



BSD Expanded Learning  
Explore - Connect - Empower

# Burlington Kids Afterschool Program



## Family Handbook

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## **2022-2023 Burlington Kids Calendar**

<b>Sept 12</b>	<b>First day of program, grades K-5</b>
<b>Sept 20 – Dec 3</b>	<b>Activity Session 1 (dates may vary by site)</b>
<b>Oct 7</b>	<b>No School</b>
<b>Oct 10</b>	<b>Indigenous Peoples' Day- No school</b>
<b>Oct 26</b>	<b>Early Release Day- No Burlington Kids Afterschool</b>
<b>Nov 21-25</b>	<b>Thanksgiving Break, No school</b>
<b>Dec 7</b>	<b>Early Release Day- No Burlington Kids Afterschool</b>
<b>Dec 22 - Jan 2</b>	<b>Winter Break, No school</b>
<b>Jan 16</b>	<b>Early Release Day- No Burlington Kids Afterschool</b>
<b>Feb 27 – Mar 7</b>	<b>Winter Break, No school</b>
<b>Mar 23</b>	<b>Early Release Day- No Burlington Kids Afterschool</b>
<b>Mar 24</b>	<b>No school</b>
<b>April 24 - 28</b>	<b>Spring Break- No school</b>
<b>May 10</b>	<b>Early Release Day- No Burlington Kids Afterschool</b>
<b>May 29</b>	<b>Memorial Day - No school</b>
<b>June 14</b>	<b>Earliest last day of school- TBD, based on snow days</b>

# **Part 1: Burlington Kids Introduction**

Welcome to the Burlington Kids Afterschool Program! We look forward to getting to know you and your child(ren) this school year. Please read this Family Handbook carefully – you'll find a guide to our policies and important information that you may need. There are many opportunities for kids to participate in our program, be it one day a week for a specific activity, or every day that school is open. A great benefit of our program is that we can meet the varying needs of so many of Burlington's families and kids. If you have any additional questions, please contact your Site Director.

Burlington Kids is built on the following vision and mission statements:

## **Vision Statement**

*To provide Burlington's students with the skills needed to achieve their goals and contribute meaningfully to their community and world.*

## **Mission Statement**

*To foster the social and academic success of Burlington youth through quality programming in an environment that creates lasting connections with peers, adults and the community.*

We stand by this mission and look forward to working with you, our families, in giving kids great opportunities to learn and grow after school. Our program staff are also key players in carrying out this mission, many of whom you know from previous years. They look forward to seeing you and your children again, or to meeting you for the first time.

Families are a critical part of the collaboration. We need your support, input, and energy. Please do not hesitate to connect with your Site Director and staff about your child's and family's needs – we can better meet your needs together. We look forward to a great year!

