

EduCare Program

Parent Information Book



Oxford Public Schools

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CHAPTER I: REGISTRATION & ATTENDANCE

Registration

Before a child may be allowed to attend the EduCare Program, a parent must first register their child(ren). Registrations are processed online through the MSB Activities system (and its parent company, MySchoolBucks). The EduCare Director will approve all registrations prior to the student entering the program.

Registration includes the online sign-up form along with all accompanying documents, including a parent/guardian contact information form, a list of additional pick-up or emergency contacts, and any release forms. All accompanying documents are included in the online registration forms.

Please do not wait until the last minute to register your child. It can take up to several days for your registration to be reviewed and approved.

Sign In-Out Process

Government-issued photo identification ("ID," hereafter) is required for all pick-ups and drop-offs for any parent/guardian who has not done so previously. The photo will be matched with the face of the parent/guardian and the name will be matched with the authorized contact sheet filled out during the registration process. Do note, any pick-up or drop-off contact may be asked to present their ID at any time. It is required that an ID be on anyone's person while entering the school buildings at all times.

If an ID is not available, the EduCare staff reserve the right to refuse a pick-up/drop-off of the child until an ID matching the authorized contact list is presented.

Any unauthorized pick-up/drop-off contacts must be cleared by the EduCare staff by submitting the name, address, and relationship to the student of the new contact in writing to the site supervisor prior to that individual picking up or dropping off your child.

Upon authorization of a contact, the initials of the contact must be written on the attendance form for each pick-up/drop-off.

Emergency Contacts

In the event that a parent/guardian cannot pick up a child, they may designate an emergency contact to do so for them. The parent/guardian must notify the site supervisor by phone call, presenting the name, address, and relationship to the student of the person whom the parent/guardian is designating to pick up the child.

Unregistered Children

All children must be registered prior to attending the program. EduCare staff reserve the right to refuse pick-up or drop-off if the following steps are not completed.

In the case that an unregistered child is being dropped off:

- Should a child arrive at the EduCare program who is unregistered, the site supervisor will first check MSB Activities if an online registration form has been completed.
- If no registration form was completed, the parent/guardian will be required to complete a registration through MSB Activities on site prior to leaving their child(ren) at the program utilizing one of the available laptops.
- If the parent/guardian refuses to complete a registration on site, the child(ren) may not be permitted to stay.

In the case that an unregistered child is being picked up:

- Should a child show up to the after-school program who is unregistered, the site supervisor will first check MSB Activities if an online registration form has been completed.
- If no registration form was completed, the parent/guardian will be required to complete a registration through MSB Activities on site prior to leaving the building with their child(ren) utilizing one of the available laptops.
- If the parent/guardian refuses to complete a registration on site, the child(ren) may not be permitted to attend again until a registration has been submitted.

Attendance Rates & Fees

Below are the rates for the individual programs offered by EduCare and the stipulations and fees that accompany them:

<p style="text-align: center;"><u>Before-School:</u></p> <p><u>For:</u> Kindergarten through Grade 4 Oxford Students</p> <p><u>Place:</u> A.M. Chaffee Elementary Clara Barton Elementary</p> <p><u>Time:</u> 7:00AM until the start of school</p> <p><u>Rate:</u> \$8.00 per session/per child</p> <p><u>Note:</u> Doors will not open until 7:00AM</p>	<p style="text-align: center;"><u>After-School:</u></p> <p><u>For:</u> Kindergarten through Grade 7 Oxford Students</p> <p><u>Place:</u> A.M. Chaffee Elementary Clara Barton Elementary Oxford Middle School</p> <p><u>Time:</u> End of school until 5:30PM</p> <p><u>Rate:</u> \$8.00 per session/per child</p> <p><u>Note:</u> A late fee of \$1.00 per minute will be charged for any pick-up after 5:30PM</p>
<p style="text-align: center;"><u>Half-Day:</u></p> <p><u>For:</u> Kindergarten through Grade 7 Oxford Students</p> <p><u>Place:</u> A.M. Chaffee Elementary Clara Barton Elementary Oxford Middle School</p> <p><u>Time:</u> End of school until 5:30PM</p> <p><u>Rate:</u> \$15.00 per session/per child</p> <p><u>Notes:</u> A late fee of \$1.00 per minute will be charged for any pick-up after 5:30PM</p> <p>Pre-registration for this program is required to ensure the proper 10:1 student to staff ratio. If your child is signed up and does not attend, you will be charged for the session. Please provide a week's notice if you wish to withdraw your child from this program.</p>	<p style="text-align: center;"><u>In-Service Day:</u></p> <p><u>For:</u> Kindergarten through Grade 7 Oxford Students</p> <p><u>Place:</u> A.M. Chaffee Elementary</p> <p><u>Time:</u> 7:00AM until 5:30PM</p> <p><u>Rate:</u> \$25.00 per day/per child</p> <p><u>Notes:</u> A late fee of \$1.00 per minute will be charged for any pick-up after 5:30PM</p> <p>Pre-registration for this program is required to ensure the proper 10:1 student to staff ratio. If your child is signed up and does not attend, you will be charged for the session. Please provide a week's notice if you wish to withdraw your child from this program.</p>

