



Arts After School
(SPE)
After School Program

For Children 1st-8th Grade
2018-2019
Parents/Guardians & Student Handbook

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Dear Parent(s) and Guardian(s),

Welcome to the Arts After School Program! You and your child are embarking on a journey to create an exceptional opportunity for this community. By joining our program, your child will have a wide range of opportunities: pathways into new passions, field trips, and of course, opportunities to learn, create, perform and explore the limitless world of music.

This music program embodies a collaborative and caring community where each child is essential as an individual orchestra/band member, yet no child can play a symphony alone. Your child will be interacting with teachers and students from the area. We are excited to create a program that will guide your children through school and beyond!

We've created this handbook for you, the Parent/Guardian(s) of our students, to:

- Understand the program's goals, structure and inspiration
- Recognize the Parental/Guardian and student commitment
- Understand the benefits of our program
- Get to know our staff and how you access their services
- Provide answers to questions about policies

We hope that the Parent/Guardian(s) Handbook is a valuable resource for you while your child is in the program. If you need help understanding any of the information in this handbook, or have any questions, comments or concerns that are not addressed, please feel free to let us know. A member of our program staff will always be happy to talk to you. Please do not hesitate to contact us about anything. Parent/Guardian feedback is essential – as you are the reason that this program will be great! We look forward to creating something beautiful with you and your family.

Sincerely,

Jennifer Birch
Director, Arts After School Program

The Vision

Our Program is a music and academic/AAS education program. It is made possible through a partnership between Snow Pond Center for the Arts, grants, fundraising and private donors. AAS provides students with music instruction, enrichment support, recreational time, and a nutritional snack. AAS' vision started in 2016, and our hope is to be a center for joyful music making and enrichment growth, seeking to grow to other communities and other programs such as theatre and the digital/fine arts. Each student in AAS program benefits from a rich individualized and group music. . The instruments are free to all participating students as long as they participate in AAS music program.AAS curriculum that will create a caring, cooperative and fun community. AAS embodies the core values that are at the heart of all of Snow Pond programs: respect, responsibility, positive communication, and support. Snow Pond Music AAS Program offers and is developing to offer:

- Individual and group music lessons(year round)
- Beginning wind instrument lessons(coming in January)
- Continuing piano lessons(year round)
- Chorale(beginning in Sept)
- Percussion ensemble (beginning in Sept)
- Peer mentorship and leadership opportunities
- Individualized and Group Academic/AAS Program Support (year round)
- Recreational and Nutritional Snack Time (year round)
- Mentors and caring adults every step of the way (year round)

WE believe that each child is special, precious, and has the right to be well cared for in the absence of their Parent/Guardian(s).

The Mission

We at AAS are committed to providing safe, healthy, and fun place for children to go when Parent/Guardian(s) are occupied. . . Where we aim to encourage all students to reach their full potential. Through teacher and child directed activities, enrichment program opportunities, and educational programs children will thrive throughout their development. The mission of the AAS is to help balance out a successful skill set for every child in all areas of their lives through recognizing these core values, for example:

- Every human being has the right to a life of dignity and contribution, filled with beauty.
- Every child can learn to experience a music and art , can receive its many benefits, and can make more positive life choices as a result of this learning. .
- Overcoming adversity is best done by creating beauty in music and art as part of a strong performing community.
- Effective education is based on love, approval, joy, and successful experiences within a, nurturing community. Every child has limitless possibilities and the ability to strive for excellence.
- Learning organizations never arrive but are always becoming—striving to include: more students, deeper impact, greater excellence, better teaching, improved tools, and more joy. Thus, flexibility, experimentation, guided risk-taking, and collegial exchange are inherent aspects of every program.

By focusing on a performing arts education, partnering with the child's school, family, and adding in structure and fun we believe that we will be nurturing the individual, family, and community to make a better environment for everyone. Music changes lives every day. Through collective music making, children explore new avenues and realize their full potential. Our teachers guide students from beginner group instruction to orchestral performance, building life skills and community from a shared love of music.

Arts After School Program believes that Parent/Guardian involvement is essential to the child's development. Children need to be treated with respect and acceptance in a positive environment where the needs of the whole child are met. Caring staff encourages the children to learn and grow while learning in an musical and enrichment environment.

Program Information

Location:

Unless otherwise notified, classes will always take place at the following location:

Extended Learning Center at 8 Golden Lane Sidney, ME 04330

OFFICE HOURS & CONTACT INFORMATION

10 a.m. - 5:30 p.m. Monday - Friday

AAS Director Jennifer Birch *8448766976 ext 401 or jen.birch@snowpond.or

FEES

***FEES - Cost of Vacation/Early Release/Workshop Days are optional * make the borders all black**

Fee Type - <i>Reminder that Holiday/Vacation/ Extended/and Teacher Workshop Days are Optional.</i>	Cost/ Extra Cost per child	Discounts for School Year	Price Per Child Per Week - Does Not Include Fees For Early Release or Workshop Days
School Year 2018-2019	\$90/week - \$60/three day program	2 children or more	10% for 2 children and for subsequent children
Early Release Day 12 - 5:30	\$20 extra/per day/per child for enrolled students		
Vacation Week (depends on interest level)	TBD		
Teacher Workshop Days	\$25 extra/per day/per child for enrolled students		

***On any days that the schools are closed and the AAS Program is open
Parent/Guardian(s) are responsible to drop off and pick up their child(ren) from the
Expanding Learning Center.***

***On VACATION/HOLIDAYS/TEACHER WORKSHOP DAYS it will be BYOL - Bring Your
Own Lunch days.***

****FOR ANYONE WITH FOOD ALLERGIES PLEASE NOTIFY STAFF SO WE CAN
PROVIDE A SAFE LUNCH AREA FOR STUDENTS ON BYOL days!***

**Remember that it can take up to a month to process the financial aid application
through the applicable channels. Your child may have to start when the paperwork
is completely processed unless you would like to pay the \$90/week until the
financials can be worked out.**

Please contact the director of the program if you have any questions.

SNOW POND ENRICHMENT PROGRAM 2018 - 2019 CALENDAR YEAR

2018

2019

July						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

January						
S	M	T	W	T	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

August						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	

February						
S	M	T	W	T	F	S
						1
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28		

September						
S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

October						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

April						
S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

November						
S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

May						
S	M	T	W	T	F	S
				1	2	3
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

December						
S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

June						
S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

SUMMER PROGRAM BEGINS

FIRST DAY OF ENRICHMENT PROGRAM		
September 4		

DATES THE ENRICHMENT PROGRAM ARE CLOSED

November 21-23	August 29th - OPEN HOUSE
December 24 - January 1	August 23 - SPASE Staff Orientation
May 27	August 31 - Deadline for Enrollment for Sept 5th

EARLY RELEASE DATES PROGRAM OPEN 12-5:30 *

- September 25
- December 4
- March 26
- May 21

TEACHER WORKSHOP DAYS PROGRAM OPEN FROM 8 - 5:30 *

- October 5
- November 9
- January 22
- March 8
- April 12

VACATION WEEKS PROGRAM OPEN 8 - 5:30 *

- February 18 -22
- April 15 - 19

LAST DAY OF ENRICHMENT PROGRAM BEFORE SUMMER PROGRAM

June 14

HOLIDAYS SCHOOLS CLOSED - ENRICHMENT PROGRAM OPEN 8 - 5:30 *

- October 8 - Columbus Day
- November 12 - Veterans Day
- January 12 - Martin Luther King Day

PARENT FAMILY DINNER DAY - 5:30-6:30- IN THE LODGE
TBD

SUMMER CAMP FOR SPASE KIDS & FRIENDS - COMING 2019
LIKE US ON FACEBOOK

*** THESE DAYS ARE BILLED DIFFERENTLY**

On any days that the schools are closed and the Arts After School is open parents are responsible to drop off and pick up their child(ren) from the Expanding Learning Center.

*On VACATION/HOLIDAYS/TEACHER WORKSHOP DAYS it will be BYOL - Bring Your Own Lunch days. *FOR ANYONE WITH FOOD ALLERGIES PLEASE NOTIFY STAFF SO WE CAN PROVIDE A SAFE LUNCH AREA FOR STUDENTS!*

THE AFTER SCHOOL PROGRAM IS CLOSED FOR SNOW DAYS

We will not be open if there is a SNOW DAY - or if the school closes because of a SNOW DAY

GENERAL INFORMATION

School age child care is provided during the school year for children in grades 1-8 and offer a summer program. For the summer program non-residents may enroll their children but are required to pay a non-resident fee.

