

HALE

ACRES OF ADVENTURE

Thank you for enrolling in Hale's After School Program. **Hale's After School Program takes place Monday through Friday at the Trading Post and follows the Westwood Schools' Calendar.**

Hale's Afterschool Program at Hale is designed to address all the challenges of adolescent years by creating an accepting and welcoming community that introduces students to lifelong outdoor recreation and education activities, a healthy lifestyle, and provides some time designated to keep up with the steady increase in homework.

Program Details:

Pick Up from Thurston: 2:30 PM at Thurston Middle School – If you need to drop off, please do so at 3:00 PM at the Trading Post. See attached for directions. **IF YOUR CHILD IS NOT ATTENDING THE PROGRAM, WE NEED TO KNOW BEFORE PICK UP.** If your child does not show up for pick-up, calls will be made to the parents until someone is reached.

Pick Up from Hale: 5:15 – 6:00 PM at Hale's Trading Post. See Directions. If you plan on picking up early, please contact Emily Rivard either by email, or on the day of at 339-364-1074. If someone besides the participants legal guardians are picking up, please send your child to the program with a note. Please be prepared to show ID.

At the After School program, we have a lot of fun planned. The campers will be outside for most of the day, rain or shine. Please read the attached handbook for your perusal. Also, make sure you send your camper with the following materials, to ensure we have a safe, fun school year.

What to Bring:

- Missing forms (All forms – attached – must be completed and sent in by the first day **including an immunization form**)
- Sunscreen/Bug Spray
- Refillable Water Bottle
- Sneakers
- Rain Gear (weather permitting)
- Additional Snack if needed (we provide one)
- A positive and respectful attitude

What NOT to Bring:

A phone/tablet/electronics: We know they will have these items at school; however, Hale is a tech free zone and they must remain in his or her backpack unless it is being used for homework purposes during the designated homework hour. Hale cannot be held responsible for any lost or stolen electronic devices.

Ticks: The kids will be out on the trails or in our field for a lot of the day. Ticks are also hopping around in the woods and in the fields. We will remind the campers to check themselves throughout the day, but PLEASE remind them to check themselves when they arrive back home. Below is a document about Lyme disease and where to check.

Hale After-School Program Participant Form

80 Carby St. Westwood, MA 02090

Phone: (781) 326-1770

Fax: (781) 326-0676

www.AcresofAdventure.org

Last Name:		Middle Initial:	
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First Name:		Birth Date (MMDDYY):	
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Street _____ City/Town _____ State _____ Zip _____

Male Female Identifying Marks: _____

Parent or Guardian Information	
Parent or Guardian _____	Parent or Guardian _____
Address _____ <small>(Only if different from address above)</small>	Address _____ <small>(Only if different from address above)</small>
Phone _____ Work _____	Phone _____ Work _____
Cell Phone _____	Cell Phone _____
Email _____	Email _____

Please list at least one emergency contact that, if necessary, could provide transportation home.	
Emergency Contact _____	Emergency Contact _____
Cell Phone _____ Work _____	Cell Phone _____ Work _____

Allergies, if your child <u>does not</u> have any allergies, check here	Severity:	Mild	Moderate	Severe
Insect Bite Yes No Reaction _____				
Bee Sting Yes No Reaction _____				
Food Yes No Reaction _____				
Seasonal Yes No Reaction _____				
Medications Yes No Reaction _____				
Other Yes No Reaction _____				
Please explain/specify any of the above that were answered "Yes" (i.e. type of food allergy, medication associated, etc.) _____				
If medications will be administered at camp for above allergies a "Medication Information Form" must be completed				

Physician Information
Name of family physician: _____ Phone: _____

Insurance Information		
Insurance Carrier:	Policy Holder Name:	Policy/Group#:

Immunization History: Massachusetts requires a Certificate of Immunization	<input type="checkbox"/> <i>Check if attached</i>
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Participant Name _____

Authorizations:

Accuracy of Information: This health history is correct so far as I know and the person herein described has permission to engage in all camp activities except as noted.

Photo Release: I authorize Hale to have my child's (or staff members) photo to appear in camp brochures, videos, on websites or other promotional literature.

