



**WINCHESTER SCHOOL OF CHINESE CULTURE  
AFTER-SCHOOL PROGRAM PARENT HANDBOOK  
(WINCHESTER SITE)**

**Winchester School of Chinese Culture  
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Dear Parents,

I would like to congratulate you on choosing The Winchester School of Chinese Culture After-School Program. You have made an important child care decision for you and your family. The Massachusetts Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high quality child care environment. This parent handbook includes our policies and procedures that relate to the care of your child, as well as the information that I am required to give to you when you enroll your child in our care. This handbook will acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational child care experience.

Before filling out your child care enrollment form, please read through the information contained in this parent handbook.

Sincerely,

Annie Wang  
Program Director

## **Licensed by the Massachusetts Department of Early Education and Care**

The Winchester School of Chinese Culture (WSCC) After-School Program (the “Program”) is licensed by Massachusetts Department of Early Education and Care (EEC). The EEC is the agency that oversees the early education and care and after school services for families of Massachusetts. As the agency that licenses child care, EEC has quality standards for all licensed programs to ensure high educational value, as well as health and safety. Having a license means that we have demonstrated that the Program meets the standards outlined by the EEC regulations. Parents may contact EEC for information regarding the WSCC After-School Program regulatory compliance history.

Massachusetts Department of Early Education and Care  
360 Merrimack Street  
Building 9, Third Floor  
Lawrence, MA 01843  
Attention: Christina Lowe  
Tel: 978.681.9684, ext. 334

## **Nondiscriminatory and Zero Tolerance Policy**

The WSCC After-School Program admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in the Program. The Program is committed to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, sex, sexual orientation, religious beliefs, disability, or age have no place, and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable.

It is the policy of the WSCC After-School Program to have zero tolerance for any form of discrimination, including intimidation, threat, coercion, and/or harassment, for such conduct is contrary to the mission of the Program as both an educational institution and an employer, and contravenes its commitment to equal opportunity in education and employment. Accordingly, the Program will not tolerate discriminatory or harassing conduct by its students and staff.

## **Mission Statement**

The mission of the WSCC After-School Program is to teach the language and traditional culture of China through classroom instructions, the arts, and cultural events and to promote and engage in cultural activities. The Program actively assist students with their regular school homework assignments.

To accomplish its mission, the Program relies on an experienced staff, the cooperation and involvement of parents, the active participation of students, and the support of the community. The Program seeks to provide students with a foundation for future learning and to cultivate a life-long interest in the language and cultural traditions of China by creating an enjoyable learning environment.

## **Philosophy**

The WSCC After-School Program is age and level appropriate, practical, and relevant. Native speaking teachers combine classroom instruction with challenging activities to engage students. Enrichment on culture, history, and traditions supplement language instruction. These can take the form of in class activities or extra circular classes. The Program seeks to create an environment where students enjoy the process of learning. The Program is open to everyone. Students are not required have Chinese parents or be of Chinese heritage to attend. The student body includes children of both Asian and non-Asian descent.

The Program is integrated with the WSCC Weekend and Summer Camp Programs and as such is designed to be consistent with the core values and elements of WSCC and includes the following:

- Staff and programming that model mutual respect, tolerance, cooperation, and conflict resolution;
- Developmentally-appropriate activities in a nurturing environment;

- A variety of recreation, enrichment and creative learning activities for different interests;
- Time for indoor and outdoor physical activities as well as homework assistance;
- Regular communications among the WSCC After-School Program staff members, the Program Director, and parents.

### Program Schedule

The WSCC After-School Program operates from two sites in Winchester. Both sites adopt the same teaching method and curriculum. The Program schedule can be downloaded from the school website: [www.wsccl-ma.org](http://www.wsccl-ma.org)

WSCC After-School Program Schedule (Winchester Site)		
Kindergarten Schedule		
Time	Monday-Thursday	Friday
12:30 - 1:00	Lunch	
1:00 - 2:00	Outdoor Activities	
2:00 - 3:00	Reading, Drawing, Singing	
3:00 - 3:15	Snack Time	
3:15 - 4:15	Homework (Chinese, English, Math)	
4:15 - 5:15	Story Time, Arts and Crafts	Movie Time
5:15 - 6:00	Free Play, Pick-up	
Grades 1-5 Schedule		
Time	Monday-Thursday	Friday
3:00 - 3:15	Snack Time	
3:15 - 4:15	Homework (Chinese, English, Math )	
4:15 - 5:15	Reading, Arts and Crafts	Movie Time
5:15 - 6:00	Free Play, Pick-up	

Note: This is a tentative schedule and is subject to change based upon actual enrollment.