<p style="text-align: center;"><u>February/April Vacation:</u></p> <p><u>For:</u> Kindergarten through Grade 7 Students</p> <p><u>Place:</u> A.M. Chaffee Elementary</p> <p><u>Time:</u> 7:00AM until 5:30PM</p> <p><u>Rate:</u> \$25.00 per day/per child</p> <p><u>Notes:</u> A late fee of \$1.00 per minute will be charged for any pick-up after 5:30PM</p> <p>Pre-registration for this program is required to ensure the proper 10:1 student to staff ratio. If your child is signed up and does not attend, you will be charged for the session. Please provide a week's notice if you wish to withdraw your child from this program.</p>	<p style="text-align: center;"><u>Summer Program:</u></p> <p><u>For:</u> Kindergarten through Grade 7 Students</p> <p><u>Place:</u> A.M. Chaffee Elementary</p> <p><u>Time:</u> 7:00AM until 5:30PM</p> <p><u>Rate:</u> \$30.00 per day/per child</p> <p><u>Notes:</u> A late fee of \$1.00 per minute will be charged for any pick-up after 5:30PM</p> <p>Pre-registration for this program is required to ensure the proper 10:1 student to staff ratio. If your child is signed up and does not attend, you will be charged for the session. Please provide a week's notice if you wish to withdraw your child from this program.</p>
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Payment Information

Account Balances:

You will receive weekly invoices via email once attendance is processed. Please log into your MySchoolBucks account to view your account balance.

MySchoolBucks does not allow for overpayment/credits. If a check or cash payment is larger than the payment due, it may not be accepted.

Online Payments:

EduCare allows for online payments through MySchoolBucks. All parents are required to create a MySchoolBucks account upon registering their child. The link for MySchoolBucks can be found on the school website (www.oxps.org).

Online Payments are encouraged, as your account balance will be immediately updated with each payment.

Cash:

Cash payments can be accepted by site supervisors. A receipt will be given upon cash payment.

Check:

Check payments can be accepted by the site supervisors. All checks must be made payable to **Town of Oxford – EduCare**. The child(ren)'s name(s) should be included in the memo portion of the check.

Vouchers:

For families who receive voucher assistance through Child Care Resources (see page 22 for details), please **only** pay your portion of your bill. MySchoolBucks does not allow for overpayment/credits, therefore, we cannot process the voucher assistance received from Child Care Resources if you have overpaid your portion. Please wait to pay your portion until the EduCare Director has process your voucher each month.

Note: MySchoolBucks is currently developing a voucher system that will alleviate this issue in the near future. All voucher families will be informed once this has been implemented.

CHAPTER II: DELINQUENT ACCOUNTS

LATE PAYMENTS

Payments are expected to be made at a regular rate to ensure your child's participation in the EduCare Program. Weekly payments are preferred; though, please contact the Director if you would like to set up alternative payment plans if weekly payments are not feasible.

Invoices are sent out weekly by MySchoolBucks via email. If no payment is received after an extended period of time, and dependent upon the value of the outstanding balance, the family may be asked to find alternative arrangements for their child until a payment has been made.

