



# WESTBOROUGH COMMUNITY EDUCATION FAMILY HANDBOOK

Westborough Community Education  
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*Updated 1/4/2024*

**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.

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# **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. All revenue generated from programs run by Community Education is given to support the Westborough School District's general fund.

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.

## **OFFICE INFORMATION**

	<b>LOCATION &amp; CONTACT</b>	<b>STAFF INFORMATION</b>
<b>COMMUNITY EDUCATION OFFICE</b>	90 West Main Street Westborough, MA 01581  508-836-7765  WCE@westboroughk12.org	<b>Brian Bacon</b> <i>Director of Community Education</i> baconb@westboroughk12.org
		<b>Dawn Carlo</b> <i>Assistant Director of Community Education</i> carlod@westboroughk12.org
		<b>Jillian Finnigan</b> <i>Program and Marketing Manager</i> finniganj@westboroughk12.org

## **WEBSITE**

www.WestboroughCommunityEd.com

## **SOCIAL MEDIA**

Facebook.com/WestboroughCommunityEd

Twitter.com/WBoroughCommEd

## **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. Primary email address will be used to send program information and will be added to our marketing email list. Updated program information can be found on our website and through direct emails from administrative staff.

Important information announcements will be emailed to registered families via [WCE@westboroughk12.org](mailto:WCE@westboroughk12.org)

Registration, billing, and payment information is sent by [no-reply1@procaresoftware.com](mailto:no-reply1@procaresoftware.com)

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

# **REGISTRATION AND BILLING**

## **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.

## **STUDENT PERSONAL INFORMATION**

During the registration process, please provide specific information pertaining to your child regarding any allergy or medical information, behavior concerns, etc. Information should be updated yearly, or as changes occur. This information is kept confidential and will only be shared with staff directly involved with Community Education.

## **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 contact the “Emergency Contacts” listed in your child’s account. Families should provide the contact information of at least three adults who have permission to pick up their child should they become ill at the program.

## **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.

## **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.

## **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. Families will be notified 9 days prior to the start date about the status of the program.

## **WAITLIST**

Once a program has reached its maximum enrollment, online registration is closed and families must contact the Community Education office to be added to the waitlist. Programs have a maximum enrollment in order to maintain staff to student ratios as well as order supplies, schedule special guests, and confirm field trips. Waitlists are monitored regularly.

## **FINANCIAL ASSISTANCE**

Financial assistance applicable to the **Extended Day Program** and the **Summer Day Camp only**. The financial assistance is a four-step process:

1. The **Financial Assistance Application** may be requested by contacting Melissa Kane, at kanem@westboroughk12.org. This information will be kept confidential.
2. If qualified, you will receive an email confirming your financial assistance.
3. Once you receive the email, you may register for the applicable program.
4. Once you submit your registration, please contact the Community Ed office via email to confirm registration and our office will update your account with appropriate financial assistance.

### PAYMENT POLICY

You become obligated to make payment when you register for a program. Payments can be submitted through your [SchoolCareWorks Family Portal](#) or via check mailed / delivered to the Community Education office. *Fees applicable to Tuition Express.*

Parents/guardians can view their account balance at any time in their [SchoolCareWorks Family Portal](#).

Payment plans are available for the Extended Day Program and the Summer Day Camp only. Please contact the Westborough Community Education office about setting up a payment plan.

### PROGRAM REGISTRATION & BILLING

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

	MONTHLY SCHEDULE	DROP-IN
<b>EXTENDED DAY PROGRAM (EDP)</b>	<p>The monthly schedule is for children who will attend the same day(s) of the week, each week, for AM and/or PM EDP.</p> <p>EDP monthly schedule rates are calculated based on the number of <b><i>operational</i></b> days in the year and divided into 10 (ten) equal payments. Tuition is the same regardless of the number of school days per month.</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 5th of the month, your child will be removed from the program.</p>	<p>The "drop-in" option is available as a convenience to families who do not need a set monthly schedule, but rather use AM and/or PM EDP on an as-needed basis. Once registration as a "drop-in" is complete, families will have access to the "Drop-In Calendar" in their Family Portal. Payment is due at the time of signing up for a daily drop-in.</p> <p>Daily drop-in sign-up must be completed online, 24-hours prior to attending the program. Contact Community Education for drop-ins with less than 24 hours notice.</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 specific day.</p>
<b>SUMMER DAY CAMP</b>	<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. Please complete one registration per child. <b>Full payment is due by May 31st.</b> Programs registered for after June 1st require full payment due at the time of registration. <i>No child will be permitted to attend camp unless tuition has been paid in full.</i></p>	
<b>FULL DAY PROGRAMS</b>	<p>Online registration and full payment due at time of registration.</p>	
<b>ENRICHMENT PROGRAMS</b>		
<b>TEEN LEADERSHIP</b>		

