



# CAMP FIRE NORTH SHORE EXTENDED DAY PROGRAMS

2019-2020  
PARENT HANDBOOK

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## **I. Camp Fire History, Core Values, Mission Statement and Program Philosophy**

**History:** Camp Fire is one of the nation's leading not-for-profit youth development organizations, currently serving nearly 750,000 children and youth annually. Camp Fire, with national headquarters in Kansas City, Mo., provides all-inclusive, coeducational programs in hundreds of communities across the United States. Founded in 1910, Camp Fire's outcome-based programs include youth leadership, self-reliance, after school groups, camping and environmental education and childcare.

As the first nonsectarian, interracial organization for girls in the United States, Camp Fire takes pride in its long-standing commitment to providing fun programs and services to all children and families in America. We are inclusive, open to every person in the communities we serve, and welcome children, youth and adults regardless of race, religion, socioeconomic status, disability, sexual orientation, or other aspect of diversity. Our programs are designed and implemented to reduce sex-role, racial and cultural stereotypes and to foster positive intercultural relationships.

Camp Fire, Council of the North Shore, became an established corporation on September 19, 1949. The council is now incorporated as Camp Fire North Shore, and established headquarters at 583 Chestnut Street in Lynn, MA in 2019. While the original council name and the office location has changed over the years, we still maintain a Program Facility and office located on 2 Cain Road in Salem, where we have been operating since 1971.

### **Mission Statement and Core Values**

#### **Our Mission:**

Our mission is to provide safe and inclusive out of school time programming that empowers youth to thrive and become caring and confident leaders.

#### **Our Promise:**

Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. Light the fire within!

#### **Our Vision:**

Every child we serve reaches their full potential.

#### **Core Values:**

**Advocacy** – We continually advocate for and support the needs of our participants and their families. Our staff engages in advocacy work locally, and at the state and federal-level to bring awareness to the issues faced by our families and other providers of out-of-school-time programming. We serve on local committees, action groups, and boards of directors, and carefully engage in partnerships with local service organizations to ensure the needs of our families are met.

Diversity and Inclusion – We value the diverse cultural and personal backgrounds of our participants, their families and our staff. We believe that exposing children to and sharing different perspectives and experiences with them strengthens their ability to be the caring leaders each of them is meant to be. We are inclusive and invite all youth to take part in our programs and events regardless of a person’s race, color, religion, sexual orientation, gender identity or expression, age, disability, citizenship, national origin, genetic information, or any other characteristic.

Empowerment – We empower our participants, their families and our staff to live their best life by providing the resources and services they need to be healthy youth, parents/guardians, and employees. We provide opportunities for learning and reflection, and celebrate the accomplishments of our families and staff.

Inspiration – We foster a creative environment that we hope will inspire our youth to be confident leaders. We inspire our youth participants, their families and our staff to achieve their dreams. We expose them to new ideas and create pathways for achievement through education, play, movement and art.

All of our programs are licensed School Age providers through the MA Department of Early Education and Care (EEC).

**Camp Fire Offices:**

Camp Fire North Shore Headquarters  
583 Chestnut Street  
Lynn, Ma 01904  
2<sup>nd</sup> floor- Suite 11  
978-745-7200

The Camp Fire Program Facility is still located off of Highland Avenue in Salem on 2 Cain Road. (It is next to Walmart.)

Please contact the office with any “business related” questions or concerns, such as changes in schedule, tuition payments or questions, etc. at (978)745-7200.

Tim Short is Camp Fire North Shore’s Program Administrator and can be reached at the above number or via email at: [tshort@campfirenorthshore.org](mailto:tshort@campfirenorthshore.org).

**II. Enrollment and Program Operations**

**Enrollment Policies:** Camp Fire Extended Day School Programs are located within the facilities of six schools in Lynn (Aborn, Callahan, Harrington, Tracy, Pickering (*serving Sisson and Pickering students*), and Shoemaker).

The children enrolled in the Camp Fire Extended Day School Programs attend Lynn Public schools and meet the following criteria:

- are at least 3 years old and enrolled in pre-kindergarten (Harrington ONLY), or
- are at least 5 years old and enrolled in kindergarten, or
- are in a higher grade and are not more than 12 years of age or 14 with special needs.

