



2019

Family Handbook

**AlphaBEST Education Inc.
Summer Program Provider
Tewksbury Public Schools**

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Welcome

AlphaBEST provides the best in summer enrichment camps for children. Collaborating with schools and districts, we create innovative summer camps that engage children and support the needs of working families. Highlights of the AlphaBEST Summer camp program include:

- Sign up for one or multiple weeks
- Sign up for five days or three days (full and part-time rates)
- Morning and afternoon snacks (breakfast in some districts)
- Weekly field trip or special guest visitor
- Create new memories through weekly local field trips
- Make new friends through team-building challenges

Tewksbury Public Schools

ALPHABEST EDUCATION

Please keep this handbook for reference while your child is in ALPHABEST EDUCATION's program. Updates will be sent as they occur.

Our mission is to provide a safe, caring, student-centered program that meets the needs of families and school district. Our academically enriched extended day program is interactive and engaging for students and promotes 21st century skill development. Our team of education professionals focus on creating a well-balanced atmosphere for students and a trusted solution for parents and schools.

The Tewksbury Public Schools sponsors the AlphaBEST program. The program offers an adult-supervised, high-quality, affordable Summer Camp.

District Site Location Information:

North St. Elementary
133 North St.

Wynn Middle School
1 Griffin Rd.

Livingston St. Rec. Center
288 Livingston St.

Additional Contact Information for account troubleshooting, unresolved issues at your student's site and other administrative questions or concerns. We appreciate and encourage all feedback.

Customer Support:

Jacqueline Petrocelli

Phone: 973-739-4511 Email: jpetrocelli@alphabest.org

Regional AlphaBEST Office:

Gina Mistretta, Area Manager

Phone: 978-641-4468 Email: gmistretta@alphabest.org

Jenny Mutter, Regional Director

Phone: (401) 640-1441 Email: jmutter@alphabest.org

Program Calendar & Hours of Operations

The Summer Program will operate starting on June 19, 2019 and continue until August 23, 2019:

Our hours of care will be: 6:45 am – 5:30 pm

The program will operate Monday through Friday.

*The program will not run on July 4th and July 5th. Tuition will be prorated for the week of July 1st.

Program Schedule of Fees

Weekly tuition is due by Monday for the current week. A child's account balance must be paid for them to attend the program. A late fee will be applied if tuition is not paid by Wednesday.

Your Account Sign In Website: <https://www.alphabest.org/tewksburyma>

2019 Program Rates per student:	Discount:
5 Days/Week \$159 Full Day /\$100 Half Day	Sibling 10%
4 Days/Week \$141 Full Day/\$88 Half Day	
3 Days/Week \$112 Full Day/\$72 Half Day	
2 Days/Week \$80 Full Day/\$44 Half Day	
1 Day/Week \$40 Full Day/ N/A Half Day	

Prorated Tuition

* AlphaBEST does not prorate tuition based on attendance.

* AlphaBEST will notify families of prorated weeks due to school closure.

Program Registration and Eligibility

How to Register

All registrations must be completed online by creating an account at www.alphabest.org. A child is considered enrolled and may attend an AlphaBEST program upon the following:

- Online registration is completed in full;
- A registration fee is received in full;
- Any additional paperwork is received by both the AlphaBEST local office and the program where the child(ren) will attend each day of attendance; and
- All required child care licensing regulations have been satisfied through completion and receipt of forms, immunizations, photographs or other requirement in accordance with the state of enrollment/attendance.

Eligibility

AlphaBEST will not discriminate against children on the basis of gender, race, cultural heritage, political beliefs, religion, national origin, ancestry, creed, pregnancy, marital or parental status, homeless status, sexual orientation or physical, mental, emotional, or learning disability in its education programs or activities. AlphaBEST Education will serve all students eligible for its program if space is available, including students with special needs, specifically:

- Sites will not exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of themselves or others or require a *fundamental alteration* of the program in order for them to attend;
- Toilet training status will not be used as an eligibility requirement for enrollment;
- Sites will make *reasonable accommodations* to their policies and practices to integrate children with disabilities into their programs unless doing so would constitute a *fundamental alteration* of the program;
- Our leadership team will make an *individualized assessment* about whether a particular site can meet the particular needs of the child without fundamentally altering its program; and
- Children who pose a *direct threat* –a substantial risk of serious harm to the health and safety of themselves or to others – will not be permitted to remain in the program. Senior Administrative Staff will make this decision only after a consultation with program manager, staff and parents has taken place.

This policy is intended to supplement but not replace any state and federal laws applicable to AlphaBEST's programs.

Serving Students with Special Needs

AlphaBEST will consider each student with a special need individually to determine if it can serve that student. AlphaBEST Education will consider all relevant factors in making its determination. These factors may include, but will not be limited to, the following:

- The student's ability to function in an environment of 45-60 students;
- The student's ability to function in a large gym and open playground;
- The student's ability to function with a staff to student ratio of 1:10;
- The student's need for individual supervision; and
- The student's health care needs.

Where appropriate, AlphaBEST will also consult with teachers, school administrators, previous childcare providers, and medical personnel as part of its consideration. Parents must provide written permission allowing the AlphaBEST representative to observe the student. At the conclusion of the consultations, the AlphaBEST administrator will discuss the recommendation with the student's parent(s) or guardian(s).

Making Enrollment Changes

- Site Directors do not have access to make enrollment changes.
- Please submit your request to the Area Manager or Customer Support.
- Changes to your enrollment will begin the following week.

Enrollment Withdrawal Instructions

- Provide written notice to the Area Manager or Customer Support (email is fine).
- Provide this notice two weeks from the last day in the program.
- If two weeks notice is not provided you may be required to pay for time your child was not in attendance.
- If you wish to re-enroll your child at a future date your account must be in good standing and you will need to complete the online enrollment process again to ensure there is availability.
- If you choose to withdraw from the program due to quality concerns please contact your Area Manager, Customer Service, or the Regional Director.

Re-Applying for Enrollment

Re-enrollment for the Summer Program enrollment will begin mid-Winter. All accounts will receive an email notification with enrollment dates and notices will be posted at the school.

Our Philosophy

AlphaBEST has developed a unique summer camp program model that combines a safe, supervised environment necessary for working parents with an expanded learning curriculum to

Features and Benefits

assist schools to meet their goals. The careful balance between relaxed, fun activities and engaging learning experiences is achieved through our curriculum developed by national subject experts and our careful training, selection and supervision of staff.

Designed to complement the regular school day, our extended day program fosters engaging, hands-on learning in a safe, familiar environment...your school!

