



**Longmeadow Parks & Recreation Department  
Early Risers Program  
Parent Information Handbook, 2008-2009 School Year**

Program Locations:

<u>Center School:</u>	Cafeteria- enter in rear of school
<u>Blueberry Hill School:</u>	Cafeteria- enter through doors near horseshoe
<u>Wolf Swamp School:</u>	Cafeteria- enter by outside cafeteria door

**Program Days:** All Longmeadow Public School calendar days. When school is closed or cancelled, Early Risers is cancelled. On two-hour delays, Early Risers meets at Greenwood at the regularly scheduled time. We will transport the children to school.

**Time:** 7:15-8:45am for the elementary schools

**Staffing:** All Early Risers staff are Longmeadow Parks & Recreation employees who are mature adults with prior teaching experience or experience in leading children's activities. Early Risers follows the 13:1 child/staff ratio recommended by the Commonwealth of Massachusetts, EEC.

**Program Registration:** All children must pre-registered in order to attend the Early Risers Program. All new registrations must be received and accepted at least one week prior to your anticipated start date. Applications will be reviewed and accepted pending space availability. A deposit equivalent to one week's tuition will be retained and may be used as your next year's deposit or used towards your last monthly bill.

<b>Monthly Fees:</b>	1 set day/week	\$53/monthly
	2 set days/week	\$68/monthly
	3 set days/week	\$85/monthly
	4 set days/week	\$101/monthly
	5 set days/week	\$120/monthly

### **Tuition Payments:**

1. Invoices are issued every month. Tuition is due by the first Friday of every month. A late fee of \$10.00 will automatically be charged if tuition is not received by the second week of the month.
2. Please contact Kelly Zieba at 565-4163 or at [kzieba@longmeadow.org](mailto:kzieba@longmeadow.org) if you need clarification concerning your Early Risers account. You may also access your account online at [www.lprd.net](http://www.lprd.net).
3. Payments for Early Risers can be made at each Early Risers site, at Greenwood Children's Center, or online at [www.lprd.net](http://www.lprd.net). Upon payment, you will be given a receipt. You must pay the first Friday of every month for that month.
4. Refunds are not given for vacations, no school days, or absences.

### **Drop-In Policy:**

If you need your child to attend Early Risers on a day he/she does not normally attend, a 24-hour notice is required. If space is available, a drop-in fee of \$13.25 is required on that day. Please contact Kelly Zieba at 565-4163 or [kzieba@longmeadow.org](mailto:kzieba@longmeadow.org) to inquire about space availability.

### **Arrival at School:**

Parents are required to sign children in each morning. Children will be permitted to arrive at Early Risers between 7:15am-8:30am. If you arrive after this time, you are required to take your child directly to his/her classroom.

Parent Drop-Off: You are required to walk your child directly into Early Risers each morning and sign in.

Child Walker or Bike Rider: Parents must inform their children to come directly into Early Risers each morning. It is not possible for staff to call parents if walkers or bike riders are late or do not show up. Please complete the attached written permission form if your child will walk or bike to the Early Risers program.

**Sick Days/Cancellations:** You do not need to call on days your child will be absent. After 8:30am, your child will be marked absent.

**Illness Exclusion:** Children with a serious illness or contagious disease may not attend the Early Risers Program. If a child becomes ill while at Early Risers, our staff will contact parents or emergency contacts for pick up. The child will wait with Early Risers staff until the start of school at which time he/she will go to the school Nurse's Office and wait until the parent is able to pick up. All reportable diseases will be reported to the Longmeadow Health Department by either our Program Administrator or the School Nurse. You are asked to inform your Site Coordinator or Kelly Zieba as soon as you are aware of these such cases so we can post information accordingly.

**Administration of Medications:** Prescription medicines will be administered by our Early Risers Staff only after the Medical Consent Form is completed by the parent. Prescription Drugs must be in its original container with the child's name, doctor's name, and dosage. Do not send in medication with your child. Parents must walk the medication in to Early Risers.

**Supervision:**

- Staff will directly supervise children at all times.
- Children and staff will meet in the designated area daily. If situations arise that do not allow us to meet in the designated area, we will notify you in advance, whenever possible, of the alternate meeting space.
- Board games, books, puzzles, and art supplies will be available for the children to use in a self-directed manner.
- All children will help tidy the area and put away supplies prior to leaving for class.

