



TRSU

Go Wild Program Handbook

Camp Director and Program Directors:

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TRSU Go Wild PROGRAM HANDBOOK

Please review this handbook, detach, sign, and return this page to the Camp Director of your child's program.

I have read the TRSU Go Wild Program Handbook and agree to follow the policies and procedures as described within.

Parent/Guardian Signature

Date

TRSU GO WILD PROGRAM DESCRIPTION AND PHILOSOPHY

TRSU Out-of-School-Time Programs are licensed by the State of Vermont's Department for Children & Families, and are 21st Century Community Learning Centers. TRSU Out-of-School-Time programs provide participants with a variety of recreational, enrichment, and academic activities that are fun and complement the school day. We provide a safe, supportive environment that builds physical, intellectual, social, and emotional growth and development.

Our mission is to provide high quality after school and out-of-school time services to local working families through collaboration with local organizations, municipal recreation programs, and community elementary schools.

We also recognize and value the importance of parents, guardians, and families to the health and thriving of our students. We include parents and caregivers as often as possible in decision making regarding their child(ren)'s participation in the program. We also believe parents and guardians are our partners in supporting youth.

We value and embrace diversity, equity and opportunity for all. No child shall be denied into the program because of race, creed, color, national origin, religion, disability, gender, or the parent's marital status or gender identification. Our programs create environments that are respectful, and reflect the diversity of families, cultures, and ethnicities of our families and communities.

Each child shall be treated equally with regard to respect, consideration, and opportunity to take part in all developmentally appropriate activities.

The TRSU Out-of-School-Time programs are administered by the Program Director and overseen by advisory groups of principals and administrative staff. Each program site is managed by a Camp Director, who works with a team of paid or volunteer staff. Parents or guardians with an interest in serving on the advisory board should contact the Program Director.

2023 GENERAL DAILY SCHEDULE

- 8:00 **Check in Opens.** Please drop your child off no later than 8:30
- 8:00 **Breakfast Program Opens**
- 8:30 **Breakfast and Check in end**
- 8:45 **Opening Circle**
- 9:00-11:45 **Morning Activities**
- 12:00 **Lunch begins**
- 12:30 **Lunch ends, reading/journaling begin**
- 1:00-2:45 **Afternoon Activities**
- 2:45 **Closing Circle**
- 3:00 **Check out, camp ends** Please ensure your child is picked up at 3:00 pm.

The following list of days program **will not run at any TRSU site:**

- **Holidays: Tuesday, Jul 4, 2023**

Breakfast and Lunch

Meals are provided daily. If your child has a food allergy, sensitivity, or other dietary need or restriction, please be sure to include this information on your registration form and to confirm with your Site Coordinator.

Termination of A Program

If any TRSU ASP program is terminated due to insufficient enrollment or other reason, any money paid by parents/guardians for the period after termination will be refunded.

REGISTRATION AND PAYMENT

TRSU is committed to making our programs accessible and affordable to all families. A sliding fee scale is available for siblings, and families can also utilize child care subsidies to pay for program fees. We do not want the cost of program to prevent a child from attending. *Program is available regardless of a family's ability to pay.* Please reach out to the Program Director or your school's Site Coordinator for assistance with fees or support in applying for subsidies.

Weekly fees for Camp

# of Children enrolled	
1	\$100 Week
2+	Additional \$75 per week per child

Registration forms must be approved by the Program Director prior to any child's attendance. Registration forms are located on the TRSU and each school's website.

Upon registration, you will be required to select the sessions you are enrolling your child. Please note that many sites have a waiting list, and we are holding a spot for your child based on their registration.

There is no refund for non-attendance.

Payment is due 2 weeks prior to the start of each session. You will be sent an invoice prior to payment's due date. If you experience any difficulty with your ability to pay, please reach out to your Site Coordinator or the Program Director.

Program is open to students attending the program's school, as well as homeschoolers, and students referred by social service agencies.

Wait lists are maintained on a first-come, first-serve basis. Capacity is limited by our license, by staff availability, and other factors affecting the delivery of safe, and quality programs.