SCHOOL YEAR ENROLLMENT

Applications for enrollment for the school year are available upon request. ONCE your paperwork is completed and turned into the office, we will send you a link to the parent handbook where you will be able to read and ask questions prior to the start of school, or to refer to during the year. Enrollment deadline to have your child attend the first week of care will be Friday, August 31, 2018 at 4:30pm. Any application received after this date will have to start on Wednesday, Sept. 10, 2018, or following the first day of a full week payment which can be made out to Snow Pond Center for all Seasons.

The information asked for on the enrollment and financial forms are required by the State of Maine Child Care Licensing. Information is confidential and is by NO MEANS meant to be discriminatory or offensive to Parent/Guardian(s). We have tried to put all categories that fit today's family situations. *If you feel you need to explain your situation please don't hesitate to ask to talk to the Director* when filling out or bringing in your application. All personal information is confidential, we do not give out your personal information.

The information obtained is to be used to keep your child safe and to provide the best possible care. If there is a "non-custodial" Parent/Guardian that is NOT allowed to pick up your child due to a PROTECTION ORDER being in place, we need a copy of the order for your child's file and to have on the AAS Program site. If there is NOT a PROTECTION ORDER in place and you do NOT want a non-custodial Parent/Guardian(s) picking up your child, you must put that request in writing and explain the circumstances. Keep in mind, without a legal document in place, a biological Parent/Guardian has the right to pick up their child. In the event that were to happen, staff would try to deter the person, and contact you the custodial Parent/Guardian(s). Ultimately staff would have to release the child.

As you are enrolling your child into the program PLEASE let us know anything about your child that will help STAFF better care for them. If your child has food allergies, medical conditions, behavioral issues, special needs, likes and dislikes, it is better that staff know ahead of time so accommodations can be made.

As the Parent/Guardian(s), you must notify the school that your child is attending the AAS Program, **and follow the policy of the school.** Please STRESS to your child that they are NOT to take the bus home but are to go to AAS Program. Please let us know ahead of time if your child is not attending the program that day. *The release of school is a confusing time and depending on which school your child attends it can take awhile to realize that a child has mistakenly gotten onto a bus.*

SCHEDULE

The AAS Program at Snow Pond has staggered schedule that runs from 3:00 - 5:30 pm Monday through Friday, and follows the RSU 18 calendar year. We are **NOT** open snow days. We are open for holidays/vacation/early release/and teacher workshop days at an extra cost if you opt in for that day. In order for the program to be open we will need x students for these days. Your child will receive 45 minutes of music education and Academic/AAS Program support as well as a snack and recreational time.

Below is a sample schedule for the After School AAS Program

STRUCTURED SCHEDULE FOR MUSIC PROGRAM - 20 KIDS - SEPT THROUGH DECEMBER													
STAFF	MONDAY		TUESDAY		WEDNESDAY		THURSDAY/GUEST DAY		FRIDAY				
	MARIAN/CHRISTINE/ALEXIS		MARIAN/CHRISTINE/ALEXIS/MARS		CHRISTINE/AMY B/ALEXIS		CHRISTINE/ALEXIS/MARS		CHRISTINE/AMY B/ALEXIS				
3:05	CHILDREN ARRIVE - PUT AWAY ITEMS - SNACK												
3:10	CHILDREN ARRIVE - PUT AWAY ITEMS - SNACK												
3:15	CHILDREN ARRIVE - PUT AWAY ITEMS - SNACK												
3:20	CHILDREN ARRIVE - PUT AWAY ITEMS - SNACK												
3:25	Clean Snack Area		3:15-3:30	1&2	Clean Snack Area	Clean Area Get Ready for REC		Clean Snack Area		Clean Snack Area			
3:30	Clean Snack Area												
3:35	Clean Snack Area												
3:40	REC		3:30-3:45	3&4	REC		REC		REC				
3:45	REC												
3:50	REC												
3:55	TRANSITION		3:45-4:00	5&6	TRANSITION		TRANSITION		TRANSITION				
4:00	TRANSITION		TRANSITION		TRANSITION		TRANSITION		TRANSITION				
4:05	GROUP 1 Group Percussion	GROUP 2 Group Vocale	4:00-4:15	7&8	GROUP 1 Group Percussion Rehearsal	GROUP 2 Group Vocale Rehearsal	GROUP 1 ART	GROUP 2 EXPRESSIVE ART	GUEST DAY	FREE CHOICE STATIONS GROUP 1	GROUP 2 INTRO TO ORCHESTRA LEARN TO RECOGNIZE INSTRUMENTS BY SIGHTS/FEEL/SOUND OR GUEST SPEAKER	GROUP 1 THEATER	GROUP 2 EXPRESSIVE THEATER
4:10			4:15-4:30	9&10									
4:15	GUEST DAY												
4:20	GUEST DAY												
4:25	GUEST DAY												
4:30	TRANSITION		TRANSITION		TRANSITION		TRANSITION		TRANSITION				
4:35	TRANSITION		4:30-4:45	11&12	TRANSITION		TRANSITION		TRANSITION				
4:40	GROUP 2 Group Percussion	GROUP 1 Group Vocale	4:45-5:00	12&14	GROUP 2 Group Percussion Rehearsal	GROUP 1 Group Vocale Rehearsal	GROUP 2 EXPRESSIVE ART	GROUP 1 ART	GUEST DAY	FREE CHOICE STATIONS GROUP 2	GROUP 1 INTRO TO ORCHESTRA LEARN TO RECOGNIZE INSTRUMENTS BY SIGHTS/FEEL/SOUND OR GUEST SPEAKER	GROUP 2 EXPRESSIVE THEATER	GROUP 1 THEATER
4:45			5:00-5:15	15&16									
4:50	GUEST DAY												
4:55	GUEST DAY												
5:00	GUEST DAY												
5:05	TRANSITION		5:00-5:15	15&16	TRANSITION		TRANSITION		TRANSITION				
5:10	TRANSITION		TRANSITION		TRANSITION		TRANSITION		TRANSITION				
5:15	FREE TIME/HOMEWORK/PRACTICE TIME		5:15-5:30	17&18	FREE TIME/HOMEWORK/PRACTICE TIME		FREE TIME/HOMEWORK/PRACTICE TIME		FREE TIME/HOMEWORK/PRACTICE TIME				
5:20	FREE TIME/HOMEWORK/PRACTICE TIME												
5:25	FREE TIME/HOMEWORK/PRACTICE TIME												
5:30	FREE TIME/HOMEWORK/PRACTICE TIME												
	END OF THE DAY												

THE OPTION OF INDIVIDUAL LESSONS CAN BE IN GROUPS TO INCREASE THE LESSON TIMES/EITHER FOR NEED - CHILDREN OLDER - MORE ADVANCED

NOTIFICATIONS

Parent(s)/Guardian(s)s will receive mailings and notes home with students regarding important program updates on a consistent basis throughout the year. These notifications will include program calendars, information about special events (such as developing field trips and performances), and any scheduling changes. *Please make sure that our program director always has your most updated contact information (mailing address and phone numbers)*, so that you can receive this information in a timely manner.

WEEKLY SCHEDULE

The success of the music extended day at AAS is based on an quantitative amount of instruction, so it is important that your child tries to come each day that they are supposed to come to receive the full benefits of the program. It is our belief that this schedule will not only provide a setting for your child to be productive outside of school, but improve his or her academic and social skills by developing personal discipline, fostering a sense of responsibility, and instilling a sense of personal pride in his or her accomplishments.

CONFIDENTIALITY

ALL contents of AAS Program records are confidential and will be kept confidential. WE are aware of our ethical and legal responsibility to protect the privacy of individuals and families within the afterschool program.

Below are some examples of how the program will protect confidential information while providing quality care. Notification of communicable illnesses.

- When any child in care is diagnosed with a communicable illness or condition, such as chicken pox, impetigo, head lice and many others, we are required to notify program staff and the families of any children who may have been exposed. The notification will be done without mentioning of the diagnosed child.
- Children with special needs. Enrolled children may have special needs due to disabilities or chronic health conditions. To ensure their safety at times certain policies will be made that have an effect on all of the families in the program. (Allergies are not a disability.) Notification of the policies would explain that there is a child in the program whose serious health condition makes the policy necessary, but the notification will NOT mention the affected child by name.