**2023 - 2024 COMMUNITY EDUCATION RATES (July 2023 – June 2024)**

**2023 - 2024 EXTENDED DAY PROGRAM RATES  
(September 2023 - June 2024)**

BEFORE SCHOOL CARE		AFTER SCHOOL CARE	
Daily Drop-In Rate: \$12.00 / child		Daily Drop-In Rate: \$35.00 / child	
Monthly Schedule Rates		Monthly Schedule Rates	
1 Day / Week	\$40.00	1 Day / Week	\$105.00
2 Days / Week	\$79.00	2 Days / Week	\$219.00
3 Days / Week	\$118.00	3 Days / Week	\$328.00
4 Days / Week	\$158.00	4 Days / Week	\$435.00
5 Days / Week	\$197.00	5 Days / Week	\$488.00

**FULL DAY PROGRAMS**

<b>Full Day Program</b>	8:30am - 4:00pm	\$50.00
<b>AM Extended Day</b>	7:30am - 8:30am	\$10.00
<b>PM Extended Day</b>	4:00pm - 6:00pm	\$15.00

**ENRICHMENT (SCHOOL YEAR & SUMMER)**

*Varies based on program – refer to program description for cost details*

**SUMMER PROGRAMS**

Week #	Week 1	Week 2* *4-day week	Week 3	Week 4	Week 5	Week 6	Week 7
<b>SUMMER DAY CAMP</b>							
Camper	\$260.00/week	\$208.00/week			\$260.00/week		
Camper + Summer Enrichment	\$182.00/week				\$182.00/week		
Camper + Summer School					\$156.00/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					\$15.00/day		

## **PARTICIPANT WITHDRAWALS AND CREDITS / REFUNDS**

Email withdrawal requests to [WCE@westboroughk12.org](mailto:WCE@westboroughk12.org) during business hours (Monday – Friday, 9:00am – 4:00pm). Requests that come outside of those hours will be considered the following business day.

Westborough Community Education will issue a full refund or account credit when a program is canceled. Refund requests must be submitted in writing 14 days from the cancellation notification. Refund requests that are received after the 14 days will not be accepted, and an account credit will remain in place. If you had withdrawn from the program prior to the program cancellation, you are ineligible to receive a full refund.

If a participant is unable to participate in a program, due to a verifiable medical emergency (accompanied by a doctor's note), you will receive an account credit for the full amount. In lieu of a credit, you may request a check; however, you will only receive 75% of the total amount.

Participants who arrive late, depart early, miss days, or are dismissed from the program due to behavior are not granted prorated tuition, refunds, or credits.

<b>EXTENDED DAY PROGRAM</b>	Monthly schedule change requests must be made in writing to the Community Education office by the 20 <sup>th</sup> of the month for any changes happening in the next month; otherwise you will remain financially obligated for your current schedule through that next month. This applies to anyone who is withdrawing from the Extended Day Program or to anyone who is reducing the number of day(s) their child attends.  For drop-ins, credit will be issued with 48-hour advance notice of canceled drop-in day.
<b>SCHOOL YEAR ENRICHMENT PROGRAMS</b>	If you withdraw from a program 10 business days (or more) before the start date of the program, you will receive an account credit for the full amount. In lieu of a credit, you may request a check; however, you will only receive 75% of the total amount. If you withdraw less than 10 business days before the start date of the program, neither an account credit nor a refund will be issued.
<b>FULL DAY PROGRAMS</b>	
<b>SUMMER ENRICHMENT</b>	If you withdraw from a program on or before May 31st, you will receive an account credit for the full amount. In lieu of a credit, you may request a check; however, you will only receive 75% of the total amount. If you withdraw on or after June 1st, neither an account credit nor a refund will be issued.
<b>TEEN LEADERSHIP</b>	
<b>SUMMER DAY CAMP</b>	If you withdraw from a program on or before May 31st, you will receive an account credit for the full amount, minus the \$260.00 non-refundable deposit. In lieu of a credit, you may request a check; however, you will only receive 75% of the total amount. If you withdraw on or after June 1st, neither an account credit nor a refund will be issued.

