



After School Enrichment Program

Parent Handbook
2017-2018

The Earthplace After School Enrichment Program (ASEP) provides a bridge between school and home that connects students with nature in a meaningful way. The program also provides working parents with the knowledge that their child will have a seamless transition from school to an afternoon of fun and learning.

EARTHPLACE

10 Woodside Lane, Westport, CT 06880
203.557.4400 www.earthplace.org

DAILY PREPARATIONS

Communication

Important ASEP information is communicated in three ways: e-newsletter mailed every other week, individual emails sent directly to parents, and phone calls as needed. To stay up to date on everything happening at ASEP, be sure to read the emails sent from asep@earthplace.org. There is also general program information available on our website at <http://earthplace.org/page/kindergarten-5th-programs>.

If you have any questions concerning your child or the policies of Earthplace, please speak with your child's lead teacher. You may also call the Director of Preschool and Afterschool Programs at 203-557-4402. Always feel free to contact us with any questions you may have. We assure you that your phone calls will be returned as soon as possible.

If your child will be absent from the program, please email the lead teacher (asep@earthplace.org) by 12:30pm. This is important because we need to make sure that your child is where they are scheduled to be.

If you need to add a day or make a temporary change to your child's schedule, we ask that you contact the lead teacher within 48 hours of the proposed day/s. We will try to accommodate your request as best we can. Please note that a schedule change may not always be possible, for various reasons: staff-to-student ratios, or lack of room on the van, for example.

Clothes and Shoes

Yes, sneakers and socks! No, sandals or crocs! We want your children to have a fun, safe experience. We will be outside on the trails almost every day. Please choose clothes for your child with this in mind. We ask that all ages wear socks and sneakers or other closed-toe shoes. Sandals, crocs, cowgirl and cowboy boots are not safe footwear for our program. For all students, please label all outerwear, gloves, and hats with your child's name.

Extra Clothing

Expect your child to get dirty and wet at Earthplace ASEP. Please send in a clear zip-lock bag labelled with your child's name and keep it in their backpack at all times.

Rain Gear

Students will continue outdoor activities during rainy days. Please send students with appropriate rain coats and boots. Please feel free to leave rain boots here as the children venture out in the woods quite often and it tends to be muddy. Please label both of your child's boots.

Snow Gear

Students will continue outdoor activities when it is snowing and/or there is snow on the ground. Please send your child in with a warm jacket, a hat, gloves, waterproof boots and snowpants.

Items from Home

We ask that children do not bring toys or electronics from home. Earthplace is not responsible for lost and stolen items. If your child needs a comfort item, it may be kept in his or her back pack.

Backpacks

Students will be able to store their backpacks in the Earthplace auditorium.

Snacks

If a child has any food allergies or intolerances, parents are required to provide snacks. Snacks must be nut free and non-perishable.

Reusable Water Bottles

Children in all groups must bring a reusable water bottle labeled with their name.

Ticks

It is our policy at Earthplace to visually scan each child before entering the building after spending time outdoors. We ask that parents perform, or instruct their child to perform, nightly tick checks. If we find a tick on your child, we will remove it if the tick is not embedded. If the tick is embedded, we will call the parent or emergency contact number and give you the option to pick up your child.

Pets

We would like to remind everyone that no pets are allowed on the Earthplace grounds.

DAILY ROUTINE

Arrival

ASEP students arrive at our facility at different times. Children from SES arrive daily at 3:00pm on the Earthplace Van. Children from KHS arrive daily at approximately 3:35pm on the Dattco School Bus. Children from CES, GFS, and LLS arrive daily at 3:45pm on the Earthplace Van. An ASEP teacher will meet each group in the lobby and escort the students to the classroom or playground.

Enrichment Activities

ASEP students engage in a variety of enrichment activities. The schedule of activities is as follows:

Monday: Naturalist-led program about plants, animals, the environment, etc.

Tuesday: Nature inspired art

Wednesday: Trail Walk

Thursday: Naturalist-led animal program

Friday: Fun Day

Dismissal

Please park in the parking lot and walk into the Earthplace building. Check in at the front desk in our Visitors Services area to determine your child's location.

