



Spencer-East Brookfield Regional School District
Before and After School Program
 306 Main Street. Spencer, Massachusetts 01562
 Telephone (774) 200-6548
 Web: www.sebrsd.org * Email: basp@sebrsd.org



B/ASP HANDBOOK

Mission Statement

The SEBRSD will provide before/after school and summer child care programs in a safe, enriching, and nurturing environment.

The Program

This program will provide a variety of indoor and outdoor activities which are designed to foster the child’s social, physical, and intellectual growth. Daily supervised homework time will be available. We aim to provide the child with opportunities to balance learning and fun during non-school hours.

Hours of Operation

The programs are open Monday-Friday on normal school days, in accordance with the current school year calendar, for grades PK*-6. The program is also open most school vacation, early-release and professional development days throughout the school year (excluding major holidays). Both the BSP and ASP programs will be held at East Brookfield (PK-6) and Wire Village (K-6) on normal school days. Knox Trail students (grades 5-6) who attend the BSP or ASP will be bused to/from the Wire Village programs.

***Preschool aged children must be toilet trained in order to attend the programs and require 2 labeled and bagged changes of clothing to be kept on-site in case of accidents.**

Program	Cost	Location	Grades	Open-Close Time	Site Contact #
BSP (breakfast served until 7:45 a.m.) (drop-off ends at 7:55 a.m.)	\$8/day	East Brookfield Wire Village	PK-6 K-6	6:30 a.m. – 8:15 a.m.	774-200-6544 774-200-6547
ASP (WV gr.K-4 & KT gr.5-6)	\$11/day	East Brookfield Wire Village	PK-6 K-6	School dismissal – 5:45 p.m.	774-200-6544 774-200-6547
Early-Release*	\$22/day	Wire Village	PK-6	School dismissal – 5:45 p.m.	774-200-6547
Full-Vacation/Prof. Development*	\$40/day	Wire Village	PK-6	7:00 a.m. – 5:45 p.m.	774-200-6547
Summer Program (Full)*	\$40/day	Wire Village	1-6	7:00 a.m. – 5:45 p.m.	774-200-6547

**Special programs are held at Wire Village for all students. Separate registration is required for all vacation, early-release and professional development days; students are not automatically enrolled. Sign-up forms will be made available at each program location and on the school district website. The program will only open if there is a minimum of 10 students enrolled for each day. Should there be summer child-care offered, it will be for District-enrolled students entering 1st – 6th grades and operate under the same guidelines as during the school year.*

Nutrition

The ASP will provide one snack during each session. Children who attend the BSP or full vacation days will be provided with a light breakfast. Please inform us in writing if your child has any dietary restrictions or food allergies. Lunch is NOT provided at any of our programs: students must bring their own. Please note that products/beverages containing more than trace amounts of caffeine (ex: coffee, soda, energy drinks, etc.) are prohibited and students shall not be allowed to bring or consume them at the Before and After School Programs.

Transportation

Transportation is not provided to or from the BSP or ASP on normal school days. In instances where the early-release ASP is held at a location other than your child’s school, bus transportation will be provided from their school to the ASP location. Parents/Guardians are responsible for pick-up at the ASP location by program close time and must sign their children out before they are dismissed.

Inclement Weather

Cancellations/Dismissals

If school is cancelled or dismissed early due to inclement weather conditions or other declared emergency, the B/ASP will be closed. Credits will be applied for such days.

The Spencer-East Brookfield Regional School District’s Policy of non-discrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences.

Delays

If school is delayed due to inclement weather conditions or other declared emergency, the Before School Program will not run.

Medications

The programs do not have access to the school nurse facilities during non-school hours so if your child has allergies or a medical condition and may require an inhaler, epi-pen or other medication or device on a PRN basis, one must be provided to the program to be kept on-hand. Medications will be returned to the parents upon the close of the school year or when child is unenrolled from the program.

Discipline Guidelines

In order for this to be a successful program for all students, cooperation, respect, and self-control must be our expectations for every child. When a student disrupts activities because of poor behavior, the enrichment aspect is compromised and the benefits for the other children who are well-behaved and engaged are jeopardized.

The following steps will be taken by the program staff when disruptive behavior occurs:

Intervention 1: verbal warning

Intervention 2: written warning that must be signed by a parent and returned before the student can return to the program, and/or an emergency phone call to a parent for an immediate pick-up

Intervention 3: 1-5 days of suspension from the program, to be determined by a Site Coordinator or Program Director based on the nature of the incident, followed by a discussion and/or meeting between a Site Coordinator or Director and the parent(s).

Intervention 4: dismissal from the program. This is at the discretion of the Program Director. When dismissal becomes necessary, a parent will be notified by phone, followed by written communication.

If an incident is severe, such as fighting or inflicting injury to others or him/herself, step 3 or 4 will be taken immediately.

