



Cambridge Community Center
Learn. Grow. Connect.

Cambridge Community Center
Out-of-School Time Program
Parent Handbook

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WELCOME TO THE CAMBRIDGE COMMUNITY CENTER!

Out-of-School Time Programs

Welcome to the Cambridge Community Center. The Center recognizes parents as the primary educators of their children's development, and therefore, your input, participation, and questions are welcomed and encouraged.

This parent manual has been prepared to assist you in understanding parent responsibilities, and general information regarding the After School Program and Cowemoki Summer Enrichment Program. Most of the information in this manual applies to both programs; we will refer them together as the Out-of-School Time Programs in this manual unless a particular item of information refers only to the After School Program or the Cowemoki Summer Enrichment Program.

If you have any questions, please do not hesitate to speak to the Directors of Out-of-School Time Programs (the "DOSTP"), or to any member of the staff.

The Out-of-School Time Program is a non-profit, non-sectarian service. Our staff is dedicated to providing children with a safe, supportive, and educationally sound environment. It is also our endeavor to work with parents as partners in the education and nurturing of their children.

We hope that the Out-of-School Time Program will meet your needs and that it will be an enriching experience for both you and your child. We look forward to working with you.

THE CENTER

The Cambridge Community Center, Inc. is a private non-profit, human service organization located at 5 Callender Street, in the Riverside neighborhood of Cambridge, Massachusetts.

From the time the Center was first chartered in 1929, it has been a focal point for recreational, educational, and social activity for both young and old. All through these many years, the Center has had a primary aim to bring to the people of the neighborhood and community a means of enlarging and enriching their personal lives and public citizenship. It has been devoted to making a place where better understanding of varying viewpoints can develop; where individuals, families, and groups can share interests and experiences; where efforts to strengthen the common welfare can take root and grow; where democracy can expand by giving all who came here a share in making that democracy work.

Still today, the Center continues to meet the challenge of the time by providing wholesome activities and preparing people for community leadership.

Financial support to the Center comes from State and local funding, the United Way, private donations, and the Center's own Friends. Additional support must come from private foundations, local businesses, and individuals.

MISSION

The Cambridge Community Center promotes community cooperation and unity and empowers youth, individuals, and families. We do this by offering social, cultural, educational, and recreational activities.

PHILOSOPHY AND GOALS

It is the philosophy of the Cambridge Community Center to promote the development of the individual in conjunction with the development of our interdependency with one another. We are committed to fostering an understanding of the responsibility of membership in the community, as well as the growth of self-awareness, self-confidence, and self-sufficiency.

Our goal is to provide a safe, happy, and relaxed environment for children to learn about themselves, their immediate world, other people and their communities. This is accomplished by a racially and sexually mixed staff that utilizes multi-cultural activities that provide a supportive, social and emotional atmosphere which fosters acceptance, encourages ethnic pride, develops a positive self-image, develops a positive self-concept, and enhances individual strengths.

SERVICES PROVIDED

The Cambridge Community Center provides developmentally appropriate care for school age children. Mental health consultants are available through the Cambridge Guidance Center, and a health care consultant is available through the Windsor Street Health Clinic.

Parents who are in need of food and housing will be appropriately referred for assistance by the DOSTP, Site Coordinator, or Executive Director.

AFTER SCHOOL PROGRAM

The purpose of the After School Program is to provide a safe, structured, and wholesome child care experience for school age children. This program enrolls children who will be entering kindergarten during the current school year through children aged 12 years old (children who turn 13 during the school year may finish out the year in the After School Program), whose parents are working, pursuing career or educational development, and for children and families in need of supportive services. Our daily schedule includes strategies such as shared readings, book discussion, games and activities that promote literacy and numeracy. This program offers a well-rounded experience that contributes to children's education and their emotional, social, and recreational development.

COWEMOKI SUMMER ENRICHMENT PROGRAM

The Cowemoki Summer Enrichment Program is a multicultural summer day program that provides a safe, harmonious, and structured experience for youth. This program enrolls children who have completed kindergarten through children aged 12 years of age (children who turn 13 during the summer may finish out the summer in the Cowemoki Summer Enrichment Program), who reside in the many ethnically and culturally diverse neighborhoods in Cambridge and surrounding areas. The program provides activities such as field trips, ethnic sharing cookouts, new games, gardening, sports, community education walks, multicultural awareness workshops, academic enrichment, science activities, environmental studies, sailing, swimming, and arts & crafts. All of these activities contribute to their education and their emotional, social and recreational development.

