



Newton Chinese Language School (NCLS) Family Handbook

Newton Chinese Language School (NCLS)

Out-of-School Time Program

75 Vernon St., Newton, MA 02458

Newton Presbyterian Church

Family Handbook



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Overview of the Out-of-School Time Program

NCLS Mission Statement

The mission of the NCLS Out-of-School Time Program is to provide a safe, nurturing, and enriching environment where children thrive academically, socially, and culturally. Building upon Newton Chinese Language School's 67-year tradition of excellence in Chinese language education and cultural enrichment, our program supports students' academic success while fostering bilingual development, cultural awareness, and character growth. We are committed to helping children develop confidence, curiosity, responsibility, and respect through homework support, language learning, cultural exploration, creative activities, and meaningful social interactions. By embracing diversity and promoting cross-cultural understanding, we strive to prepare students to become compassionate, globally minded citizens who appreciate both their heritage and the broader community in which they live. Through strong partnerships with families, schools, and the community, the NCLS Out-of-School Time Program provides a welcoming environment where every child is encouraged to learn, grow, and succeed.

Program Philosophy and Purpose

We believe that children learn and grow best within the context of their family, cultural background, and community, and in a setting that is safe, comfortable, and active. Our environment is inspiring, where children can learn, play, and grow while developing self-esteem, social-emotional, cognitive, physical, artistic, and creative development. Children are encouraged to help create their niche within the Out-of-School Time program community. Emphasis is placed on the core values of the NCLS: Caring, Honesty, Respect, and Responsibility, ensuring that everyone puts their best selves forward every day. Our commitment is to make a difference in the lives of every child and family who chooses the NCLS. The NCLS's assurance of high quality includes:

- Learning experiences that are engaging and developmentally appropriate.
- Focus on social-emotional growth.
- Active play and physical fitness combined with nutrition education.
- Emphasis on self-confidence, self-esteem, and leadership, while encouraging independence.
- Experienced, well-trained teaching staff
- Warm, positive interactions between educators and children
- Parent involvement

The major objective of the NCLS is to strengthen and support family life. Our program is an ideal way to accomplish this objective. All those involved play a role in the process of care and development. Parents,



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caregivers, children, and other family members all play a vital role in caring for, strengthening, and supporting your family.

Objective Of the Out-Of-School Time Program

The NCLS Out-of-School Time program is committed to serving families of all races, creeds, religions, cultural heritages, political beliefs, national origins, family lifestyles, sexual orientations, disabilities, marital statuses, and financial means.

- Provide a loving, caring, enthusiastic, creative, safe atmosphere for all children.
- Provide a safe space where children can play, learn, and develop relationships.
- Develop a proactive behavior management model by providing stimulating program activities and recognizing positive behaviors and choices.
- Provide an effective balance of active and creative after-school activities with time for relaxation.
- Develop a quality out-of-school program with a well-planned curriculum that includes the following components:
 - Mandarin Immersion
 - Academic Learning
 - Creative Activities
 - Nutrition and Fitness

We are committed to fostering individual differences and the lifelong learning of the whole child. Our philosophy is a developmental one. To meet individual needs and give equal emphasis to all aspects of development, our program is structured to provide access to materials that help each child reach their highest potential. Encourage the child to make decisions and take responsibility. Positive peer interaction, cooperation, developmental self-respect, self-control, and friendships based on mutual caring and respect are our main goals for each child's social competence. Each child's emotional needs are important to us. Our staff realizes the importance of consistency, security, warmth, and love, and tries to foster this kind of atmosphere so that each child can develop his/her emotional capabilities. The development of healthy self-esteem, independence, and self-regulation is among our primary emotional goals. We know that children learn best by exploring their environment, being exposed to various "hands-on" experiences, and being allowed to figure out their world through trial and error. Our staff's responsibility is to set limits, maintain safety, as well as role models who generate love, respect, understanding, and generosity, and communicate children's expectations regarding values, acceptable social behaviors, and respect for the environment. The NCLS Out-of-School Time program shall not discriminate in providing service to children and their families based on race, religion, cultural heritage, political beliefs, national origin, disability, toileting status, marital status, or sexual orientation.



