

Bridge School

After School Program "BANANAS"

The Bridge School Afterschool Program is a place for students to join together in a safe space to play with friends, complete their homework, and participate in a variety of enrichment activities.

Registration

Bridge School Bananas runs from 2:45pm to 4:30pm each school day. Students must be pre-registered to guarantee attendance on specific days. All families must complete the attached form in case a child is not able to be picked up on time. The "Bridge School Bananas Registration and Understandings" form must be returned to school before your child attends Bananas.

Students register for Bananas during drop off at the beginning of the week during check-in. We ask that students/families are prepared during the first drop off of the week to register for days needed that week. Space is limited and is first come, first served.

Drop-in participation in the afterschool program is possible if the program has openings. Please text the school phone at 802-377-1892 before 2pm to determine if there is space for your child that day.

We understand that plans change. If you need to cancel your sign up, please give 24 hour notice. You will be charged for Bananas if you give less than 24 hour notice.

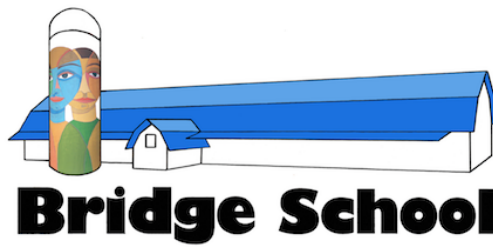
Pick-up is at 4:25pm sharp to allow for students to pack up and transition. Because our staff have evening obligations, we cannot accommodate a late pick-up. For every 10 minutes a teacher must wait with a student after 4:30, families will be charged an extra \$10.

Schedule and Fees

Daily rate for students: \$17

Daily rate for students on scholarship: \$15

You will receive a monthly invoice via email from our bookkeeper with the bill for the past month. You can elect to pay the bill through ACH withdrawal or by check (made out to Bridge School). Please pay your monthly balance in a timely manner.



Bridge School Bananas Registration & Understanding Statements

General understandings (*please sign your initials before each understanding*) and sign the back:

___ **School dismissal is at 2:45pm.** I understand that my child will join the after-school program if they are not picked up **before** 3:00pm and I will be charged the drop in rate for Bananas (\$17). If the program is already at capacity, I will be charged an extra \$10 per 10 minutes late because another staff member will need to stay to support licensing ratios.

___ **Bananas dismissal is at 4:25.** I understand that if I am late picking up at the end of Bananas, I will be charged \$10 for each 10 minutes late (ie. late charge of \$10 if picked up between 4:30-4:40, \$20 if picked up between 4:40 and 4:50, etc.) If after thirty minutes from the close of Bananas the staff has not been able to reach either the family or anyone authorized to pick up the child, the staff will contact the Head of School, the Middlebury police and/or child protection services.

___ I understand that a healthy snack will be provided every day for my child that meets or exceeds the expectations of the food and nutrition services of the USDA.

___ I understand that every effort will be made to contact me in case of an emergency. I hereby authorize Bridge School to obtain emergency medical care for my child. In addition, if my child requires emergency medical transportation, I authorize my child to be transported.

___ I authorize my child to participate in walking field trips both on school grounds (to the gym, kitchen, library, and back field) and understand that an adult will be present with them at all times.

___ I understand that the pre-registration fee for Bananas for the 2026-2027 year is \$17/day for a non-scholarship student and \$15/day for a scholarship student and that if I pre-register, I will be charged whether or not my child attends without 24 hour notice of cancellation.

___ I understand that I will be e-mailed a monthly invoice based on the days my child attends.

___ I understand that the Bananas program runs from 3:00-4:30 and Bridge School can't accommodate late pick-ups. I will arrive by 4:25 to allow my child time to transition. I will be charged if I am late for pickup.

(Parent/Guardian Signature)

(Date)

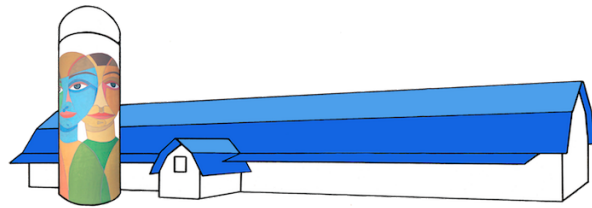
Registration

Each Monday morning during drop off (or Tuesday if there is no school on Monday) families will sign up for Bananas for the week. Drop ins will only be allowed if there is space available.

