

**PARENT HANDBOOK –
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Statement of Purpose

The mission of Above & Beyond, Inc. is to assist homeless and formerly homeless families in developing the skills necessary to break the cycle of poverty. For homeless families, a holistic approach to child-care is vital - due to the complexity of issues for both parent and child. Families in Brookview's housing programs (transitional and permanent) receive a comprehensive array of individualized services designed to assist them in making the transition from welfare to work (life skills, job training, education, counseling, etc).

Brookview House Inc., Above and Beyond all year programs for school age children (Ages 6 to 12) is adjunct to these resources and completes the continuum of services needed for homeless families to transition into the work environment. The Brookview Street site /Above and Beyond After School Programs has (26) slots available during the fall and (39) during the summer, and Moreland Street site has (26) slots available during the fall and (30) slots during the summer. Hours of operation are from 2:00pm-6:00pm for after school service and 8:00am-5:00pm vacation days, closed on listed holidays. Seven weeks summer program at the both site, the summer program hours are from 8:00am-5:00pm. Children attending Brookview House after school programs are welcome to attend the summer programs at either site, but must sign up in advance. Availability is not guaranteed.

Our after school and summer programs has a primary academic focus utilizing the arts and other child-focused modalities. Case management is the critical link in our program. A family advocate informs, supports, nurtures, and intervenes while also managing and assessing services. Each family participates in case management meetings to develop an individual service plan. Program Coordinator and Site Coordinator work to develop an individual service plan for each child. Our system provides a structure that rewards positive behavior, encourages leadership, and promotes active participation in the program. Each family has a quarterly conference with staff and therapist. Site Coordinator and the Program Coordinator outreach to each child's school to provide a solid link to their educational environment.

Brookview House Inc.
Above & Beyond After School Program
2 Brookview Street
Dorchester, Ma. 02124
(617) 265-2965

Brookview House Inc.
Above & Beyond After School Program
95 Moreland Street
Roxbury, MA. 02119
(617) 989-0489

**The Department of Early Education and Care is the Licensing Authority Agency
Located at 1250 Hancock Street Quincy, Ma 02169 Telephone # (617) 472-2881**

Intake Procedure

Brookview Street has (26) slots available during the fall and (39) during the summer. All of which are reserved for families that hold EEC vouchers, qualify for subsidies from the Early Education and Care, or participate in Brookview House Inc. Programs.

The program maintains a waiting list from the surrounding community. When slots become available, children are accepted into the program from the corresponding waiting list.

The family is notified when a space is available. A meeting is scheduled between the School Age Child Care Director, parent, and child. The family is encouraged to bring the child to visit the program and meet Site Coordinator and Group Leaders. The following is covered at this meeting:

1. Family Orientation
2. General overview of the philosophy, curriculum, daily schedule and parent participation.
3. Registration, which includes information about the each child and family's interest and needs.
4. To discuss how to support transitions and coordinate with services offered by other providers, the educators must request that parents share with them information about other therapeutic educational, social and support services received by the child.
5. Tuition pay schedule if voucher does not apply.
6. Questions from the parents/child.

If the family decides to enroll their child into the program, the following occurs:

1. **The forms listed below are handled to the parents and described:**
 - ❖ Face sheet
 - ❖ History of Above and Beyond.
 - ❖ Off -site permission slip, transportation (arrival & pick –up), media release
 - ❖ Observation by student interns and volunteers,
 - ❖ Consent to release the child's records to appropriate person/agency, other parent
 - ❖ Physical, including immunizations, lead screening, and mental health diagnoses
 - ❖ Parent/Child Agreement
 - ❖ CDBG Enrollment Form
 - ❖ Parent handbook is given to the parent.

2. **The following expectations of the parent are then communicated verbally and also described in the parent handbook.**
 - ❖ The child will arrive between 2:00pm and 4:00 pm every afternoon. **If the child will be late or absent parent must contact the Site Coordinator.**
 - ❖ The child will arrive at the Above & Beyond sites during the summer hours between the hours of 8:00am and 9:00am every morning. **If the child will be late or absent parent must contact the Site Coordinator.**
 - ❖ The parent will arrive to pick-up the child by 6:00pm during the after school hours and at 5:00pm during the vacation and summer hours. **If the parent will be late, parent must contact the Program to inform staff.**
 - ❖ Parents who are late picking up their children from the program after 6:15pm during after school hours and 5:15pm during the summer hours, **will be charged a penalty of a late fee of \$5.00 after every 5 minutes.**
 - ❖ Vouchers will cover tuition. In the event that the parent is ineligible to receive a voucher then tuition will be based on their income.
 - ❖ It is required that parents attend at least 4 parent meetings throughout the school year.
3. **A more detailed tour of the center is conducted:**
 - ❖ Location and description of the schedule
 - ❖ Location of children's facilities
 - ❖ Introduction to Site Coordinators/Group Leaders
4. **A time for the child to visit the program before he/she begins is scheduled.**
5. **Forms must be returned and fees must be paid before a child may begin.**
6. **Above and Beyond admits children regardless of family race, cultural heritage, national, origin, marital status, religion, political beliefs, disability and sexual orientation.**
7. **Enrollment forms must be reviewed at least yearly & updated when information changes.**

Your child will require time to adjust to the new environment. We are here to lend you support and help you in developing a service plan that meets your child's needs. Feel free to address your concerns to the Director or the Site Coordinator in the child's classroom. We recommend that children be eased into the program rather than pushed to fully participate before they are ready.

Tuition

Tuition for the Above & Beyond School Age Child Care programs is based on income eligibility. Families who qualify can receive a voucher from Child Care Choices of Boston: (617) 542-5437.

Parents/ Guardians who are ineligible for a voucher are required to pay a deposit of non - refundable \$20 per child at the time of registration to reserve a slot for your children.

For those families that do not qualify for voucher subsidy, Above & Beyond, Inc. offers a sliding fee scale based on family income, and availability of funding. See the Director for more information.

Tuition covers the cost of the program operation and is supplemented by annual fund- raising activities.