The center shall not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status, or sexual orientation.

**Registration:** Admission to the program is ongoing, pending availability. If a parent wishes to enroll his/her child in a Camp Fire program, a completed enrollment must be submitted via our online registration system along with a registration fee and deposit payment before the child begins the program. Registration processing takes two business days; Enrollment and payment must be received by midnight on Wednesday in order for your child(ren) to join programming the following week. Arrangements will be made for the parents and child to visit the program, meet the staff, and have an orientation at the site, when requested. Parents will be provided with this Parent Handbook, which contains the program's policies and procedures. We also inform parents that all program staff are mandated reporters and must, by law, report suspected child abuse or neglect to DCF (Department of Children and Families).

A waiting list will be maintained and openings will be filled on a first come, first served basis for programs that are at capacity when an enrollment is submitted online.

Currently enrolled children are given preference to re-register for the next year. After a deadline has passed for their registration to be received, we take new registrations on a first come, first served basis. If a child is coming from another program, we will help transition him/her in a way he or she will feel welcome and in a manner he or she can understand.

**Scheduling:** Camp Fire morning programs (Shoemaker & Aborn only) are open from 7:00 am until the start of school. Afternoon programs are open from school dismissal until 6:00 pm, on school calendar days only. The specific hours of operation are listed below.

<b>Aborn (morning)</b>	<b>7:00 – 8:15 am</b>	<b>Shoemaker (morning)</b>	<b>7:00 – 8:15 am</b>
<b>Aborn</b>	<b>2:15 – 6:00 pm</b>	<b>Shoemaker</b>	<b>2:15 – 6:00 pm</b>
<b>Callahan</b>	<b>1:45 – 6:00 pm</b>	<b>Sisson</b>	<b>1:45 – 6:00 pm</b>
<b>Harrington</b>	<b>1:45 – 6:00 pm</b>	<b>Tracy</b>	<b>2:15 – 6:00 pm</b>

**Pickering students join the Sisson program at 2:30 pm**

**Parent/Guardian Sign-In and Sign-Out:** Parents/guardians are required to enter the program space to pick up their child(ren) each day their child(ren) is enrolled. Staff are not allowed to bring the child to the door or outside to your car.

Camp Fire is located inside the schools where we provide services. We do provide transportation to some of our programs. As part of the registration packet, each parent must sign a form to say:

- *Before school:* the child will be delivered to our program and signed in by his/her parent or someone authorized to drop the child off. At the end of the program, enrolled children will be walked to a designated location where school staff will take over student supervision.

**Children may not be left at Camp Fire before the official opening at 7:00 am.**

- *After school:* the child will be delivered to our program by school teachers/administrators or via our contracted transportation service and picked up by either the parent or someone on their authorized pick-up list (after school), who must physically sign out the child and record the time the child was picked up. **Identification may be checked and sign-out is required.**

**If your child is going to be absent from a Camp Fire Extended Day School Program on a day he/she is scheduled to attend, you MUST notify Camp Fire directly, in advance.** For before school programs, please leave a message at your child’s site. For after school programs, please call the Camp Fire Office at 978-745-7200 or leave a voice message at your child’s site.

**Policy on School Closings/ Early Release Due to Inclement Weather:** Due to the fact that we are located in the schools, Camp Fire Extended Day School Programs follow the Lynn Public School (LPS) calendar, and therefore are closed during school vacations, holidays, professional development days, and when school is closed due to inclement weather.

If LPS call for a delay in the morning, there will be no before school program. We will, however, provide after school program that afternoon.

In the event that there is inclement weather during the school day and school is dismissed early by LPS, then Camp Fire will run program that afternoon for the regularly scheduled program hours. However, if the weather is getting worse, and safety for all becomes a concern, Camp Fire will contact parents to come pick up their children.

