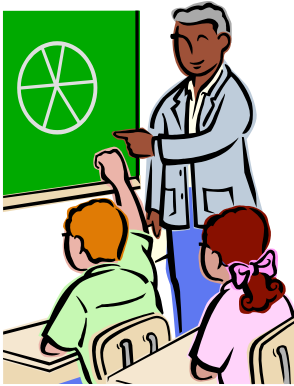


AIP AFTERSCHOOL PROGRAM PARENT HANDBOOK



*Alliance for Inclusion and Prevention
Washington Irving Middle School
105 Cummins Highway
Roslindale, MA 02131
617-469-0074*

A. Mission Statement:

The Alliance for Inclusion and Prevention, Inc. (AIP) has existed since 1995 to promote student achievement in public school. AIP strives to reduce the non-academic barriers to learning by means of high quality special education and mental health services to at-risk children, their families, and schools in the least restrictive setting possible. The AIP seeks to support school success through academic achievement, and the development of healthy behaviors and relationships. The AIP provides school day inclusion services to students with emotional and behavioral difficulties, as well as afterschool services to students at-risk for not succeeding in school. Parent involvement is a necessary ingredient in both setting and achieving these goals.

The AIP Afterschool Program is intended to provide opportunities for academic support, cultural enrichment, recreation, and social and emotional growth. Students in the Afterschool Program are expected to work on issues that are preventing them from achieving their full potential in school. Such issues include poor peer relationships, disruptive or oppositional behavior, inadequate academic effort, making poor choices, etc. The AIP staff work closely with both teachers and parents to ensure that students are held to the highest expectations they are capable of achieving.

B. Administrative Organization:

Hours of Operation

Afterschool: Mondays through Thursdays 1:30 PM – 4:15 PM

Office: Mondays through Fridays 9:00 AM – 5:00 PM

Administrative Organization

Dr. Robert Kilkenny, Executive Director

Kathleen Bray, Afterschool Program Coordinator

Administrative and Afterschool Address

Alliance for Inclusion and Prevention

Washington Irving Middle School

105 Cummins Highway

Roslindale, MA 02131

617-469-0074

617-469-3281 (fax)

Licensing Authority: The Office of Child Care Services

C. Services Provided:

The AIP Afterschool program offers each day: homework assistance for one hour or more including quiet reading time, as well as a choice of activities including art, sports and recreation, outdoors club (hiking and fishing), multi-cultural literacy, psycho-educational and support groups for boys and girls, computer education and games, fix-it shop including woodworking and bike repairs, newsletter club, community service club, and chess club. Children work together on both individual and group goals, including social skills, positive peer relations, and problem solving, in each activity many of which develop products over an eight-week. The program offers a variety of educational and recreational field trips each month and sometimes more often. Additional activities not listed above may be added from time to time.

Staff use behavioral approaches with children to teach responsibility taking for all actions. Interventions include a warning system, time-outs, and redirection, verbal processing of feelings and mediations between students to resolve peer conflicts.

D. Procedures for On-going Parent Communication:

1. **INTAKE INTERVIEW:** Parents are required to meet with the Program Coordinator prior to their child's entrance into the program each year. The purpose of this meeting is to: 1. fill out the required paperwork and 2. discuss academic issues and 3. discuss behavioral issues, if any, as well as strategies and interventions that would be helpful during afterschool.

2. **FAMILY NIGHTS:** On-going communication with parents is a critical component of the AIP Afterschool Program. You will be required to attend quarterly AIP Afterschool Parent Nights. The purpose of these Parent Nights is to give you the opportunity to speak with your child's afterschool group leaders and to get updates on progress and improvements. This also gives parents an opportunity to see the enriching activities in which your child is participating. The AIP Afterschool Program Coordinator and staff often communicate with the Irving Middle School teachers which enables us to pass along valuable academic information. It is vitally important that parents maintain direct communication with their child's teachers.

3. **CHECK-INS:** Periodically AIP staff will check in with parents, either by phone or in person, to inform you of your child's progress socially and academically. We also encourage parents to call us to check in on your child's afterschool performance.