Please wait for the teacher to dismiss your child to you. This allows us to ensure and record that your child has been dismissed to an authorized adult.

All adults authorized to pick up your child must be listed on the ASEP Student Record Form or added using the Authorization Release Form. Please make sure that anyone who you authorize to pick up your child knows to have a photo ID available when he or she comes to pick up your child for the first time. This can be in the form of a State Issued ID or Passport. This includes nannies, grandparents and friends. Even mothers and fathers that we have not met previously will be asked for a Photo ID. Thank you for your cooperation. Your child's safety is our top priority.

POLICIES AND PROCEDURES

Absent Due to Illness or Other Reason

If your child is going to be absent for any reason, please notify the ASEP staff by emailing the ASEP lead teacher at ASEP@earthplace.org by 12:30pm or by calling Earthplace at (203) 557- 4400, ext. 103.

Severe Weather Closing/Early Dismissal

In the event that school is closed due to severe weather, Earthplace will be closed as well. We will notify parents via email, and we will post closing information on our website and News 12 CT. In the event of severe weather, we will contact every person on the child's ASEP Student Record Form to let you know that we will be closing early. There are no make-up days due to weather related closures.

Parking and Speed Limit – 15 mph

Traffic safety is a priority on Earthplace grounds. Please follow the direction of those who direct traffic in the parking lot. Speed limit of 15 mph into and out of our parking lot must be observed. Additionally, there is no parking or idling in the fire lane loop in front of the building. Children must be accompanied by an adult at all times. Please do not leave children unattended in or around vehicles. These rules and procedures are for the protection and safety of your children.

MEDICAL AND HEALTH POLICIES

Please note: Physical Exam and Medical Forms, Medication Forms and any pertinent Allergy Forms must be returned to Earthplace two weeks prior to the start of your child's session in order for him or her to attend.

Physical Examination and Health Assessment Record Form

We require that children in ASEP have a physical examination by their health care provider. The Health Assessment Record form is **valid for one year from date of exam**. Allergies must be listed by the doctor on the form. Please make sure that the date of your child's physical exam and immunizations are all noted.

We suggest that you keep a copy of your child's completed medical form at home for your records.

Medication Policy and Forms

At Earthplace, we administer only medicines that aid in lifesaving situations. These include Epi-Pens, Benadryl and inhalers. If your child has an allergy or condition that would require these medications, you must complete and submit all applicable forms. It is very important that all forms be submitted two weeks prior to your child's start date so that we can be sure they are filled out correctly. Your child will not be allowed to join the program until all medications and forms are in place.

In each group, there is an individual who has been trained to administer Epi-Pens, Benadryl, and inhalers. All medications should be unopened and sealed with the appropriately calibrated utensil for dispensing. All medications must be picked up within a week of the end of your child's last session or they will be destroyed by the nurse consultant.

Please note: Because we remove Epi-Pens from their packaging, the Epi-Pens themselves must have a pharmacy label.

Illness: Notes to Return and 24-Hour Stay-Home Policies

If we see that your child is becoming ill, we will call you to pick him or her up before further symptoms develop and other children are exposed to possible infection. There are some health situations such as but not limited to impetigo and pink eye which require a doctor's note for the child to return to our program.

The following symptoms require adherence to our 24-hour Stay-Home policy: vomiting, diarrhea and fever. Children who have exhibited these symptoms must remain at home at least 24 hours after the last incident or after the child's temperature has returned to normal without fever reducing medications such as Tylenol or Motrin.

First Aid

In each group, there is an individual who has been trained to administer First Aid, CPR, and AED. If your child is given first aid, we will send home a note describing the reason for the first aid, what we did and who administered the first aid.

Environmental Allergies, Food Allergies and Food Intolerances

We will be in touch with all parents who have indicated that their children have environmental allergies, food allergies or food intolerances. Please review the medical form your doctor fills out to be sure that all allergies are listed. Although all lead teachers have been informed of the children who have allergies, please remind them on your child's first day with us.

Peanut Allergies- No Peanut Butter

No nuts or nut butters, such as peanut butter or almond butter, are allowed for snack. This includes trail mixes and other prepared items that include nuts. Suggested nut butter alternatives include soy butter and sunflower butter. Please label carefully.

