

# **CHENEX**

**THE CHENERY EXTENDED PROGRAM**

**FAMILY HANDBOOK**

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# I. STATEMENT OF PURPOSE

Chenery Extended (CHENEX) provides high quality after school programming for students in the Chenery Middle School population, grades five through eight.

CHENEX offers supervised activities designed to enhance middle school students' educational, social, and emotional development. The philosophy of the program dictates that the needs of the students come first, but that the special circumstances of working parents, or parents otherwise using the program, are also considered. It is the further goal of the program to treat each student individually, so long as the accommodation of individual needs can be accomplished without harm to the general health of the program. CHENEX recognizes the various needs of students of different ages and stages of development and uses those variations as the basis for the program's curriculum.

CHENEX is a family-governed, non-profit program that operates under the auspices of the Chenery Middle School PTO, Inc. Family participation on all levels is expected and encouraged. (See Board of Directors) **CHENEX does not discriminate in providing service to students and their families on the basis of economic limitations, race, ethnicity, or cultural heritage, religious or political beliefs, sexual orientation, physical abilities or limitations, or marital status (102 CMR 7.06 (2)).**

The Chenery Middle School is in compliance with the design standards for building accessibility in 521 CMR (Architectural Access Board). CHENEX ensures access for persons with disabilities either by compliance with the design standards set by the Commonwealth's Architectural Access Board and with the physical access requirements in 102 CMR 7.06.

## II. LICENSURE OF THE PROGRAM

CHENEX is licensed by the Commonwealth's Office of Child Care Services (OCCS). It complies with "Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs" according to 102 CMR 7.00. Under the terms of its licensure, the program is subject to visits by the OCCS. Any reports of these visits are posted. All families are notified of any visit and/or report. The Town Health Department is designated as OCCS' local affiliate for the Town of Belmont.

## III. ORGANIZATIONAL STRUCTURE

CHENEX is a non-profit program governed by a Board of Directors, consisting of the parents/guardians of students in the program and ex-officio members. It is recommended that the number of Board represent at least ten percent of the total families in the program. The Chenery PTO is the umbrella organization for CHENEX.

The program pays rent to the Belmont School Department and is self-insured for all liability, workers' compensation, and health insurance for the staff.

The following positions are guidelines for membership on the CHENEX Board. The exact composition of the Board is determined annually by a given Board, based on their best understanding of the needs of the program and the efficient and productive functioning of its governing body. All Board members and staff are bonded and insured through CHENEX's general liability insurance.

- CHENEX Board of Directors**
1. **Co-Chairs (2):** Co-chairs may each serve a term of two to four years. These Board members facilitate at CHENEX Board meetings, represent CHENEX at PTO meeting and School Committee meetings, and present biannual reports to the PTO.

2. **Secretary (1)** – The secretary serves a one-year (two-year maximum) term. The secretary is responsible for scheduling board meetings, distributing meeting notices, and recording the minutes of all board meetings.

3. **Treasurer-** The treasurer serves for a two-year term and assists the Director in budget and financial development issues.

4. **Members-at-large (2 minimum)** - Members-at-large serve terms of one to four years. They are responsible for special projects (social events, fund-raisers, etc.) and perform general board member duties (developing and voting on policies and procedures, representing the program, etc.).

5. **Ex-officio members (3)** - In addition to the Board of Directors, there are three ex-officio members. They are the program Director, the principal of the Chenery School, and a member of the Board of Directors of the Chenery PTO. The members are non-voting members of the Board.

## **Meetings**

Meetings are held monthly at an announced date, time and place. Notice of Board meetings is posted on the CHENEX Bulletin Board, via email, and is included in newsletters. A quorum of half of the Board must be present to conduct business. A vote of the majority of those Board members present is required for approval of any action.

All CHENEX families are encouraged to attend Board meetings and address any issues concerning CHENEX. Only CHENEX Board members may vote on these issues. Families are encouraged to attend at least one meeting per year.

## **Annual Budget**

A projected annual budget is presented at the March Board meeting. The final budget for the following year is presented at the June board meeting, after the enrollment for the upcoming year has been determined. The budget and updates concerning financial status of the program are is presented to the PTO at its monthly meetings. The CHENEX fiscal year begins September 1.

**Elections**

All parents/guardians are eligible for participation on the Board. Executive Board members are elected by current board members. Board members are recruited in both May and September; the election of officers typically occurs in May, to ensure continuity and leadership during the transition from one school year to the next.

## **STAFF**

CHENEX is governed by a parent Board of Directors and is operated by a paid professional staff. The paid professional staff consists of a Director, Site Coordinator, Head Teacher, teachers, and teaching aides, as required to maintain a ratio of 1:13 staff/students. (102 CMR 7.33(2)(a). All staff meets or exceeds the qualifications as outlined by the OCCS. (102 CMR 7.21). Staff resumes are available upon request.

A staff list will be issued in August with the CHENEX Directory.