INTAKE AND REGISTRATION PROCEDURES

- A. The Cambridge Community Center is committed to equal opportunity for all persons. No discrimination will be tolerated, with respect to enrollment, employment, volunteer participation, the provision of or participation in services, or otherwise, on the basis of race, color, sex, sexual orientation, gender identity, creed, religion,

disability, age, veteran status, ancestry, or national or ethnic origin. The Center is committed to affirmative good-faith efforts to overcome the effects of systemic exclusion and discrimination in society.

- B. Prospective parents may schedule an appointment with the DOSTP to visit the Center with their child/ren. During this time you will have the opportunity to explore the Center, set up a time to meet with child/ren group leader, discuss the program, and complete enrollment forms.
- C. Every family is required to fill out and return the enrollment forms prior to the child/ren attending the program. The DOSTP will also have a questionnaire covering the expectations of the program and child/ren, behavioral concerns, and additional information. These forms are valid for one year only and must be completed again at the beginning of each school year or the Cowemoki Summer Enrichment Program.
- D. Information on these forms is confidential. The DOSTP, Site Director, Executive Director, and Staff directly involved with your child/ren have access to the files. You may request in writing for information in your child's records to be sent to other organizations.
- E. If there is no available space in our program, your child/ren will be placed on a waiting list. When there is an opening, children will be admitted in the order in which the completed enrollment forms were received.
- F. The program serves children who are male and female and of varying ethnic/cultural and socio-economic backgrounds. Although the After School Program and Cowemoki Summer Enrichment Program are not special needs programs, a small percentage of the children have emotional or physical needs and they are integrated into the mainstream of daily activities. The facility is accessible to the physically challenged on the first floor.

ENROLLMENT AND ACCEPTANCE

Once enrollment procedures and tuition agreement have been arranged, Erin Gullage, the Financial Compliance Coordinator, will meet with the family to ensure completeness of all forms and the need for additional information that is relevant to enrolling in the program. Circumstances that may require the Cambridge Community Center to reject an application include, but are not limited to:

❖ Misrepresentation of Documents

- Enrollment forms/documents received by parent/guardian have been falsified in any way

❖ Inappropriate Behavior

- Parent/guardian has behaved inappropriately by threatening staff, children and/or using obscene language toward other participants

❖ Family/Domestic Conflicts

- Potential for conflicts between new and currently enrolled families. These may include, but are not limited to:
 - Restraining orders
 - Potential conflict conditions that may cause stress between children
 - Families in conflict that may disrupt the mainstream of program activities when present at the Center at the same time
 - Families in conflict have the possibility of displaying negative behavior in the presence of children and staff at the Center

The DOSTP and/or Executive Director will meet with the Board of Directors to discuss such matters. The Board of Directors will have the final decision in regards to enrollment under these circumstances.

TUITION

Tuition for Out-of-School Time Programs is determined prior to the start of enrollment each year. For current pricing information please visit our website at www.cambridgecc.org. The weekly tuition includes scheduled holidays and absences. Tuition fees are to be paid in advance. Tuition is collected by the Financial Compliance Coordinator, DOSTP, or Executive Director. Tuition may be paid by check or money order; **cash is not accepted**.

Tuition is considered delinquent if it is not received by the end of the day on which it is due. Accounts that are two weeks delinquent will receive written notice of non-payment. Four reminders will result in a Notice of Termination. Non-payment of fees warrants termination from the program.

CONFIDENTIALITY AND DISTRIBUTION OF RECORDS

1. Children's records are privileged and confidential.
2. Written parental consent is required to release information in a child's record to any unauthorized person.
3. If a child's record is subpoenaed, the Cambridge Community Center will notify parents.
4. Cambridge Community Center will maintain a permanent, written log in the child's record indicating any persons to whom information was released.
5. Parents may request copies from their child's file for a fee of ten cents (.10c) per copy page.

HOURS OF OPERATION

After School Program

- A. The After School Program begins at 2:00 PM and closes at 5:30 PM.
- B. Early Release: The After School Program is open at 12:00 PM on early release days.
- C. School Vacations: The After School Program is open from 7:30 AM to 5:30 PM.

