

KIDS IN ACTION

Parent Handbook

2023 - 2024



Kids In Action Staff & Contact Information

Superintendent of Schools

Margaret Adams, Ed.D.

Director of Business and Support Services

Aisha Oppong

Director

[Jackie Sansone](#), (781) 804-4235

Pre-Kindergarten

Traditional Pre-Kindergarten

Team Leader: [Karen Pratt](#)

(781) 804 - 4913

Spanish Immersion Pre-Kindergarten

Team Leader: [Michelle Magner](#)

(781) 804-4811

Before School

East Before School

2 Collins Road, Hingham

Team Leader: [Brenda Foresta](#)

(781) 804 - 4983

South Before School

831 Main Street, Hingham

Team Leaders: [Jen Benoit](#) & [Barbara Granahan](#)

(781) 804 - 4257

After School

East After School

2 Collins Road, Hingham

Team Leader: [Brenda Foresta](#)

(781) 804 - 4983

Foster After School

55 Downer Ave, Hingham

Team Leader: [Barbara Granahan](#)

(781) 741 - 1591

Plymouth River After School

200 High Street, Hingham

Team Leader: [Anne Krog](#)

(781) 804-4316

South After School

831 Main Street, Hingham

Team Leader: [Jen Benoit](#)

(781)804-4257

Kids In Action Mission Statement

Kids in Action provides a safe, fun and secure environment.

Each child's out of school time is enhanced through choice based and enriching activities, encouraging personal responsibility and independence.

Good sportsmanship, tolerance and acceptance are promoted through cooperative games and recreational activities encouraging participation and teamwork.

Creativity, imagination and problem solving are encouraged through choices. A wide range of materials are available that foster imagination and invite open-ended play. Arts & crafts, board games, cooking projects, STEAM and gross motor activities are available.

Kids in Action believes that children learn, grow and develop appropriate social skills through experiences and interactions with each other.

Each school's guidelines and procedures are reinforced carefully throughout daily activities. Some examples are the arrival and dismissal process, responsible playground behavior strategies and through the integration of Hingham Schools' "RULES OF THE ROAD".



Hingham Public Schools does not discriminate in its educational and/or operational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

PARENT INFORMATION

Dropoff & Pick Up Locations:

East Elementary

- **Before School:**
Dropoff: door #10 - Cafeteria (Back of School)
- **After School:**
Grades Pre-K and K: door # 15 - Side door, right side of building
Grades 1 through Grade 5: door #10 - Cafeteria (Back of School)
- **East KIA Pre-Kindergarten (8:30 - 2:00):**
Drop Off: #10 - Cafeteria (Back of School)
Pick Up: Door # 15 - Side door, right side of building

Foster Elementary

- **After School:**
Grades Pre-Kindergarten: door # 15 - Front of Building
Grades Kindergarten through Grade 5: door #16 - Cafeteria
- **KIA Pre-Kindergarten (8:30 - 2:00):**
Drop Off: In Front of Building
Pick Up: Door # 15 - front of building

Plymouth River Elementary

After School:

Grades Kindergarten through Grade 5: door #35 - Cafeteria

South Elementary

- **Before School:**
Drop off: door #10 - Cafeteria door next to driveway
- **After School:**
Kindergarten and Grade 1: Door # 10 - Cafeteria side door, next to driveway
Grades 2 through 5: Door # - Main Entrance

Before School Drop Off Policy:

When dropping off children at Before School, children must be walked into the building and signed in using the Procure App.

School Dismissal to Kids In Action:

- It is important that you have developed and reviewed a back-up emergency plan with your child in the event your child goes home by mistake. If a child does not come to KIA on a scheduled day and we have not received documentation about their absence, we will contact the child's teacher and then contact the parent/guardian for verification that the child is where they should be.
- If a child comes to KIA on an unscheduled day, we will keep the child with us until a parent or an emergency contact picks them up at KIA, which should be as soon as possible.
- If a child is attending an after school enrichment program, they may return to KIA no later than 5pm.