*The Vermont State Child Care Subsidy Program is administered by The Springfield Area Parent Child Center. The number is 886-5242. All forms, documentation and decisions are solely the responsibility of that office. The program director and site coordinators are able to help with filling out the forms and explaining the process to you. Mount Holly Families should contact the Vermont Achievement Center

Withdrawing from the Program

One week notification of withdrawal is required in order to avoid being assessed additional fees.

Release of Children and Signing Out

Parents/Guardians (or their specified designee) of children are required to pick up

their child by the closing time listed in this document. All programs must receive written authorization regarding alternative arrangements if a parent/guardian will be unable to pick up their child. The parent/ guardian/designee is responsible for **checking in with one of the staff** at the time of the pick up **and signing out** (signature and time) for the day.

Late Pick Up Fees

In the event that your child is not picked up by program's closing time, a late fee of \$5.00 for the first fifteen minutes and \$1.00 for each additional minute may be charged if there are repeated late pickups. If we do not hear from you or cannot reach you within 30 minutes after the program closes, one of your emergency contacts will be called to pick your child up.

GENERAL POLICIES

Supplies to send with your child everyday

Please pack the following supplies in a backpack with your child's name on everything.

- Towel
- Sunscreen
- Bugspray
- Water bottle
- Comfortable shoes/extra pair
- A set of extra clothes
- A morning or afternoon snack
- A book--chapter books work best if possible

IMPORTANT: Staff cannot apply lotion type sunscreen or bug spray to your child's body. Please apply before camp and if desired, instruct your child how to apply themselves.

Aquatic Safety Plan

In the event that a field trip is taken for the purposes of swimming, or to an area where there is a natural body of water, the following safety protocol will be followed:

Written permission is required from each participant's parent/guardian prior to participating in a wading or swimming activity.

One lifeguard with current certification from a nationally recognized organization per 26 children is supervising.

Lifeguards do not count in staff/child ratios

Ratio	Age of youngest child in group
1:10	8 years and older
1:8	6 and 7 years old
1:6	5 years old

If swim lessons are provided, they must be taught by a certified instructor.

First aid and emergency supplies will be in a backpack, the location of which will be made known to all staff supervision the group at aquatics.

Each child's swimming ability will be assessed by a person holding a valid ARC WSI certificate, or other current certificate issued by an approved certifying agency providing for equivalent levels of training.

This system of designating swimmers and non-swimmers will be documented, and kept on file. When all bathers are in water less than waist deep, swimming ability assessment is not required.

Non-swimmers will be restricted to areas where the water is less than waist deep on them, unless they are in a learn to swim program or if the shallow water is in a non-swimming area.

Staff members will supervise specific campers assigned to them.

A 'buddy check' will be conducted every 10 minutes to account for all swimmers.

Diving is only permitted in areas where minimum water depth is clearly marked. A one-meter board shall have a minimum depth of 10 feet, and be free from stumps, rocks, or other debris.

When participants are sharing swimming areas with other bathers, a visible system of identification will be in place to distinguish children in care. PFD of any kind shall not be used as identifiers.

Absences

Parents/Guardians are responsible for notifying camp if your child will **not be** attending on a day for which they are enrolled.

Removal or Discharge From Program

TRSU may dismiss your child from the program:

- For behaviors that hurt others, or themselves

- For bullying behaviors and social aggression
- For destruction of property or disruption of program
- For leaving program site and supervision, including departing from any field trips or off site activities.

A plan may be discussed for your child's return to the program. Depending on the severity of the incident, your child may not be eligible to return until a behavior intervention/reparation plan is in writing and signed by necessary parties.

Bathroom/Toileting

Participants must be toilet trained and able to use the bathroom and provide independent self care.

DISCIPLINE POLICY AND PROCEDURES

In general, it is the responsibility of each participant to contribute to a safe and productive camp environment by demonstrating respect and consideration for fellow participants and adults. This includes complying with all policies and rules of conduct of TRSU and its programs.

Children are expected to behave appropriately, respectfully and responsibly; to learn, play, problem solve both independently and cooperatively; and be interested in exploring new things from the available activities.