E. Procedure for Parent Input:

Parental input and participation is regarded as most important in the AIP Program. We welcome any input and suggestions you may have with regards to the Afterschool Program's policies, rules or parent involvement. You may call the Program Coordinator at (617) 469-0074 Monday - Friday.

F. Policy for Parent Visits:

Parents are welcome to visit the AIP Afterschool Program unannounced. Additionally, we welcome any parent who would like to come to the afterschool program to help us run an activity with a group of children. We ask that you call to schedule this type of visit so that we can prepare you for the activity and/or have the supplies needed for you to run an activity of your interest.

G. Behavior Management Policy:

Guiding Principles: The behavior management strategies used at the AIP are designed to promote the internalization of the values of fairness and respect which underlie all of the rules we enforce. This internalization of the reasons for the rules and the means to self-regulate behavior to adhere to them, are the crucial developmental tasks for our children. We tell children that if they simply think of the term "respect" they can figure out both the purpose behind every rule, and the most appropriate behavior to achieve it.

The challenge for the AIP is to foster a belief in these principles on the level of both the individual child and the group. This requires the establishment of "norms" which are held by the group even though certain individuals may not abide by these norms. By definition, norms are internalized beliefs about social values and behaviors. Norms are not the written rules; they are the lived rules. It takes time and much effort to establish positive norms, and they must be modeled and nurtured constantly. Examples of some of the program norms the AIP seeks to encourage are:

- Non-violent conflict resolution
- Caring for the feelings of others
- Physical and emotional safety
- High expectations for academic and personal success
- Respect for self and others
- Inclusion as highly valued
- Parents as valued partners with the program

The principles that guide us in helping to establish positive norms are listed below. The idea is that if AIP staff promote the following principles, positive program norms will develop.

- Internalization
- Responsibility-taking
- Empathy
- Skill development
- Positive self-interest

The AIP adheres to the Boston Public Schools Code of Discipline as well as all specific Washington Irving Middle School rules and expectations for student behavior.

The following prohibitions are strictly followed

1. Corporal punishment, including spanking are prohibited
2. No child shall be subjected to cruel or severe punishment, humiliation, physical or verbal abuse or neglect or abusive treatment
3. No child shall be denied meals or snacks or shelter under any circumstances. Likewise, no child shall be forced to eat meals or snacks.
4. No child shall be punished for soiling, wetting or not using the toilet. If a child regresses and has toileting difficulties, staff, parents and child will make this area of need a to address in a plan in collaboration with parents and staff.

Expectations: Children should have a clear understanding of behavioral expectations, and for the consequences that will follow should they not be met.

Rules for the Group: Children and parents will be asked to read and sign a behavioral expectations sheet that will include, but will not be limited to the following:

- Children will be respectful of the staff and their peers.
- Children will not talk when staff is addressing the group.
- Children will respond appropriately to directions.
- Children will be willing to participate and try new activities
- During homework time and structured activities, children will stay in their seats unless they have permission to get up.
- Children will raise their hands if they have a question.

When a child presents a behavioral problem in an activity, staff will either ***redirect*** the behavior or ***consequence*** the behavior. Generally speaking, staff will try to **redirect** a child's behavior with a warning prior to issuing a consequence. Certain behaviors will immediately be given consequences without attempts to redirect and/or should be brought to the attention of the Prevention Program Coordinator (for example: fighting, threatening, swearing, etc.) Consequences make the most impact when they are directly related to the behavior that caused them. A child who wasted time in class, for instance, would tend to learn more by making up that time during a favorite activity, than they would by sitting a time out. Similarly, a child caught vandalizing school property would ideally have a form of community service involved as part of their consequences. Staff will follow up with children after consequences have been completed. This allows staff to assist children in connecting their behavior with their consequence.

