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| --- | --- | --- |
| Austin Smith  Deputy Director Recreation & Beach  Phone: (508)487-1632  Email: [asmith@truro-ma.gov](mailto:asmith@truro-ma.gov)  Adam Leiterman  Program Supervisor  Phone: (508) 776-5019  Email: aleiterman@truro-ma.gov | Shape  Description automatically generated with medium confidence | 7 Standish Way  North Truro, MA 02652  Phone: (508)487-1632  Fax: (508)487-0854  www.truro-ma.gov/recreation  Mailing  P.O. Box 2030  Truro, MA 02666 |

**Truro Recreation & Beach Department**

**Out-of-School-Time**

**Community Sustainability Program**

**Guardian and Student Handbook**

**2023-2024**

**7 Standish Way**

**North Truro, MA 02652**

**(508) 487-1632**

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# OSTP Staff

**Program Supervisor:** Adam Leiterman

Office Phone: 508-487-1632

Cell Phone: 508-776-5019

Email: [aleiterman@truro-ma.gov](mailto:aleiterman@truro-ma.gov)

**Program Leaders:**

Britta Lower

Phone: 508-487-1632

Email: [blower@truro-ma.gov](mailto:blower@truro-ma.gov)

Julia Morris

Phone: 508-487-1632

Email: [jmorris@truro-ma.gov](mailto:jmorris@truro-ma.gov)

# About OSTP

Statement of Purpose:

**Truro Recreation’s Out-of-School-Time Program (OSTP)** serves children from kindergarten to 6th grade that either reside in the Town of Truro or utilize the school choice option to attend school in Truro. Families of all abilities, races, genders, sexual orientations, religions, and socio-economic status are welcome to participate.

Out-of-School-Time Program strives to provide a safe,

supervised environment for children in the Town of Truro to learn and grow. The program aims to provide an environment where children are challenged and supported academically, taught about and participate in healthy lifestyle choices, and receive the opportunity to participate in enrichment activities and community service. Through positive role-modeling and positive reinforcement, our program will help to promote the resiliency, growth, and development of children.

Out-of-School-Time Program strives to provide positive and consistent guidance to children based on their individual needs and development. This is done through twice-yearly progress reports, regularly occurring observations and modifications, and an emphasis on positive interactions between the staff and the children, as well as between the children.

Program Schedule:

Arrival

Homework Time or Projects

Snack Time

Games and Sports (Physical Activity)

Theme Time/ Enrichment Activity

Independent Time

Pick Up

Organization Structure

OSTP is a program of the Recreation Department under the Community Services Department for the Town of Truro.

The supervisory structure is as follows:

Truro Select Board:

[Stephanie Rein](https://www.truro-ma.gov/user/3944/contact), Robert Weinstein, Susan Areson, [John Dundas](https://www.truro-ma.gov/user/5401/contact)*,* Kristen Reed

▼

Town Manager:

Darrin Tangeman

▼

Assistant Town Manager:

Kelly Sullivan Clark

▼

Community Services Director:

Damion Clements

▼

Recreation & Beach Deputy Director:

Austin Smith

▼

Out-of-School-Time Community Sustainability Program Supervisor:

Adam Leiterman

▼

Out-of-School-Time Program Leaders:

Britta Lower & Julia Morris

# Enrollment

To enroll, the parent/guardian must complete the online registration at www.trurorec.com. These materials must be completed in their entirety. No child will be admitted to the program prior to the completion of the designated forms. If you have any questions please contact Adam Leiterman at aleiterman@truro-ma.org

Due to the limited space, Truro Rec asks that parents/guardians cancel childcare appointments that cannot be held. Please contact Britta Lower at [blower@truro-MA.gov](mailto:blower@truro-MA.gov) at Truro Recreation **by 12:00 pm** on the **day before** the change is to take place.