## **ROUTINES & POLICIES**

### **IDENTIFICATION**

No child will be released to an unfamiliar individual 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.

### **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, Westborough Community Education will delay the start of morning EDP 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 after school enrichment classes due to inclement weather will be made by 11:00am 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 programs for that day, you will receive a credit on your account for the cost of that canceled day.

### **ABSENCE REPORTING POLICY**

All Extended Day Program absences must be reported to the appropriate school office AND Site Coordinator. All Summer Day Camp Program absences must be reported to the Camp Director. 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	armstrongedp@westboroughk12.org
Fales EDP	508-425-1589	falesedp@westboroughk12.org
Hastings EDP	508-425-9943	hastingsedp@westboroughk12.org
Mill Pond EDP	508-425-1591	millpondedp@westboroughk12.org
Summer Programs	508-425-1589	WCE@westboroughk12.org

No notification is required for AM EDP absences.

If your child leaves school for a reason other than illness, they may attend EDP if they return to school before school dismissal.

### **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. If arrangements to pick-up your child have not been made by 6:30 pm, the Site Coordinator may contact the Westborough Police.

You will be charged a late fee of \$15.00 for anytime between 6:01pm and 6:14pm. An additional \$1.00 per minute will be charged for each subsequent minute you are late.

- 1st offense - Late pick-up fee
- 2nd offense - Warning, with late pick-up fee
- 3rd offense - Late pick-up fee, and EDP services will be suspended for one-week.
- 4th offense - Late pick-up fee, and EDP services will be terminated for the remainder of the school year.



There will be no credits or refunds for days missed due to suspension. Families who receive financial assistance will be subject to and required to pay any and all late fees.

### **Summer Programs**

It is expected that children will be picked up no later than their scheduled pick-up time. Recognizing that there may be unintended delays, parents must call the program with an expected arrival time or an alternative pick-up plan.

- *Summer Day Camp Pick-Up:* If a child has not been picked up by 4:00pm, your child will be placed in the Summer Extended Day Program at the 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.
- *Summer Extended Day Pick-Up:* If a child has not been picked up by 6:00pm, 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.
- *Summer Enrichment:* If a child has not been picked up by the end of the enrichment class, 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.

1st offense - Warning, with late pick-up fee

2nd offense - Late pick-up fee, and Community Ed summer services are suspended for one day.

3rd offense - Late pick-up fee, and Community Ed summer services will be terminated.

There will be no credits or refunds for days missed due to suspension or termination. Families who receive financial assistance will be subject to and required to pay any and all late fees.

### **School Year 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) 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.

1st offense - Warning, with late pick-up fee

2nd offense - Late pick-up fee, and you will be terminated from the program and no refunds will be given.

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

It is not recommended that children bring toys and/or electronics 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 child'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, and lunch on Early Release Days, Full Day Programs, and Summer Programs. If a child arrives without lunch, 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 a Community Education run (EDP, Summer Camp) event, the Site Coordinator OR Camp Director 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 parent must contact the Site Coordinator OR Camp Director 10 days prior to the celebration day and the food must arrive with an affixed food ingredient label.

## **MANDATED REPORTING**

All Westborough school personnel are mandated by the Commonwealth of Massachusetts 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. Community Education 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**

In the event that a restraining order is obtained against a particular family member or individual, we ask that you notify Westborough Community Education 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. *Do not assume that Community Education is aware of any information shared with the school office.*

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

The Department of Education requires all schools in Massachusetts to conduct criminal background checks on current and prospective employees and volunteers.

## **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, emergency policies and procedures.
- Become certified in basic First Aid and CPR (Leadership Team)

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.