Camp Fire operates according to the LPS calendar. The calendar can be found on the LPS website. Below is a list of dates when LPS buildings will be closed, and Camp Fire will not offer regular before and after school care:

Columbus Day	Monday, 10/14/2019
LPS Professional Development Day	Tuesday, 11/5/2019
Veterans Day	Monday, 11/11/2019
Thanksgiving Recess	Thursday, 11/28/2019 and Friday, 11/29/2019
Christmas Recess	Monday, 12/23/2019 – Wednesday, 1/1/2020
Martin Luther King Day	Monday, 1/20/20
Winter Vacation	Monday, 2/17/2020 – Friday, 2/21/2020

Good Friday	Friday, 4/10/2020
Spring Vacation	Monday, 4/20/2020 – Friday, 4/24/2020
Memorial Day	Monday, 5/25/20

**Special Events:** Camp Fire holds family events throughout the year. There are flyers passed out to all children in our programs along with monthly newsletters and emails to families.

**Policies on Pick-Up:** It is the policy of Camp Fire to release children only to authorized persons indicated on the enrollment forms. **If someone other than those listed on the forms needs to pick up your child, you must notify Camp Fire in writing beforehand. Picture identification will be required upon pick-up for anyone listed as an authorized pick-up.**

Older siblings who are under the age of 18 may be permitted to pick up their siblings, but they should be enrolled in high school and have a photo ID to present at the time of pick-up.

If a parent/guardian or designated pick-up person is suspected of being under the influence of alcohol/drugs, the Site Coordinator or Program Administrator will pull the individual aside to discuss the suspected condition and potential danger to the child. Camp Fire personnel will offer to call a relative, friend, or taxi for the individual. If this is ineffective, Camp Fire personnel will notify police to report concerns about the welfare of the child and will assist police as requested.

**Consent for a Child to Leave/Join Program:** If a child has other activities to attend during registered Camp Fire time, parents must fill out a Consent for Child to Leave/Join Program Form. This form lets us know where the child will be, how long he/she will be there, and gives responsibility to the other program for the child while the child is in its care. This applies to situations where a child is joining Camp Fire’s program late, departing early, or leaving and returning to the program for a specific reason/other activity.

**Transportation Policy:** Camp Fire has contracted with an outside van service, Jackie’s Transportation to provide a transportation option for our families. The service will transport students from their school to our program locations. The Program Director will send an attendance sheet to Jackie’s Transportation and to school administrators weekly. The van will arrive for school dismissal time and school administrators are responsible for ensuring that the students going to Camp Fire programming are placed on the bus. The van driver will take attendance prior to leaving. A Camp Fire Site Coordinator will meet the van outside the school upon arrival. If there is no staff member outside waiting, the van driver will call the Camp Fire program site phone to alert a staff person to go to the front door. Students will be signed into program upon arrival. Parent/guardians whose child(ren) receive transportation services from Camp Fire North Shore will be required to complete a form authorizing Camp Fire North Shore’s transportation contractor to transport his/her child.

If there is a field trip, all pertinent information required for contracted drivers by the Department of Early Education and Care will be gathered to maintain high safety regulations. All program staff will accompany children on the van, bus, or on a walking field trip. Attendance will be

taken before the group leaves the site, on the bus, and before the group returns from the field trip location.

**Staff Qualifications:** Our programs are staffed by child care professionals who meet Camp Fire national standards and the MA Department of Early Education and Care's (EEC) regulations. The EEC, formerly known as the Office for Child Care Services, is the licensing authority for Camp Fire Extended Day School programs. If you have further questions regarding staff qualifications, please refer to the Department of EEC regulations that are available on-site.

On site staff at each program include: a Site Coordinator and Group Leader(s) and/or Assistant Group Leader(s). In compliance with EEC regulations, the minimum staff/child ratio at Camp Fire Extended Day School Programs is 1:13 for our school-age groups. For our pre-k and mixed school-age groups the minimum staff/child ratio at Camp Fire Extended Day School Program is 1:10. Parents will be notified prior to or as soon as possible when there are changes in personnel at their child's program.

**Background Check Policies and Finger Printing:** All Camp Fire staff are qualified to work with school age children. A Criminal Offender Record Information (CORI) check and a DCF Background Record Check is performed before staff are hired. In addition, EEC now requires fingerprint-based national and state criminal history database checks for all staff applicants. Trainings are offered regularly to encourage staff growth and to fulfill EEC professional development requirements. All Camp Fire Extended Day Program staff are certified in basic first aid and at least one on-site staff member is CPR certified.

