WES Afterschool and Summer Program

Staff Handbook

2026-2027

Welcome to Afterschool!

About WES Afterschool

WES Afterschool is a program that operates as an extension of the Waterville Elementary School day. Waterville Elementary School recognizes the need for convenient, affordable, high quality afterschool care in Waterville, given the large percentage of parents who work and the limited options for school aged care.

WES Afterschool is a state licensed child care center: therefore, we are required to uphold the current regulations as outlined in the Child Care Licensing Regulations Afterschool Child Care Program. A copy of these regulations is kept in our bulletin board located in the Gym. A full version of the licensing regulations can be found at http://dcf.vermont.gov/cdd.

WES Afterschool offers after school care until 5:00pm on all school days for WES students in grades K-6 and full-time for five weeks in the summer for children residing in Waterville or other district schools who will be entering 1st through 6th grade. Afterschool programming is designed to enhance student achievement, both directly and indirectly in addition to helping students develop skills in investigation, analysis, and problem-solving.

On all weekdays, enrichment activities are offered for students in grades K-6. WES Afterschool offers a variety of thematic activities that can be very physical, or more intellectual; some involve mainly fine motor skills, some gross motor and endurance skills; some require students to work on their own, others focus on team efforts; some are calm and quiet, and others are active and noisy. During the program, participants can be separated into specific groups based on their grade level, or participate in activities with the whole group. Enrichment activities operate until 5:00pm.

Philosophy

WES Afterschool is committed to the philosophy that positive experiences in afterschool can help students achieve success during the school day. WES Afterschool creates a safe, enriching, supportive environment which encourages personal growth and a sense of belonging. There is a belief that flexibility is key, therefore staff customize their approach to suit the needs and interests of specific groups of enrolled students. The program provides encouragement and fosters respectful interactions and relationships with peers and adults. We utilize a SEL approach and strive each day to have a meaningful positive impact on children and families in our community.

Orientation

New staff will attend an initial orientation with the Site-Coordinator to review the Staff Handbook, general information, policies and expectations of the Program. Required trainings will be discussed.

Expectations of Staff

The Waterville Elementary School wide expectations of respect, responsibility and safety apply in all afterschool activities, and must be modeled by all staff members.

Personal matters should be taken care of prior to reporting for work. This includes but is not limited to: errands, phone calls or texts. Staff should not leave during working hours, until they clock out at the end of the day. In case of emergencies, notify the site coordinator.

The use of cell phones (either receiving or sending calls/texts) or other electronic devices during program hours is prohibited. All phones should be put away throughout the program hours and used only in case of an emergency.

Basic Dress Code

Lamoille North Supervisory Union and all its school communities are committed to creating a positive learning environment for all students. The purpose of the dress code is to promote a body-positive environment where all students are safe, and feel welcome by providing standards that foster a secure and equitable community. The purpose of the dress code is not marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. The dress code is designed to be “school functional.”

Basic Principle: Certain body parts must be covered for all students and staff at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

- Over the shoulder straps must be at least one inch wide.
- All shirts should be long enough to reach pants, shorts, or skirts. “Mid-regions” should be covered.
- Shorts and skirts should be long enough to reach the fingertips of the wearer’s extended straight arms.
- Clothing may not reference any violence, alcohol, tobacco or other drugs.

Staff Responsibilities

An Afterschool Program Staff member is responsible for the following duties:

- Focus on students.
- Be a positive role model.
- Interacting with students and activities.
- Using positive and appropriate language.
- Maintaining personal boundaries.
- Reporting all questionable incidents to the Program Coordinator.
- Planning and preparing for the class they are teaching.
- Supporting classroom teachers and students, if not teaching.
- Arriving at the gym on time for students' arrival.
- Setting up the room where their class is held before students arrive.
- Providing safe and enriching activities for students.
- Allowing students to be leaders and take ownership.
- Effectively addressing student behaviors
    - Reminders (3)
    - Reset Break (Timeout in class)
    - Buddy Teacher (Timeout with coordinator)
    - Plan (Behavioral Plan and Communication with caregivers)
- Overseeing students washing their hands for snacks.
- Distributing and overseeing students eating at the cafeteria tables.
- Cleaning up the classroom area that was used.
- Overseeing organized “free-time” in the gym or playground to ensure everyone is safe and respectful.
- Providing students with extra clothes if students do not have a clean set in their backpack
- Greeting parents/adults when they come to pick up their child.
- Checking to make sure that the person who is picking up the students is listed as an authorized person on their registration form.
- After all students have left:
    - The Gym/Kitchen should be clean.
    - Lights turned off.
    - Gym and hallway doors should be shut and locked.