Cowemoki Summer Enrichment Program

The Cowemoki Summer Enrichment Program is open from 7:30 AM – 4:30 PM. Extended day until 5:30 PM is also available for an additional fee.

Late Pick-Up Policy

- Parents are expected to call and notify the Center if they are going to be late for pick-up
- If a child has not been picked up on time, CCC staff will call the child/ren's parent/guardian
- If the parent/guardian cannot be reached, CCC staff will call the child/ren's emergency contacts and request them to pick the child up
- If the parent/guardian or emergency contact cannot be reached by 6:15 PM, CCC staff will call relatives of the child/ren and request them to pick the child/ren up
- If no one is contacted by 6:30 PM, the police will be notified and a report will be filed

Late Fees

- Parents/guardians are required to pay a late fee any time that they are late picking up their child/ren. A parent or guardian who is 5 minutes late or less is required to pay a fee of \$10.00. A parent or guardian

who is more than 5 minutes late must pay a fee of \$10.00 for the first 5 minutes and \$1.00 a minute for every additional minute.

- Late fees are to be paid to the staff person on duty in cash when the child is picked up. Your child will not be allowed to return to the program until your late fee is paid.
- CCC keeps a record of late pick ups, and a chronic problem of tardiness will result in termination from the program.

CLOSINGS/HOLIDAYS

The Out-of-School Time Programs at the Cambridge Community Center are open year round, Monday – Friday with the exception of 12 days per year. A calendar of closings and holidays will be distributed in September for each school year and is posted on our website (www.cambridgeecc.org). If we plan to be closed on any other days you will be notified and such closings will be posted.

Snow Days

The Cambridge Community Center is closed whenever there is a declared storm or snow emergency.

If inclement weather begins while the after school program is in operation, we may call you and ask that your child/ren be picked up early.

All parents are encouraged to watch local TV stations for Public School closings. There will be times when the school will be open but there will be no transportation due to hazardous road conditions. The Center will be open if school is open.

Attendance

If your child is going to be **LATE OR ABSENT** from the Out-of-School Time Program, please call and inform us. Also, notify the DOSTP or the Financial Compliance Coordinator when you are going on vacation and your child will be absent from the program so that your slot is maintained.

PROGRAM PRINCIPLES

Out-of-School Time Programs at the Cambridge Community Center are based around three principles, called the 3 C's. They are

- **Care for Self**
- **Care for Others**
- **Care for Community**

The goal of the Center staff in our Out-of-School Time Programs is to encourage children to develop these values in everything they do. Staff members help children to understand the meaning of the 3 C's and how the 3 C's apply in various situations. Staff members model the values of the 3C's and the 3 C's guide the rules and expectations that staff set for children.

Behavior Guidance

Our behavior guidance procedures are designed to help children develop the values of caring for self, caring for others and caring for community, and to ensure the physical safety and emotional well-being of every child in our program. Our goal is to teach children to learn from situations, to take personal responsibility and ownership of their actions, and to develop their social skills and problem solving skills.

The Department of Early Education and Care requires us to inform parents and guardians that no child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: spanking or any type of physical hitting inflicted in any manner upon the body; verbal abuse, ridicule or humiliation; deprivation of snacks or meals, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food. We fully support these regulations.

When it becomes necessary for staff to guide a child's behavior, staff will clearly and calmly remind children of the behavior expectations and redirect children toward appropriate behaviors. If necessary, staff will encourage children to develop a solution to the situation their behavior has caused.

If a child is unable to return to appropriate behaviors staff may give the child a short time out. The duration of the time out will be age appropriate and is done so in accordance with guidelines provided by the EEC.

Documented Incidents

Serious misbehaviors will result in an incident report. Such behaviors include, in order from less severe to more severe:

- Any use of any object as a weapon or deliberately throwing any object at another person
- Any act of fighting or physical aggression
- Theft
- Destruction of property (whether or Center's or another person's)
- Any incident of a child running away from the Center or running away from their group while outside the Center
- Any incident of sexual misconduct
- Any behaviors that staff determine are destructive or dangerous
- Any incident of persistent disrespect towards staff and/or other children in the program

Any time there is a documented incident Center staff will call the child's parent/guardian to inform them of the situation and staff will give the parent/guardian a copy of the written incident report at the Center at the end of the day.

