

Acknowledgement

Thank You to all staff of the Fore and Aft Program . Over the past 20 years , together, we have given the families a before and after school program dedicated to making children happy , comfortable. and safe.

We have also witnessed the growth of our Programs by including K-Plus , Kids Café Summer Camp and Vacation Club.

The dedication of our staff is the strength of our success. Their ability to make your children happy on a daily basis is a testament to their love of all children.

We now look to the future as we uncover more ways to accommodate the ever changing needs for your family.

To all Parents: Thank You for making the decision to send your children to the Fore and Aft Programs .

Lisa A. Pacheco

Fore and Aft Program
Freetown-Lakeville Extended Programs
Fore and Aft Program
112 Howland Rd.
Lakeville, MA 02347

Phone:508-923-2000 ext. 1730

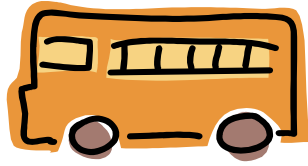
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Fore and Aft Program

HANDBOOK



“Learning opens the world to minds



TRANSPORTATION

The Freetown-Lakeville Fore and Aft Program uses the school district's transportation provider. The transportation travels to and from school on a daily basis from both the Freetown-Lakeville Middle School and Austin Intermediate School to appropriate elementary schools.

The transportation is a privilege that should not be ignored. All students must feel safe from ridicule, physical or mental harm. If a child receives a bus note for inappropriate behavior the school Principal and Program Administrator will be notified as well as the parents. If a second bus note is received the child will get a warning. After a third bus note is distributed the child will be suspended from the bus for a week. The next offense the child will be expelled from

After the Bell



Enrichment
Classes

Sports Activities

Self Discovery

Clubs and More !

STATEMENT OF PURPOSE

The purpose of the Freetown-Lakeville Extended Programs Fore and Aft is to provide a quality childcare program that incorporates meaningful activities for children in a safe environment.

The Program is designed to enhance each child's social, emotional, physical and intellectual growth. Children learn best and have the most fun when they are busy exploring and involved in productive activities. The Freetown-Lakeville Extended Programs Fore and Aft is designed to provide planned activities and supervised free and directed play. Children will be encouraged to make their own choices and to explore personal interests.

In addition, the Freetown-Lakeville Extended Programs Fore and Aft provides an informal learning environment for children in Kindergarten through Grade 8 to live and work together. It provides an opportunity for children to develop interests and relationships, to try new ideas, or just to relax and read a book or talk to a friend.

The Freetown-Lakeville Extended Programs Fore and Aft staff will help assist the children in the development of their group relationships and interpersonal skills. Through staff encouragement of their abilities, children will increase their confidence and self-esteem.

The Program focuses on children's needs. Through participation in the Fore & Aft Program children realize that they are important, that they can communicate with adults and peers, that they can express themselves through various mediums such as art, music, drama, etc., that learning is fun, and that the staff's expectations of them are simple and fair.

PROGRAM

The Freetown-Lakeville Extended Programs Fore and Aft provides an atmosphere that meets the academic and social needs of every child through the integration of experiential learning, homework and study skill support, physical education and community service. The children receive nurturing care from staff members who are actively involved with them.



Each day students have time dedicated to work on or to complete homework assignments ensuring more quality time at home with their family. Children participate in study skills support. When homework and study skills support are completed, children can choose from a variety of learning games and activities.

Every month children will take part in exciting theme based learning module. All created to be age appropriate, exploration into the imagination. The Program augments core subjects such as reading, art, history, math, social studies and science.

Through involvement with community organizations, children will have the opportunity to get involved in a community service project, so they can learn as they serve. The Fore & Aft Program is a non-discriminatory children's program where students and staff are treated equally regardless of sex, color, creed, religious beliefs or ethnic background.

FACTS ABOUT THE PROGRAM

- Children will be encouraged to try new activities
- Some activities may only be for children in a particular age bracket. This will be explained to the children at the beginning of each session.
- Children will play indoors or outdoors (weather permitting) under the supervision of adults at all times.
- Various snacks, as well as a hot and cold breakfast will be provided daily.
- Sharing time will be for the children to discuss their thoughts and experiences.
- Children will be encouraged to help plan and make suggestions on activities.
- Theme activities will be offered throughout the year.