After School Pick Up Policy:

- A designated parent/guardian will pick up and sign out each child using Procure, Parents/Guardians should send a message on Procure to inform KIA staff of any change in pickup and should include the date(s) and name(s) of whomever is picking up. Parents must also add the authorized drop off/pick up personal on their Procure accounts. Alternate pickup persons must present a photo ID at the time of pickup.
- Children will not be released to anyone under the age of 18.
- Children must stay with the designated adult once they are signed out of KIA. No one is allowed to wander through the building when leaving the program. Children that stay on the playground with the parent/guardian must still follow the rules of the playground.
- KIA Closes promptly at 6:00 pm. Due to building usage and staff obligations, parents/guardians are expected to pick children up by 6:00pm. A \$15 fee will be charged for each 15 minutes, or fraction thereof, after 6pm.

Early Release Days for K -5:

- Typically, the first Wednesday of every month (with the exception of September).
- Early Release Dates: 9/20/23 10/4/23, 11/1/23, 11/15/23, 11/22/23, 12/6/23, 1/3/23, 2/7/24, 3/6/24, 4/3/24, 5/1/24, 6/5/23 and the last day of school (tentative 6/13/24)

Foster & PRS: 11:30 Dismissal

South & East: 12:00 Dismissal

- Please provide a peanut, tree nut free lunch for your child for KIA.
Lunch is not served in the schools on early release days.
- Wednesday Before Thanksgiving KIA closes at 3:00
- Last Day of School all After School Programs close at 3:00

Early Release Days for Pre-Kindergarten Classes:

- Pre-Kindergarten Classes will end at 11:30 before lunch time.
- Pre-K After School children will continue with their After School Schedule and will need to bring a lunch.

School Cancellations & Delays:

- Please be aware that in the event of a HPS cancellation, KIA will also be canceled.
- On a day there is a delayed opening in HPS, the Before-School Program (K-5) will operate on the same schedule with the times reflecting the amount of the scheduled delay.
One-hour delay - KIA Before School will open at 8:00am or Two-hour delay - KIA Before School Program will open at 9:00am.
- KIA Pre-Kindergarten will also follow schools' delayed times.
- In the event that HPS releases students early due to inclement weather the Kids In Action After School Program will operate and close at 3:00pm. Only children scheduled to attend After School KIA that day may attend, for we will have limited staff available.
- Pre-K Parents will be called or sent a Procure message to pick up their child immediately.

Holidays & Vacations:

Kids In Action follows the Hingham Public Schools Calendar. We are not open on Holidays or vacation week

Tuition & Payment:

Tuition is an annual charge payable in 10 equal payments, August through May. All families are required to pay KIA tuition through HPS 3rd party billing provider, FACTs Management. Tuition will be debited or charged on the 20th of the month, August through May. Email reminders will be sent a few days prior to the payments being due. You may create or update your [FACTS account here](#).

Schedule Changes & Withdrawal:

Schedule changes and withdrawals will only be implemented at the beginning of the specified month, at the discretion of the Director. There is a \$50 fee for schedule changes made after October 2023.

Progress Reports:

Progress reports will be sent out once a year. If you wish to have a conference regarding your child's progress, please speak with the Team Leader at your site.

Parent Visits:

Parents are always welcome to visit the KIA programs. You may come to observe, read a story, play or help with an activity. Please schedule a time that is convenient for you.

Field Trips:

Field Trips are scheduled a couple of times a year. All children who are regularly scheduled for the day of the field trip may attend. All KIA staff are needed to attend the field trip so if you do not wish for your child to attend, alternate arrangements will need to be made. A notice and permission slip with the field trip information will be distributed prior to the date of the trip. Transportation will be provided by the Hingham Public Schools. A small fee may be assessed for the price of the field trip and transportation.

Homework:

Children are welcome and encouraged to do their homework at Kids in Action. KIA teachers will encourage children to get their homework done, but ultimately it is up to the child. Please discuss your homework expectations with your child.