Billing

1. Billing is done weekly. **All payments are due in full by the last day of each week** for the upcoming week. **(See Registration and Tuition)**
2. Accounts must be kept current. **Accounts two weeks in arrears may result in immediate termination and a written notice given.** If termination occurs your child's slot may be given to another child.
3. **Late Fee Payment** of \$10.00 per week may be assessed if payment is made after the above due date. Parents who are late in payments will be given a late slip reminder.
4. A charge of \$20.00 will be assessed for every **check returned** by the bank for any reason.
5. **Holiday, snow days** and any other closing are taken into consideration when we calculate our tuition rates; therefore, tuition is due in full the days we are **closed due to holidays and /or snow days.**
6. **Sick Days: Tuition** is due in full, regardless of your child's attendance record. We regret that our service expenses do not change due to absences.
7. **Vacation:** After a child has been in the program for three months, the family may take up to 10 days of tuition – free vacation per year. Written notice of intent must be given to the Director two weeks prior to vacation. If child does not return then program may fill space from waiting list.

8. **Forms of payment:** Please make check or money order payable to:

Brookview House Inc. Write your child's name and the week that you are paying for, so that we can ensure proper credit to your account.

Above and Beyond After School cannot be responsible for cash payments that are lost if you do not get a receipt. In all questions of payment, the original receipt will decide the issue. It is highly suggested that you keep all receipts. No other Above & Beyond After School Employee is authorized to receive payments or issue receipts for the School age children, except for SACC Director/Site Coordinator at the time of your child's enrollment.

Child Guidance

The Above & Beyond after school programs are designed around an academic and behavioral development curriculum and other child modalities for homeless and formerly homeless children. Above and Beyond after school does not serve as merely a child care service but as a child centered, purposeful, learning experience structured to fit the needs of homeless children. Through application of academic enrichment, creative-arts expression, and dramatic play children are provided with the skills necessary to help them develop culturally, emotionally, and mentally regardless of individual difference.

Above and Beyond after school staff is committed and trained to provide children with the attention, consistency, and guidance that is so critical of their growth by engaging them in social and educational enrichment activities

An important component of the program for both you and your child (ren) to understand is the rules. The following rules and expectations have been developed in order to create and maintain a safe, comfortable and respectful environment for all who live, attend and work at Brookview House, Inc. Above & Beyond facilities.

Child Guidance Policy

Above & Beyond operates with the understanding that children need guidance and encouragement within a safe and comfortable learning environment. Within this environment children are empowered to become aware of the choices they make and the consequences that result.

At the Above & Beyond After School Programs the rules are clearly posted, are taught, and then reviewed on a daily basis. Therefore, the consequences to behavior are clearly understood by the participants in the program. The staff sets the limits in a calm and predictable manner as well.

Breaking the rules and Inappropriate Behavior

Under no circumstances should any of the following methods be used to discipline a child:

- 1.) Spanking or other corporal punishment.
- 2.) Cruel, unusual or severe punishment, humiliation, verbal or physical abuse, neglect or abusive treatment and derogatory remarks.
- 3.) Depriving children of outdoor time, meals or snack; force feeding children, or otherwise making them eat against their will, or in any way using food as a consequence.
- 4.) Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled clothing or on the toilet; or other excessive practices for toileting
- 5.) Excessive time-out. Time –out may not exceed one minute for each year of the child’s age and must take place within an educator’s view.

Child Guidance at Above & Beyond is approached through a series of techniques aimed at preventing disrespectful behavior before it starts. Staff recognizes and responds to the individual needs of children and youth with acceptance and appreciation, thereby providing each child with the positive behavior skills to make informed and responsible choices in everyday life.

Child guidance techniques:

- ❖ Encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children’s appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits and redirecting
- ❖ Helping children learn social, communication and emotional regulation skills they can use in place of challenging behavior.
- ❖ Using environment modification activities modifications adult or peer support and other teaching strategies to encourage appropriate behavior and prevent challenging behavior
- ❖ Intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict
- ❖ Explaining rules and procedures and reasons for them to children and where appropriate and feasible allowing children to participate in the establishment of program rules, policies and procedures
- ❖ Discussing Child Guidance techniques among staff to promote consistency

Site Coordinator must have a method of communicating effectively with each child.

Site Coordinators must direct child guidance to the goal of maximizing the growth and development of children and protecting the group and the individuals within it.

When a student has broken a rule or exhibited an inappropriate behavior there is an established limit setting progression. Students are held accountable for their behavior at all times in the progression.

The following is the process that will be used in dealing with such behavior:

Step 1: A verbal warning will be issued to children that entail a reminder or re-direction

Step 2: If the verbal warning is ignored the child is asked to sit in the “Think about it” chair, how long is based on the child’s age.

BEHAVIOR and CONSEQUENCE

Behavior

1.) Swearing/Name Calling

Consequence

The child will write at least 5 appropriate words that could have been used and will issue an apology. If the child cannot write he/she can tell the staff the five words.

2.) Hitting other Children or staff

1st time the child will be sent to the program/Site Coordinator for one on one problem - solving discussion: what else can be done instead of hitting e.g., use words; get a teacher; walk away.

2nd time: The child will be sent to the program/Site Coordinator who will enforce suspension policy and set up meeting with parent/guardian.

3.) Making fun of others

The child will write at least 10 kind words about the other person. If the child cannot write, the child can tell the staff at least 10 kind words.

Step 3: If the child continues to act inappropriately the Site/Coordinators will place a call home.

Step 4: If the child’s behavior is consistently inappropriate, a meeting with a parent/guardian will need to take place. The meeting should include the child’s group Leader(s), the Site/program coordinator and the inappropriate child. This solution to the problem is in order to create a consistent link between the program and home – begin referral plan process.

Referral Plan

If staff has a concern about a child, the behavior will be observed, recorded and reviewed before a referral is recommended. Above and Beyond will refer parents and children to the appropriate social, mental health, educational and medical services including dental, hearing and vision. A meeting with the parent (s) will be set up with the Director/Child Resource Specialist/Site Coordinator to discuss the program’s concerns. If the Director /Site Coordinator feels a referral is necessary the parents will receive a written statement including the reason for the referral, a summary of the program’s observations and any efforts the program has made to accommodate the child’s needs. The program shall offer assistance to the parents in making the referral and

shall have written parental consent before any referral is made. A written record of referral, including parent conference and results are maintained in the child's files.

