

Fiddlehead Before and After School Program

We would like to welcome all our new before and aftercare students and extend a big welcome back to each of our returning students! The Fiddlehead Center for the Arts-Scarborough Enrichment Program will give your student the opportunity to engage deeply in their artistic and scientific interests.

There are so many reasons to enjoy the Fiddlehead Enrichment Program. We have a carefully selected team of professional and experienced instructors that are committed to providing a safe and enjoyable enrichment program for your student. Students are able to attend a supervised, safe environment where they can eat a healthy snack, get some homework done, and participate with the one-hour enrichment class. We provide these enrichment classes so that your student benefits from additional educational programming.

Fiddlehead Enrichment Programs

After School Enrichment Classes

Fiddlehead offers after school enrichment classes for students Monday to Friday from 4 to 5 pm. Students in Kindergarten through 5th Grade will have a mix of science and art programming each week with our experienced instructors.

Enrichment classes change every 10 to 12 weeks so students experience a variety of art, science or technology projects throughout the year. The Before School Care and After School Program allows students to be creative in an educational, safe, structured and fun environment! Classes may be divided by age group only as needed.

Although we have plenty of opportunity for student choice, Fiddlehead is not suited for students looking for an unstructured after school program.

Before Care: Students enjoy a fun, easy-going start to their day with free art, quiet indoor activities, and outdoor play before getting on the bus.

Before School Care is available starting at 7:00am until buses pick up for Eight Corners and Wentworth schools.

Late-Start Breakfasts: Fiddlehead is available for the 10 Wednesday late starts during the school year. Care will be available from 7 to approximately 10:30am when buses pick up for Eight Corners and Wentworth schools. Breakfast is provided on late start days. We will announce the menu during the monthly newsletter. There is no additional cost for breakfast.

2018-2019 Late Start Days

- September 12
- October 17
- November 7
- December 12
- January 16
- February 13
- March 13
- April 24
- May 15
- June 5

IMPORTANT NOTE: Please carefully read the following information. These policies are in effect to foster and promote the educational enrichment of your student at Fiddlehead Center for the Arts-Scarborough.

Fiddlehead Enrichment Program Information, Policies and Procedures

Current Schedule of Fees and Discounts

Our current schedule of fees are invoiced for a full enrichment session usually lasting 10-12 weeks. The final pricing will depend on the number of enrichment classes that students are enrolled in. Classes start at \$25 per afternoon.

Multiple Enrichment Discounts: Students who participate in multiple days of enrichment classes are eligible for discounts

- Students enrolled in 2 morning or afternoons per week: 5% discount off total costs
- Students enrolled in 3 mornings or afternoons per week: 10% discount off total costs
- Students enrolled in 4 mornings or afternoons per week: 15% discount off total costs
- Students enrolled in 5 morning or afternoon per week: 20% discount off total costs

Before and After Care Discount: Students enrolled in before AND after school programming receive a 20% discount off the total costs.

Sibling Discount: A family who send multiple students to the same class will receive a 5% discount off the total cost.

Enrichment Family Discounts: Optional programming is available on No School Days, most vacations and Snow Days for families in the Before and After Care program at a 50% discount.

Payments and Credits: Payments are due at the beginning of each month for ALL students when starting enrichment programs.

Payment can be made with checks made out to "Fiddlehead Scarborough" or using any of the major credit or debit cards. Any student with an outstanding balance cannot register for any music classes, enrichment programs, morning care or other programming.

Monthly payments are due **on the first of the month**. Payments can be made in person at the office or enroll with convenient automatic payments with a credit, debit or checking account. Invoicing is organized by session, lasting multiple months. Families are welcome to pay the entire session costs or divide the balance into convenient monthly payments.

Automatic Monthly Payments: For automatic monthly billing we will divide the total session costs by the number of monthly payments during the session. Automatic payments will be processed on the first of the month. If the first of the month is a weekend or holiday the automatic payment will be initiated the next business day.

Enrichment Class Refund Policy

- If applicant withdraws less than 30 days from the first class, or during the school year, the early withdrawal penalty will be the equivalent of a two weeks payment plus the deposit. Additional monies paid will be refunded based on the number of weeks remaining in the program.
- If applicant withdraws more than 30 days prior to the first class, or next enrichment session, all monies paid (except the non-refundable deposit) will be refunded.

