



Early Education Program Family HANDBOOK

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Introduction

The *School's Out Early Education* program is a collaborative early childhood model that will benefit all students enrolled in our programs. The early education childcare program will afford Parents/Guardians the opportunity and security of knowing their children are being cared for in nurturing and supportive environments for the entire day (7:30-5:30). The Parent Handbook is a valid part of the enrollment agreement between School's Out and the parents or families of children who are enrolled in the program.

Mission

School's Out provides children with a safe environment where they are given the opportunity to express themselves and develop socially, physically, artistically, and creatively through a program that nurtures and respects the uniqueness of every child. School's Out will provide quality childcare that families can rely on throughout the school year, as defined by the school district calendar and as indicated in the calendar section of this agreement. Our curriculum meets the Vermont Early Learning Standards (VELS) and is based on students' interests and needs. During each unit, the students will engage in a variety of activities revolving around math, language and literacy, science, social studies, creative expression, and physical/health skills. Each thematic unit will allow children time to pursue their interests in a safe and friendly environment. Families are welcome and encouraged to visit the program at any time to join their children in activities.

Philosophy

The foundation of School's Out is a belief that all students should be allowed to learn, develop, create, and explore in an environment that is safe, nurturing, and fosters the love of learning every day. School's Out is a school-run entity designed to create quality early education opportunities for all students ages 3-5 that best prepare them for kindergarten and lifelong success by working in conjunction with the school district to ensure learning targets are met and kindergarten preparedness for all of our students is achieved.

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Registration and Enrollment

Registration: Parents/Guardians must complete a registration form and submit it with the non-refundable, non-transferable registration fee of \$30 per child. Registered children, who cannot be immediately enrolled, will be placed on a waiting list.

Enrollment Policy: Enrollment for the early education site will be subject to staffing and space availability. The staff to child ratio will stay at or below the 1:10 State requirement. School's Out will assure meaningful access to its services by making modifications to the program to accommodate the needs of qualified handicapped persons, but only where such modifications are reasonable and necessary, do not fundamentally or substantially alter the nature of the program, and do not result in an undue burden on the program. Requests for modifications should be made as far in advance of the commencement of the program as possible. School's Out strives to provide safety, well-being, development, and success for each child enrolled.

Children enrolled in School's Out must be able to participate safely and successfully when a 1:10 staff to child ratio is maintained. Given guidance and instruction, if a child is still unable to independently participate, the Parents/Guardians will be contacted and a success plan will be created.

Children need to be mostly toilet trained to be enrolled in the Early Education classroom. We do not have the facilities to conduct diaper changing. If your child is not fully toilet trained the use of pull-ups is allowed as long as there is willingness from the child to progress in their toilet learning. Being mostly toilet trained is mandatory for your child to be successful in our classroom.

Children with special needs are enthusiastically accepted into the School's Out program. School's Out staff will work closely with families, school employees, and specialists to meet the needs of each child. It may be required for School's Out to collaborate with others to create a plan for children with special needs. School's Out will adapt the physical space and train staff. Students who cannot successfully participate with a 1:10 teacher to child ratio maintained may be required to be accompanied by an individual assistant. The School's Out program does not cover the extra cost of employing this person, but will work very closely with this person to ensure that the needs of the child are met. School's Out is inclusive and responsive to the needs of all children.

Notice of Non-Discrimination: In accordance with the applicable State and Federal laws and regulations, School's Out does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age, place of birth, or a qualified individual with a disability in admission or access to, or treatment or employment in, its programs or activities.

The individual cited below has been designated to coordinate the program's efforts to implement these State and Federal laws. You may contact this person for further information about these laws and regulations and our grievance procedure for the resolution of discrimination complaints.

Al Thomson
Schools Out Program Administrator
1025 Airport Dr., South Burlington
(802) 391-6557

Registration Forms

Parents/Guardians will be asked to complete the following:

- **Registration Form- email schoolsoutbookkeeper@sbschools.net to request a form**

Forms must be kept current. The parent/family must provide new information to the director regarding information on forms such as: emergency contact persons, names, employers, and phone numbers.