Authorization for Treatment: In case of an emergency, I authorize Hale Reservation to administer first aid and to transport my child or (staff member) to the nearest hospital emergency room and to order X-rays; routine tests and treatment; and to release any records necessary for insurance purposes. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director, or his/her designee, to secure and administer treatment, including hospitalization, for the person named above. This form can be photocopied for camp trips.

Authorization for Medications: I authorize the Hale staff and its designees to administer the following medications (on an "as needed" basis unless contraindicated): Acetaminophen (Tylenol), Ibuprofen (Motrin/Advil), Antacid (Tums), Diphenhydramine HCl (Benadryl), and Anti-Itch Creams.

Acknowledgment of Risk and Waiver: I understand and acknowledge my child may participate in a variety of activities including; swimming, boating, outdoor games, sports, rope course, and other rigorous physical activities. I hereby release and discharge, and agree to indemnify and hold harmless Hale Reservation and its officers, directors, members, agents, employees, volunteers, and any other persons or entities on its behalf, against all claims, demands, and causes of actions whatsoever, either in law or equity, relating to or arising from any participation, medical treatment, recommendation, transportation or administration, or any lack thereof.

Parent/Guardian _____ **Date** _____

Relevant Past Medical History, General Information, and Restrictions

Does your child (or staff member) have Asthma? **Yes** **No**

*Will your child (or staff member) be bringing an inhaler to camp? **Yes** **No**

Are there any physical, mental, or psychological conditions requiring medication, treatment, or restrictions while at camp?

*Does your child or (staff member) take any prescription or over-the-counter medication at home? **Yes** **No**

Please list any past medical treatment or recent injuries: _____

Describe any specific activities from which your child (or staff member) should be exempted: _____

Any dietary modifications or restrictions? **Yes** **No** Please explain: _____

Does your child have an IEP or 504 plan? **Yes** **No** Please explain: _____

Are there any accommodations or services that we can provide to make the summer as successful as possible? _____

Please share any information that would help Hale Summer Staff best serve your child: _____

**If "Yes" a "Medication Information Form" must be completed*



AFTERSCHOOL PROGRAM HANDBOOK 2016-2017

Program Administrator:
Program Coordinator:

Shannon Obey
Emily Rivard

HALE
80 Carby Street
Westwood, MA 02090
Office Phone: 781-326-1770

Hale – Afterschool Program

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Fire Drills to be conducted daily upon arrival.

Staff

We are in accord with 105 CMR 435.090 regarding employment background checks for staff of recreational camps for children. Each prospective employee must submit an application and three letters of recommendation. The hiring process also includes a personal interview by the Administrator. Additionally, each staff member has a CORI (criminal offender record information) and a SORI (sex offender registry information) check performed by the Massachusetts Criminal History Board (CHSB) and the Sex Offender Registry Board which are kept for three years. Parents may request copies of our policies concerning discipline, health care, background checks, and the filing of grievances.

After School Refund/Change Policy:

Cancellations: Cancellations may be made before the start of the month minus a \$75 processing fee for check or credit card reimbursements. The refund can also be credited to your household account for no processing fee, and funds can be used towards future program registrations.

For cancellations made after the start of the month, no refund will be provided for check or credit card reimbursements. Crediting the payment to your household account will result in the \$75 processing fee deduction.

Changes: Before the start of the month, transfers of equal value will be processed free of charge. As Wednesdays have a higher fee, additional costs or refunds will be processed.

After the start of the month, all changes to enrolled days will require a \$25 fee. Days added during the month will not be pro-rated and will require the full monthly fee. One-time day changes are free of charge, space permitting.

Absences

If your child is going to be absent, please call Hale at (781) 326-1770 by 2:00pm the day the child will be absent.

Policy Regarding Illness

For the protection of other children and staff, sick children must be kept at home. We do not have the facilities to give comfortable care to children who are contagious, or are not feeling well enough to participate fully in group activities. Therefore, if a child becomes ill at the program, arrangements must be made for the child to return home. In all cases of communicable disease or diarrhea please notify the Afterschool Program Coordinators. This will alert us to be aware of similar symptoms in other children and to take necessary precautions. Children must be fever free for 24 hours before returning to the program.

Medical/Emergency Procedures

Each Afterschool Program staff is trained by the American Red Cross in CPR and First Aid procedures consistent with American Camping Association

requirements. Parents will be notified of any administered first aid, and reports are kept on file in the main office.