NON-SUFFICIENT FUNDS (NSF) FEE

When handling payments via Check or Online Payment, should the funds in the account not cover the amount being transacted, a fee will be charged to both the account and to the Town of Oxford. The Town of Oxford will request a reimbursement of this fee in the form of an additional charge/fee added to your balance.

COURT FEES

Should an account balance become increasingly outstanding without receipt of payment, the EduCare Program may submit a claim to Small Claims Court. Any court fees associated with a hearing or mediation will be charged to the outstanding balance to be paid at the expense of the parent/guardian.

CHAPTER III: DISCIPLINE PROCEDURE

Program Rules

1. No fighting
2. No swearing or inappropriate language.
3. No behavior that disregards the health and/or safety of self or others.
4. Be respectful to adults and peers.
5. Adhere to directions and instructions of all supervisors and aides.
6. No destruction of program/school property.
7. Behavior on trips to be consistent with expected behavior at school.
8. Keep hands and body to self at all times; no hitting, biting, scratching, or touching.

Consequences

1. The first infraction of these rules the child will be spoken to, asked to make amends, and perhaps have a 'time out' period.
2. Subsequent infractions may result in a Write-Up form describing the nature of the infraction that must be signed by parent/guardian.
3. After three (3) Write-Up forms have been issued, parents/guardians will be called contacted to discuss the child's behavior. At this time parents may be asked to find alternative arrangements for their child.*

In the event of a severe infraction of the above rules, in which a child is uncontrollable or causing harm to oneself or others, the parent/guardian may be called to remove the child from the program; alternative daycare arrangements may be discussed at that time.*

Parents/Guardians will be given a copy of any Write-Up forms.

*The removal of a child from the EduCare program, and the length of time of such removal, for disciplinary reasons is at the discretion of the supervisor(s), coordinator, and/or the director.

Consequences (cont.)

The following is a list of disciplinary actions that may be used at the EduCare Program:

- Removing the child from play with others
- Time-outs
- Hand-written or verbal apologies
- Taking away of any toys/objects being misused

The following is a list of disciplinary actions that will **NOT** be used at the EduCare Program:

- Corporal punishment, including spanking
- Severe punishment, humiliation, or verbal abuse
- Denial of food or shelter
- No child will be punished for soiling, wetting, or not using the toilet

CHAPTER IV: HEALTHCARE & FIRST AID

FIRST AID CARE

Any First Aid administered to a child will be notified to the parent/guardian. Below is a list of ailments and First Aid procedures EduCare staff are authorized to conduct:

<u>Ailment:</u>	<u>First Aid Administered:</u>
Headaches	Investigate cause – allow to rest. Cold compress to forehead may be applied. Check temperature.
Elevated temperature	Encourage fluids (water). Allow resting.
Nausea, Vomiting	Allow resting. Rinse mouth may give very small amounts of electrol solution. Moisten tongue and lips.
Toothache	Rinse mouth with warm water. Apply ice pack for 15 minutes.
Severe blow to teeth	Rinse mouth with cold water. Apply ice pack.
Earaches	Allow resting. Visual inspection of ear to identify foreign objects.
Cold symptoms	Encourage fluids, check temperature. Allow resting.
Bee (insect) stings	Check for diagnosed allergies. Remove stinger, and apply baking soda and water mixture. Apply ice pack and Caladryl.
Skin rashes	Assess. Apply Caladryl. Refer to nurse.
Wounds	Control bleeding with pressure. Clean with soap and water. Cover with dressing and bandage.
Splinters	Wash area with soap and water. If end protrudes, pull it out. Cover with Band-Aid.
Blisters	Leave alone, do not break. Wash with soap and water. Cover with Band-Aid.
Bruises, bumps, contusions	Apply ice pack for 10 minutes. Evaluate for other injuries. If fall, do not move child.
Head injuries	Evaluate - note if complaints of dizziness, severe headache, or drowsiness. If so call parent immediately.
Nosebleeds	Squeeze nose with index finger and thumb for 5-10 min. without letting go. Tilt head forward.

First Aid Training

All EduCare staff are trained in American Red Cross First Aid (or equivalent) and CPR/AED Certification.