Any time there is a documented incident the DOSTP will speak to the child and the child may be removed from their group for the remainder of the activity or the remainder of the day depending on the severity of the incident.

If a child continually ignores staff directives following a documented incident, Center staff will call the child's parent/guardian to have the child taken home.

Three repeated documented incidents or any one severe documented incident may result in a one day suspension.

Suspensions and Meetings with the DOSTP

If a child has three documented incidents in the same school year or summer, or any one severe incident, the DOSTP will schedule a meeting with the child's parent or guardian to discuss the child's behavior and what support or accommodations may be necessary for the child to meet the Center's behavior expectations and to avoid suspension or termination. At this meeting the DOSTP will, to the extent reasonably possible, offer referrals to parents for evaluation, diagnostic or therapeutic services; pursue options for supportive services to

the Center, including consultation and educator training; and may develop a plan for behavioral intervention at home and in the program.

After a meeting between the DOSTP and the child's parent or guardian, any further documented incidents may result in a **one day suspension** from the program. Parents may request that the suspension be served at the Center, and the DOSTP will decide if this is possible.

Serious incidents, including but not limited to, physical aggression or theft will result in a **one day suspension** even if a child has not had previous documented incidents.

Following a suspension the child's parent/guardian must meet with the DOSTP before the child can return to the program. The parent/guardian will be warned that any further documented incidents may result in **termination**.

All decisions regarding suspension and/or termination are at the discretion of the DOSTP.

Termination

All decisions regarding termination will involve the Executive Director, the DOSTP and the child's group leader. Prior to termination the Executive Director, the DOSTP and the child's group leader will meet with the child's parent or guardian to discuss the situation.

Immediate termination will occur if the CCC determines that allowing a child into the program represents a danger to the child or others.

Termination for repeated documented incidents may occur if a child continues to have documented incidents after serving a suspension.

Parent or Guardian Input on Behavior Guidance

Parents and guardians of children in the Center's programs are encouraged to provide input on our behavior guidance policies. Parents are encouraged to make suggestions at our parent meetings and to make appointments with the DOSTP or any other staff member. If a parent or guardian does not feel that their child was given an appropriate consequence we encourage the parent or guardian to discuss the situation with the DOSTP.

It is the policy of the Cambridge Community Center not to assign consequences for misbehaviors that CCC staff members do not see. If a child reports misbehavior of another child CCC staff will speak with the accused child, investigate the situation, and inform the accused child's parent/guardian if appropriate.

TRANSPORTATION

Arrival (After School Program Only)

The After School Program meets children from the Amigos School and walks them to the Center.

Once the children are met by a Cambridge Community Center staff person, they become the Center's supervision responsibility. Prior to this time, the children are the responsibility of their school system and/or their parent/guardians.

Additionally, other children who arrive to the program on foot or by school bus are under the supervision responsibility of the transportation company and/or their parent/guardians prior to their arrival to the program. Parents must fill out and sign a Transportation Plan and Alternative Transportation Plan form for each child attending the Cambridge Community Center's Out-of-School Time Program.

Departure

The parent/guardian of any child leaving the Center before regular release time to attend outside activities such as football, cheerleading, etc. must complete the form: Child to Leave the Program Authorization and Consent.

The Center will drive children home in the Center's van under certain circumstances. An additional fee may be required; please inquire in the office if you would like more information regarding this service.

NUTRITION

The Out-of-School Time Program provides a nutritious snack every afternoon, as suggested by the Bureau of Nutrition. During school vacation and the Cowemoki Summer Enrichment Program, breakfast and lunch are also provided. The weekly menu is posted on the doors in the front office and upstairs kitchen and is available to parents/guardians upon request.

For those parents who wish to send their child/ren lunch or snack, we suggest the following nutritious items: milk, fruits and vegetables, bread or bread alternatives, and a meat alternate such as cheese or eggs.

NO PEANUTS, PEANUT BUTTER OR PEANUT PRODUCTS – We are a peanut free Center.

Children are not allowed to bring candy, soda, or junk food to the Out-of-School Time Program.

FIELD TRIPS

We take numerous field trips with the children to explore the community and world around us. Permission slips are sent home at least two (2) days prior to the field trip. The slip indicates, date and time of destination, mode of transportation and if food or money is necessary. If needed, parents are asked to volunteer as chaperones to assist on field trips.

