

# Swansea Public School Surround Care Parent Handbook

The Surround Care Program is an on-site before school and after school childcare program. It is self-funded through childcare tuition.

## **Program Organization:**

Surround Care is part of the Swansea Public Schools and is subject to all relevant policies and procedures of the Principals, Superintendent and the Swansea School Committee.

## **Mission Statement:**

To provide opportunities and pathways in a safe, supportive and technology-rich environment that engage, challenge and inspire students to achieve college and career readiness and to contribute to our 21<sup>st</sup> century community.

## **Purpose:**

Recognizing the uniqueness and importance of each child, and given the responsibility we readily assume for the growth and development of our youth, the Swansea Public Schools offers a school-age child care program (Surround Care) in response to a need expressed by the parents of Swansea Students. Our purpose is to provide a warm, supervised, enriched environment, which is safe, supportive and creative.

## **Program Philosophy and Goals:**

1. To provide secure, comprehensive childcare for children attending Swansea Public Schools.
2. To provide a positive environment that provides daily opportunities for children to:
  - Participate in self-directed learning activities.
  - Participate in adult-directed, structured activities.
  - Participate in both large and small group activities.
  - Engage in activities which are quiet and others which are active.
  - Enjoy safe free play.
3. To promote positive self-esteem for each child by providing an environment based on mutual respect and positive interactions.
4. To provide positive family-program relationships by ensuring open house-program communications.
5. Through this program we will strive to meet the childcare needs of the Swansea Public Schools.

## **Staff:**

The childcare providers are First Aid and CPR trained and are responsible for the care of children and daily operation in their group. Surround care is staffed to maintain an approximate ratio of 1staff member to 15 students in grades PK – 5 for Hoyle and Luther, grades K – 5 for Gardner and Brown.

The Surround Care Coordinator is responsible for billing, notices to parents, program planning and direct childcare to children as needed. They will handle all issues related to the Surround Care program. Surround Care issues will not be handled by the school administrator.

**Program Operation:**

The program is open the 180 days school is in session, four ½ days for parent teacher conferences and three early release days. Childcare is **not** provided on state or federal holidays, staff development days or days that school is cancelled or the building is closed. Those holidays include:

Labor Day	Martin Luther King Day	President's Day	Thanksgiving
Columbus Day	Christmas Eve	Patriot's Day	New Year's Day
Veteran's Day	Christmas Day	Memorial Day	

**Snow Days:**

If school is cancelled due to snow, Surround Care will **not** be open. If school is dismissed early due to weather conditions / emergency (building evacuation) parents will be notified by an automated call and directed to make transportation arrangements for their child. It is the parent's responsibility to call the school and let them know how the child is getting home. If Swansea Public Schools cancels afternoon activities for any reason, there will be no Surround Care.

**Delayed Start:**

Before school care will **not** be available if it is announced that there is a delay to the start time of school. After school Surround Care will be open as usual. School cancellations and delays are announced on the following radio/TV stations:

1480 WSAR - 630 WPRO - Channel 6 WLVI - Channel 10 WJAR - Channel 12 WPRI

**Hours of Operation:**

Before School: 7:00 AM (no earlier) to the start of school (Monday through Friday)

After School: End of the school day until 5:30 PM (Monday through Friday)

While hours of the program are as stated above, parents may drop off (AM) pick up (PM) their children at any time within the scheduled hours. Parents, or their designee, **must** come to the designated childcare area to sign a child in / out of the program using the Surround Care daily attendance book.

**Enrollment/Registration:**

Registration for the Swansea Surround Care Program is held in July. The program begins on the first day of school and ends on the last day of school. A completed registration form is required as well as a signed handbook parent signature page. Registration information is confidential and for program staff only. Enrollment forms include: registration form, emergency form, and a signed handbook parent signature page. Parents are urged to contact the Surround Care Coordinator, Karen McCabe, Hoyle School at 508-679-4049 or Surround Care Coordinator, Sheri Bacon, Gardner School at 508 675-7899 if there are individual concerns or questions regarding enrollments and registration. In the event that the

programs' enrollment is full, parents may submit a completed registration form to the program. A waiting list will be established with individual status based upon date of registration.

