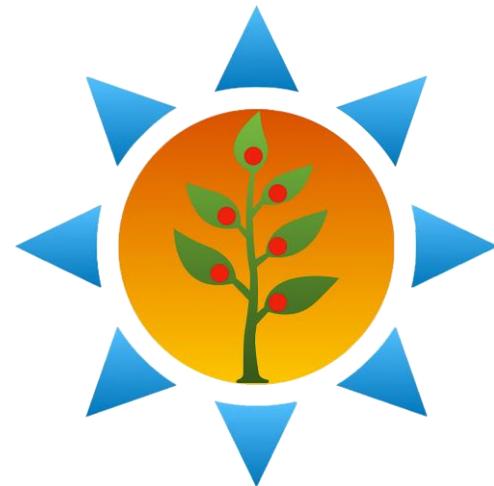


SCHOOL AGE
PROGRAMS

**FAMILY
HANDBOOK**



MARY JOHNSON
CHILDREN'S CENTER

Table of Contents

About our Program.....1

Statement of Philosophy and Program Goals 2

Program Description and Children Receiving Other Services 3

Prepared to Play..... 3/4

Parental Access and Confidentiality..... 4

Behavior Guidance 5

Incident Reports and Re-Entry Policy 6

Supervision of Children..... 7

Enrollment and Inclusion Policy 7

Tuition and Withdrawals..... 8

Food..... 8

Immunization Records..... 9

Emergency Contacts and Plans 9

Staff Qualifications10

Mandated Reporters11

Schedules12

Full Days, Snow Days, and Early Release Days 13

Field Trips 13

Swimming, Enrichment and Photos/Publicity14

Safety Policies: Exclusion of Prohibited Personnel14

Sign-In/Sign-Out and Late Pick-Up 15

Missing Child Protocol16

Environmental Health Maintenance Policies.....16

Illness and Exclusion of Sick Children and Medication Procedures.....17

Injuries and Head Injury Protocol.....18

Parent Information and Communication.....19

What to Expect and Contact Information 20

Family Handbook Agreement 21

Family Handbook Agreement

I/We have read the Family Handbook and understand the philosophy, goals and procedures of the Mary Johnson Children’s Center school age programs.

Signature:

Parent/Guardian

Address: _____

Signature:

Parent/Guardian

Address: _____

Date: _____

Please return this form to the Center; keep the handbook for your records.

-----Please Cut Out This Page and Return to MJCC School Age Office-----

What You Can Expect From Your School Age Program

Your child will be checked in daily upon arrival. His/her whereabouts will be the top priority of all staff.

You will be greeted by at least one staff member when you arrive to pick up your child.

You will be asked to complete the sign-out sheet and process when you leave with your child.

You will talk briefly at least once a week with a staff member. This is to allow an informal update on how your child is doing at the program. Please allow a bit of time for this important conversation.

You may be invited to join the staff in planning special projects or regular activities. (For example, through parents' advisory council, informal staff meetings or trainings shared.)

You may receive occasional phone calls from site directors. Sharing positive conversation about your child, your program and/or your concerns is a vital part of our commitment to your family.

If you have questions, please ask.

Watch for your opportunity to join a parents' advisory council. If you would like to participate, please let your program's site director know, or feel free to call the Center at (802)388-0522. School Age Programs Director can be reached at schoolage@mjcvt.org

***The School Age Care Programs of
Mary Johnson Children's Center
are family-friendly.***

We look forward to sharing time with you and your child.

Contact Information

School Age Programs at Mary Johnson Children's Center
81 Water Street
Middlebury, VT 05753
(802)388-0522
schoolage@mjcvt.org

SCHOOL AGE CARE PROGRAMS- FAMILY HANDBOOK

Our mission is to provide a safe, enriched and appropriate afterschool and summer environment to meet the diverse needs of school age children.

Welcome to the Mary Johnson Children's Center Afterschool and/or Summer Program for school age children. With your help, we hope our program will meet the needs of you and your child. In the next few pages we will outline our philosophy, program guidelines and procedures. Please take time to read them, ask questions and sign/return the form provided. Feel free to contact us if you have any questions.

