



# **WESTBOROUGH COMMUNITY EDUCATION**

## **FAMILY HANDBOOK**

Westborough Community Education  
90 West Main Street  
Westborough, MA 01581

Phone: 508-836-7765  
Fax: 508-836-7767  
Email: [WCEP@westboroughk12.org](mailto:WCEP@westboroughk12.org)

**Updated 05/04/2022**

# ABOUT WESTBOROUGH COMMUNITY EDUCATION

## **ABOUT WESTBOROUGH COMMUNITY EDUCATION**

Westborough Community Education is a self-supporting department and runs under the auspices of the Westborough Public Schools. Westborough Community Education is dedicated to providing high-quality programming and lifelong learning opportunities to our community members through our Extended Day Program, Enrichment Programs, and Summer Programs. All revenue generated from programs run by Community Education is given to support the Westborough School District's general fund.

## **ADMINISTRATIVE STAFF CONTACT INFORMATION**

<b>Name</b>	<b>Position</b>	<b>Address</b>	<b>Phone Number</b>	<b>Email Address</b>
Brian Bacon	Director	90 West Main St	508-836-7765	baconb@westboroughk12.org
Dawn Carlo	Assistant Director	90 West Main St.	508-836-7765	carlod@westboroughk12.org
Jillian Finnigan	Program and Marketing Manager	90 West Main St.	508-836-7765	finniganj@westboroughk12.org
Kathleen Lungarini	District Billing Coordinator	45 West Main St.	508-836-7700 ext. 2032	lungarinikathleen@westboroughk12.org

## **WESTBOROUGH COMMUNITY EDUCATION OFFICE**

Westborough High School  
90 West Main Street  
Westborough, MA 01581

Office Phone: 508-836-7765

Office Fax: 508-836-7767

Email: [WCEP@westboroughk12.org](mailto:WCEP@westboroughk12.org)

## **WEBSITE**

[www.WestboroughCommunityEd.com](http://www.WestboroughCommunityEd.com)

## **SOCIAL MEDIA**

[Facebook.com/WestboroughCommunityEd](https://www.facebook.com/WestboroughCommunityEd)

[Twitter.com/WBoroughCommEd](https://twitter.com/WBoroughCommEd)

## **NOTICE OF NON-DISCRIMINATION**

The Westborough Public Schools do not discriminate on the basis of age, race, color, sex, religion, national origin, gender identity, sexual orientation, disability or any other class protected by law.

# COMMUNICATIONS

## **PROGRAM COMMUNICATIONS**

Our main form of communicating important program news and information with families is through email. When registering for any Community Education program, please provide an email address that you frequently check. Updated program information is located in our monthly newsletter, our website, our Facebook page, and in direct emails from administrative staff. By providing your email address, you agree to receive WCEP information through email, including newsletters.

## **PHOTO AND VIDEO PERMISSIONS**

We love to showcase what happens during our programs and occasionally take photos/videos of participants and their work to share in marketing materials, including but not limited to program brochures, flyers, etc., and on social media. Please indicate your preference during the registration process.

## **EMERGENCY CONTACTS**

Please be sure those that you list as your “emergency contacts” are aware you have listed them and are willing participants. If neither parent can be reached, we will be contacting the Emergency Contacts that are listed on your child’s registration form. Families should provide the contact information of at least four adults who have permission to pick up the student should they become ill.

# **CHILD PROTECTION POLICIES**

## **IDENTIFICATION**

No child will be released to anyone without a photo ID. Children will only be released to individuals listed as authorized pick-ups in their child’s file. If a person other than a parent is picking-up their child, the parent must provide a written note with the person’s name and contact number to the Community Education Office. The person picking-up must be prepared to show a valid picture ID.

## **MANDATED REPORTING**

All Westborough school personnel are mandated by the Commonwealth of Massachusetts (Massachusetts General Laws, chapter 119, Section 51a-51f) to report child abuse/neglect to the Department of Children and Family Services. If there is reasonable cause to believe that a child under the age of 18 is suffering from neglect and/or serious physical, emotional, or sexual abuse, the incident of abuse/neglect will be reported to the Department of Children and Family Services within 24 hours of the incident. A written report will be submitted to the Department of Children and Family Services within 48 hours of the incident. School personnel will also consult with the principal regarding the School District’s specific policies on abuse/neglect and mandatory reporting procedures. In most cases, the school will notify Parents/Guardians that a report has been filed unless there are extenuating circumstances.

## **RESTRAINING ORDERS/CUSTODY ISSUES**

District policy states in the event that a restraining order is obtained against a particular family member or individual, we ask that you notify the Westborough Community Education Program and provide us with a copy of the order immediately. This gives us legal backing in order to protect your child. Without such paperwork, we cannot be held accountable. These documents will be kept confidential.

## **PARENTS/GUARDIANS VISITOR/VOLUNTEER POLICY**

M.G.L. c. 71 38R requires all schools in Massachusetts to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students who may have direct and unmonitored contact with children. The CORI law requires a school or district to notify all persons for whom a CORI is requested that such information is being or may be obtained. Prospective employees and volunteers are required to complete and sign a CORI Request Form that is available through the school secretary at each of the schools, as well as the administration office at Forbes building. The Request Form is used to document that we have provided you with notice that a CORI is being conducted and to verify your identity through a government issued form of photographic identification (usually a driver’s license).

# **REGISTRATION AND BILLING INFORMATION AND POLICIES**

## **HOW TO REGISTER**

Register online: [www.WestboroughCommunityEd.com](http://www.WestboroughCommunityEd.com)

## **REGISTRATION INFORMATION**

By registering for programs with Westborough Community Education, you agree to the policies and procedures detailed in this Westborough Community Education Family Handbook. When registering for any Community Education program, please provide an email address that you frequently check. Email addresses will be used to send program information and will be added to our marketing email list\*.

*\*If you do not wish to receive our marketing emails, please send an email to [WCEP@westboroughk12.org](mailto:WCEP@westboroughk12.org)*

## **STUDENT PERSONAL INFORMATION**

During the registration process, please provide specific information pertaining to your child regarding any allergy or medical information, behavior concerns, etc. in order for our staff to be aware of. This information is kept confidential and will only be shared with staff directly involved with Community Education.