K-Plus Program

The PreK-Plus Program is an extended day service provided for children that attend Preschool. The Pre-Kplus Program is open to all preschool students from Lakeville and Freetown Elementary. The PreK-Plus Program is a service for parents who need placement anytime throughout the school year for students accepted into the District Pre-School Program. This is designed to offer a full day whereby students spend half day in the District preschool and the other half of the day in the PreK-Plus Program. This Program operates the same way as a full day preschool where students remain at school until parent pick up at 3:15.

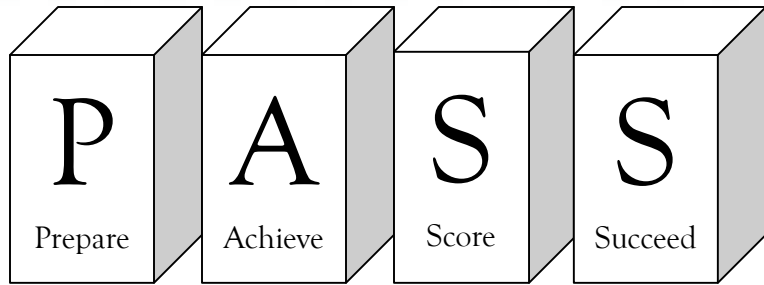
There are a number of families who are on the District waiting list. This year we are pleased to offer the PreK-Plus Program to those students. Families will be able to drop off their children in the morning, attend PreK-Plus and pick them up at dismissal.

If you would like additional information please contact the Program Administrator at 508-923-2000 ext. 1730.



KIDS CAFÉ SUMMER CAMP

The purpose of *Kids Café* is to provide parents with a quality summer camp that incorporates enrichment classes in the morning with meaningful activities, supervised free choice and directed play in the afternoon. So what's brewing this summer at Kids Café? A unique balance of academics, hands-on learning and rip-roarin' fun designed to enhance each child's social, emotional, physical and intellectual growth.



P.A.S.S. Homework Club provides an opportunity where students can attend after school to work on assignments, receive academic support and perform research for class projects.

P.A.S.S. will build upon basic academic proficiency while developing the organizational and time management skills necessary to achieve long term success. Staff cannot offer one-on-one tutoring but will provide an encouraging atmosphere to earn better grades and improve study habits for students with all learning abilities. As grades improve, motivation and self-esteem rise, too!



The purpose of **Vacation Club** is to provide parents with quality care during school vacation weeks that incorporates enrichment classes in the morning with meaningful activities, supervised free choice and directed play in the afternoon. So where will the journey take us? One filled with a unique balance of hands-on learning and rip-roarin' fun designed to enhance each child's social, emotional, physical and intellectual growth.

(Daily) (Schedule)

Located in the Freetown-Lakeville Middle School and the Austin Intermediate School the Freetown-Lakeville Extended Programs Fore and Aft seeks to provide a nurturing environment where the children can be themselves without fear of ridicule or disapproval. It is a place where our children can have fun, relax, be safe and receive some quality support while not at home! The following is a suggested schedule with allowance for flexibility depending on the weather and the nature of planned activities.

MORNING PROGRAM

6:30 am - 7:30 am

Arrival, sign-in, attendance, and free play with a few activities set out, which will vary daily.

7:30 am - 8:00 am (8:10 Middle School and Intermediate School students dismissed)

Breakfast Served

7:45 am - 8:30 am

Homework Review and Extra Help (Elementary Students) and outdoor activity weather permitting.

8:20 am - 8:45 am

Clean up, wait for the bus to depart to elementary schools

AFTERNOON PROGRAM: All Elementary School Children 3:30 – 3: 45

Arrival, Attendance

3:45 – 4:00

Snack. A light snack will be available for all children.

4:00 – 4:30

Physical Activity - Outdoor play (weather permitting) or Indoor play - Gymnasium.