Sample Camp Schedule

Time	Activity
6:45am-9:00am	Rolling Welcome Table Top Games & Clubs
9:00am-9:30am	Daily Announcements & Attendance Snack, AlphaBEST Pledge
	Bathroom Break and Transition (Head Counts)
9:30am-11:00am	Zone 1
	Bathroom Break and Transition (Head Counts)
11:00am-12:30pm	Zone 2
12:30pm -1:00pm	Bathroom Break, Hand Washing, Lunch
1:00pm-1:30pm	Brain Break Low Energy Activities
1:30pm- 3:00pm	Zone 3
	Bathroom Break, Hand Washing, Snack
3:00pm-4:30pm	Zone 4
	Bathroom Break and Transition (Head Counts)
4:30pm-5:30pm	Club Zones/End of Day Clean Up

Communication and Parent Responsibilities

Methods of Communication

- Parent Information Board located at each site sign out table will contact all notices, schedules and site contact information.
- Email notifications will accompany most Parent Board postings.
- Account information and weekly billing are updated on each family's EZ Child Track account via the AlphaBEST Parent Portal. It is the parent/guardian's responsibility to check your account weekly for tuition balance and any late fees.
- Site Directors are available daily to communicate with parent/guardians regarding their student(s)' development.
- Progress reports will be provided for each student annually to provide families with written feedback on student development.
- Each site will produce a monthly newsletter highlighting curriculum for the upcoming month and celebrating milestones for the current month.
- Parents have the opportunity to visit the AlphaBEST any time their child is present without any formal request. We encourage all parental input and communication.
- If English is not the primary language of the parent/guardian AlphaBEST will work with the school district to make accommodations for important parental notices.

Parental Responsibilities

- Notify AlphaBEST of any absences.
- Make weekly tuition payments by each Monday. Failure to pay after 1 week will result in a suspension until the balance is paid. Failure to pay balance after 2 weeks will result in permanent suspension from the program. Payment plan options are available prior to receiving an outstanding balance.
- Update AlphaBEST with any documents throughout the year in order for AlphaBEST to maintain an accurate set of student records (voucher paperwork, accommodations/needs, medical paperwork, updated emergency contacts and approved pick up persons, etc.).
- Make sure to properly sign your child out of the program each day.
- Collaborate with the Site Director of accommodation discussions.

Plan for Child Guidance

Student Behavior

- AlphaBEST uses a Positive Behavior Support model to set behavioral expectations and provide developmental guidance. AlphaBEST will not impose punishments or restrictions on students. Instead, choices will be offered to help guide behavior.
- Leadership and character education is implemented in the AlphaBEST program through designated student job responsibilities.
- A quiet area will be provided to students who may feel the need to act aggressively in frustration. This area will be in view of a supervising Zone Leader or Site Director.

- Students will play an active part in the discussion and setting of behavior expectations.

AlphaBEST prohibits its employees from using the following practices:

- Spanking or other forms of corporal punishment;
- Severe punishment such as humiliation, shaming, neglect, verbal or physical abuse;
- Depriving children of outdoor time or food; forcing children to eat food or drink against their will; or in any other way using food as a consequence;
- Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled clothes or remain on the toilet;
- Confining a child to a space in lieu of supervision; and
- Giving excessive time-out. Time-Out may not exceed 1 minute for each year of the child's age and must be within the educator's view.

Plan to Avoid Suspension/Termination

The Area Manager will review all student applications which may indicate the risk of behavioral or social emotional challenges. A mutually agreed upon Accommodation Plan will be created prior to the student's enrollment in the program.

If crucial information is withheld from a student application which prevents AlphaBEST from proactively setting up an Accommodation Plan a student's enrollment may be placed on hold until a meeting can be established to create such a plan.

Student Accommodation Plan

The Site Director, Curriculum Specialist, or Area Manager will:

- Observe the child. Note circumstances when behavior occurs (who s/he is with, time of day, area in which problem occurs and activity s/he is involved);
- Consider all aspects of child's life (changes in the home or at school, dealing with loss, new people joining the family, the absence of a familiar educator, witnessing or being a part of upsetting events, or not having consistent limits and schedules would all potentially impact a child's ability to cope with program space rules and routines);
- Staff and parents shall share observations and knowledge of child at home and at school to gain insight into child's behavior;
- Focusing on a specific behavior, parents and staff will prepare a clear message for the child that includes an action message describing the behavior desired;
- Consequences for not following the expectations are also to be made clear. Rewards for meeting expectations may be considered but be cautious about using material rewards. Rather, focus on ways to create a feeling of pride or accomplishment in the child;
- Consider whether changes to the environment would be helpful. Accommodations may be changes to the room arrangement, more individual attention for the child, a shorter day or a shorter week. If time is required to make the necessary accommodations, it may be necessary to have the child stay out of the program until the accommodations are in place;
- If staff and/or parents feel that existing resources are inadequate to meet the child's

needs, accessing additional support services will be explored including, but not limited to any of the following: * mental health agency * DCF to request support for family, * public schools for evaluation for special education needs * Child Care resource and referral agency for information on other placements; and

- Keeping Accommodation Plans in mind, a progressive behavior plan will be implemented for reoccurring behaviors that may jeopardize a student's ability to remain in the AlphaBEST program.

Student Behavior Plan

The Site Director, Curriculum Specialist, or Zone Leader will:

- Discuss the behavior with the child to make sure he or she understands which specific actions are not acceptable. The witnessing staff member will document the incident and discuss it with the parent upon pick up. For severe incidents, a parent may be called immediately;
- If the behavior reoccurred on a separate day, the parent will be contacted to set up a meeting to review the Accommodations Plan for the student; and
- AlphaBEST will suggest other options to avoid termination or suspension such as:
 - offering referrals to parents for evaluation, diagnostic or therapeutic services;
 - pursuing options for supportive services to the program, including consultation and educator training; and
 - developing an Accommodation Plan for behavioral intervention at home and in the program.

In some instances, it is necessary to terminate service for a student immediately or prior to the completion of the steps mentioned above due to their nature. Some examples many include, but are not limited to:

- Intentional destruction of school or AlphaBEST property;
- Acts of intentional aggression against another student or staff member;
- Acts of inappropriate touching of another student or staff member;
- Aggressive language, threats or discussion of violence towards another students or staff member (includes statements by parents as well);
- Frequently, picked up late by parent (3 times in 2 months); and
- Absent from program for 2 weeks without notice or failure to pay for two weeks without communicating the need for a payment plan prior to being delinquent in payment.

Referral Policy

AlphaBEST employees with direct care positions will have responsibility for observation and documentation of any concerns of a child. These include but are not limited to:

*Educational Delays *Vision *Gross Motor *Emotional *Hearing *Economical *Physical
*Speech *Behavior *Dental *Fine Motor *Social

If staff has a specific concern about a child's behavioral and/or social adjustment, the staff member will request an observation form from the Site Director. The behaviors will be observed, recorded, and reviewed before an outside of AlphaBEST referral is recommended. The Area

Manager, in conjunction with the school's guidance counselor, will refer parents to appropriate social, mental health, educational and medical services for their child should s/he feel that an assessment for such additional services could benefit the child.

A parent meeting will be set up to discuss the program's concerns and reason for an outside of AlphaBEST referral. The Site Director will then provide the parent with a written statement including the reason for the recommendation of the referral for additional services, a summary of the program's observations related to the referral, and any efforts the program may have made to accommodate the child's needs. The program will offer assistance to the parent in making the referral and shall have written parental consent before any contact is made.

The program will maintain a written record of any referrals, including conferences with parents as well as the results.

Child Protection and Mandated Reporting

Federal and state laws require that AlphaBEST employees report suspected cases of child abuse or neglect by contacting the appropriate state agency or the National Child Abuse Hotline at 1-800-4ACHILD. This information is to be held confidential between the employee and the contact at the agency. This includes the reporting of parents and guardians who appear to be impaired by drugs or alcohol.