# Hours of Operation

The program runs from release from Truro Central School at 2:50pm until 5:30 pm, Monday through Friday for the duration of the school year. All parent/guardians must sign-out their child(ren) with an OSTP staff member before they leave the premises. Please refer to the calendar for more details regarding holidays, professional development days, and closures. We will follow the weather closure policy of Truro Central School.

Late Pick Up Policy

All participants must be picked up by 5:30 pm. If a parent/guardian is running late due to extenuating circumstances, or has transportation issues, please call the on-site administration at 508-776-5019 as soon as possible to make staff aware. Consistent late pickups may require further action.

# Parent/Guardian Involvement

Twice per school year, parents/guardians will receive written invitations to have a conference regarding their child’s participation in the program. Other conferences may be requested by staff to discuss child’s needs or behavioral issues. Parents/guardians are encouraged to contact the program with questions or concerns regarding their child at any time.

OSTP Open Houses will also be held twice per school year to introduce new children to the program. You may contact Truro Rec to set up an individual tour as needed.

Parents/guardians are always welcome to share ideas, suggestions, and comments with the program staff. We will welcome this communication formally through evaluations. Parents/guardians are welcome to contact the program at their convenience to communicate any issues regarding activities and structure.

If a parents/guardian wants to visit and observe the program, please contact the Recreation Department to set up an appointment. These visits are permitted and encouraged. For the safety of all children, however, parents/guardians are only permitted to speak with and play with their own children and will not be allowed to be alone with any children besides their own. In cases of physical protection, restraining orders, physical custody, and legal custody, the program staff will not allow the parent to visit until appropriate clearances are made. We ask that visitors do not disrupt the program activities, behave in an inappropriate manner, and do not distract the staff.

# Child Records

The program will maintain electronic copies of the child’s record. These records will be updated as necessary based on information from the parents/guardians. Parents may amend a child’s record at any time. Copies of the child’s record are available free of cost for the first five copies per school year or for a modest fee for each copy after five.

# Progress Reports

Once per school year a child enrolled in the program will receive a written progress report. This evaluation is based on staff observations and the child’s input about their goals and areas where they would like to improve. A staff member will go over the progress report with the child and the parent/guardian will be given a copy and a copy will be kept in the child’s folder. The reports serve as tools to guide the staff and the child for future development goals.

# Behavior Management Policy

Development of social skills is an integral part of a child’s education. As such, students are provided with clear expectations concerning their social interactions and behavior while at the program. These expectations apply to all students before, during, and after regular OSTP hours.

Parent/guardian support and involvement in this process is essential for students to develop the skills, insight, and understanding necessary for them to become successful students and members of a democratic society. Throughout your student’s day they will be faced with choices. These choices generally fall into two categories—expected behavior falling within established rules and unexpected behavior that does not fall within established rules.

Students are encouraged to make positive choices and are reinforced for making these choices. Occasionally, students consciously make a choice (for many reasons) which is not positive and will result in a specific natural consequence. As adults, it is our collective responsibility to clarify for students why the choice was not a positive one, and to follow through on the natural consequence of their actions.

It is our goal to provide a range of consequences for choices that students make. These range from a verbal warning to expulsion. Most issues are resolved directly and immediately between the student and staff.

Loss of privilege is the first consequence. A staff member will usually handle the infractions directly with the child alone. Parents/Guardians may or may not be contacted. However, if a second similar instance of unexpected behavior occurs, the staff member will contact a parent. For the purposes of the discipline policy, actions that can be dealt with in a one-on-one setting with a staff and student will be referred to as “Minor Incidents.” Minor incidents include but are not limited to the examples below.

