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The Tapestry Program seeks to Keep the Lights On in the public schools of Rutland City, Rutland Town, West Rutland and Proctor beyond the traditional school hours and in the summer. The Program shall provide expanded learning opportunities, as well as multiple cultural and enrichment experiences in a safe, drug free, supervised environment within a climate of mutual respect and dignity for all our children K-8. Tapestry will weave together a multitude of community resources that will support the needs of our families.

About Our Program:

The Rutland Public School Tapestry Program was started in 2000, and serves children in grades K through Eighth. The Program serves 250 children per day in its after school program expanding to over 275 in the summer program. National accreditation from The National Afterschool Association assures quality programming and consistency. The Vermont recognition of quality programming is called System of STARS.

The Program has an Executive Director who is responsible for the overall operation of the Program. Each site has a Site Coordinator who is responsible for the day-to-day curriculum planning and programming.

The Program administers after school programs at several area school sites, in response to parent needs surveys and school requests.

The Program operates after school and follows the school calendar. The Program does not operate when school is not in session.

The program runs for six to eight weeks in the summer. The summer program is accessed by a) separate enrollment; b) based on school/site availability and c) responding to expressed parent need. Full- time enrollment during the summer is encouraged. The Executive Director must approve part-time enrollment. Only children attending full-time will receive a one-week summer vacation at no charge. The Executive Director must approve exceptions to this.

Statement of Philosophy -

at the Tapestry Program offers services 1) within the independent upon hiring appropriate staff and staffing constraints, 5) minding the intent to make modifications to accommodate an individual child that are reasonable, necessary and make no undue burden or significantly change the nature and operation of the program.

Program Goals:

1. Developing an environment appropriate for a range of school age needs.
2. Respecting each child's individuality, differing needs and social skills levels.
3. Encouraging active exploration of materials and ideas.
4. Expanding creativity of offering open-ended activities and projects.
5. Modeling group cooperation and problem solving. Children and staff will demonstrate a mutual respect for each other.
6. Offering choices appropriate to the needs of school age children.
7. Supporting parents in providing ideas and taking an active role in their school age program.

Program Description:

Based on these goals, the staff will strive to create a program environment that provides ample choices and stimulating activities. Experiences with cooking, craft projects, drama, woodworking, sewing, music, fine arts and group games are some of the formal activities the program will offer. In addition, the children will be able to choose from a large assortment of board games, art materials, dramatic play and block-building options. Relationships will be built between children, staff and parents participating in the program.

Full day program will offer field trips and special summer themes. The staff will work with the children enrolled to determine their interests and gather ideas.

Children receiving other services ó group counseling sessions provided by licensed clinicians and case managers from Rutland Mental Health; assistance with inappropriate behavior, family crisis and mental health issues from the program's Home School Coordinator who is a licensed social worker; and close linkage with social agencies in town.

Our school age programs are academic in nature ó

- o This means that while we will assist children in completing homework (finding a quiet space, providing assistance, for example), however, we are not a tutoring program.

Outdoor play experiences are vital to healthy school age development ó

or below 10 degrees Fahrenheit (or at or below 615
mill) or raining 6 the children will spend at least 30

minutes outdoors

- Specific clothing for appropriate outdoor play, in relationship to the season, should be worn and/or available in a child's backpack
- All clothing should be marked with the child's name
- Children will be encouraged to develop their own knowledge and skills around appropriate use and care of their clothing and belongings at the program.
- In summer, children will be required to wear sunscreen; parents will be asked to sign a permission form allowing staff to supervise the application.
- In the event of extremes of temperature and/or humidity, children's outdoor activities will be limited.

Our program strives to provide experiences that are enriching, exploratory and challenging so children can become more confident in their ability to learn and achieve the standard for their grade and development.

Emergency Contacts:

- Each child must list two current, in-service telephone numbers of local relatives or family friends designated by the parent or guardian that can respond if a parent or guardian cannot be reached in the event of an emergency.
- These numbers must be kept current and space is reserved for it on the enrollment form.
- It is the parent's responsibility for updating the number and name of the contact(s).
- For children taking the school bus, it would be convenient to have a neighbor as one of your emergency contacts in order to assist with exiting your children off the bus in case a parent is not home to do so.

Tapestry Program

guidance & discipline

The Tapestry Program is committed to providing children with a safe, enriching environment where they can receive help with their homework and be exposed to new opportunities and experiences.

The program promotes a social, physical, creative and emotional growth in a respectful community of students who come together to explore their community and the state through well-planned field trips. There are frequent activities that allow students to reach out and serve the community.