Separate registration is required for Vacation and Summer Camps. We required a minimum of 2 children to be enrolled for camps to operate.

Hours of Operation

School's Out will run from 7:30 AM until 5:30 PM. *subject to change during vacation camps

School's Out ends promptly at 5:30. Our policy requires that all children be picked up by this time. Failure to do so will result in a penalty fee (see below). Repeat offenders will have their enrollment terminated.

\$1 per minute per child

Late fees are charged to your account. Please note: The late pick-up fee is a penalty for not adhering to the program policies. Repeat offenders risk termination of enrollment.

Absences and Sign-In/Out Procedures

Children will be signed into our program upon arrival. Arrival is between 7:30 - 8:30 am, *if your child will not be attending School's Out because of a scheduled appointment, vacations, or other planned absences, please notify the site director in advance in person, via email or by phone.* If your child is ill, please notify the School's Out director when you know that they will not be attending the program.

If your child is attending a morning PreK session, 8:00-10:30 am, we request that they are dropped off directly with PreK to decrease the number of transitions within the first 30 minutes of the school day. Special accommodations will be considered. Please contact the Program Administrator to discuss, athomson@sbschools.net.

Prompt arrival is important for your child to start the day with their peers and establish consistent routines to help them be successful throughout their day. Routines give children a sense of security and stability in their environment that is crucial to help them with their cognitive, emotional and social development. Late arrivals can create a struggle to gain a sense of predictability in the classroom environment which leads to dysregulation and anxiety.

When you arrive to drop your child off we ask that you text or call the program phone upon arrival and walk your child to our exterior classroom door. A staff member will greet your child and support them with their transition into the classroom.

Release of Children

Children will be allowed to leave with persons other than the parent/families or persons listed on the registration form, only if permission has been given to the director with a written note by the parent/family. If the child is hesitant to go with the person there to pick them up, a phone call will be made to the parent/family of the child. Once the parent/family and child have had a chance to communicate, the director and parent/family will discuss what will be done. No child will be forced to leave the program if he/she feels uncomfortable. Also, if a particular parent/family does not have custodial rights to pick up their child, the School's Out coordinator must have the proper legal documentation before denying that parent/family access to their child.

Afternoon pickup occurs anytime before 5:30 pm at our exterior classroom door. We ask that you text or call the program phone upon arrival and wait outside the classroom door for a staff member to walk your child out to you. When a child is picked up, the guardian must sign them out utilizing the Playground App.

Withdrawal From the Program

Parents/Guardians wishing to withdraw their child from the School's Out Early Education program *must provide a statement in writing at least 2 weeks prior to the discontinuation of this service*. Withdrawal statements can be made using the link on our [website](#) or emailed to schoolsoutbookkeeper@sbschools.net. *Tuition will be due for the balance of the 2 weeks.*

Fees and Payment Policy

School's Out salaries, supplies, and administrative expenses are supported entirely by fees. Partial week/day fees will be determined by the program administrator and agreed to by the parents. Registration and enrollment fees are nonrefundable. Full week fees are as follows:

Session	Rate
School Session (WITH district PreK component)	\$275
School Session (WITHOUT district PreK component)	\$300
Summer and Vacation Camp Weeks	\$325

1. Tuition payments are due in advance on or before the first school day of each week and are paid to reserve an entire week of childcare, according to the preference agreement, irrespective of the actual number of days and hours the child attends.

No "regular" tuition payments are due on full week school closings in November, December, February, and April. During those weeks, if vacation programs are offered, fees and enrollment are separate from the School's Out after school program.