Interventions are cumulative and may not reset. Depending on the severity and/or nature of each individual situation, disciplinary actions from prior school years may be taken into considered when making determinations for disciplinary action/dismissal.

Parents and children must read, sign and return the Discipline Guidelines acknowledgement form prior to the start of program attendance.

Students previously dismissed from the program for disciplinary reasons will no longer be eligible for program enrollment.

Homework

The ASP offers homework time at the end of snack each afternoon until approximately 3:30 p.m. for any students who wish to work on it. We do not require a child to work on it and take them at their word if they say that they have none or prefer to do it at home with a parent (unless we are instructed by a parent to enforce participation). Any homework not finished during this time is sent home for completion or assistance from parents. At least one program staff member is always present at the homework area to assist students who have questions regarding a homework assignment but staff do not provide tutoring or extensive one-on-one help. Students who need additional help are encouraged to stay after class with a teacher for additional instruction/tutoring. Please note that we do not allow students to retrieve homework left in the classroom as we are not permitted to gain entry to classrooms after school dismissal.

Personal Electronic Devices

Use of personal electronic devices at the programs is prohibited. This applies to BSP, ASP, early release and full program days. This includes but is not limited to cellphones, gaming devices, tablets and laptops. This is for multiple reasons but primarily to prevent the following: loss or damage, exposure to materials that may not be suitable for all ages, as well as disruption or conflict. Any devices that are found will be held in the staff room or parent pick-up area until the student is dismissed.

Enrollment/Registration Forms

Slots in the B/ASP are offered on a first-come, first-served basis. A registration form is required for all students who attend. No child shall be permitted to attend the program without a current form on file. Students returning to the program must re-register with the start of each new school year; enrollment does **NOT** carry over from the previous year. Families will be billed for all days that a student has been enrolled in the program. See Billing Policies for more information. Registration forms can be picked up from each school, the Administration Office, Pupil Services, or downloaded from the school district website. Please note that prepayment is required for all days and **a minimum deposit of one week's tuition is due at the time of registration in order to secure enrollment** and the balance is due prior to the start of the month. Completed forms and payment can be sent to the following address: SEBRSD B/ASP, 306 Main Street, Spencer, MA 01562. A 2-week notice is required for unenrollment, otherwise charges will apply for 2 weeks from date of notice.

Program Enrollment Limits & Restrictions

Both the Before and After School Programs operate on a staff to student ratio of 1-to-10. While every effort will be made to accommodate as reasonable an amount of students as possible per site location, we may be required to limit the number of slots in the program based upon staffing availability and space constraints which could result in students being placed on a wait list. Any changes to staffing will impact the number of student slots available and, as a result, the number of allowable enrollment slots may change/vary throughout the school year. Students previously dismissed from the program for disciplinary reasons will no longer be eligible for program enrollment.

Due to our staffing/enrollment structure and to ensure the safety of all students, alternating schedules and as-needed or drop-in use of the program are strictly prohibited. Use of the program is limited to permanent enrollment only.

Wait List

Should the program(s) become full, students will be placed on a wait list in the order in which their form is received. A deposit equivalent to one week's tuition is due in order to secure a student's placement and position on the wait list. As slots may become available at any given time, the deposit is required to cover the first week to allow the parents time to pay the balance due for the month. Deposits will be cashed and placed on the child's account and will be used towards actual charges once there is availability in the program. Deposits are fully refundable should you choose to remove your child from the wait list.

Attendance

A student must be in attendance of school for each day that the B/ASP is attended. To report a change to your child's B/ASP attendance/schedule, please contact the Program Director at basp@sebrsd.org or 774-200-6548. Once your change has been received, the Program Director will notify the school and program site. **All changes to attendance will need to be reported a minimum of 24 hours in advance** to allow sufficient time for coordination, to eliminate confusion at dismissal time and to ensure that each child is accounted for and where they are supposed to be. **Notifications received on the same day will not be accepted**, except in cases of extreme emergency only.

BSP Drop-Off & ASP Pick-Up

All BSP students must be accompanied to a BSP staff member by an adult. For safety purposes, they are not to be dropped at the curb or sent in the school/downstairs unaccompanied. 7:55 a.m. is the final drop-off time for the BSP due to bus arrivals and school drop-off restrictions. All ASP students must be picked up by the 5:45 p.m. program close time each day. If the school is locked, call the ASP site phone and a staff member will let you in. Students will only be released to adults on the authorized pickup list who are able to present valid photo identification. Please be sure to always bring ID with you or you may be turned away. Do not assume that the staff member assigned to parent-pickup will know your identity as we rotate staff responsibilities daily. We appreciate your cooperation with this security protocol. Please refer to Billing Policies for info on late fees.

Tuition

The B/ASP is a self-sustaining program. Tuition is the only source of revenue and supports the operation of our program, including supplies and payroll. We make every attempt to keep the cost as reasonable as possible.