### **Who to talk to...**

The Director of CHENEX, Nina Vansuch, should be contacted regarding all administrative issues (schedule changes, tuition/financial problems or concerns, etc.); overall general student issues including behavior homework, socialization, food allergies, individual educational plans, medications, etc.; and any issues regarding the staff. Nina Vansuch may be reached at the CHENEX number (617-484-8030) or at her Burbank office (617-489-3442). Nina works Monday through Friday from 8:00-6:00 and has call hours from 10:00-2:00. During program hours she is on site at Burbank working with staff and children and is on site at CHENEX one afternoon per week. She is also available for prearranged conferences in the evening.

Nina's office email is [bas.prog@verizon.net](mailto:bas.prog@verizon.net)

The CHENEX Site Coordinator, Kendra Blitz, should be contacted regarding daily issues including absences or dismissals, health issues pertinent requiring immediate attention (dispensing medication with required permission forms, etc.). Kendra Blitz assumes the Director responsibilities in the event of her absence. Kendra is on site Monday-Friday from 10:00-6:00.

The CHENEX office email is [chen.ex@verizon.net](mailto:chen.ex@verizon.net)

The Bookkeeper, Judy Paratore, should be contacted regarding receipts of tuition payment and tax information.

Messages may be left at the CHENEX office for Kendra and Judy.

### **Private child care**

Due to possible conflict of interest issues, families should not ask the CHENEX staff to participate in private child-care during the school year.

## IV. ENROLLMENT

### **Admission**

Students in grades 5-8 in the Chenery Middle School are eligible for admission. If applications exceed spaces available, priority will be given to those enrolled in the program from the previous year and their siblings. If enrollment is not at capacity based on applications received during the specified registration period, the program will continue to accept applications through August 15. Should enrollment exceed the program's capacity and the license cannot be expanded, a waiting list is formed.

### **Registration dates**

Registration dates are announced in the spring, typically beginning in March. A projected tuition/fee schedule for the following year is included with the application form. Deposits and a non-refundable registration fee of \$50.00 are required at the time of registration.

The deposits for 2003-04 are as follow:

- \$250.00 for two day enrollees
- \$300.00 for three day enrollees
- \$350.00 for four day enrollees
- \$400.00 for five day enrollees

Deposits are deducted from the last tuition payment at the end of the year and are non-refundable after July 1. Should a family withdraw from the program during the year, the deposit is forfeited.

### **Schedule adjustment window**

Each family will be held liable for tuition for the year consistent with their enrollment selection. Requests for changes in a student's schedule are permitted only once during the year, between January 1 and January 15. Changes requested in a student's schedule will be reviewed by the Director and approved or disapproved prior to January 31, based on the availability of space in the program. Approved schedule changes become effective as of February 1, for the balance of the CHENEX year.

**Withdrawal from the Program**

A student may be withdrawn from the program with one month's written notice to the Board of Directors. In the event of such withdrawal, neither the deposit nor any pre-paid tuition payments will be refunded.

**Re-enrollment**

Students may re-enroll in the program. Re-admission depends on availability of space and staff. Requests must be made to the Director.

**Non-Traditional Admission Time**

If space allows, families may be admitted into CHENEX during the year on the first of each month. Requests may be made to the Director. Upon acceptance, non-traditional enrollees are required to pay a deposit (\$250.00) and tuition for one full tuition period (three months).

**Payment of Tuition**

All issues regarding payment of tuition must be addressed to the Director.

Tuition is prepaid and nonrefundable. Tuition is payable in five installments (due in September, November, January, March, and May). Bills are distributed two weeks before the due date. There is a \$25.00 fee for returned checks and a \$25.00 late fee for payments received 10 or more days past the due date.

If you have any problem meeting the tuition schedule, please contact the Director. It is easier to have a conversation about payment schedules than one regarding termination of enrollment!

**Non-payment of tuition by 30 days after the due date will result in termination of enrollment.**

## Financial assistance

Families may be eligible for subsidy of child care services through state- and community-based programs listed below. In some years, CHENEX may also have limited funds available to provide some tuition assistance. Further information is available upon request from the Director.

- ⊕ Department of Social Services (DSS) Subsidized Child Care: DSS provides child care assistance on a sliding fee scale to families that meet both financial and service need eligibility guidelines. Families must be enrolled in DSS to receive assistance. Please see Nina Vansuch for more information or contact DSS telephone number: (781) 641-8500.
- ⊕ Voucher Program: The Voucher Program, administered locally by the Child Care Resource Center, provides financial assistance for child care to eligible families. Contact telephone number: (617) 547-9861.
- ⊕ Program Financial Assistance: **The availability of such funding is expected to vary from year to year; families are advised to seek other sources of assistance and not to depend on the program as a financial resource.** A limited number of reduced tuition slots may be available through CHENEX. Financial assistance, if available and approved, will take the form of partial tuition waivers. Funding of such financial assistance shall come from voluntary contributions from individuals, businesses, and institutional sources. Eligibility shall be determined based on income, family size, and overall need and awards will be made on a first-come, first-served basis. The Board of Directors shall make final decisions regarding the availability and awarding of program financial assistance.