|  |  |
| --- | --- |
| **Minor Infraction Behavior** | **Definition** |
| **Defiance/Disrespect/Noncompliance/ Refusal to follow directions or instructions**  **(Disrespect)** | **Definition:** Student engages in brief or low-intensity failure to respond to adult requests.  **Examples:** Non-responsive, off task in classroom, eye rolling, “whatever”, refusing to follow directions, ignoring, “I don’t want to”, “You’re not the boss of me”, gum chewing, talking in class, eating in class, talking back. |
| **Disruption/Disruptive Horseplay** | **Definition:** Student is disturbing other students or teacher during class time. Student engages in low intensity, but inappropriate disruption. **Examples:** Side conversations, note passing, tapping fingers or pencil, outburst, blurts out answers without raising hand, gets out of seat without permission, slamming books on desk, playing with things, whistling, humming, clowning around. |
| **Inappropriate Language** | **Definition:** Low level instance of inappropriate language. Accidental slip of inappropriate language, poor choice of words used in common areas/classroom, non-directed verbal assault, hand gestures. Implied meaning without literal verbiage.  **Example:** Shut-up Stupid head, Your mama jokes, “Up yours” etc |
| **Tease/Taunt** | **Definition:** Student uses choice vocabulary to make fun of another student.  **Example:** “You live in a cardboard box”, “Your family drinks water from the toilet”, “I got a shilling and you didn’t” |
| **Physical Contact** | **Definition:** Student engages in non-serious/non-injury physical contact.  **Example:** Any contact (chasing, rough housing, pushing in line, jumping, poking, kicking under the table.) |
| **Property Misuse** | **Definition:** Student is not using tools and supplies for their intended purpose  **Example:** Changing computer/iPad settings, pounding on keyboard or breaking pencils, taking or switching keys off the keyboard |
| **Other** | Student engages in any other minor problem behaviors that do not fall within the above categories. Please explain on minor tracking form. |

Communication at this point often helps alleviate the problem. If it does not, then a conference may be required to collaborate with guardians and TCS staff on creating a more formal plan.

Violence, threats, fighting, intentional harmful physical contact, teasing, harassment, name calling, and bullying will not be tolerated. All students are expected to follow directions the first time they are given; keep hands, feet, and objects to themselves; always walk; and keep toys at home. Weapons are not allowed, which includes knives of any type. These actions will be referred to as “Major Incidents.” Major incidents include but are not limited to the examples below.

|  |  |
| --- | --- |
| **Major Infraction Behavior** | **Definition** |
| **Unacceptable Language/Profanity** | **Definition:** Student says things that include swearing, name calling, or use of words in an inappropriate way  **Examples:** Curse words, racial slurs, and sexual comments |
| **Fighting/Physical Aggression** | **Definition:** Student engages in actions involving serious physical contact where injury may occur. A loss of temper resulting in property damage and/or intimidation of another student.  **Examples:** Hitting, punching, hitting with an object, hair pulling, scratching, and kicking. Throwing objects, threatening, pounding on furniture, etc. |
| **Damage to school property**  **Damage to property not belonging to them** | **Definition:** Student destroys or defaces school property or property belonging to another student or staff members.  **Examples:** Student kicks in the restroom stall door, carves into a desk/table, breaks something purposefully. |
| **Disrespect** | **Definition:** Student engages in brief or low-intensity failure to respond to adult requests.  **Examples:** Cursing at a teacher. |
| **Other** | Stealing/theft, threats |

Furthermore, no video games are permitted and will be confiscated and returned to the parents/guardians at the end of the day.

All behavior management techniques utilized at OSTP are directed to maximize the growth and development of children and to protect the children in the program. We will use behavior management techniques in a consistent, reasonable, and appropriate way based on the understanding of individual needs and development of the child.

Where appropriate, the children will participate in the establishment of rules, policies, and procedures.

At no time will the following forms of punishment be used by OSTP:

* Spanking or other corporal punishment of children
* Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, isolation, or abusive treatment
* Depriving children of meals or snacks
* Force feeding children
* Disciplining a child 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 using any unusual or excessive practices for toileting.

# Termination and Suspension Policy

Consequences for unexpected and negative decisions made by students can include suspension and/or termination. Suspension and termination will result when a child repeatedly chooses to make non-compliant choices, when there is concern that a child will harm themself, or when there is a concern that a child will harm others. “Harm” includes all forms of emotional, mental, or physical harm.