About our Program

Mary Johnson Children's Center was opened in 1970, and serves children 18 months through age five at its Water Street location. In 1984, the Center started its first off-site afterschool program in Middlebury – which now serves up to 75 children per day, expanding to over 100 in summer program. Recognized assessment processes are used to assure quality programming and consistency; the Vermont recognition of quality system (STARS) is a part of annual program review.

The Center administers afterschool programs at several area school sites, in response to parent needs surveys and school requests. Mary Johnson Children's Center school age programs are organized as follows:

Mary Johnson has an Executive Director that is responsible for the overall operation of all Center programs. The School Age Programs Director serves as a link between the Center and individual sites. Each program has its own site director or co-directors responsible for the day-to-day curriculum planning and programming.

We strive to achieve a staff-to-child ratio of 1:8, comparing favorably to the 1:13 ratio required by state regulation.

The programs operate after school, over school vacations as allowed by the school and, in some cases, over summer vacation. Vacation and summer programs are accessed: a) by separate enrollment; b) based on school/site availability; and, c) responding to expressed parent need.

Statement of Philosophy

The school age programs operate in the belief that school age children have a variety of needs based on age, personality and interests. A school age program must offer a full range of options designed to recognize this diversity. Therefore, the program, whether full or part-day, will attempt to balance structured and unstructured activities, active and less active times, group activities and individual choices. It is vital that school age children have ownership in the program, and to ensure this, staff will meet with participants to hear their ideas and assist in follow-through (i.e. – whole-group time, small group discussion or individual conversation).

Mary Johnson School Age Programs admit and enroll all children, regardless of race, color, special need, gender or national origin.

This **acceptance of enrollment** means that Mary Johnson Children's Center School Age Programs offer services: 1) within the limits of licensing requirements; 2) dependent upon hiring appropriate staff and staffing constraints; 3) minding the intent *to make modifications to accommodate an individual child that are reasonable, necessary and make no undue burden or significantly change the nature and operation of the program.*

Program Goals

1. Developing an environment appropriate for a range of school age needs.
2. Respecting each child's individuality, differing needs and social skills levels.
3. Encouraging active exploration of materials and ideas.
4. Expanding creativity by offering open-ended activities and projects.
5. Modeling group cooperation and problem solving. Children and staff will demonstrate a mutual respect for each other.
6. Offering choices appropriate to the needs of school age children.
7. Supporting parents in providing ideas and taking an active role in their school age program.

Parent Information and Communication

Families always have access to their child, their child's files, and, within reason, to their child's teachers. MJCC School Age programs recognize that in most situations, both parents have a legal right to be a part of their child's life.

MJCC programs deny parent/guardian access to a child **only** if there is a legal document on file at the program site and the MJCC office.

Regulations currently governing the operations of our licensed programs, as well as other information about Vermont Afterschool Programs may be accessed through the Child Development Division at <http://dcf.vermont.gov/cdd>

Suggestions—Compliments—Grievances

Over the years, **parents** have provided the school age programs with **valuable** input which has assisted the Center in evaluating and improving its programs. A parent's perspective on how the program is working for their child is an important one. Questionnaires will be sent home from time to time, and we encourage parents to comment fully on the questions, or concerns of their own. Various informal opportunities to provide feedback to improve the quality of your child's care and growth in their school age program will be offered.

Keeping you informed of program activities through newsletters, notes and parent bulletin board announcements **is a high priority**. Please ask the site director or a staff member if you haven't seen or received announcements regularly.

*** When concerns arise, parents should bring their problem to the attention of the **SITE DIRECTOR(S)** who will hear your suggestion and/or grievance and attempt to work through the problem. If additional communication is necessary the problem can be taken to the **SCHOOL AGE PROGRAMS DIRECTOR** at the Center.

If a parent or guardian remains unsatisfied with the resolution of the concern, a written appeal may be made to the **CENTER EXECUTIVE DIRECTOR** and, through them to the **BOARD OF DIRECTORS** who hold regular monthly meetings.

Parents also have the further option of contacting:
Child Care Consumer Concern Line 800-540-7942

Injuries

All program staff are trained in CPR and First Aid basics.

A general protocol for responding to a child's injury is as follows:

The child's immediate condition is assessed. Appropriate first aid measures are taken. The Site director will assess degree of severity for next steps. If warranted, parent(s) will be called. If the parent(s) unavailable, message will be left, and emergency contacts will be alerted. If warranted, child's doctor will be called.

