

Winchester School of Chinese Culture After-School Program

HANDBOOK (For Parent and staff)

Welcome to the Winchester School of Chinese Culture After-School Program. This handbook will acquaint you with our philosophy, policies and curriculum. We hope it will give you a better picture of the program and what you and your child can expect.



WSCC After-School Program
478 Main Street
Winchester, MA 01890
Kindergarten thru 5th Grade

WSCC After-School program does not discriminate in providing services to children and their families on the basis of race, religion, disability, cultural heritage, political beliefs, marital status, sexual orientation or national origin.

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Statement of Purpose

The Winchester School of Chinese Culture (WSCC) After-School Program serves the Winchester and near-by community by providing a Chinese culture learning, fun, and safe after-school environment for children in the kindergarten through fifth grades. The Program promotes Chinese culture. It also provides children with homework help. Through Chinese culture learning, students will also learn the traditional Chinese values. Well educated staffs interact positively with the children and accommodate the needs of all participants. The Program offers age-specific and mixed-group programming, cultural sensitivity, and mutual respect between the children and staff. Parental involvement is welcomed and encouraged.

WSCC After-School program operates under the auspices of the Winchester School of Chinese Culture system and follows school policies. WSCC After-School program does not discriminate on the basis of race, religion, gender, national origin, sexual orientation, cultural heritage, political beliefs, disability, or marital status.

Philosophy

The WSCC After-School is committed to creating a safe, fun and creative environment for the students to experience Chinese Culture and strengthen their academic learning from regular school. A part of our program is based in our integration with the Winchester School of Chinese Culture Sunday School curriculum. The Program's philosophy is designed to be consistent with the WSCC Mission Statement and Core Values, and includes the following elements:

- Provide an opportunity and environment to learn Chinese and Chinese Culture for people from the communities and around area; to advocate virtue and morality, which are the essences of Chinese culture that last five thousand years in the history; and to bridge between Chinese Americans and their local communities to promote a mutual understanding and support to each other;
- 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 play as well as homework assistance;

- Regular communications among WSCC teachers, the WSCC principal and WSCC Sunday teachers, and parents

Program Description and Class Schedule

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3 to 3:15PM Snack	3 to 3:15PM Snack	3 to 3:15PM Snack	3 to 3:15PM Snack	3 to 3:15PM Snack
3:15-4:15Pm School homework and Chinese school homework. Math and English tutor	3:15-4:15Pm School homework and Chinese school homework. Math and English tutor	3:15-4:15Pm School homework and Chinese school homework. Math and English tutor	3:15-4:15Pm School homework and Chinese school homework. Math and English tutor	3:15-4:15Pm School homework and Chinese school homework. Math and English tutor
4:30-5:10PM Chinese Kungfu and Dance	4:30-5:10PM Combination of Chinese story and Arts and Crafts	4:30-5:10PM Combination of Chinese story and Arts and Crafts	4:30-5:10PM Combination of Chinese story and Arts and Crafts	4:30-5:10PM Movie
5:10-6PM Free Play, Pick up	5:10-6PM Free Play, Pick up	5:10-6PM Free Play, Pick up	5:10-6PM Free Play, Pick up	5:10-6PM Free Play, Pick up

Curriculum are designed for two groups: Grade (1-3) and Grade (4-5)

- **Chinese Kungfu and Dance**
Kids can choose Kungfu or Dance class which will be taught at the same time.
- **Combination of Chinese story and Arts and Crafts**
Classic Chinese's stories from different dynasties will be taught. High grades will use computer aided reading tool. Arts and Crafts class will teach Chinese painting, calligraphy, origami, clay sculpture, etc. Special class will be hold for each Chinese and American holiday.
- **Board games**
Traditional Chinese board games and group games will be taught and played in varies times.

Program policy

Homework: Suggest kids to finish school homework before free play.

Electronic: Students can not use cell phone or electronic toys during class time. If a child brings an electronic toy or a cell phone to the program, the staff will take the toy and return it to the child's parent at the end of the day.

