

**Fidelity House**  
25 Medford St.  
Arlington, MA 02474  
(781) 648-2005  
[www.fidelityhouse.org](http://www.fidelityhouse.org)

# School Age Child Care Program

Handbook

2022 – 2023

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Welcome to the Fidelity House School Age Child Care Program (SACCP). We offer programs throughout the school year, available to all school age children.

Fidelity House's SACCP provides quality care and programs on regular school days and also offers programs for Early Release, Full Day Programs, Holidays, Vacation and all other no-school days including Snow Days.

The program was established in 1984 and is licensed by the Department of Early Education & Care (EEC). Parents may contact EEC for information regarding Fidelity House's regulatory compliance history. The Department of Early Education and Care is located at 360 Merrimack St., Bldg 9 3<sup>rd</sup> Floor, Lawrence, MA 01843. 978-689-7618

### **PHILOSOPHY**

To provide an environment which encourages the development of greater self-esteem and improves the skills of cooperation, sharing and independence.

### **STAFF**

Our program is directed by Department of Early Education & Care qualified staff who are dedicated to the well-being and safety of the children. The staff is composed of college graduates and undergraduates with a wealth of experience working with children.

### **SCHEDULE**

2:00 Arrival & Free Time-Snack  
3:00 Meeting & Choice Time  
4:00 Group Activity  
5:00 Clean Up  
6:00 Extended Care Activities

We feature many varied activities, such as:

Arts & Crafts	Homework Club
Chess	Field Trips
Exploration Activities	Trips to Local Parks
Contests & Games	Music
Cooking	Pizza Parties
Sports-Indoor/Outdoor	Science Activities
Drama	Special Events

### **STATEMENT OF PURPOSE**

Fidelity House is a non-profit, United Way supported community center, established in 1955. It is an institution dedicated to the promotion of good citizenship, increasing self-reliance and furthering the social, physical, and emotional growth of individuals in the Arlington area. Fidelity House is open to all individuals regardless of national origin, race, religion, cultural heritage, political beliefs, sexual orientation, disability or marital status.

As a part of Fidelity House, the School Age Child Care Program (SACCP) serves school age children ages 5 to 12. Day care services are provided daily Monday - Friday 2:00 - 6:30. Also, the program provides services on early release days and vacation weeks. While providing care for the children of working parents, SACCP seeks to offer growth-stimulating experiences for young children by exposing them to various activities and events, as well as opportunities for socialization. We hope to promote self and social awareness, and to nurture the growth of each child who enters our program.

Fidelity House's After School Age Child Care Program is under the licensing authority of the Department of Early Education & Care.

### **ENROLLMENT PROCEDURES**

Before being admitted to the program, the parent(s) and child meet with the Program Administrator. This can be arranged by making an appointment in the office.

During this meeting, the parents and child will be given a tour of the building and a copy of the program's intake procedures, services, transportation plan, procedure for parent conferences, visits and input to program policy; procedures for: behavior management, providing emergency health care, the Infection Control policy an illness

exclusion policy, written information on the administrative organization of the program which includes identification of lines of authority and supervision.

At this time, the Program Administrator will determine if the facility or staff is equipped to accept a child's individual special needs.

Parents must complete and return all entrance forms (which include: The Registration/Medical form and Transportation/Field Trip release form) before their child will be allowed to attend the program. There is a non-refundable registration fee that must be submitted to reserve a spot. Parents may make arrangements to observe the program (alone or with their child) before enrollment.

**TUITION/BILLING**

A non-refundable \$75 fee is due upon registration. Required Department of Early Education & Care forms will be provided upon receipt of this deposit and are due prior to your child's first day.

Bills are mailed in advance monthly. If you choose to keep your child out the program for any reason, payment is due. A 30 day written notice must be given when taking the child out of the program or you will be billed for that period.

**RATES**

Per day	\$25.00
Transportation-Per Day (from Designated Public Schools)	\$ 4.00 per day
Early Release Days	
Release time 12:00 or before	\$10.00 + daily fee
Release time 12:15 or after	\$6.00 + daily fee
Full Day Programs	\$80.00 & Up

**VACATION WEEKS/FULL DAY PROGRAM**

A Full Day Program form must be filled out and returned verifying your child's attending or not attending. All Full Day Program fees must be paid before your child attends.

**ABSENCES-MISSED DAYS**

Please call Fidelity House by 1:00PM on any regular school day (by 9:30AM on Early Release Days & Full Days) if your child will not be attending for any reason. No credit shall be given for any absences, including illness, for any day(s) the child is registered, unless we receive a 30 day written notice. There is limited enrollment. Registrations are now being accepted. Enrollment is on a first come basis.

