Heath Extended Day &
Extended Day at Clark
TEACHER HANDBOOK

Heath School Extended Day Program
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Welcome to the HEDP & EDC (Heath Extended Day Program & Extended Day at Clark) community. HEDP & EDC are staffed by professionals who reflect both expertise and care. The Personnel Policies are designed to attract and retain a competent, dedicated, professional staff. We hope that you will find this to be a unique and rewarding work experience.

I. GENERAL INFORMATION

STATEMENT OF PURPOSE

HEDP & EDC are committed to providing quality childcare. The objective of the program is to contribute to the social, emotional, and cognitive growth of children in an environment that is safe and nurturing. The curriculum is developed by the program's staff and seeks to incorporate the children's interests as well as foster the growth of each child at his/her own developmental level. The program seeks to provide opportunities for the children to explore their individual interests by involving them in activities that they will find enjoyable and enriching. When the children are able to gain educational

enhancement and develop independence, they can become more self confident and form lasting friendships. We seek to create experiences that utilize our program's resources, including the expertise of staff, parents, children, and the considerable resources found in the Boston area. The staff supports the participation of each child, so that all children may benefit as fully as possible from the program.

ORGANIZATION

HEDP & EDC are non-profit organizations governed by a Board of Directors, comprised of parents of children enrolled in the program. Any parent whose child is enrolled in the program for the current or following year is a member of the corporation and is eligible to serve on the board.

STATEMENT OF EQUAL OPPORTUNITY

HEDP & EDC do not discriminate on the basis of race, color, creed, religion, ancestry, national or ethnic origin, age, handicap, sex, marital status, sexual orientation, or any other factors that do not impact a person's ability to perform the required job tasks, and which cannot lawfully be the basis of an employment decision.

YEARLY SCHEDULE

The program runs on the Brookline Public School schedule and is closed for its holidays and vacations. If the school is closed due to snow or other emergencies, the program will also be closed. Teachers will be notified by telephone. Teachers who are regularly scheduled to work on the day in which the program is closed due to a holiday or snow day will be paid for the regular amount of hours the teacher tends to work.

LICENSING

HEDP & EDC are licensed by the Brookline Department of Health, in compliance with the School Age Child Care Regulations as established by the Massachusetts Department of Early Education and Care (DEEC) which is often referred to as Office for Child Care Services (OCCS). A copy of these regulations is kept on file in the Director's office. Pertinent and necessary information concerning these regulations is also included in this handbook.

II. PERSONNEL POLICIES

STAFFING AND HIRING

The staff consists of a director, a teaching assistant director, a teacher who also functions as the Pre-K/K-2 coordinator, and both full – and part-time teachers. The minimum number of teachers is determined by

Massachusetts regulations and may be further increased by the Center.

The program seeks to employ teachers with a graduate or undergraduate degree in education or a related field, and prior experience working with children. The program also employs staff who can contribute special expertise to the program. We seek teachers who are able to attribute sensitivity and commitment to children, creativity, and enthusiasm. At minimum, hiring practices include one or more interviews with the Director and a minimum of three reference checks. Hiring may also include a candidate's observation by staff while working with children and interviews by staff.

PROMOTION

All staff at both HEDP & EDC serve the program in a multitude of roles during the course of their teaching day. **When vacancies occur in the positions of Director, Assistant Director, or pre-kindergarten/K-2 Coordinator,** interested staff members are invited to apply for these positions. Information regarding vacancies will be disseminated at a staff meeting.

BENEFITS FOR STAFF

Each staff member's contract contains information concerning all benefits, including health and dental insurance and sick, personal, and professional days.

PROBATIONARY PERIOD

All staff new to the program begin a three month probationary period commencing on the first day of work. After successful completion of the three month probationary period, the teacher shall only be disciplined for just cause as determined by the Board of Director of the program with reasonable discretion. During the three month probationary period, the teacher may be terminated by the program for any reason as long as two weeks notice is given by the Board of its intention to terminate the teacher, and the teacher shall have no recourse to challenge any such termination.

EVALUATION PROCESS

Supervision and evaluations are a continuing process. Staff are encouraged to bring their questions and concerns that arise form their teaching experiences to the **Director, Assistant Director, or Kindergarten Coordinator.** HEDP & EDC place a high priority on staff's professional development. It is hoped that the evaluation process can contribute to each teacher's growth as an educator.

The Director will schedule supervision meetings weekly. All staff will

meet with the Director by January for a written evaluation. The teacher will be encouraged to reflect upon his/her teaching skills, talents, or areas where growth may be desired, and to actively collaborate with the Director in this process. Specific goals related to teaching skilled will be set. The teacher's progress will be discussed at designated supervision meetings. **In May, the Director will write a summary of the teacher's performance during the year. In addition, the Kindergarten Coordinator and Assistant Director may provide staff with written feedback.** Peer coaching among all staff is encouraged.