Early Intervention

MSPCC
157 Green Street
Jamaica Plain, MA. 02130
(617) 983-5800

**New England Home for Little
Wonderers**

780 American Legion Hwy
Roslindale, MA. 02131
(617) 469-8594

Educational Concerns

Boston Public Schools
Homeless Education Resource
445 Warren Street
Dorchester, MA. 02121
(617) 635-9837

City Wide Educational Council

37 Temple Place
Boston, MA. 02111
(617) 542-4000

Medical Concerns

Health Care for the Homeless
Family Team
444 Harrison Avenue
Boston, MA. 02118
(857) 654-1000

Carney Hospital

2110 Dorchester Avenue
Dorchester, MA. 02124
(617) 296-4000

Mental Health Concerns

Department of Mental Health
85 East Newton Street
Boston, MA. 02118
(617) 626-9200

Boston Medical Center

725 Albany Street
Boston, MA. 02118
(617) 638-8000

Social Service Concerns

Department of Social Services
1448-1452 Dorchester Avenue
Dorchester, MA. 02122
(617) 288-0300

Family Nurturing

Dorchester Cares
200 Bowden Street
Dorchester, MA. 02121
(617) 474-1256

Vision Concerns, Hearing Concerns and Dental Concerns

Boston Medical Center
Shapiro Center
725 Albany Street
Boston, MA. 02118
(617) 638-8000

A full copy of the referral plan will be provided to parents as requested.

Field trips and/or on site presentations can be revoked if a child's behavior is such that it would be unsafe or disruptive to take the child on the trip or to see the presentation.

Unsafe Behavior

If unsafe behavior is exhibited the child is asked to leave the group and see the Program Coordinator. After consulting Site Coordinator, this administrator will determine if the child needs to be suspended or terminated from the program. If this need arises, the suspension/termination will be conducted in a developmentally appropriate way.

If the behavior is serious one (violence towards self, other children and/ or staff) or if the problems persist the child will be suspended from the program as follows:

1st Offense: The child will be sent to the program/Site coordinator for a one on one problem solving discussion; call home. Program Administrator or designee will make the call to parent(s). Written notice will be given to parents(s). (Reflection Slip)

2nd Offense: Parents receive written documentation that a meeting needs to be setup with Program Administrator 1-day suspension may result. Suspension will include written notice.

3rd Offense: Suspension for 3 days. Program will begin referral process with parents at this time.

4th Offense: Termination from the program.

Every effort will be made to give the program at least 24 hours notice of suspension or termination. Staff and materials are available to the adult and child to help them through this learning process. In addition, upon the request of the parent referral services will be made available.

The following however will result in immediate termination from the program:

1. Alcohol or other drugs on site.
2. Possession of weapon.
3. Behavior that causes serious injury to another child or staff person.
4. Malicious destruction or theft of property.

Avoidance of Termination/Suspension

In extreme circumstances a child may be terminated due to behavioral or other special needs of the child if the staff determines that the safety or development of the child or other children is jeopardized by the child's attendance at the center. Before this situation occurs, the teacher will inform the Site Coordinator/Program Coordinator/ Family Case Manager of his/her concern and referral plan will be implemented including meeting with the parent to discuss the staff concerns, Program Coordinator/Site Coordinator conducting observations and preparing report, follow – up meeting held with parent, teacher and special needs, education plan developed and referral made with written permission of parent. If in the professional opinion of child care director, these actions do not sufficiently change the situation so that the safety or development of the child or development of the child or other children is no longer jeopardized. The family will be given two weeks written notice that the child will be terminated. Included in this notice will be the reason for termination. In extreme cases termination may be immediate if necessary. (see Behavioral Management).

Failure to pay tuition or other fees- warning will be issued prior to termination and reasonable payments plan will be offered.

Failure to call and inform program that child will be absent will lead to a suspension.

Picking up late on three separate occasions – a verbal warning will be issued after the first offense. A written warning will follow the second and third offense.

Arrival

In order for us to provide consistency in program quality, your child must be in the program after school. If circumstances arise which will make it difficult the SACC Director must be notified. Above And Beyond does not supply transportation.

Parents must fill out the transportation form and have it signed and returned before the child is admitted. Any changes of the transportation form must be reported directly to program director. Your cooperation will allow us to ensure your child's safety and maintain a high quality program.

Sign – In: Sign in sheets are placed at the entrance of the program space. All parents or authorized person are expected to sign in with the time when they arrive to the program.

Departure

Parents, authorized adults, and person at least 16 years of age (with a special consent notice signed by parent in the file) can pick up a child from the program. Authorization must be documented in the child's file and picture identification is required. The pick-up person must notify the teacher that they are leaving with a child and sign their name on the sign out sheet.

Sign – Out: Sign in sheets are placed at the entrance of the program space. All parents or authorized person are expected to sign – out, unless indicated other wise when they depart from the program.

Late Pick – Ups

If a parent or authorized adult is late more than four times a child may face suspension from the program if a meeting with the parent(s) can't be arranged to discuss a solution.

Parent Involvement/On-going Communication

Above and Beyond After School program strongly believes that parents involvement and on-going communication is an important component of each child development and is essential to the overall success of the program. One form of parental involvement and communication is active participation at the monthly parent meetings. Monthly the Youth Director will present to the parents current issues and concerns, workshops, upcoming events, and discussing short and long term goals.

Parents are also invited to be a part of The Parent Board. Parents on Parent Board will discuss fundraising and many other issues vital to our program. The Parents Board meets once a month.

We welcome parents to become involved as volunteers in the program. This can include doing simple projects with their child's classmates, i.e. music, cooking, dancing, storytelling, puppetry, or join in on the activities some afternoon.