**Child Guidance Policy:**

1. Staff will provide guidelines for the children concerning appropriate behavior and rules to be followed. Staff will encourage positive behavior by giving positive reinforcement and close supervision.
2. Children will be redirected into another activity if infrequent, minor behavior problems occur. Continued or more severe behavioral problems will be dealt with using a “cool down” where the child will be asked to sit out of the activity for a few minutes until he/she is ready to return to the activity.
3. At no time will a child be disciplined in an inappropriate, demoralizing, humiliating, or abusive manner.
4. Parental input may be asked of to curb inappropriate behaviors. Parents may be asked to attend a conference if necessary.
5. Incident Reports are completed and filed when the following occurs:
  - Inability of a child to adjust to the routine and/or requirements of our program.
  - A child physically or verbally harms another child or a staff person.
  - A child purposely damages Early Risers property or the property of another individual or the school.
  - A child uses foul language. Inappropriate behavior is displayed on a consistent basis.
  - A child refuses to follow a staff person’s instructions.
  - Any other instance deemed necessary that are not listed in this handbook.

**Suspension and Termination Policy:**

Suspension or permanent termination may be deemed necessary under certain situations. The Program Administrator will make the final decision to suspend or terminate a child or family. All cases will be reviewed by the Recreation Director. Suspension or termination could result in the following instances:

- If a child receives 3 incident reports in the same school year.
- If physical or emotional harm is brought to another child or staff person by a child or parent.
- In other extreme instances not listed in this handbook.

**Parent Visits:**

Early Risers has an Open Door Policy. Parents are welcome to visit Early Risers at any time. Please sign in with the staff upon your arrival for safety purposes.

**Conferences/Reports:**

Formal conferences are not usually scheduled since the hours of operation for Early Risers are limited. Our staff will communicate with parents at the time of drop-off, write notes or make calls as communications are necessary.

**Parents must walk their children into Early Risers each morning in order to have brief daily contact with our staff.** Our staff will call a meeting if any issues or problems deem a conference necessary. Parents may also request a meeting at any time.

**Referral Services:**

The Early Risers Program, in conjunction with the Longmeadow Parks & Recreation Department, will provide families with direction for dealing with any problem, whether social, emotional, mental, or medical. Our Early Risers staff will assist you in a professional and confidential manner.

**Identifying and Reporting Abuse or Neglect:**

All children enrolled in our Early Risers Program shall be protected from abuse and neglect. Suspected cases of abuse or neglect will be reported to our Program Administrator in writing with all factual information and observations of the child in question immediately. The report will be signed, dated and true to the best of the staff person's knowledge. **All Early Risers staff are mandated reporters and must report any suspicions of abuse or neglect to the Administrator who will report the suspected case immediately to the Department of Social Services and the Department of Early Education and Care.**

Early Risers staff will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents of children currently or previously enrolled in the program to the Department of Early Education and Care or any agency or person specified by the Department of Early Education and Care to prompt investigations of allegations and protection of the child or children.

Any staff person under investigation will be removed from direct care responsibilities until the Department of Social Services investigation is complete. If the investigation proves the complaint is valid, the staff member will be dismissed immediately.

**Health Care Policy:**

If you are interested in receiving a copy of our Health Care Policy that has been previewed by our Health Care Consultant, Dr. Leavitt, please request one from the Program Administrator.

**Emergency Procedures:**

In the event of an emergency, the following procedure will be followed:

1. Situation and needs will be assessed.
2. Staff will call 911 first and parents second if the situation is severe or life threatening.
3. Staff will call parents first if the situation is not considered severe or life threatening. In the event that the parents or emergency contacts cannot be reached, staff will call an ambulance. Staff will not transport children to the hospital or doctor's office.
4. If staffing allows, a staff person will accompany the child in the ambulance to the hospital listed on the registration form until the parents arrive.

**Room Temperature:**

In cold months, the school building's heat gets turned on daily when the custodian arrives, so the building is still chilly when we arrive. Please make sure that your child dresses appropriately.

**Snacks:**

Snacks or drinks may be sent in by the parent to eat during Early Risers. Snacks are not provided. Children must wash their hands before eating.

**Delayed School Openings/School Closings:**

When school has a delayed opening, children who are registered for Early Risers on that day may be dropped off at Greenwood Children's Center.

**Sorry, only children registered for that day may attend, no drop-ins are accepted on delayed days.** Children will be transported to school by vans at the later start time.

**Early Risers is cancelled if school is cancelled for any reason.**

**Ongoing Parent Communication:**

Any questions or concerns may be voiced to the Program Administrator, Kelly Zieba, at 565-4163 or [kzieba@longmeadow.org](mailto:kzieba@longmeadow.org). Meetings may be scheduled with the Program Administrator and/or on-site staff upon request.

The bulletin board at Early Risers will post announcements and items of general interest.