



JOHN M. BARRY
BOYS & GIRLS CLUB
OF NEWTON



PARENT HANDBOOK

MARCH, 2017

Our Mission:

To inspire and enable all young people to reach their full potential as productive, caring, responsible citizens.

Our Vision:

Understanding today's youth and developing tomorrow's leaders through a kaleidoscope of opportunities, fun filled programs, and great people.

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WELCOME LETTER

Dear Parent,

As a licensed Family Child Care Program, we would like to congratulate you on choosing The John M Barry Boys & Girls Club of Newton. You have made an important child care decision for you and your family. The Department of Early Education and Care (EEC) and I invite you to join in a partnership with us to ensure a high quality childcare environment. This parent handbook and enrollment packet outlines many of our policies and procedures that relate to the care of your child, as well as the information we are required to give to you when you enroll your child in our care. This handbook will also acquaint you with some of the key EEC standards designed to ensure a safe, healthy and educational childcare experience. We encourage you to maintain an open dialogue with us, as communication between parents and Educators is the foundation for a solid working relationship, and a good childcare experience. Before filling out your childcare enrollment form, please read through the information contained in this parent handbook.

STATEMENT OF PURPOSE

The Boys & Girls Club of Newton is committed to providing quality childcare for children in Newton ages 5-7. The objective of the program is to contribute to the social, emotional, and cognitive growth of children in an environment that is safe and nurturing. The curriculum is developed by the program's staff and seeks to incorporate the children's interests as well as foster the growth of each child at his/her own developmental level. Through activities that are enjoyable and enriching, the program seeks opportunities for exploring individual interests, educational enhancement, developing independence and self-confidence, and enjoying and forming friendships. It allows for experiences that take advantage of the program's resources; including the expertise of staff, parents, and children. The staff supports the participation of each child, so that all children may benefit as fully as possible from the program.

CURRICULUM

The curriculum at The John M. Barry Boys and Girls Club is based on STEAM, and developmental needs of the children in the group. We offer a unique enrichment program that includes arts and crafts, sports, games, story time, science experiments, theme based activities and technology. All of our activities are designed to offer the children stimulation in a warm, caring environment. Time is set-aside for children to do homework, play outside, and choose free choice activities. All of the activities provided at The John M. Barry Boys and Girls Club are a choice. Children are encouraged to participate and try new activities but are never forced.

ORGANIZATIONAL CHART

BOARD OF DIRECTORS



EXECUTIVE DIRECTOR

David Sellers Jr.



DIRECTOR OF OPERATIONS

Michael Finnegan



SCHOOL AGE PROGRAM DIRECTOR

Dacia Samuels

ORGANIZATION

The Boys & Girls Club of Newton ("The Club") had its beginnings in 1899, as the Nonantum Athletic Association (N.N.A.), which was formed to provide recreational services for youth. Eventually the N.A.A. and a small collection of vocational training organizations combined under one roof, and the building came to be known as "The Boys Club." In 1954, the Club joined Boys Clubs of America. The Club began serving girls in 1974, and was fully coeducational by the mid 1980's, when the organization was officially renamed The Boys & Girls Club of Newton. During the 1990's, the Club outgrew its small space in a converted church and purchased an old water yard building from the City of Newton. In April of 2000, the Club opened the doors to a 20,000 square foot facility. Since that date, membership has grown to 800 members and the operating budget has grown from \$280,000 to \$800,000. A key to the Club's long-term success is the ongoing involvement of board members, volunteers, employees and alumni.

HOURS OF OPERATION

The Before School program offers care from 7am-8:30am. The After School program offers care from 12:30pm-6:00pm. Kindergarten have care available on A and B schedules including Tuesdays and Thursday early releases.

REGISTRATION PROCEDURE

Information about the Program may be obtained by contacting the School Aged Licensed Childcare Director at (617) 630-2066 ext. 115. An application must be completed and submitted with the non-refundable registration fee in order for a child to be considered for the Program. Enrollment decisions are based on the policy, which follows below. Enrollment begins in April for the following September, with currently enrolled families taking priority over all other applicants. Enrollment continues until the Program reaches full capacity. *** TUITION AND TRANSPORTATION DEPOSITS ARE NON-REFUNDABLE ***

NON-DISCRIMINATION

The John M. Barry Boys and Girls Club does not discriminate on the basis of race, religion, cultural heritage, political beliefs, disability, gender, sexual orientation, or marital status.