**Program Responsibilities:** Camp Fire North Shore Extended Day School Programs are licensed by the Department of Early Education and Care (EEC). Parents may contact EEC at any time for information regarding the program's regulatory compliance history. We report to the Northeast Regional Office: EEC, 360 Merrimack Street, Building 9, Third Floor, Lawrence, MA 01843; (978)681-9684.

***Reporting abuse or neglect*** - All Camp Fire Extended Day Programs staff are mandated reporters. They are required by law to report suspected abuse or neglect to either the Department of Children and Families or the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

***Availability of Regulations*** - Camp Fire Extended Day Programs must have a copy of CMR 102 7.00, Standards for Licensure or Approval or Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask your center to show them to you.



**Summer Options:** Camp Fire also offers a ten-week summer day camp program that operates from the end of June until the end of August. The Camp facility is located on 2 Cain Road in Salem and is licensed by the Salem Department of Public Health. The summer camp offers a variety of weekly themed activities in the areas of sports and games, arts and crafts, skits and songs, cooking, nature, and world builders. The summer camp facility also has a guarded pool and campers receive instructional swim lessons on a daily basis.

In addition to our Waluta camp for children entering kindergarten through fourth grade, Camp Fire has summer programs for older youth entering or already in middle school. Youth entering grades 5 and 6, known as Discovery Campers, participate in a variety of structured activities centered around a weekly theme and have the opportunity to participate in organized weekly field trips. Adventure Camp, where we provide opportunities for youth to engage in exciting weekly adventures, is for campers in grades seven and eight. Our Counselor-in-Training (CIT) program is for youth in grades nine and ten and is designed to help prepare them to be camp counselors. CITs receive daily instruction on topics such as developmental stages for children ages 5-12, positive reinforcement techniques, fostering children's self-esteem, and basic first aid, among others. CITs are awarded a certificate upon successful completion of the program.

Registration for summer camp programs is on a first come, first served basis, and is ongoing, pending availability. Additional information for summer camp is distributed in the Spring to all of the families enrolled in our Extended Day School Programs.

### **III. Tuition and Fees**

**Tuition Schedule:** A registration fee of \$20.00 per child/\$30.00 per family and a deposit for each day of the week a child is enrolled is due upon registration. Registration is renewed on an annual basis and not only enrolls the child in the Extended Day Programs, but also allows the child and family to participate in events sponsored by Camp Fire. The Camp Fire Extended Day Programs are funded through four sources:

1. Parent/guardian tuition fees
2. Vouchers from Child Care Circuit
3. Fundraising projects

Tuition rates are adjusted annually. Beginning in September 2018, the flat daily fee is \$8 for before school and \$23 for after school. A minimum enrollment of two days per week is required. The transportation fee for families who opt-in is \$7 a day, per child. Fees are to be paid via the online registration system (Regpack) by the Monday before the week your child is to attend. Each registrant will be entered into an auto-billing plan that will automatically charge your account each Monday. You may update your payment information in Regpack at any time. If we do not receive payment, your child will not be considered enrolled for the following week. He/she will not be allowed to attend the Camp Fire program until all unpaid balances are brought up-to-date.

**Refund Policy:** There will be no deduction in tuition if your child is absent from school or the Camp Fire program due to illness, extracurricular activities, inclement weather, or any other condition beyond the control of the Camp Fire program or Lynn Public Schools. However, with two week's advance notice of a week-long vacation, tuition will not be charged. A one or two day absence does not qualify as a vacation.

**Additional Charges:**

- **Early Release days** incur an additional charge of \$17.00 per child, making the total charge equal to \$40.00 per child for the day.
- A **late payment fee** will be assessed at the rate of \$10.00 per week for tuition payments made after Wednesday.
- A **late pick-up fee** will be assessed at the rate of \$10.00 per fifteen minutes for pick-up after 6:00 pm.\*\* The late fee will be added to the weekly tuition rate. Continuous tardiness could result in termination from the program.

*\*\* It is Camp Fire's policy to contact the local police station if any child is left at the program for more than one hour after the program has closed and all attempts have been made to contact parents and/or emergency contacts.*

**Terms of Agreement:** Each parent/guardian is required to electronically sign the Camp Fire North Shore Terms of Agreement, indicating agreement with Camp Fire policies and procedures, before a child may enroll in the Extended Day program. The terms of agreement are valid for the duration of the school year unless two weeks' notice of termination or change is given.

