

# ZERVAS AFTER SCHOOL PROGRAM



## PARENT HANDBOOK

## 1. GENERAL INFORMATION

### PHILOSOPHY

The Zervas After School Program, Inc. (ZASP) is committed to providing quality childcare for Zervas School children. The objective of the program is to offer enriching, creative activities that will allow children to grow at their own developmental level. The curriculum provides educational and social experiences that encourage children to develop their own individual interests, self-confidence, independence and responsibility. In addition, the children form friendships with children older and younger than themselves and establish ties with staff members. The non-competitive atmosphere helps children try new activities that foster individual growth.

The age appropriate curriculum consists of free play, arts and crafts, science, social studies, language, music, drama, cooking, and physical education, as well as field trips. Parent involvement is encouraged through curriculum activities, guest speakers, workdays, conferences, program performances, and donations of materials to ZASP.

ZASP tends to choose full-time staff members with an undergraduate degree in the area of education. Part-time staff, although not required to have a degree in education, must show some work experience with school-age children.

### ORGANIZATION

ZASP is a not-for-profit corporation governed by a Board of Directors. Any parent whose child is enrolled in the program for the current or following year is a member of the corporation and is eligible to serve on the board. Please fill check the box on the enrollment form to be a candidate for the Board of Directors.

### ADMINISTRATIVE ORGANIZATION

9 Parent Board Directors: Board President: Craig Waksler  
Executive Director: Michael J. Shuley

### HISTORY

ZASP was founded in 1978, but did not commence until 1979 when it opened with nine children. Since then, ZASP has grown to an all-time high of 182 children in kindergarten through 5th grade. ZASP has a home base and additional shared space in the Zervas School. The shared space is just a part of the generous support ZASP has been provided by the Zervas principal, faculty, and staff.

### LOCATION

ZASP is located 30 Beethoven Ave. Waban, MA 02468. **ZASP can be reached by telephone at 617-965-2655 between 11 a.m. and 6:00 p.m.**

**Email: [Zervasasp@gmail.com](mailto:Zervasasp@gmail.com)** An answering machine is available at all other times.

## RELATIONSHIP WITH ZERVAS SCHOOL AND NEWTON PUBLIC SCHOOLS

ZASP is a private, not-for-profit charitable organization, which is funded entirely by parental fees, not by the public schools or the City of Newton. The program enjoys a cooperative relationship with the Zervas School and the Newton Public Schools. ZASP teachers often participate in conferences with Zervas School teachers. In addition, the Board and the ZASP Executive Director work to maintain communication with the school administration and parent organizations.

## RELATIONSHIP WITH NEWTON AFTER SCHOOL ASSOCIATION

ZASP is a member of the Newton After School Association, a coordinating and support organization, which provides resources to and represents the interests of after school programs in Newton. ZASP is guided by the Newton After School Association's agreement with the Newton Public Schools.

## RELATIONSHIP TO OFFICE OF EARLY EDUCATION AND CARE

The Department of Early Education and Care is the Massachusetts state agency that has licensing authority over ZASP. EEC inspects and renews the license every two years.

## 2. POLICIES AND PROCEDURES

### COMMUNICATION WITH PARENTS

Parent communication and participation are integral to the after school program. Parents are encouraged to give input, visit, and share ideas when possible in order to keep abreast of their child's progress. ZASP has an open door policy; therefore no appointment is needed to visit the program. Parent conferences, which are optional, are held during February and March. Parents should inform the staff of any special situations regarding their child (i.e. hearing loss, speech impediment, dietary needs, etc.).

Important information and messages are communicated through notices, monthly newsletter, and permission slips, all of which are sent out via email. ZASP emails out , invoices, and statements.

Please go to our website for enrollment forms: [zervasafterschoolprogram.org](http://zervasafterschoolprogram.org)

### PARENT PARTICIPATION

Parent input and participation is critical to the operation of the after school program. ZASP is a parent-run, non-profit corporation charitable organization (501c3). There is a Parent Board of Directors which meets monthly during the school year and is responsible for policy making for the program, including programs offered, evaluation of the director, tuition fees, scholarships, annual budget, and major personnel policies. Officers are president, treasurer, and secretary. The Board is elected in the spring of each year. Membership on the board is open to all parents in the program.

Parents are also encouraged to come in to lead or help with an activity, attend performances, etc. Parents are invited to attend the ZASP Annual Meeting held in the October of each year. If a parent has a complaint regarding staff, structure or programming, the Director should be notified immediately and a meeting set up with the parent, to identify any, or all problems. A plan will be established to these concerns.