There is a highly qualified staff, most of which are working an extended day in the school district. It is our desire to have enough adults available so students can feel listened to, cared about and an important member of the program.

Discipline Expectations –

The group, staff and children, at each of the sites, establish the expected behaviors. The behaviors will address respect, õno hands onö, cooperative play, sportsmanship and appropriate language.

If a child is not respectful of the rules, he/she will be given a warning for this first offensive. If there is a second offense, he/she will have to take time to sit and think about the reason he/she is not being cooperative or respectful. The student must be able to communicate with the teacher about what the issues are and make a plan. If there is a third offense, the student will be removed from the activity and the parent will be notified. The student can be suspended for a day or up to a week to think about the need for cooperative behavior at the program. The child is welcomed back to start over.

There are a number of times a child will be asked to leave the Tapestry Program immediately. The parent will be called to come and pick the student up. These behaviors are:

1. Any child who intentionally hurts another child
2. Any child who leaves the group to wander the building and will not return
3. Any child who is disrespectful and/or physical with the Tapestry staff
4. Any child who misbehaves or leaves the group during a field trip

If your child is asked to leave the Tapestry Program because of one of the four rules listed above, the parent or emergency contact person will be called and that person must come to pick up the child immediately. Any child who has broken the rules listed above three times, will not be welcomed back until there is a conference with the Site Coordinator, Executive Director, parent and student. At this conference a plan will be created to assist the student and staff in better meeting the student's needs. If this plan does not allow the student to attend without again breaking one of the four main rules, he/she will be asked to leave the program permanently.

- ó **Program Group Size**
- ó **Hours/Days of Program Operation – School Year/Summer**
- **Staff:child ratios**

Program Group Size -

The five Tapestry Program sites are licensed as follows:

Northeast Primary School	-	60
Rutland Intermediate School	-	120
Northwest Primary School	-	80
Rutland Town School	-	60
West Rutland School	-	40
Proctor Elementary School	-	30

Hours/Days of Program Operation -

School Year -

Monday through Friday from dismissal of school until 5:30 pm.

The Tapestry Program follows the school calendar ó during school vacations the program is closed.

Summer Program -

Rutland City Summer Tapestry Program

The summer program runs during the middle six weeks of the summer break from 8:00 am to 5:30 pm.

Rutland Town/West Rutland/Proctor Elementary Tapestry Program

The summer program runs for seven to eight weeks during summer break from 8:00 am. to 5:30 pm

Staff:child ratios -

Each school has at least one certified teacher with para educators to help. The Tapestry Program maintains a ratio of one adult for every ten children.



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- **Plan for enrollment and cost**
- **Sliding fee scale**
- **Scholarship**
- **Availability of subsidies**

Students are enrolled in the following manner -

1. Their classroom teacher, home school coordinator or principal refers students.
2. Students are referred by social services.
3. Parents can request applications for their child.
4. Current participants have first option at open enrollment
5. There is open enrollment prior to summer and at the start of each school year

Although the program would like to serve all students, there are limitations in our funding and space, which determine the quota. The openings will be filled on a first come first serve basis. Since there is a high demand for enrollment in the program, student attendance is carefully recorded in each month. If a family demonstrates that they no longer need the program, a letter to request withdrawal is sent.

Costs -

Fees are charged at \$15 per day during the school year and 26 per day in the summer. Since the spot is reserved for the child, payment is expected despite illness or appointments. Fees are paid on Friday each week the program is in session. Checks made out to Rutland Public School must be delivered or sent to the Executive Director at the Longfellow Building at 6 Church Street.

Scholarships -

A scholarship program has been established by the Advisory Council and is open to all students whose parents wish to apply. No family can be considered for a Scholarship until they applied for Child Care Subsidy and been denied.

Sliding Fee Scale -

A sliding fee scale program is in place and is open to all students whose parents wish to apply.



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gram -

This program allows parents to apply for help with the fees involved in school age programs. Families qualify for assistance from 100% to as little as 10% depending upon income. Parents must be working, going to school or receiving training, seeking employment or have circumstances that required outside help. Forms and assistance in qualifying can be acquired by contacting the Child Care Subsidy Office at 773-4365.

The Tapestry Program encourages all parents to fill out the forms to see if they qualify for assistance. The Tapestry Office is willing and able to assist families in going through the process.

Withdrawals -

Families are responsible for the fees until the Tapestry Office has received written notification that the child has withdrawn. Every attempt should be made to give two weeks notice prior to withdrawing.