Supervision of Children

The staff/child ratio will not exceed 1:13. When the number of children exceeds 10 another staff must be available within immediate proximity on side in order to provide

assistance in the case of an emergency. Aides count in ratios but must be within earshot or eyesight of program staff. The maximum number in a group shall not exceed 26. Afterschool specialists and volunteers cannot be left alone with children or count in staff ratios.

When transitioning, staff must count students before and after the transition and confirm the count with other staff members.

Children may be out of direct supervision within the confines of the licensed space for brief periods of time as outlined below, with Staff knowledge and permission. The chart below outlines the parameters and conditions for when a child may be out of direct supervision by Staff for short periods of time:

Grade K, 1, and 2	With a buddy in the same age group for no more than 10 mins
Grade 3, 4, and 5	With a buddy in the same age group for no more than 10 mins
Grade 6	No buddy required for no more than 10 mins

When staff gives permission to students to be out of sight the names, time, and destination should be noted. If students haven't returned within the time frame, a staff member shall go to retrieve the students. If students have gone over their time on more than 3 occasions, they will no longer be allowed to use the buddy system.

Daily School Year Schedule

Monday-Friday
Attendance is taken once students come into the gym from their classrooms at the end of the school-day.

2:30-2:45pm Attendance and circle-time
3:45-3:15pm Recess
3:15-3:40pm Snack
3:40-4:00pm Clean-up and quiet activities
4:00-4:30pm Enrichment
4:30-5:00pm Aftercare
5:00pm Last pick up, clean, and lock-up building

Staff Attendance and Punctuality

Consistent attendance and punctuality are vital for the operation of the program and are required by every staff member. Employees are expected to be in their place of work

and ready to work at assigned times. Excessive absences or tardiness will lead to a reevaluation of their positions. The staff schedule is located on the WES ASP bulletin board.

Request for Absence

Planned and Unplanned absence: Call Melissa Cortez at (802) 730-0792 or email at mcortez@lnsd.org as soon as you know you will be absent. Employees are not paid for their absences.

Volunteers

All volunteers engaged with the program shall be directly supervised by adult Staff in a ratio of one to one for each volunteer. Volunteers do not count in ratios and must not be left alone with children. A volunteer who comes in more than three times per year is required to have a record check. They must be at least 16 years old.

Policies

School Closing:

WES Afterschool will be closed if school is canceled due to snow days. In the case of an emergency early dismissal of school, WES Afterschool will be closed.

Pick Up:

We need a parent or authorized person's signature before a student leaves the building. If someone new is picking up a child who is on the pickup list, they will need to show ID.

If a person who is not in the authorized pick-up list, attempts to pick up a child, the parent/guardian will be contacted for permission. Should the parent(s) be unavailable, the child will not be permitted to leave with the unauthorized individual. A minor individual may be permitted to pick up a child, only with the parent/guardian's written consent.

If a parent/authorized person appears to staff to have their faculties or behavior impaired when they arrive to pick up a child and staff is concerned for the safety of the child, staff will suggest that the parent/authorized person not leave with the child. Staff will offer to call another authorized pick-up person to assist.

Late Pick- Up Procedure:

If a child is not picked-up by the end of the program you must contact the director at 802-730-0792. If a child is not picked up within 10 mins call parents first. If another 5 minutes have passed with no contact, call the emergency contacts. If after another 15 minutes no contacts can be reached, the Lamoille County Sheriff's Department will be notified.

Sick Children

A Child/Staff with any of the following symptoms will NOT be permitted to attend WES Afterschool:

- Severe cold or sore throat
- Fever
- Vomiting
- Undiagnosed rash
- Diarrhea
- Inflamed or matted eyes
- Head or body lice including nits.
- Children with contagious illnesses such as pink eye, strep throat, viral infection chicken pox, etc.
- Covid-19 (restrictions and precautions will be enforced at the WES Afterschool Program following with WES, LNSD, state and federal guidelines).