The Center's van is used to travel to and from most field trips. When the use of a school bus or public transportation is necessary for a field trip, you will be notified in advance and in writing.

PARENTAL INVOLVEMENT

- A. **Parent Meetings:** Quarterly parent meetings are held and we greatly encourage parent participation. Notices will be provided regarding the dates of these meetings several weeks in advance. Information sharing, policy discussion, program questions, fundraising events and other issues relevant to the After School Program will be addressed. Additionally, individual parent meetings can be scheduled with group leaders, the DOSTP, or the Executive Director upon request.
- B. **Parent Conferences:** Parent conferences provide an opportunity for parent and group leader to share information (questions and concerns) regarding a child's development. During a conference, questions, concerns, and combined assessments may assist in combining objectives and strategies to further facilitate the child's overall growth. Conferences are scheduled upon parents, group leaders, or DOSTP request.

- C. **Parent Input:** Parents may provide input into program policy or procedures by offering suggestions to the DOSTP, participating in parent meetings, or by making a written request.
- D. **Parent Council:** The Parents Council is made up of parents of the children in our program. The main purpose of the council is to act as a liaison for all parents to make suggestions, express concerns, and bring cohesion to our entire community through community events. At meeting times determined by the council, the Parents Council will have the opportunity to meet directly with the CCC OST Program staff.
- E. **Parent Visits:** Parents are permitted and encouraged to visit the Out-of-School Time Program at any time.
- E. **Parent Volunteering:** Parent volunteers are most welcomed. Some of your options include: helping on field trips, special projects, and participation in ethnic cultural exchange events.
- F. **Parent Concerns and Complaints:** If parents have a concern or complaint they wish to discuss, they should contact the DOSTP and/or Executive Director to set up a convenient time to meet.
- G. **Progress Reports:** The Center will hold a mid year parent conference to discuss your child/ren's progress. During this conference there will be time to meet and discuss with your child/ren's group leader about any questions, comments, or concerns you may have.
- H. **Family Nights:** At the beginning of each month, from 6pm-7:30pm is a themed Family Night! Families are welcome to come enjoy a free dinner, meet the staff and mingle with other families.

HEALTH CARE

Illness

If a child is ill, please do not send him/her to the Out-of-School Time Program, as this infects other children. Should your child become ill while in attendance, you will be notified and asked to pick up your child for any of the following reasons:

- Fever
- Unexplained rash
- Vomiting
- Diarrhea
- Complaints of pain
- Lice, nits
- Ringworm

While waiting for the parent to arrive, the child will be placed in isolation, in a quiet area.

If your child exhibits less severe symptoms (such as mild headache, minor cuts or scrapes), your child may remain in care. In cases of minor illness staff members will administer appropriate first aid (if applicable) and will place your child in a quiet area until such time as he/she is able to return to normal activity. Parents will be notified of all such minor illnesses not later than the close the program that day.

Communicable Diseases

Please notify us if your child has a communicable disease, as this will allow us to notify other parents their child/ren has been exposed to the disease and will help us to identify similar symptoms in other children.

A child who has had a communicable disease will need written permission from the doctor to return to the Out-of-School Time Program.

Health Care Consultant

The Center's health care consultant is Dr. Robert M. Meyer, Windsor Street Health Center, 119 Windsor Street, Cambridge, MA 02139, 617-665-3600.

Emergency Phone Numbers

Fire: 617-349-4900
Police: 911
Windsor Street Health Center: 617-665-3600
Ambulance/Rescue: 617-876-5800
Poison Prevention Center: 617-232-2120
The Cambridge Hospital: 617-665-1000
Mount Auburn Hospital: 617- 492-3500

In-House Emergency and Transportation Procedures

- Depending on the severity of the injury, stay with injured child, or bring the child to the first floor office
- Administer appropriate first aid.
- First Aid Kits are in the first and second floor kitchen in marked cabinets.
- Send another staff person or responsible child to notify the DOSTP or Site Coordinator.
- All other children are to leave the room where the injured child is.
- If the child must go to the hospital, the DOSTP or Site Coordinator will notify the parent and/or authorized emergency contact.
- Take the Parent Authorization Form with you to the hospital. This form is to be kept in the child's folder and be sure to return it upon returning to the Center.
- An ambulance (calling 911) or the Center van will take the child to the hospital for emergency treatment.
- An injury report form must be filled out for an injury to a child. A copy goes to the parent and in the child's record folder. Additionally, the accident log must be filled out.