## ADDITIONAL EXTENDED DAY PROGRAM INFORMATION AND POLICIES

<b>ARMSTRONG EXTENDED DAY</b>	<b>Barbara Shumaker</b> <i>Armstrong EDP Coordinator</i>	18 Fisher St Westborough, MA 01581  508-425-9942  ARMSTRONGEDP@westboroughk12.org	<b>AM Program:</b> 7:00am - Start of School  <b>PM Program:</b> School Dismissal - 6:00pm
<b>FALES EXTENDED DAY</b>	<b>Ariel Villa</b> <i>Fales EDP Coordinator</i>	50 Eli Whitney St Westborough, MA 01581  508-425-1589  FALESEDP@westboroughk12.org	
<b>HASTINGS EXTENDED DAY</b>	<b>Bryana Siqueira</b> <i>Interim Hastings EDP Coordinator</i>	111 East Main St. Westborough, MA 01581  508-425-9943  HASTINGSEDP@westboroughk12.org	
<b>MILL POND EXTENDED DAY</b>	<b>Lauren Ashworth &amp; Molly Griswold</b> <i>Mill Pond EDP Coordinators</i>	6 Olde Hickory Path Westborough, MA 01581  508-425-1591  MILLPONDEDP@westboroughk12.org	The <b>AM Program</b> takes place at Armstrong Elementary School. Students must be dropped off at Armstrong by 7:10am and will be transported by bus to Mill Pond School.  <b>PM Program</b> School Dismissal - 6:00pm

### ABOUT THE EXTENDED DAY PROGRAM

The Westborough Community Education Extended Day Program is a before and after school program for Westborough Public School students in Kindergarten through sixth grade that provides a safe, nurturing, and welcoming environment for students to create and connect outside of school hours.

The Site 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.

### DROP-OFF PROCEDURES

Students who attend morning EDP must be escorted into the building and signed-in to the program by an authorized adult and checked into the program with the appropriate Site Coordinator / Group Lead.

### PICK-UP PROCEDURES

When a student is picked up from afternoon EDP, he/she must be signed-out of the program by an authorized adult. We require all parents/guardians to check their child(ren) out using our program's iPad and the "Guardian ID/Pin" found in your [SchoolCareWorks Family Account](#). Please contact the Community Education office with help accessing your PIN. This system is to ensure your child's safety, and that they are signed out immediately upon your arrival.

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.

## ADDITIONAL FULL DAY PROGRAM INFORMATION AND POLICIES

### ABOUT FULL DAY PROGRAMS

Available on school holidays, vacation weeks, and professional development days, Full Day Programs provide a variety of fun and engaging activities including games, sports, arts & crafts, STEM experiments, special events, and more to children in Kindergarten to 6th grade.

PROGRAM DAYS	LOCATION	HOURS
Rosh Hashanah Yom Kippur Fall PD Day February Vacation Week (Tuesday - Friday) Spring PD Day April Vacation Week (Tuesday - Friday)	Fales Elementary School	Full Day Program 8:30am - 4:00pm  AM Extended Day 7:30am - 8:30am  PM Extended Day 4:00pm - 6:00pm

We offer both a general Full Day Program as well as enrichment programs. Program details are available a few weeks before the program starts.

There are AM and PM extended options available to participants for both the general Full Day Program and enrichment programs.

Registration typically opens a month before the program and closes 10-days before the program, or the maximum enrollment has been reached. Once the maximum enrollment is reached, we begin a waitlist and waitlisted families will be notified if we open up additional spots in the program.

Full Day Programs require a separate registration and program fee and are not included in monthly EDP tuition. Although students do not need to be registered for the Extended Day Program, they must be registered in the SchoolCare Works system.

*Please note - special events and/or field trips are subject to change without notice, due to weather and/or other unexpected changes to the schedule.*

## 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 manner. 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 with the goal of presenting participants new ideas and experiences, nurturing their interests, and building connections with one another.