PROFESSIONAL EXPECTATIONS

HEDP & EDC appreciate the fact that staff members often contribute to the program, going above and beyond, while seeking to maintain program standards. Below are listed some basic professional standards:

1. Arrive at your scheduled time for work. If an unavoidable delay occurs, such as an emergency or an unforeseen transportation problem, call HEDP &/or EDC before your expected arrival time.

2. Employees are granted sick days and personal days. Notify the Director, by 10:00 p.m. if you expect to be absent due to illness the following day. The Director will arrange for other staffing arrangements. Notify the Director by 9:00 a.m. on the day of an illness in which the Director will attempt to make other staffing arrangements. For personal days, please notify the Director two weeks in advance and then write the date of your personal day in the booklet in the staff drawer. Contact substitute teachers for coverage and inform the Director of the outcome. In the case of bereavement days or other emergencies, speak to the Director as soon as possible.

3. Dress appropriately for the job. Casual dress is often appropriate to allow active involvement with the children. As we are role models for all the children in the Heath School, neatness and dress that shows children our pride in our role as teachers is important.

4. Communicate with other staff members in a manner which is clear and positive and includes listening to colleagues' issues or concerns.

5. Make sure children are supervised at all times. A teacher needs to be able to see the children in their group, to observe the behaviors and activities occurring at all times. If unusual circumstances cause you to feel that additional adult supervision is needed, notify the closest staff member or send for the Director.

6. Develop weekly or monthly planning charts. They are useful when reviewing professional expectations.

PROFESSIONAL DEVELOPMENT

HEDP & EDC are fully supportive of the professional growth of its entire staff. Staff members' receive $400.00 toward courses, training, or workshops. Staff is asked to consult with the director before signing up for a course or workshop. Staff meetings, held once a week, provide another avenue for staff to share suggestions and ideas and thus learn from one another. Staff members are a vital resource for each other.

Each full-time teacher is asked to complete at least 20 hours of approved training per year. The Brookline Extended Day Association (BEDA) provides workshops on a monthly basis that meet training criteria. Other organizations may also offer workshops that will meet this requirement. Staff are encouraged to make use of their professional days. Teachers working less than full-time will find their required training hours detailed in their contract.

TRAINING IN FIRST AID AND CPR

All staff needs to complete training in first aid and CPR for infants and children by the end of three month's employment. The program will reimburse the staff member for the cost of training. Certifications in CPR and first aid must be kept current.

PERFORMANCE AND SUSPENSION POLICY

Staff evaluations are based upon criteria set forth in the Teacher Job Description and also upon the quality of commitment and initiative shown by each teacher in using his/her talents to the fullest. In the event an employee fails to meet one or more of the criteria, or is performing in any way detrimental to the program, the Director will present the concerns during a supervision meeting with the teacher or sooner if necessary. At the meeting the concern(s) will be clearly presented to the teacher and possible means to improve performance will be discussed. After such discussion, the Director will set written performance goals for the employee, which shall include a stated length of time in which performance is to improve. The Director Performance goals and this summary will be signed by both parties.

If upon completion of the period designated, the employee's performance still fails to meet the stated goals, the Director is responsible for a written notice to the teacher stating the ways in which the problem has not been rectified. This notice will be placed in the teacher's personnel folder, and the Board will be notified of this action. The Director and the Board will decide upon a new course of action. These may include, but are not limited to probation, suspension, termination, etc. In addition, if a performance problem that the employee has corrected should occur within the same contract year, the Director, in consultation with the Board, may assign the employee to probationary status. When an employee is placed on probationary status, written notice from the Director must be given to the employee and a copy placed in the employee's personnel folder. Unsuccessful completion of a probationary period constitutes grounds for dismissal.

Immediate dismissal may be the result of striking or abusing a child, gross negligence of duty or insubordination, or any action that seriously compromises the safety and well-being of the children.

GRIEVANCE PROCEDURE

1. The concern should be discussed with the Director or other immediate supervisor, who will attempt to resolve the situation. If the supervisor to which the concern is addressed is someone other than the Director, and the employee feels the concern has not adequately addressed, the employee should then speak to the Director regarding the situation. The supervisor is also which is brought to his or her attention, whether or not the concern has been adequately resolved.

2. If the employee feels the grievance remains unresolved, the employee should submit a written statement to the Director. The Director will then speak to the employee and any other staff members involved and make every effort to resolve the situation. The Director will respond with a written decision within one week

3. If upon receipt of the Director's decision, the employee continues to be dissatisfied, appeal may be made in writing to the Board.

4. The Board shall afford the employee a hearing within two weeks of receipt of the written grievance.
5. The Board shall notify the employee of its decision within one week after the hearing.