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- **Activities Provided**
- **Food Served**

Activities Provided ó

A variety of activities are provided at Tapestry. During the school year, students are able to participate in arts & crafts, drama, computer lab, cooking and social skill activities on a weekly basis. Also offered throughout the year have been specialized classes in areas such as karate, theater, dance and music.

In summer months, mornings are spent in light academics based on a specific theme. Afternoon is the time for swimming, playing in the sand, bowling, hiking and a choice activity.

Community service activities are incorporated into the schedule.

Food Served -

The program will provide a nutritious snack daily, using USDA food pyramid guidelines.

If your child has any food allergies, please be sure to inform the staff and indicate it on the appropriate place on your child's enrollment form.

Children's choices will be sought and included in the snack menu, which will be sent home to parents on a monthly basis.

- **Allowing Parents to Visit Anytime/Ways for parents to be involved in the program**
- **Ways for families to have input into program policies**
- **Family Orientation to the program**
- **Opportunities for family/staff communication**
- **Staff/family conferences and meetings**
- **Dealing with unsafe parents**
- **Children who refuse to go home**
- **Children who leave the site without permission**

Allowing Parents to Visit Anytime/Ways for parents to be involved in the program -

Parents are an integral part of the program and are encouraged to drop in any time to visit, to volunteer on a regular basis, to participate in events the children may offer and to attend parent workshops. Parent events are scheduled throughout the year.

Ways for families to have input into program policies -

There is an Advisory Council with parent participation, which allows parents a voice in the management of the program.

Surveys that allow parent input and children's opinions are conducted on a yearly basis. Additionally, the host school personnel such as principals, teachers and staff are surveyed once a year.

Monthly newsletters, calendar of events, field trip reminders and notices of special events are sent home regularly. Please check your child's folder every night.

Family Orientation to the program -

Once a child has been accepted into the Tapestry Program, the Tapestry Office sends a letter of confirmation with the following information:

- Vision Statement for Tapestry which includes Discipline Expectations
- Financial Policies & Procedures
- Busing Policy
- Child Care Subsidy Information
- Payment coupons



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for family orientation to the program and it is

Opportunities for family/staff communication -

Tapestry staff communicates with individual families through the use of written communication and phone call when necessary. Every Tapestry student has an enrollment form on file that has home and work numbers for parents and emergency contacts if the need should arise.

All parents are given the Tapestry phone number to leave a voicemail. Parents can also call the office and they will be directed to the Site Coordinator's room.

Staff/Family conferences and meetings –

Parents may schedule a conference/meeting with their child's Site Coordinator at any time.

The program does a written evaluation of the child's adjustment and contributions at the end of the school year.

Dealing with unsafe parents –

- Parents who staff suspect are not safe to transport children will be dealt with as follows:
- A staff member will talk to the parent in confidence and offer alternative transportation. Every attempt will be made to deter parent from driving the student. If parent refuses and insists on leaving and driving their child, then as soon as they leave the staff member will call 911 and report the suspected parent. Safety of the child is top priority.
 - Possible causes: alcohol, substance use/abuse, rage or violent behaviors

Children who refuse to go home –

Site Coordinator will contact Family Focus for guidance.

Children who leave the site without permission –

Site Coordinator will immediately contact the parents. If the parents cannot be reached the police will be contacted. Site Coordinator will contact the Executive Director at this time as well.

- **Administration of Medications,**
- **Communicable Diseases**
- **Sick Children**
- **Injuries**
- **Dealing with Chronic Health Conditions**
- **Accident Prevention Procedures**
- **First Aid Training Requirements for Staff**
- **Administering First Aid**
- **Medical Emergencies**

Administration of Medications -

See the procedure established at each site which is located at the end of this booklet.

Communicable Diseases -

Parents are strongly encouraged to notify the Site Coordinator if a student has a communicable or contagious illness. The Tapestry staff must notify the other parents of their students that their child has been exposed to an illness. A letter will be sent home.

A student should not return to the program until they are symptom free or have been on an antibiotic for 24 hours.

Sick Children -

If a student comes to Tapestry not feeling well, the parent will be notified and the child sent home if he/she exhibits any of the following symptoms:

1. Fever over 100 degrees
2. Diarrhea or vomit within the past 24 hours
3. Persistent sore throat with fever
4. Persistent upset stomach ache or headache
5. Undetermined rash
6. Red, itchy eyes with drainage
7. Suspected know head lice

Student should be free of these symptoms for 24 hours before returning to the Tapestry Program.