INJURY PREVENTION AND MANAGEMENT

Injury Prevention

The first step to ensuring the safety of the children is taking the necessary precautions to preventing injury in the first place:

- The classrooms, building, play area, and swimming area will be checked daily by a supervisor to be sure it is clean and clear of any objects that may cause harm or be hazardous to the health of children or staff. In the event that any hazardous conditions are noted, school maintenance will be advised of the problem.
- Children are always monitored by staff to prevent any behavior that may lead to injury.

Managing First Aid Situations:

- All staff are trained in universal First Aid and CPR/AED Certification.
- A First Aid kit will be readily available to all staff in case of emergency in all locations - in the building, outdoors, swimming area, and on field trips.
- If a child becomes ill, the following procedures will be implemented:
 - Isolate the child from the other children, with a member of program staff.
 - Attempt to clean up area using appropriate precautions, if applicable.
 - Call parents and inform them of child's illness.
- A Medical Log will be kept and maintained on site at all times.

Clean Up of Blood/Bodily Fluids:

1. Remove all children from area
2. Assume all blood/body fluid is contaminated
3. Wear disposable gloves before any contact with bodily fluids
4. Use disinfectant and paper towels to clean up area
5. Dispose immediately of all cleaning materials in a sealed plastic trash bag

ALLERGIES & EMERGENCIES

- A medical history listing allergies and/or other emergency information must be submitted by parent prior to acceptance to the program.
- There will be no sharing of snacks amongst children to prevent a reaction to an unknown allergy.
- Health Supervisors and staff will be informed of allergies/emergencies of children, and will be instructed on proper procedures of dealing with an emergency situation involving the child.
- All EduCare staff are trained in the use of an Epinephrine Pen (Epi-Pen) for such emergency situations/anaphylactic shock.

INFORMING PARENTS WHEN FIRST AID IS ADMINISTERED TO THEIR CHILDREN

A First Aid Report will be filled out for every child when they receive any form of treatment at the EduCare program. This form includes the following:

- Name of the child
- Ailment of the child
- First Aid/treatment given
- Time and date of ailment/treatment
- Signature of Program Supervisor
- Additional comments, if needed

The parent/guardian may be given a copy of the First Aid Report, if requested.

SEVERE INJURY REPORT

- Severe Injury Reports are for any injury that may require professional or emergency intervention beyond the judgement or skills of the EduCare staff. If emergency services are dispatched, CPR/AED is needed, or if there is a possibility of broken bones or concussed heads, this report will be filled out. Severe Injury Reports are to be signed by a parent and a copy is to be sent home.
- The Severe Injury Report may be utilized to inform the Department of Public Health of the above stated incidence.
- A copy of this report will also be maintained on record at the program site at all times.

VACCINATIONS & SICK CHILD POLICY

Vaccinations Policy

All children must have current immunizations and a current physical within 12 months up to code with Massachusetts public school vaccination laws [102 CMR 7.07 & 105 CMR 220.000]

Sick Child Policy

It is important that you be aware of your child's general health each day. Please keep your child at home if any of the following develop:

1. Fresh cold: if just developing and child is uncomfortable or if nose is running yellow/green. (This could be a sign of infection.)
2. Fever
3. Sore throat problems swallowing/not eating well.
4. Conjunctivitis
5. Diarrhea and/or vomiting
6. Head lice and/or nits
7. Impetigo
8. Ringworm
9. Scabies
10. Inexplicable rashes

If your child is found to have any of the above symptoms when arriving at the program or develops any of them during the day, you will be notified by a program supervisor and you will be required to make arrangements to pick up your child. Thank you for your cooperation.

CHAPTER V: ADMINISTERING OF MEDICATIONS

Non-Prescription & Prescription Medications Procedure

The administration of medications in the EduCare program is an authorized, regulated procedure. State healthcare policies are in place to protect the children, parents, and staff. EduCare is not formally qualified to make “judgement calls” as to when medications are appropriate, or how much to administer. Only medication prescribed by a doctor will be administered.

Any non-prescription, or “over-the-counter” (OTC), medications require a note from a parent or guardian allowing the EduCare staff to administer as needed.

A **Health Supervisor**** will be on site at the EduCare program to administer prescription medications to children, as needed.