## **Important Contacts**

Christy Gallese	Director of Expanded Learning Opportunities	540-0285	<a href="mailto:cgallese@bsdvt.org">cgallese@bsdvt.org</a>
Mandi Harris	Lead Site Director	448-0313	<a href="mailto:mharris@bsdvt.org">mharris@bsdvt.org</a>
Eli Phillips	Program Quality Coordinator	318-8319	<a href="mailto:ephillip@bsdvt.org">ephillip@bsdvt.org</a>
Phuket Jennings	Billing Specialist/Special Projects Coordinator	324-7872	<a href="mailto:pjenning@bsdvt.org">pjenning@bsdvt.org</a>
Sage Janser	Site Director, Edmunds Elementary	316-0195	<a href="mailto:sjanser@bsdvt.org">sjanser@bsdvt.org</a>
Tucker Houston	Assistant Site Director, Edmunds Elementary	316-0195	
Nick Chmura	Site Director, Sustainability Academy	324-6723	<a href="mailto:nchmura@bsdvt.org">nchmura@bsdvt.org</a>
Kevin Lewis	Asst. Site Director, Sustainability Academy	324-6723	<a href="mailto:klewis@bsdvt.org">klewis@bsdvt.org</a>
Abbie Israel	Site Director, Flynn Elementary	864-8500	<a href="mailto:aisrael@bsdvt.org">aisrael@bsdvt.org</a>
James Hare	Asst. Site Director, Flynn Elementary	864-8500	<a href="mailto:jhare@bsdvt.org">jhare@bsdvt.org</a>
Karlie Gunderson	Sr. Site Director, Champlain Elementary	316-1681	<a href="mailto:kgunders@bsdvt.org">kgunders@bsdvt.org</a>
Jack Anzalone	Asst. Site Director, Champlain Elementary	316-1681	<a href="mailto:janzalon@bsdvt.org">janzalon@bsdvt.org</a>
Marcie Lussier	Site Director, CP Smith Elementary	316-1153	<a href="mailto:mlussier@bsdvt.org">mlussier@bsdvt.org</a>
	Asst. Site Director, CP Smith Elementary	316-1153	
	Site Director, Hunt Middle School	316-1454	
Malik Mines	Site Director, Edmunds Middle School	355-4062	<a href="mailto:mmines@bsdvt.org">mmines@bsdvt.org</a>
Sheryl Haiduck	Site Director, Burlington High School	355-4063	<a href="mailto:shaiduck@bsdvt.org">shaiduck@bsdvt.org</a>

### **Billing Mailing Address:**

Burlington Kids  
150 Colchester Avenue  
Burlington, VT 05401

# ***Part 2: Registration, Billing, & Financial Support***

## **Registration**

Families must complete an online Burlington Kids Afterschool Registration for each student through the District's information management system, Powerschool. BSD Multilingual Liaisons and translators are able to assist families with this piece. Completed registration does not automatically guarantee admission to the program. Depending on the capacity of each Burlington Kids site, there may be a waiting list for some age groups.

Our programs strive to support all students and place students based on a prioritization of compelling personal circumstances. These instances include events such as homelessness, foster care, involvement with the Department for Children and Families, and concerns around safety and wellness. We are committed to serving these students pending program capacity and staffing.

### **Enrollment Process:**

Families must complete in order to enroll:

1. **Burlington Kids Registration (through PowerSchool):** must be filled out in its entirety, with:
  - Two emergency contacts, including phone numbers – other than parents/guardians  
**NOTE: Emergency contacts must be local and available to pick up the child in the event of an emergency!**
  - Medical Form with any pertinent health information to ensure the child's safety.
  - Permission Form & Statement of Understanding included in registration packet.
  - Billing/Financial Overview Form, also included in the registration packet.
2. **Financial Support and Documents:** Families must have a payment plan in place before their student(s) may begin to attend afterschool. Families will indicate in PowerSchool if they need financial assistance. See below under "Financial Support" for instructions for applying for financial assistance.

## **Billing & Payments**

### **Fees**

Daily:	\$16/child/per day (10% discount for each addl child)
Late Pickup Fee:	\$10 for each 5-minute increment after 5:30 p.m.

### **Billing Process**

- Families will be charged for all scheduled days regardless of whether or not a student attends, along with any late pickup fees. The daily fee represents the student's "spot" in Burlington Kids, which defines the number of staff hired, supplies purchased, snack amounts ordered, etc. Burlington Kids cannot deduct fees from bills if a student is absent from the program.
- Bills are mailed or sent electronically to families at the start of each month for the previous month of afterschool.
- Families who receive Subsidy may be billed later in the month as these funds are received after the month is over. The amount will be credited to their account as we receive the funds from the State.
- Families who receive a Sliding Scale discount will see the reduced charges on each month's bill.

### **Payment Expectations**

- Payment is expected approximately two weeks after receipt of the invoice.