## V. PROGRAM PLAN

(102 CMR 7.03 (1) (a) and (b))

Chenery Extended offers a variety of supervised activities for a flexible program five days a week. There is a two-day minimum required for enrollment. Under limited circumstances, where enrollment “gaps” on a particular day exist or because of special family circumstances, the Director may consider permitting a student to be enrolled for one day a week enrollment. The evolving schedule of activities is a result of the combined efforts of the CHENEX staff, the Board of Directors, the students, and their families. CHENEX provides safe and developmentally appropriate experiences that enhance middle school student’s physical, intellectual, emotional, and social well-being and growth.

**Typical Schedule** CHENEX uses several areas in the Chenery Middle School (cafeteria, gymnasium, playground, library, computer lab, community room, etc.). A daily activity schedule is posted in the CHENEX room, and efforts are made to notify students of any changes in the schedule. An example of the daily activity schedule is as follows:

**DAILY  
SCHEDULE  
OUTLINE**

<b>2:15-2:45</b>	Check-In ALL STUDENTS REPORT TO THE CAFETERIA Snack and snack cleanup Group meeting
<b>2:45-3:30</b>	Homework Choice (outside, games, art, etc.)
<b>3:30-5:00</b>	Homework continued Projects (art, music, science, etc.) Choice
<b>4:30-5:30</b>	Choice/gym, computer lab
<b>6:00</b>	Clean up Pick up/sign out

The CHENEX staff encourages all students to engage in physical activity each day.

Students involved in activities outside of the cafeteria (gym, computer lab, and library) must return to the cafeteria at 5:30 daily. Students sign out for activities in the main room.

All parents/guardians sign their students out in the cafeteria.

**NOTE:** With family permission (included in the Emergency Information form), students may sign themselves out of CHENEX to walk home. During winter months, CHENEX recommends that students be picked up from the program. Please see the staff for instructions.

**STUDENTS ARE NOT PERMITTED TO SIGN THEMSELVES WITHOUT A COMPLETED “AUTHORIZATION TO LEAVE” FORM** signed by their parent or guardian.

Students may be picked up (or, if authorized, sign themselves out) at any time during the program.

**Snacks & Lunch**

The program provides a daily healthy snack. The staff balances fruit and carbohydrate choices, and provides a drink (milk and/or juice). Students are permitted to bring in their own snack (this should be considered especially if the student is allergic to foods usually served by the program). **Families must notify CHENEX of all and any food allergies per OCCS regulations (included in the Emergency Information form)**. Daily food choices are listed in the program's attendance book. The program makes every effort to avoid purchasing foods with known allergens (i.e. peanuts and other nut products, etc.)

**Early release day lunch & snack**

**On early release days, students must bring a lunch, as the cafeteria kitchen is closed.** On such days, beverages and snacks are provided by CHENEX later in the day.

**Homework**

Good **study habits** are strongly encouraged at CHENEX. The program uses the library and cafeteria for homework, reading, and study groups. A homework contract, signed by both student and parent/guardian, is available for those families who want to ensure that their student does homework during CHENEX time. The staff encourages all students, with or without contracts, to work on their homework. Homework time is supervised; however, the staff does not provide tutoring. Students, with the support of their families, are responsible for the completion of homework. Parents/guardians should notify CHENEX staff if homework is not getting done.

**Field Trips**

A student's participation in any field trip requires the written permission from the student's parent/guardian. Walking field trips (to nearby locations) are authorized through the emergency information form that all parents fill out each year.

For field trips requiring transportation, families are asked to complete the required authorizations two weeks before the excursion. Information regarding field trips is included in CHENEX newsletters and posted on the bulletin board.

**Transportation**

Under no circumstances will the CHENEX staff be permitted to drive or walk students home or to other destinations. CHENEX typically uses rented school buses for longer trips (museums, zoos, etc.). The program may use the MBTA bus and subway system for field trips.

In case of medical emergency, if the staff has been unable to reach the family or alternate contact people, an ambulance will be called and a staff person will accompany the student in the ambulance.

**Chenery (and Other) Activities**

CHENEX students may participate in other activities held at the Chenery or other locations. Families must notify CHENEX if their students are permitted to attend these activities, and indicated whether the students are to return to CHENEX.

## VI. BEHAVIOR MANAGEMENT OF STUDENTS

(102 CMR 7.05)

### Philosophy

The objective of CHENEX's behavior management policy is to assure a respectful, safe, comfortable, and nurturing environment for all of the students enrolled in the program.

CHENEX's behavior management approach is based on the belief that all students will:

- recognize responsibility to appropriate behavior and demonstrate a concerns for their own safety and that of others
- accept responsibility for their behavior and for the consequences of behavior that disregards or endangers the safety of others
- have and display respect for the rights and property of others
- have and display proper courtesy to and respect for other students and adults; display appropriate manners.

## **Discipline Guidelines**

To foster growth and independence, students are guided and encouraged to resolve conflicts with each other. When necessary, a staff member will intervene and assist students towards reaching a resolution. The staff member explains to the student(s) why a particular behavior is not acceptable and helps the student to redirect the behavior. CHENEX encourages students to solve problems through staff-directed group meetings and private conferences.