Staff have a variety of consequences they can choose from to address a child's behavior. In no particular order, these options are:

- Time out in class
This is a quiet space in the classroom or activity area where the child is removed from the group. At times, it may be necessary to remove the child from a classroom due to their inability to remain quiet or lack of space. Staff will make clear the expectation that the child should stay in the space s/he has been told to be. This will send a message to the child that his/her behavior is not acceptable to the norms and

principles of the group in which they are participating. Staff will process the child's behavior before s/he returns to the group.

- **Restrictions from an activity**
Staff may choose to restrict children from some or all of an activity as a consequence for behavioral difficulties. The child will meet with staff if this consequence will be implemented and will be supervised during this time.
- **Extra homework time**
If a child has not completed a minimum of two homework assignments or is wasting time during homework time, staff can choose to assign the child to additional homework time under the supervision of the program staff. Staff are available daily to supervise additional homework or to offer additional educational support.
- **Send child home**
The decision to send a child home is the result of serious behavioral difficulties or the accumulation of three warnings. This process includes the child processing with the Afterschool Program Coordinator and/or the Director of Prevention Programs. A parent or an emergency contact person will be notified for consent prior to any child being sent home. If staff are unable to notify anyone, the child will not be sent home and will remain at the program but will not attend activities; they may be asked to do community service.
- **Suspend child**
Any incident of serious misbehavior should be immediately reported to the Afterschool Program Coordinator or to the Director of Prevention Programs for suspension consideration. Parents will be contacted to discuss the problem or issue and the suspension terms. (See Suspension Policy that follows).
- **Mediation between children**
The Afterschool Program Coordinator and/or the Director of Prevention Programs will mediate between children who have a problem with one another, or between a staff and child after a behavioral incident. The mediator will issue consequences.

H. Referral Services Policy:

The Director of Prevention Programs has an LCSW and is familiar with the full range of social, mental health, educational, and medical services in the Boston area. The program has available to parents a current list of referral sources in the Boston area. All staff are trained to report any suspicion or concern about a child's health to the Afterschool Program Coordinator and/or to the Director of Prevention Programs immediately. The Director of Prevention Programs and the Afterschool Program Coordinator meet daily to discuss programming issues concerning individual children and their families. All staff regularly observe children's behaviors, review records and write incident reports under an administrator's supervision. The Director of Prevention Programs communicates regularly with parents and meets with parents in person to discuss areas of concern. If appropriate, and with parental consent, the Director of Prevention Programs will facilitate a referral. The program will provide

written documentation of the program's observations concerning their child as well as information about the referral. The Director of Prevention Programs offers support, assistance and follow-up with all referrals made. The program maintains a record of any referrals made including parent conferences and results.

I. Termination/Suspension Policy:

Termination Policy: We will make every effort to meet with parent to work out possible solutions to chronic problems. However, AIP reserves the right to terminate any child from the Afterschool Program if a solution is not worked out in the meetings with parent and student; parents will be notified in writing. Possible reasons for termination of a child from the AIP Afterschool Program include, but are not limited to:

- inappropriate behavior considered harmful to your child, staff or others
- repeated refusal to adhere to program rules
- repeated absenteeism
- repeated parent tardiness at pick-up time
- parent not fulfilling volunteer/participation requirement

Suspension Policy: Student will be suspended for behavioral reasons which may include, but are not limited to: fighting, refusing to follow rules and directives given by staff, not committing to behavioral contracts that have been written with parent input and consent, and leaving supervision or the building without staff knowledge.

J. Nutritious Food List:

- One snack is provided per child per day.
- Snacks are provided by the Department of School Food Services in the after school snack service program which is in compliance with the United States Department of Agriculture.
- The Boston Public School Food Service provides annual training to participants in the snack program.
- No child shall be denied meals or snacks under any circumstances. Likewise, no child shall be forced or required to eat meals or snacks.
- AIP will provide appropriate snacks for those children whose medical condition requires a special diet. Parents will need to provide medical documentation so that we may accommodate the child.

K. Procedures for Reporting Suspected Child Abuse Cases:

Any counselor or staff member who knows or reasonably suspects that an injury or injuries have been inflicted upon a child as a result of abuse, neglect, and/or sexual molestation shall report or cause reports to be made in accordance with the policy as stated below:

1. Any suspicion of abuse or neglect must be reported IMMEDIATELY to the Director of Prevention Programs or, if not available, the Afterschool Program Coordinator.