Lost or Stolen Item: WSCC After-School is not responsible for any lost, damage, or stolen items. We encourage children to leave valuables at home.

Toy Safety: Toys need to be inspected by the teachers for safety reasons.

Label all items: Please be sure to label all clothes and personal items on the inside surface.

Field Trips

To broaden each child's experience we occasionally go off site. Parents will be notified in advance of up-coming field trips and permission slips will be required for children to attend the trip. Depending on the location and mode of transportation, there may be an additional fee to attend the field trip.

Holiday Observed

New Year's Day; Memorial Day; Columbus Day
Thanksgiving and the day after Thanksgiving; Christmas Day

Enrollment

Registration Procedure: To register, an application must be filled out and submitted. A non-refundable registration fee in the amount of \$10.00 per family must accompany the application form. First month tuition must be submitted as deposit and apply to the first month when program starts.

Acceptance and Waiting List: All children in grades K through 5 are accepted to

WSCC After-School on a first-come, first-served basis. However, if there is no space in WSCC After-School, your child may be placed on a waiting list. You will be notified as soon as space becomes available.

Tuition Costs: The tuition rate is \$395/month. Early-release days are covered with no extra charge. Parents must sign their children up for days with no school (full day) on the sign up sheet at WSCC After-School. The charge will be \$40 for full-day coverage.

Days per week	1	2	3	4	5
Cost per month	\$80	\$160	\$240	\$320	\$395

Sibling Policy

2nd Child or more receive 15% off. Sibling of WSCC After-School current enrolled child will receive enrollment priority.

Billing Procedure:

- Tuition will be billed monthly based on the number of days your child is enrolled. WSCC uses a level billing system, i.e. parents will be billed the same amount each month, September through June, next year.
- Each payment is due on the first of each month. No invoice will be mailed out. Parents need to pay the tuition and give the check to Program Director.
- 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 sign up time.
- 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 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 \$25.00. If there is a no payment of tuition for 2 months or more, child maybe withdrew from the program.

Program Hours:

- The WSCC After-School Program routinely begins at approximately 2:30 PM and ends at 6:00 PM.
- For early-release days, the program hours are from the release of school to 6:00 PM.
- For full days (selected vacation days and non school days), the hours are 8:30 AM to 6:00 PM.

Snow Day-Policy:

WSCC After-School is closed whenever the Winchester Public Schools are closed.

Scheduling Changes:

- **To Drop Days:** To reduce the number of days, submit a written request to the Director, including the days you wish to drop, and the effective date. We request 30 days advance notice.
- **To Add/Change Days:** Days may be added/changed at any time, provided space is available. The parent(s) should request the 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 your child from the program, notify the Director in writing 30 days in advance. (Families who leave without 30 days written notice are responsible for two weeks' tuition for the time period following the date of withdrawal.)

Pick-up Policy: Pick-up will be through the back doors of the school (by the parking lot). Parking should be done on the street or in the parking lot at the side of the school. There might children playing in the playground so please drive slowly and do not leave your car running while you pick-up. According to state law, only designated people on the registration form's authorized pick up list will be allowed to pick children up from our program.

Late Pick-up: If you know you will be late in picking up 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 us and 30 minutes have elapsed since program closing time, we will try to reach the identified emergency contact people.

Transportation

For 1st grade thru 5th grade parents: A staff member will escort kids from Lincoln School to WSCC After-School facility upon school release time. WSCC parents board will arrange car-pool for kids in other Winchester elementary schools upon school release time.

For Kindergarten parents: No escort or car pool service will be provided. Parents need to drop off their children at the program on-time.

For parents of children enroll one day a week: Staff member will escort kids from Lincoln School to WSCC After-School facility upon school release time. No car pool service will be arranged.

Meals and Snacks

Food allergies must be reported to the WSCC After-School.

Snacks: WSCC After-School will serve a snack with a drink at 3:00pm - 3:15pm. Snacks consist of milk, juice, crackers, fruit, vegetables, cheese, etc. Parents may provide prepared snacks for children with allergies and for special occasions.