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Building Character--One Child at a Time

The NCLS is committed to incorporating character development as the foundation of everything we do. By instilling in our children the importance of values such as Caring, Honesty, Respect, and Responsibility, we provide them with the tools and self-esteem necessary to make healthy decisions in life.

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Children's Rights:

Children are always treated with care, respect, and honesty; enjoy an environment that is safe and free of hazards; and express their feelings and be heard appropriately, whether they are happy, angry, frustrated, or excited. No child shall be subjected to any abuse, neglect, or corporal punishment, including but not limited to any physical hitting inflicted in any manner upon the body, punishments which subject a child to verbal abuse, ridicule, or humiliation, denial of rest or bathroom facilities, punishment for soiling, wetting, or not using the toilet, or unrelated to eating or not eating food.

Child Guidance:

Exhibiting and teaching respect is the foundation of NCLS's Child Guidance Policy. Children are encouraged to respect each other's property and the NCLS facility for every child's safety. The Out-of-School Time staff employ positive strategies and tactics that are consistent, age-appropriate, and respect the individuality of every child. These include:

- Establishing predictable daily routines.
- Helping children learn social, communication, and emotional skills in place of challenging behaviors. Intervening quickly when children are physically aggressive with one another and teaching them alternatives for conflict resolution.
- Allowing children to set rules and procedures for interactions with each other so they better understand the why behind policies in place.
- Encouraging children to be part of the solution in problem-solving.

If a child displays negative behaviors (throwing toys, hitting children, etc.), staff will talk to the child about making better choices. If the child repeats the behavior, the staff may ask the child to make a different choice, possibly in a different classroom. The staff will never use any form of physical or verbal abuse, punishment, or humiliation; nor deny a child a meal, drinks, outdoor time, or the use of bathroom facilities. A staff member may supportively hold a child in an emergency where the threat to the child or others near the child exists. Staff may accompany the child long enough to remove the child from the situation. All staff provide positive and consistent guidance to children based on their needs and development.

Restricted Methods of Child Guidance:

- No spanking or other corporal punishment.



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- No cruel, unusual, or severe punishment, humiliation, verbal or physical abuse, neglect, or abusive treatment.
- No denial of meals or snacks, drinks, rest, or bathroom facilities as punishment.
- No punishment for soiling, wetting, or not using the toilet or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet or other excessive practices of toileting.
- No punishment related to eating or not eating food.
- No excessive time-outs; time-outs may not exceed one minute for each year of the child's age and must take place within an educator's view.
- No deprivation of outdoor time.
- No confinement to a chair, or any other piece of equipment, for an extended period in place of supervision.

Staff Responsibilities for Child Guidance:

One of the staff's many roles is introducing children to a social environment and understanding appropriate behaviors. The following guidelines are used:

- All educators in the Out-of-School Time program serve as role models.
- Staff will handle inappropriate behaviors based on the child's development level.
- All behavior concerns will be logged in a behavioral log.
- Parents will be kept informed of their child's behavior and progress.

Children's Responsibility:

Children of all ages are expected to be the model of caring, honesty, respect, and responsibility. This includes (but is not limited to): understanding the consequences of their actions; sharing; controlling their anger; participating in activities; wearing seatbelts while staying seated during bussing/transportation, and respecting and following the NCLS's rules and policies.

ENROLLMENT PROCEDURES AND REGISTRATION

Registration and Admission:

Enrollment is ongoing until the program is full. For a child to enroll in the Out-of-School Time Program, they need to:

- Attend Kindergarten through 6th grade.
- Complete Out-of-School Time registration/enrollment packet.
- Submit a current physical dated no later than 12 months from enrollment. (Physical must always remain current while the child is enrolled).
- Submit a copy of your child's current immunizations.



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- Plan a meeting or phone conversation with the Director of OST before the beginning of the school year to discuss your child's plan for success.)
- If your child has an allergy or chronic illness, an Individual Health Care Form is required before your child can start the program.

Enrollment in our program is open to all; we do not discriminate based on race, color, national origin, marital status, cultural heritage, sexual orientation, religion, political beliefs, or disability.