If warranted, emergency response unit will be called. If necessary, site director will accompany child to nearest medical facility for assessment and treatment. This **permission to transport** if necessary is a **part of the enrollment application**.

Site personnel will continue to attempt to contact parent/guardian to update them on the situation. The Site director will remain with child until a parent or guardian arrives at the medical facility. The site director will follow-up after the incident within 24 hours. The site director will complete the required accident/incident report, and give copies to Mary Johnson Children's Center.

Notice will be provided to the Child Development Division if a rescue personnel or vehicle has been called to the program site, as per licensing regulation, within 48 hours.

Head Injury Protocol

In any instance where a child's head has struck the ground or any other form of hard surface:

- 1-The child will be examined for general signs of concussion, as per first aid training received by program staff member and/or site director. If further medical examination is deemed necessary, it will be sought at this time. **AND**
 - 2.**The child's parent/guardian will be called.**
 - 3.**The time of the call will be noted by staff member or site director, on the accident/incident form.**
 - 4.**If a message is left, that will also be noted on the accident/incident form.**
 - 5.**If it has not been possible to speak directly to a parent/guardian listed first on the enrollment form, additional calls of notification will be made to other listed emergency contacts provided on the child's enrollment form; such measures, if taken, will also be noted on the accident/incident form.**
- Accident/Incident Form to be signed and follow-up to be noted.

Program Description

Based on these goals, the staff will strive to create a program **environment** that provides ample choices and stimulating activities. **Experiences** with cooking, craft projects, drama, woodworking, sewing, music, fine arts and group games are some of the formal activities the program will offer. In addition, the children will be able to choose from a large assortment of board games, art materials, dramatic play and block-building options. **Relationships** will be built between children, staff and parents participating in the program.

Full-day program will offer field trips and special themes or events -- such as putting on a carnival, Winter Olympics, etc. As stated above, the staff will work with the children enrolled to determine their interests and gather ideas.

Children come to school age programs from many different situations and family cultures. Mary Johnson's school age programs recognize, value and accommodate the diversity of individuals within the group, wherever possible.

Children Receiving Other Services

From time to time children in school age programs are involved with other agencies, services and school programming. For consistency and efficiency, we ask that all parents and/or guardians sign the **exchange-of-information form** to assist staff in best meeting their children's needs.

Prepared to Play

- Our school age programs are recreational in nature.
- To us, this means that while we will assist children wishing to complete homework (finding a quiet space, providing assistance, for example), we are not a tutoring program, or homework completion club.
 - Homework will be listed as a choice, and staff will respectfully help children develop their own sense of responsibility for their assignments and family priorities.
 - If parents wish to explore this philosophy further, they may speak with site directors or the School Age Programs Director at MJCC.

Prepared to Play continued...

Outdoor play experiences are vital to healthy school age development.

Therefore, unless the temperature is at or below 0 degrees Fahrenheit (or, at or below -15 degrees factoring in wind-chill), or raining—the children in the school age programs will spend 30 minutes at least outdoors.

Specific clothing for appropriate outdoor play, in relationship to the season, should be worn and/or available in a child's backpack. ALL CLOTHING SHOULD BE MARKED WITH THE CHILD'S NAME.

Once again, school age children will be encouraged to develop their own knowledge and skills around appropriate use and care of their clothing and belongings at the program.

In summer, children will be required to wear sunscreen; parents will be asked to sign a permission form allowing staff to supervise the application.

In the event of extremes of temperature and/or humidity, children's outdoor activities will be limited.

Parental Access

Parents/guardians are granted free and unlimited access to the school age program's facility/space, their child's records, and to communication with staff members at any time during hours of operation.

Confidentiality

All work and conversation in the Center or any of its programs is considered confidential and shall not be discussed with anyone not associated with the Center or with those whose responsibilities do not require such knowledge.

It is a breach of confidentiality and a violation of this policy to reveal to persons not employed by the Center any information about a child or family without the written consent of a parent or guardian.

All employees are cautioned about using a child's name or a family's name when they might be overheard by parents, children or other persons.

Staff members who breach this confidentiality are subject to disciplinary action or dismissal.

