



The Clubhouse Afterschool Program Parent Handbook 2016-2017

Welcome to the Clubhouse Afterschool Program! We offer children a fun place to spend their time afterschool, to get homework done and meet new friends.

We also offer a variety of field trips, outdoor education and exploration, community service, dramatic play, physical fitness, team building, creative arts, and relaxation to ensure a well-rounded and fun experience for your child! This packet will serve as your information guide for The Clubhouse, and includes schedules, important policies as well as information about the program, our facilities, and tuition rates.

The Clubhouse Philosophy

The Clubhouse Camp at Annette's is committed to providing a safe, enriching, and stimulating environment for school age children. We offer age-appropriate activities that encourage social, physical, emotional, and creative growth, as well as trained and certified staff members to serve as positive role models and facilitators. We strongly believe in a **child-centered program** in which the themed curriculum is sensitive to the needs and interests of the group. Often, when children become engrossed in an activity, our counselors allow more time in order to achieve a natural transition to the next event, rather than a scheduled one. We live in the beautiful state of Vermont, and believe in trying out as many new experiences in the fresh air as the weather permits. Our activities are designed based on our mission to engage children in developmentally appropriate, exciting activities that hold outdoor exploration and appreciation, community service, physical fitness, and relaxation at the heart! **We are committed to making this program as fun and enriching as possible for your child!**

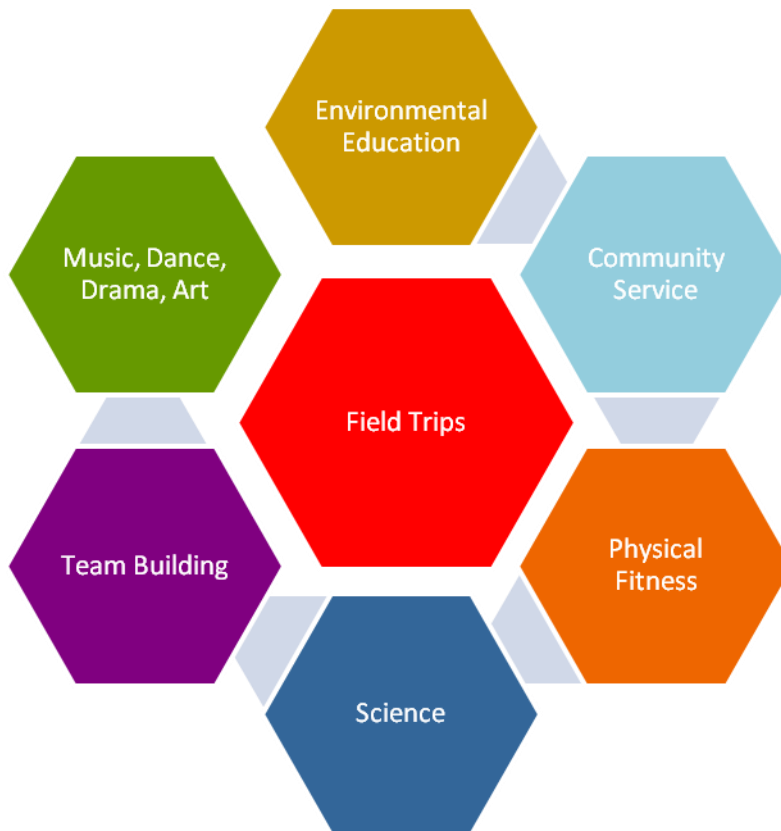
The Clubhouse Goals

- **Our ultimate goal is to develop the "total" child in a safe, healthy and stimulating environment.**
- **To support each child's growing need for autonomy, developmental challenges and positive relationships within his or her peer and adult community.**

- To create meaningful opportunities to help families share in their child's out of school time experiences, develop relationships with teaching staff and engage as members of the wider community.

The Clubhouse Enrichment Curriculum

Our program has an intentional focus with customized activities and field trips that strengthen the learning and fun! In addition to the specialized themed activities and lessons, the following **enrichment components** are integrated throughout our curriculum as well.



We always have a full array of opportunities available via small and large group activities to promote overall health, wellness, creative expression, and quiet time for reading, reflection and rejuvenation after playing and exploring outdoors in the sun.