In case of emergency, the Westwood ambulance will be called, and in most cases, the child will be taken to the Norwood Hospital. We will contact the parents immediately or if the parents cannot be reached, the emergency contact. It is mandatory that we have, on file, an emergency medical treatment release for your child. All prescription medication will be administered by the Afterschool Program Administrator and only with written parental authorization and with a written order from a physician, indicating the medication is for the specific child. Medication will be kept in a locked container in the Trading Post kitchen. Your child must be held accountable to remind the program staff when medication is needed.

See Health Care Policies Document for more information.

Records

All medical forms and registration materials must be signed by the parent and received at the time of registration. If all forms are not completed and returned to Hale, your child will not be allowed to remain at the program.

Any information in your child's record shall be treated as confidential. Hale will not share information contained in the record with anyone without the written consent of the parent. Parents, however, will have access to all of their child's records at any time. A parent has the right to add information, comments, data or other relevant material to the child's record. Parents may also request that information be deleted or amended.

As required by 430.150 of the State Sanitary code, a health record must be maintained for each child and for each staff member, which includes written documentation of immunization as follows:

- 2 doses MMR
- At least 3 doses of Polio
- 3 doses Hepatitis B for children born on or after 1/1/92
- At least 4 doses of Dtap/DTP/DT/Td
- 1 DTAP (booster dose for those who will be entering grades 7 – 10 if it has been 5 yrs since the above series.)

Lunch and Snacks

Every day of the program, Hale will provide one snack to all of the participants, offering one fruit/vegetable option. If your child requires more than the one snack provided, please send them to the program with extra food.

We will have additional snack options for any participants with food allergies.

Sun Exposure

It is the policy of the Afterschool Program that the following will occur to prevent over-exposure to the sun.

The Afterschool Program urges parents to send their child to Hale with sunscreen of 15+ SPF, and to encourage the child to reapply the sunscreen frequently throughout the day. We also encourage the child to carry individual water bottles, and to wear hats, long-sleeved shirts and pants whenever practical.

Bug Repellant

Since Hale is a woodsy outdoor center it is home to a variety of bugs. Hale recommends that you apply insect repellent in the morning. We stock insect repellent with a maximum of 10 to 15% DEET as recommended by the Department of Public Health in the Trading Post.

What to leave at home

If these items are brought to the program, they will be collected and returned at the end of the day. Hale is not responsible for any lost or stolen items.

- Cell Phones! No cell phones are to be visible or utilized at the program. Phones are available at the Trading Post if a call needs to be made. Program coordinators should be contacted if a participant must be reached.
- Money and valuables
- Jewelry and makeup
- Explicit T-shirts or other apparel that is determined to be offensive, discriminatory or suggestive should also be left at home
- Pocket knives or sharp objects of any kind
- Expensive toys and electronics (hand-held games, CDs, radios, etc.)
- Sporting Equipment (bats, balls, hockey sticks, hard balls, etc.)
- **Drugs or Alcohol, if discovered, parents and authorities will be called.**

What to bring

- The nature of the program is to be active in the outdoors, so please pack appropriate clothing and footwear (i.e. snow or rain gear/hats/gloves/sneakers/hiking boots, sweatshirts, etc.)
- Reusable water bottles are always preferred, allowing the participants to refill throughout the afternoon.
- Sunscreen/Bug Spray
- Additional snack if needed
- A positive and respectful attitude

Lost and Found

All lost and found at the program is stored in the back closet of the Trading Post.

Code of Conduct

All participants at the Afterschool Program are entitled to a pleasant and harmonious environment. The coordinators will contact parents if discipline issues occur. Steps will be taken to work with the participant(s) and families to modify and improve behavior. If a participant is asked to 'take a day off', he or she may not re-enter the program until there has been a meeting with the parents and the Administrator. Occasionally, efforts are not successful and participants are dismissed from the program. Hale reserves the right to withdraw any participant

whose behavior interferes with the rights and safety of others. Refunds are not extended in these circumstances.

Behavior Policy

The goal of all behavior management policies at the Hale and in the Afterschool Program is to teach young people to take responsibility for their actions, and to provide a safe, non-threatening environment for all. When a participant's behavior becomes unusually difficult or disruptive, the staff may refer the person to the Administrator in order to review the situation and determine future methods of prevention. If the problem persists, staff and the Administrator will schedule a parent conference to discuss the problem, formulate a plan, and solicit parental support.

