becoming a state licensed facility we are required to follow state regulations which can be found on the following website https://dcf.vermont.gov/cdd/laws-rules/licensing or a hard copy can be found in the gym.

Best Regards,
Melissa Cortez
After School Program Coordinator

HOURS OF OPERATION

Afterschool begins when school ends at 2:30pm and will run until 5pm. We currently don't offer afterschool on half days.

Summer programming will run Monday through Friday for five weeks. Typically from the last week in June, and all of July. This excludes holidays. The hours will run from 8:00am to 4:00pm.

DAILY AGENDA

2:30pm - 2:45pm: Sign in & circle time
2:45pm - 3:15pm: Outdoor Recess (Weather permitting)
3:15pm - 3:40pm: Snack time
3:40pm - 4:00pm: Choice Time
4:00pm - 4:30pm: Enrichment Programming
4:30pm - 5pm: Aftercare

Registration

The WES Afterschool Program requires registration each school year. To complete your child's enrollment you must submit a WES Afterschool Registration form and the signature page at the end of this handbook stating that you read and understood the afterschool program's policies and procedures. Once you have submitted the aforementioned paperwork you will receive a confirmation call from a member of the WES Afterschool staff stating that your child's enrollment is complete or that we require additional information. WES Afterschool opens the first day of school and runs every day that school is in session through the end of the year. Additional registration is required for the summer program and is available in the spring. Enrichment programs are organized into multi-week sessions and activities rotate throughout the year.

As part of our registration process state regulations require that WES Afterschool has an up to date copy of student immunization records. These are obtained through the school nurse and are kept locked in your student's file. If a child has a valid medical or religious exemption, the appropriate state-approved form must be submitted and kept on file.

Enrichment Sessions

Waterville Afterschool runs six sessions throughout the year including our summer program. Before each session, sign-up forms will be sent out via Infinite Campus. These forms allow students to sign up for days they would like to attend programming. Signing these registration forms state that you have read and understood the program's agreements. Please complete these registration forms each session and return them by the due date. No student will be allowed to stay after school until their registration is returned each session. This helps staff safely send students to the proper location during school dismissal.

Financial Policy

There is a daily fee of $10 per student. Tuition fees can be turned into the office or directly to the site coordinator before your child attends the program. Please make checks payable to LNMUUSD. WES Afterschool does not credit for absences. No one will be turned away due to inability to pay.

If your child is not picked-up by their scheduled pick-up time you will be charged the later pick-up fee. If you are going to be later than 5:00 pm you must contact the director at 730-0792.

If your child is not picked-up by 5:10 pm WES Afterschool staff will try to get in contact with you. At 5:15pm if staff is unable to get in contact with you we will begin calling your emergency contacts. At 5:30 pm if staff is unsuccessful in contacting you or your emergency contacts the Lamoille County Sheriff's Department will be called to pick up your child.

Returned Checks

There will be a $35 fee for any returned checks.

Financial Aid

No child will be denied access to our program due to the inability to pay. Once our program is a State Licensed daycare site, eligible families can receive subsidies to cover program fees. You may apply for subsidy online athttps://dcf.vermont.gov/benefits/ccfap or contact the Lamoille Family Center directly at (802) 888-5229. Scholarships and payment plans are available. Contact the Site Director, Mel Cortez at 802-730-0792.

SCHOOL CLOSINGS

Waterville Afterschool will be closed if school is canceled due to snow days or school closures. If after school activities are canceled we ask that your child is picked up upon the dismissal of school. In the case of an emergency early dismissal of school, we will call parents to see what their child/ren new after school plan should be.

Waterville Afterschool does not credit for absences or schedule changes.

SNACK PROGRAM

Waterville Afterschool offers daily snacks for students. We are participating in the state-subsidized afterschool snack program, which allows us to provide snacks for all students in the WES Afterschool program for no additional fees. This includes both the school year and summer programs. Snacks include at least four components of nutrition. Students are required to choose three components as a compliance with our program. These offerings often include fresh fruit or veggies, an entree component, baked goods and white milk. Extra snacks may be packed and sent in from home if your child prefers. A menu will be sent home monthly upon request.