TEACHER RECORDS

Staff is asked to obtain the following for their personnel files:

- Resume
- DEEC/OCCS Staff Information Form
- Verification of Previous Experience Form
- College transcripts
- Copy of diploma/teaching certification
- Record of Reference Verification
- Current first aid and CPR training within three months of employment (by November 30)
- Verification of medical examination within one year prior to employment.
- Negative Mantoux TB test, kept current as required by Health Department Regulations
- Orientation checklist
- Suitable/Clear MA EEC background record check (CORI/SORI and Fingerprint)
- Evidence of six hours school-aged training per year.
- Evidence of MMR; rubella if born before 1957.

III. PROGRAM PLANS

PRE-K (Sample)

The Pre-K program follows the following schedule:

Noon: Children are met by a HEDP Teacher and attendance is taken.

12:05: Meeting Time. This time is used to share news, sing songs, and introduce new activities to children. Children wash their hands with antibacterial soap.

12:20: Lunch. There is a microwave and a refrigerator. Water is always available.

12:45: Quiet Time. Quiet music is played or a story is read. Children may lay down on a mat if needed or choose to look at a book/puzzle.

1:05: Theme Related Activity or project and cleanup.

1:35: Outside Time (weather permitting) or Free Choice Time (dramatic play, puppet theater, blocks, legos, games, reading…)

1:50: Cleanup Time/return from outdoor play.

2:00: Pick-up

SCHOOL AGE PROGRAM (K-2) (Sample)

2:30 Arrival, Attendance, and Sharing of Ideas/ Snack This time is used to introduce daily events, themes concepts. ***A HEDP teacher picks up kindergarten children from their classrooms each day. A HEDP teacher picks up grade one children for approximately the first 6 weeks of the school year.***

2:45 Project Time 1: children get to choose from activities such as; art, centers, gym games, outdoors organized sports/activities, drama, homework assistance, science or nature activities, computer club… Projects are based on themes, which run 2 – 4

weeks.

3:20 Outdoor Time

4:20 Project Time 2: children get to choose from activities such as; art, centers, gym games, outdoors organized sports/activities, drama, homework assistance, science or nature activities, computer club… Projects are based on themes that run for 2-4 weeks.

5:00 Activities that allow for easy transition for going home: reading books, quiet games, drawing….

5:45 Pick-up

GRADE 5-7

The older children's program seeks to respond to the needs of older elementary children using a creative and flexible approach. Daily components of the program include a homework time, a gym time, and outdoor activities. In addition, staff collaborates with the children in developing a curriculum consisting of diverse short and long range activities that encourage the children to expand their talents and interests. Art, photography, computer, science, drama, music, and community service projects are a few of the possible curriculum topics. In addition, HEDP & EDC encourages the staff to try other approaches to programming that link the center to the rich resources of the community; for example, a mentor program or community service performed by the children. The staff will devise the program's format yearly and post a monthly newsletter for planned activities.

LEADING IN TRAINING PROGRAM

Children in Grades 7 and 8 in the Heath School are eligible to apply for the CIT program. The CIT will divide his/her time between the older children's program and the K-3 program. While in the K-3 program, the CIT will volunteer to help the staff with such tasks as snack making, project set-up, reading to children, playing games, or assisting children in the planning of special events, such as a talent show. While in the K-3 program, CITs are under the supervision of the K-3 staff. CITs refer behavior issues to program staff. The Assistant Director will meet with the members of the CIT program to plan a schedule for their participation in the K-3 program. This program allows these 7th and 8th graders to learn first hand about child

development and provides a program appropriate to their level of maturity. Staffs, for their part, have the opportunity to serve as mentors to possible future teachers, child psychologists, parents, etc.

IV. PROCEDURE FOR PARENTS COMMUNICATION

Children in the program spend a significant portion of the day with us, and often we are the primary adults who have the opportunity to share information about a child's day with his/her parents. Often this communication occurs at pick up. Staff can help facilitate constructive communication when they offer a parent a balanced appraisal of the child's day. Successes and enjoyable experiences will, of course, be shared. If the child has experienced difficulties, it is helpful to present the event in a way that is both accurate and supportive, offering possible solutions that both parents and staff may use to assist the child in the future. If in the course of a child's day a staff member feels that there is a concern that should be immediately reported to a parent (i.e. a child is experiencing unusual anxiety), the staff member should speak with the Director, and either the Director or the teacher will telephone the parent.

Parents of Kindergarten children will receive written observation reports from staff in December. Parent conferences for any age child can also be scheduled at any time the parent or a teacher feels it is necessary.