Illness and Exclusion of Sick Children Policies

- If your child leaves school due to illness, please notify the afterschool program.
- For the protection of all children, your child would be excluded from program attendance, and should be kept at home if they show any of the following symptoms: fever; diarrhea, vomiting, rash, discharging eyes or ears, nasal discharge(green color), other signs of infection. Children who exhibit these symptoms should remain at home for at least 24 hours after the first sign of illness.
- Parents should exercise every caution and keep children at home should other unusual symptoms occur.
- If a child at the school age program exhibits any of these observable symptoms, or by report or conversation of the child, program staff will call parent/guardians to request that the child be picked up as soon as possible to assure the well-being of all children in the program.

Medication Procedures

- Children who need to receive medication during the program must have a note indicating: 1) child's name; 2) date; 3) time; and 4) dosage amount of medication to be administered and times/intervals specified.
- All medications should be stored in a secure place, in its original container.
- The **required release for administering medication** is available onsite, to be completed by the parent/guardian when any medication will be given.
- A log or record book will be kept, noting when medication was administered, how much was given, and initialed by the staff member supervising the medications.
- During the school year it is requested that all medications be left with the child's teacher or school nurse, to be delivered to the program directly from an adult.
- The medication should be handed over to a site director or senior staff member directly.
- The transported medications log indicates that parent/guardian and staff member acknowledge the receipt of medication on-site, and agree as to quantity provided.

Missing Child Protocol

Upon determination, or notification of a missing child:

1. All children shall be called together, at the direction of the site director.
2. Children will be supervised by staff members in proper ratio.
3. Children shall be accounted for from daily checklist, and numbers reported to suite supervisor present.
4. Site supervisor will contact any office personnel or facility manager, if present.
5. Staff members will deploy to walk through the entire area that has been used by the program in a systematic search.
6. Staff members will be sent to check bathrooms, playground, classrooms, parking areas– all publicly accessed areas.

Site supervisor will receive continuous reporting from areas being checked.

The site supervisor will use the child's emergency information to contact parents/guardians.

Emergency assistance will be called for within 10 minutes. This may include notifying local law enforcement.

The site supervisor will inform and report the incident and outcomes to Mary Johnson Children's Center/ School Age Programs Director.

Environmental Health Maintenance Policies

There is no smoking, use of tobacco products or drugs in the school age program environment. Staff members in violation of this policy are subject to disciplinary action or dismissal.

Any use of pesticides in the program spaces is subject to prior notification and will be approved on a least-toxic basis, as a part of an integrated management program.

Behavior Guidance

Behavior guidance in school age care is based on meeting the challenges that come from assembling a varied group of children, – differing in age, developmental levels and interests – providing them with open-ended opportunities.

SAFETY is maintained as the foundation, with activities added that allow children's exploration and appreciation of themselves and others. Relying on the creation of these **effective play experiences**, school age programs set the stage for adventure, group process and the **ethical treatment of all persons – children, parents and staff**. Intentional programming leads children toward maturity and helps them build community.

Our School Age Programs use logical and natural consequences, build a framework of empowerment, support children as they accept control of their own lives, and respect the rights, feelings, and situations of others with empathy. We rely on authoritative behavior guidance.

“If we strive to protect the dignity of children, we can't go wrong”

The professional judgment of the site director will guide this process, which relies on communication between child, staff and parents to plan and improve the environment of the program. **Safety in the physical and emotional elements of the program is our first priority for all children and staff.**

Incident Reports and Re-Entry Policy

The following incidents require incident documentation and direct action in behavior guidance:

- Physical Aggression of any kind
- Harassment or Threats of any kind
- Unsafe Behaviors toward themselves or others
- Toxic Language (as determined by our Staff)
- Continuing Non-Compliance

Situations requiring immediate parent pick-up, as threats to these basic forms of safety include: Running Away from program space, Unsafe Behavior, and Verbal Abuse.

A verbal warning will be given to the child upon their first incident. The parent/guardian will be advised at pick-up. If not possible in person, the information will be shared via telephone within 24 hours.

-Additional incidents require further actions.

When an incident occurs that dictates documentation, the following process begins, to assure a successful outcome:

1st Report- Call to parent/guardian regarding most recent incident to require a pick-up of the child and an incident report will be issued for signature.