2. The Director of Prevention Programs will call the Department of Social Services and file a 51A if there is suspicion of abuse or neglect. DSS will be notified first by telephone and by then by a written statement mailed within 48 hours using the DSS 51A form.
3. The Director of Prevention Programs or the Afterschool Program Coordinator will notify the Office of Child Care Services that a 51A has been filed.
4. The Director of Prevention Programs will contact the family of the child if suggested by Department of Social Services.
5. The Director of Prevention Programs will notify the Department of Public Health that a report of suspected abuse/neglect has been filed with DSS.
6. Staff, including Group Leaders, can contact DSS should there be a disagreement with the Director of Prevention Programs on abuse/neglect suspicion, without fear of repercussion to their employment or status. Furthermore, staff is immune from any civil and/or criminal liability when reporting suspected child abuse/neglect when conducted in good faith.

L. Emergency Health Care/ Illness Exclusion

Plan for meeting the individual needs of mildly ill, beyond minor first aid, children while in care:

Children, who are feeling ill, tired or upset during the program will be given the opportunity to rest in the area designated for that purpose. One staff will provide ongoing supervision of the child and use first aid assessment skills to identify any problems. This care will consist of the assurance of adequate rest, maximum comfort, as well as the provision of food, liquids and reading or play materials. The program supervisor or coordinator will telephone the parent, or if not available, the emergency contact to discuss whether or not the parent will pick up the child early, send a friend to pick up the child, or if the staff should continue to supervise the child until the end of the usual day.

The health and safety of everyone involved in the program must be provided for as much as possible. Parents will be asked to take their child home if

- the child has a fever of 100 F or more
- the child is vomiting or has diarrhea
- the child is coughing up blood or coughing excessively
- the child has lice
- the child has open or infected wounds

Staff may call parents to discuss the appropriateness of his remaining in the program on any given day if the child complains of feeling ill in any way.

If a child is feeling ill on a field trip the same procedures for calling parents and emergencies contacts will be followed. However, if no one can be reached the Afterschool Program Coordinator or Director of Prevention Programs will make arrangements to take the child home if appropriate or back to the school site until a parent or emergency contact person can be reached to pick up the child.

If a child has a prolonged illness the child must bring a doctor's note to explain the absence to be sure the child is well enough to return. A parent will also have to speak with the program coordinator in person or by telephone.

M. Transportation Plan:

Transportation Home From the Program: Presently all students attending the program are enrolled in the Washington Irving Middle School and report directly to the program in the cafeteria upon dismissal. Parents are responsible to make appropriate arrangements for transportation home from the program. AIP does not supply transportation home from our program. During the initial intake process, parents are asked to furnish information on child's transportation plan from the program. Children either walk unsupervised, take the MBTA, or are picked up by a designated person. All staff are made aware which means of transportation your child will use. We will not allow a child to enter a car/vehicle of someone other than the person the parent has designated to drive his or her child unless we have a written note from the parent explaining specifically who this person is. The person should be prepared to show picture identification to AIP staff upon arrival for pick-up.

Field Trips: A field trip release form containing the location and/or event to visit, the transportation arrangements and return times signed by a parent is required for field trips beyond 5 miles of the program. Local field trips to parks and the library are consented to by parents in our Parent Consent Form at the time of intake. All parents are welcomed and encouraged to attend all field trips. Transportation for field trips locally and beyond 5 miles is provided in one of the following ways: 1.) staff members with the appropriate license, safety and insurance requirements will transport child with seat belts in their vehicles. 2.) A licensed bus company will be hired to transport children. 3.) Students will be escorted by staff to use MBTA services. Staff to student ratios on field trips will always meet with the guidelines of the Office for Child Care Services.
(see sample field trip form)

N. Health Care Policy: Parents can request a copy of the full AIP Afterschool Program Health Care Policy.

First Aid Administration: First Aid can be administered by any of our First Aid certified staff including the Group Leaders and program administrators. However, unless it is an emergency, all staff must inform a program administrator on-site prior to administering First Aid on-site. On field trips, the Group Leader may administer First Aid without speaking to a program administrator if an administrator is not present.