**PARENTAL VISITS**

Parents are encouraged to visit the program. This can be arranged anytime by making an appointment in the office.

**PARENT CONTRIBUTION**

Parents may contribute to the program with suggestions or complaints by contacting the Program Administrator and/or Group Leaders.

**PARENT CONFERENCES**

Parent Conferences will be held upon the parent's request or when a staff member feels that a meeting would be necessary. Children's progress reports will be mailed home in January. Parents may request a conference to discuss the progress reports.

**COMMUNICATION**

All parents will be made aware of events in the program through our monthly newsletter, which will be e-mailed to them with their monthly bill. Additional information will be posted on the Bulletin board in the program.

## NUTRITION

Parents prepare a lunch from home on Full day Programs. Some food suggestions are tuna fish sandwiches, carrot sticks, yogurt, fruit, left-overs from dinner, cucumbers, applesauce, and a juice box and or water. We do not refrigerate children's lunches. A frozen juice box or ice pack will keep food cold.

Parents send two snacks on Full Days (one for the morning and one for the afternoon.) Only one snack needs to be sent to After school for 5:00 pm snack. The following are nutritious snack ideas:

- Fresh fruit (apples, bananas, grapes, cherries, strawberries, blueberries, cantaloupe, watermelon, oranges, etc.
- Fresh vegetables (carrot sticks, celery, tomatoes, peppers, cucumbers)
- Cheese and crackers, pretzels, popcorn
- Granola bars, dry cereal, trail mix
- Yogurt

## BEHAVIOR MANAGEMENT PLAN

All discipline and guidance shall be consistent and based on the understanding of the individual needs and development of the child. The supervisor and all staff shall direct discipline towards the goal of maximizing the growth and development of the children and towards the protection, safety and well being of the group and individuals within it. It is the goal of the program to positively reinforce all children as a form of prevention for what we consider inappropriate behavior.

- No form of corporal punishment will be used (this includes spanking).
- No child will be subjected to abuse or neglect, cruel or severe punishment, humiliation, ridicule or verbal abuse.
- No child will be denied rest.
- No child shall be denied food as a form of punishment.
- No child will be punished for eating or not eating.
- No child will be force fed.
- No child shall be punished for soiling or wetting his clothes, or for not using the toilet; nor shall any child be forced to remain in soiled clothing or to remain on the toilet nor be subjected to any other unusual or unreasonable practice with regard to toileting.
- No child will be denied the use of bathroom facilities.
- Regardless of the child or the problem, no child will be spoken to inappropriately. Staff members will be told upon hire that no loud voices will be allowed. All children will be spoken to carefully. Staff are to reasonably discuss the present situation with the child. If necessary, the child will be guided to a quieter area to discuss the situation.
- All parents will be notified if their child is experiencing any problem.
- All children will be handled in a positive and supportive manner.

All children shall be made aware of behavioral expectations upon entering the program, so that they may be accountable for their actions. If a child is experiencing difficulty with a peer, the staff will talk with the children about the problem and provide direction (or redirection, if appropriate) to the children.

**All children will be positively reinforced for appropriate behavior, which may influence a child or group behavior. Socially appropriate behavior is defined as getting along with others by not calling names, ridiculing others, hitting, stealing, or any form of property destruction.**

Procedures for name calling or ridicule of another child—Name calling will not be tolerated and children will be told immediately that calling names is unacceptable behavior and that an apology is in order. If the child continues to call names or targets a different child on the same day, the child will be given one verbal warning that if the behavior continues he or she will need a quiet time away from the group. If quiet time is needed, the child will sit away from the group. The child will then be encouraged to continue participation in the activity.

Procedures for a child hitting or imposing physical harm on another child—At the teachers discretion, a verbal warning prior to enforcement of sitting away from the group may be waived for hitting, pushing, or property destruction witnessed by the teacher. A child who is physically harming another child will be told immediately that such a behavior will not be tolerated and that quiet time away from the group is needed. Attempts to problem solve in an appropriate manner will be discussed with the child. Parents will be notified on the same day of incidents.

Procedures for stealing—In the event that there is unquestionable proof that a child has stolen from another child, the teacher will discuss the situation with the parents.

Where appropriate and feasible, children shall participate in the establishing of rules, policies and procedures.