Except as provided by law, confidential information **MAY NOT** be released without a court order or a written release from the person about whom the confidential information has been requested. (9.14 - 9:14.4 of Rules for the Licensing of AAS Program Facilities)

The AAS Program will inform children, youth, and their Parent/Guardian(s) or legal guardians prior to the disclosure of confidential or private information. (COA Accreditation Standard CYD-AYD 17.05)

There are some circumstances under which identifying information needs to be shared -

- Program staff and the “need to know”.
 - To ensure the health and safety of children with special needs, teachers, caregivers, and other program staff who interact with the children should be informed of the identities of children with special health concerns on a “need to know” basis.
 - staff that prepare and serve food should be fully aware of which children have food allergies and what each child is allergic to. Staff members who monitor the children should be aware if any children are allergic to bee stings, or if any children have a chronic condition which warrants especially close monitoring during play (such as epilepsy, or diabetes treated by insulin injection).
 - Primary staff and substitute staff need to know if any children in care have been prescribed medications, for what reasons, and what the possible side effects are, since they are likely to be monitoring the child.
 - If a family is working with an outside agency, and a worker is coming into the AAS Program, the family will be asked to sign a Confidentiality Release form for the AAS Program staff to communicate with the outside agency staff in regards to the care of the child.
 - The AAS Program is legally or ethically permitted or required to release information without Parent/Guardian(s)al consent in the case of being court ordered, outbreaks of reportable illnesses to the Maine Center for Disease control (17.4.2.3 Rules for the Licensing of AAS Program Facilities) , which during such reporting, identifying information about the affected child, including name, age and how to contact the family has to be provided to Maine Center for Disease Control or reporting child abuse / neglect. In calling Child Protective Services to make the report, the intake process requires disclosure of the child’s name, address, Parent/Guardian(s)'s or guardian’s name and possible additional details. In this situation the child’s safety and welfare come before the family’s right to confidentiality.

**IF YOUR CHILD HAS AN ALLERGY WE WILL NEED A
NOTE FROM THE DOCTOR TO KEEP ON FILE**

Your Opportunities

The AAS program will provide and continue to develop a number of opportunities for both students and families. Some of these opportunities include:

FOR STUDENTS

FIELD TRIPS

Students will have the opportunity to experience music outside of the classroom by attending concerts, special events, and community performances throughout the year at various venues in the community and in the future beyond. These field trips will expose students to a wide range of art in order to inspire them. The AAS Program Director will inform you in advance of upcoming field trips and details regarding date, time and location.

PERFORMANCE OPPORTUNITIES

At select times throughout the year, students will have the opportunity to perform for their families, peers and members of the local community. These performances will include orchestra concerts, recitals, and community events. **We encourage you, your family and friends to come to these performances and share in the wonderful sense of pride and accomplishment that they foster in each student.** The AAS Program Director will inform you of the date, time and location of each performance that occurs. Typically there will be a meal that accompanies these performances, concerts, or performance parties at no cost to YOU! :)

FREE INSTRUMENTS

AAS provides instruments to its music students free of charge, on a loan basis, but all instruments will remain at the Snow Pond campus unless special circumstances arise. Before receiving an instrument, each student and his/her Parent/Guardian(s) must read and sign an Instrument Care & Contract Agreement. This form provides instructions on how to care for the instrument, and both students and Parent/Guardian(s) must agree to uphold the conditions in the agreement. If your child accidentally damages or loses his/her instrument, please inform your child's teacher immediately. The AAS Program Director will make arrangements to repair or replace the instrument. We will also provide reeds, cleaning materials, and other instrument needs for your student.

Parent/Guardian Opportunities

MUSICIANSHIP CLASSES AND WORKSHOPS

Parent(s)/Guardian(s) and guardians will have opportunities throughout the year to participate in Parent(s)/Guardian(s) musicianship/recreational/enrichment Program classes and special workshops. Parent(s)/Guardian(s) will be notified about these opportunities throughout the year by the program director. There will also be opportunities to listen to special guest performances alongside your child. We encourage the interaction as we are all on the same path of individual and group success.

FAMILY MEALS

Believe it or not, your family's eating habits can have a profound effect on your child's success. The routine of preparing and sharing meals regularly creates a sense of family togetherness and unity. This is not only true of your family but for the relationships at the AAS Program. Through sharing in a meal we get to talk, share, and get to know one another in order to help develop a shared unity over each child, family and staff member, and the developing aspects of the program. Most meals will be before performances but we have scheduled some to just get to know each other.

We have 2-3 dates for Family Meals, and are planning on three more to come.

Dates for Family Meals are TBD! Mark your calendars.

We will be having other opportunities as the year unfolds!

Our Staff

TEACHING PHILOSOPHY

The AAS staff includes administrators and teachers from both Snow Pond Center for the Arts and from the local area schools and communities. Members of the staff come together frequently to share ideas and ensure that they are providing your child the highest quality of instruction and support.

Some of the teaching philosophies that all of our staff follow are:

FAIR FIRM FRIENDLY

- Fostering the idea that an orchestra/music program is a community where everyone supports each other
- Holding high expectations in musical and academic excellence for each child and family group
- Developing the whole child, not only as an artist, but as a citizen and scholar
- Providing a flexible, fun, and safe learning environment
- Recognizing that every child/family is an asset and brings different and unique strengths
- Understanding that education can provide empowerment, liberation, and pride
- Believing that music and art can be powerful agents of social change

AAS FAMILY

The staff from the AAS family share the belief that every child, regardless of race, age or income level, deserves access to exceptional and high quality programs. With a strong commitment to youth education, they are constantly seeking ways to enrich the lives of your children and others in the community.

ADMINISTRATION

The AAS administration is here as a resource for you and your child. Please contact us with any questions, concerns, ideas and suggestions.

Music Educators: Highly qualified performing musicians and music educators with a vested interest in community work. Teachers are also qualified and receive professional development training and are observed and evaluated on a frequent basis to ensure they are providing your children with the highest quality music and enrichment instruction.

AAS EDUCATORS/RECREATION COORDINATORS: The AAS Educators/Recreations Coordinators are practicing educators dedicated to instilling a passion for learning and engagement in your child. These people will connect with you and your child's school to fully understand their academic/enrichment and recreational needs.

Program Policies

AAS embodies the core values that are at the heart of all Snow Pond's programs: respect, responsibility and support. Students will be expected to uphold certain expectations based on these values while in the program, including:

CLASSROOM EXPECTATIONS

- Respecting others by listening actively, staying quiet when others are speaking, and talking and playing at the appropriate times,
- Respecting their instruments and classroom space
- Bringing a positive attitude readiness to learn
- Maintaining responsibility for learning
- Supporting their teachers by following directions and instructions
- Supporting their peers by acting as mentors

ATTENDANCE POLICY

AAS provides high quality music education, academic/enrichment support, and recreational time. We expect our students and families to try and commit to coming to our program on all required days (See schedule).

EARLY RELEASE DAY POLICY

On these days when school is released due to bad weather, other reasons or when weather is the cause of school closing early we also reserve the right to close earlier than 5:30 p.m. if the weather becomes severe enough. In this case, if the decision to close early has been made, we will call the Parent(s)/Guardian(s).

LATE PICKUP POLICY

It is critical that your child gets picked up on time every day, out of respect for our faculty and program. If your child gets picked up late, they will get a warning. After the third warning, a Parent(s)/Guardian(s) meeting will be scheduled to determine if the child can continue in the program.

POLICY OF NON-DISCRIMINATION

AAS admits students of any race, religion, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our center. It does not discriminate on the basis of race, religion, color, national or ethnic origin or disability in administration of its educational policies, financial aid programs, athletic, or other administered programs.

ANTI-DISCRIMINATORY POLICY (Statement of Inclusion)

It is our policy to serve all children to the best of our ability. We will work within reasonable accommodations to include all children with special needs in the program. However, if your child(ren) needs a one-on-one specialized support person, we are not trained, nor do we have the staff to cover this need. AAS Program Licensing requires we maintain a certain child to staff ratio.

The child's start date may be delayed so that AAS Program Director can obtain additional information and assist the family in trying to obtain outside services.