After three minor incidents, the fourth minor will result in a cumulative major infraction and the student will be required to complete a one-day suspension from the OSTP program. Upon return, the incident form will start anew. If the student reaches four more incidents, they will be required to complete a one or two-day suspension, based on the discretion of the Program Supervisor and Deputy Director for Recreation and Beach. Further discipline will be at the discretion of the Program Supervisor and Deputy Director for Recreation and Beach.

Isolated minor incidents will be recorded and the OSTP staff will work with the student to correct the behavior. The consequences for the minor infractions will be dealt with in an appropriate manner, as determined by OSTP staff.

If a major incident occurs, parents/guardian will be contacted immediately to pick up the student. Following pick up the student will be suspended for the next OSTP session.

In most cases of unexpected negative choices, OSTP staff will make every effort to resolve the unexpected behavior. The following techniques will be used:

* 1. Speaking with the child regarding the consequences of their actions
  2. Notifying parents/guardians of the incidents verbally
  3. Meeting with parents/guardians to discuss options other than suspension or termination and to offer referrals to parents for evaluation, diagnostic or therapeutic services. At this time a plan should be developed for behavioral intervention in the program and, if necessary and possible, at home.
  4. Staff will pursue options for supportive services to the program, including consultation and educator training, where applicable
  5. Written notification to the parent/guardian regarding potential suspension/expulsion
  6. Suspension
  7. Expulsion

Unless the case results in large or complicated consequences (as determined by OSTP staff), parents/guardians will receive a written warning from the OSTP staff indicating the incident that occurred and the next steps. This written warning will serve as notification to the parent/guardian that future offenses may result in suspension/termination.

The program reserves the right to terminate or suspend any child that endangers the welfare of themselves or others. The program will strive to provide the family with information and referrals for other services if the child is suspended or expelled and if the parent requests such information.

When any child is terminated or suspended from the program, initiated by the program or the parent/guardian, the program will prepare the child for termination from the program in a manner consistent with the child’s ability to understand.

# Nutrition

OSTP strives to help children learn about and participate in making healthy choices, so we request that parents provide nutritious snacks for children during program hours. If students do not have a snack one will be provided. Nutritious snacks include whole grains, fruits and vegetables, etc.

Children who participate in the program are required to bring a snack.

Please remember not to pack anything for your child that may contain peanuts, as we are an *allergy aware* program.

Vegetables: [Asparagus](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=12), [Avocados](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=5), [Beets](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=49), [Bell peppers](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=50), [Broccoli](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=9), [Brussels](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=10)

[sprouts](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=10), [Cabbage](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=19), [Carrots](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=21), [Cauliflower](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=13), [Celery](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=14), [Collard greens](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=138), [Cucumbers](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=42), [Eggplant](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=22), [Fennel](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=23), [Garlic](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=60), [Green beans](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=134), [Green peas](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=55), [Kale](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=38), Onions, Potatoes, [Romaine lettuce](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=61), [Spinach](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=43), Squash Sweet, [Tomatoes](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=44), [Yams](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=113)

Seafood: [Cod](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=133), [Halibut](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=95), [Salmon](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=104), [Scallops](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=105), [Shrimp](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=107), [Tuna](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=112)

Fruits: [Apples](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=15), [Apricots](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=3), [Bananas](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=7), [Blueberries](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=8), [Cantaloupe](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=17), [Cranberries](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=145), [Grapefruit](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=25), [Grapes](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=40), [Kiwifruit](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=41), [Lemon/Limes](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=27), [Oranges](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=37), [Pears](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=28), [Pineapple](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=34),

[Plums](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=35), [Raisins](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=33), [Raspberries](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=39), [Strawberries](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=32), [Watermelon](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=31)

Eggs & Low-Fat Dairy: [Cheese, low-fat](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=121), [Eggs](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=92), Milk, [Yogurt](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=124)

Beans & Legumes: [Black beans](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=2), [dried peas](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=56), [Garbanzo beans (chickpeas)](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=58),