ENROLLMENT

The policy for determining priority in enrollment is as follows, until the Program reaches full capacity:

- Current Club families
- Siblings of existing students
- Resident students who attend Newton Public School
- Students from neighboring towns

Final authority for enrollment decisions rests with the John M. Barry Boys and Girls Club School Aged Licensed Childcare Director.

TUITION POLICIES

Tuition is based on the number of days a week you attend. There is a three-day minimum to attend the program. Your monthly tuition rate is written on your enrollment contract. Tuition is broken down into 10 months. Tuition fees are based on your child's contracted schedule and are not adjusted for absences due to illness, holidays, weather-related cancellations, or any other event that results in an absence. All tuition payments are due on the last school day of the month for the following month. Staff salaries and program materials rely on your tuition; therefore it is essential that tuition be paid on time. Tuitions that are not paid on time are subject to a late payment fee. Unpaid balances of more than 14 days may be subject to termination of the enrollment contract. *** TUITION AND TRANSPORTATION DEPOSITS ARE NON-REFUNDABLE ***

PRICE CHART 2017/18

GRADE	DAYS	MONTHLY
K	5 DAYS	\$877.20
	3 LONG DAYS	\$645.00
	2 LONG/1 SHORT	\$447.20

GRADES	DAYS	MONTHLY
1-2	5 DAYS	\$679.40
	3 DAYS (1 LONG)	\$447.20
	4 DAYS (1 LONG)	\$563.30

BEHAVIOR AND CLASSROOM MANAGEMENT

Behavior management and guidance is based on an understanding of the needs and development of the child and the circumstances of the moment. What is effective in one set of circumstances may not be appropriate in another. What works well for one teacher may not be effective if tried by another. What is successful with a child at any given moment may have no result with another child or the same child at another time.

Behavior management is a method of enhancing a healthy self-esteem within the child. Our primary goal for behavior management is to maximize the growth and development of the child, and to ensure the protection of the group. Techniques employed at The John M. Barry Boys and Girls Club are constructive and positive. Behavior management at the Club strives to enable the child to be actively involved in solving his/her problems in socially acceptable ways, and to foster the child's respect for others, their rights, and feelings. At the same time, the Club works toward ensuring that others respect the child and his/her rights and feelings. In this manner, we believe that children will learn to develop their own internal monitoring systems.

In the event that a child's social, emotional, or behavioral needs cannot be met by our behavior management policy, The John M. Barry Boys and Girls Club staff may confer with support staff and the child's parents and possibly the child's teacher to strategize further techniques. If the School Aged Licensed Childcare Director still cannot meet the individual needs of the child, the situation will be brought to the Executive Director for review. The School Aged Licensed Childcare Director and the Executive Director reserves the right to terminate enrollment if the program cannot meet the child's individual needs. In addition, the School Aged Licensed Childcare Director and the Executive Director reserves the right to terminate enrollment if the child's behavior interferes with operation of the program. Techniques for preventing and handling various behavior management situations at The John M. Barry Boys and Girls Club are:

- Helping with decision making and problem solving
- Modeling and encouraging appropriate behavior
- Modeling and encouraging effective communication skills
- Maintaining consistent rules
- Supporting and encouraging
- Using logical consequences

At The John M. Barry Boys and Girls Club and in accordance with Massachusetts State Law 102 CMR 11.05:5:

- No child shall receive corporal punishment including spanking
- No child shall be subject to severe or cruel treatment, humiliation, or verbal abuse
- No child shall be denied food as a form of punishment
- No child shall be punished for soiling or wetting
- Techniques for building self-esteem:
 - Set a good example
 - Let children know they are good; it's their behavior which may be inappropriate
 - Include children in activities, decision making, and problem solving
 - Tell children their strengths, don't stress their weaknesses
 - Treat each child with honesty and respect; do not compare one child with another
 - Encourage children to take risks and gain confidence
 - Encourage achievements
 - Show understanding
 - Talk with children, not at them
 - Look for opportunities for success
 - Reward each child with statements and actions just because (s)he exists
 - Value children for who and what they are not for what they do