Parents also receive information regarding the program through frequent notices and newsletters. Staff can help in this process by reminding parents to check their mailboxes. **Notices are also posted on or near the door to the program and on the stairway bulletin board.**

CONFIDENTIALITY OF CHILDREN'S RECORDS

Information in children's records should be discussed only with HEDP staff. All other personal information about children also is considered confidential. With parents' permission, information may be shared with pertinent Heath School faculty; i.e., other staff who are directly responsible for the children.

CONTRACT INFORMATION

Preparation for activities and themes during weekly supervision. The employment hours and schedule set forth in Part II will have flexibility to include time for:

Team Building Activities (4 times per year)
Teacher Meetings (1 hour per week in the evening with the whole team. This evening will be decided upon during orientation with the whole team's discretion)

Supervision **(1/2 hour Biweekly with the Director in the morning)**

Team Planning & Development **(decided upon during orientation with the K-2 teams discretion).**

Employment hours and schedule set forth in Part II will not have flexibility for: **OCCS** Trainings, & Evening Meetings.

Employee Benefits

1. The teacher shall be granted sick day and personal days as stated in employee contract per year without pay reduction. Sick and Personal days may not be taken in conjunction with any time period named in Part I unless granted by the discretion of the Director. Unused sick and personal days may be carried into the next contract year by being placed into the teacher's sick bank. In case of serious illness, and with permission of the Director, the teacher may use days accumulated in the sick bank for a medical leave of absence. A total of 30 days may be accrued for this purpose. The teacher will not be reimbursed for unused sick or personal time when he/she leaves the Program.
2. Parental Leave: beginning in the second year of employment, the teacher may take up to twelve (12) weeks parental leave on the occasion of the birth or adoption of a child. The teacher shall be paid for three weeks at regular salary, and may also use sick/personal days accrued.
3. The teacher shall be granted at least 1 professional day per year without pay reduction for professional reasons. Which shall be defined as activities directly related to the benefit of the Program.
4. The teacher shall be granted up to three (3) days paid bereavement leave for the dearth of an immediate family member. Immediate family member shall be defined as mother, father, sister, brother, grandparent, husband, wife, child, stepparent, or stepchild.
5. The Program will reimburse the teacher up to $400.00 dollars during the academic year to help defray the costs for relevant courses or workshops after the 3-month probationary period. "Relevant courses and workshops" shall be defined to education, psychology, school administration and child development related arts, music, sports, and curriculum, development. The teacher must seek advance approval for courses from the Director. Proof of enrollment and successful completion is required for reimbursement.
6. The Program may offer free tuition for a child of a teacher to participate in the Heath School Extended Day Program.

Duties and Responsibilities

The Teacher will perform all duties set forth in the attached job description. The teacher must complete courses in both First Aid and CPR within the first three months of employment, and such certifications must be updated as required by OCCS (DEEC) policies & regulations. During the academic year the Teacher must complete 16 of OCCS (DEEC)training approved by the Director. 4 of the 16 hours must be completed from one of the nine BEDA Trainings offered.

Termination and Resignation

It is agreed that if either the teacher or the Program has a grievance, both parties will discuss it and work toward a resolution before any action is taken. If a resolution cannot be reached the Director reserves the right to discipline the teacher. Disciplinary actions may lead to termination.

In the event that the teacher wishes to resign from the Program, the teacher shall be required to give at least *thirty days* written notice to the Director.

Please note that this employment contract and all articles stated would be null and void if the employee is terminated within the three-month probationary period.

Applicable Law

It is agreed that this employment Agreement/Contract shall be governed by and constructed in accordance with the laws of the Commonwealth of Massachusetts. In the event any one section of this Agreement/Contract is deemed unenforceable or unlawful, the remainder of the Agreement shall remain intact.

The parties have read and executed the Agreement/Contract at Brookline, Massachusetts.

BEHAVIOR MANAGEMENT POLICY

At HEDP & EDC positive behavior is rewarded with praise, recognition and “acts of kindness” systems within each classroom. Our staff strives to make parents aware of their child’s helpfulness, kindness, cooperation and concern for others on a regular basis.

Rules that assist children in maintaining safe boundaries for themselves, and others, are derived from program needs, and the entire HEDP & EDC community. Rules to guide behavior at HEDP & EDC are based upon the following:

Respect for self, others and the environment.

Self

Be kind to yourself and give yourself a chance to learn. Do activities you enjoy, with people who treat you well. Keep your body safe.

Others

Be kind to other people and give them a chance to learn. Express yourself using language and your body in positive ways.

Environment

Keep the indoor and outdoor environments clean and organized. Treat materials well.

CONSEQUENCES

Child will be given a verbal warning.

- Child may lose certain privileges.
- The child is redirected or loses a privilege.
- The child may be asked to leave the situation and find a place to calm down and think about their actions. They may then be redirected to another choice.
- If disrespect continues or includes being physically unsafe, the child may be sent to the office.
- If a child has been sent to the office, the parent is made aware of the situation. An incident report may be filled out, with a copy being placed in the child's file and another being given to the parent.

