

# OPMAD PARENT HANDBOOK





Dear OPMAD Parents:

Welcome to the OPMAD program! We have proudly served Hartford families since 1992.

The OPMAD Parent Handbook is a collection of information for you and your child. Please contact your On-Site Coordinator if you have questions.

We look forward to serving you and your child this school year!

Sharon Tripp  
Executive Director

## OPMAD MISSION STATEMENT

*To empower and unite parents citywide to meet the academic, social, cultural, creative, and physical needs of children through parent-driven extended day programs that nurture and encourage responsible citizens.*

## ENROLLMENT PROCESS & REQUIREMENTS

OPMAD will flyer your child's school with the upcoming school year flyer and application during the month of April. Flyers will be distributed through your child's homeroom teacher, which will then go home in your child's book bag. Additional copies will be available in the school's main office and on our website [opmad.org](http://opmad.org).

Enrollment is on a first come, first serve basis. If your child is accepted into the program, you will receive a Blue Confirmation Packet. The following items **MUST** be received by the On-Site Coordinator before your child can begin attending the program:

- 1) Completed Blue Confirmation Packet
- 2) Your child's Physical and Immunization records.
- 3) The monthly registration fee or if applicable, your individual monthly payment arrangement. *(OPMAD will work with any family to ensure every child has the opportunity to participate in our program.)*

If your child is not accepted into the program, they are placed on the wait list. You will be contacted by the On-Site Coordinator if a spot becomes available.

## PAYMENT PROCEDURES

The monthly membership fee is due by the 7th of every month. A \$10 late fee will be added to any payment received after the 7th. Payments are **non-refundable** if your child is dismissed during the program or you choose to withdraw your child.

*\* Please note that the week of August will be included in September's payment. The price for June will be determined once the final day of school is announced. \**

## HOURS OF OPERATION

Our program operates in accordance with the Hartford Public School district calendar.

- OPMAD begins on the first day of school.
- We end on the last day of school.
- After school hours run Monday- Friday from school dismissal until 6:00 pm.
- After school operates on early release days from the time school dismisses until 6:00 pm.

If your child participates in our morning program and there is a late opening due to inclement weather, the drop off time is outlined below:

If there is a 30 minute delay, your child start time will be 30 minutes later than the normal start time. Our start time delay is the same amount of time as the school delay.

- *Some of our sites may be closed the day before a holiday break depending upon the individual school Principal's request.*

#### **LATE PICK-UP POLICY**

OPMAD charges \$1.00 for every minute after 6:00 pm you arrive to pick-up your child. The late charge MUST be paid in full. If your child has three late pick-ups, OPMAD reserves the right to end services for the child.

#### **ATTENDANCE**

Regular attendance is important. On a day your child is not attending the program, it is your responsibility to contact the On-Site Coordinator.

#### **SPECIALTY CLASSES**

Special classes are periodically offered to students throughout the school year, such as dance or yoga. All students that participate in these specialty classes are expected to attend the entire class. Children who cannot participate in the entire class do not receive the full benefit of the class. Only in the case of an emergency is a child excused early. If a child is continuously picked up during class time, they will be removed and replaced with a child from the waiting list.

#### **EMERGENCY EVACUATION PLAN**

Each On-Site Coordinator has an emergency evacuation plan from the school site hosting the program. A copy of the plan is kept in a location designated by the On-Site Coordinator and shared with the site staff.

#### **PARENT SIGN IN/ SIGN OUT**

Each day upon arrival, the parent is required to sign their child(ren) in, noting the time arrived. A sign-in/out sheet, pens, and a clock will be located near the "OPMAD Entrance". Every student must be signed out at pick-up time by an authorized pick-up person listed on their registration form. This gives a written record of the child's attendance, hours, and who dropped off/picked up the child. Current emergency contact and health information for students and staff is stored in a locked cabinet in the OPMAD office and at the school.

## COMMUNICATION

The best way to stay in contact with our staff and receive updates on the program is by contacting the On-Site Coordinator on their cell phone or the OPMAD office. Some sites also use the 'Remind Me' App. You can download this onto your smartphone, or access it on a computer. (*See your On-Site for instructions*) You may also contact the Executive Director, Sharon Tripp, at the OPMAD office @ 860-548-0301 or e-mail to [opmad@opmad.org](mailto:opmad@opmad.org).

## CHILD GUIDANCE/DISCIPLINE POLICY AND PROCEDURES

In the OPMAD Program, child guidance and discipline will follow the guidelines outlined in the registration packet, the individual school rules, and the rules of the School District.

OPMAD is committed to building the capacity of students to succeed. This requires the establishment and maintenance of a positive, structured environment in which students can learn. Effective site and classroom management is essential.