### Program Rules

Homework: We encourage students to complete their WSCC After-School Program homework before physical play.

Mobile Phones/Electronic Devices: Students cannot use mobile phones or electronic devices while at the program. If a child brings a mobile phones or electronic devices to the Program, the staff will confiscate the item and return it to the child's parent at the end of the day.

Lost or Stolen Items: The WSCC After-School Program is not responsible for any lost, damaged, or stolen items. We encourage students to leave valuables at home.

Toy Safety: Toys need to be inspected by the staff to determine if age appropriate and safe.

Label all Items: Label all clothing and personal items on the inside surface.

### Field Trips

To broaden each child's experience we occasionally go off site on field trips. Parents will be notified in advance of a field trip and permission slips will required for students to attend. Depending on the location and mode of

transportation, there may be an additional fee to attend the field trip. Students will be escorted and supervised by WSCC staffs and parents at all time. We require a field trip teacher/student ratio of 1:5. All students are required to be return to WSCC site no later than sunset or 4:30 PM, whichever is earliest.

### **Holidays Observed**

The Program follows the Winchester Public School calendar and is not open on those days that the Winchester Public School system is closed, including announced snow days. The Program is available for an additional fee on certain holidays and during winter and spring vacations based upon needs. The Winchester Public School calendar can be downloaded from the school website: [www.wscs-ma.org](http://www.wscs-ma.org)

### **Enrollment**

Enrollment Meeting: WSCC encourage parents of prospective student to tour the site to meet with the staff and Program Director and to observe the Program during normal operating hours. At the beginning of each academic year, WSCC will hold an open house for the new and perspective students and parents.

Progress Report: Teachers will send progress report about each student to their parents at the end of each term.

Registration Procedure: To register, a parent must submit a; 1) Registration Form; 2) First Aid and Medical Care Consent Form; and 3) Transportation Plan and Authorization Form. Your child's most recent physical exam and immunization record is also required. Furthermore, parents need to familiarize themselves with this Parent Handbook, the Health Care Policy, the Winchester Public School Calendar, and the WSCC After-School Schedule. All required documentation can be downloaded from the school website; [www.wscs-ma.org](http://www.wscs-ma.org). A non-refundable registration fee in the amount of \$20 per family must accompany the registration form. The first month tuition must be submitted as a deposit and will be applied to the first month of the Program.

Acceptance and Waiting List: All students are accepted to the Program on a first-come, first-served basis. However, if there is no space in the Program, the child will be placed on a waiting list. Parents (s) will be notified as soon as an opening becomes available.

Tuition Costs: The maximum tuition rate is \$400/month for five days per week. Early-release days are covered at no extra charge. Extracurricular classes are offered for an additional charge.

<b>Attending Days</b>	<b>KG-G5 2:30-6:00</b>	<b>KG 12:00-2:30</b>	
Five Days	\$400/month	2 days/week	\$155/month
Four Days	\$325/month	1 day/week	\$85/month
Three Days	\$250/month		
Two Days	\$180/month		

Sibling Policy: A second student receive 15% off the regular tuition amount. Sibling of a currently enrolled student will receive enrollment priority.

### Billing Procedure:

- Tuition will be billed monthly based on the number of days a student is enrolled. WSCC uses a level billing system, i.e. parents will be billed the same amount each month.
- Each payment is due on the first of each month. An invoice will not be forwarded to parents. Parents need to pay the tuition on time and give the check to the Site Manager.
- Vacations and holidays will be billed separately and are not included in the regular monthly bill. Tuition for vacations and holidays need to be paid at the time of sign-up.

- Tuition payment is required for all days a child is enrolled. Since the program bases its tuition fees on actual costs, tuition is required whether a child is absent or not.

Late Payments: Payments received fifteen (15) or more business days after the 1st of the month are subject to a late fee of \$15.

Returned Checks: To cover the cost of a check returned for any reason, there will be a charge of \$25. If there is a no payment of tuition for two (2) months or more, a student may be withdrawn from the Program.

Program Hours:

- The WSCC After-School Program routinely begins at approximately 2:30 PM and ends at 6:00 PM for grades 1 thru 5.
- The WSCC After-School Program routinely begins at approximately 12:00 noon and ends at 6:00 PM for Kindergarten.
- For early-release days, the program hours are from the time of release to 6:00 PM.
- For selected public school vacation and professional days, the hours are 8:30 AM to 6:00 PM.

Snow Day Policy: The WSCC After-School Program is closed whenever the Winchester Public School system is closed due to inclement weather.