Parents can also become involved by becoming a chaperone on a field trip, attend local workshops/training and share the information with staff and other parents, build a strong relationship with their child's teachers, offer curriculum ideas, and join special interest committees (fund-raising, parent information newsletter).
Program evaluation will be given out twice a year.

We look forward to your input regarding our program. Please check your child bulletin board daily.

Visiting and Conferences

Parents are welcome and we encourage visiting the center. We ask that you consult with the Site Coordinator or SACC Director to make these arrangements. However, we do not wish to discuss issues with the child present and ask that you call us to make arrangements for this kind of discussion. Parents/Site Coordinators scheduled conferences will be offered twice a year. We urge you to consult with the Site Coordinators and /or SACC Director whenever any problems arise regarding the child at home or at Above & Beyond After-School. If you do not have an opportunity to talk with us on such occasions, please send a note along to explain the situation.

We want to be able to work with your child successfully. Any information, which you can provide, that will help us to understand your child better will be appreciated.

Parents meetings will be held once a month. In order for us to satisfy your needs and the needs of the child we must have input from you. This meeting provides opportunities to discuss changes, special events, and fundraising.

Food

Above and Beyond will provide a nutritious after school snack as well as milk and/or juices during the year. During school vacation full days parents will provide lunch. Above & Beyond will provide breakfast, lunch, and snack for the summer. However, if the parents would like to prepare a snack/lunch for their child then Above and Beyond staff will be sure to work with you to meet your child's nutritional needs. If the program requires for a child to bring a lunch for certain field trips we suggest that perishables and hot/cold foods be sent in a thermos to avoid the need for refrigeration. No preparation should be necessary. Luncheon menus should stay within the food guidelines* as suggested below. Only 100% fruit juice is permitted. Candy, gum and soft drinks are not permitted. Please label the lunch box with your child's complete name. Please notify the Site Coordinator if refrigeration is needed. Also, please notify us if your child is allergic to any foods or has any special dietary needs.

Nutritious Snack or Lunch Suggestions

Sandwich Suggestions

Tuna, cheese, chicken, peanut butter and jelly, cream cheese and jelly, cold cuts

Fruits and Vegetable

Oranges, apple, pear, banana, trail mix, celery/carrot sticks

Beverage

100% Fruit Juice: orange, apple, grape, milk: white, soup

Desert –

Cookies, yogurt, jell-o, dry fruits, granola bars

Toys and Things from Home

Sharing is an emerging trait in young children. Therefore, rather than toys, we encourage them to bring things such as puzzles or book which can be readily shared by the group. Please be certain to label with the child's name. Parents are asked to help the child understand that it is not wise to bring valuable toys or things that the child may not wish to share with the group. Above and Beyond cannot assume responsibility for lost stolen or damage of items brought from home.

Clothing

It may also be necessary to label children's clothing. We urge you to consider washable and comfortable play clothes, which the child can independently manage, as much as possible. Although all steps will be taken to protect your child's clothes from paint, glue, etc., the staff cannot be held responsible for any damage or lost clothes during play, art projects, field trips, etc.

All children must have access to a change of clothes at the after school program (e.g. change of seasons/weather).

Children are taken to the bathroom whenever they request.

Inclement Weather Policy

We will remain open during inclement weather as often as possible. We are not bound by public schools closings. If we must close, we try to have it announced by phone to parents by 9:00a.m. If parents have questions they should call the program.

Off Site Activities

Site Coordinator may take children for walks within the neighborhood or on bus/van trips to local regularly on-going activities. Parents are highly encouraged to join their children on these trips. An off-site activity form signed at the time of enrollment, grants permission for these regularly scheduled activities.

Field Trips

There may be fees for special trips (e.g. museums, circus, skating, theater, etc.). Families who are voucher qualified are not required to pay for field trips. We have alternative plans for children who are not participating in special trips. Payments are included in the voucher unless Fundraiser events through out the year are held to raise money for the fieldtrips (and other expenses). The goal of these fundraisers is to subsidize the cost for trips during the year. All parents are required to participate in the fundraising event.

Transportation

Above & Beyond does not supply transportation to and from the program. Parents are required to fill out a transportation plan and authorization form before a child is registered. Parents must identify how the child arrives and departs from the program (i.e. unsupervised walk, school bus with unsupervised walk, name of private transportation and driver's name, parent drop off, authorized person). Parents must indicate specific time child is expected to arrive at program. If child does not arrive at designated time staff are authorized to drop off and pick up a child. A&B's responsibility for children begins when children are signed in and ends when children are signed out at the end of their day. Parents are responsible for assuring their child arrives and departs safely by bus, unsupervised/ supervised walk each day child is scheduled to come to the program. Vacation and summer includes (parent drop-off, unsupervised walk private transportation, and authorized person.)

All person dropping off or picking kids up must sign in. If parent signed unsupervised walk then staff can sign child out. Only those persons identified on the transportation plan form may pick up a child from the program. A&B shall not release children only to persons designated by the parent(s) in a written authorization.

Transportation for field trips may include the following:

- School bus
- Van
- Public Transportation
- Walk

Outdoor Activities

In accordance with licensing regulations, outdoor play activities are scheduled every day, weather permitting. Children will not be excused from this portion of the program (see Healthcare Policies and Procedures) and parents are responsible for seeing that their child is dressed appropriately.

Photographs

Photographs of children participating in the Above & Beyond, programs may be taken on occasion and may appear in newsletters, magazines, brochures or other publicity materials. You or your child will not be compensated. No child photographs may be used if parent has not signed a media release form. The parent has a right to request that photos are not taken.

Insurance

The Above & Beyond program has a liability policy in effect to the limits required by the Commonwealth of Massachusetts.

Activity Plan

A & B Sample Daily Schedule

2:00 – 4:00	Arrival and Homework
	Free play: students finish homework have choice of activities
4:00 – 4:30	Snack & Clean up
4:30 – 5:00	Tribal Counsel meeting: Group assessment, day schedule and announcements
5:00 – 5:30	Activity Period: Teacher initiated activity, Workshop, volunteer activities
5:30 – 6:00	Points & Dismissal: Review of the day, student awards, clean up, and saying goodbye.