4:30 – 5:00

Homework, then free play with a few activities set out, which will vary daily.

5:00 – 5:45

Small group activities. The activities will vary each day and will be appropriate to the age, abilities and interests of the children. Children will experience numerous long and short-term projects using a wide variety of materials.

5:45 – 6:00

Clean-up and quiet activities. Table games, puzzles, homework, reading books and listening to music.

6:00 P.M.

Program Ends.

AFTERNOON PROGRAM: All Middle School and Austin Intermediate School Children

2:30-2:45

Attendance. A nutritious light snack will be provided for all children. (No peanut products will be served)

2:45-3:45

Homework and study skill support.

3:45-4:30

Physical Activity - Outdoor play (weather permitting) or Indoor play - Gymnasium.

4:30-5:30

Small group activities. The activities will vary each day and will be appropriate to the age, abilities and interests of the children. Children will experience numerous long and short-term projects using a wide variety of materials.

Middle school children may also participate in mentoring the elementary students with homework as needed.

5:30-6:00

Clean-up and quiet activities. Table games, puzzles, homework, reading books and listening to music.

6:00 P.M. Program Ends.

PROGRAM ADMINISTRATOR

The Program Administrator's office is located at the Austin Intermediate School. You can contact that office at 508-923-2000 ext. 1730. Please be aware that the Freetown-Lakeville Extended Programs has extended its' offerings of the Fore and Aft Program to include a Pre-School through the K-Plus Program. The K-Plus Program, Kids Café Summer Camp, Vacation Club, After The Bell and PASS Homework Club are under the purview of the Fore and Aft Program Administrator.

Email address is: lpacheco@freelake.org



THE FORE AND AFT PROGRAM STAFF

All staff members will be screened by the Attorney General's Office, Division of Criminal Identification and by the Master File of a Child Abuse and Neglect Tracking System of the Department of Children, Youth and Families.

All staff members have been employed by the Fore and Aft Program for 3 years or more years. We are a team of parents, teachers, teacher aides and college students. The most important qualifications for any staff member is a LOVE for children. The staff will encourage children to develop their talents and skills through activities and constant communication.

Should a parent have a concern regarding their child or staff member, it should be brought to the attention of Program Administrator. Monthly staff meetings will be held to remedy problems and discuss suggestions for improvement. The Fore and Aft Program benefits from any suggestions from the parents.

Diarrhea ó A child who has watery stools cannot attend the FORE AND AFT SCHOOL PROGRAM. He/She may return as soon as the diarrhea has stopped.

Ear Infections ó Some children are susceptible to ear infections and it can be contagious. Children cannot return to the FORE AND AFT SCHOOL PROGRAM until they have been on antibiotics for 24 hours.

Impetigo ó Impetigo is a contagious infection of the skin. Its common symptom is crusted sores first appearing around the face and neck. Children cannot return to the FORE AND AFT SCHOOL PROGRAM until they have been on antibiotics for 24 hours.

Strep Throat ó The common symptoms of strep throat are a rash, fever and sore throat. Children cannot return to the FORE AND AFT SCHOOL PROGRAM until they have been on antibiotics for 24 hours.

Temperature/Fever ó A child with a temperature of 100.5 F degrees or more cannot be kept at the FORE AND AFT SCHOOL PROGRAM. We recommend that a child remain home without a fever for at least 24 hours.

Vomiting - Stomach viruses are very contagious. A child who is vomiting should remain home until the vomiting as ceased.

Head Lice - This is very contagious and very common in public schools.

Children's heads should be checked often. Once the illness is detected, it should be reported to the Program Administrator immediately. The child must get a prescription from the doctor. All clothing and bed linens must be washed with the prescription.

The FORE AND AFT SCHOOL PROGRAM Staff is concerned with the total well-being and safety of all children. The staff is required to report suspected cases of child abuse. This includes reporting of parents under the influence of drugs and alcohol.