Our Clubhouse Facility

“The Clubhouse”

The Clubhouse is located on the first floor in Annette's Preschool to the right at the fork in the driveway. This active classroom is where we house our manipulatives (i.e. blocks, Legos, K'nex, figurines, cars, etc.) and board games, Foos Ball, team-building exercises, quiet reading area, and daily meetings. The Clubhouse is also where we spend our time when the drama club center is open, which holds lots of dress-up and play materials for all interests. This is where we love to hang out and keep busy!

“Creative Studio”

The Creative Corner is located in the Clubhouse and is a dedicated room complete with tiled floor, kitchen facilities, and a bay window which allows lots of light to enhance creative exploration through art, craft, and sensory activities. We have a variety of classic art supplies, as well as a wide variety of eclectic supplies for the children to get creative with. We also bring our creative studio outdoors when the weather permits!

“The Lounge”

The Lounge is the entire downstairs of our facility, where it is nice and cool to escape the sweltering heat at high noon. The Lounge is complete with comfy couches and bean bags for movie events, a **computer** and our mechanical **take-a-part table** where we dissect the insides of old machines.

“The Diner”

The Diner is fitted out with a full kitchen near the Lounge, with all of the necessary appliances for cooking projects and baking. Often, the delicious and healthy meals served from the Diner are shared for breakfast (during vacation camp) or afternoon snack (and with parents during pick up!).

“The Play Space”

The playground is equipped with several slides, a climbing structure, swing sets, fire pole, wooded loft, monkey bars, and a bouncy bridge. We often engage in arts, crafts and science outdoors.

“The Woods”

The Woods is most likely the children's favorite aspect of our facility (besides the pool!). This is a wooded playground, located above the smaller preschool playground through the gate, in which the children can explore and manipulate the environment in its natural state. There are rocks to climb, land tiers, trees, bushes, a roofless tent house, and wooded swing. The children love to get out of the hot sun and spend some time building forts in the woods.

“CVU Ropes Course & Athletic Fields”

Our camp is walking distance from CVU High School, so we often cross the street to use their modified ropes course, athletic circuits and playing fields. We organize kickball and whiffle ball games, have races and relays, as well as facilitate team-building exercises and games on their fields. We also like to run through their sprinkler system when we time it just right!

The Clubhouse Staff

The Director of the Clubhouse is Tricia Pawlik-York. Tricia has over 25 years of experience managing and leading school age programs.

The support staff at the Clubhouse are chosen for their enthusiasm and experience working with school age children. The counselors have training in First Aid/CPR .

Staff receive training in-house, and at local and state conferences, on behavior management, parent communication, curriculum development, program organization, environmental sustainability and professionalism, as well as other topics prior to the beginning of year and throughout the school year.

Babysitting Policy

Employees of Clubhouse may not be alone with children of families who are enrolled in any of Annette's programs when the employees and the children are outside of the Clubhouse. This precludes employees babysitting for families or having

children visit employee's homes. Employees place themselves in a vulnerable situation when they are alone in a home with children. The child care policies of Annette's are in place to protect children from abuse and also to protect staff from accusations of abuse. We encourage professionalism in all of our staff and feel that babysitting diminishes that teacher/parent relationship. Professionalism is a part of the evaluation process, and staff members' professional relationships will be considered during evaluations.

Hours of Operation

Program is open at **3 p.m. and closes at 5:30 p.m.** During vacations we are open from 7:30-5:30.

Daily Schedule

3pm Arrival/Attendance

3:15-3:30 Family Style Snack

3:30-4:00 Outside time (weather permitting) or Indoor games

4:00-4:45 Activity Blocks (Children have a choice) & Clubs

4:45-5:15 Homework Club

5:15-5:30 Clean up

Field Trips

All field trips are included in enrollment. Trips will either be taken by an outside insured bus company or in the Annette's van. Parents will be notified of trips in the monthly newsletter.

If an outdoor field trip has to be rescheduled due to weather, this will be reflected in an email and on the daily field trip board. We ask that children not be

sent with extra spending money on field trips.

Snacks & Meals

DO NOT SEND NUT or PEANUT PRODUCTS OR ANYTHING THAT CONTAINS PEANUTS OR HAS BEEN MANUFACTURED NEAR PEANUTS or nuts. READ YOUR LABELS.