## ENROLLMENT

Enrollment in ZASP is limited. It is based on a first come, first serve policy in accordance with the enrollment priorities listed below. Children may be placed on a waiting list and families will be notified when space becomes available.

The enrollment process begins in May. Parents go to our website for all enrollment forms. The signed enrollment forms and contract must be returned with the deposit before your child can begin the program.

Children entering kindergarten in the fall must include proof of a lead-screening test with their contract. This test must be performed no earlier than one year prior to entering kindergarten. Children cannot be enrolled without this test due to licensing regulations.

It is imperative that applications and deposits are returned as soon as possible. This enables us to plan for staffing and space needs for the following year and may help your child gain admittance into the program, instead of on the waiting list.

ZASP has a sliding fee scale. Families who have a need for financial assistance should contact the Director prior to registration.

Enrollment priorities are as follows:

1. Children currently enrolled in ZASP
2. Siblings of children already in ZASP
3. Incoming kindergarten children needing full-time care
4. Incoming kindergarten children needing part-time care
5. 1st to 5th graders needing full-time care
6. A lottery will be used for any remaining applicants if the demand exceeds available slots

## PROGRAM HOURS

**Kindergarten** Mon., & Wed., Thurs. & Fri.: 12:30-3:00 or 12:30-6:00 p.m.  
Tues.: 12:30-6:00 p.m.

**Grades 1-5 :** Mon., Wed., Thurs., and Fri. 3:00-6:00 p.m.  
Tues. 12:30-6:00 p.m.

For children in grades 3 through 5, ZASP takes part in a travel program called RAD (Radical Awesome Dudes). This program is designed specifically for older students to expand non-traditional learning. The children take part in field trips all over Massachusetts, and community service projects. The field trip offers students hands-on learning and the opportunity for teamwork.

### NOTICE OF NON-DISCRIMINATION

In providing service to children and their families, ZASP does not discriminate on the basis of race, color, religion, disabilities, political beliefs, gender, gender identity, marital status, or national or ethnic origin in the admissions, hiring, educational policies, financial assistance, or any other aspect of its operations or management.

### INFORMATION CONCERNING SPECIAL NEEDS

Parents should notify the Director in writing **in advance** of enrollment of any special needs or any physical, emotional, or another condition, which will in any way affect full participation of their child in the program.

The Zervas After School Program will make all reasonable accommodations to welcome or continue to serve any student with a disability. If it is determined by the program that a child requires the use of an aide in order to safely attend the program, the program will work with the parent, school and school district to reasonably accommodate the child.

If the parents of the child applying for to the program or already enrolled in the program believe that any accommodations are necessary for the child to attend the program, the program requests the parents inform the program in writing. The Zervas After School Program will work with parents, the Zervas School and Newton Public Schools to reasonably accommodate the child.

### TUITION

By enrolling their children in the program, parents agree to pay the designated monthly tuition. Tuition is paid in **advance** in monthly installments unless an alternate arrangement is worked out with the Executive Director. The following letter will also be sent.

Dear \_\_\_\_\_:

Our accounting shows that your tuition for the month(s) of \_\_\_\_\_ has not been paid. If you are unable to make your payment due to financial incapacity, please contact the Director regarding application for financial assistance. A charge card number must be provided for an account that is delinquent. Delinquent accounts must be paid within thirty days or we must withhold services. Please send in your payment no later than \_\_\_/\_\_\_/\_\_\_\_. If payment is not received your child will not be allowed to continue in the program.

Sincerely,

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ZASP Executive Director

## CONFIDENTIALITY OF RECORDS

Communication between ZASP Staff and classroom teachers, specialist and support personnel about children in their care is ongoing process to provide the best care for the child. The Zervas After School Program requires that parents/guardian share information regarding services your child may be receiving and copies of IEPs and/or behavior modification plans so that we may serve the individual needs of the student in our care.

Records will not be released to anyone (except as required by law) without the written consent of a child's parents or legal guardians. Parents may request access to a child's file at any time.

## TERMINATION OF CONTRACTS

If parents wish to withdraw their child from the program at any time after signing the annual contract, they must notify the Executive Director in writing **thirty days** prior to the effective date of withdrawal. They are liable for tuition for the full thirty days and must also forfeit the June deposit. The program is not obligated to, but may attempt to fill the vacancy created. If the program does fill the vacancy, the June deposit will be refunded. In occasional instances, the program may initiate termination of a contract. In such circumstances, parents will not be liable for tuition after the date of termination.