A general protocol for responding to a child's injury is as follows:

- Child's immediate condition is assessed
- Appropriate first aid measures are taken
- Site Coordinator will assess degree of severity for next steps
- If warranted, a parent will be called
- The Executive Director will be contacted and apprised of the situation
- If a parent is not available, a message will be left and emergency contacts will be contacted
- If warranted, the child's doctor will be called
- If warranted, emergency response unit will be called
- If necessary, the Site Coordinator will accompany the child to the nearest medical facility for assessment and treatment. This permission to transport if necessary is a part of the enrollment application
- Site personnel will continue to attempt to contact a parent/guardian to update them on the situation
- Site Coordinator will remain with the child until a parent/guardian arrives at the medical facility
- The Site Coordinator will follow-up after the incident within 24 hours
- The Site Coordinator will complete the required accident/incident report. The original will be sent to the Executive Director and a copy will be placed in that child's file at the site.
- Notice will be provided to the Child Development Division if rescue personnel or vehicle has been called to the program site, as per licensing regulation, within 48 hours.

Head injuries ó parent/guardian will be notified at once at the time a child sustains a head injury. Further steps will be taken, as stated above.

Dealing with Chronic Health Conditions ó

Parents must fill out a medical form with pertinent medical information and instructions needed to keep the child safe and to specify special needs the child may have.

Medical plans will be written up as needed and placed in a special part of notebook for staff members to refer to as needed.

A doctor's order must be provided for treatment with prescriptions medicines. A parent must sign a written permission for both prescription and non-prescription medicines before being given to child.

All Tapestry employees are CPR and first aid certified.
Scan area and keep premises clean and safe from potential hazards.
Keep chemicals and cleaning products in a safe place and out of the reach of students.
Students are within view of a staff member at all times.
Kindergarten students are allowed to use the high monkey bars (low ones allowed).
Cell phones are used for where necessary for communication among staff to ensure safety.

First Aid Training Requirements for Staff –

All Tapestry school year staff (many of whom work in the summer) are CPR and first aid certified. First aid supplies are at staff disposal at all times. The most qualified staff member will assess student injuries. First aid will be administered within the capacity and training of the individual staff member. If the injury is severe and requires further treatment then the parent, and if necessary 911, will be called.

Medical Emergencies –

In the event of a medical emergency or serious accident, the Site Coordinator in conjunction with the Executive Director, will contact the child's parent(s) and/or the child's doctor, as listed on the enrollment form.

If emergency treatment is deemed necessary and it is impossible to reach either parents or doctor, the child will be taken to the nearest medical facility.

Authorization for the program staff to contact the child's physician and to take whatever emergency medical measures are deemed necessary appears on the child's enrollment form.

- **Plan for coverage during emergencies**
- **Emergency closing plan**
- **Emergency procedures for weather, fire, bomb threats and intruder in the building**

Emergencies –

There are procedures in place for all emergencies and we are prepared to deal with the situation and will not be calling parents. Telephone lines will be needed to emergency communication. Parents will be instructed to listen to the radio stations for emergency information: **WSYB; WJJR; WVNR or Chanel 15/20 or 5**

Plan for coverage during emergencies –

Staff and child ratios of 8:1 allow us to continue regulatory coverage during any emergency.

Inclement Weather –

Can cause cancellation of the program even though school may have been in session. The superintendent and head of transportation make the decision. The Inclement Weather Form, which is on file at each site, will outline what the family's plan is for these circumstances. If school is cancelled due to weather, the program is cancelled. (Attached is a copy of the Early Dismissal Procedure.)

All Other Emergencies –

There are procedures in place for all emergencies and we are prepared to deal with the situation and will not be calling parents. Telephone lines will be needed for emergency communication. Parents will be instructed to listen to the radio stations for emergency information: **WSYB; WJJR; WVNR or Channel 15/20 or 5.**

Intruder in the Building –

Will follow the regular school protocol ó see attached.

Bomb Threats –

Will follow the regular school protocol ó see attached.



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Refer to the plan developed at each site located at the end of this booklet.

If parents hear of an emergency and wish to pick up their child, they may do so at any time.

- ó **System for monitoring children’s arrivals**
- ó **System for monitoring children’s departures**
- ó **Late Pick-up**

Monitoring children’s arrivals –

Refer to the plan developed at each site which is located at the end of this booklet.

Monitoring children’s departures -

Refer to the plan developed at each site which is located at the end of this booklet.

Late Pick-Up –

Please abide by the program’s closing time, as our license from the state of Vermont, as well as our insurance coverage is strictly tied to the stated hours of operation.

If some unforeseen or emergency situation arises that will delay the parent or guardian’s arrival, please telephone the program directly. If you can’t reach anyone at the program site, then call the Tapestry Office at 786-1935 or 786-1967. The Tapestry Office remains open until all children are either picked up at each site and/or the bus has been emptied.