Payment

_____ I will send a check to pay my balance (Invoices will be emailed)

_____ I already use ACH automatic withdrawal to pay tuition, and I would like use ACH to pay for Bananas as well.



Bridge School

Bananas Parent Handbook

M-F 3:00pm - 4:30pm

Phone: (802) 377-1849

The Bridge School Afterschool Program is a place for students to join together in a safe space to play with friends, complete their homework, and participate in a variety of enrichment activities.

[Karen Callicott](#).....Afterschool Program Administrator & Site Director
afterschool@bridgeschoolvermont.org
(802) 377-1849

The goal of this handbook is a comprehensive overview of the Bridge after school program (commonly referred to as *Bananas*), for parents, prospective parents, and staff. This handbook contains: policies, curriculum goals, procedures, and schedules.

Bridge School Bananas Program also follows all policies as outlined in the
Family and Student Handbook

Example Weekly/Daily Schedule

3:00 Arrive, Attendance, Daily Announcements and Check in

3:15 Outside Play

3:45 Snack Time

4:00 Indoor or Outdoor Group Choice (Game, crafts, Homework, Etc.)

4:20 Chores and Cleanup

4:25 Dismissal

Check-in and Check-out procedure

In the Banana's room there is a big whiteboard. This board has every student's name and four possible spots where the students could be: Banana's room, playground, out back or gym. It is the student's responsibility to move their attendance marker to where they are at all times. It is their choice if they want to move spaces (as long as that space is open), but they need to check in with the Banana's staff member and let them know they are switching spaces. If there is only one staff member present, all students will transition together to a new space as chosen by staff and students.

Drop-off and Pick-up procedure

Drop-off procedure

All students arrive to Banana's exclusively from their Bridge School Day. There is no parent drop-off. A daily Banana's attendance list is compiled by the Bridge School administrator every day. The list is given to the Banana's Director before the end of the school day. Kids arrive to the after school program directly from their home centers and they check in both on the attendance board and on the Banana's daily attendance board. The attendance is then compiled and put into a google document and saved for the school year.

Pick-up procedure

As students leave, it is expected that they or their parents note that they have been picked up on the attendance sheet and note the time of their departure. This sheet is checked at the end of the day by the Banana's staff and saved for up to a month. Students and parents also are expected to say goodbye to Banana's staff and make sure they know that the student is leaving for the day.

Parking Lot:

Please be very careful and drive slowly in our parking lot. The speed limit is 5 mph. Do not leave young children unattended in cars while you are dropping your child off. Vermont has a law prohibiting idling, as this can be a health hazard. Please shut your car off unless you are picking your child up in the winter, and you need to leave it on for warmth. Please hold your child's hand until they are safely in a car or have left the parking lot. Transport children in appropriate car seats or restraints.

Banana's and Bridge Philosophy

The following four core values guide Bridge School's distinct educational program, and serve as a foundation for the ongoing enrichment of our learning community:

1) Personal Excellence

2) Respect for Children

3) Engaged and Passionate Learners

4) Caring Community

Much more can be read about this on our website <https://bridgeschoolvermont.org/> or via the Bridge School handbook.

At Banana's our goal is that each child is to make sure that they get what we call the

3 c's: Contentment, Choice, Community.

Everything that we do in curriculum and program development and on a day to day basis is based on these core principles. Banana's is a place where students and parents feel good, easy, and at home. They can relax, and be themselves. It is a space that is filled with respect and love, and it is because of the intentionality of planning and commitment to create the best space we can for the students to thrive.

Schedule of Fees

Schedule and fees

After-school runs from 2:45 to 4:30 each school day. Students should be pre-registered to secure a spot. On-call participation in the after-school program is possible if the program has openings. Please send the school a text to ask about dropping in.

Bananas tuition: \$17/day non-scholarship families, \$15/day scholarship families

Preregistration

Families may sign up for one to five days of after-school per week. Parents/guardians will receive a monthly invoice for their child's attendance in after-school care.

After-school tuition is due upon receipt from our bookkeeper.