Annette's Preschool and the Clubhouse Summer Camp are members of the CACFP (Children and Adult Care Food Program) and as such are able to provide healthy breakfasts (for vacation camp) and afternoon snacks to all children. Breakfast is served between 9-9:30 a.m. and consists of a grain, a fruit, and milk. Afternoon snacks is served between 3:30-4:00 p.m. and consists of either a grain, fruit, vegetable, or dairy product with a drink (milk, juice, or water). We offer second servings on all of the components. This program has been a great way to help children try lots of new foods, as well as promote the importance of health and nutrition on a daily basis. If you believe you may be eligible, or are new to the CACFP program, **please fill out the confidential CACFP Income Eligibility and Enrollment Form** so that we can continue providing the program with healthy and well-balanced meals.

Enrollment Process

Enrollment is done by filling out the registration packet and returning it to Tricia Pawlik-York, Director of Youth Programs. You may enroll for 1,2,3,4, or 5 days. A \$60 registration fee and first and last week's tuition are due with registration forms. Enrollment packets can be found online or by contacting Tricia Pawlik-York at tricia@clubhousecamp.com **Parents also need to submit updated immunization records yearly.**

Tuition and Payment

The Clubhouse tuition rate is \$17 per day/\$85 per week. Vacation camp is \$39 per day.

Tuition includes:

- **Most field trips**
- **Daily meals/snacks**
- **Some enrichment activities at no extra cost**

The Clubhouse accepts payments from the Vermont Child Care Financial

Assistance Program for eligible families. Families are responsible for acquiring the appropriate paperwork through the local Child Care Resource center and submitting an eligibility certificate to the Clubhouse camp.

Cancellation Policy

Tuition is due for the days and weeks you are enrolled regardless of absence. You are charged for all full and partial weeks during the school year, unless we offer vacation camp. During full weeks off of school you do not pay for the afterschool program. You only pay if you enroll in our vacation camp.

If you would like to cancel from the program we ask for a two week notice.

Bullying Policy and Behavioral Expectations

BULLYING POLICY

The Clubhouse Summer Camp at Annette's recognizes that children in the camp program should be in a safe and positive environment. Bullying has no place and will not be tolerated at the Clubhouse Camp programs. Bullying is defined as any overt act or combination of acts directed at another child or group of children and which:

- 1) Is intended to ridicule, humiliate, or intimidate the student
- 2) Is repeated over time

To address bullying, the Clubhouse Summer Camp:

- Encourages children to report personally or anonymously to Clubhouse staff any act of bullying.
- Encourages parents or guardians of children to file written reports of suspected bullying as soon as possible after an event occurs.
- Requires Clubhouse staff that witness acts of bullying or receive student reports of bullying to immediately notify their supervisor.
- Requires supervisors to accept and review all reports of bullying, including anonymous reports.
- Requires Camp Director to contact the parent or guardian of the child who commits an act of bullying, and determine the consequences of the behavior.
- Requires Camp Director to notify the parent or guardian of the child who was the target of bullying about what action will be taken to prevent future incidents.

When determining a consequence for bullying, the following factors will be considered:

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior
- Incidences of the past or continuing patterns of behavior
- Relationship between the parties involved
- Context in which the incidents occurred

Some of examples of consequences could be:

- Temporary removal from the program
- Loss of privileges
- Modification of schedule
- Expulsion from the program

Behavior Management Policy

DISCIPLINE PHILOSOPHY AND PROCEDURES

The two basic premises of discipline are 1) a child's *behavior* is separate from him or her *as a person* and 2) discipline should be a learning experience, not a humiliating one!

Many discipline problems can be avoided if preventative management strategies are incorporated into the program. Preventative discipline involves rules, informing children of the consequences of their choices, follow through, consistency, humor, and redirection. The summer program encompasses safety and respect, safety of oneself and those around him/her, and respect of other people and their property as well as materials and equipment. Whenever possible, **children will discuss and help develop rules**. Rules will be few in number and written in a positive manner. Rules will be posted in an appropriate area so that new children can be consistent with them.

If inappropriate behavior occurs, the following steps will be taken:

1. A verbal warning is given: Explanation to child of why behavior is inappropriate.
2. Withdrawal from activity: Child will be taken out of the activity and take time to refocus and redirect.
3. Verbal communication between parent and camp director to discuss behavior and to collaborate on possible effective strategies particular to the child.
4. If behavior continues, the child will be asked to take a day off from the program and a written contract will be drawn up. The child will sign the contract, agreeing to acceptable behavior and alternative solutions. Parent and camp

director will also sign.

5. If contract is broken and inappropriate behavior continues, program suspension for one week will be implemented.
6. Prolonged disruptive, unsafe and unacceptable behavior will result in dismissal from the Clubhouse Summer Camp program.