Hale has a zero tolerance policy for the following behaviors: teasing, taunting, and inappropriate physical contact. Any participant exhibiting such behaviors will be suspended.

We recognize that each situation is unique. Behaviors which may warrant immediate suspension from the program may include endangering or, purposefully hurting another person, the theft or destruction of Hale property, or another person's property. The Afterschool Program Administrator has the authority to immediately suspend or expel a participant of this program.

Discipline Policy

In addition to the above Code of Conduct, Behavior Policy and the State Sanitary Code, Chapter IV (105CMR 430.191), the Reservation subscribes to the following **Requirements for Discipline**: "Discipline and guidance shall be consistent and based upon an understanding of the individual needs and developments of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. "

(A) Prohibitions

- (1) Corporal punishment prohibited;
- (2) No participant shall ever be subject to cruel or severe punishment, humiliation or verbal abuse;
- (3) No participant shall be denied food or shelter as a form of punishment.
- (4) No participant shall be punished for soiling, wetting or not using the toilet.

Abuse and Neglect Policy

It is the policy of the Afterschool Program that the following will occur in the event of suspected Child Abuse or Neglect:

- Any suspicions of child abuse or neglect will be reported to the Afterschool Program Administrator.
- The Administrator will report the suspicions to the Executive Administrator.
- As required by law, cases will then be immediately reported to the Massachusetts Department of social Services.

- The Administrator will notify the Westwood Board of Health if a 51a form is filed. However, the report itself is not sent to the Board of Health.

Christian's Law

Massachusetts General Law c. 111, §127A½, commonly referred to as Christian's Law, was enacted on July 12, 2012. The law requires that all municipal and recreational programs or licensed camps conducting swimming at fresh or saltwater beaches must:

- 1.) Ensure that all minors are swim tested at the first swimming session;
- 2.) Provide a properly sized and snug fitting personal flotation device (PFD) Type I, II, or III to all minor children determined to be either a non-swimmer or an at-risk swimmer; and
- 3.) Allow parents or legal guardians to provide their own properly fitting PFD to the child if they so choose.

If Requested by a parent or by a Non-Swimmer/At-Risk-Swimmer Hale must provide a properly sized and snug fitting personal flotation device (PFD) Type I, II, or III to all minor children determined to be either a non-swimmer or an at-risk swimmer by an approved Lifeguard. All PFDs must be (USCG) certified according to type (I, II, III), size, and buoyancy. All PFDs must be in a serviceable condition prior to use.

Contingency Plans- Afterschool Program at Hale

Participants Absent Upon Bus Pickup at Thurston

1. If staff were not provided prior notification of a participant's absence, parents will be contacted after 10 minutes if the child does not arrive.
2. If the parents cannot be reached call the emergency contacts until communication is established.

Participants Who Arrive At The Program Unregistered

1. Speak with parents and determine space availability.
2. Provide parents with the required paperwork, if space is available.

Tobacco Smoking, Alcohol and Other Drugs

Smoking by staff is prohibited at Hale as it is considered dangerous to buildings, nature, and human beings. Any use of, or apparent influence of alcohol, marijuana, or other drugs that can be connected to Hale or affect your work responsibilities, is prohibited and can result in termination of employment at the discretion of the Administrator.

Compliance

As required by Section 430.190 of the State Sanitary Code, Chapter IV (105 CMR 430.000), this camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the Board of Health.

Transportation

The Hale Afterschool Program will transport participants from Thurston Middle School to Hale every school day at 2:35pm. On early release days the Hale van will arrive at Thurston at 1:20pm.

See Transportation Policies.