## **WAITLIST**

Once a program has reached its maximum enrollment, we begin a waitlist for that specific program. If an opening becomes available, families will be contacted in the order in which they were added to the waitlist. Waitlists are monitored regularly.

## **REGISTRATION FEE**

The annual registration fee is \$25.00 per family, per year. There is no registration fee for enrichment programs.

## **OUTSTANDING ACCOUNT BALANCE**

Any outstanding account balance owed to Westborough Community Education must be paid in full before a participant can attend any program run through Community Education.

## **PAYMENT POLICY**

You become obligated to make payment when you register for a program. Please pay via your SchoolCareWorks Family Portal. *Fees applicable to Tuition Express.* Parents/guardians can view their account balance at any time in their Family Portal.

## **BILLING QUESTIONS**

Please direct all billing questions to the Westborough Community Education office.

## **TUITION ASSISTANCE**

If a financial hardship exists, financial assistance may be requested by contacting Kathleen Lungarini, at [lungarinikathleen@westboroughk12.org](mailto:lungarinikathleen@westboroughk12.org). This information will be kept confidential. If you need financial assistance in order to attend one of our programs, please do not register until you have applied for assistance and you have received confirmation that you are eligible for assistance.

## PROGRAM CANCELLATIONS AND CHANGES

All programs are offered pending sufficient enrollment and are subject to cancellation at the discretion of Westborough Community Education. We reserve the right to cancel programs that are under enrolled, and to change the times, locations, and instructors when necessary.

## PROGRAM REGISTRATION & BILLING

Registration for all programs is on a first-come, first-served basis.

<p style="text-align: center;"><b>EXTENDED DAY PROGRAM (EDP)</b></p>	<p>Online registration for the Extended Day Program and all accompanying information must be completed yearly, and as changes occur, in order for your child to attend EDP.</p> <ul style="list-style-type: none"> <li> <p><b><u>MONTHLY SCHEDULE</u></b> - EDP monthly rates are calculated based on the number of operational days in the year and divided into 10 (ten) equal payments. Monthly rates include all Early Release Days that fall on your regularly scheduled days. EDP monthly tuition rates <i>do not</i> include school vacation weeks, holidays, and professional development days.</p> <p>EDP monthly schedules are billed on the 20th of each month, for the following month. Payment is due by the 1st of the month. If payment is not received by the 10th of the month, your child will be removed from the program. Once all financial obligations have been met, your child may return to the program.</p> </li> <li> <p><b><u>DROP-IN</u></b> - The "Drop-in" option is available as a convenience to families who do not need a set monthly schedule, but rather use the Extended Day Program on an as-needed basis. Once registration is complete, families can sign into their Family Portal, select the "attendance" tile, and select the days for which care is needed.</p> <p>Daily drop-in sign-up must be completed online, 24-hours prior to attending the program. Program payment is due at checkout.</p> <p>In order to maintain staff-to-student ratios, drop-in for a specific day may not be available if the program has reached the maximum enrollment for that day.</p> </li> </ul>
<p style="text-align: center;"><b>FULL DAY PROGRAMS</b></p>	<p>Once online registration is complete, the outstanding balance is applied to your account and payment can be submitted by logging into your Family Portal. Full Day Programs are not included as part of the EDP Monthly Schedule.</p> <p>Full Day Programs have a maximum enrollment in order to maintain staff-to-student ratios as well as order supplies and special guests. Once the program reaches maximum enrollment, registration for the program is closed and we begin a waitlist.</p>
<p style="text-align: center;"><b>SUMMER DAY CAMP</b></p>	<p>Online registration along with a \$260.00 non-refundable deposit, per family, is due at the time of registration. The deposit is deductible from the final camp tuition balance. If you are registering multiple children, please complete one registration per child. <a href="#">Full payment is due by June 1st, 2022.</a></p> <p><i>No child will be permitted to attend camp unless tuition has been paid in full.</i></p>
<p style="text-align: center;"><b>FIELD TRIP CAMP</b></p>	<p>Online registration and full payment due at time of registration.</p>
<p style="text-align: center;"><b>TEEN LEADERSHIP</b></p>	<p>Online registration and full payment due at time of registration.</p>
<p style="text-align: center;"><b>ENRICHMENT PROGRAMS (School Year &amp; Summer)</b></p>	<p>Online registration and full payment due at time of registration.</p>

**2022 - 2023 COMMUNITY EDUCATION RATES (July 2022 – June 2023)**

2022 - 2023 EXTENDED DAY PROGRAM RATES (September 2022 - June 2023)					
Before School Care Monthly Schedule Rates**		After School Care Monthly Schedule Rates**		Additional Program Fees	
1 Day / Week	\$40.00	1 Day / Week	\$105.00	Yearly Registration Fee	\$25.00 / family
2 Days / Week	\$79.00	2 Days / Week	\$219.00	Daily Drop-in Rate (Before School)	\$12.00 / child
3 Days / Week	\$118.00	3 Days / Week	\$328.00	Daily Drop-in Rate (After School & Early Release)	\$25.00 / child
4 Days / Week	\$158.00	4 Days / Week	\$435.00	Full Day Program Daily Rate	\$55.00 / child
5 Days / Week	\$197.00	5 Days / Week	\$488.00		

\*\* 10% Sibling Discount available for Extended Day Program Monthly Schedule Rates ONLY

SUMMER 2022 PROGRAM RATES							
Week # Date Beginning	Week 1 June 27th	Week 2 July 5 <sup>th</sup> * *4-day week	Week 3 July 11th	Week 4 July 18th	Week 5 July 25th	Week 6 August 1st	Week 7 August 8th
<b>SUMMER DAY CAMP</b>							
Camper	\$260.00/week	\$208.00/week			\$260.00/week		
Camper + Summer Enrichment	\$208.00/week				\$208.00/week		
Camper + Summer School					\$156.00/week		
<b>FIELD TRIP CAMP</b>							
					\$300.00/week		
<b>TEEN LEADERSHIP PROGRAM</b>							
CIT Section	A		B	A	B	A	B
CIT Program	\$150.00/week				\$150.00/week		
Jr. Staff Program				\$150.00/week			
<b>EXTENDED DAY OPTIONS</b>							
AM Extended Day				\$10.00/day			
PM Extended Day				\$12.00/day			

SCHOOL YEAR & SUMMER ENRICHMENT
Varies based on program – refer to program description for cost details

## CAMP SCHEDULE ADJUSTMENTS

Adjustments to camp schedules can be made if there is availability that week. All requests for schedule adjustments must be made in writing via email to [WCEP@westboroughk12.org](mailto:WCEP@westboroughk12.org), require a two-week notice, and are not considered completed until confirmed in writing from the Community Education office.