**Withdrawal from the Program:**

If a parent decides to withdraw their child from the program, a one month notice prior to termination is required in writing. Parents will be obligated to pay their monthly contracted amount until their child's last day of the program. In cases of unusual time constraints relating to withdrawal, parents should contact the program's coordinator.

**Schedule/Payment:**

The goal of the Swansea Surround Care Program is to provide the families of Swansea School children with high quality, affordable childcare.

To meet the varied needs of families, we offer:

- A. Before School Childcare:           7:00 AM to the start of school           \$8.00 / per day / per child
- B. After School Child Care:           End of school until 5:30 PM           \$8.00 / per day / per child
- C. Both Before & After School Childcare: \$15.00 / per day / per child

There is no AM care for pre-school age children due to time delays.

In order to staff this program adequately, parents **must identify the days and times of attendance for each child and keep that schedule for the year. If there is a change needed regarding the schedule please contact the coordinator.**

Parents must pay for the first month at the time of registration. From that time on, payments for this program must be paid on a monthly basis between the 15th & 30th of the previous month of service. (I.E. payment for September is due by August 15<sup>th</sup> with registration, October payment is due between September 15<sup>th</sup> and 30<sup>th</sup> etc.) Bills will not be sent. Please utilize the form provided to you to indicate days / times attending each month. Checks made payable to: The Town of Swansea (cash not accepted). Students attending Brown and Gardner School, please remit checks to Gardner School and students attending Hoyle and Luther School, please remit checks to the Hoyle School.

Swansea Surround Care  
c/o Hoyle Elementary School  
70 Community Lane  
Swansea, MA 02777

Swansea Surround Care  
c/o Gardner Elementary School  
10 Church Street  
Swansea, MA 02777

**No more than two (2) late payments will be allowed throughout the school year. Any subsequent late payment constitutes immediate termination from the program.**

### **Procedures Regarding Non-Payment and Insufficient Funds:**

When payment is not received by the first day of the month, the child will not be allowed to attend Surround Care until payment is made in full. Payment received after the 30<sup>th</sup> of the month will result in a \$15.00 additional charge.

If a check is returned due to insufficient funds, a \$25.00 fee will be charged and further payments will only be accepted if by certified check or money order

### **Child Illness / Absence:**

In the event of an illness or absence of a child, parents are still required to maintain tuition payments at their full contracted rate. Arrangements can be made on an individual basis for extenuating circumstances or long-term illness. Please inform the main office at your child's school when your child is not attending Surround Care on any given day, (due to illness, vacation, change in plans, early dismissal, etc.) If you choose to pick up your child at dismissal time, please inform the office so that your child will not be called for Surround Care.

### **Daily Sign-In / Sign-Out:**

Attendance will be taken each day at the beginning of the program. It is required that parents or designated adults sign their child in for before-school care as well as out of the program each day in the daily attendance book under the supervision of a staff member. Proper ID is required, and name of person must be on pick-up list. Parents or their designee must accompany their child into and out of the building. **CHILDREN CANNOT SIGN THEMSELVES IN OR OUT.**

### **Transportation:**

Parents are responsible for transportation to and from Surround Care. Surround Care staff are not permitted to transport students at any time during the program.

### **Pick up of Children:**

Children may **not** be picked up by anyone other than a parent, legal guardian, or a designee listed on the child's emergency form. The childcare provider will ask for identification from the person picking up the child.

### **Late Pick up:**

Late pick up will result in a \$5.00 fee / per child, for every 15 minutes per day.