A&B Sample full day schedule

8:00 – 9:00	Arrival and Breakfast
9:00 – 10:00	Morning Activities: circle time, small group activities, computers, bathroom, nurturing projects/ activities, creative expression
10:00 – 11:00	D.E.A.R. (Drop Everything And Read) & Teacher initiated reading.
11:00 – 12:00	Character Building: Trust worthy, Honesty, Community, Respect
12:00 – 12:30	Lunch
12:30 – 1:00	Group Game: Word Bingo, Math Bingo, Pictionary, Category
1:00 – 2:00	Sports: Baseball, Basketball, Kickball, Catch the Flag,
2:00 – 3:30	Swimming
4:00 - 4:30	Quiet Time: Bathroom, snack, small group game, visual art.
4:30 – 5:00	Points & Dismissal: Review of the day, Student Awards, Clean - Up and Saying Goodbye

Holidays

Above and Beyond programs celebrates holidays in accordance with the Boston Public schools

- New Year's Day
- Labor Day
- Columbus Day
- Veteran Day
- Thanksgiving Day
- Memorial Day
- Independence Day
- Christmas Day
- Martin Luther King's Day
- President Day
- Patriot's Day

Programming during holiday and vacation follow summer schedule

Above & Beyond Vision: “Prepare our Children for Success”

Above & Beyond – Vision is to prepare each child for Success by being designed around academic and behavioral development curriculum for all children ages five point nine through twelve. Above & Beyond does not serve merely as a child care service but as a child center purposeful, learning experience structured to fit the needs of homeless children. Children’s cultured backgrounds and diversity are taken into consideration when programming activities. Through application of academic enrichment, creative-arts expression, and therapeutic activities children are provided with the skills necessary to help them develop culturally, emotionally, and mentally regardless of individual difference.

We strive to provide children with the resources to achieve high academics, personal development, moral character, and become independent thinkers. In addition, Above and Beyond staff is committed and trained to provide children with the attention, consistency, and guidance that is so critical to their growth by engaging them in social and educational enrichment activities.

Our program curriculum is designated to meet the following goals:

- To assist school – age homeless/formally homeless children in developing and strengthening the social and emotional skills necessary to break the cycle of poverty.
- Create a therapeutic environment, which utilizes the expressive arts and other child focused modalities.
- Build social skill, and enhance language use.
- Alleviate stress and restore self- confidence.
- Students will develop feelings of self worth and esteem.
- Student will express themselves in their own unique way through art, dance, music and play.
- Student will develop a love of learning
- To support and encourage parents in the role as primary education of their children

Programs

Preparing For Success

P.F.S. is a tutoring program for all students. The objective of the program is to pair students with a volunteer mentor who serves as a tutor, role model and adult friend. A carefully personalized curriculum is planned for each student to work with his/her mentor on his/her basic reading writing, math and study skills.

Cultural & Creative Expression

C.C.E. uses applications of academic enrichment, conflict resolution, social developmental, cultural enrichment, creative arts expression and related activities students to help children develop self-esteem, self worth, and the attitude necessary for future success. In addition, parent may enroll student in our supportive art therapy program.

Foundation of Young Minds

F.Y.M. is a program to provide students with the tools to improve their language arts skills. In addition to special guests and activities students will have a reading book and journal. Students will read from the book two to three days of the week and participate in either written or oral discussions. The program aims to enhance the child's reading interest while developing the skills to assess student's language arts needs, build a solid foundation for academic success, and allow students to express themselves freely.

Visual & Performing Arts

Visual and Performing Arts program gives students greater appreciation for their own talents. The arts provide a much – needed creative outlet and instill a high level of discipline through activities students enjoy. The visual arts program consists of drawing, pottery, painting, drama and dance. In addition students will engage in outside field trips that develop the student's cultural awareness and respect for personal differences.

Evaluation

The program is evaluated in terms of its goals. Staff, students, parents and volunteers all participate in the process. The evaluation process is on-going; staff members provide the opportunity for volunteers to give input to the program on weekly basis. Parents are always welcome to voice their opinions to staff members. A staff monitors and tracks key program performance indicator includes program attendance and retention. Staff also tracks the academic progress of each student by keeping a file containing report cards, test scores, and relevant material, which would make student assessment more accurate.

Brookview House Above & Beyond School Age Child Care Program



Preparing For Success Health Care Policy

Emergency Phone List

- A. Heath Care Consultant:** Toni K. Williams RN,
Boston Health Care for the Homeless: Family Team
Address: 729 Massachusetts Avenue
Boston, Ma. 02118
Telephone: (857) 654 -1308
In the absence of Toni K. Williams ask for available Nurse.
- B. Emergency Telephone Number:** 911
- Fire:** 911/ (617) 343-3415
- Police** 911/ (617) 343-4200
- Poison Prevention Center:** 1 - 800 222-1222
- Designated Adult (if applicable):** Mayumi Brooks, Director of Youth Programs
Brookview House, Inc.
Telephone: (617) 265-2965 Ext 205
- Hospital Utilized for Emergencies:** Boston Medical Center
Address: 850 Harrison Avenue
Boston, Ma. 02124
Telephone: (617) 414-4290

D. Emergency/ Evacuation

1. Minor injuries or illness such as bumps, bruises, scrapes bee stings, and stomach upsets will be treated by staff who have received first aid training (taking note of specifications on the child's health form.)
The child can be isolated from other children, allowed to lie down and have his/her condition monitored. Parent will be informed and asked to pick up the child if the symptoms persist.
2. In the case of a major injury such as broken bones, puncture wounds, etc.; the child will be taken by ambulance to Boston Medical Center or nearest hospital. The parents will be notified as to where the child was taken. A staff member should accompany with emergency first aid authorization forms.
3. In the case of fire, natural disaster or situation necessitating evacuation from the building, staff will follow On-site Emergency Evacuation Plan.

E. Emergency Procedures If Parent Cannot Be Contacted:

If parent cannot be reached, then the emergency name listed on child's form will be contacted and all contact continues to be contacted until reached.