Plan for meeting specific health care needs: All children must submit a medical release form for admittance to the program. If a child has specific health care needs, including allergies, these must be documented by a physician and signed by a parent and should include physical examination forms and health history of the child. The Director of Prevention Programs and/or Afterschool Program Coordinator will post a list of any allergies and special medical needs for each child in the record file in the Director of Prevention Program's office. All staff are directed to review this list and become familiar with it. This list will accompany staff on field trips in the field trip backpack with child information.

Proof of Immunization: In order for a child to be enrolled in the AIP Afterschool Program, s/he must be up-to-date on his or her immunizations and have an up-to-date physical that also satisfies the requirement of Boston Public Schools. The Washington Irving Middle School nurse may be able to supply this information, but the parent will be ultimately responsible for proof of physical and immunizations.

O. Procedure for Medication Administration:

Staff will not administer prescription medication to the children. Parents are informed of this policy and are asked to administer medication before or after the program. The Afterschool Program, with written parental consent and authorization of the physician, may permit children who have asthma to carry their own inhalers and use them as needed without the direct supervision of a staff member. The licensee shall insure that all staff are aware of individual children who have asthma and use their own inhalers as needed.

In the event that any medication is absolutely necessary to be administered while in the program, parent and primary physician must both sign a medication release form for prescription medication, and parent must sign the release form for non-prescription medication. In these circumstances medication must be brought to the Afterschool Program in its original container with original pharmacy label describing all pertinent information as stated in the medication release form. Only staff with First Aid and CPR certification are allowed to administer medication. Staff administering medication will enter the date, time, dosage, medication, child's name and own name in the medication administration record kept in the child's file and a copy in the medication administration folder in the Director of Prevention Program's office. All medications will be stored in the agency locked safe in the Director of Prevention Program's office.

P. Fee Schedule:

AIP has a fee of \$200. for the year. This fee will be paid in four installments of \$50. prior to the start date of the upcoming cycle. The nine week billing cycle is as follows:

****Fall Cycle:** September 29th to November 23^{re}

****Winter Cycle I:** November 29th to January 27th

****Winter Cycle II:** January 31st to March 31st

****Spring Cycle:** April 4th- June 2nd

**** Final Week:** June 6th- June 9th (*there will be a small field trip fee for the final week*)

Q. Procedures for Student's Records:

All information in your child's records is confidential and cannot be released without parent/guardian written consent. Authorized representatives from the Office of Child Care Services and the Department of Social Services have the right and responsibility to review all records upon request; parents will be notified prior to this. As part of the AIP Afterschool parent consent form, parents will give AIP permission for staff to consult with Washington Irving teachers and staff regarding your child's academic performance and behavior in school.

In order for AIP to gain access to extensive, specified written school and medical records and any outside agency information, AIP will need to have a separate signed release of information by parent.

Parents shall, upon request, have access to his/her child's record at reasonable times. Parents shall also have the right to add information, comments, data, or any other relevant information to the child's record. In addition, parents shall have the right to request deletion or amendment of any information contained in the child's records.

R. Enrollment Criteria/Referral Process:

AIP targets middle school children who have been identified as "at-risk" by their teachers or parents due to behavioral and academic challenges in school and/or home. Once a child has been identified as appropriate for the AIP Afterschool Program, the parent of the child will need to come to the AIP office at the Washington Irving Middle School for an intake interview with the Director of Prevention Programs. At this time, the parent and child will meet with the Director of Prevention Programs to discuss program purpose and rules; parent will also sign all required paperwork. **All parents must have a meeting with the Director of Prevention Programs, submit a medical release form, and fill out and sign all required paperwork prior your child entering the program.**

S. Non-Discrimination Policy:

The AIP Program provides equal opportunity to all children participating in the program. We do not discriminate against any individual on the basis of race, color,

religion, creed, gender, sexual orientation, age, disability, cultural heritage, political beliefs, or national origin.