## INSURANCE

ZASP purchases general liability and workers compensation insurance. The liability policy currently covers ZASP for up to \$2,000,000 for the year. All children enrolled in ZASP must have a health-accident policy in the fall through the Zervas School.

## VACATION CARE

The program is planning to be open during February and April vacations each year. All ZASP enrollees will receive information about these programs. A minimum of 15 children per day is required to operate the vacation program. The program will be open Tuesday through Friday from 8:30 - 5:30 pm if enrollment warrants.

## SCHOOL CANCELLATIONS

If the Zervas School is closed due to snow or other emergencies, ZASP will also be closed. In the event of a serious storm or other emergencies during the day, ZASP expects parents to contact the program and make every effort to pick up their children promptly.

## ABSENCES

If a child is not going to be absent from school but will be **absent from the program**, please notify the Program either by telephone (617-965-2655) by emailing Zervasasp@gmail.com or in writing in advance. **Children will not be released on a play date unless without prior notification.** Please note that staff spends a great amount of time searching for students that do

not report to ZASP. Parents are required to notify ZASP of play dates before noon. Students are not allowed to set up play dates without parent permission. A fine of \$25 will be assessed for three unexplained absences from the program. If the problem persists the program may dismiss your child from the program.

### SPECIAL PICK-UPS OR RELEASES

A special release form must be filled out with the names of anyone other than parents (including siblings) designated to pick up the child. Children with **written permission** from parents to walk home or ride the bus must complete a special permission form. Children with special commitments (soccer, music, or dance lessons, etc.) must have written permission from a parent or guardian to leave ZASP early.

### LATE PICK-UPS

Parents are expected to pick-up their children promptly at their contracted dismissal time at 3:00, or 6:00 pm. **Parents will be charged a fee of one dollar per minute per occurrence for the first nine minutes, \$2 per minute for the next nine minutes and three dollars per minute for every minute after 18 minutes. The fee is to be paid to the teacher supervising your child.** A bill from that teacher will be given to the person upon picking-up the child.

### FIELD TRIPS

Written parental authorization is required for general field trips. Special chartered bus trips will require a specific written authorization. Staff or parent cars will on occasion be used for field trips and parents will be notified.

### DRESS

Children should be sent to school dressed appropriately for the day's weather. Parents are advised to send an extra set of clothing during the cold, wet winter months as well as the warmer spring months when the children may get wet and dirty.

### SNACK

Snack and water is provided for the students that stay after 4p.m. ZASP tries to provide a healthy, wholesome snack. ZASP serves a fruit option at every snack-time. If your child is allergic to or has food intolerances, please send something from home.

### LUNCH

ZASP does not provide lunch for the students that attend the program, please send your child with a lunch. In the event your child forgets his/her lunch the school lunch program will provide one, but at your expense. Some suggestions are: Bagel & cream cheese, with fruit, sandwiches, raw vegetables, pasta and sauces, pita bread & humus, soups, macaroni & cheese, and salads.

### ILLNESS AND COMMUNICABLE DISEASES

Any child who is not well enough to attend regular school or who is sent home ill from school will not be allowed to attend ZASP. If a child has or has been exposed to a communicable disease (especially chicken pox or measles) his/her parents are required to inform the director.

## DISPENSATION OF MEDICATION

In order to dispense prescription medication, the following is required:

1. Medication authorization form signed by parent
2. Medication must be in the original bottle with label, including child's name, medication, dosage, times to be administered, etc.

No child may self-administer prescription or non-prescription medication.

## HEAD LICE

If live lice or eggs are found in a child's hair, the parents will be notified to pick up the child so that treatment can be given. Information on treatment may be obtained in the ZASP office or from the school nurse. If eggs are found after the child has been treated, parents will be notified.

## LEAD POISON SCREENING

Lead testing is required for students under the age of six and be on file with the Zervas School.

## RESEARCH AND STUDENT TEACHERS

From time to time, students approach ZASP from local colleges who wish to use ZASP as a site for research projects on which they are working. The Board carefully reviews such requests. If a project is accepted, parents will be notified and must give written approval before their child will be allowed to participate.

In addition, various local colleges frequently send teacher candidates to ZASP to serve as student teachers. These students are carefully supervised and work closely with the staff.