In such a case when parents/ guardian cannot be reached a SACC Director or Appropriate staff member will accompany child and stay until parent or guardian arrives.

F. Emergency Procedure When Off Premises:

Including walks off premises, field trips, and participation at off site facilities
First aid kits, emergency first aid forms, including procedures, and change for the phone are brought off site with all groups. In the event of an emergency, an ambulance will be called to transport child to the nearest hospital. Site Coordinator will contact parents. Staff member accompany child to hospital with emergency first aid form. Program Director will be notified. Accident report will be filled out: copies given to parent, program administrator and placed in child's file and injury/log file.

G. Procedures for Utilizing First Aid Equipment

1. Location of First Aid Kit (s): In the play space, on top of the supply cabinet
2. Location of First Aid Manual: With first aid kits
3. First Aid Administered By: Attending Certified staff person or Site Coordinator
4. First Aid Maintained By: Site Coordinator
5. Contents of First Aid Kit (s): (OCCS Required list; * items in travel kits)

*ace bandage	*band aids	*cool packs
	cotton swabs	*disposal latex gloves
eye bandage	eye wash cup	*first aid guide
flashlight	*gauze pads	*sugar packages
saline solution	*scissors	soap
*sterile pads	*tape	*thermometer
		*tweezers
Child's medication (if applicable)		

H. Plan for injury prevention and management

Daily review is made to remove hazardous materials or equipment from program area. Repairs are responsibility of maintenance crew and are monitored by Site Coordinator. All staff is trained to look for and eliminate program hazards and to instill safe behavior in children.

I. Procedures for maintaining and monitoring a central injury log:

Central injury log is located in Site coordinator's office with first aid kit. Attending staff person completes injury report from which Site coordinator records information in log. Site coordinator and Administrator do periodic review.

J. Procedures for informing Parents when first aid is administered to their child: (including time frames and documentation)

Parent is informed in writing within 24 hours of minor injuries by attending staff member or site coordinator. Major injury necessitates parents' being contacted immediately and recording information on injury report form. Parent receives a copy and a copy is placed in child's file.

K. Procedures for informing OCCS of serious injury, impatient hospitalization, and/or death of child while in program care:

Attending staff immediately informs Site Coordinator/Program Administrator/ Executive Director. Call is immediately placed to DEE, notifying them of the details; followed by a written report within 48 hours. Also inform DEE if child requires any emergency medical treatment.

L. Plan for infection control and monitoring:

Above and Beyond will not admit any child who has a diagnosed communicable disease while in an infectious stage. Program will notify parents of and when a stage communicable disease has been brought into the program.

Hand washing procedures for staff and children:

Signs posted above sinks, detailing how to wash hands. Staff and children must wash their hands before eating or handling food, after toileting, coming into contact with bodily fluids, handling animals and after using cleaning materials.

M. Procedures for washing and disinfecting specified equipment, items or surfaces:

Maintenance crews clean nightly after program hours. Specified equipment items, tables and all surfaces are washed down with soap and water and disinfected with a bleach and water solution before and after each activity/meal. Daily: toilets, seats, sinks, faucets, drinking fountains and tables. Weekly: cot, mat, and floors. Staff assesses the need daily for additional cleaning of surfaces, equipment and toys.

N. Procedure for the clean up of blood spills:

Disposable latex gloves are used in the clean up of blood and other bodily fluids. Waste from the clean up is put into a plastic bag, which is put into another plastic bag and surface area is cleaned with bleach solution.

O. Emergency plan for evacuation of program facility:

- 1) A separate evacuation plan for each activity area is placed next to each exit. Floor plans include procedures with primary and secondary emergency exits.
- 2) Program Coordinator/ Group Leader lead children out of the building. Fire chief is then informed.
- 3) Site Coordinator/Administrator checks for stragglers.

- 4) Site Coordinator checks attendance to ensure that everyone is out the building.
- 5) Fire Drills for evacuation are done quarterly. 4 drills per year: September, December, March, and June.
- 6) Site Coordinator documents date, time, and effectiveness of each drill conducted. (Attach copies of evacuation procedures)
- 7) Upon any evacuation staff brings the emergency backpack which Includes: the first aid kit, any medications and emergency contact information.

P. Plan for dispensing medication/ Plan for recording of dispensing of medication.

- Program administrator/Site coordinator should not administer prescription or nonprescription medication to a child without written parental authorization, which indicates that the medication is for the specified child.
- Administrator/Site coordinator shall not administer medication to a child without written order from a physician, which may include the label on the medication, which must indicate that the medicine is for the specific child and specify the dosage, number of times a day, and number of days the medication is to be administered.
- Administrator/Site coordinator shall not administer any such medication contrary to the direction on the original container unless authorized by written order of the child's physician.
- All medication must be kept in its original container with child's name, the name of the drug and the directions for its administration and storage. *This does not apply to topical non-prescription medication, which are not applied to open wounds, rashes, or broken skin.
- A written record of administration of any medication, prescription, or non-prescription, to each child which includes the time and date of each administration, the dosage, the name of the staff member administering the medication, and the name of the child. The completed medication record shall be made a part of the child's file. *This does not apply to topical non-prescription medication, which are not applied to open wounds, rashes, or broken skin.
- All medication must be stored out of reach of children and under proper conditions for sanitation, preservation, security and safety except as provided in 102 CMR 7.05(2)(c) 2. All unused medication shall be disposed of, or returned to the parent when no longer needed.

Q. Care for mildly ill children in program:

Child is taken to office area where he/she is made comfortable. Mats are available. Temperature is taken; parent is notified to pick up the child.

Conditions, which necessitate those parents, pick up ill child:

1. Temperature that is above normal (depending on the outside weather and child's current activity level)
2. Child is nauseous or irritable.
3. Any visible contagious symptoms.

R. Procedure for identifying and protecting children with allergies and/or other emergency medical information:

Parents are asked to list all allergies and other medical conditions in the child's registration packet. Allergies and conditions are posted, with copies kept in the first aid kits and staffs are informed of conditions. Allergy list should contain reaction and treatment should the child become exposed to the allergy.