In order to help prevent these actions from occurring, the staff will:

- Praise appropriate behavior
- Consistently apply consequences for rules
- Meet with the director and classroom staff to discuss how to promote positive behavior

SUSPENSION/EXPULSION POLICY

HEDP & EDC is committed to providing a safe, cooperative and stimulating environment for each and every child in the program. It is important that the children display safe behaviors while at HEDP & EDC. Examples of unsafe behaviors include:

- Biting
- Fighting
- Causing property damage
- Physically causing harm to others/self
- Uncontrollable outbursts/running from the group

If a child exhibits unsafe behaviors, HEDP will:

- First Incident: The Director will be informed about the situation and the child will be asked to sit out of the classroom until back in control.
- Second Incident: Meeting will be scheduled with child's parents. Depending on the severity of the incident, suspension may occur at this time.

● Third Incident: Suspension will occur and can last from 1-3 days. Child may return to HEDP only after a re-entry conference between the parents, child, director and teacher has occurred. ● If the behavior continues again, expulsion will occur and will be final.

For each incident, a report will be completed, placed in the child's file and provided to the parents. Because each child and therefore each incident are unique, the Director will view each case individually. A parent may be called to pick up the child immediately and suspension may be immediate at the discretion of the Director. Immediate suspension will occur if a student makes any verbal or physical threat against another person.

No child enrolled in HEDP or EDC shall be subjected to abuse or neglect; cruel, unusual, severe or corporal punishment including any type of physical hitting inflicted in any manner upon the body; punishments that subject a child to verbal abuse, ridicule, or humiliation; denial of food, rest, or bathroom facilities; punishment related to eating or not eating food.

TOILETING POLICY

Location: Two children's toilets (unisex) are located in the upstairs classroom and tow toilets (one for each sex) are located in the downstairs classroom. Children will be shown the location of the bathrooms during the Pre-Kindergarten and Kindergarten orientation days. New children who begin attending the program during the year will be familiarized with the location of the bathrooms during their orientation visit to the program.

Usage: During indoor activities, children may use the bathroom without asking a teacher. The staff may design a name card, chart, or other system that children can use independently to alert staff that a child is using the bathroom, as long as any as soon as needed. Staff frequently checks the bathrooms to ensure safe behavior and to assist any child who may need help. Also, staff reminds children to wash their hands after toileting with anti-bacterial soap provided **by the Center**(liquid soap). Anti-bacterial soap shall be provided in the bathrooms by HEDP & EDC.

Children wash their hands, supervised by staff, at the following times and as needed: 1. Before eating or handling food.
2. After toileting.
3. After coming in contact with bodily fluids or discharges.
4. **After handling Center animals and/or their equipment.** 5. After cleaning up a painting activity or similar activity.

Soiled Clothing: Clothing soiled by feces, urine, vomit or blood will be "double-bagged" in sealed plastic bags with the child's name on it and stored in the director's office. Parents are encouraged to

send a change of clothing, labeled, for their child. If Center owned clothing is used to provide a clothing change, it will be laundered after being worn by a child.

During Outdoor Play: Staff will instruct children to ask for permission to use the bathroom, and a staff member will accompany the child/children inside.

No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.

SIGN-OUT PROCEDURE A END OF DAY

- **After K program, normally the director will be responsible for seeing that the designated pick-up person for each child signs the sign-out clipboard when they pick up their child. If director is unavailable, the other staff member supervising kindergarten departure will see that appropriate pick-up person signs out child.**
- At the end of the late afternoon program, all parents or designated pick-up persons must sign their child out and communicate with a staff member that they are leaving with the child. A child who has permission to walk home must see a teacher who will indicate the departure on a clipboard. Staff should intercept adults or children, should they not follow this procedure, before the adult and/or child has left the school. Should an adult or child refuse to comply with this policy, find the Director at once.

- If you or your team member has taken responsibility for the sign-out clipboard that day, and one of you should leave HEDP or EDC early, please verbally communicate this to all remaining staff.

- **When children are outside playing, the Director and another teacher should both be outside by 5:30 p.m. This is to ensure that the teacher can supervise any remaining children should a parent wish to speak with the Director. The teacher will then take over the clipboard.**

Reminders

If you are meeting an authorized pick-up person for the first time, ask for a license or other picture ID. This can be uncomfortable for you and the other adult, but people are usually relieved that you are being so safety-conscious!

If you are meeting the parent for the first time, a useful way to establish identity is to introduce yourself, following up by saying “and you must be….?”, or something that causes the parent to introduce him or herself. Watch the child’s reaction to parent. In unusual circumstances, some parents may not have authorization to pick up their child. This will be indicated on pick-up list.