### **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.

### **AFTER SCHOOL PROGRAM LOCATION**

Children can attend an after school enrichment program, regardless of the school they attend. However, 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. 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 PROGRAM DROP-OFF AND PICK-UP PROCEDURES**

For after school enrichment programs, children who attend the school where the enrichment program is held will be dismissed to the program right after school. Please inform your child's teacher AND school office that 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 EDP staff. Children may go to EDP if they are scheduled for that day or have arranged for a drop-in.

For summer enrichment, instructors will be at the drop-off location 10 minutes before the start of the class, at which time drop-off begins. Please do not leave your child unattended at the drop off location before that time.

### **MAKE-UP CLASSES**

All attempts will be made to reschedule classes that have been canceled 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.

### **AGE REQUIREMENTS**

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

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

### **SUMMER PROGRAMS DETAILS**

Westborough Community Education offers three summer programs:

- Summer Day Camp
  - Entering Kindergarten through 7th grade
  - Daily games, sports, arts & crafts, theme days, special guests, field trips, and more.
- Teen Leadership Program
  - CIT & Jr. Staff Program

- Entering 8th through 10th grade
- Hands-On Leadership training workshops through the CIT & Jr. Staff Program
- Summer Enrichment Programs
  - Entering 1st through 8th grade
  - Half- & full-day classes in STEM, Nature, Sports, Creative and Performing Arts, and more.

### **SUMMER PROGRAMS LOCATIONS**

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

### **SUMMER PROGRAM HOURS**

Summer Day Camp: 9:00am – 4:00pm

Teen Leadership Program: 9:00am – 4:00pm

Summer Enrichment: *Varies based on program*

AM Extended Hours\*: 7:30am – 9:00am

PM Extended Hours\*: 4:00pm – 6:00pm

*Summer Enrichment participants can participate in AM & PM Extended Day if they are registered for an enrichment program that begins at 9:00am or ends at 4:00pm.*

### **GRADE**

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

### **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. Summer Day Camp campers are advised to bring a bathing suit every day.

### **WHAT TO BRING**

- 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
- Change of clothes\*
- Bathing Suit and Towel\*

*\*Summer Day Camp campers*

### **GROUPING AND SUPERVISION**

Summer Day Camp participants are assigned to groups during drop-off the first morning of the week and are divided into groups by grade. The staff to child ratios are as follows:

- BITS Unit
  - Kindergarten through 1st Grade
  - 1:5 staff to child ratio



- BENNY Unit
  - 2nd through 3rd grade
  - 1:10 staff to child ratio
- ALSO Unit
  - 4th through 7th grade
  - 1:10 staff to child ratio

## 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.

## CAMP & TEEN LEADERSHIP DROP-OFF & PICK-UP PROCEDURES

**Drop-Off & Pick-Up Location: WHS Cafeteria Entrance** (adjacent to the tennis courts - Doors B4 & B5)

### DROP-OFF

- Camper & Teen Leadership drop-off will take place at the drop-off / pick-up location between **8:45am and 9:00am**. Doors are locked after 9:00am. **If you are late**, please call the camp phone.
- In order to keep traffic flowing, we will establish a rolling drop-off. Please stay in your cars: your child should exit the vehicle and check in with the Camp Manager before going inside. In the event that you do not have a car, you can walk your child to the door, but please be patient as the other campers are being checked in.
- **Do not drop off your child unless a staff member is present to check them in.**

### PICK-UP

- Pick-up will take place between **3:45pm and 4:00pm**. In order to minimize traffic on Main Street, please plan to arrive between that time frame.
- *Please be prepared to show a valid photo ID.*
- Please make sure all approved pick-ups are listed in your [SchoolCare Works Family Account](#). We cannot dismiss a camper to someone who is not listed as an approved pick-up.
- Please follow the same routine as in the morning: we ask that you stay in your car and a staff member will approach the vehicle and assist in bringing your child out to the car.
- 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.

## SUMMER ENRICHMENT DROP-OFF & PICK-UP PROCEDURES

**Summer Enrichment Drop-off / Pick-Up Location: WHS Auditorium Entrance** (adjacent to the staff & student parking lot - Doors D4 & D5).

### DROP-OFF

- In order to keep traffic flowing, we will establish a rolling drop-off. Please enter WHS via Vietnam Veterans Memorial Drive off Ruggles Street.