We respect diversity in families and adhere to our non-discriminatory policy. Enrollment is open to any child when there are available slots, but keep in mind that this type of programming might not fit all children's needs. A determination will need to be made by the Parent(s)/Guardian(s), and AAS Program Director before enrollment is advised.

METRICS

Arts After School Program is committed to providing your child(ren) and family with an excellent program. In order to do so we are gathering a team of neuroscientists, teachers, interns, and administrators to gather information from home, school, and at the AAS Program to make sure we are bridging all the gaps. In order to do so Parent(s)/Guardian(s) will be provided with a written consent to communicate with the child's school.

Be assured that this information is confidential and will be utilized to make sure all students are getting the best.

RIGHT TO REFUSE SERVICE POLICY

AAS reserves the right to refuse service for the following reasons:

- Failure of Parent(s)/Guardian(s) or child to follow the AAS Program policies and procedures.
- Parent(s)/Guardian(s) or child(ren) are physically or verbally abusive to staff and/or other children.
- Failure to pay fees as scheduled.
- Failure to provide updated information and records.
- Parent(s)/Guardian(s) are consistently late in picking up their child.
- If a child has needs that require services that are beyond reasonable accommodations for the AAS Program.
- When the AAS Program Director, at his/her discretion, believes that the continued service is not in the best interest of the child and/or agency.

PAYMENT POLICY

When you enroll your child you **MUST** pay for the first week. Once care has started, weekly payments are due the **Friday prior** to the week attending. Payments can be made in person, or sent by mail and be made out to Snow Pond Center for the Arts. Payments can be made by the week, the month, or the year.

You are obligated to pay for those days regardless of whether your child attends or not.

We **DO NOT** intercede with separated or divorced Parent/Guardian(s) for payments. The Parent(s)/Guardian(s) who enrolls the child in AAS Program is expected to pay for care. If Parent(s)/Guardian(s) alternate custody and the child is in AAS Program each week, **BOTH Parent(s)/Guardian(s) MUST fill out enrollment forms**. Please let us know if you need another enrollment form. Financial responsibility for the care of a minor child outlined in separation or divorce agreements is independent of office policy and management.

FINANCIAL AGREEMENT

You are required to pay by the Friday prior to week attending. You have contracted for the total school year weeks and are obligated to pay each week. A reminder notice or phone call will be made if payments are not received in a timely manner. After this point if payments are not made your child may not be able to continue in the AAS Program. ***If you are two weeks behind in your contracted payment your child may not be able to attend, and/or a fee of \$25 for each week the payment is late may be added to the amount.*** Please contact the director as soon as you know you are having a problem, and we will work on trying to find a solution together.

WITHDRAWING FROM THE PROGRAM

Withdrawing from the program requires a two (2) week notice in writing, in order for us to stop charging you for the rest of the year. It is your responsibility to notify us in the AAS Program Office.

SUBSIDIZED AAS PROGRAM

For assistance, individuals need to contact the State of Maine Department of Health and Human Services Office of AAS Program Subsidy Program (formally known as the Voucher Program) first to see if they are income eligible for this program first before applying for financial assistance through the Snow Pond Center for the Arts Financial Assistance Program. Their offices are located at 2 Anthony Ave. in Augusta or call them at 1-877-680-5866.

It is your responsibility to complete all the necessary paperwork before the AAS Program begins and attends. You are responsible for the whole amount of the program until eligibility is determined.

ASPIRE and TRANSITIONAL Parent(s)/Guardian(s)s must bring in their AAS Program packet(s) from the DHHS and complete the payment authorization release form allowing the payments to be directly deposited into our account. TRANSITIONAL Parent(s)/Guardian(s) must supply the amount of their Parent(s)/Guardian(s) co pay to the AAS Program office staff. ASPIRE Parent(s)/Guardian(s) must bring with them a AAS Program packet from Aspire to us and we will confirm eligibility. **Until verification of these benefits, Parent(s)/Guardian(s) are responsible for paying the full weekly child care fees or Parent(s)/Guardian(s) will have to wait to start the program until eligibility has been determined.**

CHILDREN IN FOSTER CARE- DHHS caseworker must sign the enrollment paperwork. Must supply the child's Medicaid (A number) so we can create an invoice to bill DHHS for care.

Please Note:

It is the Parent(s)/Guardian(s)'s responsibility to have all the necessary paperwork completed and submitted to the proper agency. The subsidy must be approved before care can begin OR until it is approved. Parent(s)/Guardian(s) will be responsible to cover 100% of the weekly AAS Program fee. Parent(s)/Guardian(s) are required to provide our office with written notice of approvals and weekly Parent(s)/Guardian(s) fees if applicable.

WELLNESS POLICY

The purpose of this policy is to provide AAS participants and staff with guidelines and opportunities to promote healthy lifestyles. Good health and wellness increases productivity, reduces negative behaviors, and leads to academic success and good health outcomes.

The Arts After School Program utilizes the 5210 Let's Go! Program messages and guidelines to support healthy behaviors.

The 5210 Let's Go! Guidelines are:

5 or more servings of fruits and vegetables each day
2 hours or less of recreational screen time
1 hour or more of physical activity
0 sugary drinks, more water &; low-fat milk

The AAS Program support your child's healthy food choices by:

- Gently encouraging children to try fruits and vegetables and giving positive reinforcement when they do.
- Role-modeling positive behaviors by eating fruits and vegetables in the presence of the children.
- Observing and supporting hunger and fullness cues.

- Providing opportunities for nutrition education for Parent(s)/Guardian(s) and staff by placing important documents in our Parent(s)/Guardian's area.
- During celebrations our program will offer fruits, vegetables and other healthy, low-fat foods.
- Not using food as a reward.
- Providing good nutrition for your child is a partnership. The child care program is asking for your support:
 - For packed lunches, please include fruits and/or vegetables.
 - For special occasions, please send healthy foods (see the recommended food list provided by AAS Program.)
 - Soda and sugary drinks are not allowed in the program. Water, low-fat milk or 100% juice are required.

The AAS Program understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will have the children leave any electronic devices in their bags while at the AAS Program.

The child care program understands that active play is important for healthy growth and development of young children. Because of this:

If weather is permissible, all children will go outdoors for recreational time. When weather is not permissible, children will do recreational time inside. Please make sure that your child has appropriate sneakers or boots proper footwear for recreational time. You can bring an extra set of sneakers to put in the child's cubby.

*Rules for the Licensing of Child Care Facilities (15.2.3) requires that all children shall have a minimum of thirty minutes (30) minutes outdoors each morning session and each afternoon sessions of more than three and one half (3 1/2) hours or more, weather permitting.

The child care program understands the importance of providing age appropriate food and beverages and because of this:

We will only serve low-fat milk or water and 100% juice on occasion.

Water will be available to children at all times.

We will take into consideration all food allergies for the above.

The AAS Program is committed to our children's health and good nutrition. We recognize the importance of the staff as a positive role model for the children as they learn to live healthy lives. Therefore:

- Staff will not drink hot coffee/tea, soda and sugary beverages in front of the children
- During functions or meetings at the program we will permit water, low-fat milk and 100% fruit juice. No soda or sugar-sweetened beverages will be allowed.

- All food for group snacks or nutrition projects must be purchased by the AAS Program, not by individual staff members, for consideration of food allergies and safety.
- With the exception of fresh fruits and vegetables, all food must be commercially packaged, fresh to date, stored and prepared per safety measures.
- All food used in nutrition projects must be prepared onsite to ensure proper food safety and to reduce liability risk of foodborne illnesses.

In the event that Parent/Guardian(s) choose to provide their child's own snacks and/or lunch we ask that candy, gum, soda or what is generally classified as "junk food" is not brought in. Any special dietary needs will be the parent's responsibility. The parent should discuss this matter with the Childcare Director at the onset of the program.

In the event that the AAS Program has a child enrolled who has a severe life threatening food allergy to peanut butter, peanuts, and tree nuts, we would ask the Parent/Guardian(s) of all children in the program to provide lunches/snacks that are nut free.

When sending lunches from home refrigeration is available. Microwaves are not available. Please do NOT include soda or candy in your child's lunch.

Please make staff aware of any food allergies your child has.

CHECKING IN AND OUT OF CARE POLICY

Most children will be transported to the facility and checked in by staff, however if bringing your child into the program PLEASE make sure you WALK with your child into the building and come sign your child in. PLEASE DO NOT just drop off your child outside the door, as every child needs to be signed in and out by a Parent(s)/Guardian(s).

