



Burlington Kids Afterschool Program



2023 - 2024 Family Handbook

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2023-2024 Burlington Kids Calendar

Aug 30	First Day of Program - Grades 1-5
Sept 4	Labor Day - No School
Sept 5	First day of Program - Kindergarten
Sept 18 – Dec 13	Activity Session 1 (dates may vary by site)
Sept 27	Early Release Day - No Afterschool Programming
Oct 6	K-8 Professional Learning - No School
Oct 9	Indigenous Peoples' Day - No School
Oct 25	Early Release Day - No Afterschool Programming
Nov 20-24	Thanksgiving Break - No School
Dec 22	Early Release Day - No Afterschool Programming
Dec 25 – Jan 1	Winter Break - No School
Jan 15	Early Release Day - No Afterschool Programming
Jan 16 – Mar 20	Activity Session 2 (dates may vary by site)
Feb 26 – Mar 5	Winter Break - No School
Mar 21	Early Release Day - No Afterschool Programming
Mar 22	Parent Conferences - No School
Mar 25 – May 10	Activity Session 3 (dates may vary by site)
April 22 – 26	Spring Break - No School
May 15	Early Release Day - No Afterschool Programming
May 27	Memorial Day - No School
June 11	Earliest Last Day of Afterschool - TBD, based on snow days
June 12	Earliest Last Day of School - TBD, based on snow days

Part 1: Introduction

Welcome to the Burlington Kids afterschool program! We look forward to working with you to provide students with opportunities to learn and grow after school, whether it be one day a week for a specific activity or every full day that school is open.

Our program strives to support all students and prioritizes placement in afterschool based on compelling personal circumstances, such as homelessness, foster care, involvement with the Department for Children and Families, and/or concerns around safety and wellness. We are committed to serving these students pending program capacity and staffing.

In addition, we work closely with the BSD Office of Equity to structure our registration and waitlist selection process to reflect school-day student demographics, with the goal of ensuring equitable afterschool access and services for all students.

Our Vision

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

Our Mission

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.

Families are a critical piece of these statements - we need your support, input, and energy! Our 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. Please do not hesitate to reach out so that we can better meet your family's needs. **We look forward to a great year!**

Important Contacts

Emma Membrino	Director of Expanded Learning	540-0285	emembrin@bsdvt.org
Karlie Gunderson	Asst. Director of Expanded Learning	777-0295	kgunders@bsdvt.org
Eli Phillips	Program Quality Coordinator	318-8319	ephillip@bsdvt.org
Phuket Jennings	Billing Specialist	324-7872	pjenning@bsdvt.org
Sage Janser	Site Director, Edmunds Elementary	316-0195	sjanser@bsdvt.org
Tucker Houston	Asst. Site Director, Edmunds Elementary	316-0195	thouston@bsdvt.org
Kevin Lewis	Site Director, Sustainability Academy	324-6723	klewis@bsdvt.org
Ellie Murray	Asst. Site Director, Sustainability Academy	324-6723	emurray@bsdvt.org
Dawson Engstrom	Site Director, Flynn Elementary	864-8500	dengstro@bsdvt.org
TBD	Asst. Site Director, Flynn Elementary	864-8500	
Jack Anzalone	Site Director, Champlain Elementary	316-1681	janzalon@bsdvt.org
Shannon Whitehouse	Asst. Site Director, Champlain Elementary	316-1681	smwhiteh@bsdvt.org
Marcie Lussier	Site Director, CP Smith Elementary	316-1153	mlussier@bsdvt.org
TBD	Asst. Site Director, CP Smith Elementary	316-1153	

Part 2: Registration, Billing and Financial Support

Registration

- Registration is completed online, through an [application process on the Burlington Kids Parent Portal](#).
- Multilingual Liaisons are available to assist families with this process.
- Please note that completion of an application does not guarantee enrollment in the program.
- Should available spaces fill, a waitlist will be created and students will be added as space becomes available.

Billing

Fees

\$16.50/child/day (10% discount for each sibling)

\$82.50/child/full week

\$10/family/ea. 5-minute increment picked up late (after 5:30 p.m.)

- **Families are billed for all scheduled days, regardless of whether or not the child attends on those days.** (The daily fee represents a student's spot in afterschool, which determines the number of staff hired, as well as food and supplies purchased.)
- A written one-week notice is required for any schedule changes; families will be billed for this period.

Payment

- Invoices are **emailed** to families at the start of each month for the previous month.
- Payment is expected approximately two weeks after receipt of the invoice. **Payments are not accepted at schools.**
- Credit/debit card (service charges apply), checks, cash, and money orders are accepted.
- Periodically, we will reach out to families with overdue balances to establish a payment plan. We ask that you make every effort to remain current with your account.
- **At point of registration, all outstanding balances from previous years (including sibling balances) must be paid in full.**

Financial Support

Participant fees are an important source of financial support for our program. We make every effort to assure that afterschool is affordable and accessible and offer several ways to reduce or alleviate costs for qualifying families: Child Care Subsidy, Sliding Scale discounts, hardship waivers, and payment plans.