- Credit/debit card and electronic bank account payments may be made online at MySchoolBucks.com. Instructions for online payments are noted on the reverse side of invoices. Service charges do apply.
- Checks should be made payable to Burlington Kids and should note the student's name and/or invoice number. Cash and money orders are also accepted. Payments may be mailed (or dropped off in the case of cash/money orders) to:

Burlington Kids  
150 Colchester Ave.  
Burlington, VT 05401

**NOTE: Site Staff cannot accept any payments at the program sites.**

### **Overdue Balance Policy**

- At point of registration, all overdue balances must be paid in full, including balances from previous school years and for siblings.
- Periodically, families will receive notice of any overdue balance owed and will be asked to pay the balance in full or establish a payment plan.
- Any questions about bills should be directed to Phuket Jennings, Billing Specialist, at **324-7872** or [pjenning@bsdvt.org](mailto:pjenning@bsdvt.org).

### **Financial Support**

Participant fees are an important source of financial support for the program. We have made every effort to assure that these programs are affordable and accessible and offer several ways to reduce or alleviate cost for qualifying families through State Child Care Subsidy, Sliding Scale discounts, Academic Support, Hardship Waivers and payment plans. If you have any concerns around ability to pay, our team will work with you to explore all options of support.

### **State of Vermont Child Care Subsidy**

Burlington Kids is a program licensed by the State of Vermont. Families who are eligible may receive funding assistance through the [Department of Children & Families](#) and [Child Care Resource](#). Families applying for assistance must submit a completed [application](#) with the required documentation to Child Care Resource. Child Care Resource will send a letter indicating that subsidy has either been granted -- either in full or partially -- or denied. Families who do not receive 100% subsidy may apply for a Sliding Scale discount (see below).

The Site Director team is available to help with paperwork and to facilitate the process as needed.

### **Sliding Scale**

In order to provide access to the program for all students, regardless of ability to pay, families may also apply annually to receive a Sliding Scale discount, determined by following the [Vermont Agency of Education Free and Reduced Price Income Eligibility Guidelines for Child Nutrition Programs](#).

In the case that a family does not qualify for a reduced fee based on these guidelines, an additional determination can be made following District eligibility requirements, below:

	<b>First Child</b>	<b>Additional Children</b>
<b>Less than \$2,950</b>	92%	92%
<b>\$2,950 - \$3,350</b>	80%	92%
<b>\$3,350 - \$3,750</b>	60%	80%
<b>\$3,750 - \$4,150</b>	40%	60%



<b>\$4,150 - \$4,600</b>	20%	40%
<b>\$4,600 - \$5,000</b>	10%	20%
<b>Over \$5,000</b>	<b>Not eligible</b>	

Families may request a Sliding Scale Application from Site staff or from Phuket Jennings, Billing Specialist.

### **Academic Financial Support**

Burlington Kids offers a limited number of scholarships for students to attend afterschool academic support, such as Homework Help, EL services or a targeted academic enrichment activity. This support is based on an academic need and teacher recommendation. The student's family must also first complete subsidy paperwork before Academic Financial Support is approved.

## **Part 3: Policies & Procedures**

### **Vermont State Childcare License**

Burlington Kids is a licensed program through the Vermont State Childcare Division. The Afterschool Child Care Licensing Regulations are available on their [website](#).

*If in the event families have a concern that needs to be addressed by the Childcare Licensing Division of the State of Vermont, families may contact the division at 1-800-540-7942.*

### **Attendance Policies**

#### **Absences**

*Families must contact the Site Director if a student will be absent from Burlington Kids. This is a state licensing requirement.* Families may leave a message via text, email, or voicemail if the Site Director or Assistant Site Director is not available.

If a student is absent from the program and there has not been prior notice given of the student's absence and the student is not listed as absent from school then, the Site Director or Assistant Director will begin calling the contact numbers listed on the student's registration packet, including emergency contacts. *If unable to contact a parent, guardian or emergency contact, the Site Director's next step will be to contact the Burlington Police Department to report the student's absence and begin a search for him/her.*

#### **Vacation Days**

Burlington Kids is not able to provide child care during days that school is closed. There are multiple options for childcare and camps. [Burlington Parks, Recreation, & Waterfront Department](#) provides child care during many of the school vacation days at a few elementary schools. Site Directors can provide families with information about child-care alternatives during school vacations.