The following precautions and procedures will be followed in order for the successful and safe administering of medications to a child:

- Prescriptions are to be legibly labeled as to contents, frequency of administration, dated, and are to contain a physician’s name (i.e. the pharmacy label). [105 CMR 430.160(A)]
- Prescriptions are to be brought to the program by the parent, guardian, or adult designee and a conference with the health supervisor will be held. A permission slip for the administration of the prescription must be signed by the parent/guardian (a blank copy will be provided in the registration forms or upon request).
- On field trip days, prescription medications will be administered by the health supervisor. This health supervisor will be trained in proper administering procedures.
- Prescription medication will be stored in a locked box located in the office. The health supervisors will have access to the key.
- A daily log for medication administered will be utilized for all prescription medication.
- A supplemental comment sheet will be utilized in the event a child refuses or forgets to take medication or if an error is made.
- In the case of an adverse effect to the medication, the Paramedics will be notified.

**** Health Supervisor - A person who is at least 18 years of age, specifically trained and certified in at least current American Red Cross First Aid (or its equivalent) and CPR, has been trained in the administration of medications and is under the professional oversight of a licensed health care professional authorized to administer prescription medications [105 CMR 430.160(C)]**

Returning or Destroying Medication

- The responsibility of picking up any unused medication will fall on the parent/guardian. If not picked up within a week after the program ends and a parent/guardian is notified, the prescription will be destroyed. [105 CMR 430.160(D)]
- Destruction of medication will be accomplished by the Police Department, Fire Department or Board of Health Department.

AUTHORIZATION TO ADMINISTER MEDICATION TO A CHILD **105 CMR 430.160**

105 CMR 430.160(A)

Medication prescribed for students shall be kept in original containers bearing the pharmacy label, which shows the date filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patients, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.

105 CMR 430.160(C)

Medication shall only be administered by the health supervisor* or by a licensed health care professional authorized to administer prescription medications. The health care consultant shall acknowledge in writing the list of medications administered at the camp. If the health supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medication shall be under the professional oversight of the health care consultant. Medication prescribed for students brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

105 CMR 430.160(D)

When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned it shall be destroyed.

*Health Supervisor – A person who is at least 18 years of age, specifically trained and certified in at least current American Red Cross First Aid (or its equivalent) and CPR, has been trained in the administration of medications and is under the professional oversight of a licensed health care professional authorized to administer prescription medications.

CHAPTER VI: EMERGENCY DISASTER PLANS

EMERGENCY PROCEDURES & EVACUATION

Fire

In the event of a fire, the following procedures shall be implemented by EduCare staff:

- Notify anyone in the immediate area of danger
- Close doors to confine fire/smoke, but do not lock them
- Activate or request that someone else activate the fire alarm
- Evacuate and proceed to a secure spot within a safe distance away from the building
- Call the fire department (911) and give them the following information:
 - Name and address of building (ex. Chaffee Elementary School, 9 Clover St., Oxford, MA)
 - Location of fire in building (classroom or door number, if possible)
 - Known information of fire/smoke
 - Call back telephone number (i.e. any of the available EduCare cell phones)
 - Do not hang up until the emergency service operator does so

Evacuation

In the event that the school is advised by authorities to evacuate the area, the following general procedures will be followed by EduCare staff:

- Supervisors will alert staff and organize a safe evacuation plan for the children. In the event of an extreme emergency, the fire alarm will be pulled to notify all children and staff to evacuate the building. They will do so following the fire evacuation rules.
- All staff and children will convene in a secure area within a safe distance away from the building to await further instructions.
- If children and staff need to be transported from the school to emergency facilities, a 911 call will be made to enlist the need of emergency vehicles.

Tornado/High Winds

In the event of a tornado or high winds the following procedures shall be implemented by EduCare staff:

- All children and staff will proceed to the hallway outside of the classrooms or any other designated safety area inside the building. Everyone should stay away from glass doors or windows.
- All children and staff will crouch down against the floor and cover the back of their head and neck with their hands.
- If outdoors and unable to make it to the building, lie flat in the nearest ditch or depression and cover head and neck with hands.

Flash Flood

In the event of a flash flood the following procedures shall be implemented by EduCare staff:

- All children and staff should evacuate low-lying areas and report to the upper levels of the building.
- If outside, avoid rivers or streams, lakes or puddles.
- Do not try to walk through flowing water more than ankle deep.