Field Trip and Transportation Emergency Procedures

1. Call an ambulance at 911. (A staff member will accompany the child to the hospital).
2. Administer appropriate First Aid - group leaders shall carry First Aid Kits and Parent Authorization Forms when on field trips.
3. Call the DOSTP or Site Coordinator to relay the essential information.
4. The DOSTP or Site Coordinator will contact the parent and/or authorized emergency contact, inform them of the accident and what hospital is being used for treatment.
5. Fill out injury report forms and the log upon returning to the Center.

Administration of Medication

All staff authorized to administer medication will be evaluated annually as part of their regular orientation with regard to their ability to follow the medication administration procedures specified at 606 CMR 7.11(2).

Please try to schedule medication so that it is administered at home. However, if this is not possible the DOSTP, Site Coordinator, or group leader may administer prescription medication, after the parent/guardian has filled out the Medication Consent Form.

The prescription must be in the container with the label that indicates the following information:

- Child's name
- Name of medication
- Date prescribed
- Directions for administration
- Doctor's name
- Expiration date

Use of Inhalers: With written parental consent and authorization from a physician, children who have asthma may carry their own inhalers and use them as needed, without direct supervision of a staff person.

Non-topical, non-prescription medications: Parents must provide written authorization from a licensed health care practitioner for administration of any non-topical, non-prescription medication to your child. Such authorization shall be valid for one year unless earlier revoked.

Allergies and other individual health care needs: Parents must notify the Center of any allergies or other health care needs pertaining to their child. A list of all such allergies and other individual health care needs is posted in the front office, storage closet, and upstairs kitchen; group leaders are also informed of the allergies and individual health care needs of any child in their care.

Implementation of Individual Health Care Plans: Parents may, with the written permission of their child's health care practitioner, train Center staff in the implementation of their child's individual health care plan. Please notify your child's group leader if you wish to arrange such training.

Child with Disabilities

The Cambridge Community Center shall accept applications for any child with a disability. In determining whether to accept or serve a child with a disability, the Cambridge Community Center shall, with parental consent and as appropriate, request information related to the child's participation in the Center's program from the Local Education Agency, Early Intervention Program or other health or service providers.

Based upon available information the Cambridge Community Center shall, with the parent's input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. Any change or modifications in the child's participation in regular Center activities;
2. The size of the group to which the child may be assigned and the appropriate staff/child ratios; and
3. Any special equipment, material, ramps, and aids.

The Cambridge Community Center will provide written notification to the parent within 30 days of the receipt of the authorized and requested information, if, in the Cambridge Community Center's judgment, the accommodations required to serve the child would cause an undue burden to the Center. The Cambridge Community Center shall state the reasons for the decision. In addition, the notification shall inform the parent(s) that they may contact the EEC and request that the EEC determine if the Cambridge Community Center is in compliance with regulations. The Cambridge Community Center shall maintain a copy of this notification in its

records. The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden.

In determining whether the accommodations required are reasonable or would cause an undue burden to the Cambridge Community Center, the Center shall consider the following factors, which include but are not limited to:

- The nature and cost of the accommodations needed to provide care for the child;
- Ability to secure funding or services from other sources;
- The overall financial resources of the Center;
- The number of persons employed by the Center;
- The effect on expenses and resources, or the impact otherwise of such action upon the Center.

The Center shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the LEA, Early Intervention Program and/or other health and service providers.

The Center shall, with parental permission, inform the appropriate administrator of special education, in writing, that the Center is serving a child with a disability. In addition, the Center shall consult with such enrolled child's health care practitioner (with parental consent) to ensure that the health requirements of that child are met.

MANDATED REPORTING

Educators at the Cambridge Community Center are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families.

EMERGENCY EVACUATION PLAN

The emergency evacuation plan is posted in every classroom, the gym, kitchen and facility exit doors. group leaders assist the children from the building to a safe area. The Site coordinator takes attendance outside and reports to the DOSTP. Practice evacuation drills are conducted the third Thursday of September, December, March and June.