Registration/Enrollment Packet

The following forms are included in the registration/enrollment packet. They must be completed in detail because they provide the staff with valuable information about your child. These forms must be updated annually or whenever circumstances change.

Please let us know immediately whenever there are changes to your information. Children will not be considered enrolled in the program unless all paperwork and deposits are received.

Forms included in the registration/enrollment packet are:

- Registration Form
- Child File Enrollment Form
- Emergency Contacts and Pick-Up Authorization
- Developmental History
- Authorization and Consent Form
- Child's Medical Form (or physical and immunizations dated within one year)
- Health Care Plan (applicable if your child has an allergy and chronic illness, etc.)
- Medication Consent Form (needed for any medication your child will take while in the program)

Billing Policies:

The NCLS's attention to quality care for every child includes an equal responsibility by parents/guardians to uphold the fee schedule agreed upon during Registration.

The financial guidelines include:

- Rates are charged monthly and are not reduced for holidays, closures due to inclement weather, or when a child is absent or suspended (there are no refunds or credits).
- For the 2025-2026 school year, parents will be charged the Monday of the week before starting on September 2nd and up to the last Monday of the school year. The NCLS reserves the right to suspend any child if payment is due thirty days late. Parents will be notified by a "hand-delivered" letter if tuition payment is late. Parents have until the 25th of the month from this hand-delivered letter to pay, or the child will not be allowed to attend the program for the following month. Children will be welcome to participate



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in the program when the balance is paid in full and if space is available. Please be aware that if your child is suspended from the program, his/her space will become available to other children on the waitlist.

- Any additional charges, including but not limited to late pick-ups and extra days of care, will be added to the following month's bill.
- Parents must notify the NCLS two weeks in advance if the child leaves the program; they will be liable for payment.

Registration or Schedule Changes:

Any changed information of registration/enrollment should be updated immediately with the Director of Out-of-School Time, especially changes to cell phone, home, or workplace numbers, emails, home addresses, emergency contacts, or medical information.

When changing a child's schedule, a parent/guardian must fill out a "Change of Schedule Form" or email the Director of Out-of-School Time, who will then submit it to the registrar. You must provide a two-week notice for any changes related to your child's schedule, including adding days (based on availability), dropping days, or canceling the program. Accommodation will be made, space permitting, for anyone wishing to add days.

Termination or Suspension of Service:

- **Suspension** – The child remains enrolled in the program but is suspended from attending for a period. Full program payment still applies.
- **Termination** – The Child is unenrolled from the program, and their position on the attendance log becomes vacant for another child to enroll.

Unfortunately, some circumstances necessitate the suspension or termination of program services. If the child jeopardizes the safety, health, and well-being of other children or staff, the NCLS reserves the right to suspend or terminate program service immediately. Suspensions may range from one to five days, and termination of service may be for several months based on the severity of behavior or offense.

Reasons for suspension/termination from the program include, but are not limited to:

- Inappropriate behavior considered harmful or threatening to your child, staff, or others
- Inappropriate parent behavior toward a child, staff, or other parent(s)
- Chronic absenteeism
- Chronic tardiness of parents at pick-up
- Overdue fees
- See Code of Conduct in Appendix A

The NCLS staff will first attempt all appropriate methods of positive child guidance and progressive methods of discipline before imposing a suspension or termination. The Director may recommend additional supportive services or make a referral for services when deemed appropriate. All incidents and subsequent actions



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will be documented in the child's file. If a child is suspended or terminated, the Director will provide the parent/guardian with all relevant information, including the circumstances under which a child may return (if applicable). At any point during the disciplinary process, parents/guardians have the right to request an appeal. The appeal must be made by writing to the Director with a request to meet and discuss the offense in further detail. In all cases, the final disciplinary decision is made in consultation with the Director of Out-of-School Time, the Principal of NCLS, and the NCLS Board Chair.

Reinstatement after Termination:

For fostering individual differences and the growth of the whole child, we understand that the child may make undesirable choices. After 2 months of termination, if the parents/guardians feel their child's behavior has been corrected, they can request to meet and discuss reinstatement. A request must be made in writing with the following information.