### **Steps taken for Disciplinary Action in the SACCP**

1. If a child is disruptive in the program, he or she will receive a VERBAL WARNING.
2. If the child continues to not listen, he or she may need REDIRECTION. A child may need some alone time, a time to just relax and look at a book or do a puzzle, a possible compromise or solution may be made between the child and the group leader.
3. A group leader may REPORT TO A PARENT for possible suggestions and helpful hints to suit their child's needs.

### **TERMS FOR SUSPENSION / TERMINATION OF A CHILD**

Depending on the circumstances of each situation, the program administrator may choose a verbal warning or incident report. A verbal warning identifies inappropriate behavior and suggests to the child to reconsider his / her actions. An incident report outlines a specific and / or repeated unacceptable behavior. At this time, a parent meeting will occur. The director will provide the parent details of recurrent incidents and various approaches tried with the child that have been unsuccessful. Copies of any written documentation of incidents shall be made available to parents upon request. The Director will formally express her concern about the child's continued participation in the program.

If appropriate, the Director may make recommendation for follow up with various Child Resource Agencies. If the child's behavior does not improve within the specified time agreed to at the parent conference, the Director will again initiate a conference and inform the parents of the child's imminent dismissal from the program.

The following circumstances may warrant suspension or termination:

- Excessive biting
- Severe behavior problems which cannot be controlled; and/or endanger other children
- Physical, mental or emotional problems that require constant one on one attention
- Failure to pay tuition for two consecutive months

When any child is terminated from the program, whether initiated by the program or the parent(s), the program staff shall prepare the child in a manner consistent with the child's ability to understand.

### **PREVENTION OF ABUSE & NEGLECT POLICY**

It is the responsibility of all staff to protect children from abuse and neglect, while in the program's care and custody. In the case that abuse or neglect is suspected by a staff member, a report must be made to the Department of Children & Families (DCF). The procedure for filing such a complaint is as follows:

- Suspected abuse must be brought to the attention of the Program Administrator, who will then be the one to file the report to DCF within 24 hours.
- The Program Administrator shall then notify the Department of Early Education & Care immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.
- All staff are responsible to cooperate in all investigations of abuse and neglect. Staff are mandated reporters of abuse and neglect.

Fidelity House has developed and maintained written procedures for handling any suspected incident of child abuse and neglect, which includes but is not limited to, ensuring that an allegedly abusive or neglectful staff member does not work directly with the children until the Department of Children & Families investigation is completed and for such further time as the Office requires.

## PROCEDURE FOR MAKING SOCIAL SERVICE REFERRALS

If, in the opinion of the Program Administrator, a child would benefit from any of the following additional services: social services, mental health services or medical services including but not limited to dental check-up, vision or hearing screening, the Program Administrator will follow this procedure:

1. Evaluate the child's record. Keep a written report of all incidents and observations, which pertain to the area of concern (social, mental health, medical, dental, vision, or hearing).
2. Arrange a conference with the parents to discuss possibilities. Make referrals.
3. Fidelity House will maintain a written record of any such referrals and the results.

When a staff member has a concern regarding a child, they will notify the Program Administrator. The Program Administrator then documents the concern and determines what further action needs to be taken. The Program Administrator then makes an appointment with the parents to discuss the report and concerns. At this time, the parents are given a written summary of the program's observations related to the referral and the reasons for the referral. The parents will also receive a statement of the efforts made by the program to accommodate the child's needs. The parents are given the Social Service Referral list, and will be offered assistance in making the referral. The Program Administrator will have written parental consent before any referral is made. The Program Administrator then documents, in the child's file, concerns and actions taken on behalf of the child. A follow up with the parents will be conducted by the Program Administrator within two weeks.

### SOCIAL SERVICE REFERRAL

Department of Children & Families  
30 Mystic St.  
Arlington, MA 02474  
Phone (781) 641-8500

Arlington Public Schools  
Early Childhood Coordinator  
869 Mass. Ave  
Arlington, MA 02474  
Phone (781) 316-3500

### HEALTH SERVICES

(including medical, dental, vision & hearing)

Dawn Garrity Woods  
Fidelity House Health Care Consultant  
25 Kimball Rd  
Arlington, MA 02474  
Phone (781) 643-8635

Arlington Board of Health  
27 Maple Street  
Arlington, MA 02474  
Phone (781) 316-3170

Harvard Vanguard  
40 Holland St.  
Somerville, MA 02144  
617-629-6000

Children's Dental Associates  
80 High Street  
Medford, MA 02155  
Phone (781) 391-8300