T. Daily Schedule

The schedule for the AIP Afterschool Program is as follows:

- 1:30 – 2:30PM: Homework Tutoring
- 2:30 – 2:45PM: Snack Time
- 2:45 – 4:10PM: Enrichment Activity Time
- 4:10 – 4:15PM: Dismissal Time

U. Inclement Weather Policy:

During harsh weather conditions the AIP Afterschool Program will be cancelled by Washington Irving Middle School Principal prior to 1:30 PM. Please call ahead if you suspect the program will be cancelled due to inclement weather. If the program is cancelled by the school principal, your child will be informed prior to dismissal by a school announcement. Your child will then take his/her normal means of transportation home from school.

V. List of Holidays:

See school calendar

AIP operates on a school calendar basis which means that we DO NOT have afterschool programming during vacations, snow days or holidays. The AIP Afterschool Program does have a summer program.

W. Student Responsibilities:

All individuals in the Afterschool Program are required to follow these standards.

1. All rules in effect during the school day remain in effect.
2. Disrespectful behavior towards a staff member or fellow students will not be allowed.
3. Destruction of school or private property will not be allowed.
4. Any student asked to leave the program on a given day will be allowed back into the program only when the Program Coordinator has contacted his/her parent.
5. The transportation home is considered part of the program. All students must follow the standards of behavior while being transported home, until the student is in the custody of his or her parent or guardian.
6. Fighting, swearing, verbal abuse, threatening, or hands-on behavior excluding organized games are not allowed at any time.

7. No student is permitted to enter the Afterschool Program once they have exited the building
8. Students must report to their Afterschool Program Group Leader immediately following the dismissal of bus students.
9. Students must bring the following materials every day for study time:
Pen/Pencil
Assignment Book (filled out each day)
Independent reading materials
Homework
10. All students must participate in cleaning up after an activity, and each student is responsible for cleaning up after themselves, (returning materials, games, etc.)

X. Absent Policy:

It is very important that your child attend the program on a regular basis. Consistency and structure greatly enhances the progress your child makes. Furthermore, there is a waiting list of children hoping to fill opened slots, therefore, the following policy is followed:

Parents should let the AIP Director of Prevention Programs or the Afterschool Programs Coordinator know if your child will not be attending the AIP Afterschool Program on any given day unless they are absent from school. If your child does not show up to the program, we will assume that s/he cut, assuming they were in school that day

If a child is absent on his/her scheduled day we will attempt to contact parent at their daytime phone number to inform parent of child's absence. Repeated unexcused absences may result in termination from the program.

Y. Late Pick-Up Policy:

Parents who pick-up their children from the afterschool program should do so in the front of the building on Cummins Highway, by 4:15 PM. If you have not arrived by 4:15, we will take your child back to the AIP main office. If you are going to be late in picking up your child, please call the office as soon as possible. The office is located in the back of the building accessible from Hawthorne Street (maps and directions are available upon request). If a parent has not arrived by 5pm, and AIP has not been contacted, the emergency contact will be called to make arrangements for the child to be picked up. If we are unable to contact the parent or emergency contact, we may have to make arrangements with the Department of Social Services (DSS) to assure the safety of your child. No child will be allowed to wait outside for their parent unsupervised. Repeated tardiness of parents picking up their child may result in termination from the program.

Z. Use of Video and Camera Equipment:

AIP staff use video and still camera equipment for the purposes of student activities, professional development and public relations purposes. This information is included in the parent consent form.

AA. Parent Participation Requirement:

By enrolling your child in the AIP Afterschool Program, you will be required to participate in the program at least once per quarter. We understand that parents are busy working, taking care of other children and running a household, but we firmly believe that being involved in your child's schooling is essential to his/her success in school. AIP offers a range of ways for parents to participate their time. We will do our best to offer various times (days and evenings) and days when this can occur.