To promote and sustain a positive atmosphere, On-Site Coordinators are responsible for ensuring:

- 1) Class Instructors, volunteers, and students are familiar with the school rules
- 2) Students enter into personal contracts with Class Instructors. They, and their parents, understand the provisions of the agreement.

Any child consistently exhibiting disruptive behavior is "guided" in the following order of protocol.

### 1. The Contractual Process

If a student violates the provisions of the Agreement document, they will have chosen to be removed from the program. We strictly adhere to this policy in order to guarantee consistency, fairness, and that all parties understand and are involved in the process.

The steps are:

- 1) The first warning is a *Verbal Warning*: discussion between the Class Instructor and the student.
- 2) The second warning is a *Verbal & Written Warning*: active discussion with the On-Site Coordinator and written notification to the parent/guardian.
- 3) The third warning is *Termination from the Program*: this requires the parent/guardian be present with the child, the Class Instructor, and the On-Site Coordinator. Notification is given to the School Site Principal and the OPMAD Executive Director.

## **2. Positive Discipline Approaches**

Specific procedures and approaches, using positive discipline techniques, are provided in staff development workshops and materials from those workshops. On-Site Coordinators and Class Instructors are expected to be knowledgeable and to use these techniques. Most schools use the PBIS method. OPMAD follows the guidance of the school's principal. Additional materials are available from the Program Director on request.

## **3. Discipline Policy and Procedures**

The following policies and procedures apply to all sites. Minor modifications due to unique circumstances may be necessary, but must be approved by the On-Site Coordinator. These policies and procedures create and sustain a safe, productive environment where students learn to be accountable for their behavior.

In the case of disorderly conduct, assault, arson, vandalism, defiance, fighting, biting, using illegal substances, or any other endangering behavior, the On-Site Coordinator will fill out an incident report, and the child may be immediately removed from the program without going through the protocol listed above. When an expulsion is warranted according to the protocol listed above, the OPMAD Executive Director and School Principal will be notified prior to its implementation. In the event of a suspension; the On-Site Coordinator informs the OPMAD Executive Director, a written warning is placed in the child's folder, and a copy of the incident is given to the parent, principal, and the OPMAD Executive Director.

### **Policy on Personal Electronic Devices and Property**

Personal electronic devices may not be used by the students while in the OPMAD program. Any device in a student's possession must be silenced and out of sight. OPMAD is not responsible for any lost, stolen, damaged or unauthorized use of personal electronic devices or personal property, brought to the program by the student.

### **SUPERVISION OF CHILDREN POLICY**

OPMAD staff/child ratio:

- 1 staff for every 5 children under the age of five years old
- 1 staff for every 10 children age five years old or older
- 3-year-olds are in groups of up to 20 children

Group size/staff ratios are maintained in the classroom, gym, bathrooms, and outside. Children are supervised at all times including naptime and during transportation. Staff position themselves to see as many children as possible at the same time.

At least 2 OPMAD program staff are certified in CPR/First Aid and on site at all times during program operation.

**NO CHILD/CHILDREN ARE LEFT ALONE AT ANY TIME.**

- Field Trips - Staff/child ratios will be maintained while outside the school building. All children must have signed permission slips prior to leaving the building. Staff

**bring each child's emergency contact information and the first aid kit on the field trip.**

- **Bathrooms - Staff supervise children while they are using the bathrooms.**
- **Playground/Outdoors - It is the responsibility of all staff to ensure the safety of children on the playgrounds.**

**Supervision of children will include the following:**

- **A head count is taken before leaving the building.**
- **Children are escorted, by the staff, to their designated play areas.**
- **Staff encourage and demonstrate proper equipment usage and play.**
- **Staff circulate throughout the play areas, supervising and interacting with the children in a positive manner.**
- **Staff coordinate positions so that all play activities and equipment are supervised.**
- **No staff person is allowed to sit or socialize with other staff.**
- **A head count is taken before re-entering the building.**
- **Staff do not leave children unattended.**
- **All employees complete the mandated reporter training through OEC at the start of their OPMAD employment.**

## PARENTAL SUPPORT

OPMAD is a parent-run organization.

We welcome and encourage your participation!

Opportunities include:

- Volunteering to teach or assist in a class
- Attend parent events/workshops
- Participate in parent surveys
- Donate supplies
- Attend end of session events and activities
- Talk to the On-Site Coordinator or call the Executive Director to inquire how to join the OPMAD Board of Directors

Your involvement is important to us!

*\* If you are interested in volunteering you will need to complete the Volunteer Application.  
Anyone 18 or over will be required to have a background check done. \**

OPMAD

51 Gillett Street

Hartford, CT 06105

Office: 860-548-0301

Fax: 860-548-0307

Website: [opmad.org](http://opmad.org)

Email: [opmad@opmad.org](mailto:opmad@opmad.org)