- Abuse is defined as "the non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual."
- Neglect is defined as: "failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition."
- Physical injury is defined as: "Death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other such nontrivial injury; or soft tissue swelling or skin bruising, depending upon such factors as the child's age, the circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive."
- Emotional injury is defined as: "an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance and behavior."

Procedures for Reporting Abuse or Neglect

1. AlphaBEST staff and/or volunteers are to immediately inform their supervisor, who will confirm the facts reported and the condition of the child.
2. The supervisor will request the staff involved to complete an incident report with the date, time and specific details observed, including type and location of physical marks of the suspected abuse/neglect. This report will be reviewed by the Area Manager and Regional Director.

3. Reports will be reviewed and a decision will be made whether to file or not within 24 hours.
4. If a 51A is to be filed by AlphaBEST with DCF, the staff reporting the suspected abuse/neglect will be informed on a need to know basis to allow for further action/documentation. AlphaBEST is not required to notify the parent of the report of suspected abuse.

Procedures for Reporting Abuse or Neglect Involving an AlphaBEST Employee

1. The Regional Director will be informed and will communicate all information to AlphaBEST Executive leadership and HR within 24 hours.
2. The Regional Director will contact the employee concerning the suspicions and confirm suspension of that employee until allegations have been cleared or substantiated.
3. The suspension will be without pay.
4. AlphaBEST will self-report to both DCF and the EEC within 48 hours. The employee will not work directly with children until the DCF investigation is completed and for such further time as the Department of Early Education and Care requires.
5. In the event that allegations are substantiated, the employee will be terminated.
6. Staff and volunteers suspected of child abuse or neglect may not contact children or parents involved in an alleged child abuse incident.

Healthcare Policy and Information

Emergency Contact Numbers

Police Department	911
Fire Department	911
Poison Control	611
Ambulance	911
DSS/Child Abuse	1-800-792-5200
Local Health Department	978-640-4470 x 231
AlphaBEST Regional Director	401-640-1441

Local Hospital Contact Information

Lowell General Hospital 295 Varnum Ave Telephone Number (978) 937-6000
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Plan for Medical Emergencies (Onsite)

1. In the case of a medical emergency (such as an allergic reaction, serious fall or cut, seizure) administration of necessary emergency first aid while the other staff member(s) attend to the needs of the other children in care, removing them from the scene of the incident if possible.
2. A staff member who is not assisting with the child involved in the serious medical emergency will call 911 for assistance when immediately necessary, and will then call the AlphaBEST main office to alert AlphaBEST Administration of the emergency. It will then

be determined if it is more appropriate for the AlphaBEST Administrator or the staff on scene to contact the child's parent/guardian to alert them that 911 has been called. Staff riding with the child involved in an emergency medical situation will bring with them all pertinent paperwork and medication, including such items as the child's file which includes permission forms, and any medication or medical paperwork which is on file at the AlphaBEST site for that child.

3. For non-911 emergencies, the Site Director will consult with the guardian first (such as in the case of a broken toe or tooth or cut which might require stitches), the AlphaBEST site staff who is not assisting the child will attempt to contact the parent/guardian to consult and request immediate pick-up for transportation of the child for treatment. The staff member will then call the AlphaBEST Regional Director.
4. In the event that a parent/guardian cannot be reached, all emergency contacts will be called in order of how they are listed in the child's paperwork. If a parent/guardian or emergency contact cannot be reached for a child, the AlphaBEST Administrator on duty will devise a plan of action. If transportation to a hospital or medical facility is deemed necessary for the child, a member of the AlphaBEST staff will serve as the child's guardian until the parent/guardian or an emergency contact can be reached and can join the child. If it is determined that the child needs treatment, 911 will be called for ambulance transportation to treatment.
5. AlphaBEST staff will never transport a child in their personal vehicle for medical treatment.
6. Once the child is treated and resting, all necessary reports will be completed. Copies will be logged and filed, provided to the parent/guardian, and filed with the Department of Early Education and Care as soon as possible and not later than three business days after the injury.

Plan for Medical Emergencies (offsite; while on a field trip)

1. As a preventative measure, prior to the departure of a field trip from any AlphaBEST site location, the AlphaBEST Program Directors or Site Director in charge will determine appropriate guidelines to be followed during the field trip to insure continuity and safety of the children including:
 - a. A plan to bring all emergency information for children including: medications and necessary medication paperwork, permission slips and emergency forms which will include emergency contact information for the child's parent/guardians and other emergency contacts. Also at least one travel first aid kit will be fully stocked and brought on the trip.
 - b. A plan to ensure that children will be protected against heat, cold, and sun injury will be devised.
 - c. On the field trip, AlphaBEST staff will review the location of emergency services (such as life guard stations, telephone locations, first aid stations), and will have access to a working cell phone. When groups will be traveling separately, whenever it is possible, at least two staff will travel together with a group of children at the field trip location and walkie-talkie communication will be utilized for communicating between all staff.
 - d. One trip leader per bus will confirm that all students are accounted for prior to departing and will ensure that all students are off the bus after each destination.
 - e. Transportation logs will be completed in accordance with EEC regulations.
2. If an accident or acute illness occurs with a child while any AlphaBEST program is on a field trip, the staff in charge will assess the situation, give first aid as needed, and will then

determine if it is most appropriate to contact 911, the AlphaBEST administrator or child's parent/guardian first. Other staff members who are available on the trip will assist the staff member who is administering first aid by assisting children who are not involved in the emergency, and alerting other program staff or administrators about the emergency.

3. Depending on the location of the trip it will be determined by the AlphaBEST staff in charge if the urgency of the situation necessitates ambulance transportation, or if staff can wait with the child for a parent/guardian to arrive at the location to transport the child.
4. Whenever possible two staff members will wait with the child until emergency transportation arrives. In the event that ambulance transportation is necessary, at least one staff member will accompany the child to the hospital and will serve as that child's guardian until the parent/guardian or an appointed emergency contact can join the child. Staff riding with the child involved in an emergency medical situation will bring with them all pertinent paperwork and medication, including such items as the child's emergency form, permission forms, and any medication or medical paperwork for that child.
5. In the event that a parent/guardian cannot be reached, all emergency contacts will be called in order of how they are listed in the child's paperwork. Additional attempts to reach the parent/guardian may be made. If a parent/guardian or emergency contact cannot be reached for a child, the AlphaBEST Administrator on duty will devise a plan of action. If transportation to a hospital or medical facility is deemed necessary for the child, a member of the AlphaBEST staff will serve as the child's guardian until the parent/guardian or an emergency contact can be reached and can join the child.
6. Other staff member(s) will attend to the needs of the other children in care on the field trip, removing them from the scene of the incident if possible. AlphaBEST staff members are trained to respond in a reasonable, reassuring and calm manner.
7. Once the child is treated, all necessary reports will be completed. Copies will be logged and filed, provided to the parent/guardian, and filed with the Department of Early Education and Care as soon as possible and not later than three business days after the injury.