**Withdrawal:** A two week notice is required for withdrawal from the program. Parents are responsible for paying tuition during those two weeks and any remaining balances must be paid in full before the child separates from Camp Fire.

**Plan for Transition:** When a child is leaving our program or going to a different program, our staff will help him/her transition in a manner he/she will understand according to age and intelligence. When possible, and with parental permission, staff will also collaborate and share information with the new program.

#### **IV. Behavior Management & Parent Resources**

**Behavior Management Plan:** Camp Fire Extended Day Programs use school property, therefore it is our policy to follow the school rules while our program is in session. The Site Coordinator will have an open discussion with enrolled children about safety, sharing, and respect for adults and peers. Camp Fire will review program specific limits with the children. We also discuss solutions to difficulties, review factors that may influence a child or group's behavior, and cooperatively set guidelines.

Camp Fire is committed to helping our youth realize their potential and to function as caring self-directed individuals. Therefore, our trained staff will always respond positively to appropriate behaviors, sharing positive behaviors with parents and peers. We hold a high standard in the way our staff interacts with your child. Below are four key areas related to positive interactions between staff and children we monitor with trainings and evaluation:

1. Staff must be responsive to children's individual needs and support the development of self-esteem, self expression, autonomy, social competence, and school readiness.
2. Staff must be nurturing and responsive to the children by expressing warmth through social conversations, laughter, eye contact, smiles, and communication at eye-level.
3. Staff must support children in the development of self-esteem, independence, and self-regulation.
4. Staff must support children in the development of social competence by promoting interaction between children and adults, encouraging children to share ideas, modeling cooperation, encouraging children to listen, help and support others, and teaching respect of themselves, others, and property.

Camp Fire encourages children to develop their own sense of control, management of feelings, and problem-solving. However, if an individual is acting inappropriately and is unable to regain control of himself/herself, staff will speak to the child in a normal tone of voice and attempt to verbally reason with him/her to try to solve the situation through discussion, explanation, or re-focusing of a child's attention. When necessary, staff may ask the child to choose whether he/she would like to continue to participate with the group appropriately or to take time away from the group. Choices may include: reading quietly and/or other sitting activities. When the child has refocused, he/she may rejoin the group.

***Incident reports:*** When a child is behaving in a ways unacceptable to the staff or is inflicting harm upon himself/herself or another child, staff will complete an incident report and send it home to the parents. Parents are expected to read the report, sign it, and return it to the Site Coordinator. If behavior results in an incident report, the report includes an area for suggestions on how to change behaviors in the future. We share these with the parent and with the child. All staff will be made aware of the situation and will try to aid the child in learning what he/she needs to change. Parents will be invited to meet with the Site Coordinator and/or Program Administrator to discuss the problem and solutions other than suspension or termination.

It is the mission of Camp Fire to help develop caring, confident youth and future leaders. We believe this is a process which happens over time. Thus, every effort to keep a child in our program will be made.

*\*\*No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishments including: any type of physical hitting inflicted in any manner upon the body; punishments that subject a child to verbal abuse, ridicule, or humiliation; denial of food, rest, outdoor time, or bathroom facilities; punishment for soiling, wetting, or not using the toilet; or punishment related to eating or not eating food.\*\**

If a parent requests help, Camp Fire will aid in pursuing options for supportive services or developing a plan for behavioral intervention at home and in the program.

**Suspension/Termination Policy:**

***Suspension:*** A child will be suspended from the program for the following reasons:

1. Upon receiving two incident reports, the child may be suspended from the program from one day to one week, depending upon the severity of the action in question.
2. Unacceptable parent behavior, including verbal and/or physical abuse towards a staff member by a parent.

***Termination:*** A child may be terminated from the program for the following reasons:

1. Upon receiving three incident reports and the staff feels that every attempt to change the child's behavior has been made, yet has been unsuccessful.
2. The child was suspended due to parent behavior and the behavior continues upon return.
3. The child is continuously picked up after 6:00 pm despite reminders of closure time.
4. Repeated steps to collect tuition are unsuccessful.
5. A child has missed five consecutive scheduled days without notification from the parent.