#### **Withdrawing from the program**

Families have the option of withdrawing students from the program at any time via email or a written paper document. Families must give Burlington Kids *two-week's notice* before withdrawing a student due to the administrative work necessary to make the change and to adjust staffing as necessary. *Families will be billed for this two-week period.*

### **Student Pickup Policy**

In the registration packet, families fill out a "pickup" list of people who are authorized to pick up their child(ren). Burlington Kids will release students to everyone on their "pickup list" unless there have been restrictions imposed in a court of law. In such a case, Burlington Kids requires a copy of the custody order to keep in our files. Burlington Kids needs advance verbal or written notice from a guardian if a person comes to pick up the child who is not on that list. Burlington Kids will need to see an acceptable ID; please remind them to bring it with them. When children are picked up from the program, Burlington Kids must make sure that an authorized adult signs out each child, with a parent/guardian signature. A Site Director or member of Burlington Kids staff will direct adults to the sign-out sheets when they arrive to pick up children.

If families are late picking up their student(s), a \$10 fee is charged per family for each 5-minute increment after 5:30 p.m. *If families know that they will arrive late for pickup, they must call the Site Director.* In the event that a student is still in the care of Burlington Kids at 6:00 p.m. and there has been no communication with a parent,

guardian, or emergency contacts regarding pickup, we will contact the Burlington Police Department to place the student in their care.

Importantly, any student with permission to walk home will be released at a time that the parent/guardian confirms with the Site Director.

## **School Closing**

In the event that school is canceled at the beginning of the school day or closed during the school day (e.g. snow or ice storm) the program WILL NOT operate and families will not be charged. Additionally, in the event of a facility hazard or potential facility catastrophe (such as a gas leak or bomb threat), Burlington Kids will follow school evacuation procedures and attempt to reach all families as to students' whereabouts. The BSD website and local FM radio stations will broadcast the news of such events, as well as school closings. In addition, a BSD SchoolMessenger automated phone/text/email message will be sent to families. For safety purposes, Burlington Kids requires that permission be given to the Site Director if a person unknown to us will be picking up students from the evacuation facility. If there are questions regarding the school's evacuation plan, please read your child's school handbook or contact school personnel.

## **Dismissal from School**

If a student is sent home from school due to a behavioral problem or illness, she/he is not permitted to attend Burlington Kids on that day. If a student is suspended from school, she/he also is not permitted to attend Burlington Kids for the duration of the suspension – regardless if the suspension is in school or out of school. Families are not required to pay for scheduled days during a student's suspension from the program.

*If a student left school prior to dismissal for other reasons (medical appointment, etc) and has not returned by the end of the school day, s/he may not attend the program that day and will be marked absent.*

## **Medical Policies**

### **Food Allergy & Special Diet**

The program makes accommodations for students with food allergies or in need of a special diet for supper. A Nut Free area is available in the cafeteria, and Food Service provides nut free options. If need be, the Site Director can consult with parents and Food Service if there are other food concerns or needs.

### **Immunizations**

Vermont's immunization law requires all students in Burlington Kids to have a record on file with us. The immunization record must include the month and year of inoculation for the following vaccines: diphtheria, tetanus, pertussis, polio, measles and rubella. Some families choose not to have their children vaccinated for religious or personal reasons. If this is the case, Burlington Kids must have a certified waiver in place of an immunization record. The immunization records on file at the school will be sufficient for this purpose.

### **Medications**

Burlington Kids recognizes that students may need the use of medication during program hours. If a family requires that a student take medication during program hours, we require that the following regulations are followed:

1. Medication Form is filled out completely.
2. Medication must be provided in the original container with pharmacy label and given to the Site Director.
3. Site Director will keep a written record of administering the medication.

No medication will be dispensed without the proper forms and original container.

