

Truro Afterschool Program for Students (TAPS) Handbook for 2019-20

The Truro Central School is excited to offer daily afterschool childcare for students in Kindergarten through grade 6. The program will run from dismissal until 5:30 p.m. every day that school is in session and will be located in the lower level of TCS. A variety of physical, creative, and academic activities, including time to complete homework, have a snack, and socialize with peers, will be offered daily to those students whose parents wish them to participate. Thanks to the generous support of the Truro School Committee and the Town of Truro, this program is offered for **FREE** to any TCS student in Kindergarten through Grade 6.

Statement of Purpose –

The Truro Afterschool Program for Students (TAPS) is open to all students enrolled in the Truro Central School in Kindergarten through Grade 6 in an effort to support Truro working families by offering secure, familiar, and convenient childcare at no cost. The Truro Afterschool Program strives to provide a safe, nurturing, creative environment with dedicated homework time and opportunities to engage in recreational and enrichment activities. These developmentally appropriate activities will encourage children to be actively involved and will meet a variety of interests and abilities. We will practice being respectful, responsible and safe in all our interactions. TAPS welcomes up to 26 students in K-Gr. 6, each school day from dismissal until 5:30 p.m. The program does not discriminate in providing services to children and their families on the basis of race, religion, gender, national origin, political beliefs, sexual orientation, disability, or marital status. This program aligns and follows policies outlined and approved by the TCS school committee.

Registration Procedures –

Truro Central School students in Kindergarten through Grade 6 are welcome to enroll in the TAPS program. Enrollment is based on a first-come, first-served basis for children attending TCS. There are no fees to attend. All students must have completed registration forms and have up-to-date medical and health records on file.

All forms **must be completed and submitted before your child(ren) may attend** the afterschool program.

These include:

- TAPS Registration forms and Handbook Acknowledgement form
- Custody Agreement(s), and/or Court Order(s), and/or Restraining Order(s)
- Individual Health Plan, if applicable

Statement of Non-Discrimination –

The Truro Central School does not discriminate in their educational programs or activities or employment policies on account of race, color, gender, religion, national origin, homelessness, gender identity, sexual orientation, or disability.

Location and Hours –

The TCS Afterschool Program for Students is based in the lower level of the Truro Central School. The gymnasium, cafeteria, and playground will be available, under the supervision of TAPS staff.

The program will follow the TCS school calendar and will be open only on student school days. The program operates from 2:50 p.m. – 5:30 p.m. on full school days and from 12 p.m. – 5:30 p.m. on half school days. TAPS will be closed on all weekends, legal holidays, full staff development days, school vacations, including summer break and during inclement weather/snow days.

Snow days and Early Release –

If school is cancelled or released early for inclement weather, then the afterschool program will also be cancelled for the safety of students and staff members.

Transportation –

At dismissal, students will be released by their classroom teacher or attending adult to the gymnasium for check-in. Parents/guardians are responsible for transporting their child(ren) from TAPS no later than 5:30 p.m.

Departure –

Students will only be released to authorized parents/guardians and emergency contacts listed on the TAPS registration forms and must be signed out. In order for TAPS staff to release a child to another parent/guardian not listed in on the registration forms, the child's parent/guardian must provide a signed note identifying the adult picking up their child and the date. The adult picking up the child must present their driver's license to the TAPS staff prior to release.

Parent information –

Pick up time can be a busy time and it may not always be possible to speak with parents/guardians privately during that time. Families are encouraged to be active participants in the program and TAPS staff are available to schedule a parent conference upon request. We are always happy to answer questions and address concerns. If a problem or a concern arises with a student, the TAPS staff will approach a parent/guardian or contact them, when appropriate. Parents are welcome to stop by and visit their child(ren) at any time during TAPS hours.

Emergency Plan -

In the event of a fire, natural disaster, or situation requiring evacuation, the students will be taken to the Truro Police Department. Parents/guardians and/or emergency contacts will be called to pick up their child(ren).

Code of Conduct -

In general terms, student conduct is expected to reflect respect for others during the school day and beyond, throughout all school sponsored activities including the afterschool program. Expectations to be respectful, responsible and safe are explicitly taught and practiced throughout the school year at TCS. TAPS will abide by the same expectations for behavior and discipline as the TCS school day program and as outlined in the TCS Student Handbook.



Fundraising -

Any fundraising activities must follow the TCS Fundraising policy and procedures and receive prior approval by the Truro School Committee.

Health Care -

All staff are trained in first aid, cardiopulmonary resuscitation (CPR) and the school's emergency procedures, including emergency evacuation procedures.

The Truro Central School nurse is not available during TAPS hours of operation. If a child requires medication during the afterschool program, it may only be administered with a doctor's order and the school nurse may, with written permission, delegate to a responsible TAPS staff member for the administration of prescription medication.

If a child becomes ill or injured at the afterschool program, a TAPS staff member will attend to them and, if necessary, call the parent/guardian to pick-up their child.