When consequences are applied, the program's goal is to have such consequences relate directly to the behavior being addressed. Consequences for inappropriate behavior may include:

- not permitting a student to participate in a planned activity;
- requiring the student to spend time apart from other students, in the company of an adult, to think and talk about alternative behaviors
- requiring student to repair or replace physical property damaged by student
- calling the parent/guardian to pick up the student immediately

Students in CHENEX are not permitted to bring or build war toys (guns, swords, super heroes, etc.) or use any item that promotes aggressive or violent behavior. A student who engages in persistent aggressive behavior toward students or staff will be terminated from the program (see IX., Termination from the Program).

Parents/guardians will be informed of any persistent behavior problems. The staff asks for the parent/guardian's cooperation in dealing with persistent and/or severe misbehavior.

CHENEX requires that families inform the program of outside behavior, family issues, and other areas of concern that affect their student's behavior. To work most effectively with students, the program must be notified by the parent or guardian whenever their student has an Individual Education Plan (IEP), particularly one specific to behavior issues. Please note that due to our staff-to-student ratio, the program cannot provide appropriate attention to students who need routine, ongoing one-to-one support and/or a classroom aide.

**No student will be subjected to abuse, neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject the student to verbal abuse, ridicule or humiliation; denial of food, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.**

Should you have a complaint concerning the staff's handling of discipline issues, see Section X, Grievances.

**SUSPENSION  
AND  
TERMINATION  
FROM THE  
PROGRAM**

CHENEX makes every effort to treat each student individually. The program recognizes the various needs of students of different ages and stages of development. The philosophy of the program dictates that the needs of the students come first. Special circumstances of the families are also considered. Families should be aware that the overall health of the program is also considered. Please remember that your family is one of over fifty enrolled in the program. Students requiring routine, ongoing one-on-one attention and direction specific to behavior issues may require a different setting. In the event of dismissal, liability to tuition payment will continue only as long as the student is enrolled in CHENEX.

**CHENEX reserves the right to dismiss any student whose actions or behaviors jeopardize the overall health and goals of the program. CHENEX also reserves the right to dismiss the enrolled students of any parent whose actions interfere with the successful operation of the program. Repeated failure to comply with CHENEX rules and/or procedures will result in dismissal.**

The family will be notified in writing of any issues leading to a student's termination from CHENEX. The following are the steps leading up to and culminating in termination:

1. Written warning identifying the issue, including options and a timetable for resolution;
2. Meeting with the Director, Site Coordinator or staff person, Board Member, student, and parent/guardian;

If the issue remains unresolved after steps 1 and 2,

1. Written notification of a one week suspension, with options and a timetable for resolution;
2. During the one-week period of suspension, the Director shall arrange to meet with the parent/guardian and the student regarding the unresolved issues.

**Sharing of  
Information with  
the Board of  
Directors**

If there is no mutually agreeable resolution of the issues that warrant termination, the Director, with the approval of the CHENEX Board of Directors, shall issue a written notice of termination. When suspension, termination, or grievance procedures have been commenced, the Director and staff of the program may need to share pertinent information with the CHENEX board to enable them to fulfill their duties in reviewing the situation. As a condition of enrollment in the program, families acknowledge this requirement.

## **IMMEDIATE SUSPENSION**

Any student whose behavior seriously threatens the emotional or physical safety of themselves or others will be suspended immediately, upon the recommendation of the Director and Site Coordinator, for a period of up to 10 school days. During the period of suspension, a further evaluation will be made to determine whether it is appropriate for the student to remain in the program. The Director, Site Coordinator, and parents/guardians will participate in this further evaluation.

Examples of behaviors warranting immediate suspension include:

- Attacking another child or adult
- Documented harassment( including persistent verbal harassment) of another student or staff person
- Aggressive behavior that requires an adult to physically restrain the child
- Leaving the program site without permission from a parent/guardian or the staff.

The program reserves the right to allow provisional reentry into the program or to proceed with the termination of the student's enrollment. Conditions may include, but are not limited to, the following:

- Student and/or family participation in a counseling or treatment program
- CHENEX or family implementation of a "Child in Need of Services" (CHINS) application
- Implementation of a behavior management contract with CHENEX

Liability for tuition continues through the term of suspension and does not end until the student is officially terminated from the program.

**GRIEVANCES**

Complaints about the program (i.e., conflicts with students or parent/guardian of students in CHENEX, curriculum, schedule, situations regarding staff) must be brought to the Director, who shall attempt to resolve the matter. If the matter is not resolved to the family's satisfaction, the family must bring the matter to the attention of the Program's Board of Directors. If the matter is still not resolved to the family's satisfaction, the parents may bring the matter before the Chenery PTO Executive Board and ultimately to the Town Health Department.

Complaints specific to the job performance of any staff member shall be made to the Director or the CHENEX Board of Directors. Complaints regarding the Director shall be brought to the CHENEX Board.

**Prevention of Abuse and Neglect**

The CHENEX staff is mandated by the Commonwealth of Massachusetts to report suspected student abuse or neglect in accordance with MGL c.119, §51A. Staff reports to the Director regarding suspected family abuse or neglect issues; the Director reports to the Department of Social Services (DSS) and the Town Health Department, which is the Belmont affiliate of the Office for Child Care Services. The program is not required to inform the family that it has made a report.

A criminal record (CORI) search is done on all CHENEX employees prior to their hiring. Families must report any suspected staff abuse to the Director or to the Director of the Town Health Department.

### **Program Rules**

The following are general rules of behavior that pertain to all Chenery School students during the school day and during the hours CHENEX is in session. (Also see: Chenery Middle School Handbook). CHENEX staff monitors CHENEX time.

### **Outdoor Guidelines**

- Be courteous to others in the outdoor area and take turns using the equipment.
  - Ask for help when you have a problem or a disagreement.
  - Please do not eat food in outdoor areas. There is a barrel placed near the play area. Pick up trash when you see it.
  - Playing with sticks, rocks or any other object that is or may be used as a weapon is strictly prohibited.
  - Respect flowers and shrubs. Please do not pick the flowers.
  - Climbing on trees and in the bushes is not permitted.
  - Please respect the school's neighbors' property and privacy.
- Should conflicts arise outdoors with non-CHENEX students, the Chenery Headmaster and police will be notified.**
- Please do not eat food in outdoor areas. There is a barrel placed near the play area. Pick up trash when you see it.
  - Playing with sticks, rocks or any other object that is or may be used as a weapon is strictly prohibited.
  - Respect flowers and shrubs. Please do not pick the flowers.
  - Climbing on trees and in the bushes is not permitted.
  - Please respect the school's neighbors' property and privacy.

## Fire Drills

The program runs practice fire drills at regular intervals (four per year).

## Gym

The following rules apply to use of the gym:

- No running or jumping on and off benches/bleachers.
- Nets are for hockey and soccer only.
- Food and drinks are not permitted.
- Use CHENEX equipment only. Mats or ropes can be used with special permission; use of this equipment must be supervised by a CHENEX (or otherwise authorized) staff member.

## Hallways, Stairs, and Stairways

- Food and drinks are not permitted.
- Please walk through the building

## Use of Community Room

**NOTE: THE COMMUNITY ROOM MAY NOT BE AVAILABLE TO CHENEX IN 2002-2003.**

**NOTE: THE COMMUNITY ROOM MAY NOT BE AVAILABLE TO THE PROGRAM IN 2003-2004.** The Community Room is a space reserved for the use of sixth, seventh, and eighth grade CHENEX students. Any student using the room must agree to be bound by all CHENEX behavioral rules, including any additional rules specific to the use of the Community Room.

Students may sign up to use the room during **one** time slot per day. A maximum of eight students and a minimum of three students may use the Community Room at any given time.

Parents and guardians must give prior written permission for their student's use of the Community Room, acknowledging their acceptance of the Community Room guidelines. Students are expected to maintain a safe, responsible, and quiet environment in the room.

Students using the Community Room must maintain its cleanliness. Before leaving the room, students must:

- Throw away all paper and garbage
- Wipe off the dry erase board
- Bring book bags and other personal items back to the cafeteria
- Roll up carpets
- Stack up chairs

## **VII. OPERATION**

### **Location**

The CHENEX is located in the Chenery Middle School. Our office is directly across from the school's main office. Students report to the cafeteria for attendance and snack.

**Phone and Email** The telephone number is (617) 484-8030 and is listed under Chenery Extended in the telephone directory.

The CHENEX email is [chen.ex@verizon.net](mailto:chen.ex@verizon.net).

The Director (Nina Vansuch) may also be reached by calling the Burbank After School Program at (617) 489-3442 and email at [bas.prog@verizon.net](mailto:bas.prog@verizon.net).

Messages should be emailed to both email addresses. Emails are not checked after 1:45.

**Student phone use**

If you need to reach the staff during program hours, please call. There is a voice mail system for messages; the system is cleared daily before the program begins. The staff also checks the voice mail after returning from outside or the gym.

Students are not permitted to use the CHENEX phone. There are several pay phones on the main level for student use. Students should bring change for the phone. The staff does not keep change for the pay phones

Students are not permitted to use cell phones during the program time.

If parents need to contact students, the staff will relay messages; students may call their parents back on the pay phones.

**Facilities**

Classroom space is available according to the Chenery Middle School specifications. The program coordinates its use of the building with the Chenery Headmaster and other groups in the community who have access to the building. CHENEX currently has the use of the cafeteria area and has access to the gymnasium, library, computer lab, and other rooms as needed and available.

**Hours of Operation**

2:15 PM to 6:00 PM Monday-Friday when school is in session.

11:00 AM to 6:00 PM on Wednesday Early Release days.

**School Day Dismissal Procedures**

Students report to the cafeteria for attendance. All CHENEX students check in before attending other activities. There are attendance books at designated areas in the cafeteria.

**Absences**

When a student is absent from school, the CHENEX staff obtains this information from the Chenery School office. The family is responsible for notifying CHENEX staff (please telephone or send a note) if their student

- leaves school unexpectedly or for a scheduled appointment;
- attends school, but will not be attending CHENEX;
- will be attending a non-CHENEX function (i.e., math or science teas, theater arts, music lessons, Scouts, parties, etc.) at the Chenery.

Refunds are not available for days not used in the program. Subsequent days cannot be substituted for missed days.

NOTE: All students are expected to check in by 2:30 PM unless the staff is otherwise notified. Attendance is taken and all students must be accounted for by 2:30 PM. If a student cannot be accounted for, an extensive search for the student begins. Classroom teachers are consulted, calls to parents/guardians are made, the grounds are searched, and ultimately the police are informed. If there is anyone who should not pick up your student from the program including anyone designated pursuant to 209A (restraining order) Commonwealth of Massachusetts or other court orders, please notify the staff in writing.

**Pick-up  
Signing out**

CHENEX ends promptly at 6:00 PM. Students must be picked up or signed out before or at that time. Families may designate, either on the "Family Emergency information" form completed at the beginning of the year or with a written note, people other than the parent or guardian who may pick up their student. CHENEX staff will not release students to any unauthorized persons. For safety purposes, the staff will ask for identification from people unfamiliar to them who are sent to pick up students.

The program must be informed of any persons prohibited from picking up students per 209A (restraining order) Commonwealth of Massachusetts, or other court orders. The staff reports all of these orders and events to the police.

Two members of the staff must remain with any student not picked up by 6:00 PM. One staff person will call the family and emergency back-up numbers; the other will stay with the student.

**Late pick-up fees** Please remember that CHENEX staff members also have families and other obligations to attend to at 6:00 PM. Under the program's agreement with the school department, we must have our rooms cleaned and secured by 6:00 PM.

The staff maintains a log of all late pick-ups. The program charges a fee of one dollar per minute for every minute past 6:00 PM that a student is picked up. The charge is billed separately.

If you bring other children (siblings, your child's friends, etc.) to CHENEX when you pick up your student, you are responsible for their care. These children should not use CHENEX equipment or be left unattended.

If you have difficulty getting your student to leave (which happens frequently), please ask the staff for assistance.

**Staff &  
Transportation**

The CHENEX staff is prohibited from driving students home or to other off-premises locations (102 CMR 7.12).

In the winter, because of early darkness, the lack of street crossing guards, and the absence of clearly defined sidewalks in some neighborhoods, CHENEX recommends against having students walk home. The staff strongly encourages families to form a backup system with other families in the program or their neighborhood. Family address and phone lists are made available each year. Please contact the Director for assistance.

**Illness, Medicine,  
Medical  
Emergencies,  
Accident Policy**

The Chenery Middle School nurse leaves the building at 2:00. If your student requires medication after 2:15, please contact the Director and the school nurse.

The CHENEX staff is trained in Red Cross Approved First Aid and CPR.

Please do not send your student to school or CHENEX when s/he is ill. The CHENEX staff checks the Chenery School nurse's log daily for pertinent pre-CHENEX information regarding your student. If it is determined that your student has become ill during the school day and should not attend CHENEX, you will be notified and asked to pick up your student. A staff person must remain with your student in an area isolated from other students until you arrive.

If your student has or has been exposed to a communicable disease or condition (i.e., chicken pox, head lice), you must inform the Director so that other CHENEX families can be notified.

If your student requires the administration of medicine during the program hours, the medicine must be:

- in its original prescription container  
*(Families should ask their pharmacist for divide prescriptions between two containers, one for school and one for home).*
- with directions from the physician or nurse practitioner
- with written permission to administer the medicine from the parent/guardian.

Unless authorized in writing by a medical professional, Only prescription medicine must be administered (i.e. no over the counter medicine). CHENEX and the OCCS require that the parent/guardian and administering staff fills out a medication consent form. See the Director or Site Coordinator for instructions. (medication consent form in appendix)

CHENEX requires that the parent/guardian submit telephone numbers where they can be reached in case of a medical emergency, as well as numbers of other people to be called in case the parent/guardian cannot be reached. Our family information form includes authorization for CHENEX staff to obtain emergency medical treatment for a student at an appropriate medical facility if the parent/guardian or the designated alternative emergency contact persons cannot be reached.

**General Medical  
Emergency  
Procedures**

1. A staff member calls and receives instruction from parents/guardians, emergency references, and/or physicians.
2. If the above people are not available, an ambulance is called (if necessary) a staff member accompanies the student to an appropriate medical facility, after following instructions on the emergency medical form.
3. A written accident/emergency report must be submitted to the Director with a copy to parents. A copy remains in the student's file.

A complete Health Care Policy is available on request.

**Early Release  
Days**

On early release days (currently seven Wednesdays during the school year), students are dismissed from the Chenery Middle School at 11:00. On those days, the cafeteria is closed and STUDENTS MUST BRING A LUNCH TO CHENEX.

Students enrolled in CHENEX on a regular Wednesday schedule can attend the program on Wednesday Early Release Days. Tuition rates are adjusted to include the extra hours on these days.

Early release days cannot be added to part time schedules.

**Snow Days,  
Holidays, and  
School Vacations**

CHENEX does not operate on snow or emergency weather days. CHENEX operates as usual on days with delayed openings due to inclement weather.

In the rare event that school is dismissed early due to weather, CHENEX works with school officials

- (1) to inform CHENEX parents that students need to be picked up and
- (2) to cooperate in providing supervision of the students until families arrive.

CHENEX does not provide coverage on school holidays or during school vacations (December, February, and April) or on early closing days (e.g., the Wednesday before Thanksgiving, the Friday before spring break or Good Friday).

**Add-a-day**

Part-time enrollees may add days to their schedules. Requests must be made in writing (forms are available from the Site Coordinator or other staff and as part of the appendix). Granting of the request is at the discretion of the Director and is dependent on the availability of space (i.e., the program's ability to maintain adequate staffing ratios).

## **VIII. COMMUNICATIONS**

**Newsletters**

Newsletters are sent home, mailed with the tuition statement, or emailed. Copies are available at the sign in/out desk. These newsletters provide calendar updates, notification of upcoming field trips and events, and general announcements. Families and students are encouraged to contribute announcements, ideas, etc. to these newsletters.

**Meetings  
Board of  
Directors**

All Board meetings (five per year minimum) are open to all program families. Minutes of the meetings are available upon request.

**Students**

Students participate in a short daily meet to inform them of the day's schedule.

**Staff**

Staff meetings are held once a week.

**Conferences**

The CHENEX staff has daily contact with families of the program. Additional conferences with the Director and/or members of the staff may be scheduled. Arrangements must be made through the Director. A record of each conference is placed in the student's file. All student files are confidential and are available for review by parents/guardians.

If you need to discuss issues with the Director or Site Coordinator, please call ahead and/or allow ample time and patience at pick up time.

**Visits**

Visits from parents/guardians and other family members are welcomed and encouraged. If you are interested in volunteering for a project, please contact the Director or Site Coordinator.

**Volunteers**

Volunteer opportunities for parents/guardians arise at various times during the year. If you are interesting in volunteering for a project, including serving as a chaperone for field trips), you are encouraged to contact the Director or Site Coordinator early in the year. All volunteers must provide evidence of a current, negative Tuberculosis test and must have a CORI (Criminal Offender Record Information) check.



# **CHENEX**

**THE CHENERY EXTENDED PROGRAM**

**FAMILY HANDBOOK**

**95 WASHINGTON STREET**

**BELMONT, MA 02478**

**chen.ex@verizon.net**

**617-484-8030**

<h1 style="margin: 0;">C H E N E X</h1> <p style="margin: 0;">C h e n e r y E x t e n d e d</p> <p style="margin: 0;">Emergency &amp; General Information</p>
---

\*Student's name \_\_\_\_\_  
 School year \_\_\_\_\_ Grade \_\_\_\_\_ Teacher (Homeroom) \_\_\_\_\_  
 Elementary school attended \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Date of birth \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_

Student's physician/clinic \_\_\_\_\_  
 Physician/clinic address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Insurer/policy name and # \_\_\_\_\_  
 Dentist \_\_\_\_\_  
 Phone \_\_\_\_\_

**Special concerns or limitations:** i.e., dietary restrictions, allergies, chronic health problems, and special emotional, learning (IEP, tutoring, etc.) or family issues. PLEASE NOTE if your student takes any medication for any reason, we must be informed and a separate consent form must be completed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Emergency authorization:**

I understand that every effort will be made to contact my/our family or emergency back up people if there is an emergency requiring medical attention for this student. If I cannot be reached, I authorize the CHENEX staff to have this student transported to the Mt. Auburn (or other \_\_\_\_\_) Hospital and to secure for this student necessary medical treatment. I also authorize the CHENEX staff trained in first aid to attend to this student when appropriate.

Parent/Guardian initials \_\_\_\_\_

**Communication:** To ensure thorough care for my/our student, I/we give permission to CHENEX staff members to communicate and participate with my/our student's classroom teachers, principal, guidance counselor, school nurse, etc., as needed. I understand that the school will be informed of this consent. (Please note: the CHENEX staff uses a separate release form for private physicians, therapist, psychologists, etc.)

Parent/Guardian initials \_\_\_\_\_

Local Field Trip Permission: I/we give permission for this student to go on walks with the program, chaperoned by the CHENEX staff. I/we understand that these walks are in the general neighborhood of the Chenery Middle School, i.e., the Library (Concord Ave. branch), Belmont High School, Grove Street Park, etc. I understand that all field trips using school bus transportation will require a separate consent form.