2018-2019 FCAS No School Program Calendar

FCAS will be CLOSED on the following holidays

- Labor Day: Monday, September 3
- Monday, October 8 – Columbus Day Fiddlehead Staff Day
- Thanksgiving: Thursday, November 22 & Friday, November 23
- Winter Break: December 24-January 1
- Memorial Day: Monday, May 27

Care is available for the following no-school days and vacation camps:

- Monday to Friday, August 27-31- Start of School Week
- Friday, October 5 – No School Day
- Monday, November 12 – Veterans Day
- Wednesday, November 21 – Thanksgiving break care
- Monday, January 21 – MLK Jr Day
- February Break: Mon-Fri, February 18-22
- April Break: Friday, April 12
- April Break: Monday-Friday, April 15-19
- Friday, May 24 – No School Day

Required Paperwork: Fiddlehead requires contact information, medical and parental approval forms for each student attending music lessons. These can be filled out by visiting <http://bit.ly/2018FHforms>

Attendance Information: If a student is not available for their enrichment class for any reason it is not the responsibility of the teacher to make up the missed lesson, or the responsibility of Fiddlehead to reimburse the student for the missed classes. In addition to this, families are asked to contact Fiddlehead in advance if a student will be absent.

Makeup and Cancellation Policy: Makeup classes are offered ONLY if the enrichment instructor is absent for the class, or if the Fiddlehead Center is forced to closed. These makeup classes are held at the end of the regular enrichment session.

Illness Policy

Children with the following conditions may NOT attend any programs at Fiddlehead Scarborough until 24 hours after symptoms have subsided: fever, thick nasal discharge, vomiting, diarrhea, heavy coughing, chicken pox, head lice, conjunctivitis, and any other contagious conditions diseases.

If a child becomes sick while at Fiddlehead Scarborough, the parent will be notified and the child sent home accordingly. Fiddlehead Scarborough’s illness policy must be followed by all children and staff.

<i>Single Day Pricing</i>	Before and After School Pricing	Outside Enrollment Pricing
Morning Extended Care 7am to 8:30 am	\$5	\$5
Half Day Program 8:30am-12:30pm 12:30pm-4:30pm	\$15	\$30
Full Day Program 8:30am-4:30pm	\$30	\$60
Afternoon Extended Care 4:30pm to 6pm	\$5	\$5

<i>Multiple Day Pricing</i>	Full Day Camp	With One Extended Care	With Full Extended Care
Full Week	\$290	\$315	\$340
4 Days	\$240	\$265	\$290
3 Days	\$190	\$215	\$240
2 Days	\$130	\$155	\$180

Morning or Afternoon Half-Day Available

Drop Off and Pick Up: Fiddlehead is open starting at 7am and closes at 6pm. When dropping students off in the morning, please sign your student in each morning. During pickup, there will be a clip board for signing out students in the afternoon. It is the responsibility of the parent or guardian to arrive on time for to pick their students up in the evening. Fiddlehead may charge up to \$1 per minute per child for pickups after 6pm.

Weather Cancellations



In the event of inclement weather, Fiddlehead will contact all families to let them know of cancelled enrichment classes or if the center is forced to close. You can also find closing information posted on the Fiddlehead Facebook page or on the three major local channels 6, 8 and 13. Fiddlehead is often available for snow day care and care on vacations, no school days or other closings for Scarborough Schools.

Medications and Medical Conditions

Fiddlehead staff will not dispense medication to children. If a child requires medication, the parent must come in to administer the appropriate dose. Staff will, however, administer epi-pens or other emergency medications.

Staff members will review student files each semester to familiarize themselves with the medical conditions of individual children. An emergency plan will be posted for each child who requires one. Families must provide Epi-pens and inhalers to keep on site at all times for those children requiring them.

Outdoor Policy

Children in the Before and After Care Program will play outside as much as possible depending on the outside conditions. Fiddlehead's outdoor space includes a wooded area. Please be sure that children have appropriate outdoor clothing and footwear each day. In the winter, children will need boots, snow pants, gloves, and hats.

Snack Policy

Each child needs to bring at least one personal snack each day to be eaten upon arrival from school. Families may opt to leave a personal snack supply at Fiddlehead to be replenished as needed or pack a daily snack to be carried by their child. Please be sure that your child has enough food to cover their afternoon snack with us. Fiddlehead has an "emergency" supply of snacks but students are expected to have their own snack each day. There is no sharing of food between students.

Behavioral Guidance Philosophies

One of the many roles of our staff is to work together with parents to help children develop appropriate behaviors. Parents are invited to discuss their concerns about their children's behaviors with Fiddlehead Scarborough staff and to plan together with staff means of responding consistently to behavior problems. In this way, children will always receive the same message about acceptable behaviors from the important adults in their lives (parents and caregivers). The goal of our policies regarding discipline is to mold or change inappropriate behavior using positive techniques. Some of these techniques include:

- Developing rules with children that are stated at the children's developmental level
- Clarifying the consequences of disobeying rules before disobedience occurs.
- Having age appropriate expectations for children.