When picking up your child you MUST come in and sign your child out. Parent(s)/Guardian(s) need to sign the child out and not the child themselves. This is considered a legal document and can be used in some cases to show a child was in attendance.

We ask when picking up your child please refrain from being on your cell phone. Staff may need to talk to you regarding your child or give you information.

Identification will be asked for until the staff get to know the Parent(s)/Guardian(s). Whereas we require a child to be signed in and out, children may not walk home from the program unless accompanied by an adult.

If your child is being picked up by someone other than you, make sure you have notified the AAS Program staff AND the office. If staff is not aware that someone other than yourself is picking up your child and they are NOT on the authorized pick up list of persons the child WILL NOT be allowed to leave with that person. Also, please advise this person that

identification is required. Persons bringing in or picking up children must be 18 years of age.

IMPAIRMENT POLICY

The intent of this policy is to ensure a child's safe trip home from the AAS Program. A child's safety is of primary concern to the staff at the AAS Program. This concern extends through the release of the child to his/her Parent(s)/Guardian(s) at the end of each day. Therefore, for the protection of the children, the following procedures have been developed regarding the release of children to Parent(s)/Guardian(s) who show signs of impairment and who may not be able to safely drive a child home.

If a Parent(s)/Guardian (s) arrives to pick up a child and exhibits behavior such as slurred or incoherent speech, difficulty walking, or other unusual behaviors that may indicate substance abuse, staff will take the following action:

1. A member of the AAS staff will inform and discuss concerns with the Parent(s)/Guardian(s).
2. The staff member will inquire as to the Parent(s)/Guardian(s) intended means for transporting the child home.
3. If the Parent(s)/Guardian(s) intends to drive, the staff member will encourage the Parent(s)/Guardian(s) to consider alternatives like calling a friend or relative.
4. If the Parent(s)/Guardian(s) insists on driving in an impaired condition, the staff will inform the Parent(s)/Guardian(s) that they will call the police with the name of the driver and passengers, vehicle information, and our concern that the child is in danger. A call will also be made to the Department of Health and Human Services.
5. The staff member will telephone the Parent(s)/Guardian(s) the following day to arrange a meeting, which will include the staff to discuss the incident and to review policy.
6. Due to legal consequences, a second incident requiring staff to intervene may result in terminating services for your family.

LATE PICKUP FEE POLICY

A Parent(s)/Guardian(s) is to pick up their child by 5:30 p.m. If you are picking up your child past 5:30 p.m. you can be assessed a late pickup fee of \$10.00 per child for the first 15 minutes after 5:35 p.m. the fee increases to \$1.00 for every minute that you are late.

If it is your first time being late and it is only a couple of minutes, staff will issue you a warning. If the first time you are over 10-15 minutes late you will be charged the late fee.

Staff will issue a late pick up form at the time of pick up. The late pick is to be paid before your child attends the next day.

At 5:30 p.m. staff will begin to contact Parent(s)/Guardian(s) and at 5:35 p.m. staff may begin to try emergency contacts. If by 6:00 p.m. no one can be reached the police department along with the Department of Health and Human Services, Child Protective Dept. may be called and the child could be turned over to their custody.

After 3 late fees your AAS Program services could be terminated.

TAX STATEMENT POLICY

Due to the number of families we serve, we do not automatically send out year end AAS Program Tax Statements. Upon request you may obtain a copy of your account journal for tax purposes. Please give a 4 week notice.

PARENT(S)/GUARDIAN(S)/STAFF COMMUNICATION POLICY

It is important for Parent(s)/Guardian(s) and the AAS Program staff to maintain open communication at all times. Newsletters and other notices will be sent home with your children to keep you aware of activities and other information you need to be aware of. Please keep staff informed of any changes in your child's life that may affect him/her. Please keep all contact information current.

PARENT(S)/GUARDIAN(S) CONFERENCE POLICY

Parent(s)/Guardian(s) Conferences will be held the second full week of October and the second full week of May. Sign up sheets will be located near the front desk. This is an opportunity to discuss your child's progress, behavior, social, and physical needs.

PARENT(S)/GUARDIAN(S) INVOLVEMENT POLICY

Parent(s)/Guardian(s) and family are welcome to observe at any time and to be involved in the programs upon scheduling a prior appointment/or on approval of the Program Director. Parent(s)/Guardian(s) participation sends strong, positive messages to your child that you support them and are part of the child care environment. We just ask that you understand

the need to make the program structured and with the ability to be predictable for the students.

This is NOT the same as using the AAS Program Sites for non-custodial Parent(s)/Guardian(s)s to come visit their children or for COURT ORDERED SUPERVISED visits with your children. WE are UNABLE to accommodate such visits.

There are many levels of Parent(s)/Guardian(s) PARTICIPATION and we appreciate that time is of a premium for all Parent(s)/Guardian(s), but we encourage and be willing to accommodate any form of involvement you may desire to assist you and your child, which ultimately benefits the whole program.

It is our thought to develop a Parent(s)/Guardian(s) Advisory Committee for the Quality Rating System, but will need time to develop the program before this is set. This is necessary in gaining input from you, to evaluate our service in accordance with the standards set by the QRS.

All Parent(s)/Guardian(s)s will be advised and welcome to participate in these meetings once we have developed the program. Parent(s)/Guardian(s) involvement could be in the following ways:

- * Attend special activities and functions in the program
- * Volunteer time
- * Suggestions for programming
- * Feedback of service
- * Attend Parent(s)/Guardian(s)/Teacher Conferences
- * Assist with parent night performances(setup, mc,ect)
- * Donations of games, books, arts and craft supplies
- * Coming in and reading to a group of children
- * Write letters of support for grant applications
- * Serve on the Parent(s)/Guardian(s) Committee
- * Sharing a special skill or occupation, etc.

The AAS Program staff sincerely wishes for you and your child to be happy and feel welcomed at the AAS Program Site. Be aware that a three way relationship between Parent(s)/Guardian(s), staff and the child exists in this setting.

FAMILY QUESTIONNAIRE POLICY

Questionnaires are distributed during the school year and summer. Feedback from the surveys helps us identify areas of strength and those areas needing further attention.

We would also like to have a copy the latest testing and/or report card for your child(ren) by the end of October. Even if it's for last year.

AAS PROGRAM ADVISORY COMMITTEE POLICY

It is our hope to develop an AAS Program Advisory Committee where a group of Parent(s)/Guardian(s), and staff will work together to provide a high quality AAS Program for families with school age children. They will provide advice to the Director of the AAS Program in planning, designing and reviewing programs. They will give the AAS Program Director feedback that will include identification of program strengths, recommendations for program enhancement and a plan for implementing recommendations, and technical assistance to support the implementations. The plan is to have the committee meet 4 times a year and if need be set up a special meeting. If you are interested in serving on the Committee please contact the Program Director.

VOLUNTEER POLICY

Volunteers are used to enrich our programs by allowing us to expand our services and activities.

Anyone interested in volunteering should contact the AAS Program Director or staff to discuss the opportunities. Volunteers must be at least 17 years old, otherwise they are considered to be part of the program and staff ratios are affected. All volunteers must out a volunteer application and have a state background check completed.

FIRE DRILL POLICY

Licensing rules of Children's Day Care Facilities require Fire Drills to be conducted at least once a month for all children and adults present using at least two (2) means of exit.

ABSENCES AND MESSAGE POLICY

Please call the Expanding Living Center Office as soon as possible if your child will be absent from the program for any reason, even if you remove the child from school. This is VERY important so we do not spend valuable time trying to locate any children who are expected to attend but who do not show up on days they are registered. If no message is

received about an absence, and the child does not attend on a regular scheduled day, we will make every reasonable effort to locate the child and will contact the Parent(s)/Guardian(s).

SITE CELLPHONE NUMBER POLICY

The AAS Program has a cell phone for emergency usage during the AAS Program.

You may contact the AAS Program Staff for an emergency situation. The phone will be on during the hours of the program.

If you are going to be late picking up your child it is your responsibility to contact your emergency person(s) to pick up your child. In the event that you cannot reach an emergency pick up person, you can telephone the AAS Program stating that you will be late. You may be charged a late pickup fee.

You need to keep calling until you speak to a AAS Program staff person. There are times when a cell phone will not make a connection and therefore your voice mail will be delayed for a long period of time. As a result, the AAS Program staff person will not have received your message.