Plan for Care of Students with Mild Illness or Injury

1. Prior to camp start date, a parent/guardian must provide documentation of a physical exam (within one year) and immunization records (in accordance with the Department of Public Health).
2. It is required that AlphaBEST has up-to-date emergency forms on file for each child. AlphaBEST must have accurate phone number(s) where guardians can be reached, as well as information for three (3) emergency contacts. If there is a move, change of phone numbers, job change, or any other changes that would affect the program's ability to contact the parent/ guardian or an emergency contact; it is the responsibility of the parent/guardian to notify the program immediately. According to the Department of Early Education and Care, forms and permission slips must be updated every year and are only valid for one year from the date of signature. Failure to provide up-to-date information, such as working telephone numbers or emergency contacts, required forms, medication information, or failure to provide required non-expired medication may result in suspension of child care services or termination of child care services.
3. AlphaBEST must be informed by a parent/guardian if a child has any medical condition or chronic condition that could cause difficulties (including: past surgeries or bone breaks, allergies or any chronic or life threatening conditions or allergies) in order to best handle any emergencies that could arise. It is essential that all medical information is kept up-to date.

Failure to disclose pertinent information or keep information or medications up-to-date could result in suspension of or termination of child care services.

4. Children who become mildly ill or injured during program hours will receive appropriate care from an AlphaBEST staff member who is trained in first aid. Our basic means of treatment for mild injuries are cleaning cuts, bandaging, and applying cold compresses. Our basic treatment for mild illness is to consult with the child about symptoms, take the child's temperature and then to allow for rest on a mat. Any child who is mildly ill or injured will continue to have their needs met with regard to food, drink, rest, play materials, comfort, appropriate levels of activity and supervision. Children who are mildly ill or injured will be continually monitored by the staff members in charge and are allowed to remain in care.
5. Symptoms of mild illness may include: headache, fever that is under 100°F, belly ache or body aches, mild cough or congestion, ear ache, sore throat without fever, mild diarrhea, and lethargy. Mild injuries might include: small cuts or scrapes, bumps or bruises, nose bleeds, loose or lost baby tooth, or injuries resulting from small falls.
6. If any child in care complains of illness or injury for more than 15 minutes AlphaBEST staff will consider this persistent and a parent/guardian will be called for consultation and to possibly speak with their child. In our experience, children who are not able or willing to participate in normal activity should be picked-up from the program as soon as the parent/guardian or emergency contacts are able. Children who are exhibiting symptoms that are slightly more than mild will be monitored and kept comfortable by AlphaBEST staff until the pick-up person arrives.
7. If a child becomes more seriously ill, vomits, has a high fever or cannot be soothed by program Zone Leaders due to illness or injury, a parent/guardian or emergency contact will be notified and pick-up from the program will be required. We will keep the child comfortable and away from other children (in case the illness is communicable) until the necessary pick-up arrangements are made.
8. All children who receive any type of first aid care will receive an INJURY/ILLNESS REPORT form, which will be completed by AlphaBEST staff and presented to the pick-up person for signature. The parent/guardian will always be notified verbally of the injury/illness at pick-up and whenever possible a copy of the report will be provided when it is signed at pick-up. However, the form may be provided up to 48 hours after the injury/illness. Additional copies of the report will be logged in the programs central log book and retained in the child's file.
9. It is the practice of AlphaBEST staff to notify a parent/guardian any time a child's injury involves any part of the child's head, neck or back. At the time of notification, it will be stated if the injury was mild or more severe. This precaution is in addition to the INJURY/ILLNESS REPORT form and is in place to ensure timely notification of this type of injury to the parent/guardian.
10. If a child is ill with a fever of 102°F or above, is vomiting, has a communicable illness or has an illness noted in the chart below, the parent/guardian is required to keep him/her out of care for the recommended amount of time as indicated in the chart below. If a child experiences a fever of 102°F or higher or is vomiting while in care, immediate pick-up by a parent/guardian or their representative will be necessary.
11. If any child or program staff member is known to have any type of communicable illness or condition (such as lice), it is the responsibility of the parent/guardian to notify a AlphaBEST staff by calling the child's program site or calling the AlphaBEST main office. When a report of communicable illness is noted at a child's program site, parents/guardians

will be notified via e-mail and/or letter distributed at sign-out. Failure to report communicable illness can result in unnecessary spread of illness to program participants and staff, as well as their families. ALWAYS REPORT COMMUNICABLE ILLNESS!

Communicable Illnesses Chart

DIAGNOSED ILLNESS OR SYMPTOMS	CHILD CANNOT RETURN TO THE PROGRAM UNTIL...
Fever above 102°F	Keep home for 24 hrs. Fever must be under 102°F without use of fever reducing meds.
Vomiting more than 2 times per hour	No vomiting for 12 hours
Infectious diarrhea: Giardia, Shigella, Salmonella,	On medications & must have a doctor's note to return to child care.
MRSA	On medications & must have a doctor's note to return to child care.
Meningitis	On medications & must have a doctor's note to return to child care.
Conjunctivitis	On antibiotic for 48 hrs.
Strep Throat	On antibiotic for 24 hrs.
Scarlet Fever	On antibiotic for 24 hrs.
FLU	At least 24 hrs. after the fever is gone.
Pneumonia	On medication for 24 hrs.
Ear Infection with fever & pain	Can return to care as long as fever is under 102°F for at least 24 hrs.
Impetigo	On medication for 24 hrs.
Chicken Pox	All blisters are crusted and dry, (approximately 1 week)
Head Lice (pediculosis)	Return after complete treatment and removal of nits. Must be completely nit & lice free.

Scabies	Treatment has begun
Pinworms	Feeling well enough to return
Ringworm	Treatment has begun
Herpes Simplex	Sores have completed crusted over or can be covered
Mononucleosis	Contagious period has passed and feeling well enough to return
Fifths Disease	Contagious period has passed and feeling well enough to return
Viral Croup	Contagious period has passed and feeling well enough to return
Coxsackie Virus (Hand, Foot & Mouth)	Contagious period has passed and feeling well enough to return
Pertussis (Whooping Cough)	Contagious period has passed, on medications and feeling well enough to return
Vaccine Preventable: Measles, Mumps, Rubella Diphtheria/Tetanus HIB Disease Hepatitis B	Contagious period has passed and feeling well enough to return

Plan for Administering Prescription and Non-Prescription Medication

1. No medication or topical cream can be administered to a child without a completed written consent form from the parent/guardian and in some cases the child's licensed health care practitioner.
2. All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent/guardian.
3. All AlphaBEST staff members will be trained annually in procedures for administering medication, including training in the "5 Rights of Medication Administration", and "The common side effects, adverse reactions and interactions of various medications commonly administered to children".
4. All medication must be provided as prescribed, in the container in which they were originally dispensed, with the original label, the name of the drug, the directions for its use, and the child's name clearly affixed.
5. Both the medication and the prescription label must be non-expired in order for the medication to be acceptable for use at the program.
6. AlphaBEST staff cannot administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner.
7. Any medications without clear instructions on the container will be administered by AlphaBEST staff in accordance with a written physician or pharmacist's descriptive order.
8. Unless otherwise specified in a child's individual health care plan, the AlphaBEST staff must store all medications out of reach of children and under proper conditions for sanitation,

preservation, security and safety during the time that the children are in care and during the transportation of children or off-site activities of the program.