When in doubt about any person picking up a child, ask for an ID. Finally, if a person against whom there exists a restraining order concerning the child forcibly removes the child from the program, or attempts to do so, or any unauthorized adult forcibly removes, or attempts to remove, a child, call 911 at once and find the director.

Also, please remind parents to go into building and check mailboxes. Thank you!

SAFETY POLICY REGARDING NON-EXTENDED DAY CHILDREN PLAYING ON SCHOOL PLAYGROUND

- Should behavior or safety issues arise with children not enrolled in HEDP or EDC, the program will go over the extended day expectations and ask for compliance.
- **If children continue to behave in such a way that the safety of any child is at risk, staff will remain with these children, and the Director will be called for assistance. If children not enrolled in HEDP or EDC do not comply with school rules at the request of the Director, and their behavior presents a safety risk, they will be asked to leave the school.**

- If the Director is unable to resolve the situation with the children, and a safety risk continues to exist, the Director will remain on the playground **while a team member seeks help from the office or guidance counselor.**

- If no HEDP or EDC staff is available, and a safety threat to children continues to exist, the “walk and talk” police of the Brookline Police Department will be called. An HEDP or EDC administrator should remain on the playground. If at any time in this sequence of steps, staff determine that HEDP or EDC children are at risk, they should be promptly removed from the playground to a safe location.

- If at any time in this sequence of steps should significant injury occur to any child or staff member or the potential for such injury exists, 911 should be called by HEDP or EDC staff.

- If at all possible, the names of children involved in these incidents should be obtained, and the

events and children involved should be shared at the earliest possible time to the Director.

This policy was drafted after consultation with OFC Licensing, Brookline Extended Day Directors, Assistant Principal Carol Gregory, and the HEDP Board of Directors.

Mandatory Employee COVID-19 Vaccination Policy

In the midst of the COVID-19 pandemic, the Heath Extended Day Program (also known as Extended Day at Clark) wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we will continue to take additional measures to protect you and your coworkers from contracting and spreading COVID-19 in the workplace.

With the increase in transmission for unvaccinated (and in some cases vaccinated) individuals associated with the Delta variant and the recent vaccine mandates at the federal level, we are implementing a mandatory vaccination policy, subject to the exceptions in this policy (explained below).

This policy is based on guidance from the Centers for Disease Control and Prevention (CDC) and the Equal Employment Opportunity Commission and is designed to comply with all applicable federal, state, and local laws.

Effective immediately, compliance with this policy is a condition of your continued employment. Please read this policy carefully.

An individual is considered fully vaccinated two weeks after the second dose of a two-dose vaccine (Moderna or Pfizer) or two weeks after a single-dose vaccine (Johnson & Johnson). Please note that prior suspected or confirmed cases of COVID-19 are not sufficient to meet the vaccination requirement, and we cannot consider antibody levels for purposes of meeting the vaccine requirement.

More information about COVID-19 vaccines and the vaccine approval process is available and frequently updated on the CDC's website at: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/.

Vaccination Requirements

Consistent with the CDC's guidance and other applicable public health guidance, to prevent the infection and spread of COVID-19, and as an integral part of its public health and safety measures, HEDP requires that all employees get fully vaccinated against COVID-19 and show proof of COVID-19 vaccination no later than the first day of employment, unless an accommodation from this policy has been granted as an accommodation or otherwise before that date. For more on the accommodation process, see Religious Accommodation and Medical Accommodation sections below.

Employees who fail to be fully vaccinated or receive an approved accommodation for medical or religious reasons on or before the first day of employment will be considered to have voluntarily resigned.

Receiving the Vaccine

You are responsible for scheduling and obtaining all recommended doses of a COVID-19 vaccine. If you need time off of work to obtain a vaccine or to recover from side effects of the vaccine, please contact the Program Director to determine whether there are any federal or state programs available that provide paid time off in these circumstances. If the federal and/or state programs are no longer applicable or if you are not eligible for any reason, you may use available sick leave or vacation time for these purposes.

Proof of Vaccination

You must provide written proof of vaccination from the vaccine administrator or a CDC-issued vaccination card, including the vaccination place, date(s), and name, to the Program Director by the deadline as set forth above or by your first day of employment with HEDP. Please provide only the vaccination card and do not include any medical or genetic information with your proof of vaccination. HEDP will keep your vaccination information confidential. HEDP reserves the right to require submission of the original card in the event there are any questions about the validity of the card.

COVID-19 Protocols

As a reminder, all employees are expected to comply at all times with COVID-19 protocols issued by HEDP which are based on CDC guidance. For example, although we all look forward to the time that masks are no longer necessary, we require that employees follow all current mask mandates to ensure that we keep the workplace safe for everyone.