2. Tuition is based on the enrollment preference indicated on your enrollment form (5 days, 4 days...etc.). **For simplicity's sake, full tuition is due during weeks with holidays or other days when the program is not in operation unless indicated as "prorated".** Costs have been evenly distributed throughout the year so that the rate is the same even if we are closed for a holiday.
3. Failure to keep tuition payments current may result in program termination until the fees are paid in full. If the tuition is not paid in full by the end of the third full week of late payments, the payer will be notified by the program bookkeeper and asked to remit payment immediately or sign up for an automatic payment plan. If a tuition payment is not paid at this time, the payer will be contacted by the program administrator to arrange for a payment plan. If an acceptable arrangement is not made, or if the arrangement is not upheld by the payer, enrollment will be terminated.
 - a. If a family has an outstanding balance their guaranteed future enrollment will be in jeopardy.
4. **Electronic payments:** If you have signed up for automatic electronic payments, your tuition will be automatically deducted once a month on the day indicated on the calendar. This amount will vary each month depending on camps and prorated weeks. To sign up for automatic payments, please visit www.sbschoolsout.com. Electronic payments are processed about a week after invoices are delivered (the second Thursday of each month) to give time for you to go over the invoice and report any inconsistencies. Electronic payments may take up to 24 hours to completely process. Families who sign up for electronic payments will receive a one time credit of \$10.

5. Families will receive monthly statements via email (or hard copies if requested). Invoices will include all charges for the upcoming month (though payments can still be made weekly if preferred)
6. Non-sufficient funds, or declined payments will result in a \$10.00 charge. NSF checks are held until cash or money order is received by the Program to cover the amount of the check.
7. Please make checks payable to **School's Out** and mail them to: School's Out, 1025 Airport Dr., South Burlington, VT 05403.
8. Any questions or concerns regarding billing should be directed to the bookkeeper, Mike Tavares at schoolsoutbookkeeper@sbschools.net or (802) 652-7339.

Availability of financial assistance

Step 1:

To apply for financial assistance, please contact Child Care Resource at (802)863-3367, www.childcareresource.org, or:

Child Care Resource
181 Commerce Street
Williston, VT 05495
Open Monday-Friday 8:30am-4:30pm
Toll-Free In Vermont: 800-339-3367

Step 2:

To apply for further scholarship once approved or denied by Child Care Resource, complete the [School's Out Financial Assistance Form](#) and mail to:

School's Out!
SouthPoint
1025 Airport Dr.
South Burlington, Vt 05403

Or scan and email to schoolsoutbookkeeper@sbschools.net

You will be notified within two weeks of receiving your application of what financial assistance can be provided if any.

Donations to the Scholarship Fund

To donate to the School's Out Scholarship Fund mail checks to:

School's Out!
SouthPoint
1025 Airport Dr.
South Burlington, VT 05403

Checks payable to: School's Out!
Memo: Donation Scholarship Fund, which is a 501(c)3.

Please make sure to specify that the donation is for the School's Out Scholarship Fund before finalizing your payment.

Sample Daily Schedule

7:30-8:30: Arrival - Sign in, make breakfast and lunch choices, morning ABC work
7:30-9:00: Exploration Stations, Creative Play, Self-directed choice
9:00-9:30: Snack
9:30-10:30: Rotating Stations with teachers
10:30-10:45: Circle Time - Academic Activity Choices (literacy, math, science, engineering)
10:45-11:00: Curriculum Project
11:00-11:30: Lunch
11:30-12:00: Recess
12:00-2:30: Rest Time & Preschool (for those registered)
2:30-3:00: Choice Time
3:00-3:30: Snack
3:30-4:00: Outside Time
4:00-5:00: Themed Activities
5:00-5:30: Exploration Stations

Guidelines for Volunteers

Volunteers may contribute to the program when appropriate and only after they have completed the district's procedure to become a volunteer. Contact Karen Dantzschler at (802) 652-7255 for more information on volunteering. Volunteers will not be counted in the staff to child ratio and will be directly supervised by program staff.

Confidentiality Policy

School's Out will not share confidential information about children or their families to anyone unauthorized to receive this information. School's Out staff will not give Parents/Guardians the names of other children involved in conflicts with their own child. School's Out staff will not share contact information with others. All family forms will be kept in a secure location.