[Lima beans](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=59), [Soybeans](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=79), [Tofu](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=111)

Poultry & Lean Meats: Beef, Chicken, Turkey

Nuts & Seeds: [Almonds](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=20), [Cashews](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=98), [Pumpkin seeds](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=82), [Sesame seeds](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=84),

[Sunflower seeds](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=57)

Grains: [Barley](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=127), [Brown rice](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=128), [Corn](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=90), [Oats](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=54), [Whole wheat](http://www.whfoods.com/genpage.php?tname=foodspice&dbid=66)

# Child Abuse and Neglect

OSTP is committed to protecting children from abuse and neglect while children are in the program’s care and custody. The wellbeing and safety of the children in our care is of the utmost importance. Families who have entrusted the care of their children to us can be assured of our commitment to protecting their children. There is no tolerance for physical, emotional, or sexual mistreatment of any child.

All OSTP staff members are mandated reporters, which means they are required by law to report any suspicions about child abuse or neglect to the Department of Children and Families. The process for reporting is as follows:

1. The OSTP staff member notifies the Program Supervisor of concerns and all pertinent information. DCF must be contacted within 24 hours of determining suspicion.
2. The supervisor files a written report (form 51A) with the Department of Children and Families (DCF) within 48 hours. The 51A forms are kept on file at Truro Recreation.
3. OSTP will cooperate with DCF during the investigation, assessment, and on-going case management, providing accurate and current information to the best of our ability, upon receipt of a written release by the family to the Department of Children and Families.

# Emergency Health Care and Medicine Administration

Please see our Participant Healthcare Handbook for specific information on our healthcare policy and medicine administration. All parents receive a copy of the handbook upon initial enrollment in the program.

As required by the Department of Public Healthserious illness, contagious diseases and reportable diseases will be reported to all parents/guardians. Children may be excluded from the program if they are diagnosed by a health agent with any serious illness or contagious disease. The child will be permitted to re-enroll once a health agent has cleared the child to be in a group setting. Information for parents/guardians regarding when children who have been excluded from the program may return will also be provided.

# Transportation

OSTP is responsible for children when they have arrived at the program. In the event of a field trip during OSTP the bus, the bus driver and/or bus monitor are responsible for the children.

Any field trips during OSTP will require written permission for children to attend and be transported.

In the event of an emergency, children will be transported by ambulance or with another public safety official (i.e., police officer, etc.).

# Emergency Plan

In the event of a fire, natural disaster, or situation requiring evacuation, the students will be taken to the Truro Police Department. Parents/guardians and/or emergency contacts will be called to pick up their child(ren).

# Parent Communication

OSTP will communicate primarily through email and written notices that are distributed through the children’s backpacks. Additional sources of information include phone calls and the Truro Recreation Website. If your child misses the scheduled day of the program, be sure to check in to find out if you are missing any information.

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# Confidentiality

Please note that any information you provide to OSTP regarding your

child’s health, behavior, etc. and your family’s current situations (including custodial arrangements, etc.) are kept completely confidential. Only OSTP staff have access to this information and this information will never be shared with anyone except medical or public safety professionals (emergency responders, doctors, etc.). Information may only be shared with other agencies or individuals with written authorization from the child’s parent or legal guardian, except in cases where Massachusetts General Law mandates that this information be shared (i.e., during child abuse or neglect investigations).

Thank you for being a part of the Out-of-School-Time Program. Your involvement with the program will help it to grow and meet the needs of the families in Truro. We appreciate your support and look forward to seeing you soon!

Nondiscrimination Statement

All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or housing status, have equal access to OSTP and any activities within the Program. All individuals will be referred to by the name and pronouns with which they identify and have asked others to acknowledge them. All individuals will be referred to by the name and pronouns with which they identify and have asked others to acknowledge them by. The Program does not segregate English learners (ELs) from their English-speaking peers and ensures that ELs participate fully with their English-speaking peers. Both physical and language access to Program activities is carefully considered for all students and adults.