STAFF & CONTACT INFORMATION

Afterschool Program Coordinator - Melissa Cortez, mcortez@lnsd.org
Afterschool Program Director - Robin Genetti, rgenetti@lnsd.org
Superintendent of Lamoille North Supervisory Union **-** Catherine Gallagher, 851-1171
LNMUUSD School Board Director for Waterville - Bart Bezio, bbezio@gmail.com
LNMUUSD School Board Director for Belvidere - Stephanie Sweet, slbsweet802@gmail.com
Principal - Jan Patrick, jpatrick@lnsd.org
Administrative Assistant - Stephanie Casonguay, scastonguay@lnsd.org

COMMUNICATING WITH AFTERSCHOOL

If during the course of the school year or during our summer program you have any concerns regarding your child, his/her afterschool teachers, or any aspects of the afterschool program, you are requested to follow the procedure in sequential order as listed below. We hope this method of handling problems expedites matters.

1.CONTACT THE AFTERSCHOOL COORDINATOR - email or call to discuss your concern with the coordinator. It is sometimes helpful to have the child present for purposes of clarification.
2.CONTACT THE AFTERSCHOOL DIRECTOR - if the situation has not been solved to your satisfaction by a discussion with the coordinator, email or call the director.

3.CONTACT THE SUPERINTENDENT - if you still feel the need for further discussion about the problem, an appointment can be scheduled to speak with the superintendent.
4.CONTACT THE SCHOOL BOARD - if the problem is not resolved at other levels.

PARENT ACCESS & VOLUNTEERS

We always welcome parents and community volunteers to come spend time with our programs. As parents you are always welcome to visit the site any time. We also encourage you to volunteer any time or talents that you may have to the program. As community members, you can assist staff by educating the students and staff about the resources available in your town. If you would like to volunteer for our afterschool program, please contact the program coordinator for more information.

Parent conferences will be offered upon request to discuss children's progress, accomplishments, and issues at home and in the afterschool program. If you would like to schedule additional conferences you may contact the after school program coordinator.

ATTENDANCE & SCHEDULE CHANGES

Student attendance will be recorded on a daily basis for the afterschool program. It is the parents responsibility to fill out the afterschool registration forms indicating which days of the week students will be attending afterschool. Registration forms will need to be filled out and returned to the afterschool program coordinator before the start of each session. Attendance will be recorded everyday during our summer program, and every 15 minutes during field trips.

Please send a note to the main office for any daily or regular schedule changes and if you intend to have someone other than yourself pick up your child from WES Afterschool. It is imperative that parents or guardians send in a note of explanation or call the office when a child's after school plan has changed – we will never take a child's word for it**.** It is also the parents/guardians responsibility to provide written notification of a child's absence. No one under the age of 18 years old is permitted to pick up a child from the after school program.

GUIDELINES & EXPECTATIONS

- The school wide expectations of P.A.W.S. apply in all afterschool activities
- **P**ut your best foot forward, **A**lways respect yourself, others and your environment, **W**ork together to solve problems & **S**afety at all times
- All school expectations apply for all after school programing including playground, classroom, library and hallway expectations
- The school wide policies and procedures apply for all after school programming (see the WES Student/ Parent Handbook for more information on expectations)
- Students are expected to stay with their groups and supervised staff at all times

- Students must let staff know before leaving the group to go to the bathroom, etc
- Students should take good care of materials, equipment and school facilities
- Everyone is expected to help with cleaning up after themselves and the group
- School dress code applies for after school programming. Students should dress for the weather and bring clothes for both indoor and outdoor activities

Religious Activities

We do not celebrate religious activities at WES Afterschool.

POLICIES & PROCEDURES

All Waterville Elementary School Policies and Procedures apply at Afterschool & Summer Programming. See the WES Parent/Student Handbook to see these Policies and Procedures.

Pick Up:
In accordance with our state regulations, we have to see ID before a student leaves the building. If someone new is picking up your child who is on the pick up list, they will need to show ID as well. If they are not on the pick up list, a note and ID will be needed. If you have already shown ID and the person in the classroom recognizes you, you will be fine. However, there are times where there will be a new person in the classroom and they might ask for your ID. No minors are permitted to pick-up at any time.