The cost of the BSP is \$8/day, ASP is \$11/day, early-release is \$22/day and full program day is \$40/day.

No student shall be permitted to attend without prepayment. Payment for each month is due prior to the start of the month. Invoices will be generated and sent home approximately 1 month prior to the start of each upcoming month to allow sufficient time for prepayment. In an effort to keep costs at a minimum and to reduce our impact on the environment, invoices will be emailed to all families with a valid email address on file. All others will be either mailed home or sent home from the B/ASP with the students.

Payments

We accept cash, checks, money orders and credit cards (via the online UniPay Gold payment center). Checks should be made payable to **SEBRSD B/ASP**. Please list the student's name in the memo line so payment is applied to the proper account. Payments can be dropped off or mailed to the following address:

SEBRSD District Billing Office, Attn.: Before & After School Program, 306 Main Street, Spencer, MA 01562

Financial Aid

The SEBRSD B/ASP does not offer assistance or a sliding fee scale but does accept childcare vouchers from Child Care Resources, an affiliate of the Seven Hill Foundation. If you have financial difficulties and would like to apply for childcare assistance, you can call them at 508-856-7930 or visit their website (<http://www.sevenhills.org/programs/resources-for-parents-families>) to request an appointment. Families who qualify for a voucher are responsible for any parent fees and are billed accordingly. Vouchers are not backdated and families

are responsible for full tuition fees until the voucher is put in place. Any family with a parent-fee must prepay their portion each month (in accordance with their agreement with CCR) and will have their voucher terminated for arrears.

Billing Policies

Please review the billing policies below. These are strictly enforced.

Prepayment Policy

Prepayment is required for all days that a student is enrolled for/attends. Payment for each month is due in full prior to the start of the month. A minimum deposit of one week's tuition is due with registration form to secure enrollment.

Arrears Policy

As prepayment is required, arrears are not permitted. The program reserves the right to suspend a student or family from the program at any time for non-payment.

Any student or family that has a past due balance with the district (across all accounts) from current or previous years will not be permitted to attend/return to the program until the past due balance has been paid in full. Payment plans are available depending on the individual circumstance. Families with a consistent derogatory payment history may be ineligible for re-enrollment, at the discretion of the Program Director.

Absence Policy

Families are charged for all days that a student has enrolled for (other than permanent changes to the attendance schedule). Due to staffing and operating costs, **credits are not given for days absent**, with or without advance-notice. The Program Director reserves the right to make an exception in cases of extreme emergency.

**Please note that credits will be applied to all accounts for days that a student is scheduled to attend when school is cancelled due to inclement weather or other declared emergency.*

Late Pick-up Policy

Closure time is strictly enforced. Families will be charged a late fee of \$10 (per child) at the start of every 15-minute increment when students are picked up after 5:45 p.m. In addition to late fees, a verbal or written warning will be given after 3 occurrences. Any further occurrences may result in suspension or dismissal from the program.

Returned Check Policy

A fee of \$25.00 will be incurred for all returned checks. After the second occurrence, cash, money order, credit card or cashier's check will be the only accepted forms of payment.

Special Program Days: Vacation/Early Release/Professional Development Day Policy

Separate registration is required for all vacation, early-release and professional development days; students are not automatically enrolled. Space is limited on special program days and slots are filled on a first-come, first-served basis, as long as prepayment is received. Sign-up forms will be made available to families as far in advance as possible and will be emailed home or can be picked up at each program location or downloaded from the school district website. The program will only open if there is a minimum of 10 students enrolled for each day. **Payment for all early release or full program days attended is required in advance and all BSP & ASP accounts must be paid up-to-date in order to attend. Please note that breakfast is provided on full vacation days but lunch is NOT provided for any of these programs. Students must bring their own lunch.**

Should you choose to unenroll your child from a special program day after payment has been received, a minimum of one week's notice is required in order to receive a refund/credit for the day. This is to take into account the one-week sign-up deadline and allows us to open enrollment to the wait list. Additionally, this ensures that should the cancellation cause enrollment numbers to drop below the required minimum of 10 students, the program will still be able to operate for families who were notified that the program would be open. No credit shall be issued for absences.

Summer Program Enrollment

The Summer Program follows the same guidelines as the B/ASP during the school year. A set enrollment-schedule by the month is required. Prepayment is required for all days. Families are billed monthly for ALL days in their enrollment schedule for each month; deposits are non-refundable and credits/refunds are not offered for any days not attended. Deposits are due in full by the registration deadline. A 2-week notice is required for unenrollment, otherwise charges will apply for 2 weeks from date of notice.

**Please note that suspension from the program due to non-payment may place your child at the bottom of a wait-list since slots are not held and are filled as they become available, in the order in which they are placed on the list. Dismissals for any reason are no longer eligible to use the program.*