

Williams After School Club

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williamsafterschool.org



KINDERGARTEN COORDINATOR

Deneika Morton

KINDERGARTEN TIME AT WASC

a day in the life...

WILLIAMS AFTER SCHOOL ACTIVITIES

see what activities
we have to offer

EXCLUSIVE

2012-2013

ENROLLMENT

REGISTER NOW

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Williams After School Club

Established 2002

NEWSLETTER

Monthly publication of WASC
Serving the families of the Williams
Elementary School District Community

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DIRECTOR

Terese Walkeapaa

Program Director, Williams After School Club, Inc., *Massachusetts Bay Community College (ASCJ)*

My name is Terese Walkeapaa and I am the Program Director at the Williams After School Club. I have over 21 years experience as a school-age professional in the local Auburndale, Massachusetts community, including ten years at the Williams After School Club as the founding Program Director.

I graduated from Newton North High School in 1988 and I went on to receive an Associate of Science Degree in Criminal Justice from Massachusetts Bay Community College in 1991.

My leadership development skills began in 1988 with the Boy Scouts of America, Norumbega Council Explorer Presidents Association when I was elected President for two years, followed up with the role of Advisor to that association, as well as a Trainer for the Boy Scouts of America, Knox Trail Council.

During my ten year active tenure with these organizations I became a state licensed EMT, as well as an American Heart Association CPR Instructor.

Upon entering the afterschool child care profession in 1990 with another

Auburndale accredited afterschool child care program, I was promoted from Group Leader to Assistant Program Director. In 1999 I was chosen to represent the National AfterSchool Association as a National Endorser.



In addition to being Basic First Aid and CPR certified, I remain an Endorser for the Council On Accreditation, which is a nationally recognized accreditation system for the afterschool programs of America, Canada, and Japan.

Under my direction, my professional staff and I have developed the Williams After School Club from initially serving ten families to presently caring for over 90 families annually per school year.

We offer the children of the Williams Elementary School Community a nurturing, educational and safe environment where they can explore, learn, make mistakes, and grow. The approach we take towards providing this service is simple — quality educators enriching the lives of our youth with their individual needs considered. We achieve this through continuous parental contact, low educator-to-child ratios, and a structured curriculum covering all areas of learning.

At the Williams After School Club, we believe each child is unique and brings their own energy to complete our community. We encourage children to be their own individuals and allow them to grow, while keeping them in a safe and structured setting.

As Program Director of the Williams After School Club, we will continue to strive to be the best afterschool child care program in Newton by providing excellent programming with the highest quality dedicated professional staff.

We look forward to your family joining our family. 🍎

WHO WE ARE

The Williams After School Club, Inc. (WASC) is a parent operated 501(c)(3) not-for-profit afterschool child care provider (EIN 03-0440927). WASC has been providing a superior school-age child care program in Auburndale, Massachusetts since 2002. Our program is licensed and insured, and operates under the policies and guidelines of the Massachusetts Department of Early Education and Care — our state licensing authority.

WHAT WE DO

The Williams After School Club specializes in offering a safe, secure, and academically rich afterschool recreational program by promoting academic and social development through fun, stimulating, and enriching activities for the children between 5-12 years of age in our care. We follow a daily planned schedule of developmentally appropriate activities.

ABOUT US

Founded in 2002 by a group of local parents searching for afterschool child care options in the Auburndale area, the Williams After School Club continues to be governed by parents. All parents of children in the program are members of the WASC Corporation. Programming, administration, management and care of

the children during the program hours are the responsibility of the paid professional educators. The program is separate from the Newton Public School System, however we share a congenial, working relationship with the school system and we rent our space in the Williams Elementary School.

Parents are expected to attend an annual meeting, at which time procedures and policies are reviewed. The Board of Directors represents all members in administering and supervising the program. Our Program Director oversees the daily operations of the program with a professional staff of full-time and part-time Group Leaders.

The Williams After School Club does not discriminate on the basis of race, color, national or ethnic origin, handicap, sex, religion, cultural heritage, political beliefs, marital status, disability, and/or sexual orientation. Toilet training status is not an eligibility requirement for enrollment.

Our fundamental goal is to provide a safe, high quality and affordable afterschool program. We recognize the need for an environment in which there are opportunities for socializing, unwinding and releasing energy. To achieve this setting, our program provides numerous structured activities for the children, including sports, arts,

crafts, free play, drama, science, etc. Each child has the opportunity to choose an activity which is of interest. These activities vary in range to appeal to many personalities and interests, and are balanced between quiet and active, and are intended to enhance the children's skills and experiences.