- Enrichment drop-off begins 10 minutes prior to the start of the class. At this time, the instructor will be there to take attendance.
- Have your child exit the vehicle and join their instructor and group at their “meeting spot.” If the instructor is not present, do not drop-off your child.
- Please do not park in the enrichment drop-off line. If you need to speak to an instructor, please park in the parking lot.

## **PICK-UP**

- Please remain in your car so that a staff member may check your photo ID. Once identification has been confirmed, the staff member will escort your child to your car.
- Please do not park in the enrichment pick-up line. If you need to speak with an instructor, please park your car in the adjacent parking lot.
- Please respect our instructors by picking-up your child on time.

## **EARLY PICK-UP PROCEDURE**

If you need to pick your camper up early from the Summer Day Camp, Teen Leadership Program, or a Summer Enrichment program, please email or provide a note to the staff at drop-off. When you pick up your child early, please arrive at the appropriate drop-off / pick up location and call the camp phone number. We will escort your child to this door for check-out. *Please be prepared to show a valid photo ID.*

## **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. The child will remain in the camp office until parents are reached.

# **HEALTH CARE POLICIES AND PROCEDURES**

## **HEALTH RECORDS**

In order to participate in our 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 uploaded to your [SchoolCareWorks Family Portal](#) two weeks prior to your child starting the program. *The health record must be from within the past 18 months.*

## **MEDICATION ADMINISTRATION**

Please note - Community Education staff do not have access to any emergency medication provided to the school nurse.

## **EXTENDED DAY PROGRAM AND SUMMER PROGRAMS**

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.



## **AFTER SCHOOL 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, Police, 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. 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

## **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 credits / refunds if a participant is dismissed from the program due to behavior.

### **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 one-day suspension to termination.

### **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.

## Westborough Community Education Code of Character Behavior Guide

### GREEN LEVEL - STUDENTS ARE SHOWING EXPECTED BEHAVIORS

BEHAVIORS	POSSIBLE ACTIONS
<ul style="list-style-type: none"> <li>Working together</li> <li>Helping others</li> <li>Showing kindness</li> <li>Treating others as you want to be treated</li> <li>Doing the right thing</li> <li>Thinking about how others are feeling</li> <li>Controlling your words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Have a positive conversation at pick-up</li> <li>Make a positive phone call home</li> <li>Send positive email / note home</li> </ul>

### YELLOW LEVEL INCIDENTS - STAFF WILL USE PROFESSIONAL JUDGMENT TO DETERMINE IF THERE IS A NEED TO FILL OUT AN INCIDENT FORM.

BEHAVIORS	POSSIBLE ACTIONS
<ul style="list-style-type: none"> <li>Teasing</li> <li>Saying untrue things about others</li> <li>Excluding others</li> <li>Inappropriate language</li> <li>Disruptive behavior</li> <li>Not following teacher directions</li> <li>Chasing others</li> <li>Putting hands on another student's property</li> <li>Misuse of technology</li> <li>Inappropriate items in school</li> <li>Unsafe behavior (running in halls, downstairs, playing in the bathroom)</li> </ul>	<ul style="list-style-type: none"> <li>Fill out an incident report</li> <li>Contact parent / guardian</li> <li>Loss of privileges for student</li> <li>Student receive instructions on appropriate behavior and practices green behavior</li> </ul>

### RED LEVEL INCIDENTS - INCIDENT FORM MUST BE FILLED OUT AND MUST BE REPORTED TO THE COMMUNITY ED OFFICE.

BEHAVIORS	POSSIBLE ACTIONS
<ul style="list-style-type: none"> <li>Very disruptive</li> <li>Calling out inappropriately</li> <li>Encouraging people to hurt others</li> <li>Threatening others</li> <li>Using extremely unkind words</li> <li>Telling others you will get back at them</li> <li>Destroying teacher or school materials</li> <li>Talking back to staff</li> <li>Hitting, kicking, tripping, biting</li> <li>Spitting, running away from staff, the classroom, building, or school grounds</li> </ul>	<ul style="list-style-type: none"> <li>Fill out an incident report</li> <li>Contact parent / guardian</li> <li>Loss of privileges for student</li> <li>Student receive instructions on appropriate behavior and practices green behavior</li> </ul>