## PARTICIPANT WITHDRAWALS AND CREDITS / REFUNDS

<b>EXTENDED DAY PROGRAM</b>	Schedule change requests must be made <i>in writing</i> to the Community Education office <i>by the 20th of the month</i> for any changes happening the next month; otherwise you will remain financially obligated for your current schedule through that next month. <i>This applies to anyone who is withdrawing from the Extended Day Program or to anyone who is reducing the number of days their child attends.</i>	Extended Day Program, EDP Drop-Ins, and Full Day Program withdrawal requests must be made in writing to Dawn Carlo at <a href="mailto:carlod@westboroughk12.org">carlod@westboroughk12.org</a> and are not considered completed until confirmed in writing.
<b>EDP DROP-INS</b>	No refunds. Credit will be issued with 48 hour advanced notice of cancelled drop-in day.	
<b>FULL DAY PROGRAMS</b>	No refunds. Credit will be issued for withdrawals with notice prior to the 1st of the month of the scheduled Full Day Program.	

<b>SUMMER DAY CAMP</b>	Summer Day Camp withdrawals must be made prior to <i>May 31st, 2022</i> to receive a full refund, minus the \$260.00 non-refundable deposit.	Summer Day Camp, Field Trip Camp, and Teen Leadership Program withdrawal requests must be made in writing to <a href="mailto:WCEP@westboroughk12.org">WCEP@westboroughk12.org</a> and are not considered completed until confirmed in writing.
<b>FIELD TRIP CAMP &amp; TEEN LEADERSHIP</b>	No refunds are available for any program unless it is cancelled. Credit will be issued for withdrawal from programs prior to May 31st.  Participants who arrive late, depart early, or miss days are not granted prorated tuition, refunds, or credits.	

<b>SCHOOL YEAR ENRICHMENT PROGRAMS</b>	Due to the fact that Westborough Community Education is self-funded and the number of participants determines whether a program will run, no refunds are available for any program unless it is cancelled. Credit will be issued for withdrawal from school year enrichment programs 3 weeks (22 days) prior to the start day of the program.  Participants who arrive late, depart early, or miss days are not granted prorated tuition, refunds, or credits.	School Year & Summer Enrichment Program withdrawal requests must be made in writing to Jillian Finnigan at <a href="mailto:finniganj@westboroughk12.org">finniganj@westboroughk12.org</a> and are not considered completed until confirmed in writing.
<b>SUMMER ENRICHMENT PROGRAMS</b>	Due to the fact that Westborough Community Education is self-funded and the number of participants determines whether a program will run, no refunds are available for any program unless it is cancelled. Credit will be issued for withdrawal from summer enrichment programs prior to May 31st.  Participants who arrive late, depart early, or miss days are not granted prorated tuition, refunds, or credits.	

# GENERAL INFORMATION AND POLICIES

## **PROGRAM CLOSURE DAYS**

Labor Day (September)  
Columbus Day (October)  
Veteran's Day (November)  
Thanksgiving Eve (close at 3:00pm) (November)  
Thanksgiving Day (November)  
Day after Thanksgiving (November)  
Christmas Eve (December)  
Christmas Day (December)  
New Year's Day (January)  
Martin Luther King Jr. Day (January)  
President's Day (February)  
Patriot's Day (April)  
Memorial Day (May)  
Juneteenth (June)  
Independence Day (July)

## **ABSENCE REPORTING POLICY**

All absences must be reported to the appropriate Site Coordinator (school year) and Camp Manager (summer). To report an absence, please contact the appropriate staff via email or phone no later than 10:00am the day of the service.

- Armstrong EDP – 508-425-9942 or [armstrongedp@westboroughk12.org](mailto:armstrongedp@westboroughk12.org)
- Fales EDP – 508-425-1589 or [falesedp@westboroughk12.org](mailto:falesedp@westboroughk12.org)
- Hastings EDP – 508-425-9943 or [hastingsedp@westboroughk12.org](mailto:hastingsedp@westboroughk12.org)
- Mill Pond EDP – 508-425-1591 or [millpondedp@westboroughk12.org](mailto:millpondedp@westboroughk12.org)
- Summer Programs - 508-425-1589 or [WCEP@westboroughk12.org](mailto:WCEP@westboroughk12.org)

## **INCLEMENT WEATHER CLOSINGS**

The Extended Day Program will follow the Westborough Public School Department's closing and delayed opening decisions.

- If school is closed due to weather related conditions, the Extended Day Program will be closed.
- If there is a delayed opening, the Extended Day Program will delay the start of the morning program by the length of the delay.
  - For example, if there is a 1 hour delayed opening, the Extended Day Program will begin at 8:00am rather than 7:00am.
- If school closes early because of inclement weather, please make arrangements to pick up your child from the Extended Day Program as soon as possible.

The decision to cancel in-person after school enrichment classes due to inclement weather will be made by 10:00am the day of the class. No classes will be held if Westborough Public Schools are closed or have an early dismissal.

In the event of inclement weather during a Full Day Program or a Vacation Week Enrichment Program and the decision is made to cancel the programs for that day, you will receive a credit on your account for the cost of that cancelled day.