1. Addressed to the Director of out-of-school time
2. Reason the parent/guardian feels their child should be reinstated.
3. 1 reference (non-family) that has witnessed desirable behavior since termination (teacher, counselor, caregiver)

If the OST program has an opening, the Director will contact you and have a meeting to discuss reinstatement. Please note that the OST program has a lengthy waiting list, and once a child has been terminated, we will fill that vacancy with a child from a waiting family. If OST is full when the reinstatement request is received, all families are welcome to re-enroll in the program the following year.

PROGRAM POLICIES AND PROCEDURES

Hours of Operation:

The after-school program opens at 3:00 PM for drop-off (12:20 PM on early release days) and closes promptly at 6:00 PM. Authorized people should pick up children before 6:00 PM. Otherwise, there is an assessed late fee after 6:00 PM. Children enrolled in the program will be dropped off and picked up from the program by a parent/guardian or authorized adult designated in the child's file. The Out-of-School Time program also offers vacation camps during Newton Public School closings, such as winter vacation. Several Holiday Vacation Camp Days and Snow Day Camps are available during the school year. These are subject to change based on whether they can be safely run.

Late Pick-Up Policy:

Expecting that children are picked up no later than 6:00 p.m., recognizing that there may be unintended delays, parents must call the program with the expected arrival time or alternative pick-up plan. Late pick-ups are assessed



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a late fee of \$1.00 per minute/ child. The late fee will be added to your monthly tuition bill for the following month. Chronic lateness could result in suspension or termination from the program, as determined by the OST Director.

Attendance:

If a child is going to be absent from the program, the parent/guardian must notify the Director of Out-of-School Time. Program fees are required for all days your child is registered to attend the Out-of-School Time program. Rates are charged monthly and are not reduced for holidays, closures due to inclement weather, or when a child is absent or suspended (there are no refunds or credits).

Transportation:

The NCLS After-School Program is located at Newton Presbyterian Church, 75 Vernon Street, Newton, MA 02458. A private bus service drops off children for an additional fee. The staff member will check the student's name against the daily attendance list to confirm all students are accounted for upon arrival. If a student is missing, the staff member will immediately contact the parents of the identified emergency contact persons on the First Aid and Emergency Medical Care Consent Form.

The NCLS After-School Program accepts children from out of Newton if parents provide for their own transportation needs. Parents must confirm that a staff member received the child in person before departing. Parents are not allowed to drop off children and enter the Program unescorted. Children enrolled in the program can arrive at the NCLS in various ways: by parent, by NCLS staff accompanied by walking, or contracted by a parent delivery service.

Staff:

Staff are selected carefully based on their experience, education, talents, and interpersonal skills. Staff training is continuous, timely, and comprehensive on Academic Instruction, Curriculum Development, Bullying Prevention, Awareness of Child Abuse and Neglect, Child Safety and Protection, Family Engagement, and strategies to promote children's social and emotional growth. Criminal and Sexual (CORI/SORI) background checks are run on all staff with current First Aid and CPR certification.

Curriculum:

The Out-of-School Time program encourages all children to participate in activities that promote the child's social, emotional, cognitive, physical, artistic, and creative development. After school hours, children will participate in traditional after-school activities. The activities are designed to meet the needs for recreation, cultural enrichment, group and individual time, homework assistance, community service, physical fitness, and creative expression. All activities are designed to be developmentally appropriate for the children enrolled in the program. Our programs utilize indoor and outdoor facilities. The program focuses on children's independence and responsibility by providing opportunities for decision-making.



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Sample Daily Schedule (subject to change)

We offer snacks, recess, daily activities, and homework/storytelling time. We also tutor Chinese workbooks and design happy Chinese lessons for beginners.

12:00-12:30 pm Arrival/Sign-in (Early Release days)

12:30-1:00 pm Lunch (Early Release days)

1:10-2:00 pm Homework/ book club (Early Release days)

2:00-3:00 pm Outdoor activity / physical activities

3:10-3:30 pm Snack & meeting

3:35-4:10 pm Chinese class

4:10-5:20 pm Creative Classes include Chinese Yo-Yo, Robotics, IXL Math/English, Arts Painting

5:30-6 pm Clean-up/Dismissal

Academics, Creative Arts, and Fitness Lessons:

Children enrolled in the OST program can sign up for academics, creative arts, and fitness lessons, and staff will escort them to and from their lessons. Parents must inform the OST staff in writing of any classes their child is registered for. Children will be transported to and from class by an OST staff member.