Discipline Policy

At WSCC After-School we expect children to respect each other, staff, parents and our physical environment. We believe that children should receive positive reinforcement for good behavior. However children, as all people, are not perfect. Therefore, our preferred method for dealing with infractions is a "time out." This gives the child time to compose him/herself and think about what he/she has done. The length of the "time out" is appropriate for the child's developmental level. The children are usually expected to recount why they are on "time out" before joining the activity again.

A child who needs more than the "time out" method shall be isolated from the group. The teacher will talk to the child to be certain that the child understands

what is expected of him/her and to allow the child to verbalize feelings. Should the child need more, the teacher will notify the Director, who will make determination at that time regarding further action and involvement of the parents.

We at WSCC believe that a child who is active, happy, and interested in a safe and caring environment will not have an issue with discipline. Our goal is to provide that type of atmosphere at WSCC After-School.

A child's consistent refusal to follow directions given to them by the staff creates an atmosphere that is disruptive to the program. If redirection is not effective and/or if a child has consistent and/or serious disciplinary problems, the following steps will be taken:

1. When the Director determines that there is a problem and is unable to get the child to respond to verbal redirection, behavior reports will be documented and presented to the parents to review and sign.

2. After 2 documented behavior reports, if the child's behavior continues to be disruptive, a meeting will be set up with the Director, the parents, and his/her class teacher. The purpose of this meeting will be to determine why the child is having difficulty and what efforts might be made by the staff, parents, and child to find a possible solution.

3. If the child's behavior continues to be disruptive to the program, the WSCC After-School reserves the right to withdraw the child from the program.

A child may be withdrawn from the program, without prior warning, for any behavior and or verbal threats that jeopardize the safety of themselves, staff, or other children.

Health and Safety

Health Policy: Your child's health is a matter of importance to all of us. A health form signed by a physician must be kept on file in the school for each child in the program.

While WSCC After-School is not equipped to look after sick children, we understand that parents rely on the program to provide care on a regular basis and cannot stay home with their child for each and every sniffle. WSCC After-School always tries to balance these conflicting needs and asks you to do so also. If a child is not well, please make every effort to keep him or her at home, as illnesses spreads rapidly in spite of everyone's best efforts. We ask that you keep your child at home if he or she has:

- A fever over 101 degrees within 24 hours.
- Vomiting or diarrhea within 24 hours.
- Heavy Nasal discharge
- Constant cough
- Sore throat or swollen glands
- Undiagnosed rash or skin eruptions
- Earache or drainage from the eyes.
- Head lice or scabies, until properly treated and all nits removed.

Emergency Procedures

When children become ill at WSCC After-School: In the case of mild illness, the child's parent or guardian will be contacted, and medication administered with permission from the parent or guardian in a manner consistent with the medication policy described below. The child will be made comfortable, isolated as much as possible from the other children, and closely watched until a parent or guardian arrives to pick him or her up.

If a child becomes seriously ill while at WSCC After-School, a parent or guardian will be asked to pick up the child immediately; the child's pediatrician may also be contacted if the situation warrants. If a parent or guardian is not directly reachable, attempts will be made to contact them through the emergency contacts listed on the emergency medical form; if a parent or guardian cannot be reached, one of the emergency contacts may be asked to pick up the child. In extreme circumstances, an ambulance may be called, or a child may be taken to an emergency center or hospital in the care of a staff member.

Injury or Accidents: Injury or accident procedures followed by WSCC After-School staff will depend on the severity of the injury. In the case of a minor injury (cuts, bruises, etc.) simple first-aid will be applied immediately and the

parent or guardian notified, in no case later than pick-up time the same day. For more severe injuries, first-aid will be applied immediately, parent or guardian and the child's pediatrician will be called right away. If parent(s) or guardian(s) cannot be reached right away, an emergency contact person will be called and asked to arrange for the child to be taken to the doctor if this seems advisable. If the accident is very serious, Emergency Medical Services will be called and the child may be transported to Winchester Hospital; simultaneously, WSCC After-School staff will call both the parent/guardian and the child's pediatrician.

In all cases of accident, an accident report will be completed and a copy given to the parent or guardian; a copy will also be kept on file at WSCC After-School.