2nd Report- Call to parent/guardian regarding most recent incident to require a pick-up of the child and an incident report will be issued for signature. A **one-day** suspension from the child's next expected day of attendance will be required. A conference between parent/guardian, child and site director must occur before child resumes attending program.

3rd Report- Call to parent/guardian regarding most recent incident to require a pick-up of the child and an incident report will be issued for signature. A **one-week** suspension from the child's next expected week of attendance will be required. A conference between parent/guardian, child, site director and center representative must occur before child resumes attending program.

One further incident will indicate that these steps did not achieve expected safety and accommodation for the individual child within the program's structure. The child's enrollment will then be ended for the remainder of the current session (School Year or Summer).

Sign In/ Sign Out

Each child will walk to the predetermined program space to **sign in** daily.

Children **MUST** be picked up by a parent or other adult designated on the **approved pick-up list**, furnished on the enrollment application, and **sign out** when they leave program.

Please notify the school age program, or the Center itself, if plans call for your child to be picked up by someone other than yourself or a designated adult.

If a note is sent to the school/classroom teacher regarding a change in plans, please send that information to the afterschool program as well.

SENDING THE INFORMATION TO THE SCHOOL/TEACHER DOES NOT ENSURE THAT THE PROGRAM WILL KNOW, UNLESS YOU ASK FOR THAT MESSAGE TO BE PASSED ALONG IN YOUR NOTE.

In the event that you must give changes in pick-up person, or other directions regarding sign-out, over the telephone, staff will ask that you wait while they call you at your stated number to verify that you are giving permission.

Best practice requires written authorization. Your child will not be released without proper authorization.

In the event that circumstances dictate that these guidelines cannot be followed, please give your site director a call, or call Mary Johnson Children's Center. A set of emergency files is maintained at this office to facilitate assistance.

Late Pick-Up

Please abide by the program's closing time, as our license from the state of Vermont as well as our insurance coverage is strictly tied to the stated hours of operation.

If some unforeseen or emergency situation arises that will delay the parent or guardian's arrival, please telephone the program directly.

The Center reserves the right to assess a late fee of \$5 for each 15 minutes or part thereof. This should be paid directly to the staff member providing care.

Swimming

If a school age program will be swimming, parents/guardians will receive reasonable advance notice.

Specific permission to swim will be asked for.

All swimming and water activities will be under the supervision of American Red Cross trained, certified lifeguards.

An aquatics plan is in place, specifying roles of staff members as well as lifeguards in the oversight of the activities.

A copy of the plan may be viewed upon request.

Enrichment Activities

From time to time throughout the year, special programs, projects, classes or trips may be offered for children to choose from. Some examples are: Taekwando, pottery, French, Spanish, tracking, dancing, etc.

Photographs and Publicity

Photographs of the children participating in school age programs may be taken from time to time, and may appear in newspapers, magazines, brochures, or other publicity materials.

Your **permission for photographs** including your child to be used without compensation is a **part of the enrollment application**.

In regard to photographs of children in protective custody, our programs adhere to guidelines given to us by the Department of Children and Families prohibiting such usages.

Safety Policies: Exclusion of Prohibited Persons

The school age programs of Mary Johnson Children's Center will exclude those persons whose presence is prohibited by licensing regulations from being on program premises, including, but not limited to those whose background/history indicate a potential danger or threat to children's safety and well-being.

- o All steps necessary shall be taken:
 1. Speaking directly to the individual
 2. Accessing local law enforcement if necessary.
 3. Informing MJCC School Age Care Programs Director of actions taken.

Supervision of Children

Each child shall be supervised at all times by Staff as appropriate for the age of the child.

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.

Grades and Age Group -Buddy Requirement - Time Limit

Grades K, 1, and 2	Buddy in same age group	Not more than 10 minutes
Grades 3, 4, and 5	Buddy in same age group	Not more than 10 minutes
Grades 6 and over	No Buddy Required	Not more than 10 minutes

Enrollment

Enrollment for all school age programs is through Mary Johnson Children's Center.

Children may be enrolled for either full or part-time schedules.

Parents contract for specific days. We ask that this schedule be kept, although it is possible to change days.

Parents must notify Mary Johnson Children's Center School Age Office of any change in enrollment.