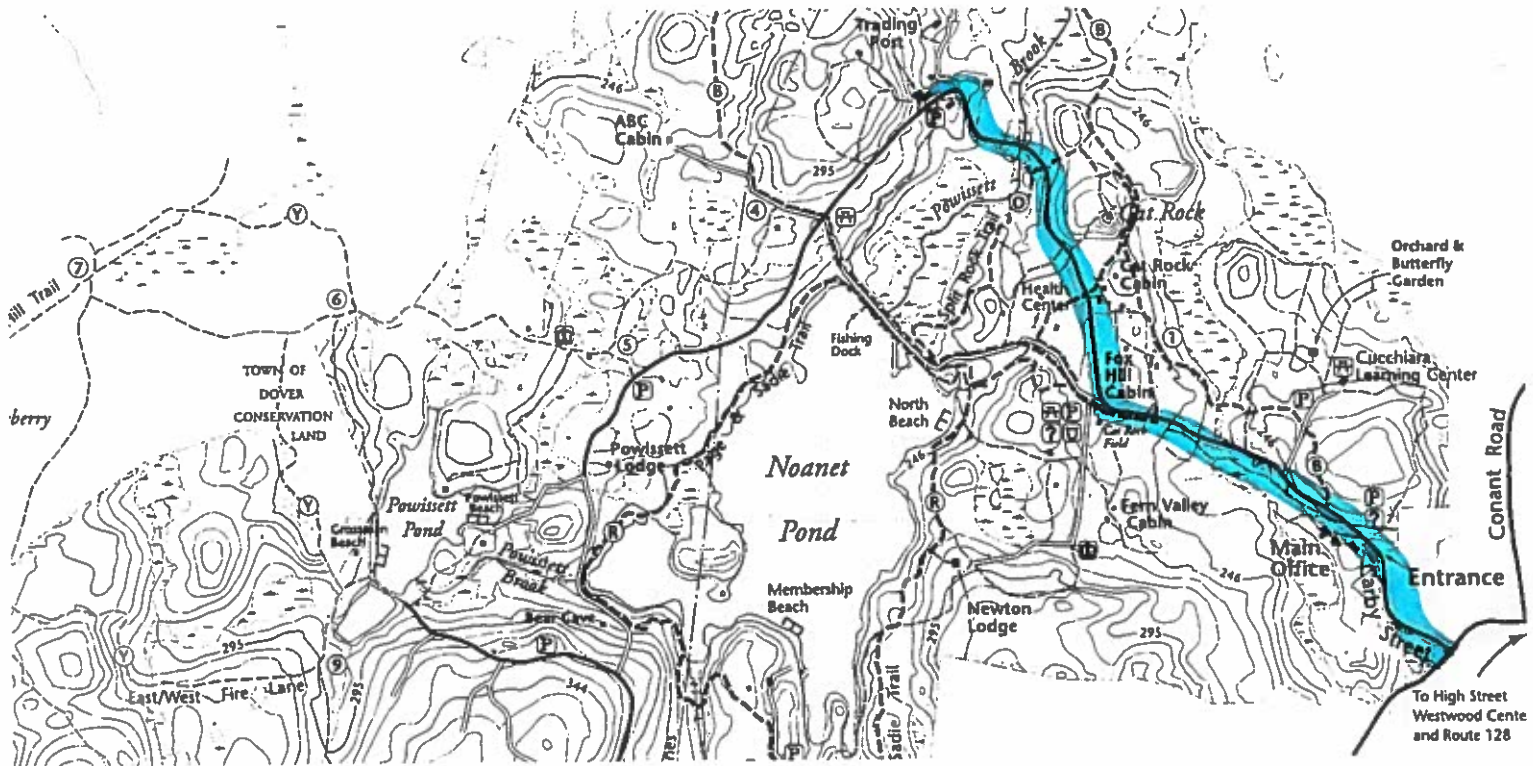
Child Pick Up Policy

Parents or specified drivers approved by the legal guardians of each participant will pick up their child between 5:30-6:00pm each day. Pick up will occur at the Trading Post. Please call the coordinators or Hale (781-326-1770) by 2:00 PM if you plan to pick up early. The students' location will be posted on the door to the Trading Post if they will not be there before 5:30 PM.

Students must be checked out by parents or specified drivers when they are picked up from Afterschool at Hale. Parents or specified drivers should plan to come into the Trading Post and confirm the participant(s) they are picking up with the program coordinators. Program coordinators will record pick up time and the name of the individual picking up on an attendance sheet.

All individuals picking up program participants will be asked to show an ID. If individuals arriving for pick-up have not been authorized by the child's parents in writing, they will be asked for the families chosen "code word" and parents may be contacted to confirm pick-up authorization.

Directions To Trading Post At Hale Reservation



1. Follow Carby Street into Hale Reservation.
2. Go past the office, and continue through the front gate.
3. Stay on Carby Street for 1 mile, to Trading Post on your right.
4. There is a parking lot on the left side of the road, where your group will meet.