Our Billing Specialist will work with interested families to explore these support options:

Phuket Jennings, 324-7872 or pjenning@bsdvt.org.

Child Care Subsidy

Eligible families may receive funding assistance through the Vermont Department of Children and Families, by submitting an [application with the required documentation to Child Care Resource](#).

Sliding Scale

In addition to applying for subsidy, families may also apply to receive a Sliding Scale discount, determined by 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 may be made following District eligibility requirements.

Part 3: Policies and Procedures

Vermont State Child Care License

Burlington Kids is a licensed program through the Vermont State Child Care Division. Afterschool Child Care Licensing Regulations are available on their [website](#). Families will be promptly notified of any action by the Licensing Division which results in a change in the terms of the license of the program.

In the event that families have a concern that needs to be addressed by the Licensing Division, families may call 1-800-540-7942.

Attendance / Absences

Families must contact the Site Director if a student will be absent from afterschool, per State licensing requirements. 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 afterschool with no prior notice and is not listed as absent from school that day, the Site Director or Assistant Director will communicate with school-day staff, call student primary contacts, and if necessary emergency contacts. If all efforts to contact a parent/guardian or emergency contact are exhausted, site staff will then contact the Department of Children and Families to report the student's absence and begin a search for them.

Vacation Days

Burlington Kids is not able to offer programming on days when school is closed. Site Directors can provide families with information about childcare alternatives during school vacations. ([Burlington Parks, Recreation, and Waterfront Department](#) and other community organizations often offer camps on many of these days, sometimes in BSD elementary schools.)

Withdrawing from the Program

Families have the option of withdrawing students from the program at any time via email or written paper document. Families must give the Site Director a one-week notice of any schedule changes to allow time for staffing, food, and supply adjustments to be made. Families will be billed for this period.

Student Pickup Policy

During registration, families will list 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 by a court of law. (In such cases, our program requires a copy of the custody order for our files.) If primary guardians would like their child to be released to someone on their "pickup list," they must directly contact their Site Director to communicate the pickup arrangement for that day.

Site Directors need advance verbal or written notice from a guardian if a person picking up a child is not on the "pickup list." Site Directors will also need to see an acceptable ID; please remind all people picking up your child(ren) to bring this with them. When children are picked up, an authorized adult must sign out each child. A Site Director or other staff member will direct adults to the sign-out sheets.

Families will be charged \$10/family for each 5-minute increment that a student is picked up 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, the Site Director will call primary guardian/s, emergency contacts, the Director of Expanded Learning and school-day support personnel. As a last resort, the Site Director will call The Department for Children and Families (DCF) to place the student in their care.

Importantly, any student with permission to walk home will be released from afterschool by the Site Director at a time confirmed by a parent/guardian.

School Closing

In the event that school is canceled before or during the school day (e.g., snow or ice storm), afterschool will also be canceled and families will not be charged. Families will be alerted to such cancellations via SchoolMessenger (automated phone/text/email.)

In the event of a facility hazard or potential facility catastrophe (e.g., gas leak or bomb threat), Burlington Kids will follow school evacuation procedures and attempt to reach all families as to students' whereabouts. For safety purposes, Burlington Kids requires that parent/guardian permission be given to Site Directors if a person unknown to us will be picking students up from the evacuation location. If there are questions regarding the school's evacuation plan, please refer to 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, they are not permitted to attend Burlington Kids on that day. If a student is suspended from school (both in-school and out-of-school suspensions), they are not permitted to attend Burlington Kids for the duration of the suspension. Families are not billed for scheduled days during a student's suspension from the program.

If a student leaves school prior to dismissal for other reasons (medical appointment, etc), they are welcome to return to afterschool if the dropoff plan is communicated by the parent/guardian to the Site Director before program starts, and the student is dropped off (directly to an adult) *before 3:45 pm.*

MEDICAL POLICIES

Food Allergy and 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 The Burlington School Food Project provides nut-free options. Site Directors can consult with families and The Burlington School Food Project if there are other food concerns or needs.

Immunization Notice

Vermont law requires Burlington Kids to have an immunization record on file for all students, including the month and year of inoculation for the following vaccines: diphtheria, tetanus, pertussis, polio, measles, and rubella. These records will be accessed through your student's school record.

Medication

In the case that a student requires medication during afterschool, the below guidelines are required. **No medication will be dispensed without these guidelines in place.**

1. Medication Form completed by the family.
2. Medication must be given to the Site Director in its original container with the pharmacy label intact.
3. Site Director will keep a written record of administering the medication.

Communicable Disease and Conditions

Burlington Kids does not have the resources to care for children who are too ill to participate in regular activities. If a child appears to be ill at any time during afterschool (flu symptoms, breathing difficulties, etc.) or has a temperature of 100° or above, site staff will reach out first to the primary contact and then to emergency contacts to pick the child up.