HANDLING OF SERIOUS DISCIPLINE PROBLEMS

The Boys and Girls Club has adopted a zero tolerance policy for certain destructive or dangerous behaviors. A serious discipline problem is one in which a child causes disruption of the Program, requires the need for constant one-on-one attention, or is otherwise unable to conform to the rules of the Program as determined by the School Aged Licensed Childcare Director. Children exhibiting these behaviors will be suspended immediately for one day following the first offense, three days for the second offense, and be required to leave the program permanently on the third offense. The suspension for a first offense can be lengthened at the School Aged Licensed Childcare Director's discretion, based on the nature of the incident that can include immediate termination.

Some of the behaviors considered to be serious are:

- Physical harm to staff or other children
- Leaving or running from program space
- Verbal or mental abuse of staff or other children
- Behavior considered to be bullying

If the staff is experiencing serious discipline problems (other than those listed above) with a child, the School Aged Licensed Childcare Director shall do the following:

- Set up a meeting with the parents of the child to work out a solution.
- Review the recent events with the School Aged Licensed Childcare Director and the Executive Director and set goals and a time-line during which these goals must be met.
- If the child is unable to meet the goals outlined at the parent meeting, the child will be given a 24-hour suspension. If the behavior continues, the School Aged Licensed Childcare Director reserve the right to contact the parent for immediate removal of the child followed by a 3 day suspension.

Following the suspension, the School Aged Licensed Childcare Director and the Executive Director will discuss with the parent(s) whether or not the Program satisfies the needs of the child. Written documentation of the Program's reasons for suspension will be presented to the parent(s) and a copy will be maintained in the child's file using an Incident Form. Parents may make the decision to terminate enrollment, with financial arrangements being made with the School Aged Licensed Childcare Director in accordance with the terms of the enrollment contract.

The John M. Barry Boys and Girls Club reserve the right to terminate the enrollment of the child if the outlined behavior is displayed after the second suspension. Staff in the child's classroom will prepare all children in an age appropriate fashion for the child's departure.

REFERRAL SERVICES PLAN

All staff is responsible for monitoring the normal development of the children in their classroom. Concerns will be brought to the School Aged Licensed Childcare Director and then shared with parents. In the event that the Program is unable to meet the social, emotional, or physical needs of a child within the Program, the family will be referred to an agency appropriately qualified to provide assistance. At times, the Program may insist that parents seek outside screening and consultation in order to assist us in meeting a child's needs. The Program may not request screening for a child without parental permission. The child will remain in the program if a plan can be created that meets the needs of the child and the program.

NEWTON RESOURCES

The City of Newton offers online mental health screenings at: mentalhealthscreening.org/screening/NEWTON. The screening is anonymous and confidential. After answering a few questions, the user will receive feedback, educational materials, and treatment resources if necessary.

WIC

1-800-942-1007

fns.usda.gov/wic/women-infants-and-children-wic

UNITED WAY OF MASSACHUSETTS BAY AND MERRIMACK VALLEY

(617) 624-8000

supportunitedway.org

NATIONAL SUICIDE PREVENTION LIFELINE

1-800-273-8255

suicidepreventionlifeline.org

SALVATION ARMY

33 Myrtle Street Waltham, MA 781-894-0413

salvationarmyma.org/waltham

NATIONAL SEXUAL ASSAULT HOTLINE

1.800.656.HOPE (4673)

rainn.org/get-help/national-sexual-assault-hotline

American Foundation for Suicide Prevention	Newton Free Library
Cataldo Ambulance Company	Newton Parks and Recreation Department
Dream Far High School Marathon	Newton Police Department
Families for Depression Awareness	Newton Public School
Family ACCESS of Newton	Newton Senior Services
Massachusetts School for Professional Psychology	Newton-Wellesley Hospital
Middlesex County District Attorney's Office	Newton Youth Commission
MSPP INTERFACE Referral Service	Partnerships for Youth
Multi-Service Eating Disorder Association	Riverside Community Care
Newton Interfaith Clergy Association	Sameem Associates
Newton Crime Commission	Samaritans
Newton Free Library	The Newton Partnership
Newton Crime Commission	Understanding Our Differences West Suburban YMCA