Do NOT call the Site cell phone to notify the staff that your child will not be attending the program for the afternoon or morning. Call the AAS Program Office.

During the summer you may call directly to the AAS Program Office to let them know that your child is not attending for the day. This is extremely helpful on excursion days

**YOUR CHILD'S SAFETY IS OF THE UTMOST IMPORTANCE TO US DURING THIS PROGRAM.
IF THERE IS AN EMERGENCY WE WILL CONTACT YOU WITH INFORMATION.**

We have established this line of communication for you in the event of an emergency, however, please reserve this usage for emergencies only.

CELL PHONES FOR CHILDREN DURING AAS PROGRAM POLICY

We will not permit the AAS Program children to use their personal cell phone during the AAS Program.

All personal cell phones must be off and kept in a backpack or purse during the AAS Program. If a Parent(s)/Guardian(s) needs to contact their child and/or AAS Program staff they must use the AAS Program cell phone.

Children will be permitted to use the site cell phone if they need to make an emergency call to their Parent(s)/Guardian(s).

CLOTHING AND ATTIRE POLICY

Children should be dressed in casual, comfortable clothing that allows them to explore and play without fear of getting dirty. Clothing that is appropriate for the weather should be kept at the AAS Program site. We recommend a warm jacket, snow pants, hat, mittens, and boots in winter; sun hat and long sleeved cotton shirt in summer; an extra sweater or jacket for spring and fall.

When boots are worn, please make sure that your child has shoes at the AAS Program. In the summer when the children like to wear sandals or “flip-flops” they still need to have sneakers to participate in sport activities. If a child does not have the appropriate footwear they will NOT be allowed to participate in any gymnasium or outside sports activities.

Accidents can happen, so we like to keep an extra set of clothing at the child care site. To help keep everything organized and to minimize losses, please label bags containing your child’s possessions.

Note: It is your Child’s responsibility to keep track of their own personal property, so please remind them, what they take to AAS Program should come home with them.

SCHEDULED PERFORMANCE POLICY

Performances will be built into the program on a monthly basis, as soon as the children participating in the program have a good grasp on the foundations of music theory and the recorder. Performances are an important part for children to show their skills and gain confidence. When the children move to orchestra instruments a schedule will be sent out to provide time to plan for Parent/Guardian(s) participation.

DRESS CODE FOR PERFORMANCE POLICY

For each concert, the students are asked to wear standard concert dress, which is a white shirt/top with a black skirt or pants. If you do not have these items please contact a staff member for assistance.

MEDICATION POLICY

If your child has medication that must be taken during AAS Program hours the Parent(s)/Guardian(s) must sign be present to administer the medication

Staff cannot administer the medication for you or your child, so we encourage you to make sure that all medication that your child must take is administered while in your care. Children will not be permitted to carry or self administer any medication at AAS Program. This includes both prescribed and over the counter medications. If your child has an inhaler for asthma staff still needs to oversee the use of it.

ASTHMA POLICY

To help us provide the best asthma care for your child, please complete an Asthma Treatment Plan.

This form should be completed in consultation with your family doctor and returned immediately. To keep our records up to date please send us written advice of any changes to your child's asthma management plan. At the time you return the completed Asthma Record Card, please demonstrate how to administer your child's medication.

If your child needs an inhaler at the program please inform staff immediately.

HEALTH PROCEDURE POLICY

The following health policy must be strictly adhered to in order to ensure that all children are in a healthy environment. Children may not attend the program if:

- * The child has strep throat which has not yet been treated with an antibiotic for 24 hours.
- * The child has any rash associated with fever or symptoms of illness
- * The child has an oral temperature of 100 degrees or greater
- * Persistent vomiting and/or diarrhea exists in the 12 hours before the child comes to AAS Program
- * The child has impetigo with less than 24 hours of treatment with an antibiotic
- * The child has not attended school that day due to illness
- * The child has head lice
- * The child has pinkeye untreated by a physician

If your child is sick or not attending AAS Program, please call the AAS Program Office, NOT THE JUST THE CHILD'S PRIMARY SCHOOL.

Parent/Guardian(s) will be contacted and required to pick up the child from AAS Program if the child has:

- * An oral temperature
- * Vomited once
- * Liquid stools
- * Uncontrollable and persistent cough
- * Appearance of acute illness or complaint of pain
- * Any other apparent symptom of illness

Until the Parent(s)/Guardian(s) or authorized pickup person arrives, the child will be excluded from activities with the other children. The child will rest in the “quiet area” secluded from the main program area. The Parent(s)/Guardian(s) or authorized persons are to pick up the child as soon as possible.

EMERGENCY MEDICAL CARE POLICY

The emergency medical forms completed by the Parent(s)/Guardian(s) or guardian at the time of registration will be utilized in handling the emergency medical care of children. It is the Parent(s)/Guardian(s)’s responsibility to update these forms with any changes desired or deemed necessary.

When necessary the AAS Program Staff will perform immediate first aid treatments. Parent(s)/Guardian(s)s will be informed of injuries NOT of a serious nature at the time the child is picked up and will be asked to sign an injury report. The report will be kept in your child’s file.

For accidents in need of emergency care, 911 will be called and the Parent(s)/Guardian(s)/guardian will be contacted immediately after. If Parent(s)/Guardian(s)/guardian cannot be reached, AAS Program staff will refer to the emergency names and numbers supplied on the application.

Parent(s)/Guardian(s)s are responsible for providing medical insurance covering injuries for the participation in the AAS Programs. Snow Pond Center for the Arts is NOT responsible for doctor, emergency medical or other bills incurred as a result of an accident during AAS Program or summer hours.

REMINDER: Please keep your authorized pick up list and emergency contact information current and up-to date with the AAS Program Office.

Also, keep the office informed if you make any changes regarding your personal contact information (i.e. home, work or cell number, current mailing address, and email address).

IF YOUR CHILD HAS AN ALLERGY WE WILL NEED A NOTE FROM THE DOCTOR TO KEEP ON FILE

**ALSO BE AWARE THAT IN SOME CASE WE MAY NEED TO LET OTHER STAFF MEMBERS
KNOW OF YOUR CHILD'S ALLERGY FOR SAFETY ISSUE FOR YOUR CHILD**

LICE POLICY

Periodic "lice" checks will be done in the AAS Program. If a child is found to be infected with lice, AAS Program staff will handle the child sensitively and tactfully. Parent(s)/Guardian(s) of a child with lice will be called and asked to remove their child from the AAS Program setting. We ask that the child not return to AAS Program until they are "nit" free. Notification will be given to all Parent(s)/Guardian(s) if lice have been found on site.

TICK POLICY

Staff will remove ticks and follow proper first aid measures as long as the tick head is NOT already embedded. Parent(s)/Guardian(s) will be called and notified of the situation and will be given the option to come remove the tick themselves, authorize AAS Program staff to remove it and/or seek medical attention.

SUNSCREEN POLICY

Please send sunscreen with your child, especially if your child has sensitive skin. The staff will make sure children have sunscreen on when they are outside. If you do not want sunscreen on your child, please let us know, in writing.

The first excursion for the summer, when the children have not yet been exposed to the summer sun, it is extremely difficult to keep the children from getting sunburned. Staff takes every precaution in keeping your child from receiving sunburn. If your child(ren) has severely sensitive skin, PLEASE make staff aware of it. We recommend...SPF 30 or above for sunscreen along with zinc products for the children's nose and cheek areas.

On excursion days, please send an extra shirt and hat/visor for your child to wear when they are not swimming.

PERSONAL ITEM POLICY

Please label all of your child's clothing. Your child is responsible for keeping track of his/her own belongings. We have a lost and found table in the lobby of the each AAS Program site.

We ask that children do NOT bring toys or special items from home unless they have permission.(from parents or staff?)

TOYS FROM HOME POLICY

“Toys from home” is a privilege allowed at Child Care as directed and supervised by staff. Child Care is NOT responsible for lost or damaged toys from home and therefore children/families are taking the risk by sending any valuable items to child care. Any personal items must be labeled in permanent marker with child's name. Child Care staff reserves the right to limit or take away approved “toys from home” play time based upon child care schedule or children's behavior. Please note that absolutely NO trading of toys from home will be allowed! We will not discourage children from sharing toys from home, but please understand child care staff is not responsible for any damage to personal toys as a result of sharing. For further information please see Directors.