Pick Up Authorization:

A Pick-Up Authorization Form, identifying individuals allowed to pick up a child from our program, must be on file for every child registered in the Out-of-School Time program (it is a requirement of enrollment).

Parents/guardians must pick up their child from an OST staff member rather than directly from the class due to our child safety policies. If a child is picked up by anyone other than a previously designated individual, the program must be notified in writing of the change. No child will be allowed to leave the premises without an authorized adult. Unfamiliar authorized adults who pick up are required to show identification. Authorized individuals must be 18 years of age or older. If staff have a concern that an authorized adult, including a parent/guardian, is under the influence of alcohol or drugs, staff will contact another authorized adult for pick-up. Incidents of this type may be reported to the Department of Children and Families (DCF).

Toys /Electronics from Home:

We ask children not to bring toys from home or electronics (cell phones, iPods, iPads, tablets) unless required for accommodations. The daily activities are full and engaging for recreational play and learning in our classrooms. The NCLS is not responsible for lost or broken toys/items that the child brings from home.



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Inclement Weather Policy:

In inclement weather (snow, etc.), we will make our way to remain open during our regularly scheduled hours. However, if the safety of our staff is in question, we may close the building and cancel programs. Please check the NCLS website or email for updates on hours of operation and if we are open during inclement weather.

Fundraising:

The NCLS is a charitable organization, and we do various fundraising activities and events throughout the year. We encourage all families to participate. Thank you in advance for your support.

HEPA Standards: Healthy Eating and Physical Activity:

The NCLS is expanding its long-term commitment to children by adopting a set of Healthy Eating and Physical Activity standards. The standards we are adopting will build a healthier future for our nation's children by providing healthy environments rich in opportunities for healthy eating and physical activity.

Specifically, these standards are:

- Establish a minimum of expected physical activity for children of different ages enrolled in our programs.
- Define food offerings, including designating water as the primary beverage during snack time.
- Limit the amount of screen time (use of computers, watching TV, or videos)
- Commit to NCLS to conduct parent education to encourage healthy behaviors at home.

The NCLS serves food and beverages that promote lifelong health and prevent chronic disease. Nutrition education is included in our curriculum for all ages, and we create an environment that encourages children to choose healthy foods. Water is available throughout the day. We provide each child with a nutritious afternoon snack and ask families to provide a healthy lunch for their child on half days. Water is always available for children throughout the day. Parents are welcome to provide an additional snack from home, but all snacks and food must be **peanut- and tree-nut-free**. We do not allow children or parents to order food and have it delivered. Children's lunches, including snacks, are required to be healthy. If your child has food allergies, please notify the Director of Out-of-School Time at enrollment and signify this in the appropriate space on the child's registration/enrollment packet. We will make every effort to satisfy the needs of all children. The staff requires all children to sit at a table while eating.

PARENT RIGHTS AND RESPONSIBILITIES

Children's Records:

Information in a child's record is privileged and confidential, meaning that the NCLS will not release information contained in the record to anyone not related to implementing the program plan for the child without the written consent of the parent/guardian. If a parent/guardian requests access to the child's record or specific information within the file, the NCLS will provide the information within two (2) business days of the initial request.



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The NCLS follows the Department of Early Education and Care guidelines governing access to, duplication, and dissemination of such information. The NCLS also documents who and for what reason information in the record was released. This documentation is available to parents/guardians and program staff responsible for record-keeping.

Special Accommodations:

The NCLS considers special accommodation requests to meet specific needs, including changes or modifications in the child's participation in regular activities. The special equipment, materials, ramps, or aids will be reviewed and discussed. Our goal is to work with each family to serve every child.

Parent Engagement:

The NCLS encourages parent/guardian participation and feedback. Individual conferences can be arranged by appointment with the director if you have a specific concern, question, program suggestion, etc.