After school pick-up is at 5:25 sharp to allow for gathering of materials and checking out. Each additional 10 minutes the teacher waits with a child after 5:30, is \$10.00.

Afterschool Cancellation

Because there are limited spaces in aftercare, we require 24 hours notice for Bananas cancellation. If you cancel within 24 hours, you will be charged the full daily rate.

After School Child Care Website

For a detailed description of information, laws and regulations, financial aid, contact information, and publications & brochures, please visit the website dcf.vermont.gov/cdd

The laws and regulations governing Vermont and set into action by the CDD are clearly stated in a handbook that can be found online at this website, under the laws and regulations section. We use many of the policies set up by the CDD and what follows in this parent handbook was aided in large part by this handbook.

Parental Permission

- 1) All documentation related to a specific child, required by the state, shall be made available to the parent(s)/guardian(s) of that child within five business days from the time of the request.
- 2) Parents shall have unlimited access without delay to their children whenever such children are in the care of Bananas

Confidentially

Banana's and Bridge School uphold confidentiality in the highest regard. We protect the personal information, including health information from persons who are not authorized to see or hear it.

Staff shall observe confidentiality in regard to child/family records and family information. All confidential conversations regarding children/families or collaborating agencies shall take place in private.

Health and well-being program exclusions

Children and Staff may be excluded if in the opinion of the Banana's director (Dave) or medical professional the individual is too ill to participate.

Staff shall follow the exclusion policies as set forth in the document "*Signs and Symptoms of Illness Chart*" which is posted behind the desk next to the med bag in the Bananas room.

Medications

- All medications shall be inaccessible to children but immediately accessible to designated Staff. A child with parent permission to self-medicate may do so under direct Staff supervision.
- Written parental permission shall be obtained before administering any medication. The permission statement shall include the name of the child, name of the medication, dosage, the date and time to be given and how the medication is to be given (mouth, ear, etc.).
- No Staff, shall administer medicines, drugs or herbal or folk remedies that affect behavior except as prescribed by a health care provider with specific written instructions and parental permission.
- All prescription medications shall be kept in the original containers and be clearly labeled with children's name, dosage, medication name, and schedule of administration.
- The program shall maintain on site a record of all prescribed medications given which include the name of the medication(s), date, dosage, and time given.
- Written general permission for over-the-counter medications shall be obtained from parents for giving oral medication to a child. Parents shall be verbally notified before oral medications are given.

Special Needs

We strive to make Banana's inclusive, engaging, and nurturing to students and families of any gender, race, and class. This extends to the realm of students with special learning needs and students that are differently abled. The space, the philosophy, and the training of the Banana's staff is at the core of making sure that the afterschool program is inclusive to children with special needs. Specifically, we use multisensory strategies, we maintain an organized classroom, breakdown instructions into manageable tasks, and create as many opportunities for success as possible.

A strong collaboration between parents and staff along with open communication sets us up for success and we can confidently do our best work to meet the needs of all the students that come to Bananas.

Legal mandate to prevent and report suspected child abuse

All Bridge School and Bananas' staff have completed a training course through the department of human service of Vermont, and understand the responsibilities of being a mandated reported.

All staff working with children are mandated reporters of child abuse and neglect pursuant to 33 V.S.A. §4913 and are required to report to the Child Abuse Hotline when they reasonably suspect abuse or neglect of a child. This report must be made within twenty-four (24) hours of the time information regarding the suspected abuse or neglect was first received or observed.

Missing Child Policy

In the extremely unlikely event when it is determined that a child in care is missing or has been abducted from the program, the Afterschool Child Care Program or Staff shall immediately notify the police, the child's parents and the The Vermont Department for Children and Families (DCF), Child Development Division (CDD) (in that order). All other kids will be brought inside to the Bananas room, until their parents arrive.

Immunization Policy

A child shall be admitted in an Afterschool Child Care Program when there is on file on the premises, in the child's file of each child's current immunization status.

- Immunization records shall include the immunization administered and the date of each immunization.
- If an enrolled child is in the process of complying with immunization requirements in accordance with the Vermont recommended immunization schedule, documentation in the child's file shall include the required Vermont Department of Health form.
- If a child has not had a required immunization due to a Vermont allowed exemption, documentation in the child's file shall include the required Vermont Department of Health form.