## **LATE PICK-UP POLICY**

### Extended Day Program

As staff schedules revolve around program closing times, it is expected that children will be picked up no later than the program closing time of 6:00PM for the Extended Day Program. Recognizing that there may be unintended delays, parents must call the program with an expected arrival time or an alternative pick-up plan. If a child has not been picked up by 6:00pm at the Extended Day Program and the site has not been contacted by the parent, the Extended Day Program Staff will attempt to reach a parent. If unsuccessful, the staff will call emergency contacts to pick-up the child. You will be charged a late fee of \$15.00 for anytime within the first fifteen (15) minutes you are late. An additional \$1.00 per minute will be charged for each subsequent minute you are late.

- On the third occurrence of a late pick-up, Community Ed services will be suspended for one-week.
- On the fourth occurrence of a late pick-up, Community Ed services will be suspended for two-weeks.
- On the fifth occurrence, Community Ed services will be terminated for the remainder of the school year.

There will be no credits or refunds for days missed due to suspension. If arrangements to pick-up your child have not been made by 6:30 pm, the Site Coordinator may contact the Westborough Police.

### Summer Day Camp

It is expected that children will be picked up no later than the program closing time of 6:00PM for the Summer Day Camp PM Extended Day Program. Recognizing that there may be unintended delays, parents must call the program with an expected arrival time or an alternative pick-up plan. If a child has not been picked up by 6:00pm at the PM Extended Day Program and the site has not been contacted by the parent, the Extended Day Program Staff will attempt to reach a parent. If unsuccessful, the staff will call emergency contacts to pick-up the child. You will be charged a late fee of \$15.00 for anytime within the first fifteen (15) minutes you are late. An additional \$1.00 per minute will be charged for each subsequent minute you are late.

- On the second occurrence of a late pick-up, Community Ed summer services will be suspended for one-day.
- On the third occurrence of a late pick-up, Community Ed summer services will be terminated for the remainder of the summer programs.

There will be no credits or refunds for days missed due to suspension.

### Enrichment Programs

If your child has not been picked up after five minutes from the end of the class, your child will be brought to EDP (during the school year) or the camp office (during the summer) and you will be charged a late fee of \$15.00 for anytime within the first fifteen minutes you are late. An additional \$1.00 per minute will be charged for each subsequent minute you are late. If you are late to pick up your child two times from an enrichment program, you will be terminated from the program and no refunds will be given. Please respect our instructors by dropping-off and picking-up your child on-time.

## **STAFF QUALIFICATIONS**

All Community Education employees are subject to criminal background checks before being permitted to work in our programs. Extended Day Program, Summer Day Camp, and Teen Leadership Program staff:

- Undergo a comprehensive interview process as well as reference and background checks.
- Attend a mandatory staff training covering topics including behavior management, supervision, staff/camper participation, child abuse prevention, problem solving and conflict resolution, COVID-19 safety guidelines and policies, emergency policies and procedures.
- Become certified in basic First Aid and CPR (Site Coordinator and Head Counselors)

At the Extended Day Program, a Site Coordinator is assigned to each EDP site and is responsible for overseeing the daily management of the site. Site Coordinators have extensive experience working with

children in grades K-6 and are all certified in basic First Aid and CPR. Site Coordinators are assisted by Group Leaders and/or Student Assistants.

Summer Day Camp and Teen Leadership Programs staff are current and former EDP staff, high school students, and college/post college students, and have experience working with children. Many of our staff come back to work at our summer camp year after year. Staff are assigned to each group and maintain the required staff-to-child ratios in their assigned groups.

Enrichment instructors are subject to criminal background checks before being permitted to work in our programs.

### **TOYS / ELECTRONICS FROM HOME**

It is not recommended that children bring toys and/or electronics (except for tablets/Chromebooks to be used for remote learning only) from home to any Community Education Program. Westborough Community Education is not responsible for any toys and/or electronics from home that may be lost or broken during program time. Cell phones should be turned off and kept in the student's backpack during program time.

### **LUNCH / SNACKS**

Parents/guardians are responsible for supplying a snack and drink for their child(ren) attending the Extended Day Program, Full Day Programs, and Summer Programs. Parents are also responsible for supplying lunch, drinks and snacks for their child/children if they attend Early Release Day and/or Full Day Programs. If a child arrives without lunch to an Early Release Day or Full Day Program, the parent will be notified and be asked to either bring lunch to the program or pick up their child. Children have a snack each day. All students must bring in their own snacks from home.

Healthy snacks such as fruit, crackers and cheese, and vegetables are encouraged. (There may be restrictions on snacks if certain serious allergies are present in your child's program.) Note: Snacks and other foods consumed at school are addressed in the "District Wellness Policy" found on the district's website at [www.westboroughk12.org](http://www.westboroughk12.org) under School Committee/District Policies, or click on the link to view District Wellness Policy.

### **FOOD POLICY**

If food is going to be included in an Extended Day Program event, the Site Coordinator will contact parents 7 days in advance of the event. This will allow a parent of a child with allergies ample time to provide an alternative special snack for their child. If a parent would like to supply food for the celebration, the food must arrive with an affixed food ingredient label.

## **ADDITIONAL EXTENDED DAY PROGRAM INFORMATION AND POLICIES**

### **ABOUT THE EXTENDED DAY PROGRAM**

The Westborough Community Education Extended Day Program is a tuition supported before and after school child care program run under the auspices of the Westborough Public Schools. EDP is offered at Armstrong, Fales, Hastings, and Mill Pond. Each EDP site provides a safe, fun, and welcoming environment that promotes each child's social, emotional, physical, and intellectual growth. The Coordinators plan a variety of well-balanced, age-appropriate activities that extend the child's learning opportunities and foster appropriate interactions with peers and adults. A typical daily routine at the EDP includes snack time, group meeting, playground and/or gym time depending on the weather, homework/read aloud time, project time, and inside or outside unstructured opportunities at the end of each day.