AFTER SCHOOL GENERAL PICK-UP

Parents must pick their child up by 6:00 pm. When picking up your child at the Club, you are required to sign your child out of the Program. At that time, a staff person can briefly discuss with you your child's day, if desired. This is also a good time to check your child's mailbox for any projects or correspondence from the School Aged Licensed Childcare Director or teachers. Once your child has been signed out, it is important that he/she stay with you and not return to the playground or fool around in the hallways.

PERMISSION FOR PICK-UP

The John M. Barry Boys and Girls Club asks for the names of all persons whom parents will allow to pick up their child. All children's files must include at least one alternative pick-up person. The pick-up list may include everyone from grandparents to neighbors to other parents in the Program. If you want someone who is not on the form to pick up your child on a particular day, you can:

- Add the person's name to the pick-up list; or
- Write and sign a dated note stating that person will pick up the child.

The staff must know in advance that someone other than the parent will be picking up a child. Please provide the staff with a phone number for the designated person. When an unfamiliar person arrives to pick up a child, they will be asked for identification before the child is released. No child will be dismissed to take the bus/or go home with a friend without prior written notification from the parent. We encourage you to consider alternative arrangements for your child's pick-up in case of emergencies and/or work/traffic situations, which do not allow you to pick up your child by 6:00 pm. For example, ask another parent in your child's group to wait with your child until you arrive. This type of arrangement does require that you add the other parent's name to your child's 'Authorization for Pick-up' form, as well as informing the staff that such an arrangement is in effect. This can serve to help parents avoid late pick-ups. If you need to make last-minute arrangements to have an alternative person pick up your child, you must call the Program and inform us of these plans. In order to confirm the identity of the caller, the program will return your phone call at the number we have on file.

LATE PICK-UP POLICY

This policy is designed to communicate the importance of picking your child up at the contracted time. While we recognize that due to circumstances beyond your control it is not always possible to be here on time, we want to remind you that the group leaders' school day ends at 6:00 p.m., and that they have other commitments after work. Consequently, when you are late, a fee is assessed to compensate the group leader.

- First Late Pick Up (prior to 6:15 pm): A warning is issued.
- Second Late Pick Up: A \$15 late pick up charge will be assessed for the first ten minutes or any portion hereof. After ten minutes, the rate will be \$1.00 per minute.
- The staff person at the Program with the child will determine the pick-up time based on the classroom clock. If on the first offense the child is picked up after 6:15pm, the late pick-up policy will be in effect and the family will be billed accordingly.
- Frequent tardiness will be brought to the attention of the School Aged Licensed Childcare Director. Such tardiness may result in a meeting with the Executive Director to immediately terminate the enrollment contract of the child. The School Aged Licensed Childcare Director and or the Executive Director will inform the parent(s) involved of the date and time of this review.
- At 6:15 p.m., if the staff has not heard from the parents of the child, the staff will begin calling people listed on the authorization form in order to locate someone who may be able to pick up your child.
- All late fees are billed by the School Aged Licensed Childcare Director and are due within twenty four (24) hours.

TRANSPORTATION PLAN

In the morning, children will be dropped off by their parents at the club. They will have supervised walk by program staff to the designated area at their school. In the afternoon, children will be dismissed from their classrooms to a location inside the school under the supervision of school personnel. Students enrolled in the walking transportation system, will be picked-up by the Licensed School Age Director and or a Group Care worker and walk to the Curiosity Club After School space. For children who will be using JSC bus transportation system, they will be monitored by school personnel in a designated area at dismissal. A licensed staff along with the driver will pick-up students and transports them to the Curiosity Club After School space. If a scheduled child is absent, a call will be made to the school office. A call will be made to the parents if a child is unaccounted for at the program. Further calls to authorized individuals will be made until the child's whereabouts are determined.