Parental Involvement and Volunteer Opportunities

Parents are highly encouraged to be *involved in Bananas. In the past the way we have involved parents is either by leading a club, or by helping staff with the duties when kids are outside. Clubs are an excellent way to lead students and to introduce or reinforce new fun ideas. Some club ideas that parents have helped lead in the past are: chess, cooking, electronics, and reading. Having an extra eye on the playground is always welcome. Adults can help kids engage in meaningful activities and offer new ideas about how to be outside.

*Due to the limitations of COVID-19 & variants, volunteers must be vaccinated and are allowed to participate in outdoor settings only. Please make sure to use the restroom and take care of any other needs that would require a restroom before visiting.

Bridge School only functions, because of the community that supports it. We could not be a school without being a community first. We work hard to make sure that any parent that wants to be more involved with the school, the community, or their own child's education will be able to do that.

Smoking Policy

Bridge School and Bananas follows Vermont's leadership and does not allow smoking of any kind on school grounds, indoors or outdoors, and this includes e-cigarettes.

Relevant information about our Emergency Response Plan

Every month, at Bananas, we run a fire drill and every other month we run a safety lock down drill. These drills have a detailed description and plan that we keep in the Banana's room, in our emergency response plan binder. If you would like to read the detailed information, please just ask the program director. The most important information that you need to know is that in an actual emergency you will be contacted after all the kids and staff are accounted for, we are all out of danger, and local authorities have been contacted. Our staff meeting spot is at woodchuck cider in their lobby. That is where you will be asked to come pick up your children as soon as you are able to.

Pesticide Policy

Pesticide Policy:

We are dedicated to using the least amount of chemical pest control in our program in order to provide the healthiest environment possible for our children. As part of our curriculum, we teach children about nature and taking care of the environment, and so are dedicated to modeling healthy alternatives to chemicals. We attempt to PREVENT infestation by such methods as:

- *Taking out trash daily or more as needed, and cleaning cans regularly.
- *Keeping trash cans or dumpsters covered and away from the building.
- *Keeping grounds clean of food and rubbish.
- *Storing food in sealed plastic or metal containers.
- *Cleaning and sanitizing all dishes, utensils, and surfaces used for eating or food preparation after meals and at the end of the day.

We do not regularly apply any pesticides. Should there be a need to use a chemical pesticide as a last resort, (for wasp, yellow jacket, mouse or ant control for example), notification signs for applications shall be placed at the location of the application and at each entry point to the area being treated. Pesticides will be applied at the end of the day after children have left and will not be stored above or near food or cooking or eating utensils. Parents will be notified when pesticides are applied. Children will not touch or transport any pesticide or pesticide container. Pesticides with the signal words of "Danger", "Warning", or "Caution" will be kept in secured storage out of reach of children in a locked area and in accordance with any warnings that accompany the product. If there are any infestations of pests that we cannot control by natural methods, we will work with local pest control to find the least toxic method possible.

Complaint procedures

The telephone number for the Child Development Division and the Child Care Consumer Line is 1 (800) 649-2642. You have a right to call them to and lodge a formal complaint in regards to the welfare of any child in regards to Bananas. The CDD will investigate any pertinent complaint fully to ensure that we are in compliance with Vermont state law, and that we undergo any corrective action needed.

General Emergency

Bridge School follows Addison Central School District's school closure policy, and Bananas follows the Bridge School policy. This means that Bananas and Bridge School will be closed when one or more of these five things are in question:

- The safety and well-being of students and staff
- The severity of the weather (extreme cold, flooding, etc.)
- Timing of the weather events
- The ability of buses and cars to travel safely
- The operable condition of our buildings

On the off chance that one of these things changes over the course of the day and Bananas need to close even though Bridge School was in session, then all parents with students signed up for Bananas will be called immediately and asked to pick up their child at the end of the school day.

Excluded Persons

All staff, teachers, long term volunteers, and regular subs at Bridge School and Bananas have been background checked and fingerprinted by the state of Vermont within the first 45 days of employment or work. If a person's background is determined by the DCF or the state to be prohibited to work with kids then they will be excluded from being regularly present at Bananas.

This means that your kids and the students at Bridge School will only be in the safest hands and everyone involved in our program have passed a background check.