### **Program Services:**

The Swansea Public Schools Surround Care Program provides high quality before-school and after-school childcare. The program provides a structured and safe environment. The daily schedule will include:

- Outdoor activities (weather permitting) or indoor active games.
- Selected activities – board games, reading, homework, arts & crafts projects, ipods with educational apps and chromebooks (for 4<sup>th</sup> and 5<sup>th</sup> graders).

- Clean up & quiet time.

### **Lost & Found:**

Any items left at the end of the day will be gathered up by the staff and put in the lost & found for Surround Care.

### **Dress:**

Children should come dressed in seasonal attire and be prepared for outdoor activities weather permitting.

### **Health & Safety:**

We ask that parents provide the program with current information pertaining to the areas listed below on the emergency form provided. **All information is strictly confidential.**

1. Special diets and or medication.
2. Any activities in which a child is unable to participate.
3. The name and phone number of the child's physician.
4. Any medical condition.
5. The names and telephone numbers of three relatives / friends who can be contacted during the program hours in the event the parent cannot be reached.
6. Please advise coordinator of any custody issues / restraining orders.

### **Medication Policy:**

SURROUND CARE STAFF ARE CPR AND FIRST AID CERTIFIED. We are able to administer EPI pens and inhalers, which are held in our locked Surround Care first aid box. All medication must be administered prior to attending Surround Care. There are no nurses in the schools before / after school hours.

### **Program Emergency Procedures:**

Surround Care staff will follow emergency procedures set forth by the Swansea School Department.

- In the event of a school evacuation, you will be notified as to the location of your child.
- An automated ONE CALL will be issued to the contact numbers you have provided
- If your child becomes ill / injured, you will be notified immediately and may be asked to pick up your child. In the event you are unreachable, the contacts you have listed on the pick-up sheet will be called to pick up your child.
- If your child is injured, depending on the severity of the injury, you will be given a written account of the incident.
- If emergency treatment is required, local medical emergency will be contacted for assistance.

### **Student Expectations/Discipline:**

Students attending Surround Care are expected to follow behavior guidelines that are consistent thorough out the Swansea Public Schools. The child is expected to behave as they would during the school day.

The childcare staff will use the following discipline techniques:

1. A staff member will speak to the child about his / her behavior and explain why this behavior is not tolerated.
2. The child will be given an opportunity to resolve the problem.
3. Parents / guardians will be alerted of any ongoing issue either verbally or in writing.
4. If the problem persists, the following disciplinary action will be taken:
  - A. Students will be separated from peers and asked to think about his / her actions and how to amend them
  - B. Parents / guardians will be alerted of any ongoing issue either verbally or in writing.
5. If the problem continues:
  - A. Parents / guardians will be notified in writing.
  - B. The student may be suspended from the program for a length of time to be determined by the coordinator in conjunction with the building principal.
6. If the student continues to demonstrate behavior that is not conducive to the environment:
  - A. The student may be suspended from the program permanently, as determined by the Surround Care Coordinator.

In order for a child to be registered for the Swansea Surround Care Program, the following documents must be completed and returned to the school in which your child attends Surround Care. Students who attend Brown School should send registration / payments to Gardner School and students who attend Luther School should send registration / payments to Hoyle School

Swansea Surround Care, c/o Hoyle School, 70 Community Lane, Swansea, MA 02777

or

Swansea Surround Care, c/o Gardner School, 10 Church Street, Swansea, MA 02777

1. The Surround Care Handbook signature page.
2. Surround Care registration form.
3. Emergency form.
4. Payment in full for the first month of service, check made payable to "Town of Swansea".

## Surround Care Handbook signature page

I have read and understand the contents of the Swansea Surround Care Handbook. I realize my responsibilities as the parent / guardian of a child in this program. I realize the expectations for my child as a member of this program. I wish to register my child in this program and agree to abide by the rules and regulations set forth in this handbook.

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Name of Child

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Date

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Name of Parent / Guardian (printed)

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Parent / Guardian signature