- a) Medications found in the US-DEA Schedule II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.
 - b) Prescription medication requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38°F - 42°F.
9. Emergency medications, such as Epi-pen auto-injectors, must be immediately available for use as needed, but stored so that they are not accessible to children in care.
 10. When possible, all unused medication will be returned to the parent/guardian when a child is no longer enrolled in care or no longer needs the medication or the medication becomes expired. This return will be documented in the child's file. If returning medication to the parent/guardian is not an option, the medication will be destroyed or disposed of properly by AlphaBEST administration in accordance with the practices of the Department of Public Health or under guidance of the police department.
 11. While EEC regulations allow for a circumstance where an older school age child, with written parental consent and authorization of a licensed health care practitioner, could carry their own inhaler or epinephrine auto-injector, AlphaBEST does not allow for this circumstance at its program. This EEC requirement mandates that the program must also maintain an on-site back-up supply of the medication for use as needed, and therefore creates redundant medications to be furnished by the family. Additionally, the child may only use the medication under staff supervision. Therefore, we feel that it is best practice to keep the medication under the control of our trained staff. Then when the child needs the medication it will always be available for use.
 12. Over-the-counter (non-prescription) medications can be administered with a completed written consent form, as well as a note from the child's licensed health care practitioner authorizing the use of such medications, but must be in the original manufacturer's packaging with directions for use that are consistent with those provided by the licensed health care practitioner's authorization.
 13. Whenever a medication requires a measuring device, the appropriate device must be supplied by the parent/guardian and labeled with the child's name.
 14. No AlphaBEST staff shall administer the first dose of any medication to a child, except under extraordinary circumstances (such as anaphylactic shock) and only with consent of the parent/guardian.
 15. Each time a medication is administered, the AlphaBEST staff must document in the child's record the name of the medication, the dosage, the time and method of administration, and who administered the medication. Parents/guardians will also always be notified by AlphaBEST staff when any medication has been administered.
 16. All medications must be administered in accordance with the consent and documentation requirements listed below:

Regulation Number and Type of Medication	Written Parental Consent Req'd	Health care Practitioner Authorization Req'd	Logging Req'd
7.11(2)(l)1 All Prescription	Yes	Yes. Must be in original container with original label containing the name of the child affixed.	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(l)2 Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	Yes . Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.
7.11(2)(l)3 Unanticipated Non-Prescription for Mild Symptoms (e.g. Acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	Yes. Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature
7.11(2)(l)4 Topical, non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	Yes. Must be in original container with original label containing the name of the child affixed	Yes, including name of child, dosage, date, time, & staff signature.
7.11(2)(l)5 Topical, non-Prescription (not applied to open wounds or broken skin)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use.	No for items not applied to open wounds or broken skin.

MEDICATION FORMS

Parents must fill out these forms giving AlphaBEST Education authorization to give a child medicine.

Temporary Administration (10 days or less)

AUTHORIZATION TO ADMINISTER MEDICATION:

www.alphabest.org/wp-content/uploads/2014/11/Medication-Authorization-Form.pdf

* Complete the top portion of this form for each medication.

* If a new prescription is given or the 10 days expires, the parent will need to complete another form.

Long Term Authorization (more than 10 Days)

AUTHORIZATION TO ADMINISTER MEDICATION:

www.alphabest.org/wp-content/uploads/2014/11/Medication-Authorization-Form.pdf

* The prescribing physician needs to complete the bottom portion of this form for administration longer than 10 days.

* This form must be accompanied by an " Individual Health Care Form".

<https://www.alphabest.org/wp-content/uploads/2018/08/Medication-and-Individual-Health-Plan.pdf>

Staff accepting medication from parents must review the authorization forms to ensure that it is completed correctly and signed. Staff must ensure that medication is secured in the locked box. The Director will implement a medication dispersal system using administrative staff or designated, trained staff. Staff will be evaluated annually on their ability to follow the administration of medication procedures.

Plan for Individual Health Care Plans (IHCP's)

AlphaBEST must maintain, as part of a child's record, an Individual Health Care Plan for each child with a chronic medical condition which has been diagnosed by a licensed health care provider. An IHCP ensures that a child with a chronic medical condition receives health care services he or she may need while attending AlphaBEST.

AlphaBEST must develop an IHCP in collaboration with the parents/guardians, AlphaBEST staff and the child's licensed health care practitioner, who must authorize the IHCP. IHCP forms have been developed by AlphaBEST for this purpose and will be provided either at the time of registration or when a chronic medical condition is noted.

The IHCP must include the following:

- description of the chronic condition which has been diagnosed by a licensed health care practitioner
- description of the symptoms of the condition
- outline of any medical treatment that may be necessary while the child is in care
- description of the potential side effects of the treatment outline of the potential consequences to the child's health if the treatment is not administered

AlphaBEST staff must have successfully completed training relative to a child's IHCP. This training must be given by the child's health care practitioner or, with the child's health care practitioner's written consent, by the child's parent or AlphaBEST's health care consultant. The training must specifically address the child's medical condition, medication and other treatment needs. Some examples of an IHCP would include children with asthmatic conditions, allergic reactions, ADHD, or diabetic conditions.

In addition to the plan for administering prescription and non-prescription medications highlighted above, when children with an IHCP need to receive any unanticipated administration of medication (such as Benadryl or Epi-pens), the AlphaBEST staff will make reasonable attempts to contact the parent/guardian prior to administering such medication or beginning unanticipated treatment, or, if the parent/guardian cannot be reached in advance, as soon as possible after such medication or treatment is provided.

Written parental and licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner and must be renewed annually, or when the child's condition changes, in order for administration of medication and/or treatment to continue. Failure to fully comply with this requirement of care may result in the suspension of child care services until paperwork is complete or termination from care if the parent/guardian will not comply with this licensing requirement.

Plan for Serving Children with Disabilities

AlphaBEST welcomes children of all abilities and medical needs to participate in our programs. Care for all children shall ensure that all health requirements for individual children are met. AlphaBEST will not discriminate based on mental or physical limitations, toilet training status, or any disability.

While AlphaBEST has highly supportive staff, the program is unable to provide individual aids to children. We will welcome aids provided by school district or by parents/guardians.

Program Arrival, Departure and Transitions

Utilizing effective transitions in the program helps group leaders to minimize disruptions and behavior problems, maximize engagement, and maintain optimal learning conditions during instructional times.

The following are listing of transition times that occur in the program:

- Morning arrival into the program and dismissal to the classroom
- Gathering for circle or meeting time
- Cleaning up
- Snack Time
- Zone time
- Lining up to go to different places/locations
- Settling down for a group activity
- Changing groups or activities
- Getting student's attention
- Ending the day/going to sign out

To ensure that children understand the transitional practices put in place in our programs the Group Leaders will:

- Give consistent visual or auditory signals and verbal cues to alert children that a period of transition is coming;
- Teach children how to make effective transitions between activities to promote independence in coping with changes in their environments;
- Model the appropriate way for children to make a transition between activities;
- Circulate among children during transition times, to attend to individual children's needs and questions, help them prepare for the next task, and quell any minor disruptions before they escalate;
- Provide incentives, or other reinforcers to children for making successful transitions from one activity or setting to another (PBS STARS);
- Use a consistent transitional signal across the program that is taught and practiced in the group daily.