If no one can be found to pick up your child at the school site or get your child off the bus, they will be delivered to the Tapestry Office at the Longfellow Building. If no one can be reached within one hour after your child arrives at the Tapestry Office, your child will be delivered to the Rutland City Police Station.

- **Plan for transporting children**
- **Field trips**
- **Enrichment activities**
- **Photographs and publicity**

Transportation Home -

The Rutland Public School bus fleet and drivers provide transportation home. There is door-to-door delivery during the school year so an adult, who has permission to pick up, must be home to get the child off the bus.

Field Trips –

Field trips and walks to local areas of interest are often part of the program. Permission for your child to participate in such excursions is a part of the enrollment application.

Staff does not transport children except in cases of emergency.

Enrichment Activities –

From time to time throughout the year, special programs, projects, classes or trips may be offered for children to choose from. Some examples are: drama, art, dance lessons, karate, swimming lessons, etc.

Photographs and Publicity –

Photographs of the children participating in school age programs may be taken and may appear in newspapers, brochures or other publicity materials.

Permission for photographs including your child to be used without compensation is a part of the enrollment application.

- ó **Plan for supervising children**
- ó **Plan for supervision of higher-risk activities**

Plan for supervising children ó

A staff member accompanies children in and out of the building. At RIS, 4-6 grade students pick up snacks from the cafeteria only.

A staff member supervises students washing hands as a group.

Students may use the bathrooms as needed after asking for permission of a staff member in their group.

Certain identified students need an adult to accompany them to the bathroom and this safety plan is adhered to at all times.

On field trips, staff members accompany students on the bus and at the site of the field trip. Occasionally, parents are/or volunteers chaperone on field trips.

Plan for supervision of higher-risk activities -

During high-risk activities, such as swimming, hiking, or white water rafting, additional staff is required. The staff may be lifeguards or people with specific experience for the activity. The ratio of adult to children is raised where necessary with parents or volunteers.

Before boarding buses, attendance is always taken and numbers confirmed before leaving and returning from field trips.



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- **Reporting suspected child abuse**

State Law mandates that professionals in education, childcare, mental health, social services, health care and law enforcement report all suspected cases of child abuse and neglect to Social and Rehabilitation Services.

It is also possible for parents to report concerns they may have about the site or staff. First they would speak with the Director, Principal and Advisory Council. Then they may make a call to the Child Care Consumer Concern Line at 1-800-540-7942.

- **Staff training requirements and in-service plan**
- **Staff evaluation**
- **Staff hiring/firing**
- **Staff advancement**
- **Staff orientation**
- **Staff meetings and planning time**
- **Staff communication**
- **Staff involvement in setting program policies**
- **Staff grievance procedure**
- **Sexual harassment**

Staff Supervision -

The Executive Director is responsible for the overall management of the program and the supervision of the Site Coordinators. Using the observation tool, the Director visits each site for the purpose of assessment once during the school year and once during the summer. Additionally, the Executive Director meets with the Site Coordinators each month as a group.

Each Site Coordinator is responsible for the overall management and supervision of their site. Using the observation tool, the Site Coordinator assesses the overall program once during the school year and once during the summer. The Site Coordinators are responsible for facilitating a month staff meeting for two hours.

Staff Evaluation -

The Executive Director is responsible for performing an evaluation on each Site Coordinator once a year. The Site Coordinators list three goals. It is the responsibility of the Executive Director to assist them in achieving their goals.

The Site Coordinators are responsible for performing an evaluation on each staff at their site. The same evaluation tool is used twice a year. The staff list three goals and it is the responsibility of the Site Coordinators and the Executive Director to assist all staff in achieving their goals.

Each site conducts a year end evaluation by administering the surveys from the self-study. Using that information each site creates a yearly action plan. Additionally, the independent evaluator for the entire Tapestry Program uses the results along with academic, testing and attendance data to document outcome of improving children's success in school.



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The Tapestry Program sets aside money to allow all staff to be paid to attend two full day conferences pertinent to the afterschool arena.

The Tapestry Program pays for all staff to get their CPR, First Aid and AED cards each year. Also provided is an in-service related to Mandated Reporting and Confidentiality.

The Tapestry Program makes available all information related to various trainings throughout the state. All staff is required to accumulate the correct number of training hours necessary for their position.

Staff are required to annually update their Individual Professional Development Plan (IPDP) which represents their individual goals for professional development. From the information obtained from these plans, training seminar/professional development is developed.

Staff advancement –

Staff advancement is encouraged ó all staff can apply for any position within the Tapestry Program that they are qualified for. Staff have an opportunity for wage increases through advancement.