Lightning

In the event of lightning the following procedures shall be implemented by EduCare staff:

When outside:

- Go to the school building or other safe shelter immediately.
- If swimming, get out of the water immediately and move to a safe shelter away from the water. Children should follow the instructions of the lifeguard on duty.
- If in a wooded area, seek shelter under a thick growth of relatively small trees.
- If you feel your hair standing on end, squat down with your head between your knees. Do not lie flat.
- Avoid isolated trees or other tall objects, water, sheds, or fences.

When inside:

- Avoid using the telephone (except for emergencies) or other electrical appliances (television, computers).
- Do not run water (except for emergencies).

Wildfire

In the event of a wildfire, the following procedure shall be implemented by EduCare staff:

- Listen to local radio or television for updated emergency information.
- Follow the directions of local officials.
- If you are trapped, crouch in a pond or water. You cannot outrun a fire.
- Lie flat and cover your body with wet clothing or soil.
- If water is not around, look for shelter in a cleared area or among a bed of rocks.
- Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.

Fire Drills

Fire drills are practiced regularly throughout the school year to ensure the staff and children comprehend the procedure in the case of a real emergency.

The EduCare Summer Program will hold its own drill within the first two weeks of the program's start to implement the safety protocol. Parents will be notified after a drill has been conducted to ensure the security of the children.

LOST SWIMMER PLAN

In the event that a child is noted to be missing while swimming, the following procedure shall be implemented by EduCare staff:

- The person who originally notices that a swimmer is missing, will alert the other staff, as well as the lifeguard on staff of the emergency.
- Lifeguard will clear the swimming area.
- Emergency personnel will be notified immediately that there is a possible lost swimmer.
- A supervisor or lifeguard will be singled out as being in charge of the rescue to avoid confusion and wasted time.
- The person in charge of the search (supervisor, lifeguard) should have a list of staff conducting searches in assigned areas so not to re-search an area. A buddy system of rescuers will be used.
- Staff will help in the search of bathrooms, and other outside areas while trained lifeguards will search the water.
- The children will be sent back to the school building to take an accurate head count.
- The search must continue until all children are accounted for.
- Searching of the waters will be left in the hands of trained lifeguards and emergency personnel dispatched to assist in the situation.

APPENDIX A: ADDITIONAL INFORMATION & PERMISSIONS

MANDATED REPORTERS

EDUCARE PROGRAM PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE/NEGLECT

All EduCare staff qualify as mandated reporters of suspected child abuse and neglect. By law, any suspicion of said abuse or neglect must and will be reported to the Department of Children and Families for further investigation.

If an aide suspects a case of child abuse or neglect of one of the children, they are required to take the following action:

- Report it to the program supervisors, coordinator, and/or director.

The superior whom the possible case of abuse or neglect was reported to will then:

- Immediately report suspected abuse or neglect to The Massachusetts Department of Children and Families (508) 929-2000

The program director will also notify The Board of Health if a 51A report of abuse or neglect was filed while in the care of the program or during a program related activity. The 51A itself will not be forwarded to The Board of Health.

CHILD CARE RESOURCES

For any families who may qualify for financial support, please contact Child Care Resources at (508) 856-7930. They will discuss with you what you may qualify for and provide you with further information.

Any families who qualify for voucher assistance are responsible for the annual renewal of their voucher with Child Care Resources. It is **not** the responsibility of the EduCare Program to inform parents if their voucher is scheduled to expire. If a voucher expires and is not renewed, the parent/guardian may be responsible for covering the full cost of their child's attendance during which time the voucher was expired before renewal.

PHOTO RELEASE

The EduCare Program will be taking frequent photos throughout the school year and summer programs to post on our social media sites viewable by parents and school staff only. These photos may include your child(ren) participating in various activities we have to offer.

If you wish to exclude your child from any photo taking, you must submit, in writing, a statement of omission to be included with your child's paperwork on the final page of this packet.