Missing Child:
In the event that a child is missing every effort will be made to find the child. If a child did not report to WESC a staff member will check in with teachers and/or parents. If a child can not be located or leaves WESC without permission of parents, the police and CDD Licensor will be notified. If a child leaves the program or hides intentionally he or she will be suspended for 1 calendar year for the date of the incident.

No Smoking Policy:
There is to be no smoking on or around the grounds of Waterville Elementary, or on the grounds of any field trips, by any staff or parents during the time WES Afterschool is at the field trip location.

Civil Rights and Non-Discrimination Policy:
The Waterville Elementary Afterschool Program will not discriminate on the basis of disability, sex, national origin, race or religion in admission to, access to, treatment in or employment in its programs and activities.

Confidentiality Policy:
Waterville Afterschool will not share any information about your child with any other family or person without your consent. The exceptions to this are if we need to speak to

the principal about an issue or the behavior interventionist, or if Waterville Afterschool has to make a mandated report on suspected child abuse or neglect.

Caring for children with special needs and disabilities policy:
Waterville Afterschool does not discriminate against special needs or disabilities. Waterville Afterschool will work with the families to decide if Waterville Afterschool can provide services to children with special needs or disabilities on a case by case basis. If accepted, children with special needs or disabilities will be included in the program by modifying the environment so she/he can move through the space. Families of children with special needs and disabilities will meet with the director to create a care plan, which will then be reviewed with the staff prior to the student starting.

Waterville Afterschool may ask the family to go through a trial period to make sure the staff can perfectly accommodate the special need or disability, as we want what is best for your child.

Swimming Policies:
Waterville Afterschool has our own lifeguard for every 10 children present on swimming days. The lifeguards are the persons responsible for the implementation of the aquatic plan when children are present. Children must be assessed by a Water Safety Instructor to determine swimming ability prior to being allowed over his/her waist in the water. Before swimming the Afterschool coordinator or lifeguard will meet with the children and go over boundaries, and expectations. The afterschool coordinator or lifeguard will also remind children to notify the Waterville Afterschool staff if they see a child in distress in the water. The afterschool coordinator or lifeguard will also instruct children to circle up IMMEDIATELY if they hear three consecutive blows of the whistle.

Each time the program is at a swimming destination the children will be assigned a specific group leader for the day. All children will be accounted for by a teacher group count every 10 minutes. The after school coordinator or lifeguards will blow their whistle and all children will find and check in with their group leader every 30 minutes for a whole group accountability check. Swimming will not resume until all children are accounted for.

Children will swim in a designated area. Staff will be in the water and serve as barriers. Lifeguards will be on duty any time children are in the water. Lifeguards have the right to ask children to stay at belly button level or to ask all children to stay at belly button level if they are uncomfortable with the child/ren being deeper than belly button level or the current conditions make it unsafe to go past belly button depth.

Mandated Reporting:
School personnel who have “reasonable cause to believe that any child has been abused or neglected” are required by law to make a report to the Vermont Department of Children and Families (DCF) within 24 hours.

Staff are directed to either file a report directly with DCF, or report all suspicions immediately to the director. Parents may or may not be notified of these reports, depending on the specific circumstances of the situation. We will typically not communicate with a parent about a report if we feel that informing the parent will put the child at an increased risk of abuse or neglect.

Child Welfare Complaint Procedures:
If you as a parent should have any concerns regarding the treatment of your child by a staff member, you should notify Principal Jan Patrick immediately. School administration will investigate the situation and take any appropriate disciplinary action to address the problem. This action could include contact with outside of school authorities. The safety and well-being of our students is our highest priority.

Illness:
A child with any of the following symptoms will not be permitted to attend Waterville Afterschool:

1) Severe cold or sore throat
2) Fever
3) Vomiting
4) Undiagnosed rash
5) Diarrhea
6) Inflamed or matted eyes
7) Head or body lice including nits
8) Contagious illness: pink eye, strep throat, viral infection, chicken pox, etc.

A child who was sent home with a fever, vomiting, diarrhea, and lice must be symptom free for at **least 24 hours** before returning to Waterville Afterschool. Families also need to inform Waterville Afterschool if a child has lice. A child will be readmitted to the program only after the school nurse or director states that all signs of the lice and nits are gone. When a contagious illness or lice is reported, a notice will be posted on the sign-out area board to inform all families.