Transition Plan

1. AlphaBEST does not provide transportation or arrange for transportation to or from the program.
2. Program Drop Off: Parents/guardians are responsible for transporting children to the camp for drop off. A parent/guardian must walk a child into the program site if signing-in and will enter the program to sign-out a child at pickup time. AlphaBEST is responsible for the child after they have been signed into care, and until the time that they are signed out of care.
3. Program Pick Up: Children must be picked up by an adult who is eighteen years of age or older and signed out by 5:30pm each day. It is the responsibility of program staff to make sure that children depart from care safely. Therefore, all pick up persons listed on a child's file (including parents or guardians and emergency contacts, babysitters or another child's parent) MUST be prepared to show proper identification to program staff. The following

forms of ID will be allowed: Driver's License, Passport, and State Issued ID Card. Additionally, at the discretion of the AlphaBEST site staff, a child will not be released to a pick-up person who they feel cannot safely supervise the child upon program departure (such as a pick-up person who arrived intoxicated, or displays potentially dangerous or harmful or aggressive behavior). AlphaBEST relinquishes responsibility of the child in care as soon as they are signed out by a parent or guardian at pick-up.

5. Siblings: Older brothers and sisters who are at least sixteen (16) years old will be allowed to pick up their younger brothers and sisters from the site. They may not pick up friends, neighbors, cousins, nieces, or nephews. The sibling must produce a valid Photo ID for the staff before the child can leave the site. The following forms of ID will be allowed: Driver's License, Passport, State Issued ID Card, and if the sibling picking up has their birth certificate on record at AlphaBEST, a valid High School ID Card. Siblings under the age of sixteen (16) will not be allowed to pick up a child enrolled in Summer Camp. We regret any inconvenience this may cause, but feel it to be in the best interests of the children to observe these limits.

Visitation by Parent/Guardian

A custodial parent shall be admitted to their child's program for visitation purposes. Such right of admission shall apply only while the child is in the program. Input from and communication from parents is encouraged.

Applicable Fees

Insufficient Funds (NSF)

A \$25.00 fee will be charged for any payment that is returned unpaid by your bank or credit/debit card company for any reason. This fee will be the maximum allowable fee in accordance with the state of enrollment and attendance. This fee will be added to the balance due.

Late Pick-up Fee

We will work with all families in order to facilitate their needs and understand that, on occasion, families may arrive to the program late due to unforeseen delays. We understand and appreciate your call before closing to let us know. In the event of late pickup, fees will be as follows:

- \$15.00 (1-15 minutes), \$30 (16-30 minutes), \$1/each additional minute

While we understand that this does occur, this becomes an issue when families take advantage and consistently pick-up late. Three or more incidents within a 60-day period may result in termination. We ask that all parents have an authorized "back-up" person to pick your child up on time. Please speak to your Site Manager to add any authorized pick-ups to your child's file.

Witness Fees

Payment of the following minimum fees is required for all civil subpoena, court order, and warrant requests. Each time we are called as witnesses in a civil case, it is understood that we are being called as professionals. If either parent/guardian subpoenas a staff member as a witness, that parent will be required to pay a fee of \$250.00 per appearance per employee. This helps to defer the cost of compliance to AlphaBEST Education, such as the expense of additional staff needed at the center and salary for the employee being called to court. Cancellation must be

reported to the center in writing by the issuing party and received no later than 1 business day prior to the scheduled court appearance in order to qualify for a refund of the appearance fee. In addition, AlphaBEST reserves the right to charge a document retrieval fee of \$0.25 per page for all copies of children's records or files.

Contract Change Fee

Per the Family Contract, a 2 (two) week written notice must be given for any and all changes to your child(ren)'s schedule. You are able to do this twice without charge, but on the third time a change is made, a \$25.00 Change Fee will be assessed.

Emergency Response Plans

Plan for Missing Student(s)

Please contact your AlphaBEST site if your child will be absent. When a student is absent from AlphaBEST, the site staff will take the following steps to locate the child:

1. Review the attendance to confirm the listed child is scheduled;
2. Review the relevant email accounts and phone records to see if absence notification was made to a Summer camp contact; and
3. Contact parent(s)/guardian(s) on all phone numbers listed followed by emergency contacts if parent(s)/guardian(s) cannot be reached.

No activities should begin until the student has been located either visually or verbally by the parent, school or AlphaBEST office. If all steps are taken and the student has not been located you must notify the Area Manager who will confirm that all steps were taken and inform the police.

When a child is missing at the program site/not at the start of the program day (such as during a regular head count for at transition within the program) the following steps will be taken by AlphaBEST staff:

- Be sure that the head count is correct with the number of children in attendance, ask a fellow staff member to confirm the count.
- Identify which child is missing. Do a face-to-name attendance for all students. All activities should be put on hold while roll call is confirmed.
- Communicate with ALL staff members that a child is missing and share that child's name, grade/age and physical description. Designate staff to stay with children and staff to search for the child. Depending on the location the student was last seen staff should check all areas that the child might be (examples: check around the school building, behind outdoor structures, inside all bathrooms and classrooms close to the program location, the child's own classroom, etc.).
- Check the site's sign-out list to make sure that the parent/guardian has not picked-up.
- Check to make sure that the child is not in an outside agencies group (ex: REC or CCD).

- If it is early in the afternoon, check with the main office of the school.
- Quickly contact the AlphaBEST main office to make the Area Manager aware. At this point AlphaBEST staff will discuss if the police should be notified.
- Contact the parent to explain the situation and to see if the parent can account for the child. Also, if AlphaBEST knows of someone who might know the whereabouts of the child, staff will contact that person (ex: someone who might have picked-up without signing out – grandparent, etc.).
- Continue looking for the child, the Area Manager should arrive very shortly to help with the situation.

AlphaBEST School Break Programs Missing Child Procedure

- If a child does not show up for the program by 9:30am and the guardian has not notified the program of absence:
 - Check sign-in log to make sure the child was not signed-in for the day.
 - If the child was signed-in, but the child cannot be located at the site follow procedure below.
 - Make sure that the site's voicemail has been checked for the day.
 - Call AlphaBEST main office to make sure that absence notification was not received there, and to make the main office administrators aware of the situation. Check the main office voicemail if no one is available at main office.
 - Contact a parent/guardian to confirm absence (try both parents if one cannot be reached). Call home, work, cell (all #'s) for one parent before contacting the other.
 - When AlphaBEST staff reach the parents/guardians, they will let the Area Manager know if the child is absent or if they were unable to reach the parent/guardian and had to leave a message.
 - The Area Manager will continue calling emergency contacts until someone can be reached to account for the child.

If a child is missing from the program or while on a field trip:

- Communicate with ALL staff members to make sure that they are not aware of the child's location.
- Check the child's group sign out list to make sure that the parent/guardian has not picked up with another staff member without your knowledge.
- Depending on the location of the group at the time the child is observed to be missing, check all areas that the child might be (examples: check around the school building, behind outdoor structures or playgrounds, inside all bathrooms and classrooms close to your location, the stage area, kitchen, vacation program office, gym, stairway to gym, locker room, etc. On field trip check immediate vicinity and the last place that you were).
- Contact the Area Manager if on-site to make them aware of the situation and to see if they have seen the child during the day. (Example: Did the Site Director release the child to a parent/guardian from the Summer Program office after illness without notifying the

team leader?)