Lexington Eye Associates  
99 Waltham Street  
Lexington, MA 02420  
Phone (781) 862-1620

Children's Hospital Audiology Clinic  
333 Longwood Avenue  
Boston, MA 02115  
Phone (617) 355-6000

### MENTAL HEALTH SERVICE REFERRALS

Arlington Public Schools  
Early Childhood Coordinator  
869 Mass. Ave  
Arlington, MA 02474  
Phone (781) 31-3500

Arlington Youth Counseling Center  
670R Mass. Ave  
Arlington, MA 02474  
Phone (781) 316-3255

### EDUCATIONAL SERVICES

Special Education Director  
Arlington Public Schools  
869 Mass Avenue  
Phone (781) 316-3530

St. Agnes Grammar School  
39 Medford Street  
Arlington, MA 02474  
Phone (781) 643-9031

Mass Dept. of Elementary  
& Secondary Education  
75 Pleasant St  
Malden, MA 02148  
Phone (617) 338-3102

## EMERGENCY PROCEDURES ON PREMISES:

### In the event of a serious medical emergency, the staff will:

- ◆ Remain calm while reassuring the victim.
- ◆ A staff person will stay with the child and give help until the local emergency personnel arrives.
- ◆ Send word to the Program Administrator. This person will take charge of the emergency, assess the situation, and give any further first aid, as needed.
- ◆ Do not move a severely injured or ill child except to save a life.
- ◆ **If necessary, phone for help. Give all the pertinent information and wait for the other party to hang up first. Arrange for transportation of the injured person by ambulance or other such vehicle, if necessary. Do not drive unless accompanied by another adult. The Emergency Transportation Permission Form must accompany the child.**
- ◆ Do not give ANY medications unless authorized by the Poison Center for poisonings or physician for other illnesses.
- ◆ Notify parent(s) of the emergency and agree on a course of action with the parent(s).
- ◆ If parent(s) cannot be reached, notify parent's emergency contact person and call the physician shown on the child's Emergency Transportation Permission Form.
- ◆ A Fidelity House staff person should stay with the child until parents take charge.
- ◆ Fill out an Injury Report within 24 hours. File in the child's folder. Give parent(s) a copy, preferably that day. Note injury information in the central injury log.

### In the case of evacuation of the center in the event of fire, natural disaster, loss of power, heat, hot water, etc.

- In event of a natural disaster, Fidelity House will contact the Town of Arlington for information and communication.
- Escape routes from the building are posted next to each exit.
- In case of evacuation in the Main Building, children will be counted and moved to Fidelity House Site 2, 51 R Medford St. In case of evacuation in Site 2, children will be counted and moved to the Main Building at 25 Medford St, Arlington.
- Staff will contact parents as soon as possible to notify them of the evacuation.

## MEDICATION POLICY

### Administration of Medication:

**The Fidelity House staff shall not administer prescription or nonprescription medication to a child without the written order of a physician (which may include the label on the medication) which indicates the medication is for the specific child. Please ask staff for paperwork.**

- No medication, whether prescription or nonprescription, shall be administered to a child without written parental authorization.
- All medication shall be administered by a staff member or upon written request of a parent, the child may be permitted to administer his/her own medication under the supervision of a staff member.
- Fidelity House shall keep a written record of the administration of prescribed medication to children which includes the time and date of each administration, the dosage, the name of the staff member administering the medication, and the name of the child. The completed medication record shall be made part of the child's file.
- Fidelity House shall keep all medicine labeled with the child's name, the name of the drug and the directions for its administration and shall dispose of, or return to the parent(s) any unused medication. The licensee shall not administer any medication contrary to the directions on the original container unless so authorized by a written order of the physician.
- Fidelity House shall store all medications in a manner to ensure sanitation, preservation, security and safety.

## ILLNESS EXCLUSION POLICY

Fidelity House adheres to the Arlington Board of Health Regulations regarding pupils with disease and their exclusion from the program, including notification of all parents. The Fidelity House Health Consultant is available to see staff members at any time regarding questions of infectious disease illness notices, information sheets which are available to parents regarding common illnesses, and when to isolate children with active chicken pox, fever, diarrhea, or vomiting.

## **TRANSPORTATION PLAN**

We offer transportation from pre-designated schools within the immediate Arlington area, when there are a minimum of 3 children from the given school. Vans will be driven to their assigned schools by staff members who have 7D license or CDL to operate. In the case of an emergency, a driver over the age of 21, who has been licensed for at least 3 years may substitute. Transportation is coordinated by Edward Woods 781-648-2005.