Attention is paid to contributing to each child's emotional and social development. Self-confidence and self-respect are encouraged, as well as responsibility, decision-making and respect for others, and for one's own commitments. Each child contributes to the development of rules which, by limiting certain kinds of behavior, create an environment in which all of the children's privacy and right to make choices are protected.

PROGRAM DESIGN

The educators of the Williams After School Club plan and implement the program activities as well as any special events. The activities vary daily, but they generally consist of free time, dance, drama, gym, art and supervised local field trips. A dedicated quiet homework time is available each day.

The Williams After School Club opens when the school day ends and closes at 6:00 PM every Monday through Friday, and follows the public school calendar. 🍎

K PROGRAM

KINDERGARTEN PROGRAM

During the Williams After School Club Kindergarten time (12:30 PM to 3:00 PM on Monday, Wednesday, Thursday & Friday), the Kindergarteners are the only children in attendance at WASC. This is a perfect opportunity for the further enrichment of your Kindergartener. Group time, special thematic units, and a low educator-to-child ratio each contribute to this special program.

EDUCATOR-TO-CHILD RATIO

During Kindergarten time at the Williams After School Club, we have a low educator-to-child ratio (1:4). This is because we have three full-time staff dedicated to this specialized program.

LOCATION OF WASC

The Williams After School Club is located in room 115 on the first floor of the Williams Elementary School. Our Kindergarten Coordinator Deneika Morton arrives at your child's classroom and speaks to the academic teacher to see how your child's day went, and then escorts all of the Kindergarteners to WASC. This process allows a stress-free, smooth transition into the after school recreational portion of your child's day.

OUR WILLIAMS ELEMENTARY SCHOOL RELATIONSHIP

The Williams After School Club is not affiliated with the City of Newton but rents space in the Williams Elementary School as an on-site afterschool child care provider. Over the past nine years, all of our educators at WASC have built a friendly and supportive relationship with all of the teachers and staff at the Williams Elementary School. Our educators are in constant contact with teachers and staff, which allows us the opportunity with an in-depth look into your child's day. This allows us to better assist your child in their daily needs because we will know if your child had a belly ache, lost a tooth or had a difficult day at school, or simply had a fabulous day in the life of a Kindergartener.

SOCIAL TIME

During Kindergarten time at the Williams After School Club, your child will not only participate and increase their general knowledge during our activity time, but will also have the opportunity to make new friends, socialize with children of different cultures and, in some instances, grades, and to increase their language, fine motor, gross motor and cognitive skills.

SPECIAL EVENTS

When the Williams After School Club has a special event scheduled for the 3:00 PM to 6:00 PM session, we run a program during the Kindergarten time

which closely resembles the afternoon program, so everyone can participate.

THEMATIC UNITS

Each month the educators plan and implement a thematic unit for our Kindergarten program. Some examples of our thematic units include, but are not limited to, Countries Around the World, Dr. Seuss, Sports, Rain Forest Animals, My Community, and more.

REGISTRATION & INTAKE INFORMATION

The program requests, but does not require parents to visit the program prior to registering a child. An Open House will be held before the start of each school year. However, you may also visit the program at any time during the school year. Registration forms may easily be downloaded from our website, or may also be mailed to you upon request. Submitting a new registration form along with the required non-refundable registration fee does not guarantee enrollment, but is necessary to initiate the process. Registration for the fall begins in the spring.

Priority for admittance into WASC is reserved for siblings of currently enrolled children who will be attending the Williams Elementary School. All other new registrants are accepted on a first-come, first-served basis. 🍎

Q & A

PAYMENT

Does my tuition change any particular month because of Vacations or Holidays?

No, your tuition rate is based on 37 weeks, or less, of afterschool child care.

Does WASC accept credit cards?

No, acceptable payments may be made out to WASC in the form of personal check, money order or cash.

Does WASC accept vouchers?

No.

Does WASC bill me every month?

No, we invoice all families once at the beginning of the year, or start date of service, with a tuition payment plan set up for the duration of your child's enrollment. Standardly, a total of ten payments are due on the 25th of each month; coinciding in May and continuing in August through April.

Does WASC have any financial assistance programs available?

No, we are a parent operated 501(c)(3) not-for-profit child care provider and we operate solely on program tuition.