If a child becomes ill at Waterville Afterschool, parents will be notified and requested to pick up the child within 30 minutes. If parents are unreachable or unable to pick up their ill child the family's emergency contact will be notified. In the event of a medical emergency or accident, Waterville Afterschool staff will immediately attend to the child using First Aid measures. If necessary, Waterville Afterschool staff will call 911 and the child will be taken by ambulance to the hospital. Parents and/or emergencies will be contacted immediately.

<u>Pesticides</u>
WES hires a pest management company familiar in using a least toxic integrated pest management policy meaning that pesticides will be used only as a last resort. If

pesticides must be used the area will be closed off for the recommended amount of time and parents will be notified.

Medication

Staff cannot give any medication until a Medication Authorization Form is completed by a parent. Forms can be obtained from the site coordinator and will be kept with the medication. A copy will be made and filed.

Prescribed medication
Prescribed medication must be in its original packaging and/or bottle with the child's name on it. It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All information on the bottle must also match the information on the medication authorization form. These must be given in a ziplocked bag directly to program staff.

Non-prescription medication
Must be received in original packaging and/or bottle. Parents must write out the dosage and frequency of administration and place the form with the original packaging in a ziplocked bag and given directly to program staff.

Epi-Pens/Inhalers:
Must be in its original packaging and/or container with the child's name on it. It must identify the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All information on the bottle must also match the information on the medication authorization form. These must be given in a ziplocked bag directly to program staff.

Medication Storage
All medications will be stored in the nurse's office. Epi-pens/inhalers will be kept by staff in a first aid backpack if going off-site. If medication is found in a child's backpack, staff will inform the site coordinator and parents will be contacted immediately. Weekly checks will be made by the site coordinator to ensure medication is up-to-date. If it is not, it will be returned to families.

Personal Property:

Children are discouraged from bringing personal property to the Waterville Afterschool program. The Waterville Afterschool program is not responsible for lost, broken or stolen items. Portable electronics devices such as Ipods, cell phones and gaming units are easily misplaced or stolen and we do not allow the usage of these devices during after school or summer programming. We strongly discourage your child from bringing these items. Waterville Afterschool will not be responsible for investigating reports of lost or stolen personal items.

Discipline & Discharge:

Waterville Afterschool believes that mistakes are opportunities for guidance and learning. Part of growing up is learning to make good choices, exhibit self-control, solve problems, make amends, and try again. Consequences vary based on the behavior and the number of times the child has exhibited the behavior. We will make every effort to guide your child through the learning process. In the event that your child does not respond to our efforts or is acting in an unsafe manner, we will contact you to inform you of the behavior and we will follow the following discipline and discharge protocols.

All children are entitled to a pleasant and harmonious environment at the Waterville Afterschool, after school and summer programs. In order to ensure and protect the safety of all students, and the pleasant environment at Waterville Afterschool, no level of harassment or abuse (verbal or otherwise) will be tolerated or accepted on school grounds or anywhere else our program takes place. At the discretion of the after school program coordinator, the program director and the principal, services will be terminated for the family or any adult, if their students are displaying such behavior in our programs.

Suspension from afterschool and summer programs may be a consequence at the discretion of the afterschool program coordinator, program director and the principal or after the student has earned three written warnings. A disciplinary action may consist of removal from the program.
If a child engages in disruptive behavior on an ongoing basis and the severity of the problem is great enough that it could endanger the safety or emotional well being of the child, other children in the program or staff, the child may be discharged from Waterville Afterschool.

EMERGENCY RESPONSE PLANS

Please refer to the Emergency Operations Plan for a more detailed description of our emergency plans which can be found in a hard copy in the gym or can be sent to parents upon request.