HEALTH AND SAFETY

If your child has a known medical condition (allergy, asthma, diabetes, seizure disorder, etc.) please be sure to discuss it with the Program Administrator. There may be questions that need clarifying. Should an incident occur, the staff would be briefed on the proper procedure to take. The FORE AND AFT PROGRAM cannot administer any medication. The Fore and Aft Program will have some staff members trained on the correct epi-pen procedures.

Parents will be notified if the child is in need of a doctor's attention, has a contagious illness or is in need of prolonged individual attention. In serious cases, the child will be taken to one of the area hospitals by emergency vehicles for treatment and parents will be called immediately.

Your child should be excluded from the FORE AND AFT SCHOOL PROGRAM if in the last 24 hours he/she has had a fever, vomiting, diarrhea, or any other contagious conditions.

If your child has any one of the following conditions, the parent will be notified to pick up the child immediately.

Chicken Pox ó Children may continue in the FORE AND AFT SCHOOL PROGRAM following exposure or during the incubation period. Parents are urged to inform us if they suspect that their child has been exposed. Other parents must be informed. Parents should consult their physician if they have any questions regarding the disease.

Conjunctivitis ó Conjunctivitis is a contagious infection that affects the eyes. Its common symptoms are a yellow discharge and tearing. Children cannot return to the FORE AND AFT SCHOOL PROGRAM until they have been on antibiotics for 24 hours and the discharge has stopped.

ENVIRONMENT

Freetown-Lakeville Middle School is the site for 6th, 7th, and 8th graders as well as grades kindergarten through 3rd grade. Middle School students and elementary school students will never be in the same place simultaneously.

INDOOR

The Middle School cafeteria will be used as the group activity area. The FORE AND AFT PROGRAM makes use of a number of teaching areas in school. The cafeteria and classrooms are safe and brightly lit areas. These areas will be set up for the following activities:

Group activity as well as individual activities
Table games and puzzles
Quiet reading and resting
Art Room
Computer Lab
Library
Gymnasium
Kitchen and Sewing labs



Austin Intermediate School is the site for fourth and fifth graders.

INDOOR

The Austin Intermediate School cafeteria will be used as the group activity area. The FORE AND AFT PROGRAM makes use of a number of teaching areas in school.

The cafeteria and classrooms are safe and brightly lit areas. These areas will be set up for the following activities:

Group activity as well as individual activities
Table games and puzzles
Quiet reading and resting
Art Room
Computer Lab
Library
Gymnasium
Pool

OUTDOOR

For Both Sites

Outdoor play will be available everyday, weather permitting in paved playground area behind the gymnasium and the fenced in play area. Staff members will be with children during outdoor play time **AT ALL TIMES**. In the case of inclement weather, the gymnasium or other indoor space will be used.



REGISTRATION

The FORE AND AFT PROGRAM is open to all children in Kindergarten through Grade 8, who live in the towns of Freetown and Lakeville. Children are enrolled once all necessary forms and payments are received. If enrollment reaches capacity, applicants will be placed on a waiting list. If completed forms and the required payments are not received by the date children are scheduled to begin the program, the child will not be eligible for services and, may forfeit their spot to someone on the waiting list.

FREETOWN-LAKEVILLE EXTENDED PROGRAMS

Austin Intermediate School
112 Howland Rd.
Lakeville, Ma 02347

HOURS OF OPERATION/LATE FEE PENALTY

The FORE (AM) PROGRAM opens at 6:30 a.m. Children must be signed in by parents. The children will take the appropriate bus to their respective elementary school.

The AFT (PM) PROGRAM will begin immediately upon daily dismissal of school and will end promptly at 6:00 p.m.

The Fore and Aft Program schedule is based on the Regional School District Calendar. It will begin the first day of school and end on the last day of school. The FORE AND AFT PROGRAM will observe school vacations, holidays, school cancellations and delayed school openings. When school is delayed the morning care is also delayed.