Scheduling Changes:

- To Drop Days: To reduce the number of days, submit a written request to the Program Director, including the days you wish to drop, and the effective date. We request a 30 day advance notice.
- To Add/Change Days: Days may be added/changed at any time, provided space is available. Submit a written request to the Program Director, including the days you wish to add, or the days you wish to change, and the effective date.
- To Withdraw from the Program: To withdraw a student from the program; notify the Program Director in writing 30 days in advance. (Families who leave without a 30 day written notice are responsible for two weeks tuition for the time period following the date of withdrawal.)
- Pick-up Policy: Pick-up should be done on the street or in the parking lot at the WSCC After-School Program. Drive slowly and use caution when entering and leaving the Program. Do not leave your car running while you collect your child. According to state law, only parents and designated persons on the Transportation and Authorization Form are authorized to collect students from the Program.
- Late Pick-up: If you know you will be late to collect your child, please call the program and inform us. The late fee is \$5 for the first 15 minutes and \$1 dollar for each additional minute above 15 minutes. The late fee will be due upon pick-up. There will be a five-minute grace period. If parents have not contacted the Program and 30 minutes have elapsed since program closing time, the staff will try to reach the parents or identified emergency contact persons on the First Aid and Emergency Medical Care Consent Form.

**Transportation**

The Winchester Public School bus system drops off children at either of the two WSCC After-School Program sites. Winchester residents can purchase a bus pass from the Winchester Public Schools.

The WSCC After-School Program sites are located at:

Site One:

Winchester Unitarian Church  
478 Main Street  
Winchester, MA 01890

Site: Two:

First Congregational Church  
21 Church Street  
Winchester, MA 01890

No bus service is available for Lincoln Elementary School as it is located directly across the street from site one. A WSCC After-School Program staff member will collect students from outside of Lincoln Elementary School and escort them across a designated crosswalk to site one. The staff member will check the student's name against the daily attendance list to make that all students are accounted for before departing Lincoln Elementary School for the Program. If a student is missing, the staff member will immediately contact the parents or the identified emergency contact persons on the First Aid and Emergency Medical Care Consent Form.

Ambrose, Vincent-Owen and Lynch Elementary School buses drop off students at site two only. The Muraco Elementary School bus drops off students at both sites one and site two. The Muraco bus arrives at site one at approximately 3:00 PM and at approximately 3:10 PM at site two. The Lynch bus arrives at site two at approximately 3:00 PM, the Ambrose bus arrives at approximately 3:15 PM, and the Vincent-Owen bus arrives at approximately 3:30 PM.

A WSCC After-School staff member will collect the students who disembark from a bus. The staff member will check the student's name against the daily attendance list to make that all students are accounted upon arrival. If a student is missing, the staff member will check the bus to locate the student(s). The staff member will make sure she/he receives all students from the bus before entering the Program. If a student is missing, the staff member will immediately contact the parents of the identified emergency contact persons on the First Aid and Emergency Medical Care Consent Form.

The WSCC After-School Program accepts children from outside of Winchester if parents provide for their own transportation needs. Parents must escort their students to the Program and make sure that their child is received by a staff member in person before departing. Parents are not allowed to drop off children and allow them to enter the Program unescorted.

### **Food and Snacks**

Parents need to identify the allergies of their children and inform the Program Director. The staff will not give the children foods that cause an allergic reaction. In case of serious allergies, the staff will exclude the allergic food items. For children with an epinephrine injection kit, parents must familiarize the staff with its proper use with the written permission from the child's physician.

WSCC After-School Program will serve a snack with a drink in mid-afternoon. Snacks consist of milk, bagel, crackers, fruit, vegetables, cheese, etc. Parents may provide prepared snacks for students with allergies and for special occasions.

### **Tooth Brushing**

The WSCC After-School Program will provide the monitoring and availability for parents, who wish their students to brush teeth after lunch. Parents have to provide the tooth brush and paste. Staff members will make sure students perform the duty upon request.

### **Parents**

We want you to know, to understand, to discuss our goals. We want you to look often into our busy, happy, noisy, creative Program and see what your child experiences. We want you to realize the validity of those experiences and the important role that enrichment and socialization provide in your child's development.

There is an open-door policy and we encourage parent involvement. Parents are welcome to visit at any time. The prospective family should contact the Program Director to schedule a site visit. Staff members are available for individual conferences; however, since interacting and supervising your child is our primary concern, we ask that you schedule conferences with the Program Director. Volunteers are welcome at the WSCC After-School Program.



If you are interested in volunteering, please contact the Program Director about scheduling a time.