## HOMEWORK

We encourage students to accomplish daily homework assignments at ZASP and have set up a Homework club in a quiet location for monitored homework time. Parents fill out a **homework contract** with their child choosing a time period for homework. A qualified staff person is on hand to assist the students with their homework, but staff is not there for one on one tutoring. Homework assigned at Zervas is to reinforce the lesson of the day; students should be capable of attempting the lesson.

## PARKING SAFETY PLAN

ZASP has a mandatory parking safety plan which includes the following:

1. Parents/Guardians and authorized persons are required to enter and drive through the parking lot at a safe rate of speed, we recommend 10 miles per hour.
2. Parents/Guardians and authorized persons **must** park in a designated parking spot between the white lines, not in front of or near the dumpster, then walk in to pick-up their child
3. Parents/Guardians and authorized persons **must** obey the posted traffic signs in reference to entrance and exits.



## **Kindergarten Schedule**

Monday, Wednesday 12:30-3:00/ or Thursday Friday 12:30-3:00 pm

12:30-12:35 Children are greeted in their classrooms and attendance is taken.

12:35-12:45 Circle/Sharing Time and discussion of the current theme.

12:45-1:10 Children have lunch with ZASP

1:10-1:30 Indoor free time

1:30-2:00 Outside free time

2:00-2:45 Activity: related to theme

2:45-2:55 Afternoon meeting

2:55-3:00 Dismissal

## **K-2 Schedule Monday & Wednesday**

3:00-3:10 Children are greeted in the gym and attendance is taken. Daily announcements are made

3:10-4:00 Outside, inside free time (depending on weather), or homework time

4:00-4:20 Snack time

4:20-5:20 Activity Time/ Arts Crafts/ Drama/ Science and Nature

5:20-5:55 Structured gym time

5:55-6:00 Clean-up Dismissal

## **3-5 Schedule Monday & Wednesday**

3:00-3:10 Greet students and take attendance

3:10-4:00 outside or inside free time/ Homework time

4:00-4:15 Snack time

4:15-5:10 Gym time/ Homework time

5:10-5:55 Activity time/ Homework time

### **K-5 Thursday & Friday Schedule**

These days follow the same schedule as Monday and Wednesday. However Activity time is split with half the group attending activity the other half attending gym. Fridays are set up for older students to mentor younger students, and provides the opportunity for large group projects and fun low-key activities, such as cooking, sand art, spin art, junkyard challenges, and game tournaments.

### **K-2 Tuesday Schedule**

12:30-12:40 Children are greeted in the gym, attendance is taken, and daily announcements are made

12:40-1:15 (K-2) Lunchtime

1:15-2:00 (K-2) Outside or inside free

2:00-3:45 Club time: children choose an activities that interest them from the four choices (arts& crafts, cooking, gym & manipulative).

3:45-4:05 Snack time.

4:05-4:20 Circle time

4:20-5:00 (K-2) Free time (indoor or outdoor)

5:00-5:30 (K-2) Activity time

5:30-5:55 (K-2) Gym time

5:55-6:00 Dismissal

### **3-5 Tuesday Schedule (RAD) Field trip Program**

12:30-12:40 Greet and take attendance

12:40-1:10 Lunchtime

1:10-5:00 Enter bus for trip or prepare for activity

5:00-5:55 Gym time/Homework time

### **Zervas After School Program Referral List**

Medical/Health: Newton Wellesley Hospital 200 Washington St. Newton, MA 02464  
Emergency Room # 617243-6191 Hospital: 617-243-6000

Dental: Pediatric Dental Associates 1684 Beacon St. Brookline, MA: 617-232-7100

Visual: Kenmore Optical 656 Beacon St.: 617-536-8864

Mental Health: McLean Hospital # 617-855-2000

Behavior Mod: - Zervas School: 617-559-6750

Educational: Zervas School: 617-559-6750

Department of Education: Division of Special Ed: 617-624-3300

Early Intervention: Dept of Health: 617-624-5070

Newton Guidance Clinic: 617-969-4925

Financial Assistance Dept of Welfare: 617-731-1500

Home energy Assistance: 617-552-7170

Housing: Dept of Social Services: 617-964-8081

Legal: Boston College Legal Aid: 617-893-4793

Family Services: Support Committee For Battered Women: 617-899-8676

Mass Society for the Prevention of Cruelty to Children: 617-227-2280

Planned Parenthood: 617-492-0777

Child Care resource Center: 617-547-9861

Alcoholism Info referral: 617-524-7887

Early Education and Care: 617-472-2881