### **Communicable Disease & Conditions Policy**

Burlington Kids does not have the staff, nor the facilities, to care for children who are too ill to take part in regular activities. If a child appears to be very ill (flu symptoms, breathing difficulties, etc.), or has a temperature of 100° or above, Burlington Kids will contact the parents/guardian and send the child home for the day.

Any time a student becomes ill during the program's hours, Burlington Kids will call the primary contact person listed on the student's registration and ask them to come pick up the ill student. If staff cannot reach the primary contact, Burlington Kids will call one of the emergency contacts that the family has listed on the student's registration.

If the condition involves the possibility of head lice, staff will use discretion and decide whether to phone parents/guardians or speak with them at pick-up. Burlington Kids will not exclude children from the program for head lice. Burlington Kids expects, however, that children and their home environment will be treated if they are infested, as lice spreads easily in close quarters such as schools and homes.

### **Accidents**

In the event of an accident, staff will complete an accident form and detail any treatment given to students, so that families have a record of the care given. Burlington Kids will keep a copy on file with students' records. In the event of a serious injury, the program policy is to call 911 first.

Only Burlington Kids staff members with First Aid & CPR certification will administer aid to an injured child. Staff will next attempt to locate the family/parent/guardian. The child may be taken immediately to the emergency room for treatment prior to parental/legal guardian contact.

In the case of an emergency in which Burlington Kids staff are unable to reach a parent/guardian or emergency contact, the Site Director will contact the Burlington Police Department.

### **Family Involvement & Support**

We encourage families to participate in whatever ways they can. All families are invited to our Family Nights that celebrate student work and successes, as well as offer an opportunity for families and staff to socialize.

The staff also invites you to visit on any afternoon while the program is running and requests that you provide advance notice. A visiting parent must check in with the Site Director and wear a visitor's badge. A family may request an opportunity to discuss their child's participation or obtain information about the facility at any time. The Site Director will provide a family access to their child's file upon request.

If families have a concern, complaint, compliment, suggestion or an idea, they are encouraged to share it with the Site Director. If families feel as though their concerns need additional attention, they may contact the Director of Expanded Learning Opportunities, Christy Gallese, at 540-0285. The Site Director will notify the families promptly of any action of the Licensing Division which results in a change in the terms of the license of the program.

## **Parent Conduct**

As with all students that attend the Burlington Kids Afterschool Program, parents/guardians are expected to treat fellow parents, staff members, and students with respect. If a situation arises in which a Site Director feels that a parent is threatening the safety or well-being of a staff member, child, or fellow parent, the Site Director may ask the parent to leave the premises immediately. If the threatening behavior persists and the parent/guardian refuses to leave, the SD will call the police. Further evaluation of the parent's involvement with the program will then be addressed with the Lead Site Director, Director of Expanded Learning Opportunities, and possibly school principal.

## **Confidentiality, FERPA, and Mandatory Reporting**

All Burlington Kids staff members must maintain the confidentiality of the students attending the program. All discussions about students, specific concerns about behavior, or other personal issues may occur with the program staff, the Site Director/Asst Site Director, the student's family/guardian, and the school day staff, as appropriate. Student information will not be shared with other individuals. The Site Director will share information about a student with staff members on a need to know basis. All child/family records will be kept confidential unless otherwise required by law or emergency.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As a district program, Burlington Kids follows all FERPA guidelines. For more information, see the BSD Family Handbook or <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Any Burlington Kids staff member who has reasonable cause to believe that a child's physical or mental health or welfare has been or is being harmed or abused, or that the child is threatened with harm, or that the child is a victim of neglect is required, by law, to report such belief to the State Department of Children and Families.

## **School Safety Policy and Procedures**

Burlington Kids Afterschool program follows the Burlington School District policies and procedures for emergency procedures, including evacuations, lockdowns, hold and secure, and clear the halls. Regular training for staff and drills are conducted at each site. As a district, we are trained in Run, Hide, Fight procedures in the event we should have to deal with the threat of an act of extreme violence on one of our campuses. Distilled to its simplest, this training teaches that our staff should be prepared to "Run when it's safe to run. Hide where it's safe to hide. Fight if you or others around you have no other options."