## HOURS OF OPERATION

Programs	Before School	After School	Early Release
Armstrong, Fales, Hastings	7:00am – Start of School (~8:30am)	School Dismissal (~3:05pm) – 6:00pm	School Dismissal (~12:05pm) – 6:00pm
Mill Pond	7:00am – 7:10am**	School Dismissal (~2:05pm) – 6:00pm	School Dismissal (~11:05am) – 6:00pm
**The Mill Pond AM Program takes place at Armstrong Elementary School (18 Fisher Street, Westborough). Students must be dropped-off at Armstrong by 7:10am, and will be transported by bus to Mill Pond School.			

## PROGRAM CONTACT INFORMATION

Site	Site Coordinator	Address	Program Phone	Email Address
Armstrong Extended Day Program	Barbara Shumaker	18 Fisher St	508-425-9942	ARMSTRONGEDP@westboroughk12.org
Fales Extended Day Program	Ariel Villa	50 Eli Whitney St	508-425-1589	FALESEDP@westboroughk12.org
Hastings Extended Day Program	Blerina Sulo	111 East Main St.	508-425-9943	HASTINGSSEDP@westboroughk12.org
Mill Pond Extended Day Program	AJ Libby	6 Olde Hickory Path	508-425-1591	MILLPONDEDP@westboroughk12.org

## SIGN IN / SIGN OUT PROCEDURES

Students who attend our morning Extended Day Program must be escorted into the building and signed-in to the program by an authorized adult and signed in with the appropriate Site Coordinator. When a student is picked up from the Extended Day Program, he/she must be signed-out of the program by an authorized adult. If a parent needs their child to be picked-up by a person who is not included on the Emergency Contact List, the parent must provide written or verbal authorization, including the person's name and contact number, to the Site Coordinator and to the Westborough Community Education Program office, prior to pick-up.

## FULL DAY PROGRAMS

Are you looking for activities on school holidays, vacation weeks, and/or professional development days? Full Day Programs are open to children in Kindergarten to 6th grade. Children are separated into groups by grade. Full Day Programs take place at Mill Pond School from 7:30am - 6:00pm. Westborough Community Education Extended Day Program staff run full Day Program. Variety of fun activities including games, sports, arts & crafts, STEM experiments, special events, and more!

Children do not need to be registered for the Extended Day Program in order to attend. Full Day Programs require a separate registration and program fee and are not included in monthly EDP tuition. Registration closes one-week before the program date, or the maximum enrollment has been reached.

# **ADDITIONAL ENRICHMENT PROGRAM** **INFORMATION AND POLICIES**

## **ABOUT ENRICHMENT PROGRAMS**

- *YOUTH ENRICHMENT PROGRAMS* provide hands-on learning experiences for children to grow, explore, and discover new interests beyond the classroom. Program topics include cooking, creative and performing arts, nature, STEM, and sports and class sizes are kept small to ensure quality instruction in a safe and interactive. School year programs run weekly after school classes, while summer programs run weeklong, half- and full-day classes.
- *HIGH SCHOOL ENRICHMENT PROGRAMS* offer college planning workshops for students and families in topics such as college admissions, financial aid, and test preparation. Westborough Community Education also collaborates with Christo Driving School for High School Driver's Ed classes.
- *ADULT ENRICHMENT PROGRAMS* offer classes in educational and recreational topics. Classes are designed to present new ideas and experiences, connect with others, and/or nurture participant interests.

## **PROGRAM LOCATION**

Children can attend an after school enrichment program, regardless of the school they attend. However, please note there is **NO** transportation between schools and families are responsible for getting children to other schools. All online classes will meet via an online platform, like Zoom. For online programs, families will be sent appropriate links to the email address associated with their registration a few days before the program starts.

## **ENRICHMENT REGISTRATION DEADLINES**

The registration deadline for enrichment programs is two-weeks before the start date of the class. Registrations will not be accepted after that date. Classes will only run if we have received the requisite number of minimum registrations.

## **AGE REQUIREMENTS**

Specific age / grade requirements are listed under each program description.

## **SUPPLIES**

Some online classes will include a supply list for families to purchase or gather before the class. In a few programs, pre-made kits/equipment will be distributed prior to class at a safe, contact-less pick-up location at the Community Education office. Details can be found in the program description.

## **ONLINE LEARNING POLICY**

As a self-supporting department of the Westborough Public Schools, Westborough Community Education carefully follows the guidelines for online learning as set by WPS. By enrolling in an online enrichment program, you agree to follow these established guidelines.

Safe online program practices are established. Please be on-time to your class. It's difficult for the instructors to monitor the class waiting rooms as well as teach the class.

Westborough Community Ed strictly prohibits screenshots, pictures, audio/video recording, and distribution of any virtual educational experience in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials, and comply with Massachusetts law. Please note that in Massachusetts, it is illegal to record another person through any medium without his or her knowledge.

While participating in an online enrichment program, students and household members agree to respect and keep confidential any personal or private information discovered about another participant during the online enrichment program.

### **MAKE-UP CLASSES**

All attempts will be made to reschedule classes that have been cancelled due to inclement weather, instructor absence, or other unforeseen circumstances. Rescheduled classes will be made up at the end of the session. Classes missed due to participant absence cannot be made up.

### **ENRICHMENT PROGRAM DROP-OFF AND PICK-UP PROCEDURES**

For in-person school year programs, children who attend the school at the enrichment program location will be dismissed to the program right after school. Please inform your child's teacher / school if your child will be attending an enrichment program. Children who are attending from another school must be walked into the enrichment program location and signed in with the appropriate enrichment instructor. At the end of class, the instructors will bring children to the school's main entrance to be picked up by parents, guardians, or after school staff. Children may go to EDP if they are scheduled for that day or have arranged for a drop-in. For summer enrichment, drop-off begins 10 minutes before the start of the program. Please do not leave your child unattended at the drop off location before that time.

## **ADDITIONAL SUMMER PROGRAMS INFORMATION AND POLICIES**

### **SUMMER PROGRAMS LOCATIONS**

All summer programs are offered at Westborough High School, unless otherwise noted in program descriptions.