Staff Orientation -

The Executive Director is responsible for orientation for each Site Coordinator. The Site Coordinators are responsible for the orientation for their new staff. Orientation process involves job description, evaluation, staff guidelines, process for payroll, what to do when sick, what to wear, as well as a visiting day to see the program before the first day.

Staff meetings and planning time -

Site Coordinators meet monthly for three hours with the Executive Director. The Executive Director generates topics discussed. Each Site Coordinator brings topics that pertain to each of their sites or that are shared by all.

The Tapestry staff is required to attend bi-monthly meetings to discuss the program and current concerns and issues. These meetings are held on the first and third Tuesday of the month at 5:30 pm **and staff is reimbursed for their attendance.**

Site Coordinators are responsible for planning the agenda and running each meeting. Site Coordinators have three hours per month to plan activities, write the newsletter and calendar for the month. This time is also used for purchasing goods for upcoming activities. In addition, Site Coordinators are not direct care or counted in the child to staff ratio, their hours can and are used for serving as administration for the site.

The Executive Director plans in-services.



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Site Coordinators communicate with staff members through daily conversations, memos and monthly staff meetings. An adult from each group picks up their group attendance logs from the Site Coordinator and are notified at that time of any changes for that day (i.e. staff or activity).

Evaluation tools are also used at the beginning and end of each school year. Individual strengths/weaknesses are discussed with that staff member at that time.

Staff involvement in setting program policies –

All staff are involved in setting program procedures. Planning time is used to set and discuss procedures.

Staff Benefits

All staff in the afterschool programs (site coordinators, group leaders and assistant group leaders) are part-time staff and only receive paid staff meeting time and professional development hours.

- Twelve hours of professional development yearly
- Six hours of CPR/AED/FA every other year

The Tapestry Office staff is full-time employees and when working 5 hours or more per shift are provided with breaks within their scheduled work day.

The Tapestry Office staff is full-time employees and receive paid vacation, paid sick time, paid personal time and paid professional development days and retirement contributions.

Staff Grievance Process

A grievance process is a means of dispute resolution between staff, a family member of one of the Tapestry children or a supervisor. If a staff member has a grievance, he should share that information with his site coordinator (unless he is part of the grievance). If the situation is not resolved, the staff member should go to the Executive Director of the program. If there is no resolution, the staff person will go to the Rutland Public Schools Assistant Superintendent. If the situation still cannot be resolved, the final step in the grievance process will be to go to the Tapestry Advisory Council where all decisions are final.

Sexual Harassment

The Tapestry Program follows the Rutland Public Schools policy on Sexual and Other Unlawful Harassment. A copy of the policy is at the end of the booklet.

Staff

- **Staff Qualifications**
- **Staff salary scale**
- **Staff hiring/firing**
- **Staff Personnel Folder**

Procedure for Hiring Staff –

All new employees must come into the Tapestry Office to meet the Executive Director before being officially hired. They need to bring with them at that time a current copy of their resume, three current letters of reference and any licensing/transcripts. The Tapestry Office will provide a packet of information that must be completed before they can start their position. Any exceptions to this procedure must be approved by the Executive Director. An exception may be that the employee has one week in order to complete this requirement.

These measures are put in place by the State of Vermont Child Care Development Division and the National Afterschool Association to ensure that the staff spending time with the children is qualified to do so.

Staff Qualifications/Pay Scale –

All staff is hired to meet specific requirements for specific jobs as set forth by Vermont's Department for Children and Families/Child Development Division.

All staff has been screened through the Division's background records check system.

All staff has been advised of confidentiality policies.

Site Coordinator

- Salary scale - \$25.00 per hour (\$1.00 per hour differential for NAA Accreditation)
- Bachelor or masters degree
- Course work and/or experience in a wide range of fields, including education, child development, recreation, human services and other disciplines (as required by licensing).
- valid Vermont teaching license (only the Executive Director can make an exception to this)

Twenty four hours of professional development/ training required on an annual basis. CPR/AED/FA training is provided every two years and is a job requirement for school year staff. Protective Services training (child abuse reporting) is required, as well as the proper procedures for dealing with blood-borne pathogens.

hour (\$1.00 per hour differential for NAA Accreditation)

- Associates degree or equivalent, Bachelor degree
- Experience working with children in the public school or childcare setting

Twenty four hours of professional development/training required on an annual basis. CPR/AED/FA training is provided every two years and is a job requirement for school year staff. Protective Services training (child abuse reporting) is required, as well as the proper procedures for dealing with blood-borne pathogens.