PARENT RESPONSIBILITIES

- Complete your child's enrollment packet prior to the start of school or prior to your child's first day in the Program.
- If your child must miss a session at the Club, please inform the staff either by note or by telephone call.
- Label all of your child's belongings such as: clothing, lunch boxes, backpacks etc.
- Do not allow your child to bring toys, games, and other personal items from home, unless otherwise specified during a special event.
- At the opening of school, notify your child's teacher of the days that your child is attending After School. Let the staff know of anything in your child's life that might affect his/her behavior at the Club.

OUTDOOR PLAY

Every effort is made to go outside each day. If unable to go outside, children may be taken to the gym. Inclement weather, temperature, and condition of the playground are taken into consideration when deciding about outdoor play. We will not go outside if the temperature is below 20 degrees or if there is a significant wind-chill factor. While outside, staff take into consideration the children's requests to return inside. In the winter, children are required to have boots, snow pants, hats, and mittens to go outside in the snow. In hot weather, outdoor time may be shortened or broken up into two time slots to be sure the children do not get overheated.

SNACKS

Healthy and nutritious snacks are encouraged. The John M. Barry Boys and Girls Club provides afternoon for those students enrolled in the program. To avoid difficulties, the only snack to be eaten at The John M. Barry Boys and Girls Club is what the staff serves. In the event of dietary constraints, a child can bring his/her own snack or breakfast and leave it with the staff for the appropriate time. All other foods should be eaten prior to arriving at the Club. The snack menu is posted monthly. Snack will be served to the children prior to 3:45 p.m. Due to the high cases of food allergies; the program is a nut-free zone.

STRANGERS AROUND THE CHILDREN

If someone other than an authorized person is observing the children, a regular staff person will monitor any interactions and ask the stranger if he/she needs any help. If the person remains and the group leader feel uncomfortable about his or her presence, the group leader or School Aged Licensed Childcare Director will ask the person to leave the area. If the individual persists, the Newton Police will be called. In general, any person coming into the Program must check in with a group leader.

CHILDREN FILES

Children's files are kept in a filing unit or cabinet. Group leaders may review the children's files for general information. A child's folder must include current medical records, emergency permission form, photo and media release, alternate pick-up form, and face sheet. Information in children's folders is confidential and access to the file cabinet is restricted to regular staff members and the child's parents. Children's files are maintained at the program for five years and then destroyed.

PROGRESS REPORTS

School Age Staff prepare written progress reports for each child halfway through the year.

CONFIDENTIALITY

The Club will not release any information about the children to anyone. If a participating parent of the Club requests contact information for another family, that family will be given that request.

If a parent wants us to consult with or give information to someone outside the Program or have anyone come in and observe their child while at the Program (i.e. representatives from another school, doctor, psychiatrist), written permission must be given to The Boys and Girls Club by the parent or guardian.

The information on the permission/emergency form is critical in an emergency of any sort. Each child must have a completed form in his/her file before a child can be left in our care. The Program must have both work and home phone numbers for parents. We also need the number of an individual we can contact in case we cannot reach either parent during an emergency. This person should be local (able to get to the Program within 30 minutes) and we should have both home and work phone numbers for that person as well. Please be sure the alternative contact person is aware of their potential responsibility.

In the event of an accident or sudden illness the School Aged Licensed Childcare Director or the staff person in charge may take the following steps:

- Contact the parents to arrange for treatment or transportation
- If parents cannot be reached, we will contact the person listed on the “emergency form.”
- The staff in charge may contact the local ambulance service for transportation to the local hospital. A staff member with the child’s health record will accompany the child.
- An accident/illness form will be completed for the parents.