### **LICENSING**

Our summer programs are licensed by the Westborough Board of Health. All policies and procedures for the Summer Day Camp are on file with the Board of Health and are available upon request. Parents of campers have the right to review discipline, health care, background check policies and grievance procedures upon request of the Summer Day Camp staff. This camp must comply with the regulations of the Massachusetts Department of Public Health (140.190c) and be licensed by the local board of health. Additionally, we are recognized by the Commonwealth of Massachusetts Division of Unemployment Assistance as a Seasonal Employer for our summer programs.

### **SUMMER PROGRAM HOURS**

Summer Camp: 9:00 AM – 4:00 PM

AM Extended Hours: 7:30 AM – 9:00 AM

PM Extended Hours: 4:00 PM – 6:00 PM

## **GROUPING AND SUPERVISION**

Children are divided into groups by grade. The staff to child ratios are as follows:

- Kindergarten through 1st Grade: 1:5
- 2nd through 7th grade: 1:8

## **GRADE**

The grade listed for each summer programs is the one your child will be entering in the fall. *Children must be 5 years old.*

## **SUMMER DAY CAMP DETAILS**

*Entering Kindergarten through 6<sup>th</sup> grade*

Each day at the Summer Day Camp, our campers and staff will play, laugh, learn, and create a memorable summer! Camper's weekly schedule involves a variety of age-appropriate activities including group games, sports, arts and crafts, science experiments, team building challenges, and more opportunities to try new activities and discover new interests.

Summer Day Camp highlights include theme days, water play days, special guests and events, all camp activities, and field trips!

Under the guidance of our experienced staff, campers will build social skills and self-confidence, foster relationships with their peers, learn the importance of teamwork and cooperation, and gain their own independence.

Campers are divided into units / groups by grade. The BENNY Unit welcomes our Kindergarten (must be 5 years old) through second grade campers to camp. Campers are introduced to enriching camp activities in a fun and safe environment. The ALSO Unit is designed for our older campers in third through sixth grade. Activities are designed to expand campers' experience through adventure-based, mind-stimulating activities. ALSO Unit campers will go on a field trip every Friday of the session.

## **SAMPLE DAILY CAMP SCHEDULE**

8:45am - 9:10am: *Drop Off*

9:15am - 10:00am: *Group Games*

10:05am - 10:50am: *Snack / Group Games*

10:55am - 11:40am: *Art Activity*

11:45am - 12:30pm: *Group Games*

12:35pm - 1:40pm: *Lunch / Group Games*

1:45pm - 2:30pm: *Art Activity*

2:30pm - 3:15pm: *Group Games*

3:20pm - 3:40pm: *Clean-up / Camper of the Day*

3:45pm - 4:00pm: *Pick-up*

## **WHAT TO BRING TO CAMP**

- Lunch/Snacks/Water Bottle - Each camper is to come to camp with a lunch, two snacks, and a water bottle (please no glass containers). Lunches and snacks will not and cannot be refrigerated or heated in a microwave – please plan accordingly. We also ask that if possible to avoid sending nut products for lunch as we have some participants who have a high allergy to the proximity to nuts.
- Sunscreen/bug spray
- Bathing Suit and Towel
- Change of clothes

## **FIELD TRIP CAMP DETAILS**

### *Entering 7<sup>th</sup> – 9<sup>th</sup> Grade*

Campers will go on an exciting field trip Monday through Thursday. Trips include local beaches, state parks, amusement parks, and entertainment centers. Program staff provide general supervision and will meet up with participants at designated location multiple times throughout the field trip. Additional waivers are required for some trips and will be provided in advance.

Weekly field trips are subject to change without notice, due to weather and/or other unexpected changes to the schedule. A final weekly itinerary with specific program details, including departure/arrival times will be emailed to participants the week before. *Max Enrollment: 13 participants/week.*

2022 Weekly Themes: Amusement Adventure, Boston Bound, Fun & Games, and High-Fly Action.

## **WHAT TO WEAR**

Your child should dress appropriately for active indoor and outdoor activities, crafts and games. Comfortable, casual, play clothes and closed-toe shoes are ideal. The summer staff will assist participants with application of SPRAY ON sunscreen and insect repellent only if the parent has emailed to give their consent. Please mark all personal items with your child's name. We will not be responsible for missing items. Tuesdays and Thursdays are our scheduled "water play days", however campers are advised to bring a bathing suit every day.

## **SUMMER DROP OFF AND PICK-UP**

Please enter the Westborough High School campus via the side entrance off of West Main Street and follow signs to Summer Day Camp Drop-Off and Pick-Up. Campers and Teen Leadership Program participants should be dropped off by the picnic tables in front of the high school cafeteria (across from the tennis courts) between 8:45am and 9:00am and will be picked up in the same location between 3:45pm and 4:00pm (please be prepared to show a valid photo ID). We will establish a rolling drop-off/pick-up. If you wish to speak to a staff member, please park in the parking lot next to the tennis courts and escort your child into the building. If your child will not be coming on a scheduled date or will be arriving later than normal, please call the Summer Camp office to let us know.

## **SUMMER LATE DROP OFF / EARLY PICK UP**

For any camper who is arriving late, please call the camp phone at 508-425-1589 and one of our staff will be outside to greet you and your camper. If you need to pick your child up early, please provide a note to the staff at Drop-Off. When you pick up your child, please call 508-425-1589 and one of our staff will bring your child(ren) to your car and check your photo ID. Please note that it may take a few minutes for your child to gather their belongings and be escorted to the office. If possible, please refrain from picking-up early unless absolutely necessary. The end of the day is a very busy time for us.

## **TEEN LEADERSHIP PROGRAM DETAILS**

### *CIT Program (Entering 7th to 10th Grade)*

The Counselor-in-Training (CIT) Program is the first step in the Teen Leadership Program and is designed to give hands-on training to teens who are looking to be future summer camp counselors. CITs will participate in activities designed to expand their leadership skills through team building challenges, camp basics workshops, group assignments, all camp activities, assisting activity specialists, and more. Teens in this program will experience life as a summer camp counselor and develop skills in problem solving, communication, positive role modeling, and more. Completion of the CIT Program does not guarantee future employment.