Assistant Group Leader –

- Salary scale - \$10.00 per hour (\$1.00 per hour differential for NAA Accreditation)
- Experience with children in the school or childcare setting

Twenty four hours of professional development/training required on an annual basis. CPR/AED/FA training is provided every two years and is a job requirement for school year staff. Protective Services training (child abuse reporting) is required, as well as the proper procedures for dealing with blood-borne pathogens.

Staff hiring/firing -

All Tapestry positions are made available at each site in order to provide Tapestry employees an opportunity for advancement. If existing staff is not interested, the positions are then posted at each school district. After that, the position would be posted outside the school district.

The Executive Director coordinates the hiring and firing of the Site Coordinator.

The Site Coordinator coordinates (with the approval of the Executive Director) the hiring and firing of all staff at their site.

Staff Personnel Folder -

As a condition of employment (and continued employment), all staff must have on file in the site's Personnel Book and in the Tapestry Office the following information:

- Emergency Information Sheet
- Current resume (may need to be updated to include the highest level of degree/credential earned, as well as the years spent working in after school programs)
- Three current letters of reference
- A copy of License (if any)
- A copy of school transcript or diploma of highest degree/credential earned (if any)
- Continuing Education Documentation (24 hours of professional development required of following the school fiscal year of see attached form for tracking)**
- IPDP (Individual Professional Development Plan)
- Tapestry Employment of Letter of Intent of Signed Letter of Agreement
- Signed Statement of Understanding for Child Abuse & Neglect
- State of Vermont Records Check Authorization (different from finger print)



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annual basis per Vermont State guidelines ó and kept
(see only)

- Signed statement indicating that the employee has read and understands the Tapestry Program Staffing Guidelines
- Miscellaneous Information

**CPR/AED/First Aid certification is required by all staff. This is offered three times per year. Any staff member who does not have will be required to attend the next scheduled session.

Staff is required to obtain 24 hours annual professional development (see attached prorated development hours based on length of employment).



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- **Maintenance of the facility**
- **Playground safety check**
- **Toxic Materials**

Maintenance of the facility –

Each school site is maintained by the Maintenance Department located at that facility per the policies established.

Playground safety check –

Staff conducts a visual scan of the playground. Staff rotates throughout the playground for safety.

Playground equipment is maintained by the Maintenance Department located at that facility per the policies established.

Toxic Materials -

Are located in the nurse's office or the custodian's office out of reach of the children.



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- **Community partnerships**

The Tapestry Program weaves a multitude of community resources that support the needs of our families.

- Rutland Public School
- Rutland Central Supervisory Union
- Department of Labor
- Department of Health
- Rutland Recreation Department
- Rutland Mental Health
- Boys & Girls Club of Rutland County
- RSVP & Volunteer Center
- Parent representatives on the Advisory Council
- Vermont Achievement Center

- **Procedures for Swimming**
- **Procedure for Lifeguards**

Procedures for Swimming

Swimming during the school year is offered to students through a partnership with the Vermont Achievement Center's Mitchell Therapy Pool. Swimming that is offered for the six sites during the summer camps are spread out to many different recreational centers. In addition, each of the sites does have four full day field trips to the Vermont State Parks that are located at lakes around the state.

To insure the safety of all children, the Tapestry Program puts the following in place:

- The program hires certified lifeguards. The program maintains a lifeguard for every 24 children. The Tapestry lifeguards receive additional training from the Head Lifeguard who is a certified lifeguard instructor and is certified in American Red Cross First Responder level.
- The program has a staff ratio of an adult for every 10 students or less. All staff is trained in First Aid, AED and CPR. There is an approved first aid kit put together by the nursing staff of Rutland Public Schools. This kit is on all the field trips and at the sites.
- At the sites where the swimming occurs, the staff establishes positions around the area and at the bathrooms. Children are supervised at all times.
- Lifeguards are assigned to watch specific spots as determined by the Head Lifeguard during the training. Each has a rescue tube.
- All Site Coordinators carry a cell phone and all the places we visit have a landline phone available for 911 calls.
- Children have a buddy and the whistle is blown to buddy up every 20 minutes. All children are accounted for.
- There is an hour rest on any full day swimming while lunch and other activities happen. The lifeguards have a 10 minute rest every hour when all children are out of the water.
- The VAC, partnering recreation areas, Vermont State Parks and Rutland City Public School all exchange liability of insurance certificates.

Procedure for Lifeguards

This is a guideline for people who are performing lifeguard duties for the Tapestry Program. The lifeguard must follow the guidelines of the Tapestry program that they are working with while meeting the standard of care from the American Red Cross Lifeguard Training.