How is my payment policy affected if my child starts WASC after the school year has started?

Your prorated tuition payment plan is established, and is due on the 25th of the month your child starts attending our program until June of that year.

When will I know the rates for

the 2012-2013 school year?

The rates are published each March.

POLICIES

Can my child eat peanut butter at WASC?

Yes, but we will take extra precautions to ensure there is no food contamination or exposure to those who may have life threatening allergies.

Does WASC serve peanut products?

No, we read all labels as well as confirm with parents to verify the food is safe prior to their child receiving such.

How do I register my child into WASC?

We start the registration process in early March for families currently enrolled in our program. Registration for new families starts later in March, and is on a first-come, first-served basis.

What if my child has special circumstances?

You must communicate such to the Program Director about the "special circumstances" to discuss the matter, and we will work together to create a plan which meets the needs of the child.

Who is responsible for my child while attending a WASC special activity and/or field trip?

Your child is always supervised by a WASC educator who is assigned to the specific special activity and/or field trip.

PROGRAM

Is WASC located in the Williams Elementary School?

Yes, we are located in Room 115 and we also utilize the Art Room, Auditorium, Cafeteria, Library, Gym, Outside Field and Playground.

Who are the Board of Directors?

Parents with children currently enrolled in WASC, as well as two of the founding parents of WASC who act as community liaisons within the Board.

Who licenses WASC?

We are licensed by the Massachusetts Department of Early Education and Care, 1250 Hancock Street, Suite 120-S, Quincy, MA 02169, in accordance with the provisions of Chapter 28A of the General laws, and regulations established by such.

When does WASC operate?

We open on the first day of the school year and close on the last day of the school year, as a ten month program.

Is WASC open on Snow Days?

No. WASC is closed when the Newton Public Schools are closed.

Is WASC open during Winter & Spring Vacation Weeks?

We will open if there is sufficient interest amongst the families of our program. In such case, our hours of operation are 8:30 AM to 5:30 PM Tuesday through Friday, and additional fees apply to participating families to cover expenses for each individual week.

Q & A

Is WASC open during December Recess?

No, we are closed during that break.

Is WASC open on School Holidays?

No, we follow the school calendar.

Is WASC part of the Newton Public School System?

No, but we share a wonderful working relationship with the Newton Public School System.

When can I talk to someone at WASC?

Our educators are on-site daily from 11:30 AM to 6:00 PM weekdays. You can also call us at 617-527-8444.

How does my child arrive at the program?

All Kindergarteners are escorted from their classroom to our program by a WASC educator every day they are scheduled to attend the program.

How do the Kindergarteners process the transition from classroom to afterschool room?

Each child is unique in their needs. Typically, the Kindergarteners have a few rough transitions the first few days of school. After the first full week of school, the WASC educators assess their observations and make any adjustments necessary for your child to experience a smooth daily transition.

Are the Kindergarteners in a separate classroom from the first through fifth graders?

During the 12:30 PM to 3:00 PM

session, the Kindergarteners are the only children in attendance. However, on Early Release days and also the 3:00 PM to 6:00 PM session, the children are assigned separate rooms, but will have occasional contact with other graders.

How is WASC different from other afterschool programs?

We can't speak for other programs, but we offer a superior on-site afterschool child care program located in the Williams Elementary School. We maintain a 1:10 educator-to-child ratio or better. Our dedicated professional educators give their best efforts to create activities to educate and challenge all of the children attending our program.

SERVICES

Can WASC educators babysit outside of normal business operating hours?

No, this practice is prohibited.

Does WASC provide food for my child?

Yes, we serve a healthy snack for every child everyday, and we also have bottled spring water always available.

Does WASC prepare and serve a school lunch on Tuesdays and Early Release Days?

No, we are not licensed to serve such.

Can my Kindergartener attend WASC until 3:00 PM?

Yes, we provide a superior dedicated Kindergarten Program for that purpose.

If my child is an incoming Kindergartener, how does WASC

accommodate the September Kindergarten schedule?

Your child can attend WASC extra hours during the month of September for an additional fee.

Is WASC open during the summer?

No, we are only licensed to operate during the school year.

What if my child has life threatening allergies or medications which may need to be given at WASC?

You must inform the Program Director of any medical needs and supply us with all necessary up-to-date prescriptions with your child's written doctor's orders. A personalized health plan will then be created for your child.