Emergency Closings

- If the program is required to close due to weather or other emergencies **while the program is already in session**, Parents/Guardians will be called and asked to pick up their child immediately.

- If there is an early dismissal that is announced during school hours, Parents/Guardians will be notified via the school's emergency notification program, not by the School's Out staff. School's Out will not operate when there is an emergency early dismissal.
- If there is a school delay or school closing, School's Out will also be delayed or closed. Parents/Guardians will be notified via the school's emergency.

Vacation Camp

School's Out Early Education offers full day care at Gertrude Chamberlin Elementary School only. Camp sign up will occur 4-6 weeks prior to the start of camp. Please check email, and website for information regarding sign up. During vacation camps Early Ed may partake in field trip activities. The director will provide the field trip calendar to families in advance, please pay close attention to the times as they may alter the drop off and pick up times. Parents/Guardians are responsible for providing a morning snack and lunch during vacation camps.

Distribution of Medications

Whenever a child is to be given prescription or over-the-counter medicine, the parent/family must provide the program director a completed, signed medication authorization form. The medication must be provided in the original container and accompanied by the doctor's directions. If medication is to be kept at School's Out for treatment of a chronic condition, no more than a one-month supply should remain at the program at any time. Parents/family should submit a signed form giving permission for School's Out staff to administer medication; otherwise staff will not be permitted to give children medication. Forms can be obtained from a School's Out staff member.

Health and Safety Protocols

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the director knows what to do if a situation should occur during program hours. Please ensure that any medication that may be needed is available and that the appropriate forms for its use have been completed.

If a child has any one of the following conditions, the parent/families will be notified to pick up the child immediately: **Contagious Disease, Fever over 100 F, Vomiting or Diarrhea**. In case of an accident or illness, Parents/Guardians of the child will be called immediately and will need to arrange pick up within a 30-minute timeframe. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the Parents/Guardians will be called as soon as possible. Children need to be fever free, vomit free, diarrhea free or on antibiotics for 24 hours before returning to School's Out.

Outdoor play will not be allowed when temperature (including wind chill) falls below 0 degrees F, or heat index is above 90 degrees F or lightning and thunder occurs.

The School's Out license requires directors and teachers of the program to report suspected cases of child abuse or neglect.

Field trips will occur occasionally and families will receive notification at least one week in advance of the trip. Parents/Guardians may be asked to volunteer on field trips to provide additional supervision.

Water-based field trips to lakes and pools will only occur when a certified lifeguard is available and the staff to child ratio is in accordance with state regulations. Only those children who successfully pass a swim test conducted by the certified lifeguard will be able to swim where water is more than waist deep. All children designated as 'non-swimmers' must stay in shallow waters or on shore. Staff will supervise children at all times.

Smoking is not permitted anywhere on school property.

Immunization Records

School's Out is required by the state of Vermont to maintain up-to-date immunization records of children enrolled. Parents/Guardians will be required to submit current immunization records or grant access to records submitted to the school.

Policy for Reporting a Missing Child

Upon determination that a child may be lost or may have been abducted, the facility shall immediately call the parent(s) of the child, the police, and the Division at the Child Protection Line: 1-800-649-5285.

Snack And Meals

Afternoon snacks will be provided. Parents must provide a healthy morning snack and a healthy lunch OR purchase lunch and snack from the school's nutritional service department.

Naps and Rest

Every child present for 5 hours or longer shall have the opportunity for sleep or rest. Children will rest on cots. Parents/Guardians are required to provide clean bed linens that are brought home and washed weekly. Children may bring 1 small comfort item for rest time.
e.g. stuffed animals

Children will not be required to sleep. We encourage students to have some quiet rest time during that portion of our day in order to help them self-regulate, have self-control, and a successful afternoon in the program.

Child's Personal Property

Children should **not** bring money, toys, food or other items not necessary for Early Education activities to School's Out. Although School's Out attempts to help children stay organized, it cannot be responsible for lost or broken personal property.