- **Equipment** ó Each lifeguard must have the following equipment with them when on duty as a lifeguard: whistle, pocket mask, non-latex gloves, sunglasses

- It is recommended that each lifeguard have with them a whistle, whistle lanyard, whistle clip, whistle, t-shirt/tank top, sweatshirt, sandals, sunscreen and water. The Tapestry Program will provide the rescue tube, but the lifeguard must provide the other equipment.
- **Uniform/clothing** ó Each lifeguard should be prepared to enter the water at any time while on duty. Female lifeguards must wear a one-piece swimsuit of modest design although a two-piece modest design may be worn if no stomach skin is visible. Any other two-piece swimsuit must be covered by a t-shirt or tank top while with the Tapestry group. Male lifeguards must wear shorts-style swim trunks. Clothing must not have any design relating to alcohol, drugs, sex or inappropriate language. The Tapestry Program Site Coordinators may request that an article of clothing be change if deemed inappropriate.
 - **EAP (Emergency Action Plan)** ó In the case of a water rescue, lifeguards will provide the appropriate rescue for the situation and care for the patient once on the land. Tapestry Site Coordinators will implement their EAP for the incident when the patient is out of the water and on land. Required documentation will be completed by the lifeguard(s) and turned into the Tapestry Site Coordinator. Injuries on land will be handled by the Tapestry staff unless the lifeguard is asked to assist. If the remaining lifeguard(s) is (are) unable to provide adequate coverage, the campers must be removed from the water until the incident on land is handled.
 - **Rules for the Tapestry participants** ó
 1. Swimming will be allowed only in the area(s) designated by the lifeguards. No one may enter the water until told to do so by the lifeguard(s).
 2. The Buddy-system will be used ó all swimmers must have a swimming buddy and get with their buddy during the buddy checks.
 3. No horseplay is allowed.
 4. Swimmers will not go over shoulder height in the water unless allowed by the lifeguard on duty that day. A lifeguard may choose to also be out in the water with those swimmers as long as proper coverage is on the waterfront. Weak swimmers and non-swimmers should stay in water that is waist-deep or less.
 5. Whistle signals will be the following (but may be adjusted as needed):
One short whistle blow ó swimmers must stop what they are doing and look at the lifeguard for directions.
Two short whistle blows ó swimmers must exit the water immediately.
Three short whistle blows ó the lifeguard is entering the water to do a rescue and all swimmers must exit the water. Appropriate action to implement the EAP will be started by the other lifeguards and counselors/staff.
 - **Surveillance** ó the lifeguards will survey the beach area/water area for safety and designate the swimming area. The lifeguards are responsible for the children in the water and the beach area on the water's edge.

ards, the lifeguards will position themselves so that the middle of the swimming area and at least one guard in the middle. (Two guards will be in the middle or one guard in the water and one in the middle if there are four guards present.) The two guards at the boundaries should be on the beach area doing a walking patrol. These guards may also have a chair. (Lifeguards should not sit on the ground as this greatly reduces their visibility of the water.) The middle lifeguard(s) will be further back on the beach area and may be seated in a chair or a bench. The guards will rotate positions in a timely fashion to reduce eye fatigue/body fatigue. The guards may take breaks as needed with the rotation into the middle position while the boundary guards take over that surveillance area as needed. To provide adequate surveillance the lifeguards may periodically meet together briefly to point out a problem/situation; but the lifeguards should not be sitting together. There needs to be walking lifeguards as well as sitting guards to allow for appropriate surveillance and interaction with the children.

If only two lifeguards are available, they may chose to guard from the boundaries or in a front and back positioning (one guard is at the water edge doing a walking Patrol while the second guard is a little bit further back on the beach).

During the lunch break the lifeguards may eat together, but must still be aware of Tapestry children and maintain a view of the water. No child should be swimming during this time and they may not re-enter the water until allowed to do so by the lifeguards.

When the Tapestry children are looking for minnows and crayfish in the water there must be a counselor/staff with them. The lifeguard at that boundary must include this area in their surveillance area. Plan the swimming areas accordingly.

- While on duty, the lifeguard is not permitted to be using books, magazines, cell phones, iPods/MP3 players, radios or other electronic devices.
- Be sure to notify the Tapestry Site Coordinator of any problem and document as needed. Lifeguards may also contact the Tapestry Office with any problem or question as needed (786-1967 or 786-1935).
- Upon arrival at the Tapestry site, locate the Site Coordinator and let them know you are there for the trip.
- Be sure to complete time sheets and turn into the Tapestry Office at the required time.