Program participants will not be admitted to the program before 6:30 am. and must be picked up at the Middle School no later than 6:00 pm. **A one dollar per minute late fee will be charged for any child who is picked up after 6:00 pm. This late fee will be due and payable as part of the following months payment.**



DISCIPLINE

Freetown-Lakeville Extended Programs Fore and Aft participants are entitled to a pleasant and harmonious environment. The children are encouraged to sort out differences and find a solution without resorting to destructive behavior. This helps them strengthen their social skills as well as to help them realize that there are alternatives other than striking back. There are negotiating skills that will reduce the incidence of conflicts and the need for adult intervention.

Reasonable efforts will be made to assist the children in dealing with their frustrations. Disruptive behavior will be dealt with the following way:

1. The disruptive child will be given a five minute time out in order for him/her to cool off and think about their actions. The staff will help the child come to understand why the behavior is inappropriate.
2. If a second time out is given to a child, the child will be directed to another play area.
3. When a behavior problem is repeated several times, a conference between parent and Director will be recommended. Every effort will be made to keep the child in the Program BUT the Program Administrator reserves the right to dismiss a child from the Program if the problem continues.

At no time is corporal punishment, verbal abuse, the denial of food or other physical needs tolerated.

HOMEWORK POLICY

All children will work on homework assignments unless a written letter is received stating otherwise. The staff is not responsible for making sure children have an assignment. If children are coming home with incomplete homework please notify the staff member. Together we will ensure that children understand that homework is a duty and priority.

Furthermore, middle school agenda books will be signed by staff to notify parents of the child's homework status. Staff members can only respond to what is listed in the agenda book. If there is a failure of communication, please, inform the staff member. Parents must sign agenda books.

Tutoring is available through the Freetown and Lakeville school systems and can be done on the campus during your time here.

MESSAGE CENTER

A daily board will be set up in the cafeteria area. This board will detail where your child is located and what activity time is spent on. It will also contain **ALL** messages for parents and from parents. Please, make it a daily habit to check this board for any message concerning you or your child.



PERSONAL BELONGINGS

All personal belongings should be labeled with your child's name. Children may bring in books or magazines. These should be properly labeled with names. The staff is not responsible for lost or stolen items.



BIRTHDAY CELEBRATIONS

We will celebrate the children's birthdays at a Monthly Birthday Celebration, which is noted on the monthly calendar. Children have a special birthday song on their day.



INCLEMENT WEATHER POLICY

The FORE AND AFT SCHOOL PROGRAM will follow the Freetown-Lakeville Regional School District cancellations. Therefore, if the Freetown-Lakeville schools are cancelled, the Fore and Aft School Program will be cancelled. The Fore and Aft Program Administrator or staff is not responsible for notifying parents if school is cancelled. The Program Administrator will email parents through the email lists given on the registration form. All children enrolled in the After School Program will go "HOME" on the bus unless otherwise noted by you in writing with the elementary school secretaries.

If school is delayed the Fore (AM) Program will also be delayed. If there is a one hour delay the Program opens at 7:30 am, if there is a two hour delay the Program will open at 8:30am and so forth....

Announcements will be made through the one call system.

TUITION FEES

Fee Structure

The following Fee Structure will be in place for the current school year. If there is a situation not covered within the following information, a clarification can be obtained by contacting the Freetown-Lakeville Extended Program Administrator at 508-923-2000 ext. 1730.

A.M. Only (Program Hours 6:30 A.M. until School Begins)

One Child - \$6.50 per day
Two Children - \$9.00 per day
Three Children - \$12.00 per day

P.M. Only (Program Hours are at Conclusion of the School Day until 6:00P.M.)

One Child - \$11.50 per day
Two Children - \$16.00 per
Three Children - \$23.50 per day

A.M. and P.M. (Program Hours are 6:30 A.M. until 6:00 P.M.)

One Child - \$14.50 per day
Two Children - \$23.00 per day
Three Children - \$34.00 per day

Parents are reminded that the Freetown-Lakeville Extended Programs Fore and Aft is in operation every day school is in session and this includes half day in-service days. On days that school is not scheduled or school is cancelled for any reason (snow, power failure etc.) the Program will not be held.