HEALTH AND SAFETY

The John M. Barry Boys and Girls Club abides by the health policy set forth by the Massachusetts Office of Child Care Services regarding dismissal from the Program as a result of illness. We recognize that it is difficult for parents to miss work and school obligations. For this reason, it is important that parent’s set up alternative care arrangements for the days when their child cannot attend the Program due to illness. If a child is ill with a contagious disease (strep throat, chicken pox, head lice, etc.) parents should let us know so that we may inform other families in the Program. Since we have no facilities for care of a sick child, we ask parents to be especially aware of impending illness. If your child has been out of school due to illness, s/he should not be brought to Extended Day in the afternoon. Parents will be asked to take their child home, if we feel that s/he needs to see a doctor, is contagious, or requires prolonged individual staff attention which interferes with the safety of the remaining children. The staff cannot determine the exact cause of an illness or its symptoms, and so is forced to take every precaution to protect the well being of the overall population. Our complete health care policy manual is on file at the Program and can be made available to you.

MEDICATION POLICY

Any medication to be administered by the staff must come in the original container labeled by the pharmacy with the patient’s name, medication name, doctor’s name, date, and the prescribed dosage. Parents must complete, sign, and date a medication form to authorize staff to give a child this medication. Medications should always be given directly to the School Aged Licensed Childcare Director so that they may be properly stored. Never leave medicines in the lunch box. Authorization forms may be obtained from staff members. It is essential for the School Aged Licensed Childcare Director and staff to be informed if your child has an allergy or takes a regular medication.

In accordance with State regulations, over-the-counter internal medications (Tylenol, Orajel, cough syrup, etc) can only be administered by a regular staff person accompanied by a doctor’s note, which states the child’s, name of the medication, dosage, date, and purpose of the medication. Parents may come to the Program and Administer these medications themselves if they do not wish to obtain a note from their child’s doctor. Over-the-counter topical medications (bug repellent, sunscreen, Calamine lotion, etc.) may be applied by staff as needed once parents give written authorization, which should include the amount of the product to be used and the time to use it. At no time will the amount exceed the manufacturer’s recommended dosage.

Blanket release forms for medications will only be accepted if there is an ongoing medical condition, which necessitates this, such as a doctor’s note giving permission to administer Tylenol to immediately reduce the fever of a child prone to febrile seizures.

FIRE SAFETY AND EVACUATION PLAN

- Staff member calls 911 and alerts School Aged Licensed Childcare Director, Executive Director, and/or other staff members.
- Children will line up with nearest staff member in an orderly manner and proceed to the nearest emergency exit.
- Children will be moved to a safe, designated outdoor area.

Once in this area they meet up with their assigned groups and counselors and roll call will be taken.

The School Aged Licensed Childcare Director is responsible for clearing the building/facility/area and for making sure that all persons have been moved to safety.

In the event it is unsafe to re-enter the building, children and staff will walk to an offsite location designated for evacuations.

SAFETY AND PREVENTION

- Teachers must be aware of the locations of all emergency exits and check them to be sure they are clear.
- Staff members must know the locations of fire extinguishers and how to use them.
- Staff members must not panic. The children need the staff to get them to safety in a calm, controlled manner.
- Fire drills will be conducted once a month.

NO SMOKING POLICY

Smoking is not allowed on the grounds of the Boys and Girls Club.

PARENT-STAFF COMMUNICATION

Communication between home and school is essential for consistent care. The staff will make every effort to speak with you each day at drop off and pick up to gather and give information important to your child's life.

Communication is a two way process. Staff and parents must work together to find avenues of communication, which are most effective. Phone calls, notes, conferences etc. have worked best for families when classroom communication is not possible. Please be sure to communicate any information that may help us in understanding behavior and helping your child to incorporate any changes in regular routines.

PARENT VISITS AND SUPPORT

We encourage you to visit the site or to spend some time when picking up your child. If you have a talent or hobby you would like to share, please contact the School Aged Licensed Childcare Director to arrange a time. Occasionally, parents may be invited to support The John M. Barry Boys and Girls Club by volunteering. This support will focus on cleaning, minor repairs, and reorganization of the classrooms. Volunteering may entail a small chore outside of the Program, such as a repair or purchase of supplies for the Program. A school wish list will be posted and parents' participation in fulfilling these wishes is greatly appreciated.

PARENT COMPLAINTS

Parents are asked to share their concerns and complaints with the School Aged Licensed Childcare Director or any of the Board of Directors, who represent the governing body and ultimate "Court of Appeals" for the Club. If timing is urgent, parents may speak directly with any of the Board of Directors whose names are published after the election held at the Annual Meeting. The Board member contacted will have the responsibility for bringing the issue to the attention of the other Board members, addressing/resolving this issue and for communicating the outcome to the parent.