*\*The Counselor in Training (CIT) program is broken up into two, one-week sections, A and B. Both sections must be completed before being awarded a Certificate. Sections can be taken in any order. Those individuals*

who have completed both Sections A & B of the CIT Program may register for the Jr. Staff Program. There is no CIT Program Week 2.

#### *Jr. Staff Program (Entering 7th through 10th Grade)*

Designed to be the next step in the Teen Leadership Program, the Jr. Staff Program enhances the hands-on training for teens who are looking to be future camp counselors. Jr. Staff will spend the majority of their day assigned to one camp group, with the purpose of supporting our summer camp staff. Jr. Staff will also be involved in mentoring CITs, planning and running group activities, and more. Jr. Staff will be subject to evaluations during the camp season in order to gain valuable feedback and guidance to grow their leadership skills. Participants must be entering 7th through 10th grade, have completed the CIT Program, and be recommended for the program by the Teen Leadership Coordinator. Completion of the Jr. Staff Program does not guarantee future employment.

*\*Jr. Staff participants may register for any amount of weeks, regardless of section.*

### **ADDITIONAL TEEN LEADERSHIP PROGRAM INFORMATION**

#### **DROP-OFF/PICK-UP**

All participants of the Teen Leadership Program must check in during the drop-off time with the staff member assigned to Drop-Off. Teen Leadership Program participants may leave on their own at the end of camp, if written permission to do so is provided by their parent/guardian.

#### **ATTENDANCE**

It is important for each Teen Leadership Program participant to attend camp every day as they play an essential role in the camp community. If a Teen Leadership Program participant is unable to attend camp on a particular day, please inform the camp staff as early as possible by calling the camp office at (508) 425-1589.

#### **LUNCH**

Teen Leadership Program participants must provide their own lunch, snacks, and water bottle. Unlimited drinking water is available throughout the day via bubblers. On very hot days, it would be wise to bring your own water-bottle clearly labeled with your name. All trash must be disposed of properly.

### **CONTINGENCY PLANS**

1. A camper who fails to arrive in the morning: a staff member will call the camper's parents/guardians or emergency contact to check on the camper.
2. Unregistered child arriving at camp: the child will be escorted to the camp office and the parent/guardian will be called. Child will remain in the camp office until parents are reached.

## **HEALTH CARE POLICIES AND PROCEDURES**

### **HEALTH RECORDS**

In order to participate in our Extended Day Program or Summer Programs, each participant must have a health record, including immunizations, on file with Westborough Community Education. A copy of these records must be obtained from your child's physician and given to the Community Ed office two weeks prior to your child starting the program. *The health record must be from within the past 18 months.*

### **MEDICATION ADMINISTRATION**

Medication prescribed for participants shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of



the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for the use, the cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All medication must be accompanied by a physician's note and a parent/guardian's note authorizing administration and **must** be turned into the Site Coordinator before the start of the EDP program or the Camp Health Supervisor before the start of camp. Medication shall be administered by the Site Coordinator, Westborough Community Education Program Director, the Camp Health Supervisor, or by a licensed health care professional authorized to administer prescription medication.

### **MEDICATION ADMINISTRATION DURING ENRICHMENT PROGRAMS**

The enrichment instructor will not have access to emergency medications you have provided to the school nurse. If your child requires emergency medication (inhaler, EpiPen, etc.), please make arrangements for the medication to be with them that day.

### **EPI-PEN OR INHALER**

If a participant has a known allergy or pre-existing medical condition for which an Epi-pen or inhaler has been prescribed and they have a prescription for such, the parent/guardian may give permission for the child to self-medicate. The parent/guardian must supply written notification from the child's physician indicating that their child will be carrying said medication and will be self-medicating. This notification **must** be turned into the Site Coordinator before the start of the EDP Program or the Camp Health Supervisor before the start of camp.

### **HEALTHCARE CONSULTANT**

Judy Noonan

### **EMERGENCY TELEPHONE NUMBERS**

Fire: 911

Police: 911

Rescue/Ambulance: 911

Poison Prevention Center: 800-682-9211

### **HOSPITAL(S) UTILIZED FOR EMERGENCIES**

UMASS Medical Center  
55 Lake Ave.  
Worcester, MA 01655  
508-334-1000

MetroWest Medical Center  
115 Lincoln St.  
Framingham, MA 01702  
508-383-1000

### **EMERGENCY POLICIES AND PROCEDURES**

In the event of an emergency, an ambulance will be called to the scene. EMTs will take care of the participant or staff member and transport the person to the hospital if deemed necessary. The Site Coordinator or Camp Manager will accompany the student or staff member to the hospital. The Site Coordinator or Camp Health Supervisor will notify the parents by telephone as soon as possible.

1. *Emergency procedures if parents/guardians cannot be contacted:* If the parents/guardians cannot be contacted, their emergency contact person will be contacted immediately. The Site Coordinator or Camp Manager will remain with the injured/ill person until the parent/guardian arrives at the EDP site, camp, or the hospital.
2. *Emergency procedures when off the premises:* Staff members will administer basic first aid, call 911 and turn over care to the EMTs. If necessary, a counselor will be assigned to accompany the injured/ill

person to the hospital and will remain with them until a parent/guardian arrives at the hospital. The parents/guardians or their emergency contact person will be called ASAP.

3. *Plan for Injury Prevention and Management:* If a staff member notes a hazardous or potentially dangerous situation, the situation is reported to the EDP Health Supervisor and the Site Coordinator or Camp Manager. Appropriate actions are taken. The Site Coordinator or Camp Manager surveys the EDP/Camp grounds each day. If a facility concern is noted, arrangements are made to repair, remove or at least isolate the problem area.
4. *Procedure for reporting serious injury, in-patient hospitalization, death of a participant or staff person to the Department of Public Health:* In the event of a serious injury, contagious illness (necessitating hospitalization) or death of a participant or staff, the Site Coordinator/Camp Manager will notify the Department of Public Health.
5. *Procedure for informing parents when first aid is administered to their child:* After the participant has been attended to properly, parents will be notified promptly of any significant injury or illness.
6. *Plan for infection control and monitoring:* Any participant with fever, vomiting, diarrhea, contagious skin lesions or pink eye will be placed in an isolated location while waiting to be sent home. Parents will be called to pick-up the student. The student will not be allowed to return to EDP until the condition is resolved.
7. *Procedure for the clean-up of body fluids:* All staff follow Universal Precautions, which are explained to them during Orientation. The maintenance department is asked to clean-up incidents involving body fluids.