Accidents

In the event of an accident, staff will complete an accident form and detail any treatment given to students. A copy of the form will be given to parents and placed in the student's file. In the event of a serious injury, staff will first call 911.

Aid will only be administered to an injured child by staff who are certified in First Aid and CPR. Staff will then attempt to contact a parent/guardian/emergency contact. In the case of an emergency in which a parent/guardian/emergency contact is unable to be reached, the Burlington Police Department will be contacted. The child may be taken immediately to the emergency room for treatment prior to parent/guardian contact.

Family Involvement and Support

We encourage families to participate in whatever ways they can. All families are invited to our Family Nights to celebrate student work and successes, as well as offer an opportunity for families and staff to socialize. You are also invited to visit during afterschool; we do ask that families provide advance notice if they plan to visit during this time. All visitors 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 in afterschool, access their child's file or obtain information about the facility at any time. If families have a concern, complaint, compliment, suggestion, or 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, **Emma Steer**, at (802) 540-0285.

Parent Conduct

As with all students who attend Burlington Kids, 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 fellow parent, staff member, or student, 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 Site Director will call the Burlington Police Department. Further evaluation of the parent's involvement with the program will then be addressed with the Director and Assistant Director of Expanded Learning Opportunities and the school principal.

Confidentiality, FERPA, and Mandatory Reporting

All Burlington Kids staff members must maintain the confidentiality of students attending the program. As appropriate, discussions about student concerns, behavior, or other personal issues may occur between program staff, the Site Director or Assistant Site Director, parents/guardians, and school day staff. Student information will not be shared with other individuals. The Site Director will only share student information with other staff members on a need-to-know basis. All student/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, refer to the [Burlington School District Family Handbook](#).

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, that a child is being threatened with harm, or that a child is a victim of neglect, is required by law to report such belief to the Vermont Department of Children and Families.

School Safety Policy and Procedures

Burlington Kids follows Burlington School District policies and procedures for [emergency procedures](#). 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. In simple terms, 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

Daily Schedule

M/T/Th/F 2:50-5:30 p.m., W 1:50-5:30 p.m.

2:50* - 3:50 p.m. Snack and Play

3:50 - 5:15 p.m. Activity Enrichment Time

5:15 - 5:30 p.m. Dismissal

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

Supper and Snack

All students are served an optional supper as part of the afterschool program, with the goal of offering a nutritionally balanced meal to complement the school lunch. Alternatively, students may bring a snack from home.

Activity Choices

There are three Activity Sessions during the course of the school year. Each 10 to 12 week Session features a unique schedule of activities that meet once per week from 3:50 - 5:15 p.m. for the duration of the session. The Site Director develops the activity schedule and brochure for each session. Site Directors seek input from staff, students, families, school personnel, and others to develop and offer a variety of activities to meet the many interests of afterschool students. Have an idea? Share it with your Site Director!

Families and students complete and submit an activity sign-up form (included with the Activity Brochure), indicating their 1st and 2nd choices. Families are encouraged to involve their student(s) when selecting activities. As needed, staff will also work with students to select activities. Should the completed sign-up form not be submitted 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 their 1st choice of activity every session. Some activities have limited capacity due to instructor time, cost, and/or space.

Regardless of whether a student attends afterschool every day all year or once a week for one session, they will be given equal opportunity to participate in activities, provided there is space available.

Off-Site Field Trips

Some activities involve taking students off-site (e.g., visiting area parks, skating at Leddy Park Arena, sailing with the Lake Champlain Sailing Center, and a variety of other fun activities.) Details about these activities (location, transportation, and other specifics) will be highlighted in the Activity Brochure.

Part 5: Behavior and Discipline

Restorative Practices

Expanded Learning Opportunities programs serve as a critical partner to the District's 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 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) attend District in-services focused on Restorative Practices, and we hold 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 this 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 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.

Success Plan

In some cases, a meeting must take place between the family, Site Director and, if needed, other school personnel before the student is readmitted to the program. The intention of this meeting is to ensure we are taking every possible action to set up the student for success in afterschool. 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 acceptable, appropriate, and desired behaviors. **NOTE: This will include listing strategies for the student and/or Burlington Kids to employ to help make them more successful in meeting their behavior goal.**
- Description of the consequences for continued unacceptable behaviors.
- Signatures of all parties to indicate agreement with the plan.

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 Americans with Disabilities Act prohibits discrimination based on disability and requires afterschool 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, Burlington Kids strives to meet the needs of all students enrolled in the program. In order to ensure a successful and positive afterschool experience, Site Directors and Assistant Site Directors may communicate with school day staff to help make all reasonable accommodations within the scope of the program and based on a child's IEP or 504 Plan. 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 a plan can also be requested by the parent/guardian.

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.