Enrollment is available throughout the year, depending on available spaces.

Waiting lists may be instituted from time to time.

Inclusion Policy

Mary Johnson School Age Programs admit and enroll all children, regardless of race, color, special need, gender or national origin.

A plan for ensuring the success of any individual child will be made in consultation with program staff, parent/guardian and members identified of the child's team.

The plan will receive regular review for outcomes and changes that need to be made.

Tuition

Tuition rates are stated in the program's **tuition agreement**, which must be signed at the time of enrollment.

Families with more than one child pay full cost for the first child, and 2/3's for second, and all other children.

Families eligible for DCF childcare tuition assistance or family support are welcome. *For information on these programs, please contact: Addison County Child Care Services at 388-4304.*

It is not Mary Johnson's policy to bill for tuitions.

Payment is due weekly (on Fridays), unless other arrangements have been made with the Center.

There is a tuition binder made available for parents' convenience at each site—payments may be made at the program site, recorded, receipts given, simple questions answered, etc.

This binder is received at the Center by our bookkeeper for entry into our system, and verification. Questions may be directed to her by calling 388-2853.

Payment is due for days reserved of attendance.

Withdrawals

Parents are requested to give two weeks' notice prior to withdrawing a child.

Parents wishing to withdraw a child, but who fail to provide this two weeks' notice will be liable for tuition for those two weeks.

Food

The school age programs participate in the federally-funded Child and Adult Care Food Program (CACFP), which reimburses some of the costs associated with program snacks or meals. The program will provide a nutritious snack daily, using USDA food pyramid guidelines.

If your child has any **food allergies**, please be sure to inform the program staff, and **indicate it on the appropriate place on the enrollment form.**

On full days, children should bring a bag lunch, and a morning snack, unless otherwise informed. Milk and/or water will be made available.

Children's choices will be sought and included in the snack menu, posted for parent information. An alternate snack choice may be available, if desired.

Full Days

Each school schedule is different and parents should check with the on-site director to determine days of operation. The full-day rate, as indicated on the tuition agreement, will be charged. Children should bring a bag lunch and dress for outdoor, active play. Registration can be done in advance by contacting Mary Johnson Children's Center, 388-0522.

Snow Days and Early Closings

Individual program sites will be closed when host school is closed for snow days. Please listen to or watch CHAMP 101, WCAX-TV or WPTZ-TV for details.

In case of early closing of a school, the program at that site will make reasonable efforts to run program, BUT this will be based on actual weather and staffing capabilities. Contact the Center office if you have questions.

Early Release Days

For those schools incorporating early release or in-service days, programs may operate for families needing the service.

A separate sign-up will be sought to determine need.

Please speak with the program's site director, or contact the Center for additional information.

Field Trips

- Field trips and walks to local areas of interest are often part of the program.
- **Permission** for your child to participate in such excursions is a **part of the enrollment application.**
- In the case of trips involving transportation, you will be notified in advance, and/or asked to sign permission slips specific to the trip or event.
- In cases requiring transportation, the school age programs use only licensed transportation with seat belts, insured to meet state requirements.
- Staff does not transport children except in cases of emergency.

Schedules

What follows are sample schedules for both full and part-day (regular) afterschool programs. There will be differences, based both on individual program hours and needs of children and families. Children may be picked up at any point in the program. Advance notice of special departure times will allow staff to help prepare children for smooth transitions to other activities and/or home.

AFTERSCHOOL SCHEDULE

3-3:15	Snack
3:15-3:45.	Outside or Gym Time
3:45-4:00	Group meeting
4:00-5:00	Choice time and/or Special Activity
5:00-5:15	Clean-up
5:15-5:30	Quiet activities
5:30	Program closes

FULL DAY SCHEDULE

Open-9:00	Arrival, free choice
9:00-9:20	Group meeting
9:20-10:20	Morning activities/choices
10:20-10:40	A.M. snack
10:40-11:00	Outside or gym time
11:00-12:00	Choice/activity time #2
12:00-12:30	Lunch
12:30-1:30	Quiet activities/stories and reading
1:30 -2:30	Afternoon activity
2:30 – 2:45	Snack
2:45 -3:30	Outside/gym time
3:30- 3:45	Meeting
3:45- 5:00	Choice/afternoon activity #2
5:00- 5:15	Clean-up
5:15- 5:30	Quiet activities

This is a very general schedule. It may include field trips, special days and other activities that may not fit neatly into the above time schedule. An announcement of full day events will be made prior to vacation days, with specific information regarding plans, fees and other requirements.