### **Each van contains the following items:**

- the day's attendance and messages
- a map of the school route, including emergency facilities along the route
- a list of home, work and emergency telephone numbers of all children that are in the program
- a list of relevant physical conditions that the driver should be aware of
- a list of the local emergency numbers for the hospital, police, ambulance and schools
- a first aid kit
- two chalk blocks
- fire extinguisher
- 3 triangular reflectors
- Seat belt cutter

## **PROCEDURE FOR DRIVER**

### **BEFORE LEAVING, THE DRIVER SHOULD:**

- Check to see that all required items are in order in the van
- Attach daily attendance and route to the clipboard
- Check for function of windshield wipers
- Prepare to arrive at the first school on the route five minutes prior to dismissal

### ***UPON ARRIVING AT EACH SCHOOL***

Parents are responsible for the children before the van arrives at each school. Parents may choose to make individual arrangements with their child's school prior to the van's arrival each day. The van arrives 5 minutes before dismissal.

Parents, children and school administrators will be notified of the pick up spot at each individual school at the beginning of the school year so that the children are aware of where to meet the van driver. In the event that the van will be late the school office will be notified and children will be allowed to wait there until the driver arrives.

- The van should be parked so that the passenger doors are on the child's side of the street.

-If children are waiting, it will be known to children and staff that the children do not approach the van until the driver has signaled for them to do so.

-If a child who is expected to attend is not there, the driver must verify his or her whereabouts at the school office. In this case, the driver shall take the clipboard with numbers and line up all the children to enter the school with him or her. The driver shall inquire about the missing child at the office, before contacting the parents and Fidelity House. Calls to the parents will then be made by the van driver. If the driver is not able to get any information as to the location of the child, then Fidelity House should be contacted and made aware of the situation to follow up. The vehicle will then continue on its route.

Under no circumstance is a child allowed to stay behind at a school, without parental verification. In the case that a child claims that he/she is not supposed to attend the program and the parent has not notified Fidelity House about this, the child shall come to Fidelity House and a staff member will contact the parents to clarify the situation once they arrive.

- The driver shall direct the children to their seats and see that all seatbelts are secured.
- The driver shall assist any child who requires help on to the van.
- When assisting children, the driver shall secure the emergency brake.
- Before leaving, the driver must secure all door locks and take attendance, noting the time each child is picked up. This same procedure is to be followed at all of the following schools.

### ***DROP OFF***

Once the van returns to Fidelity House, the students must sit with their seatbelts secured until the driver has authorized otherwise once the vehicle has come to a complete stop.

When exiting, the front seats shall file first and the driver shall open the passenger door. The driver will document the time each child is dropped off. The driver will then walk through the vehicle to insure that no children or belongings are left on the van. The driver shall see that a single file line is maintained and shall escort them to the program.

#### **PICK UP FROM THE PROGRAM:**

It is the parent's responsibility to pick up their child from the program at the end of the day or to notify us of all others who are authorized to do so.

#### **DURING A TRIP:**

The same filing and exiting procedures are to be followed by the children. The driver shall go through the same check-off list of items on the van before allowing children on. A minimum of 2 staff members will always attend a trip for proper supervision in case of emergency. Before allowing children to exit the van on a trip site, the children should be made aware of the rules at this particular site.

#### **RULES OF THE VAN:**

- Seatbelts are to be worn by ALL traveling on the van - staff and children alike.
- Van is never to be left unattended when passengers are on board.
- Only the driver is to sit in the driver's seat.
- All doors are to be locked before moving the van.
- No smoking.

#### **EMERGENCY PROCEDURES:**

- Evacuating the vehicle in an emergency:
- After an accident, no one should leave the van unless further danger or fire is suspected. Passengers should never be left unattended.
- Let passing motorists aware by using signal emergency equipment.
- Driver shall evaluate the presence of injuries and follow first aid procedures, treating bleeding, shock and blocked air passages first.
- If it is necessary to exchange papers, have the operator come to the van if possible, so that you may remain with the children.
- The driver shall remain calm, and in that manner, explain the situation to the children, assuring them that help will be on the way and they will be taken care of.
- In the case of a breakdown, do not evacuate the vehicle unless there is imminent danger if you remain inside. If there is supplementary staff, send a staff member to phone for help while the driver remains with the passengers and waits for help to arrive before evacuating the vehicle or making repairs.
- Once help arrives, evacuate the vehicle in single file with all passengers following the driver. If a new passenger vehicle has arrived, file on to that and take attendance. In the case that the vehicle is being repaired at the site and there is no substitute transportation available for the passengers, have children follow you, single file, away from the road and the site of the breakdown. Have the children sit down as you take attendance and encourage them to keep calm.