Parent/ Guardian Emergency Information:

All information on the registration forms must be kept current. It is the parents' responsibility to inform Waterville Afterschool of changes in any of the following:

1) Home address and phone numbers of the parents/guardians
2) Workplace and phone number of the parents/guardians
3) Emergency contact person(s) and phone number(s)
4) Names of people authorized to pick up child(ren) from Waterville Afterschool

Evacuation Drill:

During an evacuation, all students will exit with afterschool staff members that they are with at that time. Staff members will have class lists so they can take attendance once they are safely out of the building. Each of these classrooms should report to the following areas:

1) Gymnasium: There are three exit doors to outside in the gym. Exit whichever door the group is closest to and gather in the parking lot.
2) Cafeteria: There is one exit door to outside in the cafeteria. Students should exit through the door and gather in the back field or proceed to the parking lot if able.
3) Library: There is one exit door to outside in the library. Students should exit through the door and gather in the parking lot.
4) Ms. Riddles Room: There is one door leading outside in this room. Students should exit through this door and walk to the parking lot to meet.
5) Mrs. Marcelino's Room: There is one door leading outside in this room. Students should exit through this door and walk to the parking lot to meet.

The program coordinator and staff will exit the school with the students. They will have an emergency bag, the attendance clipboard and a walkie talkie if applicable. Once all students and staff are in the parking lot, the program coordinator will take attendance. If necessary, we will walk to the Tilton Barn up the hill from the dirt parking lot. If we need to relocate we will go either to the Waterville Town Library or the Belvidere School. WES Afterschool staff will contact parents of relocation and will notify them where to pick up their child.

Missing Child Emergency:
Time is of the essence when the location of a child is not known. If a child leaves an activity without permission walkie talkies will be used to notify all staff so nearby staff can supervise the child. If this happens, parents will be notified either immediately or at the end of the day, depending on the situation. The incident will be documented.

If the child has disappeared from the group and the whereabouts of the child is unknown all rooms must be checked. If the child cannot be located after a ground check, 911 will be called IMMEDIATELY. Parents will also be notified immediately. All other children will be brought to one centralized location. Two staff members shall stay with the children while all others continue to look for the child in the building, outside and woods. As soon as the police arrive we will follow their instructions. If a child leaves the program or hides intentionally he or she will be suspended for 1 calendar year from the date of the incident.

Lost Swimmer Plan:
The Lost Swimmer Plan shall activate when a check fails to account for all swimmers.
1. Staff will report to the afterschool coordinator or Lifeguard on duty if a child is missing.
2. Any staff with knowledge of the Lost Swimmer will then check in.
3. If the child's whereabouts is still undetermined the lifeguards will blow their whistle three times letting all staff know we will be implementing the Lost Swimmer Drill.
4. Staff will then break into Lost Swimmer Drill Groups
a. WESC Staff will take all children to a safe pre-determined location and commence games so as not to create worry and panic among children.

b. Waterville Afterschool program coordinator and lifeguards will proceed to scan water for Lost Swimmer; this will be done by forming a line with no more than an arm's distance between each adult.
c. Two staff will check facilities. They will then radio their findings immediately to lifeguards.

Parent Access to Programs

The WES Afterschool Program believes that parental involvement is necessary to the success of any child care program. As parents, you are always welcome to visit the site anytime. We also encourage you to volunteer any time or talents you may have to the program. As community members, you can assist staff by educating them about resources available in your town.

Parent conferences will be offered upon request to discuss children's progress, accomplishments, and issues at home and in the afterschool program. If you would like to schedule additional conferences you may contact the site coordinator at 730-0792.

Fields Trips and Transportation

If going on a field trip, a school bus and driver will be hired. Field trip forms signed by parents/guardians will be required.

Bus Policy:

- Must remain seated at all times
- Must remain buckled at all times
- No electronic devices on the bus at any time
- Keep all body parts inside the bus
- Feet out of isle
- Respect the bus driver
- No eating or drinking

If a child is talked to more than twice while on the bus they will be asked to take a break from the program the following day and if it happens again they will lose privilege of the bus and will not be able to participate in field trips that require bussing.

If going on a field trip, first aid kits, walkie talkies, and medications/epi-pens will also be brought along. Students will be counted before and after every transition as well as every 15 minutes.

HANDBOOK SIGNATURES

Please review this handbook with your child, and sign the following statement and return this page to the afterschool program coordinator before your child can attend Waterville Afterschool Program for the 2026-2027 school year.

I acknowledge that I have reviewed and understood the procedures and guidelines as presented in the 2026-2027 Waterville Afterschool Handbook which applies to both after school and summer programming.

Student Name: Please Print First & Last Name Clearly

Parent Name (s): Please Print First & Last Name Clearly

Parent(s) Signature(s): Date:

Student Signature: Date: