



Staff/Parent Handbook

September 2017

One Planet Afterschool Program Handbook – 2017-2018

Mission Statement & Goals

Mission Statement

One Planet's mission is to create a dynamic learning environment that inspires and supports students in becoming compassionate global citizens and passionate lifelong learners.

One Planet Program Goals

- Provide a safe, supportive environment that encourages intellectual, physical, social and emotional development.
- Provide activities that encourage participants to learn new skills & gain confidence, to problem solve, to try new things, and to become a responsible citizen of the local and global community.
- Increase student ability to use information and communication technology.
- Improve physical health and nutrition among our students.
- Improve academic performance of regular attendees.
- Build strong relations between One Planet and its community.

Elements of High-Quality Programs

The Vermont Department of Education has identified ten elements of high-quality afterschool programming. One Planet uses the following ten elements to guide our programming, structure and evaluation strategies:

- Strong and Effective Afterschool Program Leadership
- Linkages to the School Day
- High-Quality Staff
- Safe and Appropriate Environments
- High-Interest Programming
- School Leadership Support
- Attention to Serving Regular Attendees
- Strong Instructional Leadership
- Flexible Structures and Student Choice
- Effective Community Partnerships

One Planet strives to provide a safe, supportive environment that encourages physical, intellectual, social and emotional growth and development. Children are expected to behave appropriately, respectfully and responsibly, to learn and play, problem solve both independently and cooperatively, and become interested in exploring and learning new things from available activities. School rules will be followed and enforced in order to provide consistent messages about appropriate behavior. With the support of the WRVSU's Special Education Department, we strive to serve and support all children, including those with special needs and disabilities.

Schedules & Structures

School Year Session Dates

One Planet Afterschool Program is open every full school day from mid-September through May. The program begins at the end of the school day and runs until 5:30pm.

2017-2018 School Year Dates:

Session I: September 18 – December 1

Session 2: December 4 – February 23
Session 3: March – June 1

School Year Daily Schedule (*varies by site*)

2:30*-3:10 Recess & Supervised Play
3:10-3:30 Snack
3:30-4:15 Daily Special Activity for K-2; Homework Club 3-6
4:15-5:00 Daily Special Activity for 3-6; Active Learners K-2
5:00-5:30 Free Time & Pick Up
**Whenever school day has ended*

Summer Program Dates

One Planet Summer Program runs 5-6 weeks in the summer, depending on the site. The program is open Monday-Friday, 7:30am-5:30pm.

TENTATIVE 2018 Summer Dates:

Bethel: June 25 – August 3
Newton: July 2 – July 27
Rochester/Stockbridge: July 2 – July 27
Sharon: June 25 – August 3
South Royalton: June 25 – August 3
Tunbridge/Chelsea: July 2 – August 3

Summer Daily Schedule

7:30-8:30 Early Bird
8:30-8:45 Morning Meeting
8:45-9:00 Snack
9:00-10:00 Theme Activity 1
10:00-11:00 Theme Activity 2
11:00-12:00 Theme Activity 3
12:00-12:30 Lunch
12:30-1:00 Free Time
1:00-2:00 Reading/Journal
2:00-3:00 Sports
3:00-4:00 Arts & Crafts
4:00-4:30 Snack
4:30-5:30 Night Owl

Program Closed

- School Holidays
- School Recess including Thanksgiving, December, Winter, Spring & Summer breaks (excluding Summer Program weeks)
- In-service days
- Any unexpected snow day or emergency closing

Program Description

We have four basic programs:

Daily One Planet

Daily One Planet runs after school until 5:30pm, Monday-Friday. The program is designed for students in Kindergarten through sixth grade and has three main components: recreation (snack, recess), academic (homework), and enrichment (theater,

cooking, etc). Our enrichment activities are intended to be dynamic, engaging and interactive. Our students are usually broken into two age groups (K-2, 3-6) and we select activities appropriate for the age groups.

Middle School Clubs

Some of our sites offer Middle School Clubs (i.e. CC Skiing, Art Club). These clubs are specifically for students in 5th-8th grade. Clubs run afterschool once or twice a week for 1-2 hrs. Clubs are student-oriented and student directed.

One Planet Tutorial

One Planet works in coordination with the school faculties to target elementary and middle school students in need of academic remediation. One Planet provides students with a tutor 1-2 hours weekly (and more intensively during the summer) until the student has reached certain academic goals.

Summer Program

One Planet offers 5-6 weeks of summer programming at the South Royalton, Sharon, and Tunbridge sites. Summer programs run for ten hours daily, Monday-Friday. The programs are designed for students entering K-6th grade and include the following components: weekly thematic enrichment programming, healthy snacks and lunch, daily sports activity, reading/journal time, field trips and swimming lessons.

Hiring Procedures & Paperwork
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New Employee Procedures

Please see Addendum 2. **Staff are not permitted to work until they have completed their fingerprinting appointment and background check.**

Other Employee Paperwork

Timesheets: Staff must fill-in their hours on a timesheet provided by the Site Coordinator every time they work. At the end of the pay period (every two weeks), staff must check over their hours and sign their timesheet. All timesheets will then be reviewed and signed by Site Coordinators. Staff will receive their paycheck by the Friday following the end of the pay period.

Record Check Authorization Form: In accordance to childcare licensing regulations, all staff must undergo a record check through the Vermont Criminal Information Center.

Hire Sheet: Staff must complete a hire sheet prior to their first day of work.

Confidentiality Form: Staff must complete a confidentiality form prior to their first day of work.

Mandated Reporting Form: Staff must complete a mandated reporting form prior to their first day of work.

Staff Positions

Position Descriptions

The One Planet Staff consists of the following positions:

- Program Director—responsible for overall management and administration of the One Planet program
- Lead Site Coordinator-- responsible for overseeing continuous improvement of sites, staff and programming to provide, maintain, and advance high quality programming in all areas.

- Site Coordinator—responsible for site management and daily supervision of the program and staff
- Program Leader—responsible for preparing and teaching daily activities
- Homework Supervisor or Head Teacher—responsible for supervising and directing Homework Club and/or leading programming
- Teaching Assistant—responsible for assisting with daily activities, including but not limited to specials, snack, recess, and homework.

Please see Addendum for more detailed position descriptions.

Volunteers

One Planet welcomes the involvement of parents, students, and community members as volunteers. Individuals can help with activities, lead an activity, chaperone field trips, or help with a special event. If you are interested in being a volunteer, please contact the Site Coordinator to complete necessary volunteer forms. To ensure quality and consistency with One Planet policies and procedures and childcare licensing regulations, all irregular volunteers must remain under the direct supervision of a One Planet employee at all times, and all regular volunteers must undergo a background check.

Staff Expectations

Staff Meetings

Site Coordinators meet twice a month with the Program Director to discuss programming, budget, sustainability, events, and other pertinent topics. The Director will generate a list of discussion topics, but Site Coordinators are encouraged to bring topics and questions of their own.

Site Coordinators will meet regularly with their core staff, at least once a session. Site Coordinators will be responsible for scheduling and organizing these meetings. All staff are required to attend. If a staff member cannot make the meeting, please notify the Site Coordinator ahead of time. Meeting notes will be supplied to the missing staff.

Professional Development

In accordance to child care licensing regulations, all One Planet core staff must undergo at least 8 hours of professional development each year. Site Coordinators must undergo 12 hours of professional development. One Planet will cover the cost of workshop(s), time and mileage for the required hours. If a staff member would like One Planet to cover the cost of professional development beyond the required hours, they must ask the Site Coordinator for approval. In some cases, we will pay for the cost of the workshop. We typically will not pay for time spent attending extra workshop.

CPR/First Aid Training DOES NOT count towards the 8 or 12 hour requirement.

To maintain our Specialized Child Care Provider status, Site Coordinators need to attend 6 additional hours of advanced specialized services trainings.

Tracking Professional Development

In order to maintain our STARS status, we must track all professional development hours through the Bright Future Informational System credential accounts. This is an educator professional development managing and tracking system. Each staff is responsible for submitting documentation of professional development, IPDP, educational transcripts and other documents need to prove he/she meets the qualifications needed for their position, as defined by the Vermont Licensed Childcare Regulations.

Evaluation

The Lead Site Coordinator and Site Coordinators are responsible for implementing the Youth Program Assessment annually to assess the program's quality and effectiveness. This process involves forming an evaluation team, observing program in action, and meeting to score program in variety of areas.

The Program Director will evaluate each Site Coordinator annually. See Addendum for Evaluation Form.

The Site Coordinators are responsible for evaluating each of their core staff annually (usually in January). The Site Coordinator will meet with each staff member and discuss the results. See Addendum for the Evaluation Form.

Absences

When a One Planet employee is unable to be present for work, the employee must notify the Site Coordinator of the impending absence. At least 24 hours prior notice is requested. In cases of sickness or emergency, the Site Coordinator is to be contacted as early as possible in order to make the necessary arrangements to cover responsibilities.

Employee Child Care Benefit

One Planet staff may receive a scholarship for their elementary school age children to attend One Planet programs where and when their parents are working provided that, if applicable, the family has applied for and been denied child care subsidy, and the program is not at capacity. When utilizing this benefit, staff members enroll their child into programs following the standard One Planet enrollment procedures.

Cell Phones

Cell Phones are not to be used during program hours for personal phone calls. Site Coordinators may decide to use cell phones as a means of communication during the program between staff, rather than using 2 way radios.

Overtime

One Planet employees are not to work over 40 hours/week. In order to avoid overtime, it is the Site Coordinator's responsibility to ensure that there are enough staff on-duty to maintain licensing requirements for staff:child ratios. See page 9 for staff: child ratios.

Program Policies & Procedures
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Registration & Enrollment

Registration is required for program participation and is ongoing as slots are available. Parents/guardians are required to complete a General Registration Form for their child prior to enrollment in any One Planet program. The form needs to be completed only once each school year. The following information is required on the form:

- Student Information
- Parent/Guardian Information
- Pick Up Permissions & Information
- Emergency Contact Information
- Medical Information

- Permission for field trips, pictures, medical care, surveys, bug repellent/sunscreen, Tylenol/Ibuprofen.

The One Planet Program relies on medical information provided for each child. If any medical information changes, parents are asked to notify One Planet immediately to provide the necessary revisions.

A quarterly program packet is distributed to students in K-6th grade at each site approximately 2 weeks prior to the commencement of the next quarter. Enrollment forms must be returned with 50% of the session fee to secure a slot for the child.

Permission and Releases

When completing the One Planet General Registration Form, parents/guardians give One Planet the following permissions and releases:

- Permission for the child to participate in One Planet activities.
- Permission for the child to receive emergency medical treatment deemed necessary during One Planet activities.
- Permission for photographs and/or videos to be taken of a child as part of the program for newsletters, the media or any other positive and wholesome portrayal of the program to the public.
- Permission for the child to participate in field trips offered by One Planet in conjunction with programs the child is enrolled in.
- Permission for surveys to be given to a child and family for purposes of program evaluation.
- Permission for One Planet staff to apply bug repellent & sunscreen.
- Permission to administer Tylenol or Ibuprofen.

Fee Policy—Daily One Planet

Fees are an essential part of our sustainability and will be charged for the Daily One Planet Program. Each site has a fee structure unique to its site based on how long the site has received 21C funding and the demographics of the community

50% of entire session fee is due with enrollment forms. The other 50% is due mid-session.

Absence does not result in fee rebate due to the already low fee schedule and the fact that each registrant fills a slot that may not be filled by another child. Payment is required for the number of days enrolled, not the number of days attended.

It is One Planet's intent to make every effort to minimize barriers to participation. If the fees are prohibitively high, we strongly encourage families to apply for subsidy. We also offer partial and full scholarships for families in need.

Fee Policy—Summer Program

Fee Options include:

- 1) \$120/week-\$135/wk. 50% due with enrollment forms to secure slot.
- 2) If a family qualifies for Free or Reduced Lunch, they may opt to either:
 - a. Apply for subsidy
 - b. Apply for a One Planet Scholarship

Drop-In Policy

Drop-ins are welcome providing there are slots open. Drop-in daily rates are priced higher than the enrollment rates. Drop-in rates may vary from site to site. One Planet must have a current

General Registration Form with medical and contact information on file. Please contact One Planet 24 hours in advance.

Taking Attendance

Prior to the start of the program (snack/recess), the start of homework, and the start of the daily activity, staff takes attendance. The attendance list is marked with one of the following:

√	Student in attendance
AB	Student Absent from school
EX	Student Excused from program

If a student is scheduled to attend but is not at the program and has not been excused by a parent, staff must let the Site Coordinator know immediately. The SC will contact the parent immediately to notify them their child did not come to the One Planet program. Every attempt will be made to contact parents/guardians and alternative contacts to make sure the child is safe. Recurrence of this situation may result in the child being prohibited from future program participation.

Parents/Guardians or their designee are required to pick up their child between 5:15pm and 5:30pm during the school year program, and as indicated for the summer program. A \$5 fee will be charged for each 15 minutes beyond designated pick up time. After 30 minutes, one of the emergency contacts will be called. In addition, if a child is picked 30 minutes late, we are required to report this to DCF. *One Planet reserves the right to discharge a child from the program if picked up late three times.*

Every day when a parent picks up a child from the program, **the parent must see a staff member and sign the child out in person.** This is for the safety of the child. Staff may refer to the General Registration Form to verify who is authorized to pick-up a child. If that person's name does not appear on the pick-up list, they may not remove the child from the program. Written authorization regarding alternative arrangements if a parent/guardian is unable to pick up their child must be provided to Site Coordinator in advance.

Written or Verbal Notifications

The One Planet staff, the school and parents need to know at all times where the child is. Written notification (email or other letter) or verbal notification (in person or via phone call) is required for the following situations:

- Your child is participating in another school function prior to completion of One Planet program (i.e. Chess Club, Basketball, Soccer, etc).
- Your child is dismissed at the completion of One Planet in an alternative manner. For example, if a child normally is picked up by a parent but you would like them to go home with a friend's parent.
- Your child is withdrawing from the One Planet program.
- Your child will not attend a day when he/she is scheduled to attend

Homework Club Policies

One Planet will provide quiet time and homework help for students Monday-Thursday. We do not guarantee that a child will complete his/her homework at the program, so we encourage parents to check with their children daily for homework completion, and we encourage staff to let parents know if a child's homework is not complete.

Homework Club Expectations:

1. Students come prepared—they should bring their homework assignments and any necessary materials, along with a reading book.

2. Students must be respectful of others and work quietly (not silently, but quietly) during Homework Club.

Field trips

A roster, student emergency contact numbers, first aid kit, and cell phone are to be taken on all field trips.

In registration form, parents will be asked if they give permission for child(ren) to go on field trips and participate in swimming activities. One Planet will notify parents of field trip details including location, date and time at least one day in advance. If field trip changes are made due to weather or other unpredictable circumstances, parents will be notified as soon as possible via email.

Program Closing due to Weather

In case of poor weather, Site Coordinator will make a decision by 12pm whether program will run that day. Site Coordinator will send out an email and/or call parents. Program will provide supervision until the last child is picked up.

Transportation

One Planet will provide transportation to and from off site field trips. Students will be transported by a bus service and not an individual staff for the most part. If a student is to be transported by a staff, the staff must provide a copy of his/her auto insurance to Site Coordinator and the parent must sign a permission slip stating that the parent understands the child will be transported by a staff member.

Behavior Expectations & Guidance

Our expectations for One Planet program participants closely mirror the schools' expectations for conduct of students during the school day. We expect students, staff, and parents to follow five basic rules:

1. We respect and are considerate of the rights and property of ourselves and others.
2. We are polite to all staff and all students.
3. We cooperate and support each other while we learn and teach together.
4. We follow our schedules and arrive on time ready to participate.
5. We respect the rules of the school and specific areas.

We intend to create a safe learning environment. This means that the staff and director establish clear expectations at the beginning of the school year and work hard with our students to create a program culture that promotes respect. When kids break rules, we will respond by 1) redirecting them, 2) getting down to their level and speaking privately with the child, 3) if necessary, pulling them aside to ask more questions to determine what kind of support they need. If a child continues to break rules after efforts to redirect, gently remind and provide positive feedback, a staff should an incident report.

For any minor or major infraction, an "Incident Report" will be completed. A copy will be given to the guardian(s) of the child(ren) involved in the incident and a copy will be put in the student file. In the case of repeated minor infractions, the Site Coordinator may establish an Individualized Behavior Plan (IBP) for the student based on input from parents and school staff. This plan will be communicated to the student, the student's parents, and the staff. The plan will outline a

series of steps that will hopefully change the student's behavior and lead him/her to success in the program. As a staff member, we expect that you will follow and support the guidelines and procedures established by an IBP, so that we can provide the student with a consistent message.

Students who are assigned a one-on-one aide during the school day may have a need for a one-on-one aide during the afterschool program. If it is determined that a child needs a 1:1 to participate successfully in One Planet, the parents, SPED teacher and Site Coordinator will need to meet and create a plan. Only after the meeting has taken place will One Planet provide a 1:1 aide. In this case, the student will not be able to attend until a 1:1 has completed the hiring process. In addition, we strongly encourage families to seek financial support for an afterschool aide from either the school or the Department of Children and Families.

Because our program is not mandatory, but voluntary, we have a "no tolerance" policy for serious infractions such as fighting, gross disrespect, the use or possession of weapons, use/distribution/possession of drugs or alcohol, consistent refusal to participate in program activities, harassment, willingly damaging school property or personal property of others, truancy, stealing, and hazing. The Site Coordinator reserves the right to suspend a student from the program due to these offenses. The suspension can be for one day or for the rest of the year. We do not have in-school suspension, so if a participant is suspended they will not be allowed to attend the program in any way.

Playground Rules

The same rules that apply to the playground during the school day apply to recreation time at One Planet. Please refer to the school handbook for playground rules/policies or consult with appropriate personnel at school as to their written and unwritten playground rules.

Purchasing Supplies & Reimbursement

Supplies

Each site has a supply budget for the year for general program supplies and for specific supplies needed for special activities. It is the Site Coordinator's responsibility to purchase general program supplies (i.e. paper plates, markers, glue, etc.); staff are encouraged to notify Site Coordinators when these supplies need to be replenished. Program Leaders are responsible for buying the supplies needed specifically for their activity and for submitting their receipts for reimbursement. Program Leaders should discuss with their Site Coordinator how much money is available for supplies before making a purchase, as this may vary throughout the year.

Reimbursement

Program Leaders and other staff who have purchased program supplies can submit their receipts for reimbursement. Receipts are to be given to the Site Coordinator. The Site Coordinator will submit the receipts to WRVSU with the proper paperwork. Depending on when receipts are submitted, staff will receive their reimbursement within 1-3 weeks. **SALES TAX IS NOT REIMBURSEABLE.**

Staff: Child Ratios

In accordance to child care licensing regulations, we must maintain the following staff:child ratio at all times: 1:13

There must be a minimum of 2 staff on duty when the number of children in attendance exceeds 8.

Mandated Reporting Policy

Vermont child care providers are required by law to report suspected child abuse and neglect. If you suspect or have reason to believe a child may have been abused or neglected, you are ethically and legally required to report the information. This report needs to be made to an intake worker at the Agency of Human Services, Department for Children and Families, at (800) 649-5285.

Usually reporters must supply the following information:

- Child's name, age and address.
- Child's present location (i.e. at school, daycare, etc.).
- Parents' names and address.
- Nature and extent of the injury or condition observed.
- Reporter's name and location (not required, but extremely useful to the agency conducting the investigation).

If you do make a report, please notify your Site Coordinator that you have done so.

Confidentiality

As an employee of the program, you will be privy to sensitive information regarding students and their families. In recognition of the program's philosophy, as well as the Family Educational Rights and Privacy Act (FERPA), you are required to maintain student confidentiality including the following:

- Financial information such as Free/Reduced lunch status or family income.
- Data pertaining to behavior, school attendance, grades, or test scores.
- Any Special Education or IEP information.
- Any other information that might be considered sensitive.

Confidential information may not be shared with anyone who does not have a "**need to know**." People who "need to know" may include classroom teachers, counselors, special educators, bus drivers, other school staff, and administrators. Each child has a different team and therefore who "needs to know" may vary from student to student. Please check with the principal or director if you have any questions on sharing information. If you fail to observe confidentiality, you may put your job at risk.

Due to your "duty to warn" as a child care provider, you should breach confidentiality in the cases of suspected child abuse or neglect, a child's intent to harm him or herself, and/or a child's intent to harm another person. In this case, speak directly with your Site Coordinator immediately.

Communication

One Planet Program Information

Our program makes every effort to keep the families and community informed about One Planet programs and activities. We will send home quarterly program brochures with students approximately 2 weeks prior to the beginning of a new session. Program information is also available via the One Planet link on the WRVSU website. Individual sites have their own system

of additional communication strategies, including Facebook pages, blogs, electronic newsletter, email updates and more.

Conferences

The One Planet staff is happy to discuss issues regarding a child's participation in One Planet. Parents should contact the Site Coordinator to schedule a convenient time to meet for a conference.

Complaint Procedure

If at any time a parent/guardian is concerned about the welfare of a child while in One Planet care, they are strongly encouraged to contact the Site Coordinator or Program Director immediately.

Contact

Please see last section of handbook for contact phone numbers and emails.

Childcare Licensing

Licensing Regulations

The One Planet Program is a licensed School Age Care provider and is overseen by the Child Development Division (CDD) of the Agency of Human Services. Therefore, it is critical that all staff members read and adhere to the licensing regulations.

Annual Renewal and Site Visits

Each site is required to apply for licensing renewal on an annual basis. As a licensed provider, One Planet shall permit visits, inspections, and examinations of the facility, its records, equipment, and materials by representatives of the CDD to ensure compliance with the regulations. These visits can be unannounced.

Background Checks

When re-applying for license renewal or as staff changes occur, each staff member (paid or volunteer) is required to complete and submit a "Records Check Authorization for Licensed Child Care Programs" supplied by the Child Development Division.

Contamination Clean-up

Disposable gloves shall be worn while handling any bodily fluid contamination and discarded after each use. Contaminated surfaces shall first be cleaned with hot, soapy water and then disinfected with a solution of 5.25% bleach diluted 1:10 to 1:100 with water (1/2 oz bleach to a quart of water) prepared daily or other acceptable disinfectant solution. Hand washing with soap and water shall occur after the cleaning. Each site shall follow the school's protocol for contamination clean-ups and consult a custodian on duty if and when available.

Hand Washing

Staff shall wash hands with soap under warm running water:

- before preparing or serving food.
- after cleaning up after a sick child or contamination clean-up.
- after toileting.
- after handling animals.

Children must wash hands with soap under warm running water:

- before they eat.
- after they use the toilet.

- after handling animals.

Applying for Subsidy

As a licensed childcare center, we may collect childcare subsidies from the state for children whose parents/guardians have applied and are eligible for assistance. They can apply by contacting The Family Place at 802-649-3268.

Record Keeping

Site Coordinator will have on file for each **staff**:

- Resume/Work History (unless on BFIS)
- Statement stating staff have read the licensing regulations
- Statement acknowledging Mandated Reporting duties
- Job description & start date (unless on BFIS)

Site Coordinator will have on file for each **student**:

- Signed and dated Registration Form
- Copy of Immunization Records

Afterschool Snack Program

Nutritious Snacks

As part of the afterschool program, One Planet will provide a nutritious snack daily that meets U.S. Department of Agriculture meal pattern and nutritional requirements. Snacks will be supplied in conjunction with school vendors, local farms and other sources. Donations of nutritious snacks are always welcome. Please refrain from sending your child with a snack unless you've made special arrangements with the Site Coordinator. If there is a participant with a peanut or nut allergy, we will operate as a peanut and/or nut-free program.

Administration

The Afterschool Snack Program provides reimbursement for snacks (and lunches during summer) served to children who are participating in afterschool/summer care programs. The program is funded by the U.S. Department of Agriculture and is administered by the Vermont Department of Education, Child Nutrition Programs. It is designed to give children a nutritional boost and draw them into supervised after school/summer activities that are fun, safe and educational.

Sanitation

All food shall be transported, stored, prepared, and served in a sanitary manner. All readily perishable food shall not be kept at room temperature for more than 1 hour while being prepared or served.

Snack Count

Staff members are responsible for serving snack to the students each day at One Planet. Staff is responsible for counting and recording the number of snacks served. Most importantly, the number of snacks served must match the number of students in attendance on any given day.

Emergency Procedures

The safety and security of the children attending One Planet is of utmost importance. While all staff members share this responsibility, the Site Coordinators are ultimately responsible.

Therefore, the Site Coordinator is responsible each day for ensuring that students arrive and depart as designated by parents and that the school site is secured according to local procedures.

Illness and Medical Emergencies

Our policy regarding infectious diseases is the same as the school's policy. If your child is either too ill to attend school, or has been sent home due to illness or disciplinary action, they cannot attend the after school program. A child will not be admitted to One Planet with any of the following symptoms: severe cold, sore throat, harsh cough, fever over 100, inflamed or matted eye(s), vomiting or diarrhea, undiagnosed rash, head lice.

Parents/guardians need to notify One Planet of any contagious disease such as strep throat, viral infections, chicken pox, ringworm, pinworms, pink eye or lice. A child will be readmitted only after all signs of the disease are gone. In the case of lice, a child must have undergone treatment before returning to the program. When a contagious disease or lice is reported, a confidential notice will be dispersed to current One Planet families.

If a child becomes ill during the One Planet program, parents/guardians will be notified and requested to pick up the child as soon as possible. If there is a medical emergency or accident, the One Planet staff will attend to the child with First Aid measures. Unless it is a life-threatening emergency, the staff will first attempt to contact parents/guardians or emergency contacts. If the parents/guardians cannot be reached, the staff will take whatever measures are necessary for the care and protection of the child. If necessary, 911 will be called and the child will be taken by ambulance to the hospital.

Medications

Procedures to administering medications:

- One designated staff person, usually the Site Coordinator, must dispense all medicine. Students may not give medicine to themselves or to other children.
- All medicine must be stored out of sight in a locked container/cabinet.
- All prescription medicine must come with a copy of the doctor's instructions.
- All medicine must be clearly labeled.
- Parents/guardians must sign a special permission slip for students needing medications to allow staff to administer prescription medication.
- In case of fever or headache, One Planet must have parent permission to administer either Tylenol(Acetaminophen) or Ibuprofen. One Planet will refer to the General Registration Form Permission section before administering these medications.

Accidents & Injuries

A general protocol for responding to all levels of injury is as follows:

- Child's immediate condition is assessed.
- Appropriate first aid measures are taken.
- Site Coordinator will assess degree of severity for next steps.
- The staff who witnessed the accident/injury will complete an "Incident Report" which will be filed in the office and also given to the child's parent.