Parent/Guardian initials \_\_\_\_\_

### Family Information

\*Mother's or guardian's name \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*Home Phone \_\_\_\_\_  
Work Place and Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ ext \_\_\_\_\_  
**Email address** \_\_\_\_\_  
**Cell phone** \_\_\_\_\_

\*Father's or guardian's name \_\_\_\_\_  
\*Address \_\_\_\_\_  
\*Home Phone \_\_\_\_\_  
Work Place and Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ ext \_\_\_\_\_  
**Email address** \_\_\_\_\_  
**Cell phone** \_\_\_\_\_

\* I authorize the CHENEX staff to use this \*asterisked information in the CHENEX Family Directory

Yes \_\_\_\_\_ No \_\_\_\_\_

Yes with exceptions \_\_\_\_\_

Additional release authorization: I/we authorize the CHENEX staff to release this student to the following people who may pick up this student from the program or receive this student at the end of the day. I/we understand that these authorized persons may be asked to provide identification to the CHENEX staff. **PLEASE NOTE:** At least one emergency back up name & number must be provided.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_

- ANY CHANGES OR ADDITIONS TO THIS FORM MUST BE MADE IN WRITING
- YOU MAY AUTHORIZE YOUR STUDENT TO SIGN OUT OF THE PROGRAM. PLEASE FILL OUT THE "AUTHORIZATION TO LEAVE FORM". Students cannot sign themselves out of the program without this signed authorization.
- Please notify CHENEX if any person(s) may NOT pick up your student per 209A (restraining order) Commonwealth of Massachusetts. Please note that the staff will call the police if a parent/guardian for whom there is a restraining order attempts to pick up your child.

I/we have read and completed (initialed where necessary) this form.	
Signature	_____
Date	_____

# **CHENEX**

## **Authorization to allow student to leave the program**

OCCS CMR 7.002003-2004 SACC

*STUDENTS WILL NOT BE PERMITTED TO SIGN THEMSELVES OUT OF THE PROGRAM WITHOUT THIS COMPLETED FORM.*

**Student's name** \_\_\_\_\_

**I hereby authorize this student to leave CHENEX**

**Activity** \_\_\_\_\_

**Location** \_\_\_\_\_

**Time** \_\_\_\_\_

**Day (s)** \_\_\_\_\_

**Mode of transportation** \_\_\_\_\_

•• This student may walk home within these guidelines: (variables may include weather conditions, time of day, recommended walking partner, specific days, only with parent/guardian call etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that:

- I am responsible for this student once s/he leaves the building and CHENEX.
- I am releasing the program from any responsibility and liability pertaining to this student once s/he is signed out of the program.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff verification \_\_\_\_\_

# CHENEX HOMEWORK CONTRACT

STUDENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

Amount of homework time requested \_\_\_\_\_

Days \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

- Families are expected to communicate with the CHENEX staff regarding problems their student might be having with homework. Ultimately, homework is the responsibility of the student.
- Homework time is supervised by CHENEX staff. Please note that CHENEX staff monitor students during homework time and that this time should not be viewed as tutoring or extra help. Students needing extra help should contact their teachers or guidance counselors.

Staff only:

Information recorded in daily attendance log and homework log

\_\_\_\_\_ Date and initials

**CHENEX**  
Medication Consent Form  
OCCS Section 7.00

- Please complete this form and return it and with the described/prescribed medication to CHENEX or the Chenery school office.
- Medication will not be administered without this form.
- **WHEN FILLING YOUR CHILD'S PRESCRIPTION, WE SUGGEST THAT YOU ASK THE PHARMACIST FOR TWO CONTAINERS OF MEDICATION.** (one for home and one for school)
- We cannot administer medication in non-prescription bottles.
- Non-prescription medicines (acetaminophen, Benadryl, etc.) must have a letter from your child's physician authorizing the information required below.

**FOR THE PARENT/GUARDIAN TO COMPLETE**

Child's name \_\_\_\_\_  
 Medication name \_\_\_\_\_  
 Date prescribed \_\_\_\_\_  
 Date last dose due \_\_\_\_\_  
 Time(s) of dosage \_\_\_\_\_  
 Reason for medication \_\_\_\_\_  
 Possible side effects \_\_\_\_\_  
 Prescribing physician name and phone number \_\_\_\_\_  
 \_\_\_\_\_  
 Directions for storage \_\_\_\_\_

I, (print parent/guardian name) \_\_\_\_\_  
 \_\_\_\_\_  
 give permission to the CHENEX authorized staff to administer this medication to my child as indicated above.

Parent/guardian signature \_\_\_\_\_  
 Date \_\_\_\_\_

**FOR CHENEX STAFF: /s**

- the permission form complete? \_\_\_\_\_
- the medication in a safety cap container? \_\_\_\_\_
- the original prescription label on the medication container? \_\_\_\_\_
- the name of the child on the container? \_\_\_\_\_
- the date on the prescription bottle current? (within the month for antibiotics, within the expiration date for medications so labeled, within the year otherwise) \_\_\_\_\_
- the dose, name of drug, dosage, etc. consistent with instructions from above? \_\_\_\_\_

**STAFF NOTES**





**CHENEX**

# **Schedule Change Request**

Student's name \_\_\_\_\_

**P L E A S E   C I R C L E   C U R R E N T  
S C H E D U L E**

**M            T            W            T H            F**

**P L E A S E   C H A N G E   T O            N E W  
S C H E D U L E**

**M            T            W            T H            F**

**EFFECTIVE DATE** \_\_\_\_\_

**Note: This schedule change must be approved by the Director.  
You will be notified of this approval.**

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**DIRECTOR APPROVAL** \_\_\_\_\_

**Notes:**