A Child/Staff who was sent home with a fever, vomiting, diarrhea, and lice must be symptom free for at least 24 hours before returning to WES Afterschool. 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 WES 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, WES Afterschool staff will immediately attend to the child using First Aid measures. If necessary, staff will call 911 and the child will be taken by ambulance to the hospital. Parents and/or emergency contacts will be contacted immediately. Incident forms are located in the file holder next to the WES Afterschool Program bulletin board. A copy must be given to parents and another should be filed in the cabinet.

Spare Clothing

If a student needs spare clothing, WES has winter gear as well as indoor clothes and shoes available to students. Shoes are available in the gym. Clothes in the teachers closet. Winter

gear in the hallway. If a student goes home in school clothes, staff are to inform parents that their student is going home in a spare set.

Meal Times

Students will wash their hands with soap and water before eating meals. They are expected to be sitting at the tables in the cafeteria while eating. If they need to be excused students must raise their hand and obtain permission from a staff member. Only one student is allowed to be excused at a time.

Allergies are recorded on student registration forms. Students with allergies may be offered an alternative snack or seating arrangement. If a student has an allergic reaction to food parents will be notified. If the student goes into anaphylaxis an epi-pen will be used and 911 and parents will be contacted immediately.

At the end of meal times staff are responsible for making sure floors are swept and tables are cleaned, sanitized, and put away.

Sanitation

Staff and students are expected to follow proper hand washing procedures during the day. Handwashing must be done before and after meal times. Cleaning products are available in the kitchen and the custodian's closet in the gym hallway. Biohazardous waste can be disposed of in the nurse's office. When coming into contact with bodily fluids, always wear proper PPE. Staff are responsible for cleaning and sanitizing tables during meal times and at the end of the day.

No Smoking and Alcohol Policy:

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

All use or possession of any illegal substance on School property or in any area of the Afterschool Program or reporting to work while under the influence of intoxicants or drugs are prohibited and will not be tolerated. The use, dealing or possession of any illegal substance would constitute grounds for immediate termination. Any observed use or possession is to be reported directly and immediately to the Director. The failure to report such activity may also be cause for immediate termination.

Civil Rights and Non-Discrimination Policy:

The WES Afterschool - Waterville Afterschool and Summer 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.

Caring for Children with Special Needs and Disabilities Policy:

WES Afterschool does not discriminate against special needs or disabilities. We will work with the families to decide if the program 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. Parents 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.

If the child has one on one support during the day, the support might be required for their after school participation as well. WES Afterschool may ask the family to go through a trial period to make sure the staff can perfectly accommodate the special needs or disability, as we want what is best for the child.

Staff Conflicts

Staff conflicts should always be handled in a professional manner. We want you to seek a peaceful resolution BUT if you feel that is not possible, please report to the Program Coordinator. If you feel the conflict hasn't resolved you may contact the Afterschool Program Director Robin Genetti at rgenetti@lnsd.org or the school principal Jan Patrick at Jepstein@lnsd.org. Concerns may also be reported to the Child Development Division in events of suspected child abuse, neglect, or regulation violations.

Confidentiality Policy:

WES Afterschool will not share any information about a child with any other family or person without consent. The exceptions to this are if we need to speak to the principal about an issue or the behavior interventionist, or if WES Afterschool has to make a mandated report on suspected child abuse or neglect.

Swimming Policies:

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 Directors or Lifeguard will meet with the children and go over boundaries, and expectations. The Directors or Lifeguard will also remind children to notify the WES staff in the water if they see a child in distress. The Director, 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 Director 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 children being deeper than belly button level or the current conditions make it unsafe to go past belly button depth.

Emergency/Crisis Preparedness

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.

WES Afterschool Lost Swimmer Plan:

The Lost Swimmer Plan shall activate when a check fails to account to all bathers.

1. Staff will report to the Director 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. WES 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. WES Directors and Lifeguards will proceed to scan water for Lost Swimmer this will be done by forming a line with no more than an arm distance between each adult

   c. Two staff will check facilities. They will then radio their findings immediately to lifeguards.

   d. If the child cannot be located after a grounds check, 911 will be called IMMEDIATELY.