- Do an “all call” over walkie-talkies (summer program) announcing “Locate: child’s name, IMMEDIATELY”. If anyone knows whereabouts of child, announce over walkie talkie.
- Have all children sit quietly while you do a full face to name TEAM attendance.
- Quickly contact an Area Manager or the AlphaBEST Regional office to make aware, and so that a program director can head to the site if not already on-site. At this point AlphaBEST staff will discuss if the police should be notified.
- Do an ALL PROGRAM attendance.
- If available, notify the field trip location and ask their staff to help. Have the field trip location do an announcement for the child to meet at an obvious location.
- Contact the parent/guardian to explain the situation and to see if the parent/guardian can account for the child.
- Continue looking for the child without alarming other children.

Emergency Contingency Plan

In order to keep our program participants safe, and to comply with strict EEC licensing regulations, AlphaBEST has the following plan for emergencies:

1. AlphaBEST Site Directors will plan and execute at least one emergency evacuation drill monthly, which will be scheduled to allow each participant to practice the plan at least once a month (which will require multiple monthly drills). Drills will be conducted from various care locations (i.e. from the classroom, from the gym, from the cafeteria, etc.) and in various weather conditions. Guardians and children will not receive advanced notice of drills. Zone Leaders will record the drills in a manner that fulfills licensing requirements.
2. AlphaBEST will adopt the School’s procedures for “shelter in place” if necessary during the program day. AlphaBEST staff may practice procedures for sheltering in place.
3. All exits to outdoors in all program-utilized spaces will have posted emergency escape routes and procedures. Each program site will have an emergency meeting location, and a plan for utilizing alternative program space (see below), should the licensed space become unfit for child care services.
4. All Site Directors shall have one method for recording attendance during emergencies which will also have emergency contact information for each child enrolled, in the event that parents/guardians must be notified of an emergency. Should this occur, the Site Director will make every effort to contact the AlphaBEST main office staff who will then work to contact guardians while the site staff monitor the children in care.
5. AlphaBEST Zone Leaders shall receive emergency preparedness training and instruction in handling potential emergencies in a calm, safe and appropriate manner for children in care. Staff will be trained in communicating emergencies in an efficient and appropriate manner to the proper authorities, AlphaBEST administration, and parents/guardians. In the event that authorities need to be contacted, AlphaBEST administration will contact the authorities, while site staff monitor children in care.
6. In the event of a loss of power, heat, water or other unforeseen emergency at the program site, the situation will be assessed through communication from the Site Director to the

building custodian, and then the Program Administrator. If necessary, the Program Administrator will contact the Police or Fire Department or utility provider to gain information about the scope of the emergency. Every attempt will be made to remain open, as long as safe conditions can be met including adequate heat and clean water. A decision will then be made on a case by case basis how to address the emergency. In some instances, it may become necessary for the program to be closed due to the emergency. In this circumstance, program families will be contacted via telephone and e-mail until it is certain that all families are informed and children will be supervised by staff until the guardian or an emergency contact can retrieve the child early due to emergency closing.

7. If a parent/guardian is not able to reach the site staff by telephone using the site's main phone number, the parent/guardian can call the AlphaBEST main office to get assistance in contacting the site staff.

Plan for Emergency Relocation

1. If the building (site location) ever becomes unsafe, the children will be taken out of the building in the same fashion practiced in emergency drills, accounting for attendance as children are exiting the building. The staff will take the children out of the building following the school-posted designated evacuation routes, and the Site Director on duty will be the person responsible for making sure every child is safely out of the building before the Site Director exits the building. This "sweep" of program space will be practiced with normal emergency evacuation drills. AlphaBEST staff will follow the missing child procedure (see below) if every child is not accounted for immediately upon exiting the building. Once the children are out of the building, each of the program sites will take the group to the following places by walking under direct staff supervision.
2. If it is ever possible to provide bus transportation in the event of an emergency, AlphaBEST reserves the right to utilize Public School busses to transport children. In the event of extreme or more widespread emergencies where further evacuation could become necessary, AlphaBEST administration will confer with local emergency management services to work out a plan for transporting children in a safe and supervised manner.
3. Once the site staff has made it to the location listed above, they will notify the administrative offices and parents/guardians will be contacted by the AlphaBEST main office. Each parent/guardian will be contacted and the children will be supervised by site staff until the guardian or an emergency contact can pick-up the child at the alternative location.

Plan for Assessing Potential Hazards

Each day the program site will be inspected by all staff members to make sure the area is free from all hazards, and any dangerous objects or debris that appear at the site should be removed immediately. All toxins (bleach, cleaning liquids, etc.) are to be kept in a locked cabinet, which is off limits to children. The program areas will be assessed for any hazards which could pose a risk to children with allergies at the program site, and where necessary areas will be cleaned to

ensure that allergens have been removed prior to the arrival of children at the site.

If any child enrolled in care at a program site has a life-threatening allergy to a substance which may be brought into the program space by other children, parents/guardians, staff or school personnel, that information will be shared and the area will be labeled as a sensitive area.

Plan for maintaining first aid supplies/emergency supplies. Each program site will maintain adequate first aid supplies in a well-marked location at the site. Supplies will include (but are not limited to): large and small sized band aids, gauze pads, adhesive tape, gauze roll bandages, disposable non-latex gloves, instant cold packs, blunt tip scissors, tweezers, thermometers, triangular bandages, CPR mouth guard, eye wash container, and a flashlight. Each program shall also maintain an emergency travel first aid backpack which will also include all of the items listed above. Additionally, each program shall maintain a few items of clothing in various sizes in the event that a child's clothing is soiled while in care. However, if a child is known to have accidents or if a parent/guardian feels that the needs of their child are best served by having a change of clothing at the program at all times, it is encouraged and recommended that the parent/guardian provides a change of clothing which will be labeled or use by that child only. First aid kits/emergency supplies will be inventoried at least monthly by the site Director.

Plan for Management of Infectious Diseases

1. All AlphaBEST staff will be trained annually in infection control procedures, including proper procedures for hand washing, and washing, disinfecting, and sanitizing program spaces, surfaces, and equipment. AlphaBEST Public Schools custodial staff will also be responsible for cleaning program spaces.
2. AlphaBEST staff will educate children about and promote hand washing procedures and health precautions. Please be advised that AlphaBEST staff and children will and are required to wash their hands many, many times each day. Hand washing will occur (but is not limited to) before and after food preparation or snack time, before and after the administration of medication (staff only), before and after water play, after toileting, after coming into contact with any bodily fluids (including sneezing and coughing), after performing cleaning tasks (staff only).
3. EEC guidelines will be followed for the clean-up and disinfection of areas that have been contaminated by blood or any other body fluid. Any clothing which is contaminated by blood or any other body fluid is required to be sealed in a plastic container or bag, labeled with the child's name and returned to the parent/guardian at the end of the day.