Positive Interventions: Helping Youtj Make Good Choices:

Camp staff believe that all children want to do the best they can at camp. Staff use proactive language to support and encourage participants and maintain a safe and positive environment.

Participants are expected to show:

- Respect for self;
- Respect for others;
- Respect for property;

Sometimes children have a behavior plan during the school day developed to address specific student needs. Please let your Camp Director know if the school has implemented a plan for your child so we can extend that plan during camp.

The Following Strategies Are Used In Guiding Participant Behavior:

- Reinforcing statements: staff let participants know they are seeing the desired behavior previously taught to students- “I’m noticing that most of you are lined up and ready to go outdoors.”
- Reminding statements: reminds children of the rule they already know- “What can you do to make it feel safe and friendly as we line up for outdoors?”
- Redirecting statements: used when the participant’s behavior is inappropriate; firm and non-negotiable- “It’s time to line up now.”

Take a Break (time away from the group):

When a child does not respond to reminders or redirection from staff and their behavior is starting to make it difficult for adults to lead the group, or for the activity to continue, they will be instructed to take a short break. Time away from the group gives the child an opportunity to calm down and gain self control so they can rejoin the group. Depending on individual circumstances, participants may also lose a privilege or participate in reparation or “fixing the problem”. Participants who require repeated use of time out due to inappropriate behavior will be directed to meet with the Camp Director for a short conference focused on developing a behavior contract.

The following behaviors require that the parent be called to pick up their child:

- Child willfully hurts another person or themselves;
- Child is physically aggressive with camp staff or other adults;
- Child willfully destroys property or supplies;
- Child leaves the group to wander the building and refuses to return to the group;
- Child is non-compliant or leaves the group while outside, off-site, or on a field trip; child will go home immediately and a meeting with parents/guardians will be scheduled prior to the child’s return.

A plan will be discussed for your child’s return to the program. Depending on the severity of the incident, your child might return to program the following camp day. For incidents of a serious nature, your child may be dismissed indefinitely from the program, or not be eligible to return until a behavior intervention/reparation plan is in writing and signed by necessary parties.

Responding to Complaints of Bullying or Harassment:

Bullying:

The Out-of-School-Time do not permit or tolerate bullying by participants or staff. Bullying means any overt act(s) directed against a participant by another individual or group of individuals which:

- occurs on camp property or at a camp sponsored event;
- is intended to ridicule, humiliate or intimidate an individual(s);
- is repeated over time.

Bullying is a form of dangerous, disrespectful behavior that may involve a range of misconduct that will warrant a corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention/discipline.

Individuals attending out-of-school-time programs will adhere to the following rules:

- **We will not bully others.**
- **We will try to help students who are bullied.**
- **We will make it a point to include students who are left out.**
- **If we know somebody is being bullied, we will tell afterschool staff and an adult at home.**

The Camp staff will take the following steps regarding bullying behavior:

- **intervene to stop the bullying behavior/activity immediately if observed or reported to them;**
- **the Camp Director will talk to the individuals involved separately;**
- **individuals who engage in bullying behavior will be reminded about program rules, what behavior is expected and what it looks like, and discuss sanctions that will be imposed for future bullying behavior;**
- **reassure the individual who has been the target of bullying that everything possible will be done to prevent a recurrence;**
- **make other individuals aware of the consequences of bullying behavior;**
- **the Camp Director will telephone the parents of all individuals involved in the incident/activity as soon as possible;**

- **the Camp Director will notify the Afterschool Program Director of the incident;**
- **staff will continue to monitor the behavior of the participant engaging in bullying behavior and the safety of the participant who was subjected to bullying behavior;**
- **if the situation doesn't change, the individual engaging in bullying behavior will be dismissed from camp.**

Harassment:

Out-of-School-Time staff are committed to preventing discrimination against students and staff based on race, creed, color, national origin, marital status, disability, sex, sexual orientation and gender identity, to the extent required by law. In addition, retaliation is a form of unlawful discrimination that will not be tolerated. **Out-of-School-Time staff will work to promptly and effectively address all complaints of harassment in accordance with the procedures established by TRSU policy. Any participant, parent, or staff member may report bullying/harassment to the Designated staff member as posted at camp.** The Afterschool Program Director and School Principal will be notified by the Camp Director immediately if an incident occurs during afterschool which may be defined as harassment to determine substantiation under policy guidelines.