Evacuation

During the evacuation, all students will exit with the teacher they are with during that time. Staff will keep their class lists with them so they can check attendance of their students when they are safely out of the building. Staff will carry a portable radio at all times. The classrooms should report to the following areas:

Gym: Exit using the door to the basketball court and walk to the adjacent parking area.
Library: Exit using the door to the parking lot and walk to the adjacent parking area.
Classrooms: Exit using the double doors and walk to the adjacent parking lot.

Staff will exit with portable radios. Site coordinator will be responsible for the first aid kit and clipboard. Closing staff will be responsible for emergency bucket.
If the building is not safe for us to return to, we will head up the hill to the Tilton Barn towards the road, and parents will be notified for pickup.

If a staff member chooses to use a fire extinguisher remember the **PASS** acronym

Pull - the pin
Aim - at the bottom of the fire
Squeeze - the handle
Sweep - from side to side

The child care division must be notified in writing within 48 hours of any fire in the Afterschool Child Care Program that required the use of a fire extinguisher and/or the services of a fire department.

Active Intruder (Threat at WES Afterschool)

When “Active Intruder” is announced through the intercom or radio, it means that there is an active threat on our campus. Staff members will close all doors in the classroom or gym, and contact 911. The announcer will provide as much specific information as possible such as the description of the perpetrator and the location within the building. Here is a link to the Vermont State Active Shooter Preparedness document.

Staff Should:

1. Determine which Run, Hide, Fight, Call (911) strategy is most appropriate based on the information they have from the announcement, their current location, and their own senses (what they can see and hear or even smell going on nearby).

2. Be aware that the strategy the staff member chooses may need to change as new information becomes available. For example, staff may initially choose to lock down and hide in the classroom but then evacuate when an opportunity presents itself to run. Or a classroom that has locked down may be forced to fight if the perpetrator enters the classroom space.

Lockdown (Hide): Library, classroom, and gym

- Close/Lock classroom door (all doors should be in the locked position at all times)
- Close Blinds and turn off lights if doing so does not expose you to danger
- Move students away from doors and windows to safest place within classroom
    - Don't hide in groups— spread out along walls or hide separately to make it more difficult for the shooter.
- Keep students calm and quiet
- Silence your electronic devices and make sure they won't vibrate.
- Take attendance silently so you are prepared to account for all of your students
- Unless you have determined that you need to change to a different ALICE Strategy, stay in lockdown until you receive all clear from the Police, Fire, or Administration
- Students in the halls should go to the nearest room supervised by an adult
    - If all doors are locked, students should hide in the nearest bathroom and lock the door.

Evacuate (Run): Library, classroom, and gym.

- Getting away from the shooter or shooters is the top priority
- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible.
- If safe to do so, warn others nearby.
- Call 911 when you are safe.
- Our evacuation spot is the Basketball Court.

Counter (Fight):

- Your last resort when you are in immediate danger is to defend yourself.
- Commit to your actions and act aggressively to stop the shooter.
- Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.

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, portable radios will be used to notify all staff so a nearby teacher can supervise the child. If this happens, parents will be notified either immediately or at the end of the day, depending on the situation and the incident will be documented. If a 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 grounds check, then 911 will be called IMMEDIATELY. Parents and Licensing will also be notified immediately. All other children will be brought to the gym. Two staff 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 did not report to WES Afterschool a staff will check in with teachers and/or parents. 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.

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).

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.

Reporting accidents and/or Injuries

Every time there is an accident in which a child is injured at the Program or at any program-sponsored event, a written Accident/Incident Report must be completed on the day of the incident. For serious wounds, such as a cut, possible sprain or fracture, a bump on the head, or loosening of teeth, you must notify the Site Coordinator first, call the parent immediately and then complete an accident report.

No child should ever go home with an injury without attempts being made to inform the parents. The Accident/Incident Report must be completed for all incidents. After all details on the Accident/Incident report are recorded, the teacher who writes the report

needs to sign the form. The form should be given to the Director for his/her signature. A copy should be given to the site coordinator to be filed and another should be given to the parent. Blank forms are located in the site directors clipboard. During the summer program forms will be made available in the classrooms.