Incident Reports:

When a child exhibits negative behavior, staff may ask a parent to sign off on an incident report. The purpose of incident reports is to be a communication tool between families and staff. In the event that three or more behavioral incident reports have been sent home, or the staff feels the child's behavior threatens his/her safety or the safety of others, the Director of Out-of-School Time may ask the parent/guardian to discuss how to help that child be successful in the program. The Out-of-School Time program reserves the right to suspend or dismiss a child for unsafe and threatening behavior, with or without advanced notice to the family, depending on the severity of the behavior. Should a pattern of negative behavior occur, the Director of Out-of-School Time may do any of the following to avoid the child being suspended or terminated from the program:

- Provide a chance to meet with the parents to discuss other options than suspension or termination.
- Offer a list of referrals to the parent/guardian for evaluation, diagnostic, or therapeutic services.
- Pursue options for a supportive service to the program.
- Develop a plan for behavioral intervention at home and in the program.

NCLS CHILD PROTECTION POLICY

The NCLS reviews all prospective staff, children, and guests through the Massachusetts Registry of Sex Offenders and prohibits individuals who are classified as offenders.

Child Abuse Awareness and Prevention:

Education and awareness are central to the NCLS's commitment to keeping children safe. The following strategies are consistently adhered to in our after-school program for the protection of children, educators, and volunteers:



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- All educators, branch staff, and volunteers participate in mandatory annual training to help identify the signs of potential child abuse (physical and sexual), between adults and children, and among children. Policies are in place to avoid situations where children may become vulnerable.
- Communication is open and honest among educators, parents, and children. Children are encouraged to speak up whenever they feel uncomfortable, regardless of the reason. Parents are encouraged to share behaviors that are out of the ordinary.
- Providing children with affection is important to their emotional and social growth, but there are boundaries, and staff recognizes every child's need for personal space. Side hugging, pats on the back, and high-fives are all acceptable ways for staff to show warmth and encouragement.

The following disciplinary techniques are not tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding bathroom privileges, confining children in locked rooms, and verbal or emotional abuse.

- Parents may visit unannounced any program in which their child is enrolled.
- NCLS policy further prohibits educator/child interaction outside of the NCLS program (i.e., babysitting, Facebook friendships, texting, or phone calls)

Reporting Suspected Cases of Child Abuse (Commonly referred to as filing a 51A):

All NCLS staff are required under Massachusetts General Laws Chapter 119, Section 51A, to report incidents of neglect or abuse—physical, sexual, and psychological—to the Massachusetts Department of Children and Families (DCF). This is not discretionary. Educators will file a 51A whenever they have reasonable cause to believe that one child has been hurt. In the most grievous instances, the matter may be referred directly to the police or consulted with the District Attorney. In the event of an accusation or suspicion of child abuse, the following protocol is activated:

1. The staff will notify the Director of Out-of-School Time, who will review the incident with the principal of NCLS. All pertinent information was collected and assessed.
2. Once all pertinent information is secured, the Director of Out-of-School Time will notify the Department of Children and Families (DCF) Protective Services Unit. A written Report must be filed within 48 hours (about 2 days) of the incident.
3. If an NCLS staff named in the Report, the Department of Early Education and Care, the Department of Public Health, or another appropriate regulatory agency will be notified. If staff or volunteers are implicated, without exception, the individual will be removed from direct care responsibilities immediately and will stay removed until all investigating authorities have completed their review. A positive finding will result in immediate termination. Reinstatement of an accused staff member or volunteer will occur only after the investigation is complete and allegations are cleared up and dismissed to the satisfaction of the Director of Out-of-School Time and the principal of NCLS.
4. No NCLS administrator or director has the authority to supersede the protocol for reporting.



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5. The parents or legal guardians of the child(ren) involved in an alleged incident will be notified under the directions set by DCF.

6. Information maintained in all 51A filings is confidential and privileged.

HEALTH CARE POLICY

The following processes safeguard children and staff from spreading communicable illnesses. The protection of every child's health and wellness is a priority; therefore, though some of these restrictions may be inconvenient, they have been proven effective in containing the transmission of common childhood ailments. The full health care policy is available upon request.