Communicable Diseases

If your child is diagnosed with a contagious illness, please alert the staff so that the appropriate steps may be taken to protect all the students and staff. We will keep this information confidential but will alert parents that the risk exists.

Sunscreens and Repellents

Teachers may apply parent-provided sunscreen and or insect repellent to students that have submitted the Non-Prescription Topical Medication Authorization Form. Please note that insect repellents should be applied sparingly and to clothes rather than to skin and never to the face.

Forms

See table below to learn about forms that must be completed and submitted before your child can attend our program:

Form	Who must complete the form?
Student Record Form	<ul style="list-style-type: none">● All students
Health Assessment Record	<ul style="list-style-type: none">● All students (form is valid for one year from date of exam)
Non-Prescription Topical Medications	<ul style="list-style-type: none">● All students who wish to have staff apply sunscreen or insect repellent
Authorization for the Administration of Medication	<ul style="list-style-type: none">● Students with medication that require administering during program hours.
Emergency Health Care Plan	<ul style="list-style-type: none">● Students with a life-threatening allergy.
Asthma Action Plan	<ul style="list-style-type: none">● Students with asthma.
Allergy/Food Intolerance Care Plan	<ul style="list-style-type: none">● Students with a food allergy.
Religious Exemption Statement	<ul style="list-style-type: none">● Students who have elected to opt out of immunizations must complete this form and have it notarized.
Authorization Release Form	<ul style="list-style-type: none">● Parents who wish to authorize additional adults to pick up their students.

Early Dismissal from School

The Westport Public Schools host parent teacher conferences twice each school year. Earthplace ASEP will be in operation, and will provide transportation to pick up your child at the designated early dismissal time.

TUITION AND PAYMENT INFORMATION

Registration Fee and Contract

When you enroll your child in ASEP, we will generate a contract outlining your child’s specific schedule and fees. A non-refundable registration fee of \$50 per child is required at contract signing.

Program Fees and Payment Information

Earthplace offers a flexible schedule to suit the needs of you and your family. The table below indicates the program’s costs for attendance and lists the monthly member fee vs. the non-member fee. Your account will be billed monthly, and payment can be made at the Visitor Services desk in the front lobby. Earthplace accepts cash, check and credit cards. Please make checks payable to Earthplace. **Please note:** if paying by credit card, you will incur a 2.25% service fee.

Automatic Monthly Payments

Earthplace now offers the option of an automatic monthly payment plan. There will be a \$50 set-up fee each year, and your monthly tuition fee will be automatically drafted from your bank account or credit card. Please see the Automatic Payment Authorization Form in this packet if you would like to take advantage of this convenient service.

	5 days/week	4 days/week	3 days/week	2 days/week	1 day week
Member Rate/month	\$585.00	\$495.00	\$405.00	\$292.50	\$180.00
Non-Member Rate/month	\$650.00	\$550.00	\$450.00	\$325.00	\$200.00

If at any point during the year you make a permanent change to your child’s schedule, you will incur a \$50 change fee each occurrence. This helps us cover the cost of the interdepartmental administrative work that goes into processing the change.

Per Diem

We are happy to accommodate per diem requests as long as we have the space and staff to accommodate your child. The per diem fee for the additional afternoon will be \$50 per child per day. If you need to add an additional afternoon on an early-dismissal day (during parent teacher conferences only), the fee will be \$75 per day per child.

Late Pick up Fees

Earthplace will charge a late fee when you pick up your child after 6pm:

 \$15 charge for the first 15 minutes past 6pm (per child)

 \$25 charge for every 15 minutes thereafter (per child)

Upon your arrival after 6pm, ASEP staff will ask you to sign late-fee paperwork. We will submit this document to our finance office and the charge will be placed on your account.

Please call no later than 5:45pm if you will be late for pick up. This allows us to let your child know you will be arriving late, as well as alerting staff who will need to stay with your child until your arrival. Our licensing requires that 2 teachers stay with a child until a parent/caregiver arrives.

Whenever possible, please try to arrange an alternate pick-up person if you know you will be late.