What will my child do at WASC?

We offer a variety of daily core planned activities for each child to take part in, stemming from art, book club, drama, free play, homework session, to athletic fit fun time. Additional special activities are offered for an added cost to cover each activity's specific expenses.

Why should my child attend WASC?

We excel in meeting the needs of every child and every family.

If my child is wait listed, how do you determine who gets the next open slot?

WASC uses a first-come, first-served protocol. You will be notified of your status on the wait list in order received. 🍎

REGISTRATION

WELCOME

Priority for admittance into the Williams After School Club is intended for children of families currently enrolled and their siblings. We welcome the opportunity to process all new child care application requests, regardless of full-time or part-time status, and will accommodate such based on availability.

GETTING STARTED

The Williams After School Club recognizes that the overall process associated with choosing a new afterschool child care program can, at times, become overwhelming. As a result, we strive to make this process a pleasantly easy experience for everyone.

As part of our eco-friendly initiative, all Application, Registration and Enrollment forms are electronically available for download from our Admissions page via our website, www.williamsafterschool.org.

We also make every effort to communicate with interested families the status of their application and registration requests as soon as possible. Following these guidelines will provide you the opportunity to join our family.

THE APPLICATION PROCESS

Beginning in February, our program

starts to compile a Mailing List of prospective Kindergarten applicants.

For consideration of admittance into the Williams After School Club, please go to our website and download the **Application Request for Registration Form**. Complete and return the application form via First-Class U.S. Postal Service mail for application review and, if accepted, to be placed on our Mailing List to receive registration instructions.

THE REGISTRATION PROCESS

Beginning in March, our program corresponds with notification of tuition rates and instructions for completing the registration forms to all families on our Mailing List.

For processing your child's registration into the Williams After School Club, please go to our website and download the **Registration Form**. Complete and return the registration form via First-Class U.S. Postal Service mail, postmarked on or after the second Friday of March with a non-refundable registration fee; \$70 for individual child, or \$100 for multiple children.

If you are registering for full-time Kindergarten child care, please request Monday through Friday and we will calibrate your overall tuition once you notify us of your child's A/B Group

Assignment, since each group assignment affects the ultimate rate differently. If you are registering for Kindergarten time only (12:30 PM to 3:00 PM on Monday, Wednesday, Thursday & Friday), please request the days you anticipate you will need, and we will coordinate your child's schedule in the month of June to coincide with your confirmed A/B Group Assignment.

Registration forms and fees must be mailed back to the program via First-Class U.S. Postal Service mail. No overnight delivery, personal or private courier services, or personally hand delivered registration forms will be accepted. Registration processing is on a first-come, first-served basis.

Notification from the Williams After School Club is sent within 15 business days of receipt of the registration form and registration fee, stating if your child is placed on our Waiting List for any or all of the days requested.

Note: submission of a registration form does not guarantee your child a spot in the Williams After School Club.

THE ENROLLMENT PROCESS

Beginning in May, our program delivers notification of a tuition payment schedule and also instructions for completing the **Enrollment Package Forms** to all registered families. 🍎

COORDINATOR

Deneika Morton

Kindergarten Coordinator, Williams After School Club, Inc., *Fisher College (AAECE) & Lasell College (BAS)*

I would like to take this opportunity to introduce myself to you and share some information about how the Williams After School Club Kindergarten Program works to meet your child's needs.

My name is Deneika Morton and I am the full-time Kindergarten Coordinator at the Williams After School Club. I have been working at the Williams After School Club for six years where I have gained a great amount of educational experience while in the afterschool child care field.

I received an Associate of Arts Degree in Early Childhood Education from Fisher College and a Bachelor of Arts Degree in Sociology from Lasell College. I am presently pursuing my postgraduate education at Walden University in Mental Health Counseling.

At the Williams After School Club, we maintain a low educator-to-child ratio, where your child will work with myself and at least two other educators. Together, we work to promote an environment for the children that easily evolves from the academic classroom to our afterschool program. We make

sure each child has a stress-free and comfortable transition.

Our objectives at the Williams After School Club are to enhance a child's social skills, while reinforcing their academic skills so they experience an enjoyable and enriching environment.



We always make sure the children are in a healthy, engaging, safe and exciting community where they are permitted to blossom into their unique personalities.