Illness or Medical Emergency

All Site staff have current First Aid and CPR within 3 months of hire.

A child will not be admitted to the camp program with any of the following symptoms: Fever over 100, vomiting/diarrhea, inflamed or matted eyes, undiagnosed rash, harsh cough, severe cold, sore throat, head lice/nits. If a child enters program with the above conditions, or becomes ill during program, parents/guardians will be notified and required to pick the child up as soon as possible.

For minor first aid needs (bumps, scrapes, and comfort care), not requiring obvious and immediate next level medical care, staff will provide first aid and notify parents upon pick up of the injury and the care provided.

For injuries and illnesses that may require additional medical care, staff will administer first aid, and families will be notified immediately to pick the child up, or call 911 if the family prefers or requests this.

For any life threatening illness or injury, staff will first call 911 (emergency services), provide first aid, and then immediately call and notify the parents/guardians.

Medication

If your child requires life saving medication (epi-pens, inhalers) or routine prescription medication:

- Complete a medication authorization form (from your Site Coordinator).
- Place prescription medication in its original container, with prescription label on it, in a sealable bag with child's name.

Please note that staff are unable to take medication without either the original container with prescription label on it, and without the medication authorization form.

IEP/504 Plans and Accommodations

If your child requires any supports during the school day to be successful, it is critical that information is shared with the Camp Director. We strive to provide service to any student who might need our care, and the success of that effort requires:

- Collaboration with school day support services to share information regarding accommodations and strategies for success
- A plan of care to be transparent about the needs of the child and the supports program is able to provide
- A potential delay in participation if a one on one or other aid is required for the child's ability to participate successfully in program, as these staff will need to be resourced and may not be immediately available

Our goal is your child's wellness, growth, and individual success. It is our purpose for every child to learn, grow, and benefit from participation in the program. Your

collaboration with us allows us to serve your child, and engage any resources that might be available to serve that purpose.

REPORTING CHILD ABUSE AND NEGLECT

Vermont law requires that all people working with children and families must immediately report suspected cases of child abuse or neglect to the Vermont Department of Children and Families (DCF). *Our After School Program staff are mandatory reporters.* If a staff member suspects possible abuse or neglect, the site coordinator will be consulted promptly and a report made to the DCF. Parents/guardians will be notified at the time of the report unless doing so would put the child at risk.

Parents or guardians who would like to find guidance from trained professionals in the difficult and stressful task of raising children can call:

PARENTS' STRESS LINE: 1-800-CHILDREN 1-(800)-244-5373 or 1-(802)-229-5724.

The Parents' Stress Line is available in Vermont to parents, professionals, and community members for parenting support, resources and referrals. The Stress Line is open Monday - Friday from 9AM - 5PM.

PARENT/GUARDIAN RIGHTS

Parent/Guardian Freedom of Access *please note that this is affected by the pandemic. While you have access to your child at any time during the program, you may not be able to join in the program due to Covid mitigation measures.*

The ASP Freedom of Access policy encourages parents/guardians to join their children at any time during after school hours. Parents and guardians have the right to access the program, and have full freedom to do so.

Conferences

We are happy to discuss issues, concerns or special circumstances of your child's participation in Out-of-School-Time programs either by phone, email or in person.

Complaint Procedure

If at any time a parent/guardian is concerned about the welfare of their child(ren) while in the care of camp, we ask that you immediately contact the Camp Director or Program Director. If the complaint cannot be resolved, the Superintendent may be contacted to further aid in resolution of the matter.

PARENT/GUARDIAN COMMUNICATION AND INVOLVEMENT

Camp communicates information about the program's schedule and events in the following ways: Enrollment forms, weekly schedule and notes sent home with your student, informational bulletin board in the camp pick up area, and the TRSU Afterschool Program website.