Photographs:

Children will only be photographed with written/registration consent given by parents/guardians. Depending on the consent given, photographs may be used for projects and displays within the program, the KIA Digital & Social Media platforms and for Press Releases. You may find the photograph consent form on your online registration.

Bullying Prevention:

Kids in Action follows the Bullying Prevention/Intervention Plan set forth by Hingham Public Schools. KIA Administrators will assist in all cases with strict confidentiality.

Cell Phones/Smart Devices:

Cell phones, iPads, laptops, etc. are not allowed to be used at KIA and must be kept in their backpacks. Smart watches may not be used as anything other than a watch while at KIA.

Emergency Updates & Procedures:

- Parents are required to inform Kids In Action of changes in address, phone numbers, and emergency contact information. It is critical, IN CASE OF EMERGENCY, that all information is complete and up to date. If your information has changed, please update your Procure account.
- If a child is going to be absent from After-school parents must notify KIA using Procure. If you know in advance that your child will be out, please notify the KIA staff by sending a message in Procure. You should also notify your child's school office and their teacher.
- In case of a medical emergency, first aid will be administered by the staff. The parents/guardians or designated adult, as indicated on your registration form, will be notified as quickly as possible. Any emergency transportation will be to SOUTH SHORE HOSPITAL and the child will be accompanied by a KIA Staff member.
- If a child becomes ill at KIA (fever, vomiting, diarrhea, etc.) or is found to have a contagious condition, you or your emergency contact will be called and the child will be expected to be picked up from KIA as soon as possible. Children must be free of the above symptoms for 24 hours before returning to the program.

Health and Safety Procedures

With each child's wellbeing in mind, Kids In Action has developed health guidelines concerning illness and medication. We ask that all parents cooperate by observing the guidelines and by informing the staff of any health-related issues. This policy is in conjunction with the Hingham Public School's health guidelines.

Emergency Updates and Procedures

1. Parents shall inform Kids In Action of changes in address, phone numbers, employment and emergency information. It is critical, IN CASE OF EMERGENCY, that all information is complete and up-to-date. You may also update this information in the Procure app.
2. In case of a MEDICAL EMERGENCY, First Aid will be administered by the KIA staff or nurse. KIA Staff are First Aid and CPR Certified. The parent or designated adult, as indicated on your registration, will be notified as quickly as possible.

Any emergency transportation will be to SOUTH SHORE HOSPITAL, unless a doctor has provided written instructions to transport a child to another MEDICAL FACILITY. A staff member will accompany the child to the hospital.

Medication

The only medications to be administered at KIA are emergency inhalant medications or Benadryl for Asthma or reactive airway disease and Epi-pen injector medications for known food or insect allergy. Any child who receives an Epi-pen will be transported by ambulance to South Shore Hospital. A copy of the child's Action Plan will be kept with the child's medication.

An Action Plan from the doctor and written permission from the parent are required for the medication to be administered. If your child will be carrying their medication in their backpack please provide a note stating that you give permission for your child to carry the medication from school to Kids In Action. KIA will keep all medication under proper conditions for preservation, security and safety.

Labeling All Medications

All medications shall be dated and kept in the original manufacturer's packaging. The container should be labeled by the parent/guardian, or pharmacist including:

1. The child's first and last name.
2. Specific instructions given by the prescribing physician or pharmacist's order for dosage and administration, if applicable.

Medication Administration - Staff Training

Kids In Action will have at least one adult with training in medication administration available at all times when children are in care.

Medication Disposal

Medications will not be used beyond their expiration date. Unused medications will be returned to the parent/guardian for disposal. If medication cannot be returned to the parent/guardian, it will be brought to the school nurse in the building.

Illness

If a child has any condition, such as ALLERGIES or ASTHMA, which would limit participation in the regular activities provided at Kids In Action, the Director shall be notified in writing. All allergies will be clearly posted in a designated area for the staff, with the child's name, allergy and allergic reaction. The staff will be alerted to the allergic response of the child involved.