If a child is unable to attend school during the day, he or she should also not attend the AlphaBEST *InZone* program. Also, if a child gets sick while in the program, the parent/guardian will be called to pick-up the child. Parents are advised to not bring a child to the morning program if the child has an oral temperature of 100 degrees or greater, a contagious disease or suffers with diarrhea or vomiting. Parents are notified to immediately remove their child from the program in case of illness, including the above mentioned.

In case of accident or illness, the child's parents or guardians are called immediately. In serious cases, the child is taken to a local hospital by an emergency vehicle for treatment and the parents or guardians are called immediately. Parents of every child enrolled are notified immediately if

one of the following communicable diseases has been introduced into the program: lice, impetigo, ringworm, hepatitis A, food poisoning salmonella, shigella, measles, mumps, strep throat, rubella, pertussis, polio, haemophilus influenza type B, meningococcal meningitis, strep or any other communicable disease. Proof of treatment or approval by physician may be required for a child diagnosed with a communicable illness.

Accidents Reports: AlphaBEST considers safety for all children our first priority. Should an accident occur, the parent/guardian should expect to receive a written accident report from the program. In addition, the accident will be reported to the state childcare licensing agency or appropriate government agency as required by law.

Additional Safety Policies

Excess Damage

We take pride in offering an active learning environment and normal wear and tear on materials is expected in busy hands. On the contrary, where damage to AlphaBEST Education or school property is caused through willful destruction, undue carelessness, or disregard for rules, it is our policy to inform parents of this and seek their cooperation in overcoming the problem. Individual circumstance will determine the action taken. The Director shall determine the reasonable cost of repairing or replacing property damaged by the student.

Food

The snack served in the morning and afternoon during the summer session meets the USDA meal pattern requirements. Lunch is not served during summer camp by AlphaBEST. Students bring a sack lunch.

If special foods are required due to dietary restrictions, you are responsible for providing those foods to the AlphaBEST Education staff. Foods brought from home must be in compliance with the USDA meal pattern requirements. "Fast food" is not permitted at AlphaBEST.

All Educators will be required to complete basic training in USDA nutritional requirements and in food choking hazards.

Tick Policy

Student's arms and legs will be visually checked for ticks after time is spent outdoors. If a tick is found on a student, the parent will be notified. All parents will be notified by email when a tick is found on a student so they are reminded to check their children.

The CDC's "Don't Let a Tick Make You Sick!" poster will be posted at the site.

Sunscreen Policy

Students are required to bring their own sunscreen to camp and keep it stored in a bag with their name on it. A permission slip stating that staff is able to assist students with sunscreen application will be given to parents. If permission is granted staff will assist with the application of sunscreen to the arms, legs, face, and neck. If permission is not granted students will be responsible for applying their sunscreen. Sunscreen is to be applied before students arrive at camp and will be reapplied prior

to going outside. “Sunscreen Irene” poster will be posted at the site

Unidentified Person in the Building:

If an unidentified person enters a location containing students a designated staff member will approach the person and direct them away from the students before discussing the reason for their presence. The staff member will then ask whom they are, check an ID, and direct them to the school personnel they are looking for. If the person refuses to leave, staff members will remove the children from the location and contact their Area Manager, or police if necessary.

Allergy Awareness

AlphaBEST will post an allergy awareness poster on site for all staff. If a student has a known allergy it will be noted and posted with staff in charge of the student. Correct measures will be undertaken in the case of an allergic reaction.

Personal Belongings

- Students should leave all personal belongings of value home (toys, money, electronics).
- AlphaBEST is not liable for theft, loss or breakage of these types of items.
- Any personal property left at the program at the end of the day will be placed in the lost and found.

Dress Policy

- Students should wear clothing that complies with the school dress code.
- Students should bring clothing that will allow them to participate in outside activities.
- AlphaBEST requests a doctor’s note if your child is not permitted to go outside.
- Students should wear sneakers or close-toed shoe to prevent injury.

Issues of Custody/Care

Please directly give the AlphaBEST Site Director any legal paperwork and changes in your custody agreement.

- AlphaBEST restrict parental access unless provided with signed legal documents.
- AlphaBEST employees shall not be permitted to testify on the behalf of a parent or guardian in any type of legal proceeding.
- AlphaBEST will not act as a mediator between parents(s)/guardian(s).

Licensing Regulations Requirements

AlphaBEST operates programs in various states. **Licensing requirements in each state will supersede any and all information not listed in the parent handbook.** Additional information, other than the Enrollment Form, is required by your state in order to enroll your child(ren) and attend the program. Ensure that each of the forms included in your registration packet have been submitted to AlphaBEST during enrollment and prior to attendance. You may contact EEC for information regarding AlphaBEST’s regulatory compliance history.

Background Checks for All Employees

AlphaBEST completes background checks on all its applicants. This includes CORI, SORI, DCF and FBI Fingerprinting. AlphaBEST Education hires candidates who meet and exceed our rigorous requirements, which are aligned with state licensing regulations.

The EEC shall check the names of all persons listed below against the Sex Offender Registry database, prior to employment or licensure and on a periodic basis, to determine if the candidate is classified as a Level 2 or Level 3 Sex Offender: (a) prospective and current family child care educators, their household members and persons regularly on the premises; (b) prospective and current family child care assistants; (c) prospective and current licensees; (d) prospective and current EEC-approved reviewers; (e) prospective and current employees, interns and regular volunteers who have the potential for unsupervised contact with children; (f) individuals who provide transportation services for EEC licensed and/or funded programs; (g) applicants to be adoptive or foster parents and their household members; and (h) prospective and current EEC-funded caregivers.

Parent's Pledge of Understanding

- I understand that all forms must be completed and on file at the site before my child can attend.
- I understand that I or another pre-authorized person must sign out each child daily. Each child must be escorted in and signed in and out of the program (a pre-authorized person is the parent/guardian or people identified as authorized pick-ups on the enrollment form)
- I understand that my child will not be able to leave the program with an unauthorized person. (Legal documentation must be provided to AlphaBEST regarding any custodial evidence or authority limitations of either parent. Without legal documentation, either parent will be allowed full access to the child during program operation).
- I understand that medication will not be administered without completion of the required forms.
- I understand that tuition is due each Monday by 6:00 pm for current week of services of the program as long as the child(ren) is (are) enrolled in the program.
- I understand that tuition is due regardless of attendance for scheduled care.
- I understand a late fee of \$15 will be assessed if payment is not received by Wednesday.
- I understand the late pick-up fee policy.
- I understand a two week written notice must be given for any and all changes to my child's schedule.
- I understand I must notify the Site Manager if any information on the enrollment form changes.
- I understand that Federal and state laws require AlphaBEST employees to report suspected cases of child abuse or neglect.
- I understand that I must notify the site, in advance, if my school age child will not be attending summer camp.
- I understand that the Site Manager will notify me whenever my child becomes ill. I agree to pick-up my child or make arrangements to have my child picked up by an authorized individual within one hour of notification.
- I understand that my child cannot attend the camp if he/she has any illness that threatens the health of other children. I understand that Health Department regulations concerning periods of infection will be enforced. I understand that my child must be fever and symptom free for 24 hours before returning to camp after an illness. I also understand that prescription medication must be administered to my child at home for 24 hours before he or she can return to camp.
- I understand that I am required to inform the site within 24 hours or the next business day if my child or any member of my immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Parent's Signature _____

Date _____