- Staff supervision and guidance allows us to recognize when a child may need redirection before a behavior problem progresses.
- If redirection is ineffective, the child may be removed from the classroom along with a staff member to discuss the situation on an age appropriate level and to work together to implement a positive outcome.

Student Code of Conduct In order to maintain a safe, fun and productive camp environment, we require parents and students to read and understand the importance of abiding by the following code of conduct:

- I will follow the class or camp schedule.
- I will respect the counselors, teachers, director, and other students.
- I will not use foul language.
- Before leaving the room, I will ask a staff member for permission.
- I will treat others with respect.
- Fighting, hitting or bullying will not be tolerated.
- I will follow all safety rules set forth by the camp staff.

Fiddlehead Center for the Arts – Scarborough – Rules & Policies

1. Students must follow Fiddlehead Center for the Arts- Scarborough Student Code of Conduct. Please inform your child of these policies prior to the start of camp.
2. All students must have completed registration forms and medical information forms on file by the first day of attending events with us. No camper will be allowed to start participating in class until all forms have been filled out and filed.
3. Students, for their own safety, should wear comfortable clothing and shoes suitable for outdoor activities. If proper footwear is not worn, the parent will be notified and asked to bring proper footwear for their child or the child will be sent home.
4. Medication: Fiddlehead staff is not permitted to accept or dispense medication of any kind, except in the event of an emergency. It will be the responsibility of the parent/guardian to administer medication to their child.
5. Snack and Lunch: It is the responsibility of the student's family to provide after school snacks and lunch on no school days for their student. Mark the lunch box/bag with the child's name. Refrigerators and microwaves are available on site. For the safety of students with allergies, we ask parents to avoid snacks that contain nuts whenever possible.
6. Water: Water is available on site, but we suggest you send a bottle of water with your child, labeled clearly with the child's name.
7. Programs are limited to registered participants only; visitors or guests will not be permitted.
8. Drop Off/Pick Up: Parents should be punctual in dropping off and picking up students. All students must be signed in in the morning and signed out before leaving.
9. Before and After Care: Supervision begins at 7:00 a.m and ends at 6:00pm. Students are not allowed to be dropped off any earlier and must be picked up on time; if they are not picked up before 6:00 p.m. fees and penalties may be assessed. (See before and after care information) The Director will handle late pick-ups on a case by case basis. Monetary fees may apply.

Class Expectations

Fiddlehead provides the after-school enrichment classes so that student benefits from additional educational programming. Fiddlehead is not suited for students looking for an unstructured after school program. Fiddlehead Staff expects our students to be able to participate with the schedule set by our instructors. Our staff is unable to do one-on-one interventions for students on a regular basis or for an extended period of time.

For students who repeatedly cannot complete the class, or creates a disruptive environment, we will ask that family to find more appropriate accommodations for their student.

Fiddlehead Disciplinary Policy

Fiddlehead classes and camps are meant to be a fun, educational, and a recreational activity. For the benefit of all campers, it is important that children behave appropriately. If it becomes necessary to take disciplinary action against a student, the steps will be followed as outlined below:

- First Occurrence – The student will receive a verbal warning and an explanation as to why the behavior is inappropriate (whenever possible, this will be done in a secluded setting, away from other students). The student’s parents will be notified of their behavior via phone call or when they arrive to pick up their child.
- Second Occurrence- Staff will determine the appropriate consequence for the student’s behavior (examples may include a “cool down” or exclusion from participating in an activity). A one day suspension may be given, if not more (with no refund) and specified to the parent/guardian that the next occurrence may result in the child’s continued expulsion without refund. In addition, a meeting may be setup with the parent/guardian and camper to create a partnership to resolve any issues.
- Third Occurrence – The third incident may result in immediate expulsion from camp without refund.

The Fiddlehead Director will make final determination for expulsion and reserves the right to ban any child from summer camps following a first incident in cases of serious inappropriate behavior.

Toys and Tech

Children in the Before and After Care Program are not allowed to use personal cell phones, ipods, or gaming devices. Any toys, phones or watches that have cameras are not allowed as not all families have given photo approval for their students.

Legos, toys and stuffed animal “stuffies” should all be left at home. If these items are brought to Fiddlehead, they must remain in the child’s backpack.

If parents need to communicate with their child, they should call the Fiddlehead office or cell phone.

After School Transportation

Bus transportation is provided to Fiddlehead Scarborough by the bus department from the following schools:

- Wentworth School
 - Eight Corners School
- Bus Number: 10
Driver: Rocco