#### **EMERGENCY ON A TRIP:**

When on a trip and a child is injured, it is the driver's responsibility to evaluate the extent of injury and administer first aid (until help is available, if needed). It is the other staff member(s) responsibility to gather the remainder of the children and calmly explain the situation to them (assuring them that help will be available), and maintain order.

If, after evaluating the extent of injury, the driver finds that further medical treatment is needed, then he or she will have the other staff member file children on to the vehicle. The driver will then escort the injured on to the vehicle (sitting he or she next to another staff person). All will drive to the nearest medical facility available and contact Fidelity House and the parents as soon as possible.

If, after evaluating the extent of injuries, the driver believes there may be a neck or back injury and that the injured should not be moved, the driver will have the other staff person gather the children and bring them in to the driver's care. The other staff person will then go to the nearest phone (if no pay phone, ask to use a business or home phone) and contact emergency help. When speaking to the emergency help, be sure to explain the situation

as best as possible being sure to give the location of the injured as well as the suspected nature of the injury and your name. Next contact Fidelity House and explain the situation to them. Extra staff and transportation will be sent to help out.

In the event of a minor emergency, as determined by the Site Coordinator or the Program Administrator, the child will be driven by a staff member to an emergency facility. In the event of a major emergency, as determined by the Site Coordinator or Program Administrator, the child will be escorted by the local emergency squad to an emergency facility.

#### ***AN EMERGENCY ON PREMISES***

The center will arrange for emergency transportation to the nearest emergency medical facility, if necessary. At no time will a staff member drive with a child unless accompanied by another adult. A child will be transported by an ambulance or other such vehicle when necessary.

#### ***WALKING PROCEDURE***

- All Saint Agnes students are to be walked over to Fidelity House by a staff member, unless a written note has been received from the parent giving authorization for them to walk over on their own.
- At 2:00 P.M., a staff member will be waiting for all children in the auditorium. The children will all be instructed to wait in line as they wait for all students to arrive.
- Attendance will be taken at the school. The staff member must check at the principal's office regarding any child who is not at the meeting spot by dismissal to verify whether he or she was absent or dismissed from school.
- The children will file behind a staff member and walk over to Fidelity House. Once they arrive, there will be other staff waiting at Fidelity House. At this time the staff member who had taken attendance will call any parents of children who were not at school to verify their whereabouts.

#### ***POLICY FOR ALTERNATE TRANSPORTATION***

Any child who comes to Fidelity House by any means other than the transportation and escort that we provide, must have parental authorization on file that verifies who is responsible for their child until he or she arrives at Fidelity House.

#### ***PROCEDURE FOR "MISSING" CHILD***

- In the event that a child is not at their pick-up spot at the regular dismissal time and we have not received any notification explaining this from the parent, the following procedure should be followed:
- Verify whereabouts with the school office first. The child may have been kept after, dismissed, or absent from school.
- If verifying this and the office does not prove successful, Fidelity House should be contacted next. It may be possible that the parent left a message after the driver had left for their route. Also it is important that the office is aware that a child is "missing."
- If none of the above seem to provide an answer as to the location of the child, then the parents should be contacted from the school office. If parents cannot be located, then the driver must make the school office aware that they are still looking for the child and continue with the route. When they return to Fidelity House, they must call the parents, and if necessary the emergency numbers. Once all this has been done, the driver should make all of those who will be answering phones aware of the situation and return to the program. Attempts should be made throughout the rest of the afternoon to contact the parents and the emergency numbers.

TRANSPORTATION HOME FROM THE PROGRAM AT THE END OF THE DAY IS THE PARENTS RESPONSIBILITY.

## Calendar 2022 – 2023

9/6/2022 First Day School

9/26/2022 Full Day Program

10/5/2022 Full Day Program

10/10/2022 Full Day Program

11/11/2022 Full Day Program

11/24/2022 Fidelity House Closed

11/25/2022 Fidelity House Closed

12/26/2022 Fidelity House Closed

12/27/2022- 12/30/22 Full Day Programs

1/16/2023 Full Day Program

2/20/23 – 2/24/23 Full Day Programs

4/7/2023 Full Day Program

4/17/23– 4/21/23 Full Day Programs

5/29/2023 Fidelity House Closed

Full Day Programs begin after the last day of school.