## ***Part 4: Activities at Burlington Kids***

### **Daily Schedule**

2:50 - 3:50 Snack & Play

3:50 - 5:15 Activity Enrichment Time

5:15 - 5:30 Pickup and Chill Time

\*The afterschool program runs for an additional hour on Wednesdays, to accommodate BSD's early release. This hour will include a variety of activities such as free choice time, assemblies, extra outdoor time, etc.

### **Supper & Snack**

Students at all Burlington Kids sites will be served an optional supper as part of the afterschool program. Our supper program goal is to offer a nutritionally balanced meal which complements the school lunch. Alternatively, students may bring a snack from home to eat instead of the supper that is offered.

Children will also receive a healthy snack to take home at the end of the day, if desired.

### **Activity Choices**

There are three Activity Sessions during the course of the school year. Each 10-12 week Session features a unique schedule of activities that meet once per week from 3:50 - 5:15pm for the duration of the session. The Site Director develops the activity schedule and creates the Activity Sign-up brochure for each session. Site Directors seek input from staff, students, families, school personnel and others to help them develop a variety of activities to meet the varied interests of the students who participate in the program. Burlington Kids strives to offer fun, engaging recreational and learning opportunities for all students. Some of our instructors are hired from local organizations like Burlington City Arts and the ECHO Science Center; some are school-day teachers or para-educators. Other activities are led by our wonderful core staff members.

Families and students together choose the activities they are interested in by filling out and submitting a sign-up form (included with the Activity Brochure for each Session) and indicating the 1st and 2nd choice. Families are encouraged to involve their student(s) when selecting activities. Staff will also work with students to help select activities as needed. Should the completed sign-up not be returned on time, staff will place students in activities according to availability and student interest.

Site Directors work hard to accommodate each student's choices, but a student may not get his/her first choice of activities every session. Some activities have limited capacities due to instructor time, cost, space, and other issues.

All students wanting to access Burlington Kids, whether they attend every day all year or only once a week for one session, will be given equal opportunity to participate in activities each session, provided there is space available and that a family's bill is paid up to date.

### **Off-Site Field Trips**

Some activities include taking students off-site to area parks, skating at Leddy Park Arena, sailing excursions with the Lake Champlain Sailing Center, and a variety of other fun activities. The Site Director will include information about specific off-site activities in the Activity Brochure, and will provide details about the location of an activity, method of transporting students, and other specifics relevant to the particular activity.

## ***Part 5: Behavior and Discipline***

### **PBIS**

Each Burlington Kids site implements PBIS (Positive Behavioral Interventions and Supports) during afterschool, continuing the expectations, guidelines and structures in place during the school day. PBIS is a behavioral framework used throughout the country to teach students positive behaviors. Students are to be taught appropriate behaviors before entering different situations and spaces. At BSD, we focus our teaching around three main themes- respect, responsibility, and safety. Students are taught what it means to be safe, respectful, and responsible and then review and practice this regularly in a variety of spaces and situations. The idea of PBIS is to clearly set out expectations for students before they start an activity in order to curb possible negative behaviors. Students are rewarded for modeling this positive behavior in a variety of ways such as specific praise and through other site based incentives.

While the focus of PBIS is on pre-teaching and rewarding expected behaviors, PBIS also focuses on a clear line of consequences when expectations are not met. Students are familiar with what these steps are and all staff are trained on how to follow up with students when expectations are not being met.