SOCIAL MEDIA

Parents are encouraged to follow EduCare's social media account for any information regarding school events, field trips, etc. Photos of your child(ren) may be posted on these sites for your viewing:



Instagram: oxfordeducare



Twitter: @OxfordEducare

EDUCARE CONTACT INFORMATION

EduCare Site Phone Numbers:

A.M. Chaffee School ~ (508) 735-2190
Clara Barton School ~ (508) 735-2256
Oxford Middle School ~ (508) 735-2199

All EduCare site phones can receive & send text messages

Site Supervisors:

Each of the three (3) sites is overseen by a Site Supervisor. You will be introduced to the Site Supervisor upon picking up/dropping off your child at the EduCare Program. Site Supervisors can be contacted during the program hours of operation via the phone numbers above. Please refer any concerns or questions regarding your child's program site to the site supervisor.

EduCare Coordinator:

Angela Bernard

Email ~ abernard@oxps.org
Cell ~ (860) 481-2351

The EduCare Coordinator is responsible for the day-to-day operations of the program at all three (3) sites. If any concerns or questions cannot be addressed by a site supervisor, please contact the coordinator. The coordinator's cell phone number above can be contacted by text message or phone call.

EduCare Director:

Nicholas Packard

Email ~ npackard@oxps.org
Phone ~ (508) 987-6050, ext. 2
Fax ~ (508) 987-6054

The EduCare Director is located in the Central Administration Office and is responsible for payment processing, account management, and reviewing registrations for each of the offered programs. Please contact the director if you have any concerns or questions regarding your account or registration.

PARENTAL CONSENT RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT

I/We, the undersigned father, mother or guardian of the child listed on the following page (“my child”), a minor, do hereby consent to my child’s participation in voluntary athletic or recreation programs of the Town, City and/or Public Schools of Oxford (hereinafter “the Town/City”).

I/We also agree to forever RELEASE the Town/City, a municipal corporation of the Commonwealth of Massachusetts, and/or the Public Schools of Oxford, the School Committee, and all their employees, officers, agents, board members, volunteers and any and all individuals and organizations assisting or participating in voluntary athletic or recreation programs of the Town/City or Public Schools (“the Releases”) from any and all claims, actions, rights of action, damages, costs, loss of services, expenses, compensation and attorneys’ fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries to my child or property damage resulting from my child’s participation in the said Town/City and/or Public School’s voluntary athletic or recreation programs which I/We may now or hereafter have as the parent(s) or guardian(s) of said minor child and which said minor child has or hereafter may acquire, either before or after reaching majority.

I/We also promise, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Releases against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly, including damages, costs and attorneys’ fees, arising from personal injuries to my child or property damage resulting from my child’s participation in the Town/City and/or Public Schools of Oxford voluntary or recreation programs or administration of first aid.

I/We further affirm that I/We have read this Parental Consent, Release from Liability and Indemnity Agreement, and that I/We understand the contents of this Agreement. I/We understand that my child’s participation in these programs is voluntary and that my child and I/We are free to choose not to participate in said programs. By signing this Agreement, I/We affirm that I/We have decided to allow my child to participate in the Town/City and/or Public Schools’ athletic or recreation programs with full knowledge that the Releases will not be liable to anyone for personal injuries and property damage my child or I/We may suffer in voluntary Town/City and/or Public School athletic or recreation programs.

This page cannot be altered.

AGREE & SIGN

Child's Name: _____

Emergency Protocol

Per Massachusetts Law, the Oxford School Department is not legally or financially liable for medical treatment (other than universal first aid) for a child who is injured or who becomes seriously ill while at the EduCare Program. In case of emergency, if your child should be injured or become suddenly ill and requires immediate medical attention beyond the universal first aid measures, and we are unable to contact you personally or any of your desired emergency contacts, your child will be transported to UMASS Memorial Medical Center. Do you authorize School Department personnel to make the best possible arrangement available for the welfare of your child?

Yes: ____ **No:** ____

If you answered **NO** to this question, please indicate clearly, your desires which are to be followed in any emergency:

Photo Release

If you do **NOT** wish to have your child's photo taken and distributed, as described on Page 21, please check the box below:

I do NOT give permission to have my child photographed.

By signing this form, you (the parent/guardian) agree to all of the material within the EduCare Parent Information Book, including, but not limited to, the payment and fees information, mandated reporting protocols, emergency protocols, photo release, and the Release from Liability and Indemnity.

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____