Please review the list below of toys from home NOT allowed at Child Care:

*ALL ELECTRONIC DEVICES/TOYS

*ALL types of trading cards (Yu-Gi- oh, Pokémon, etc)

*Bakugan balls or cards

*BEYBLADES

*Any form of pretend weapons

*Make up, nail polish or hair products

EXCURSIONS (FIELD TRIPS) POLICY

We will be planning excursions during the year. Permission slips are filled out every time the children leave the AAS Program site. We try to consolidate the slips so you do not have to sign too many of them. During the summer, please have your child wear his/her camp shirt on any day they are scheduled to go on an excursion. All children attend. If for some reason you do not want or they can not attend, you will have to make other AAS Program arrangements for that day. Guidelines state we must maintain a 10:1 ratio; this requires that all staff members attend the out of town excursions.

During the summer the busses leave by a certain time, so please bring your child EARLY to make sure you do not miss the bus. Once the busses leave ALL staff are gone from the AAS Program site and there is no one left behind to take care of your child.

Some of the trips may be free but some will require an admission fee. When providing the money for the fee, we ask that you pay in cash.

CHILD ABUSE POLICY

Protection of the child, not punishment of the Parent(s)/Guardian(s), is the goal of the law. In the vast majority of cases, the best way to help the child is to help the family. Supportive social services for the Parent(s)/Guardian(s) and the child can usually keep the family together. Troubled families may need help in coping and a report can be the first step in rehabilitative services to preserve families.

If there is a strong reason to suspect that a child has been abused or neglected, All staff are mandated by law to contact D.H.H.S., Child Protective Services, a specialized social service to protect children when their families cannot.

Our concern is the safety of the children. It is not our intent to falsely accuse any person of abuse or neglect.

BEHAVIOR PROCEDURE POLICY

The AAS Program follows a children's behavior procedure in order to provide for the safety of each child and the AAS Program staff in attendance.

A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the AAS Program by:

- * Requiring constant one-to-one attention
- * Inflicting or threatening physical or emotional harm to a child or children
- * Physically or verbally abusing a child or children and/or the staff
- * Destroying program material and/or facilities
- * Leaving the program without permission or without an authorized pickup person
- * Using profanity
- * Suspension from the regular school program
- * Not conforming to the rules and guidelines of the program

* Requiring physical restraints to keep them safe or from hurting other children/staff

It is the AAS Program's goal to resolve behavioral problems by working with the child(ren), Parent(s)/Guardian(s) and AAS Program staff through effective communication and correct behavioral management techniques.

When a discipline problem occurs a behavioral sheet is filled out by the staff and Parent(s)/Guardian(s) are asked to sign it. Continued difficulties will result in a conference between Parent(s)/Guardian(s), staff, and the AAS Program Director. If the problem is not resolved or is of a severe nature, a child may be suspended or terminated from the AAS Program. The AAS Program follows the zero tolerance procedures set forth by the public school district for children and Parent(s)/Guardian(s).

Parent(s)/Guardian(s) will be financially responsible for any destruction/defacing to a facility or its equipment by their child(ren). IF a child is suspended for any period of time, Parent(s)/Guardian(s) are responsible for paying for the time period the child is suspended for.

DISCIPLINE POLICY

If a child is disruptive in class, the educator will address the behavior as she/he deems appropriate to create a positive learning environment.. Hopefully, addressing negative behavior with the student will decrease the chances of the behavior happening again. Behavior will addressed in the most productive, positive way possible for the child. If, however, the behavior continues, an educator may separate the child from his/her peers within the classroom or excuse the child from the class so that an effective learning environment can be recaptured.

Examples where a child would be excused from class include but are not limited to

- Distracting classmates from learning
- Hurting themselves or someone else
- Destruction of property (AAS or Personal)

We understand that a child may be having a difficult time or going through a phase. We are committed to working with families to resolve each issue.

In each case that a child is separated from his/her peers or dismissed from class for creating interference with the teaching of a lesson, the educator and the student will meet to discuss the situation that precipitated the dismissal. If that behavior persists, or if other behaviors occur that inhibit the teacher from teaching, the Parent(s)/Guardian(s) will be contacted and a meeting with the student, his or her Parent(s)/Guardian(s), and the appropriate AAS Program personnel will be scheduled.

In an instance where a child's behavior is inappropriate or disruptive s/he will complete a Responsible Decision Making Contract that describes the unacceptable behavior, the core values that were violated, plans to correct the problem and consequences. The contract requires the signatures of AAS Program personnel and/or administration, the child and his/her Parent(s)/Guardian(s).

Discipline should be a learning experience for children that contributes to their understanding of what we expect of them.. AAS Program staff, with Parent(s)/Guardian(s) involvement, needs to consider the individual needs, strengths, and temperament of each child and set goals that are achievable for the child. The best way to serve each child is for the Parent(s)/Guardian(s) to communicate their insights into the causes of behavior problems, the effects of current discipline methods, and their feelings about what is happening.

AAS Program staff employs discipline that is consistent, positive, fair, and firm. Staff teaches self-control, problem-solving and safe ways to release anger and other feelings. Staff sets rules and limits for a safe learning-play environment and strives to prevent misbehavior. When offering guidance, staff focuses on the behavior rather than the child to promote self esteem.

The AAS Program prohibits negative approaches to behavior management, including, but not limited to:

- a. Corporal punishment
- b. Aversive stimuli
- c. Withholding nutrition or hydration
- d. Inflicting physical or psychological pain
- e. Demeaning, shaming, or degrading language or activities.
- f. Unnecessarily punitive restrictions.
- g. Forced physical exercise to eliminate behaviors
- h. Punitive work assignments
- i. Punishment by peers
- j. Group punishment or discipline for individual behavior

For specific discipline problems a plan will be set up between the AAS Program Director, Educators, Parent(s)/Guardian(s) and the child to enable success at the AAS Program. When

developing the plan, it is in the child's best interest for Parent(s)/Guardian(s) and staff to have consistent attitudes and expectations for behavior.

If your child already has a behavior plan in place throughout the school day we recommend extending the plan to include ALL AAS Programs they are enrolled in. Please inform staff if there is already a plan in place and supply us with a copy.

SUSPENSION AND TERMINATION POLICY

Staff will work in every way possible to enable a child to remain in child care. However, when a child's behavior is consistently a problem, the following steps are taken:

Parent(s)/Guardian(s) conference/Behavior sheet: A Parent(s)/Guardian(s) conference will occur on the day of the problematic behavior where staff and Parent(s)/Guardian(s) will develop a solution together to improve the child's behavior. A behavior incident sheet will be completed and a copy kept in the child's file.

Short Term Suspension from program: If a child continues to exhibit unacceptable behavior, a one - three day paid suspension will be given.

Termination from the program: In the case of continual behavior problems, when the child's behavior has not improved and doesn't seem like it is going to, termination from the program may be the only option left.

Immediate Termination: Will result if a child threatens to KILL, physically attack a staff person or another child or there is serious destruction of property - NO EXCEPTIONS!

NOTE: Should a child's behavior be determined to be physically dangerous to him/her or others, the child will be suspended immediately and depending on the nature of the behavior a Parent(s)/Guardian(s) conference may be required before the child can return to the program. *The decision for reinstatement into the program is solely decided by the AAS Program Director. *Parent(s)/Guardian(s)s are responsible for paying for the time the child is suspended for.

Our goal is for all children to attend the AAS Program and have a positive experience. We realize that some children do not adjust to our program structure and we cannot meet their needs. If we have to make the decision to terminate a child from AAS Program, a Parent(s)/Guardian(s) conference will be scheduled and we will make a recommendation that you place your child(ren) in a different setting.

BEHAVIOR DISCIPLINE NOTICE TO PARENT/GUARDIAN(S) POLICY

Your child is entitled to an environment that fosters good feelings and sound judgment from staff as well as other children. When disruptive behavior is chronic and requires constant attention from staff, dismissal may occur. It is program policy to notify the Parent(s)/Guardian(s) that your child has had some difficulties while at child care.