If warranted by the severity of the injury:

- The child's parent will be called.
- The child's doctor will be called.
- The emergency response unit will be called.
- If necessary, the Site Coordinator will accompany the child to the nearest medical facility for assessment and treatment.
- Site personnel will continue to attempt to contact a parent/guardian to update them on the situation

- Site Coordinator will remain with the child until a parent/guardian arrives at the medical facility.
- Site Coordinator will follow-up after the incident within 24 hours.

Incident Reports

If a child is injured while at the program or if there is a behavioral incident, the Site Coordinator must complete a "Incident Report" which will include date of incident, student(s)' names and description of incident. Site Coordinator must have the parent/guardian sign the report and then 2 copies will be made—one for One Planet to file and one for the parent.

CPR & EPI Pen

Childcare licensing requires at least one staff per site to be CPR certified. One Planet will sponsor an annual CPR training.

If a participant requires an EPI Pen, the Site Coordinator needs to be trained on how to use the EPI Pen and the parent MUST provide the Site Coordinator with an EPI pen for his/her child.

Emergency Response Plan

Each One Planet Site has an Emergency Response Plan that will be followed for Fire, Bomb Threat, Hazardous Material, Intruder, Missing Student, Natural Disaster, Fight/Riot/Illness.

If the designated Pick Up person shows signs of being under the influence of drugs or alcohol:

1. Pull the person aside and ask him/her if he/she is under the influence
 - 2A. If the person admits to being under the influence, ask him/her who can be called to transport the person and children home. Call alternative pick up person. Let original Pick Up person know that if they arrive to school under the influence again, you will be forced to call the State Police immediately.
 - 2B. If the person does not admit to being under the influence, tell them that you are required to contact the state police due to your suspicions. Request them to wait until state police arrive. Contact state police at 234-9933. Allow police to handle situation once they arrive. If the Pick Up person insists on leaving with children, call State Police immediately and provide Pick Up person's name and address.
3. Report situation to Program Director immediately.

Emergency Drills

Emergency drills are to be practiced four times throughout the year and recorded. Three types of emergency drills are to be practiced:

- Evacuation - Exit the building as if it were a fire drill. Fire exit procedures are posted in each room used by One Planet. Students line up in a designated outside area and attendance is taken. Students wait for instructions to return or relocate.
- Lock Down - Secure the exterior of the building, close blinds/shades, stay in classrooms, shut and lock sliding doors and/or windows, "business as usual" unless told to Clear the Halls.
- Clear the Halls - Students should go to the nearest room with an adult, close and lock or block door(s), shut off lights and close blinds/shades, move to a safe place within the room, use "no voices", do not leave the room unless it is unsafe to stay there, do not open the door for anyone or answer the telephone.

Emergency Information

Students' names and contact information will be maintained at each site. This information is to be easily accessible in the event of an emergency and taken with One Planet on fieldtrips.

Contacting One Planet

Bethel Site Coordinator (Amy Gray): 234-6607 or agray@wrvsu.org
Chelsea Site Coordinator (Leila La Rosa): 685-4551, ext 158 or llarosa@wrvsu.org
Newton Site Coordinator (Kiersten Harlow): 765-4351, or skharlow2@aol.com
Rochester Site Coordinator (Jola Labejsza): 767-3161 or jlabejsza@wrvsu.org
Sharon Site Coordinator (Roxana Mathews): 763-7425, ext 18 or rmatthews@wrvsu.org
South Royalton Site Coordinator (Tara Tucker): 802-763-7740, ext 412 or ttucker@wrvsu.org
Stockbridge Site Coordinator (Blythe Bates): 234-9428 or bythebates@gmail.com
Tunbridge Site Coordinator (Lindsey Cole): 889-3310, ext 2012 or lcole@wrvsu.org
One Planet Program Director (Carrie McDonnell): 763-7775, ext 4 or CMcDonnell@wrvsu.org
Lead Site Coordinator (Bill Bonsignore): 763-7775, ext 5 or bbonsignore@wrvsu.org