Medication: In accordance with state regulations, prescription drugs can only be administered to children by the WSCC After-School staff if:

- the medication is a current prescription;
- the medication is in an original container with child's name, date, name of the medicine, dosage, and special instructions clearly marked;
- There is a written request from the child's parent or guardian with instructions as to dosage and dosage times.

Non-prescription drugs, in an original container and not out of date, can be administered by WSCC After-School staff only with written instructions, including dosage, from a physician. In special cases, such as bronchial inhalers for asthmatic children or a diabetic pump, the child may be permitted to administer his/her own medication with staff supervision; written instructions from the physician and written consent from the parent or guardian are required.

Non-prescription topical creams, ointments, and sprays, such as sunscreen and insect repellent, can be administered by WSCC After-School staff with written permission and instructions from the parent or guardian. Each item must be clearly labeled with the child's name.

Further details of WSCC After-School's health and emergency policies, including staff responsibilities for emergency and preventive health measures, are available for your review upon request.

Evacuation Procedures

This may be necessary, for events that render the school unsafe, for instance; fire, gas leak, chemical spill, earth quake, etc. All staffs and students will leave the building by the rear stair case (nearest) through the back door to their assigned area, which is the open lawn area next to the parking lot. There they will await further instruction. Students will re-enter the building when the incident is remedied.

In the event of sudden lost of water, power or heat, staff will notify the building administer immediately. If situation can not be resolved in a timely matter, staffs will contract parents for early pick up.

Parents

We want you to know, to understand, to discuss with us 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 importance of the enrichment and socialization that they provide.

Prospective families will get a packet, which includes several forms including but not limited to: an enrollment form, a parent handbook, and an activity schedule. The prospective family should contact the Director to schedule an orientation.

Parents are always welcome to come in and observe our program. Volunteers are welcome at WSCC After-School. If you are interested in volunteering, please contact the Director about scheduling a time to come in.

Staff is available for individual conferences; however, since interacting and supervising your children is our primary concern, we ask that you schedule conferences with the Director.

We at WSCC After-School want to share with you any information concerning your child or the program that may affect your child. Staff will verbally check in with

parents at pick-up concerning any incidents or unusual happenings. If you notice anything that concerns you or your child, please feel free to talk to the Director or any staff member.

Visiting: There is an open-door policy and we encourage parent involvement. Parents are welcome to visit at any time.

Staffing

Personnel Policies: WSCC After-School do not have more than 4 paid staffs, therefore does not have a written Personal Policies.

Personnel Records: The WSCC After-School maintains a personnel record for each staff member. This record is maintained by the Program Director.

Staff Evaluation: Evaluation of staff will be ongoing, but each staff person will also receive an annual evaluation. As part of the annual review, each staff member will complete a self-evaluation. This self-evaluation, along with the Program Director's observations made throughout the year, will form the basis for the annual evaluation.

New Staff: New staff members are oriented about the philosophy and goals of the WSCC After-School Program, emergency, health and safety procedures, special needs of individual children, planned daily activities of the program and expectations of ethical conduct by the Program Director.

Staff Meetings: Staff meetings are held regularly to plan activities, discuss the needs of individual children, review progress toward program goals and coordinate with teachers and activities from the school day.

Staff Development: The WSCC After-School Program provides staff development opportunities to allow staff to improve their skills in working with children and their families. Staff will have access to workshops and conferences on school-age childcare. All staff is trained in First Aid and CPR.

Volunteers: Volunteers occasionally work in the program after receiving a thorough screening and a program orientation. All volunteers are supervised by the Program Director and only count toward the staffing ratio if they meet staff qualifications

and are supervised by a staff member.

Administrative Responsibility: The WSCC After-School Program operates under the direction of the Program Director, who reports to the Principal of the Winchester School of Chinese Culture. The Principal reports to the WSCC board of directors.

Staff Roles and Qualifications: The Program Director should have at the minimum a bachelor's degree in Education, Administration, Business or other related field. S/He should have minimum 2 years experience with program administration.