Medical Accommodation

In accordance with HEDP's Disability Accommodations Policy, HEDP provides reasonable accommodations, absent undue hardship on HEDP, to qualified

individuals with disabilities that enable them to perform their job duties. Reasonable accommodation may include appropriate adjustment or modifications of employer policies, including this Mandatory Vaccination Policy. If you believe you need medical accommodation from this policy because of a disability, you should do so by completing the Request for Medical Accommodation Related to COVID-19 Vaccine form and sending it to the Program Director.

Religious Accommodation

In accordance with HEDP's Religious Accommodations Policy, HEDP provides reasonable accommodations, absent undue hardship on HEDP, to employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated or receiving the type of vaccine currently available.

If you believe you need religious accommodation from this policy because of your sincerely held religious belief, you should do so by completing the Religious Accommodation Request Form and sending it to the Program Director.

Accommodation requirements

Any employee who follows through the appropriate accommodation guidelines set forth by HEDP will be required to abide by the policy created by the Brookline School Committee to help protect the children, families and community. All HEDP employees that have an approved medical or religious approved accommodation will be required to submit three (separate) COVID 19 tests by 9am by the start of each work week (whichever day you begin the work week, M-F).

Interactive Process

HEDP will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this mandatory vaccination policy and explore potential reasonable accommodations that could overcome those limitations. HEDP encourages employees to suggest specific reasonable accommodations. However, HEDP is not required to make the specific accommodation requested and may provide an alternative effective accommodation to the extent any reasonable accommodation can be made without imposing an undue hardship on HEDP or posing a direct threat to you or others in the workplace.

How to Request an Accommodation

You may request a reasonable accommodation from this policy by completing either the Request for Medical Accommodation Related to COVID-19 Vaccine form or the Religious Accommodation Request Form and returning it to the Program Director. The form is attached to this policy.
HEDP reserves the right to request additional documentation supporting the need for an accommodation. HEDP will keep confidential any medical information obtained in connection with your request for a reasonable accommodation. However, we ask that you not provide any genetic information to HEDP when responding to a request for additional information or providing proof of vaccination in compliance with this policy (see GINA Safe Harbor below).

Determinations

HEDP makes determinations about requested accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. HEDP strives to make these determinations expeditiously and in a fair and nondiscriminatory manner and will inform you after we make a determination. If you have any questions about an accommodation request you made, please contact the Program Director.

GINA Safe Harbor

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, HEDP asks that you not provide any genetic information when responding to this request for medical information.

"Genetic information," as defined by GINA, includes:

- An individual's family medical history.
- The results of an individual's or family member's genetic tests. ● The fact that an individual or an individual's family member sought or received genetic services.

Genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Policy Administration and Questions

The Program Director will be responsible for administering and enforcing this policy. If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact the Program Director.

Policy Modification

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available and further research is conducted. HEDP reserves the right to modify this policy at any time in its sole discretion to adapt to any changes in relevant guidance as well as changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Consequence of Non-Compliance

Failure to be fully vaccinated or receive an approved accommodation for medical or religious reasons by the date indicated in this policy will be treated as a voluntary resignation.

As lessees of the Public Schools of Brookline, Heath Extended Day Program, Inc (AKA, Extended Day at Clark, EDC, Heath School Extended Day, HEDP and Heath Day Care) is requiring all employees to follow the policies set forth from the PSB to help protect the children and families of the Brookline community.

The Public Schools of Brookline (PSB) are committed to providing a safe environment during the COVID-19 pandemic. According to public health experts, vaccination is the leading prevention strategy to combat the COVID-19 pandemic, reduce hospitalizations and severe disease, and keep members of our school community safe. Particularly due to the inability of many students to obtain vaccination until they are age-eligible, and the setting of schools where groups gather indoors,

the Public Schools of Brookline, consistent with public health guidance and the Governor's Executive Orders, shall require all staff to provide proof that they have received full COVID-19 vaccination and maintain full vaccination as a condition of employment or work as an on-site vendor/contractor, unless they receive approval for a documented medical or religious exemption in accordance with relevant state and/or federal law. In the event that such an exemption is approved, exempted employees shall provide continuing proof of three weekly negative COVID-19 viral test results each of which is at least one calendar day later than the prior test to the Office of the Coordinator of School Health Services (or entities designated by the Office of the Coordinator of School Health Services) every school week as a condition of employment for employees or as a condition of continued work as an on-site vendor/contractor. At least one of the three weekly COVID-19 viral tests must be a molecular test performed in a clinical setting.

Definitions:

1.
"Full COVID-19 vaccination" status will be accorded to any person two weeks after the final dose of initial vaccination (one dose for Johnson & Johnson and two doses for Pfizer and Moderna).

2.
The "maintain full vaccination" provision obligates staff with "full COVID-19 vaccination" status to receive any Center of Disease Control and Prevention (CDC)- recommended booster vaccine shot(s) for the Johnson & Johnson, Pfizer, and Moderna vaccines within 8 weeks of availability.