If a child in the program is suspended or terminated, Camp Fire will inform the parents of the availability of information and referrals for evaluation, diagnostic, or therapeutic services upon the parent's request.

We will notify, in writing, specific criteria the child and parent need to comply with to be considered for return.

Camp Fire staff will also prepare the child for termination from the program in a manner consistent with the child's ability to understand.

**Above steps may be skipped and termination may be immediate if staff feels that a child's behavior presents a significant safety concern to the child, other children in the program and/or staff members.**

**Referral Services:** When a staff member is concerned about a child's physical/social development or behavior and feels that further evaluations should be done, the staff member will report this to the Site Coordinator, who will review concerns with the Program Administrator. If the Administrator agrees, the Site Coordinator will complete an observation report and review the child's record before making a referral.

When a referral is made, the Site Coordinator and/or Administrator will meet with the parent and provide a written statement including the reason for recommending the referral and any efforts that Camp Fire may have made to accommodate the child's needs. The Administrator will maintain a written record of referrals, including parent conferences.

**Parent Communication/Involvement:** Parent involvement and open communication are

strongly encouraged. The emotional, physical, and educational development of your child is very important to us and we look forward to working with you. We are excited about the Extended Day School Programs and eager to serve you. Please visit us anytime and talk with us often. Your help and input is always appreciated.

We ask that parents please share information with our staff about other therapeutic, educational, social, and support services their child receives. We will do our best to support transitions and coordinate with other services offered to your child, with your permission.

There are many opportunities for parents to become involved in the program, from fundraising efforts to donating gently used books/art/sports and games equipment to your child's site. If you have any special talents or are a professional in an unusual/interesting field and would like to spend some time sharing your skill at your child's site, please give us a call! If you have any questions about specific ways you can be of help, feel free to speak with your child's Site Coordinator or the Administrator of the Extended Day Programs. We will get back to any parent who wants us to.

*Parent Visits:* Camp Fire permits parents to visit our before and after school programs. Please reach out to the main office if you would like to schedule a time.

*Parent Input:* Positive parent input regarding the development of the program and its philosophy is a very important part of Camp Fire philosophy. You may speak to a staff member concerning your ideas at any time. Staff members will regularly share this information with the Program Administrator and it may also be a topic for discussion at Camp Fire's monthly staff meetings. A follow-up conference with the parent will be scheduled, if needed or desired.

*Parent Conferences:* Camp Fire will make staff available for individual conferences with parents at the parent's request.

*Communication with Parents:* The children who attend our program are picked up by their parents or guardians at the end of the day. It is our philosophy to always have open and ongoing communication with our parents. If staff has an issue to discuss with the parent, we will do it at the time, in a supportive manner. Parents will be notified whenever special problems and significant developments arise. Parents also have the opportunity to discuss their concerns with staff members at pick-up time. If that is not convenient, we will arrange an alternate time to speak in person or over the phone. If a parent has a specific complaint, he or she should contact the Program Administrator.

*Progress Reports:* Site Coordinators will complete a Progress Report for each enrolled child once per year, in January. This will give you an idea of how your child is getting along in our program and lets us evaluate each child on an individual basis. This report also helps us change what is not working and encourage what is working successfully.

### **Children's Records**

*Confidentiality and Distribution of your Child's Record:* Information contained in a child's

record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's records are subpoenaed. All individuals and families of children with disabilities have a right to confidentiality of information about the disability. This means that information about the individual, child, or family cannot be shared with outside agencies without the adult individual's or the parents' of the child (or legal guardian's) written permission.

*Access to your Child's Record:* You are entitled to have access to your own child's record at reasonable times on request within two business days of the request, unless you consent to a longer period of time.

*Amending your Child's Record:* You have the right to add information, comments, data, or any other relevant materials to your child's record or to request deletion or amendment of any information.

*Updating Records:* Children's records must be reviewed and updated as necessary and are only valid for one year from the date of execution unless such consent is withdrawn, in writing, prior to that time.

*Transfer of Records:* When your child is no longer in our care, the program can give your child's record to you or any other person you identify with written request.