S. Exclusion policy for serious illness, contagious disease, reportable disease, or health department.

Child is isolated in office area until picked up by parent. Health consultant/DPH is contacted for further instructions.

T. Procedure for parent notification in the accordance with the Department of Public Health:

Parent is immediately contacted. Infected child is isolated until picked up. Other parents are notified and informed of symptoms/general information of the contagion. Health consultant/DPH may be contacted for further instructions.

U. Location for storage:

1. Toxic substances: Locked maintenance closet.
2. Medication: Locked in a metal box in the bottom left cabinet in the kitchen.
3. Hazardous items: Locked cabinet in kitchen or maintenance closet.

V. Location of Staff Smoking Area:

Staff should never smoke in the presence of the children. When smoking is conducted staff should be at the designated area located off site.

Health Care Policy and Procedure

Children go outside everyday and if parents deem their child too ill to go outside even when appropriately dressed for the outdoors, the child must be kept at home.

The Above & Beyond Program may accept a written parental statement that the information is on file with the school or actual copies of the child's immunization and lead screening records. A physician or appropriate clinic must test all children for lead poisoning. The record must not be more than one year old and must be renewed annually. The medical record form given to you must be filled out by your family doctor and returned to us when your child begins attending the Center. **(See Registration)** Please inform us of any allergies or medical conditions that your child might have.

For the protection of all children, your child should stay home if he/she shows any signs of the following symptoms:

- A temperature of over 99 degrees orally/100 degrees rectally.
- Intestinal disturbance accompanied by diarrhea or vomiting.
- Any undiagnosed rash without a doctor's consent form stating that the child is not contagious.

For the protection of all children, your child should stay home for 24 hours if he/she shows any signs of the following symptoms. The child can return after being medicated 24 hours:

- Sore or discharging eyes or ears, profuse nasal discharges.
- Strep Throat.

If your child has been exposed to any contagious disease, such as conjunctivitis, whooping cough, measles, mumps, chicken pox, diphtheria, or scarlet fever, the child should not attend the program until they receive a medical consent form from the child's physician.

Oral Hygiene Policy

Educators assist children with brushing their teeth if children are in care for more than four hours or if children have a meal while in care [606 CMR 7.11(11)(d)].

This regulation is intended to:

- Help children learn about the importance of good oral health
- Provide information and resources regarding good oral health to child care programs and families
- Help address the high incidence of tooth decay among young children in Massachusetts, which is associated with numerous health risks.

Brookview House Above & Beyond must comply with this regulation. However, parents may choose that their child (ren) not participate in tooth brushing while present at the childcare program.

Parent must provide their child/ren with a toothbrush and toothpaste to participate in tooth brushing while in the Above & Beyond Programs.

If you do not want your child to brush his or her teeth while s/he is attending the child care program, please fill out the appropriate form.

A separate form must be filled out for each child in care. This form must be renewed annually and will be kept in your child's record.

Should you change your mind and wish for your child to participate in tooth brushing, this form may be withdrawn at any time by requesting in writing that it be removed from your child's file.

Oral Hygiene Procedures

- Parent must provide their child/ren with a toothbrush and toothpaste to participate in tooth brushing while in the Above & Beyond Programs.
- Educators assist children with brushing their teeth if children are in care during full day school vacation week and full day summer program.
- Participants must brush after each meal breakfast, lunch and snack
- Each child's toothbrush and toothpaste must be stored in a toothbrush holder and zip lock bag and labeled and stored in their cubby.

The Health Care policy is posted in each classroom and filed in the filing cabinet in the office.

Emergency Health Care Policy

Every effort will be made to contact the parent in the event of an emergency requiring medical attention. If the parent cannot be reached, the child will be transported (to the nearest hospital) to secure necessary treatment.

All staff is required to maintain a first aid certification. The staff will apply simple first aid to children who experience minor injury. The parents are informed of this when they pick the child up at the end of the day. A jury/accident report will be completed. First aid kits are located in each classroom.

The parents are called immediately in cases of more serious injury. The emergency contact person named can be reached. **It is imperative that parents keep all telephone numbers in their child's records up to date!** The staff will continue to call the child's parents until they are reached.

If the child's parents cannot be reached the program Director/Site Coordinator will accompany the child to the hospital in their car. If professional assistance is required to transport the child an ambulance or 911 will be called. The program Director/Site Coordinator will accompany the child in the ambulance. Parents should call the school for directions to the hospital.

Parental Rights

Chapter 28A, Section 10 of the general laws of the Commonwealth of Massachusetts mandates to the Office for Child Care Services the legal responsibility of promulgating rules and regulations and governing the operation of the day care center.

In accordance with the law this law, the Office for Child Care Services published the requirements now in effect on March 31, 1977. These regulations must be complied by the licensee in order to ensure a minimum level of care for the children serviced by the after school program.

The licensee is required to inform all parents of “the rights of parents” as stated in the regulations at the time of admission of their child to the center.

7.05 (12) Parents Visits. The licensee shall permit and encourage parents to visit the center and their child while child is present.

7.05 (13) Parents Input. The licensee shall have a procedure for allowing parental input in development of the center policy and programs. The licensee shall provide an explanation to the parent(s) when a parent makes suggestions as to the program or policy of a center and the licensee does not adopt the suggestions. If the parent requests a written response, the licensee shall respond in writing to the parent.

7.05 (14) Report to Parents. The licensee shall periodically but at least every six month prepare a written progress report of the participation of each child in the center’s record. The licensee shall provide a copy of each report to If the parent (s) or meet with them at least every six months to discuss their child’s activities and preparation in the center.

7.05 (15) Parent Conferences. The licensee shall make the staff available for individual conferences with parents at the parental request.

7.05 (19) Confidentially and Distribution of Records. Information contained in the child’s records shall be privileged and confidential. The licensee shall not distribute or release information in a child’s record to anyone not directly related to implementing the program plan for the child without written consent of the parent (s). The licensee shall notify the parent(s) if a child record is subpoenaed.