VACATIONS, HOLIDAYS, SNOW DAYS

The John M. Barry Boys and Girls Club makes every effort to accommodate the needs of our families. We will not be open on legal holidays and will not operate during December Holiday vacation although the Club may be open for general membership.

We make every effort to open the Program during the February and April vacation weeks. The John M. Barry Boys and Girls Club follows the public school decisions on snow openings and closings. An alternate program will be offered at the Club during February and April vacation weeks.

- If school is closed, The John M. Barry Boys and Girls Club is closed
- If the school opening is delayed, The Club delays for the same amount of time
- If afternoon and evening activities are canceled, The John M. Barry Boys and Girls Club will closed at 4:30 p.m.
- If the school district announces by 5:45 a.m. that there will be an early release due to snow, The John M. Barry Boys and Girls Club will not open at all that afternoon.

If the School Aged Licensed Childcare Director closes the Program because of inclement weather arising after the close of the regular school Program, parents will be notified by telephone and email. There will also be a message left on the Program's answering machine noting any closures or changes in hours for the day. If no phone call is received, assume the Program is open. On occasion, the Program will be forced to open late or close early during the day to ensure a safe commute to and from home for staff and children. Parents will be required to make arrangements to pick up their children

If school is going to be closed early due to inclement weather, The John M. Barry Boys and Girls Club staff will make every effort to call all parents prior to the close of school. Parents will be called about the close of school and informed that The John M. Barry Boys and Girls Club will also close. Children will be picked up at the Program.

PARENTAL INVOLVEMENT AND RIGHTS

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Office of Child Care Services the legal responsibility of promulgating rules and regulations governing the operation of school aged child care centers. In accordance with this law, the Office of Child Care Services published the requirements now in effect on May 1, 1997. The licensee must comply with these regulations in order to ensure a minimum level of care for the children serviced by the school-aged child care Program.

The licensee (John M. Barry Boys and Girls Club) 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 Program. These rights are as follows:

Parent Visits: The licensee shall permit unannounced visits by the parents to the Program and their child's room while their child is present.

Parent Input: The licensee shall have a procedure for allowing parental input in the development of Program 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 Program and the suggestions are not adopted by the

Licensee: If the parent requests a written response, the licensee shall respond in writing to the parent.

- **Parent Conferences:** The licensee shall make the staff available for individual conferences with parents at parental request.

CONFIDENTIALITY AND DISTRIBUTION OF RECORDS

The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two (2) 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 information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall, upon each instance of dissemination or release, enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of the record which was disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent.

AMENDING THE CHILD'S RECORD

A child's Parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record:

A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such a request shall be made in accordance with the procedures described below:

- If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, he shall have the right to have a conference with the licensee to make his objections known.
- The licensee shall, within one (1) week after the conference, render to such parent(s) a decision in writing stating the reason or reasons for the decision. If his decision is in favor of the parent(s), s/he shall immediately take steps as may be necessary to put the decision into effect.

TRANSFER OF RECORDS

Upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies, when the child is no longer in care.

NOTIFICATION TO PARENTS

The licensee shall notify the parent(s) in writing of these provisions of at the time of the child's admission to the Program and thereafter, in writing, at least once a year.

INFORMATION REQUIRED BY THE OFFICE

Notwithstanding 102 CMR, upon request of an employee, authorized by the School Aged Licensed Child-care Director and involved in the regulatory process, the licensee shall make available to the Office any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the office shall not remove identifying case material from the Program's premises and shall maintain the confidentiality of individual records.

Meeting with Parents- The licensee shall assure that the administrator (School Aged Licensed Childcare Director) or his/her designee shall meet with the parent(s) prior to admitting a child to the Program.