We at WSCC After-School Program want to share with you any information concerning your child or the Program that may affect your child. The staff will make itself available to check in with parents at pick-up time to discuss any immediate concerns. If you notice anything that concerns you or your child, also feel free to contact the Program Director.

### **Interactions Between Staff and Students**

We at the WSCC After-School Program believe that positive child-staff interaction is tremendously important. We encourage staff to converse frequently with students. Staff will treat all students, regardless of gender, race, religion, family background, culture, and ability, with respect and care.

The safety of your child is a priority to the staff at the WSCC After-School Program. Students will always be under direct adult supervision. We maintain a staff-to-student ratio of at least 1:13. The lead teacher will have, at a minimum, teacher qualifications, in accordance with Department of Education guidelines. A second teacher will always be present in the area. If we take any field trips the staff-to-student ratio will be 1:5 and the staff will be CPR and First Aid certified.

### **Referral Procedure for Students and Families In Need**

WSCC After-School Program has procedures for referring family members to appropriate social, mental health, medical, dental, and vision services. If a staff member has a concern about a child, she/he will bring it to the attention of the Program Director, who will observe the child. The Program Director will contact the parents for a meeting to discuss the matter. Parents (s) will be given written notice of incidents of concern. The Program Director can assist with the specifics of these referrals if desired. No referrals will be made without parental consent. A copy of all referrals will be kept on file. The WSCC After-School Program will make all reasonable efforts to accommodate every child's needs.

### **Referral Resources Available To Students and Families**

Winchester Public WSCC After-School Programs  
Pupil Service Administrator  
Contact: Linda Stapp  
E-mail: [lstapp@winchester.k12.ma.us](mailto:lstapp@winchester.k12.ma.us)  
Tel: 781.721.7005

Winchester Public WSCC After-School Programs  
Secretary to Special Education Administrator  
Contact: Jeannie O'Halloran  
E-mail: [johalloran@winchester.k12.ma.us](mailto:johalloran@winchester.k12.ma.us)  
Tel: 781.721.7005

Massachusetts Department of Children and Families  
Arlington Area Office  
30 Mystic Street  
Arlington, MA 02474  
Tel: 781.641.8500

Winchester Hospital  
41 Highland Avenue  
Winchester, MA 01890  
Tel: 781.729.9000

### **Student's Records and Confidentiality**

A legible, current, and confidential record is maintained on each child enrolled in the WSCC After-School Program. The record is available to the child's parents upon written request. The Program will not release information in the record to any unauthorized person without the prior written authorization of the parents. All information contained in a child's records is available only to those individuals directly involved in the implementation of the Program, to other individuals as otherwise required by state law, or to persons authorized in writing by the child's parents. The Program will notify the parents immediately if a child's record is subpoenaed by a Court of Law.

Parents are required to provide written authorizations, consents, and information, prior to enrollment, which will be made part of the child's record. Written consent and authorization is valid for one (1) year unless withdrawn prior to that time in writing. Records are maintained for a period of one (1) year following a child's termination from the program or for a period determined by the WSCC Board of Directors.

Parents have the right to request access to or copies from their child's file and we will provide such access or copies within a reasonable amount of time. We require written parental consent to release any information from a child's file.

Parents always have the right to add information, comments, data, or other relevant information to a child's record. A child's parents shall have the right to request deletion or amendment of any information contained in the child's records. Such request shall be made in accordance with the procedures described below: if such parents is/are of the opinion that adding information is sufficient to explain, clarify, or correct objectionable material in the child's record, the parents shall have a conference with the Program Director to make the objections known. Within one week of the conference, the WSCC After-School Program will inform the parents of its decision regarding the information in question. If the decision is in favor of the parents, the information in the child's record will be deleted or amended immediately.

### **Organization**

The WSCC After-School Program operates under the auspices of the Winchester School of Chinese Culture and follows WSCC After-School Program policies. The overall management of WSCC After-School Program is the responsibility of the Program Director, who reports to the Principal of the WSCC. Day-to-day management of the program is done by the Program Director, with the support from the staff.

A Site Manager, also a teacher, is designated to coordinate the facility use with the owner, the other tenants in the building and inform the parents, staffs and principal about any change of use in the building which will impact the Program. This person also report directly to the principal regarding this aspect of work. She/he shall report to the Program Director on any academic/teaching responsibility.

### **Business Management**

The Program has an established system of business management and record keeping ensuring the program maintains complete and accurate accounts & records. The WSCC After-School Program has a projected one-year budget. The Program formulates an annual report if requested by the WSCC Board of Directors, including but not limited to, a financial summary of the previous fiscal year and enrollment data.