*Unauthorized Activities:* Children are not allowed to participate in any activities unrelated to the direct care of children without written permission (e.g. fundraising, publicity including photographs, screening, research, or unusual treatment). By signing the Terms of Agreement, you have given us permission to use photos and videos of your child for publicity. Please reach out to a Program Director if you wish for your child(ren) NOT to be photographed, etc.

## **V. Daily Schedule**

**Curriculum/Activities:** Here at Camp Fire, we recognize the importance of extending learning during the normal school day to before and after school hours, and provide a diverse schedule of fun and educational activities to your child daily. Before school activities will typically be calm and may involve art, reading, or other games, as children arrive throughout the program hour. Many of our after school activities are taken from Camp Fire's National curriculum, which is based on the McRel Educational Standards of Boulder, Colorado. Each activity also meets the Massachusetts Department of Education's Learning Standards.

The curriculum areas we use in our after school programs include: math, science and technology, language arts, comprehensive health, physical activity, and the arts. Each year, Camp Fire reviews the school's Report Card and/or School Improvement Plan to determine which subject areas to highlight that will be most beneficial for the children at that particular site. Site Coordinators meet with the Program Administrator at the beginning of each school year to discuss the academic needs of the school and plan curriculum accordingly.

Parent(s) also have the opportunity to sign their child up for Homework Club, which, based on the needs at each site, is offered daily. Depending on the number of children participating in Homework Club, one or two staff members escort the children to a designated quiet homework area and are available to assist the children with homework assignments. At least 45 minutes is scheduled for homework help daily and this time may last longer/shorter based on the assignments.

**Choice:** Academic enrichment opportunities are offered on a daily basis during choice periods of the daily schedule. Choices may be specific, such as beginner's yoga, or more general such as wacky science experiments. Activities will be carefully chosen, varied throughout the year, and may differ from site to site depending on need and student interest. Choices will be posted for children to opt into.

Camp Fire also maintains a wide variety of open-ended materials that rotate on a daily basis and are accessible to your child during the morning and/or afternoon. They encourage creative thinking and social interaction, and may include:

- Manipulatives such as Legos, K'nex, Lincoln Logs, foam or wooden blocks, etc.
- Dramatic play materials such as a puppet theatre and puppets, costumes, pretend food, dollhouse, toy animals, Play-Doh, etc.
- Age-appropriate board games such as Candy Land, Chutes and Ladders, Memory, Connect Four, Junior Monopoly, Yahtzee, Clue, Pick-up Sticks, Mancala, etc.
- Studio art materials such as colored pencils, markers and crayons, drawing paper, construction paper, watercolors and/or tempera paints, craft sticks, pipe cleaners, pony beads and lacing, pom poms, wiggly eyes, stencils, etc.
- A variety of age-appropriate books and a quiet area for reading.

**Gym/Outdoor Play Time:** Each day, a minimum of thirty minutes of gym/outdoor time is scheduled, which allows the children to receive much needed physical activity and to release some energy in a healthy way. Children are allowed plenty of time for free play and are also involved in cooperative games with staff members. Staff are placed strategically and follow an outdoor supervision plan for safety.

Please dress your child appropriately for the weather, as we try to spend more time outdoors in the fresh air than in the gym. For warmer weather, send a water bottle with your child that can be refilled (labeled with your child's name) and sunscreen with a note granting Camp Fire staff permission to apply it to your child. For colder weather, please send layers of warm clothing and hats/mittens/scarves and snow boots when appropriate. Children who are not dressed appropriately for the weather may not be permitted to participate in outdoor activities.

**Healthy Snack & Supper:** A nutritious snack and supper is provided daily to your child by the program and drinking water is always available. Lynn Public School's Food Service Program is our sponsor, providing healthy meals that fall within USDA guidelines to all of our program

participants. Children's allergies are taken into consideration when serving meals. While we do pay attention to the general likes and dislikes of each group, we encourage participants to try new foods.

***School rules and allergies determine if peanuts or other tree nuts are served as snack at your child's after school site.***

**Personal Belongings:** Each day, each child will be provided a basket to store his/her belongings for the day. If an item is precious to you or your child, please do not bring it to Camp Fire Extended Day School Programs. Bringing toys or handheld video games from home is discouraged. We do not allow toys of aggression at our programs.