Drop Off and Pick Up

Any person picking up your child other than you must be listed on the Authorized Pick-Up List on file. They will be required to show ID to our staff. There is a late pick-up fee of **\$5.00 for every 5 minutes you are late after our closing time of 5:30PM.**

Emergency Procedures and Health Policies

PROCEDURES FOR INJURIES

If a child is injured, the camp director or acting director, will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact a parent through any of the persons listed on the emergency information form.

If the situation warrants, or we cannot contact the parent/guardian, we will do one of the following:

1. Call an ambulance or paramedic.
2. Have the child taken to an emergency hospital in the company of the camp director.

ADMINISTERING MEDICATION

Medication which needs to be administered should:

1. Be brought directly to staff.
2. Contain written instructions as to quantity, time for administration, name and phone number of the doctor, and any other directions. Additionally, written clearance must be given to the Clubhouse Summer Camp to administer the medication. (See Medicine Release Form).

EPI PEN/INHALER POLICY

If your child has an EPI pen or an inhaler to prevent an allergic reaction, we require that Clubhouse Summer Camp staff have access to 2 pens and/or one inhaler at all times. Please ensure that these are readily available at the site in case of emergency. Please clearly label medication with child's name.

ILLNESS

Children may not attend the program if they have a contagious illness, high fever, diarrhea, a bad cold or are vomiting. Parents will be notified and asked to pick up their child if he or she exhibits any of these symptoms. Children who have runny noses, but are otherwise healthy may attend the program.

PARENT CUSTODY ISSUES

Either parent of a child with legal custody may pick a child up from the program at any time. If there is a restraining order on one parent, the Clubhouse Summer Camp must have a copy of the court order on file. If no such restraining order is on file, we will need to release the child. If one parent has sole legal and physical custody, we will need a copy of that order as well. This policy is to clarify custody and to ensure the safety of your child.

SUSPECTED CHILD ABUSE AND NEGLECT: As childcare professionals, we are mandated by the state of Vermont to report any suspicion of child abuse or neglect. Staff are direct to report all suspicions immediately to the Camp Director prior to calling DCF to file a report. Parent will be notified of any such calls made by Clubhouse staff unless we have reason to believe that the parent is responsible for the neglect and abuse.

Policy for Electronics at the Clubhouse

Electronics are not allowed at the clubhouse on a daily basis. The staff will designate one day per week that children may bring them in from home as a "special activity" for a one hour block of time. However, if a family chooses to allow their child to bring in an electronic, the child is responsible for keeping it safe. The Clubhouse staff will not be held responsible for missing games, ipods, accessories, etc.

If child bring in an ipod, please ensure that music uploaded is age appropriate and free of any inappropriate language.

On occasion, the Clubhouse staff will allow children to play the program Wii or watch a movie on the Clubhouse TV. Parents will be notified on the monthly curriculum calendar of such events and both games and movies will be screened for content by staff.

Outdoor Weather Policy

Children will go outside daily, even if it is drizzling or snowing outside. During the cold weather months, children will be given a choice to stay indoors if the weather is 20 degrees or below. If the temperature falls to 5 degrees or below (with or without wind chill), children will not go outside.

If there are weather conditions that are harmful to the children, such as lightning, we will keep the children indoors until the threat has passed.

Please send your child dressed appropriately for the weather. They will be asked to put on any items that went to school with them (hats, gloves, boots, snowpants etc.).

Evacuation Plan

The Clubhouse practices Fire Drills/Evacuations once every 30 days. Visual aids for leaving during a fire drill are posted at every exit point from the building. Dates and timed results of the drills are posted for parents to see near the front of the Clubhouse near the door.

Communication & Contact Information

Please feel free to speak with any of us about any questions or concerns you may have! We are happy to speak with you to share our observations on a daily basis, or work together towards any goals you have for your child. If you would like to schedule a meeting, please speak with the Director, Tricia Pawlik-York to set up a time that works for you. If there is a quick change in schedule or a change in who will be picking up your child, please e-mail the director any time at tricia@clubhousecamp.com. However, if there is a billing issue, please email Victoria Ward (Business Director) at victoria@annettespreschool.com or call her at 482-2525.

If you have any additional questions, please contact, Tricia Pawlik-York, Director of Youth Programs at 482-5986 or tricia@clubhousecamp.com