- At the meeting, the licensee shall provide to the parent(s) the Program’s written statements of purpose, services, procedure for parent conferences, visits and input to Program policy. Procedures relating to children’s records; and procedures for providing
- The licensee shall provide the opportunity for the parent(s) to visit the Program’s classrooms at the time of the meeting or prior to the enrollment of the child.
- In addition, all licensees are required to have a copy of the regulations on the premises of the Program and the regulations shall be made available to any person upon request.

2017/2018 - NPS Calendar - K-5

Monday	Tuesday	Wednesday	Thursday	Friday
All Students Arrive at 8:20 a.m.	All Students Arrive at 8:20 a.m.	All Students Arrive at 8:20 a.m.	All Students Arrive at 8:20 a.m.	All Students Arrive at 8:20 a.m.
Group B Dismissed at 12:30 p.m.	All Students Dismissed at 12:30 p.m.	Group B Dismissed at 12:30 p.m.	Group A Dismissed at 12:30 p.m.	Group A Dismissed at 12:30 p.m.
Group A Dismissed at 3:00 p.m.		Group A Dismissed at 3:00 p.m.	Group B Dismissed at 3:00 p.m.	Group B Dismissed at 3:00 p.m.

NEWTON PUBLIC SCHOOLS SCHOOL CALENDAR 2017-2018

	M	T	W	T	F
			30	31	1
S	4	5	6	7	8
E	11	12	13	14	15
P	18	19	20	21	22
	25	26	27	28	29

(18 days)

	M	T	W	T	F
	2	3	4	5	6
O	9	10	11	12	13
C	16	17	18	19	20
T	23	24	25	26	27
	30	31			

(21 days)

	M	T	W	T	F
			1	2	3
N	6	7	8	9	10
O	13	14	15	16	17
V	20	21	22	23	24
	27	28	29	30	

(19 days)

	M	T	W	T	F
					1
D	4	5	6	7	8
E	11	12	13	14	15
C	18	19	20	21	22
	25	26	27	28	29

(16 days)

	M	T	W	T	F
	1	2	3	4	5
J	8	9	10	11	12
A	15	16	17	18	19
N	22	23	24	25	26
	29	30	31		

(21 days)

TBD: Kindergarten Start Group A
TBD: Kindergarten Start Group B

Elementary Schools - Afternoon Release

9/27, 11/2, 12/7, 2/7, 3/8, 5/3

2017

AUGUST
30 First day for teachers

SEPTEMBER
1 Teachers off
4 Labor Day
5 First day for students
21 Rosh Hashanah

OCTOBER
9 Columbus Day

NOVEMBER
10 Veterans Day Observed
22 Schools close at noon
23-24 Thanksgiving recess

DECEMBER
25 through January 1, 2018
December recess

	M	T	W	T	F
				1	2
F	5	6	7	8	9
E	12	13	14	15	16
B	19	20	21	22	23
	26	27	28		

(15 days)

	M	T	W	T	F
				1	2
M	5	6	7	8	9
A	12	13	14	15	16
R	19	20	21	22	23
	26	27	28	29	30

(21 days)

	M	T	W	T	F
	2	3	4	5	6
A	9	10	11	12	13
P	16	17	18	19	20
R	23	24	25	26	27
	30				

(16 days)

	M	T	W	T	F
		1	2	3	4
M	7	8	9	10	11
A	14	15	16	17	18
T	21	22	23	24	25
	28	29	30	31	

(22 days)

	M	T	W	T	F
					1
J	4	5	6	7	8
U	11	12	13	14	15
N	18	19	20	21	22
E	25	26	27	28	29

(11 + 5 days)

TBD: First Full-day of Kindergarten Group A
TBD: First Full-day of Kindergarten Group B

Secondary Schools - Afternoon Release

9/27, 11/2, 12/7, 2/7, 3/8

2018

JANUARY
15 Martin Luther King Day

FEBRUARY
19-23 Winter Vacation

MARCH
30 Good Friday

APRIL
16-20 Spring Vacation

MAY
28 Memorial Day

JUNE
22 Last day for students*
25 Last day for teachers

* 185th day
This includes five (5) snow days
The last day will be a half-day

Graduation Dates: Newton North (June 6, 2018) and Newton South (June 7, 2018)
School Committee approved on 12/12/16 and 3/13/17.