Each site has a lost and found. Check with program staff if you think your child may have left belongings at Camp Fire. We cannot be responsible for unmarked clothing items.

**We do not allow personal electronics (e.g. cell phones, tablets) or toys/games from home to be used at Camp Fire.** We have found that children get easily upset when toys are not shared or items get damaged. Please let us know if there's a specific toy or game you'd like us to try and get for your child's Camp Fire program.

#### **IV. Emergency Procedures:**

Camp Fire Extended Day Programs follow school emergency procedures for fires, lock-down, and shelter in place. Students have monthly fire drills to practice evacuating the building. In the event of a fire, the Site Coordinator will take the attendance sheet with him/her as children are evacuated in a quick, but calm and orderly fashion. The Site Coordinator will be responsible for making sure the entire group has been accounted for.

*Parent Notification:* Camp Fire will notify the parent(s) immediately of the emergency and agree on a course of action with the parent.

*Method of Transportation:* If a child has had an accident and must be taken to the hospital, Camp Fire staff will proceed directly by ambulance to the hospital designated by the parent. The parent would be notified to meet the staff person at the hospital. If no hospital is designated, Camp Fire will defer to the ambulance provider's decision.

*Procedures When a Parent Cannot Be Reached:* If parent(s) cannot be reached, staff will notify the emergency contact person in the child's records and call the physician shown on the child's Emergency Information Form. Camp Fire staff will stay with the child until the parent(s) arrive.

*Emergency Procedures for Field Trips:* All field trips must be well-organized and planned ahead of time. The method of transportation in case of an emergency from a field trip location is the same as above.

*Safety Procedures for a Field Trip:*



1. The Site Coordinator will obtain a signed authorization and consent form from the parent(s)/ guardian(s) of each child who will be in attendance on the trip.
2. At least one First Aid and CPR certified staff member will be on the field trip.
3. Staff will bring a first aid kit on the field trip.
4. The Site Coordinator will take the files of the children who will be participating in the field trip to the designated location in the event that a parent needed to be contacted in an emergency.
5. All emergency or life-saving medications, such as inhalers and epinephrine auto-injectors, will be brought for children who have them prescribed and have provided them to Camp Fire.
6. A Camp Fire site cell phone will be on the field trip in case of emergencies and for any necessary parent communication.
7. All children will carry a card containing the program's name, the Camp Fire cell phone number, the main office phone number, and address.

**It is essential that you provide the program with a number where you can be reached should it become necessary. In addition, an alternate number is needed for someone who is willing to accept emergency responsibility for your child in the event that you cannot be reached. The program expects that if you are called in an emergency, you will come as soon as possible. You are also responsible for notifying us of any changes in these numbers.**

Updated: 8.19.19

## **EMERGENCY TELEPHONE NUMBERS**

<b>Health Care Consultant</b>	<b>North Shore Medical Center</b>
June Blake	781-599-4087
Fire Department	911
Police Department, Emergency	911
Lynn Police Alternate Emergency	781-592-7893
Lynn Police (Business Line)	781-595-2000
Fire Department (Business Line)	781-593-1234
Ambulance/Rescue	911
Poison Control Center	1-800-222-1222
NSMC Salem Hospital	978-741-1200

**Camp Fire Office** 978-745-7200

**Program Administrator Cell** 781-234-5330

### **Camp Fire Extended Day Program School Sites Phone Numbers**

**ABORN** 781-771-4122  
409 Eastern Avenue, Lynn (*located in bottom floor classroom*)

**CALLAHAN** 781-732-0349  
200 O'Callaghan Way, Lynn (*located in gym/cafeteria*)

**HARRINGTON (Pre-K & K)** 781-771-1485  
21 Dexter Street, Lynn (*located in Room 001*)

**HARRINGTON (1<sup>st</sup> Grade – 4<sup>th</sup> Grade)** 781-771-1130  
21 Dexter Street, Lynn (*located in cafeteria*)

**SHOEMAKER** 781-771-9220  
26 Regina Street, Lynn (*located in cafeteria*)

**SISSON & PICKERING** 781-771-6309  
58 Conomo Street, Lynn (*located in the Pickering cafeteria*)

**TRACY** 781-732-0346  
35 Walnut St, Lynn (*located in cafeteria*)