Serious Injury Procedures

In the event of a very serious injury, such as a potential broken bone, you should contact the Site Coordinator or immediately, who will then contact EMS (911). The Site Coordinator shall contact the parents and make any necessary arrangements for care of the child such as contacting a doctor. If a child needs to go to the hospital, a representative from the Program should accompany the parent and child. If the Site Coordinator is not able to accompany the child, they must then follow-up with a call to the parents to find out what happened. All calls must be reported on the Accident/Incident Report. Any Program representative who accompanies a child to the hospital should bring the child's most recent Medical Record and a signed parental consent for emergency treatment by EMS personnel.

Problem Resolution Procedures

The program is committed to the principle of guiding our children in a respectful way. Adults are expected to interact with children in a way that supports self-discipline and in a manner that seeks to assure their compliance and cooperation with necessary procedures and proper behavior. Positive means, such as providing examples, offering clear directions, reasoning, redirecting, and using reflective language, may be used. You are never, for any reason, allowed to place your hands on a child. Such an action will result in automatic termination and police involvement.

Discipline and Discharge

All children are entitled to a pleasant and harmonious environment at the WES Afterschool and Summer Program. WES Afterschool requires a respectful environment. In order to ensure and protect a safe and nurturing environment, we request all individuals follow our school rules: Show Respect, Have a Safe Body, Have Fun. 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 directors and the principal, services will be terminated for the family or any adult displaying such behavior in our programs.

For minor concerns staff are expected to give students 3 behavior reminders. After 3 students will go to the reset area where they can practice breathing exercises. Students are allowed a 5 a minute reset during which staff should check in with the student to follow up with “What happened?” questions and offer support. If behavior continues afterwards, they are to have a reset with the program coordinator. Parents will be notified at pickup. If the pattern of behavior is constant over time, a plan may be put in place with the assistance of the school principal and school support services.

If a child engages in disruptive behavior on an ongoing basis and/or 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 the program.
Suspension from after school and summer programs may be a consequence at the Principals, Site Coordinators, and Director’s combined discretion.

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.

Curriculum

Developmentally appropriate activities shall be planned in advance by staff and must be approved by the site coordinator.

The program curriculum shall provide for the following activities:
· inside and outside choices (weather permitting)
· quiet and active choices
· individual and group activities
· cognitive and physical opportunities
· child-initiated and Staff-directed activities
· activities that allow children to express themselves creatively

If materials need to be made available, please notify the site coordinator with 2 weeks notice to allow enough time for delivery or purchase. Activities and materials shall be varied and age appropriate. Student input should be welcomed and encouraged. A weekly enrichment guide will be posted on the bulletin board at the gym for parents. If needed, program staff will make modifications to the curriculum if there is a student enrolled in the program with special needs with the consultation of the student's parents.

Unless integral to part of an enrichment or educational activity, screen time shall:
• not exceed 2 hours per week
• be in the presence of Staff
• be designed for the age of the engaged children.
Written parental permission from all parents shall be required for each child to view PG-Rated movies shown in the program.

Sleep does not occur in our program. If a child requires sleep, they will be permitted a space to sleep until they are picked up as they would not be considered able to participate in the program.

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.

Policy on Excluding Prohibited Persons

To maintain a healthy and safe environment individuals who disrupt program operations, compromise staff's ability to supervise children, intimidate others, or pose a safety risk may be excluded from the program. If exclusion is necessary, parents/guardians will be asked to arrange an alternate authorized pick-up person for their child. The program will maintain communication with families while ensuring staff and child safety.

STAFF ACKNOWLEDGEMENT FORM

Please review the WES Staff Handbook, sign the following statement and return this page to the Site-Coordinator.

I hereby acknowledge and confirm that I have received and read the 2026-2027 WES Afterschool - Waterville Afterschool and Summer Program Staff Handbook. I understand and agree to comply with the policies stated in the Handbook. I understand that if I have any question about any Program policy, I should immediately consult with the Director, as any violation of the policies in this Handbook may result in discipline, up to and including discharge.

_____

STAFF NAME (Please Print First & Last Name Clearly):

_____

Signature(s) / Date