The child’s parent shall, upon request, have access to the child’s record at reasonable times. In no event shall such access be delayed more than two-business days after the initial request without the consent of the child’s parent(s). Upon such request for access, the child’s entire record, regardless of the physical location of its parts, shall be made available. The licensee shall establish procedures governing access to duplication of, and dissemination of such information; and shall maintain a permanent, written log in each child’s record indicating any persons to

whom the information contained in a child's record has been released. Sick log shall be available only to the child's parent (s) and center personnel responsible for such record maintenance.

7.05 (20) Charge for Copies. The licensee shall not charge an unreasonable fee for copies of any information contained in child's record.

7.05 (21) Amending a Child's Record. The licensee shall not charge an unreasonable fee for copies of any information containing on the child's record.

- (a) Child's parent(s) shall have the right to add information, comments, data, or any other relevant materials to a child's record.
- (b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedures described below.
- (c) If such parent(s) is of the opinion that adding information is not sufficient to materials in the child's record, he/she shall have the right to have a conference with the licensee to make his/her objections known.
- (d) The Licensee shall, within one week after the conference, render to such parent(s) a decision in writing stating the reason (reasons) for the decision. If his/her decision is in favor of the parent(s), he/she shall immediately take steps to put the decision into effect.

7.05 (22) Transfer of Records. Upon request of the parent (s) the licensee shall transfer the child's records to the parent (s) or any other person the parent (s) identifies, when the child is no longer in care.

7.05 (23) Notification to Parents. The licensee shall notify the parent (s) in writing of the provisions of 7.05 (19) through 7.05 22 and 7.05 (24) at the time of the child's admission to the center and thereafter, in writing at least once a year.

7.05 (24) Availability of Information to the Office. Notwithstanding 102 CMR 7.05 (19), upon the request of an employee, authorized by the Director and involved in the office any information required to be kept and maintain under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the office shall maintain the confidentiality of individual records.

7.07 (6) Meeting with parents. The licensee shall assure that the administrator or his/her designee shall meet with the parent (s) prior to admitting a child to the center.

- (a) At the meeting, the licensee shall provide to the parent (s) the center's written statements or purpose, service, procedures, parents conference, visits, and input to center policy, procedures relating to children's records, and procedures for emergency healthcare.
- (b) The licensee shall provide the opportunity for the parent (s) to visit the center's classroom at the time of the meeting or prior to the enrollment of the child.

In addition, section 7.03(23) requires all licensees to have a copy of the regulations on the premises of the center and the regulations shall be made available to anyone upon request.

Prevention of Abuse and Neglect

Brookview House After School shall protect children from abuse and neglect while in the programs care and custody. Brookview House follows written procedures for the reporting of any suspected incidents of child abuse and neglect as required by the Department of Social Services.

All staff are mandated reporters and shall report suspected child abuse and neglect. The report shall be made either to the Department of Social Services or SACC Director. Brookview House SACC Director shall inform Clinical Director before reporting any suspected cases of child abuse to the Department of Social Services. SACC Director and Clinical Director shall notify the Office for Child Care Services immediately after filling a 51A report, or learning that a 51A has been filed, alleging abuse or neglect of a child while in the program related activity. Brookview House shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or information from, and allowing the Office to disclose information to, any person and/or agency the office may specify as necessary to the prompt investigation of allegation and protection of children.

Failure to cooperate may be grounds for suspension, revocation or refusal to issue or renew license from Office for Child Care Services.

Brookview House shall develop and maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abuse or neglectful staff member does not work directly with children until the department of Social Services investigation is completed and for such further time as the Office requires.

Emergency Evacuation Procedures Brookview House & Moreland Street

Brookview House and Moreland Street

Loss of Power:

In the event if a loss of power group leaders in all areas must:

1. Remain calm and help children to remain calm
2. Gather their groups together and go to the nearest exit door
3. Cross Brookview Street, meet at motor lot, Moreland St program cross Moreland Street and meet at playground.
4. All Brookview House groups must meet at the motor lot and Moreland Street groups meet at Moreland street playground.
5. Bring attendance, emergency contact forms, first aid kit with any medication
6. Count children in-group to ensure everyone is accounted for
7. Wait for further instructions from Site Coordinator/Administrative Staff
8. No one is to return into the building until directed by the Fire Chief or Administrative Staff.
9. Administrative Staff:
 1. Check circuit breakers or fuses at service panel
 2. Ensure that if an emergency generator is checked to for operation and exhaust product are properly vented.

Loss of Water:

In the event if a loss of Water Group Leaders must:

- Determine feasibility of operation with alternative water source such as bottle water (toilet flushing, drinking and sanitation).
- Identify sources to meet needs.
- Administrative staff:
 1. Check with residence of Brookview House or Moreland Street for additional water resources (bathroom, drinking and sanitation)
 2. Report disruption of supply or failure of pipes etc.
 3. Inspect building for loss of heat (**see Loss of Power**)
 4. Notify all parents of change in location and immediate pickup.

Loss of Heat:

In the event of a loss of heat Group Leaders must:

- In circumstance of severe weather in which conditions are inappropriate for children report loss of heat to parents.
- If possible move to unaffected areas of facility.
- Seek alternative heating resources such as portable electric devices in good operation and in accordance with manufacturers guidelines.
- If problems persist move to a predetermined facility and make notification to parent and families (see **Alternative Sites**)
- Administrative staff:
 1. Report loss of heat immediately
 2. Use alternative heat if possible that meets fire code standards
 3. Notify all parents of change in location and immediate pickup.

In cases of relocation Administration will begin to make phone calls to other sites to change location. (See **Alternative locations**)

Brookview Street and Moreland Street

Group leader/administrator will call the following places to see if we can house children there:

Brookview Street

Alternative location and phone numbers:

Mattapan Library (617) 298-9218
 Lena Park (617) 439-1900
 Mattapan Police Station (617) 825-9660

Moreland Street

Alternative location and phone numbers:

Dudley Library (617) 442-6186
 Boys & Girls Club (617) 442-6300
 Dudley Police Station (617) 427-1625