The Program Director is responsible for program philosophy and design, daily operation, communication with families, the safety and well-being of children, supervision and evaluation of staff, and staff training. The Program Director is also responsible for supervision of children and provision of food. The Program Director reports to the Principal.

The Lead Teacher works under the supervision of the Program Director and is responsible for assisting program director in designing activities, supervising children, keeping attendance, providing food and communicating with families.

The Assistant Teacher helps the Lead Teacher and Program Director carry out their responsibilities.

Staffing Ratios: The maximum staffing ratio on any given day will be thirteen children to one qualified staff person. However, on most days, this ratio will be lower.

Interactions between Staff and Children

At WSCC After-School we believe that positive child-staff interaction is tremendously important. We encourage staff to converse frequently with children. Staff will treat all children, 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 WSCC After-School. Children will always be under direct adult supervision. We maintain a staff ratio of at least 1 adult to 13 children. 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 student-to-staff ratio will be at least 1 teacher to 10 children and that teacher will be CPR and First Aid certified.

Procedure for Reporting Child Abuse or Neglect

WSCC After-School protects children from abuse and neglect while in the program's care and custody and follows state law and procedures for reporting of any suspected incidents of child abuse and neglect. All WSCC After-School staffs are mandated reporters of child abuse or neglect including physical, sexual, and psychological. Specific, formal procedures are followed in cases of suspected child abuse or neglect. All staff are given copies and trained in these procedures.

The staff is familiar with the physical and behavioral indications of child abuse. The staff, through the WSCC After-School Director, communicates and supports parents both informally and through conferences initiated by either parent(s) or the staff. A comfortable and safe environment will be established so that children will be able to speak about their concerns. If a staff member suspects child abuse or neglect, and does not see appropriate action taken within a reasonable timeframe, as a mandated reporter, s/he will contact the local DSS office in Winchester.

If child abuse/neglect is suspected of a staff member, it will be addressed immediately. The staff will speak directly to the WSCC After-School Director or WSCC Principal, who will initiate required paperwork, notify the family, and contact the Department of Social Services. The allegedly abusive or neglectful staff member(s) will be put on a leave of absence pending an investigation by the appropriate authorities.

Referral Procedure for Children or Families In Need

WSCC After-School 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 Director, who will observe the child. The Director will contact the parent(s)

for a meeting to discuss the matter. The parent(s) will be given written notes of incidents of concern. The 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. WSCC After-School will make all reasonable efforts to accommodate every child's needs.

WSCC After-School maintains a list of local resources available to children and families in the Winchester area. The referral list is available upon request.

Referral Resources Available To Children and Families

Winchester Public Schools
Pupil Service Administrator
Contact: Linda Stapp
lstapp@winchester.k12.ma.us
781-721-7005

Winchester Public Schools
Secretary to Special Education
Administrator
Jeannie O'Halloran
johalloran@winchester.k12.ma.us
781-721-7005

Department of Social Services
50 Mystic Street
Arlington, MA 02474
781-641-8500
800-769-4615

Winchester Hospital
781-729-9000

Children's Records and Confidentiality

A legible, current, and confidential record is maintained on each child enrolled in the program. The record is available to the child's parent(s) upon written request. WSCC After-School will not release information in the record to any unauthorized person without the prior written authorization of the parent(s). All information contained in a child's records is available only to those individuals directly involved in the implementation of the WSCC After-School Program, to other individuals as otherwise required by state law, or to persons authorized in writing by the child's parent(s). WSCC After-School 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 1 year unless withdrawn prior to that time in

writing. Records are maintained for a period of 1 year following a child's termination from the program or for a period determined by the WSCC Board Committee.

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 parent(s) 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 parent(s) is/are of the opinion that adding information is sufficient to explain, clarify, or correct objectionable material in the child's record, the parent(s) shall have a conference with the WSCC After-School Director to make the objections known. Within one week of the conference, WSCC After-School will inform the parent(s) of our decision regarding the information in question. If the decision is in favor of the parent(s), the information in the child's record will be deleted or amended immediately.

Organization

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

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 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.