Behavior Management

Children are entitled to a pleasant and harmonious environment. School's Out will use a positive behavior guidance approach that focuses on keeping the children engaged in interesting and enjoyable activities at the program.

Staff start every week by reviewing the program expectations with students and the expected behaviors during various times of the day. The School's Out community expectations are posted in the classroom and consistently upheld by all staff and revisited on a daily basis.

When/if a child doesn't follow the expectations, the child will be redirected by staff, given a verbal reminder of program expectations and alerted of the potential logical consequences if the behavior repeats or continues. If the child continues to engage in inappropriate behaviors that day, or a child requires more than 30 minutes of individual staff intervention away from the program area, the parents/caregivers will be called to come and pick up their child.

The child must be picked up within 30 minutes of the initial call. If you can't come within 30 minutes, please let us know who will be coming within the timeframe to pick up your child. At that time the site director will have a brief check in with the parents/caregivers (and child if deemed appropriate) or set up another time to follow up. When the child returns to the program they will be greeted in a manner that indicates their previous behavior is not held against them and they have a fresh start that day.

Pick up needs to be prompt and within 30 minutes of the first communication from School's Out. If pick up does not occur within 30 minutes a Support Staff Fee will be charged at \$1/minute until the family member or approved pick up person arrives.

If inappropriate behavior is persistent, the following steps will be taken.

STEP 1:

If the child continues to show disruptive behaviors during any part of their day after the teachers have given the child guidance and instruction, staff will document the behaviors and inform the parent/family.

STEP 2:

The teacher will write a student success plan. The purpose of this plan will be to help the child develop self-control, gain independence in following routines and responsibilities, and become respectful within the classroom.

STEP 3:

If the child's behavior persists, the child will be observed by the director or coordinator of the program and a parent/family/director/coordinator meet will be planned to help determine the child's individual needs and to evaluate the success plan.

STEP 4:

If the child continues to display the inability to successfully participate in the current child care setting in a 1:10 teacher to child ratio another team meeting will be arranged. The team will discuss the best care option for the child. School's Out may no longer be an option for their child.

What classifies as an inappropriate or disruptive behavior:

Low Level

- not following directions
- inappropriate language - ex. name calling, swearing
- misusing program supplies or equipment
- low level physical contact

Higher Level

- physical contact with the intent to hurt
- leaving approved program areas
- spitting toward/on a person or program equipment
- attempting to intimidate another student
- derogatory comments about a student's race, color, culture, religion, sex, gender, sexual orientation, national origin, disability, or age

Family Communication

Staff will be available daily to discuss their child's development within the program. Other forms of communication include:

Bulletin Boards - Displays current happenings and information

School's Out Weekly Progress Report - Each child will have a School's Out folder that will be sent home on Fridays in their backpacks to share information about their week and other important program information. They are to be returned to program on Monday's.

Conferences - Parents/Guardians can request a conference with the site director and/or the program coordinator at any time.

Email or Phone - Questions, comments, or concerns can be addressed to the Site Director, Riley Kruger. rkruger@sbschools.net, (802) 598-8177.

Important information will be emailed in the monthly newsletter and included on the Weekly Progress Reports.

If you have questions or concerns about a childcare provider in Vermont, call the Child Care Consumer Line: 1-800-649-2642 toll free in Vermont or (802) 241-3110 from other locations.

School's Out follows the school policy for families access to the building/program (South Burlington School District and Covid Regulations permitting). Parents/Guardians are free to access the program with advanced notification. We welcome families into the program and encourage them to share their interests, hobbies and professions with the class.

State and Division Regulations

To access and view the state childcare regulations for childcare programs, go to http://dcf.vermont.gov/cdd/child_care_licensing then click link for early childhood programs.

I agree to abide by School's Out policies as dictated in the Family Handbook above (also found at www.sbschoolsout.com) Parent/Guardian signature is required for child enrollment.

Printed Name

Date

Signature