Children should remain at home:

If he/she is listless, unusually irritable, complains of aches, pale or flushed. In particular, the child cannot attend programming with any of the following symptoms:

- Earache
- Fever over 100 Degrees
- Head lice
- Sore throat
- Stomachache
- Diarrhea/Vomiting
- Contagious Rash
- COVID-19, RSV, chickenpox, Whooping Cough, Conjunctivitis, Impetigo.... any condition deemed contagious.

The parent/guardian must notify the NCLS if your child has and has been exposed to a communicable condition. Conversely, the NCLS notifies all parents if a child in the program has been reported to have a contagious illness. Notices will include information on symptoms and general information on the contagion.

Children may attend programming with:

- Earaches, Strep Throat, Conjunctivitis, provided they have been on medication for 24 hours.
- Colds, provided they have been fever-free, medication-free, and symptom-free for 24 hours.
- Seasonal allergies and other non-contagious conditions.

Children will be sent home if they cannot keep up with the pace of activities due to an illness evident or develops during program hours. Parents or an authorized release person will be expected to pick up the child within one hour of being notified.

Preventative Health Procedures:

Below are the infection control measures to prevent the spread of infectious diseases. We follow exclusion policies for serious illnesses, contagious diseases, and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control, the Department of Public Health. Procedures shall include the notification of all parents under the Department of Public Health's recommendation.



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Illness:

All children within a school or our program are continuously exposed to each other's germs. Parents are asked not to send their child to the program if the child is sick or contagious. If a child becomes ill during the program hours (fever, vomiting, diarrhea, etc.), the parents or emergency contacts will be called immediately to come and pick up the child. The child cannot return to the program until fever- and symptom-free for 24 hours.

Handwashing and Personal Hygiene:

Transmission of infection in the school setting can be dramatically reduced by frequent and proper washing of hands. Staff and children follow the method recommended by the Massachusetts Department of Public Health. Wash your hands with soap and warm running water for 20 seconds (long enough to sing the ABC song), and dry your hands with a paper towel, then use that paper towel to turn off the faucets. When entering or exiting a program area and arriving at the program, Children wash their hands before eating and after using the restroom.

Allergies must be disclosed in advance:

Any food, drug, or environmental allergies must be disclosed in the Allergies section of a child's registration/enrollment information. This information will be placed on a master list, in food preparation and distribution areas, and in the offices of the Director of Out-of-School Time in the classrooms. All staff will be informed. NCLS does not serve or allow products containing peanuts or tree nuts in its programs as an overall precaution.

Dispensing Medication: Prescription medication is administered pending a written order from the child's physician and with written prior parent authorization. As part of the child's record, an Individual Health Care Plan (IHCP) must be completed and signed by the child's physician and parent/guardian if the child has a chronic medical condition that requires daily medication.

The NCLS keeps a written medication administration record and follows a protocol called the 5 Rights of Medication: the right child, medication, date, time, and route. Every time a prescription medicine is administered by staff, detailed information on the dosage is logged and kept in the child's file. All medications are stored under proper sanitation, preservation, security, and safety conditions. Unused medications will be returned to the parent/guardian. Parents will be notified, in advance, of any dispensation of non-prescription medicine. All pertinent dosage, date, and time information will be recorded and retained in a child's file.

EMERGENCY PROCEDURES

A child seriously injured at the NCLS will be transported to the nearest emergency medical facility by ambulance. Parents will be notified immediately. A staff member accompanies the child with emergency forms and stays with



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the child until the parent/guardian arrives. If the parent/guardian cannot be reached, we will notify the emergency contact on file. Parent/Guardian receives all written injury documentation within 24 hours.

Fire Emergency and Evacuation Procedures:

Emergency evacuation procedures are posted conspicuously throughout the NCLS facility. Staff are oriented with their location and procedure. The date and time of the drill and its effectiveness are documented in the evacuation log in the Offices of the Director of Out-of-School Time. The Out-of-School Time program meets on the sidewalk down by Washington Street unless instructed otherwise by proper authorities.