OTHER RULES

Research Experimentation: No research, experimentation, observation or unusual treatment including children will be conducted without the written consent of a child's parent/guardian for each occurrence.

Leaving early: No child may leave the Out-of-School Time Program early, without parent consent. Therefore, the DOSTP, Site Coordinator, or Executive Director must be notified each time a child is expected to leave early. When a child must leave early on a consistent basis, (i.e. for sport practice or music lessons, etc.) A "**CHILD TO LEAVE THE PROGRAM AUTHORIZATION AND CONSENT**" Form must be completed and signed by the parent/guardian.

Birthdays and Special Occasions: Please let us know if you would like your child to celebrate his/her birthday at the After School Program. Notify your child's group leader, if you wish to bring in a special treat to share with the class.

Homework Policy: Children attending the after school program at the Cambridge Community Center are expected to work on their homework until 4:30 everyday. At 4:30, homework time ends and the children

participate in other enrichment activities. The Cambridge Community Center is **NOT** a homework center. (Some exceptions may be made for children who arrive to the program late)

Toys: We ask that toys not be brought to the After School Program, except on occasions requested by the group leader. This prevents loss or damage to your child's belongings.

LINES OF AUTHORITY AND SUPERVISION



REFERRAL PLAN FOR PARENTS AND/OR CHILDREN

All staff people are required to inform the DOSTP of any referrals. When referring parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening:

1. A referral log is kept in the front office. This log requires the referral staff person to record certain information, such as: date, staff person's name, parent's name, child's name and place of referral.
2. Staff will observe and record the child's behavior and review the child's record prior to making a referral.
3. There will be a meeting with parent to notify them of the program's concern.
4. The Center shall provide the parent with a written statement including the reason for recommending a referral for additional services, a brief summary of the program's observations related to the referral and any efforts the program may have made to accommodate the child's needs.
5. The Center shall offer assistance to the child's parents in making the referral and shall have written parental consent before any referral is made.
6. All referrals are to be logged the day of the referral.
7. The Center shall maintain a written record of any referrals, including the parent conference and results.

PLAN FOR TRANSITIONS

The Cambridge Community Center understands the importance of smooth, age-appropriate transitions from one program activity to another, from one program year to another, and between programs for the health and proper development of each child. In all cases the following will apply to the transitions at the Center:

1. Subject to parental permission, all educators at the Center will collaborate and share information with regard to any transition issues applicable to each child in their care. This will apply to transitions within the program day (i.e., from one activity to another) as well as from one program year to the next. As part of their regular orientation activities, educators will share information regarding children returning to care with each other in order to ensure smooth transitions to new groups/classrooms.
2. Staff orientation will include training on age-appropriate transitions. In general, educators will recognize that younger children generally need more time to make a successful transition from one activity to another than older children, and that more than one notice may be needed in order to help a child move successfully between activities. The Center will always seek to make use of the most up to date information available when training staff on successful transition practices.
3. If at any time a parent or caregiver has concerns about her/his child's ability to make successful transitions at the Center, or about any staff member's approach to transitions with her/his child, that parent or caregiver may request a meeting with the Director of After School Programs and the relevant staff member to discuss those concerns and work toward a mutually satisfactory approach for that child.
4. The Center will keep current information regarding other programs available to children and families in the greater Cambridge area, and will make every reasonable effort to assist families with making smooth transitions into, between, and out of the Center's programs into other such programs.

COMMUNITY RESOURCES THAT SUPPORT FAMILIES

The Cambridge Community Center maintains a list of current community resources that support families on its website (www.CambridgeCC.org) as well as in its main office. If parents request assistance from staff at anytime, this guide is used. Some of the resources include Basic Needs, Child Care, Bilingual & Multicultural services, Family Services, Education, Employment, Health, Legal Services, Recreation and Substance Abuse. The following Hotlines are also available in the main office: Aids, Alcohol & Drugs, Family Violence, Food, Poisoning, and Rape.

THE CAMBRIDGE COMMUNITY CENTER IS LICENSED BY THE MASSACHUSETTS DEPARTMENT OF EARLY EDUCATION AND CARE (EEC). PARENTS ARE WELCOMED TO CONTACT EEC FOR INFORMATION REGARDING THE PROGRAM'S REGULATORY COMPLIANCE HISTORY.

**DEPARTMENT OF EARLY EDUCATION AND CARE
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