### **Restorative Practices**

Expanded Learning Opportunities programs serve as a critical partner to the District implementation of Restorative Practices (RP). RP can be best described as an umbrella of tools and is most effective when schools take up a “whole-school integrated approach”. RP is a natural fit for our afterschool programs where we can allow time and space for students, staff and the community to engage more deeply with the process. Our focus is to prevent and repair harm by building relationships and social capacity, improving problem solving skills, encouraging empathy, accountability and ownership and building interpersonal skills. Currently, sites are in varying stages of this process and are implementing this work in a variety of ways:

- Using circles to build community with students and staff
- Incorporating restorative questions into the conflict resolution process
- Utilizing restorative communication with students when challenges arise
- Focusing on the action of doing things “with” one another and creating a sense of inclusion and shared responsibility through shared agreements

Additionally, this work provides our students the opportunity to develop their social and emotional learning (SEL) core competencies, especially relationship skills, self-management and responsible decision-making.

Our team has taken multiple steps forward in the implementation of RP in our programs. A couple of our Site Directors actively participate in the monthly District-wide RP Collaborative group, all of our staff (leadership, administrative and core) have attended the District in-services focused on Restorative Practices and we have held multiple RP trainings throughout the year for afterschool staff.

We have used a restorative lens to create a progressive behavior matrix to respond to minor program challenges. Our programs will continue to utilize the behavior matrix that can be referenced in our family handbook for significant incidents regarding safety. Incorporating RP into our programs is a transformational change that will take time in order to be done with the highest level of quality, care and intention.

### **Behavior Matrix**

We must ensure the emotional and physical safety of all program participants and staff at all times. Threats, threatening behavior, inappropriate language, harassment, or acts of violence against employees, students, or

other individuals will not be tolerated. Violations of this policy will lead to disciplinary action, including dismissal from Burlington Kids.

In the event that the Burlington Kids' rules are broken by a student, the policy will be implemented at the Site Directors' discretion. The Site Director can provide a hard copy of the policy.

**NOTE: As with the school policy, students can be suspended or "fast tracked" depending on the severity of the behavior or incident.**

### **Behavior Contract**

In some cases, a meeting must take place between the family, the program Site Director, and (if needed) other school personnel before the student is readmitted to the program. A written plan will result from that meeting and copies of the plan will be given to everyone involved. The plan will include, but is not limited to:

- Description of the behavior(s) that the student was engaging in
- Description of the acceptable, appropriate and desired behaviors. **NOTE: This may include listing 1-3 strategies for the student and/or Burlington Kids to employ to help make him/her more successful in meeting his/her behavior goal.**
- Description of the consequences for continued unacceptable behaviors
- Signatures of all parties to indicate agreement with the contract

**Burlington Kids is committed to providing a safe, healthy environment for both students and staff. We try our best to work with the needs of all families, including instituting various types of behavior plans when needed.**

### **Special Education in Afterschool**

The ADA prohibits discrimination based on disability and requires after school programs and schools to provide reasonable accommodations unless the accommodation would fundamentally alter the program, pose a direct threat to the child or others, or otherwise impose an undue burden on the center or school.

The mission of Burlington Kids is to "foster the social and academic success of Burlington youth through quality programming in an environment that creates lasting connections with peers, adults and the community." To this end, the Burlington Kids Afterschool Program strives to meet the needs of all students enrolled in the program. In order to ensure a successful and positive after school experience, Burlington Kids Site Directors and Assistant Site Directors may communicate with school day staff to help make accommodations based on a child's IEP or 504 plan. With this information, Burlington Kids strives to make all reasonable accommodations within the scope of the program. These plans will be set up on an as needed basis by the site director. A meeting to discuss a plan or the creation of one can be requested by the parent also.

If a child is not able to actively or safely participate in enrichment and recreation opportunities with these reasonable accommodations in place, their participation may need to be further evaluated.





**Burlington Kids**  
Explore - Connect - Empower

## ***Family Handbook Sign-off Sheet***

I have read, understand and agree to the policies stated in the Family Handbook for the Burlington Kids Afterschool Program. I have also received a copy of the handbook for my own reference.

\_\_\_\_\_  
Parent/Legal Guardian Name (please print)

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Child's Name (please print)

\_\_\_\_\_  
Child's Name (please print)

**\*\*\* Please sign and return to the Site Director \*\*\***