Cleaning, Sanitizing, and Disinfecting:

Daily cleaning and sanitizing are best practices followed at the Out-of-School Time program. In our efforts to ensure children's health and well-being, our routine includes washing, sanitizing, and disinfecting all surfaces, including floors and tables, daily. The disinfectant is either a self-made bleach solution or a commercially prepared one approved by the Environmental Protection Agency (EPA). All cleaning supplies are stored in secure places and out of the reach of children.



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Appendix A

CODE OF CONDUCT

Out-of-School Time (OST)

Newton Chinese Language School

The Newton Chinese Language School (NCLS) strives to maintain a positive environment for all children in our Out-of-School Time (OST) program. All program participants have the right to feel welcome, safe, and nurtured. As a result, the NCLS has established a Code of Conduct to govern the actions and behaviors of all OST program participants.

PARTICIPANTS ARE EXPECTED TO

- Uphold NCLS's core values of RESPECT, RESPONSIBILITY, HONESTY, and CARING
- Be respectful of all by not initiating or participating in derogatory or unwelcome comments, conduct, or actions of a sexual nature or actions based on an individual's sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected status.
- Comply with the leader's instructions and redirection
- Willingly remain in the program area within sight and sound supervision
- Follow the group plan for each day

NO TOLERANCE POLICY

We ask for parent and guardian support in maintaining a fun, safe place for children and NCLS staff to learn, grow, and thrive. Ideally, we want to work with children and families to prevent these behaviors from occurring. Please talk to your child about the importance of not exhibiting the behaviors listed, but not limited to the following:

- Bullying/Harassment of any kind (see specifics below)
- Action deemed physically or verbally aggressive towards NCLS staff & other participants, including spitting and foul language
- Purposely leaving the program area without permission
- Hiding anywhere outside of visual and auditory supervision of staff
- Damaging NCLS property
- Rough play (headlocks, tackling, etc., with the intent to harm)
- Deliberately or repeatedly throwing objects in a manner that could be harmful to oneself or others
- Creating artwork depicting inappropriate images
- Using NCLS technology inappropriately (taking & using NCLS issued electronics & related applications; etc.)



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- Drugs, alcohol, or weapons of any kind

BULLYING/HARASSMENT

A person is being bullied when they experience repeated exposure to the negative actions of others. Negative actions can include an imbalance of power due to age, physical strength, or information that can be used against another person. These negative actions may include, but are not limited to:

- Physical (hitting, shoving, grabbing, spitting, tripping, inappropriate hand gestures, inappropriate touching)
- Verbal (teasing, name-calling, racial or sexual comments or slurs, threatening to cause harm, taunting)
- Social (spreading rumors, shunning, or excluding, telling other children not to be friends with someone, embarrassing someone in public)

If children fail to follow this code of conduct, the result will be disciplinary action, including sending them home early, suspension, or removal from the program. The overall integrity and quality of the NCLS OST program are of utmost importance, and we will take the steps necessary to ensure both. Due to the behaviors, the NCLS reserves the right to decide to suspend or expel a child based on the physical or emotional safety of the child, other children in the program, and the staff.

PARENT/GUARDIAN CODE OF CONDUCT

- This Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote to ensure a positive and healthy atmosphere at NCLS OST programs.
- Parents/Guardians will behave in a way that represents the four core values of the NCLS: Caring, Honesty, Respect, and Responsibility.
- Parents/Guardians must refrain from foul language while at the NCLS program location.
- Parents/Guardians will not show or exhibit derogatory conduct toward any NCLS staff, participants, or other parents/guardians.
- Parents/Guardians will not be allowed to take pictures/videos of other OST participants
- Parents/Guardians will comply with requests from staff for Photo ID during pick-up.

I have read and acknowledge the above policies and will review them with my child(ren) before program participation. I understand that my cooperation and support as a parent or guardian are critical to the success of my child's participation in the OST program.

DATE: _____

PARENT/GUARDIAN SIGNATURE

NAME OF CHILD(REN)



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Acknowledgment

I acknowledge receipt of this parent handbook, which contains our statement of non-discrimination and purpose, philosophy, current fee schedule, NCLS organizational information, statement of parental rights, plan for behavior management, yearly schedule, open door policy, health and illness policies, and other pertinent information about our program.

_____ (Child's Name)

_____ (Parent Signature)

_____ (Date)