- **Tuition must be paid in advance on a MONTHLY basis.**
- The Tuition amount does not change from month to month. There is no payment in June. Tuition is based on 180 school days.
- This is necessary in order to reserve your space in the program and maintain proper child to staff ratio.
- The Program Administrator must receive a two-week notice if a parent withdraws a child from the Freetown-Lakeville Extended Programs Fore and Aft. Tuition will be due for the balance of the month.
- Please place all payments in an envelope marked with your child(s) name and place in the agreed location.
- Reimbursement will not be made for absences, holidays or personal vacations.
- You must pay an additional registration fee if you discontinue the Program and then wish to enroll again.
- **Checks are made payable to the Freetown- Lakeville Regional Schools or online at unipay.unigold.com**



PAYMENT FOR SERVICES

- Tuition is due the first day your child attends for that month.
- A \$10.00 late fee will occur if tuition is not received by the child's second week of attendance unless prior arrangements have not been made. The late fee must be included in your payment.
- Your children will not be allowed in the Program should tuition not be received by the 3rd week of attendance.
- Continued late payments or a delinquent payment will result in termination of the all Community Recreation Programs.
- Reinstatement will occur only if space is available once tuition and fees are paid in advance.
- Payment can be made online at unibankgold.unibank.com

PAYMENT REJECTION DUE TO INSUFFICIENT FUNDS

Returned checks due to Insufficient Funds will result in a \$25.00 processing fee. Re-payment including the processing fee must be made within five calendar days from the date of notification by the bank to the Business Office. Failure to make re-payment within five calendar days will result in discontinuation of day-care services. Personal checks will not be accepted after receiving a returned check.

FINANCIAL HARDSHIP

The Fore and Aft Program is a member of the PACE voucher system.

IRS STATEMENTS

The FORE AND AFT PROGRAM does not provide an itemized statement for tax purposes. We suggest you keep a record of your checks as an accurate account of your child care expenses. However, the Fore and Aft Director will facilitate the necessary federal tax identification number during the tax season.



ARRIVAL AND DEPARTURE PROCEDURES

ARRIVAL PROCEDURES

Parents must park in the parking lot opposite the Freetown-Lakeville Middle School or the Austin Intermediate School, when dropping off children in the morning. Parents **must** come into the cafeteria to sign children in on the "Sign In" sheet. Please notify staff upon arrival. You must notify the Program Administrator if your child will be absent for the day. A daily attendance sheet will be submitted to the bus driver each morning.

DEPARTURE PROCEDURES

Notify the staff upon departure. Sign the "Sign Out" sheet. Do not let your child sign out for you. A written notice must be received if your child is to leave with someone other than a parent. In case of an emergency, please contact the Program Administrator at the Austin Intermediate School. Identify yourself using your **Confidential Code Number** and identify persons in charge of picking up the child. When this person arrives they must know your **Confidential Code Number** and show their driver's license before the child can be released.

We will not release the child to anyone without prior notification. If a child is not to be released to certain individual(s), the FORE AND AFT PROGRAM must have a court order. In cases of divorce, the parent who has physical custody will be the primary parent picking up the child. We will need a note from the primary parent if the other parent will be picking up the child. This procedure includes step-parents.

All children must be picked up at Freetown-Lakeville Middle School or the Austin Intermediate School. Staff members cannot be responsible for transporting the child home or to a parent's work place.

If your child has a change in the departure schedule while enrolled in the FORE AND AFT PROGRAM, you must provide the Program Administrator with notification, prior to the effective date.

We will not release the child to ANYONE if staff members detect alcohol or drug related use.

FAMILIES WITH CHILDREN AT MULTI-SITES

AM Procedures: Please go to the Freetown-Lakeville Middle School first to drop off your elementary school age child. Upon arrival the staff member will give you a ticket for your Austin Intermediate School child to hand in upon arrival at that school. You do not have to sign them in UNLESS you wish to do so.

PM Procedures: Please go to the Freetown-Lakeville Middle School first to pick up your elementary school age child. Upon departure notification will be given by the staff member to the Austin Intermediate School that you will be arriving momentarily. Your child will be waiting for you..