Child's Name: _____ Date: _____

Your child chose to:

- | | |
|--|---|
| <input type="checkbox"/> Not following directions | <input type="checkbox"/> Inappropriate language |
| <input type="checkbox"/> Disruptive Behavior | <input type="checkbox"/> Harassment/Bullying |
| <input type="checkbox"/> Defiant Behavior | <input type="checkbox"/> Teasing |
| <input type="checkbox"/> Aggressive Behavior toward staff or child | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Fighting |
| | <input type="checkbox"/> Bite another child |

Briefly describe the incident and where it took place:

Briefly describe any injury other than mentioned above to other children/staff:

Corrective action needed to prevent reoccurrence:

Consequences:

- Verbal and or written apology
- Sent to Site Supervisor

_____ Lost privilege(s)

Suspension from the AAS Program: Y or N

For the following dates: _____

Due to the nature of this incident, it will be documented and placed in the child's file. If this behavior should continue, your child may be dismissed from the program. The AAS Program Director, along with staff, are willing to work with Parent(s)/Guardian(s) to help children go through any transitions/adjustments that may arise. Please keep in mind that this type of program may not meet the individual needs of every child.

Thank you for working with the AAS Program staff.

Child's Signature _____ Date: _____
Parent(s)/Guardian(s) Signature _____
Date: _____

Staff Signature _____ Date: _____
Site Supervisor _____ Date: _____

STUDENT COMPUTER AND INTERNET USE RULES

All students are responsible for their actions and activities involving Arts After School Programs' computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the district's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents/legal guardians and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The Arts After School Programs' computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Committee policies, program rules and expectations concerning student conduct and communications when using school computers, whether on the AAS Program's property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the Arts After School Programs' computers.

B. Prohibited Uses Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexual in nature, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Students may not use the Arts After School Programs' computers, network and Internet services for any illegal activity or in violation of any Committee policy/procedure or school rules. The Arts After School Program assume no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Arts After School Program assumes no responsibility for copyright or licensing violations by students.
4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
5. Use for Non-School-Related Purposes - Using Arts After School Programs' computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the AAS Program's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Note: Check on PPS requirements -- if such use is allowed, should modify Paragraph #9 to reflect local requirements. Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents/legal guardians are responsible for compensating the Arts After School Program for any losses, costs or damages incurred for violations of Snow Pond's policies/procedures and rules while the student is using program computers, including the cost of investigating such violations. The Arts After School Program assume no responsibility for any unauthorized charges or costs incurred by a student while using district computers.

D. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a program computer. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of Arts After School Programs' computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

Consequences of not following these rules and regulations:

- | | |
|--------------------------|-----------------------------|
| 1 st offense: | Call home |
| 2 nd offense: | Loss of computer privileges |
| 3 rd offense: | Removed from class |

These policies and procedures must be adhered to, and any violations of them will be met with zero tolerance.

- Students must abide by their signed contracts.
- The use of the computer is a privilege, not a right.
- If this contract is broken, the student's privilege will be revoked.

AGREEMENT TO THE RULES AND RESPONSIBILITIES OF COMPUTER AND INTERNET USE AND CONSEQUENCES IS CONTAINED IN THE ENROLLMENT CONTRACT

Arts After School Program Parents/Guardians Handbook

ACKNOWLEDGMENT OF HAVING READ THE AAS PROGRAM HANDBOOK

I have read the Parents/Guardians Handbook and understand the contents. Any questions were directed to the Program Director..

Parent/Guardian Printed Name: _____

Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

Signature: _____

Date: _____

SUMMER ENROLLMENT

TIME TBD

COST \$TBD

LOCATION: 8 GoldenRod Lane Sidney ME

Due to licensing restrictions space is limited during Summer Care. Placement is on a first come first served basis. In order to allow time to get all the paperwork processed for the first week of camp, enrollment are taken up until TBD prior to the week summer care begins. Once the week starts enrollment is for the following week.

We understand schedules may change, but if after your enrollment form is turned into the office you find you need a week of care that was not originally selected, the office needs to know by Friday at Noon. If there is space available, we will accommodate your request.

NEW registration forms must be filled out for summer care programs even if your child is currently enrolled in our school age program.

Payment MUST be made for the first session of camp the Friday prior to camp starting. If payment is not made before Camp begins your child will not be allowed in Camp. The attendance roster only includes those children whose accounts need to be paid and staff will ask for payment.

All policies and procedures of the school run program apply to the summer program except where obviously not applicable.

****SAMPLE SUMMER DAY CAMP SCHEDULE****

Is offered for children who have completed grades 1 - 8. Children will participate in a variety of activities, including playing music, playing instruments, theater, sports, games, science activities, arts and crafts, swimming at the lake, and movies. A 10:1 Child/Staff ratio is maintained.

Children are divided into groups by age. The tentative schedule is below, but subject to change:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
	CHRISTINE/AMY B/MARIAN	AYDEN or ADAM?/AMY B/MARIAN	CHRISTINE/AYDEN or ADAM?/MARIAN	CHRISTINE/AMY B/MARIAN	AYDEN or ADAM?/AMY B/MARIAN				
8:30-9:00	MEET & GREET	MEET & GREET	MEET & GREET	MEET & GREET	MEET & GREET				
9:00-10:00	OUTSIDE REC	OUTSIDE REC	OUTSIDE REC	9:00-10:00 MUSIC GROUP 1	THEATER GROUP 2	OUTSIDE REC			
10:00-10:30	SNACK TIME	SNACK TIME	SNACK TIME	10:00-11:00 MUSIC GROUP 2	THEATER GROUP 1	SNACK TIME			
10:30-11:30	MUSIC GROUP 1	THEATER GROUP 2	MUSIC GROUP 1	THEATER GROUP 2	MUSIC GROUP 1	THEATER GROUP 2	11:00-11:30 SNACK TIME	MUSIC GROUP 1	THEATER GROUP 2
11:30-12:30	MUSIC GROUP 2	THEATER GROUP 1	MUSIC GROUP 2	THEATER GROUP 1	MUSIC GROUP 2	THEATER GROUP 1	11:30-12:30 OUTSIDE REC	MUSIC GROUP 2	THEATER GROUP 1
12:30-1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH				
	CHRISTINE/AMY T/AYDEN	CHRISTINE/AMY T/ADAM or AYDEN	CHRISTINE/AMY T/ADAM or AYDEN	CHRISTINE/AMY T/ADAM or AYDEN	AYDEN/ADAM/AMY T				
1:00-2:30	REC/SWIM	REC/SWIM	REC/SWIM	REC/SWIM	REC/SWIM				
2:30-4:00	ART GROUP 1	ART GROUP 1	ART GROUP 1	ART GROUP 1	ART GROUP 1				
4:00-4:30	SNACK TIME	SNACK TIME	SNACK TIME	SNACK TIME	SNACK TIME				
4:30-5:00	OUTSIDE REC	OUTSIDE REC	OUTSIDE REC	OUTSIDE REC	OUTSIDE REC				
5:00-5:30	CLOSING CIRCLE	CLOSING CIRCLE	CLOSING CIRCLE	CLOSING CIRCLE	CLOSING CIRCLE				

WATER SAFETY PLAN

Water activities, including swimming at state parks, occur daily weather permitting during the summer child care program. The following safety measures are part of our water safety policy.

- * Child/Counselor ratio lowers to 7:1 while on field trips.
- * Staff is CPR/First Aid & Water Safety certified.
- * Certified Lifeguard on staff in attendance for every water event.

- * Counselors supervise children in water & on beach. Each counselor is assigned a specific group of children and is responsible to watch them at ALL times.
- * Counselors walk with children to playground, restrooms & picnic areas.
- * All counselors that are supervising the children while in the water are over 18 years of age.
- * 3 counselors are in the water with the children and 6-8 are on the beach line watching the children in the water, while other staff is assisting children in the bathroom and playground area.
- * Parents are asked on the enrollment form to list their child's level of swimming ability.
- * The first week of camp all children are tested by a certified lifeguard to see what level of swimmer they are.
- * All non-swimmers are visually marked with bracelet.
- * All non-swimmers are only allowed in water up to their belly-buttons.
- * All non-swimmers are required to wear a Coast Guard approved flotation device, provided by their parents, properly fitted for age and weight, in the water at all times unless the child has taken swimming lessons and can demonstrate the ability to swim.
- * No children are allowed in water past their chest.
- * All children are contained within a buoy/rope and coned swim area.
- * Water safety rules are discussed with the children before arriving at the designated swim area and once again before they enter the water.
- * Written parental permission is obtained before a child is allowed to participate in swimming activities at lakes and ponds.

We want to thank all of our Parents for your continued support of the SNOW POND CENTER FOR THE ARTS.