Immunization Records

An **up-to-date immunization record** must be provided to complete a child's enrollment; a signed statement of non-immunization will also be accepted. Authorization to retrieve records from the VT Department of Health is included on the enrollment form. Please call the Center if you have questions regarding immunization.

Emergency Contacts

To complete enrollment in a school age care program, each child must **have listed two current, in-service telephone numbers of local relatives or family friends designated by the parent or guardian** that can respond if a parent or guardian cannot be reached in the event of an emergency.

These numbers must be kept current, for maintaining the well-being and safety of the child. An important space is reserved for it **on the enrollment form**.

Parents bear responsibility for updating the number and name of the contact(s).

Program staff will periodically verify the numbers.

Medical Emergencies

In the event of a medical emergency or serious accident, the site director will contact a) parents and/or b) the **child's doctor**, as **listed on the enrollment form**.

If emergency treatment is deemed necessary, and it is impossible to reach either parents or doctor, the child will be taken to the nearest medical facility.

Your **authorization** for the program staff to contact your physician and to take whatever emergency medical measures are deemed necessary is **required on your enrollment application**.

Emergency Plans

Each program site has developed an emergency plan, specific to its location. It has been compared and connected to the host school's plans, and is available for review.

Communications and meeting site information will be provided by each site to parents/guardians.

Staff Qualifications

All staff are hired to meet the specific requirements for specific jobs as set forth by Vermont Department for Children and Families/Child Development Division.

All staff has been screened through the Division's background records check system, and all staff receives training for certification in CPR and First Aid.

All staff has been advised of confidentiality policies, and has agreed to maintain confidentiality **in writing**.

Site Directors

Have degrees, course work and/or experiences in a wide range of fields, including education, child development, recreation, human services and other disciplines (as required by licensing).

Are provided with protective services' training, and are instructed in proper procedures for dealing with blood-borne pathogens.

Have access to 24 hours (in addition to CPR and First Aid) annually of professional development, including a state school age conference, workshops, courses and in-service training.

After School Staff Persons

Have a variety of educational backgrounds and experiences that they are expected to utilize in their role on the school age provider team.

Have access to 12 hours (in addition to CPR and First Aid) annually of professional development, drawing from the same sources as mentioned for directors.

After School Staff Aides

Are 16 to 18 years old and work under the supervision of after-school program staff. They receive annual training related to their position.

Mandated Reporters

All staff must report observations of suspected neglect or abuse as mandated reporters in the state of Vermont.

Following the guidelines given in the informational brochure distributed by DCF, entitled: **Reporting Abuse or Neglect**

****As a result of each employee's reading of, and signature on, the Statement of Understanding, every employee of Mary Johnson Children's Center/School Age Programs is a mandated reporter. All staff have received Mandated Reporter Training through the Child Development Division.**

Within the structure of MJCC, each employee should report to their supervisor any instance of suspected abuse of a child:



The site director has the specific responsibility to report the suspected abuse, using the DCF hotline. *If you suspect that a child is being abused or neglected, call 1-800-649-5285 — 24 hours a day, 7 days a week.* The site director is also responsible to communicate their impending action/report to the SAC Programs Director.

Afterschool program staff will try to have as much information on hand as possible, including: the names of the child's parents/caretakers, the child's name, date of birth, home address, school or child care facility, and the nature and extent of the injuries or allegations of abuse/neglect.

They are NOT expected to question, investigate or substantiate any instance, only to express concern and detail what led to the report. A social worker will ask questions about the situation, record the information provided, ask that a written report be completed, and in some cases, ask for more information. The supervisor will relay the information as needed to appropriate persons.

The person reporting the allegation or situation has a responsibility to inform the staff member who brought the concern forward of the outcome or action taken. Within 48 hours of reporting to a superior, if the staff person has not heard whether or not a report was made, or what actions and results are known, it is their right and responsibility to ask about how the situation was handled by the person it was reported to. Any questions or concerns should be directed to the attention of MJCC's School Age Care Programs Director.