### **SUNSCREEN, LIP BALM, & EXPOSURE TO THE SUN**

Participants will be expected to provide their own sunscreen and lip balm for daily personal use. Parents are asked to apply sunscreen prior to bringing their child to EDP each day. The summer staff will assist participants with application of SPRAY ON sunscreen and insect repellent only if the parent has signed the Sunscreen and Insect Repellent Permission located on the registration forms. Students will be outside for approximately half the EDP day.

### **MILDLY ILL STUDENTS**

Staff will visually monitor children throughout the day for symptoms of COVID-19. Ill students will be sent home. The child's parent/guardian will be immediately contacted and children who become ill must be picked up within 30 minutes of a call from the Site Coordinator.

### **FIRST AID KITS**

#### *Procedures for Utilizing First Aid Equipment*

1. Location of First Aid Kits:
  - a. Each group leader carries a first aid kit and a first aid kit is kept in the EDP office (camp office) and in all activity rooms.
2. Location of First Aid Manual: EDP office or Camp office
3. First Aid is administered by: The EDP Health Supervisor or the Camp Health Supervisor
4. First Aid Kit is maintained by: The EDP Health Supervisor or Camp Health Supervisor
5. Contents of First Aid Kit:
  - a. Bandages
  - b. Antiseptic wipes
  - c. First aid non stick pads

- d. Healthcare gloves
- e. Instant cold packs
- f. First aid tape
- g. Scissors & tweezers
- h. First aid guide

## **COVID-19 PROCEDURES**

Westborough Community Education follows policies established by the Westborough Public Schools and the Westborough Board of Health, including masking, social distancing, possible exposure, etc. and are updated, as needed.

*The below steps will be taken should a child presents symptoms for Covid-19 while at a Community Education Program:*

1. Immediately separate the child from the rest of the group to a predetermined isolation area. The child will be supervised at all times by the Site Coordinator who will be using appropriate PPE. The child will be given a face mask to wear (if not already wearing one) in order to protect others from possible infection.
2. The child's parent/guardian will be immediately contacted and children who become ill must be picked up within 30 minutes of a call from the Site Coordinator. Families should provide the contact information of at least four adults who have permission to pick up the student should they become ill. The child's family should consult their primary healthcare provider to determine if testing or other medical care is needed.
3. Areas used by the symptomatic child in the previous 48 hours will be closed off for use by everyone for the remainder of the day, to the extent possible. Staff will wait 24 hours before cleaning and disinfecting that area in order to minimize the potential for exposure to respiratory droplets.
4. Group and movement lists will be gathered in case of positive COVID-19 results.
5. We will remind other staff and families to regularly monitor themselves and their children for COVID-19 symptoms and to stay home if they have a fever or any other symptoms.

*Procedure for if a staff member becomes symptomatic for COVID-19 while at a Community Education Program:*

1. The Staff Member should inform the Healthcare Supervisor and Camp Manager or Site Coordinator and then return home to self-isolate.
2. They should contact their healthcare provider to determine if any testing or other medical care is needed.
3. Areas used by the symptomatic staff member in the previous 48 hours will be closed off for use by everyone for the remainder of the day, to the extent possible. Staff will wait 24 hours before cleaning and disinfecting that area in order to minimize the potential for exposure to respiratory droplets.
4. Group and movement lists will be gathered in case of positive COVID-19 results.
5. We will remind other staff and families to regularly monitor themselves and their children for COVID-19 symptoms and to stay home if they have a fever or any other symptoms.

## **PARTICIPANT BEHAVIOR EXPECTATIONS**

### **BEHAVIOR EXPECTATIONS**

All students that participate in any program operated by Westborough Community Education are expected to behave in a respectful, kind, and safe manner. The Director reserves the right to dismiss any participant when that participant's behavior is disruptive to the program, interferes with the rights and safety of others, or the

participant fails to comply with program policies and procedures. Inappropriate conduct on the part of a parent/guardian may be grounds for dismissal of the family from the program. All participants must be toilet trained. There are no refunds if a participant is dismissed from the program.

### **SERIOUS INFRACTIONS**

Incidents of bullying, teasing, harassment, fighting, and assault will not be tolerated, and will be dealt with severely. Parents will be contacted, and the student will receive consequences ranging from dismissal from EDP for the day to an EDP suspension.

### **FORBIDDEN DISCIPLINARY ACTIONS**

- Corporal punishment, including spanking, is prohibited.
- No student shall be subjected to crude or severe punishment, humiliation, or verbal abuse.
- No student shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.

### **ANTI-BULLYING POLICY FOR THE WESTBOROUGH PUBLIC SCHOOL COMMUNITY**

The Westborough Public School System is committed to fostering and maintaining a safe and nurturing learning and work environment that encourages mutual respect, dignity and equality and is free from all forms of harassment, intimidation and bullying. Harassment, intimidation and bullying within the Westborough Public School community will not be tolerated and all complaints will be taken seriously and promptly investigated. The purpose of this policy is to prevent harassment, intimidation, and bullying between or among any members of the school community and to offer persons who believe they have been subject to it an efficient and effective means by which to end it. While any student could be subject to bullying, the District recognizes that certain students, may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or Parents/Guardians status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics.

The Westborough Public Schools have taken specific steps to create a safe, supportive environment for vulnerable populations in the school community, and to provide all students with the skills, knowledge, and strategies to avoid and respond to bullying. Nothing in this policy shall prevent the Westborough Public Schools from responding to discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law. The Westborough Public Schools has established separate discrimination and harassment policies that provide protection to specific categories and groups of students and staff. The policy can be found in the Elementary school student handbook.