Any child that is absent from their elementary school due to illness, will not be admitted to Kids In Action until he/she returns to school in compliance with Hingham Public School health guidelines.

If a child becomes ill (FEVER, VOMITING, DIARRHEA, ETC.) or is found to have a contagious condition, you or your emergency contact will be called and the child will be expected to be picked up as soon as possible from Kids In Action. Children must be free of the above symptoms for 24 hours before returning to KIA. Contagious diseases like conjunctivitis, strep throat, bronchitis, etc. require the child to remain at home until they have been on an antibiotic for 24 to 48 hours from the first dose of medication.

Contagious illnesses should be reported immediately to the KIA Team Leader at your school.

Prevention and Control of Infectious Disease

Proper Hand Washing - Children and adults shall wash their hands with liquid soap and running water, using friction, in accordance with the Department of public Health guidelines. Hands shall be dried with individual paper towels. Adults and children will wash their hands at the following times...

1. Before and after sand or water play.
2. Before eating and/or handling food.
3. After using the restroom.
4. After coming in contact with bodily fluids, including coughs and sneezes.
5. After playing outside.
6. After cleaning or handling garbage.
7. Before and after the administration of medications.

Proper Cleaning, Sanitizing and Disinfecting - All equipment, materials and surfaces will be monitored for cleanliness, washed with soap and water, and disinfected or sanitized as needed.

DISCIPLINE POLICY

Kids in Action believes that children learn and grow through experiences and interaction with other children. As teachers, we can lovingly guide and redirect the children to help them learn to cooperate with their peers and encourage positive individual and group experiences that will enhance their growth and development while in our care. We believe that we can best accomplish this through integrating the Hingham Public Schools ``Rules of the Road''. Our goal is to help each child develop a sense of responsibility for his/her own behavior while participating in the Kid in Action Program.

RULES OF THE ROAD

Treat each other with care & respect

Be Kind

Do not hurt anyone with your words, body or any object.

Support a positive learning environment

Be cooperative

Do not interfere with teaching or learning

Be serious about learning

Work hard and honestly

Pay attention and follow directions

Take care of your school

Do not damage, destroy or steal any property.

When a child's behavior does not follow these specified guidelines we will use the following steps in guiding the child. All efforts will be made to encourage and assist the child in developing positive behavior techniques prior to removal from the Kids in Action Program. In many instances, we will seek directions and support from the child's elementary school in handling situations that are difficult and complex. We will maintain ongoing communication between the parents and the staff and take into consideration individual situations and the safety of all children.

1. Speak with the child, reminding him/her of the Rules of the Road and encourage the child to express his/her feelings constructively.
2. Remove the child from the activity, giving the child the opportunity to calm down and regain his/her composure. Provide the child with alternative behavior techniques that would be appropriate in the situation and redirect the child on another activity. The teacher will speak to the parent regarding the situation.
3. If the child continues with inappropriate behavior the Director and Teacher will speak to the child and their parent/guardian. A report referencing the situation will be written and given to the parent/guardian and a plan of action.

CONSEQUENCES OF NON-COMPLIANCE WITH THE PLAN ON ACTION

(Consequences may vary at the Director's discretion)

1. **1st incident** - Removal from the activity for a specified period of time.
2. **2nd incident** - Suspension from Kids In Action for a specified period of time.
3. **3rd incident** - Removal from the Kids in Action Program

Registration Process:

During the school year, registration is ongoing, provided there is space available in the desired program.

- Fall Registration for K-5 will begin in May 2024. Registration for existing KIA families opens a week before opening to the public.
- There is a \$25 non-refundable KIA registration fee and a \$150 non-refundable KIA deposit due to complete your registration. Checks should be made out to Kids in Action and mailed to 220 Central Street, Hingham MA 02043.
- Deposits will be applied to your final payment for the school year (around May 20, 2024). If you withdraw from KIA during the school year (2023-2024) your deposit will be forfeited.

Thank you for choosing Kids In Action!