The Truro Fire Department/Rescue and/or the Truro Police Department will be called in the case of severe or critical illness or injury and then parents will be contacted.

Snack –

Snack time is a pleasant social learning experience for children. At least one adult sits with children during snack time to provide a good role model and encourage conversation and social interaction. Students are encouraged to bring healthy and nutritious snacks. They should bring something simple that requires no preparation or refrigeration. Water is always available to students throughout the program. If a child does not have a snack, one will be provided.

Please keep in mind TCS is a *peanut-free school*.

Media and Photographs –***Media Photos***

Media coverage is often a part of a celebration of our students' accomplishments. Usually several photos are taken of individuals and/or groups, and the newspaper or television station edits the material making it impossible to determine the specific students who will appear in the photograph or film clip. Therefore, you must submit a written request if you wish to exclude your child from being part of media coverage for school events.

Website Photos

Our website may provide access to video clips of afterschool events, projects, activities, etc. These will appear with no student identifiers and are intended as yet another means of sharing student accomplishments. If you wish to exclude your child's photograph, and/or video image from the school's website please submit a written request.

Prevention of Abuse and Neglect –

The program protects children from abuse and neglect while in the program's care and custody and follows state law and school committee procedures for the reporting of any suspected incidents of child abuse and neglect. Staff are trained in procedures for reporting suspected incidents of child abuse and/or neglect.

Children with Disabilities –

When needed, modifications are made in the environment and staffing patterns for children with disabilities.

(a) Indoor and outdoor environments are accessible to children with disabilities including bathroom and playground areas.

(b) Special materials and equipment and use of supportive services are provided, when needed.

Children's Records and Confidentiality –

A current, confidential record is maintained on each child in the program. There is a plan that describes the process to access a child's record that ensures confidentiality.

(a) Parents are required to provide written authorizations, consents, and information, prior to enrollment, which will be made part of the child's record. Written consent and authorization is valid for 1 year unless withdrawn prior to that time in writing.

(b) Records are maintained for a period of one year following a child's termination from care or for a period determined by the local school committee. Records include, but are not limited to:

- An information form with the child's name, date of birth, date of admission, parent(s) name and home address, business address and work hours, telephone number(s), a physical description or a current photograph of the child, name of school child attends, any special limitations or concerns, including dietary restrictions, allergies, and chronic health conditions.
- How to reach the parent(s), relative, or friend authorized to take the child from the program in case of an emergency.
- Copy of any custody agreements, court orders and restraining orders pertaining to the child
- Parental consent for first aid and transportation to an emergency care facility.
- Name, address, and telephone number of physician or source of health care.
- Parental consent for each course of medication administered.
- Log(s) of medicine administered and injury reports.
- Parental consent for alternative transportation plans including parental designation of any person authorized to take the child from the program or receive the child at the end of the day.
- Parental consent for the child to leave the program for any other purpose, which specifies the activity, time, method of transportation, and parental responsibility for the child once s/he leaves the program.
- Parental consent for field trips.

Acknowledgement and Signature Page –

Please complete the form on page 7 and return it to the Truro Central School's main office prior to your child(ren) attending TAPS.

TAPS Staff

Site Administrator

The Director of Student Services, in communication with the school Principal, is responsible for program administration including: staff orientation, training, supervision, and evaluation of program personnel; overall program design, philosophy, and daily operation; communication with families; development of policies and procedures for the program; and evaluation of the program. The site administrator is responsible for collaborating with regular day school staff for the transition of programs and integration of curriculum from the school day program. For questions or concerns regarding the TCS Afterschool Program, please contact Stephanie Costigan, Director of Student Services, at (508) 487-1558, ext. 234, or by email: costigans@truomass.org.

Program Coordinator

Kaitlin Sanchez, returning TCS staff member, provides leadership and support for staff and families in her efforts to cultivate a high quality afterschool program for students in K-Gr. 6. The Program Coordinator is responsible for: program development; activity design; supervision of children; daily attendance records; provision of food; family communication; and awareness of whereabouts of every child in his/her charge. The Program Coordinator reports to the Site Administrator. Kaitlin Sanchez can be reached at (508) 487-1558, ext. 233, or by email: sanchezk@truomass.org.

Program Assistant

TCS welcomes Jennifer Leyton to our school community. Jenny will assist the Program Coordinator in carrying out her responsibilities including the supervision of children and awareness of the whereabouts of every child; activity design; program development, and family communication. The Program Assistant reports to the Program Coordinator and Site Administrator.

Truro Central School
Truro Afterschool Program for Students Handbook
2019-2020

By signing this form, I am taking full responsibility for reading and abiding by the Truro Afterschool Program for Students Handbook. I have reviewed following behavioral expectations with my child(ren).



Parent Signature: _____ Date: _____

Child: _____ Grade: _____ Age: _____

Please return this page to the Truro Central School's main office prior to your child(ren) entering the program. Thank you!