3.
"COVID-19 viral test results" refer to the results of molecular (nucleic acid, RNA or PCR tests) and rapid antigen tests administered by a healthcare professional.

4.
"School week" refers to any week in which there is at least one school day.

This policy applies to all existing and newly hired employees, on-site vendors including transportation and food service vendors, on-site

contractors, and volunteers regardless of whether the individual has been diagnosed with COVID-19 in the past. Employees, on-site vendors, on- site contractors and volunteers are referred to as “staff” in this policy.
Staff who do not have an approved medical or religious exemption must demonstrate that they are fully vaccinated with an FDA-approved or emergency use authorized COVID-19 vaccine by November 1, 2021. Staff who cannot demonstrate full vaccination by the date of implementation of this policy must submit the first of three weekly COVID-19 viral test results by before beginning employment, and must submit three (3) COVID-19 viral test results in accordance with this policy every school week thereafter.

FIELD TRIP SAFETY POLICY

- Before a field trip, HEDP & EDC staff will call the field trip site and ask the site trip coordinator to suggest an accessible central meeting place.
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- Upon arrival at the site, the site staff will familiarize the children with the meeting place (i.e. a gift shop, information booth, etc.).
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- Should a child inadvertently become separated from the group, the child will have been instructed both at the extended day program and at the field trip site, that they are to go to the arranged meeting place. They should wait there until an HEDP or EDC staff member joins them.
-
- If the child has difficulty finding the meeting place, the child is to ask a staff member of the institution being visited (i.e. a security guard, museum staff person, etc.). These people will have been pointed out to the children before tour begins. Children will have been instructed not to ask directions from adults they do not know.

In most cases the central meeting place is either easily visible to children or the directions to it are familiar to children. Staff-to-child ratios on field trips are kept as low as possible by the recruiting of parent chaperones and substitute staff.

Referrals

11:09 (7)m; as required by 102CMR 11.05(4)

The HEDP & EDC, through a team of professionals including HEDP & EDC teachers, school teachers, **and the guidance counselor at the HEDP & EDC**, meet to determine if

social, mental, and or medical services are needed for children enrolled in the program. If a determination is made that referral services are needed, the parents are advised by **Heath School personnel to contact the Special Education Department of the Brookline School Department.**

In the event that a staff member feels that a recommendation to a parent to seek support services is warranted, the staff member should immediately discuss the matter with the Director. An incident report should be written by the staff member or Director and reviewed and initialed by the Director. The Director will set up a meeting with the parents, which may include the staff member, to discuss the perceived need for services for the child or family. Following this initial meeting, the next meeting may be a meeting with school psychologist, or the Director may assist the parent in contacting services listed on the referral list. In some cases, the Director may feel that, rather than arranging a meeting with the school psychologist, meeting with the parent and discussing the options on the referral list would most help the parent.

If a staff member is approached by a parent seeking help, the staff member should immediately (no later than on the day that the request occurs) bring the matter to the attention of the Director. The incident should be brought to the Director's attention as soon as possible by the Director shall review and initial the incident report.

Agencies that parents can contact for social, medical, and mental health services and support include but arnot limited to the following:

Mass. Mental Health 72-76
Fenwood Road
Boston, Ma 02115
617-734-1300

Brookline Mental Health
43 Garrison Road
Brookline, MA 02446
617-277-8107

Children's Hospital Medical Center
300 Longwood Ave
Boston, MA
617-566-9410

Mass. General Hospital
Fruit Street
Boston, MA
617-726-2763

Franciscan Children's Hospital and Rehabilitation Center
30 Warren Street

Brighton, MA
617-254-3800

Brookline Park and Recreation Dept.
Town Hall
Brookline, MA 02446
617-730-2070

School Services
Heath School
Guidance
School Nurse

- Pupil Support Service (special needs) 617-730-2447, 617-730-2440
- Transportation 617-730-2452

Department of Social Services (DSS) 617-727-0900
Office for Children (OFC) 617-727-8900
Child at Risk (child abuse) 617-227-0010, 800-792-5200
Board of Health Dept. 617-727-2700
Public Welfare Dept. 617-348-8500
Child Care Resource Center 617-547-9861
Parent Anonymous 800-832-1250
Parents and Child Services 617-437-1777
Parental Stressline 617-437-1990
Red Cross 617-262-1234
Salvation Army 617-247-8235
Temporary Home for Wives and Children (Home for abused women and their children) 617-523-2337
Good Samaritan Hotline 617-247-0220
AA/Alanon 617-426-9444, 617-843-5300
Alcoholism referral 617-524-7884
Brookline Health Department, Child Health/Medical Inquires 617-730-2332