The educators collaborate together to create a curriculum which meets the needs of all children, regardless of a child's ability. We establish activities that are engaging, enlightening and fun,

as well as educational for your child. Our curriculum is created by a month-to-month theme which incorporates all areas of learning; including, but not limited to, science, art, cooking, drama, and music.

Every child is a gift with their own unique individual needs. As educators at the Williams After School Club, we make it a priority to ensure that we meet the needs of all the children in our program.

The Williams After School Club provides an environment that welcomes a diversified ensemble of children. We develop a relationship with each and every family in our program, striving to work with parents to help with any concerns they may have regarding their children.

I look forward to working with you and your children in the upcoming school year.

Have a wonderful summer break and I hope to see everyone in the fall. 🍎

K TIME

12:30 PM - 3:00 PM PROGRAM

During the Williams After School Club Kindergarten time (12:30 PM to 3:00 PM on Monday, Wednesday, Thursday & Friday), the Kindergarteners are the only children in attendance at WASC. A typical schedule would be as follows:

12:30 PM - Kindergarten Coordinator Deneika Morton escorts the children from their classroom to WASC. The children arrive at our program and get situated for the day. Each child places their backpacks in their locker and receives their school lunch or packed lunch.

1:00 PM - Free time (home room, outside, gymnasium, or auditorium).

1:30 PM - Meeting time, which includes greetings, share time, story time, and activity. Each month we include a variety of activities in the areas of drama, art, physical activities, history, social sciences, music and health.

2:15 PM - Free time (home room,



outside, gymnasium, or auditorium).

2:45 PM - Snack time.

3:00 PM - Parent pick up from WASC (room 115).

12:30 PM - 6:00 PM PROGRAM

During the Williams After School Club full-time Kindergarten time (12:30 PM to 6:00 PM on Monday through Friday), the Kindergarteners are the only children in attendance at WASC until 3:00 PM. Upon the arrival of the remainder of children, the Kindergarteners and first graders are placed together and the Kindergarteners are mixed with the older children at times. Our experience has found that when they are with the older grades, the older children are comforting, kind and helpful with our Kindergarteners. A typical schedule would be as follows:

12:30 PM - Kindergarten Coordinator Deneika Morton escorts the children from their classroom to WASC. The children arrive at our program and get situated for the day. Each child places their backpacks in their locker and receives their school lunch or packed lunch.

1:00 PM - Free time (home room,

outside, gymnasium, or auditorium).

1:30 PM - Meeting time, which includes greetings, share time, story time, and activity. Each month we include a variety of activities in the areas of drama, art, physical activities, history, social sciences, music and health.

2:15 PM - Free time (home room, outside, gymnasium, or auditorium).

2:45 PM - Snack time.

3:00 PM - Parent pick up from WASC (room 115); and the arrival of the remainder of Kindergarteners and first through fifth graders and Snack time.

3:45 PM - Meeting time, which includes greetings, share time, story time, and activity. If your child is a full-time Kindergartener enrolled in our 12:30 PM to 6:00 PM session, they participate in two completely different Meeting times and activities.

4:10 PM - Activity time, where the children choose an activity, such as soccer K – 1, drama, one-hour mysteries, multicultural art, etc. We only combine age appropriate activities with the older grades.

5:00 PM - Homework session, free time in the gymnasium, cafeteria or auditorium.

5:45 PM - Clean up and retrieve belongings from their lockers to prepare for pick up.

6:00 PM - Parent pick up from WASC (room 115). 🍎

ACTIVITIES

DAILY ACTIVITIES

The Williams After School Club educators plan and implement standard program activities to meet the social and emotional needs of every child. Our daily schedules of activities vary day to day, but include a choice of free time, art, dance, drama, engineering, history, literature, mathematics, music, physical education and science.

At an appropriate and timely point each day, we offer a sensible nutritious snack for your child.

At the end of each day, we have a structured homework session with an educator available to assist your child. Naturally, your child can do homework at any point in the day, but an educator will not be dedicated to help outside of the prearranged daily timeframe.

STANDARD ACTIVITIES

We are always keeping up with the latest trends in children's pastime interests to assure that we are capturing the attention of all the children and also providing a widespread selection of curricular activities as part of our standard programming development.

Before video games, we had classic board games. We reach deep into our enormous toy chest and give a newly

refreshed inventory of classic games another lifeline by introducing them to a whole new generation of youth.

Creativity and imagination are incorporated into some of our larger scaled thematic units of program activities, which are fan favorites of the children and consistently generate a great amount of fanfare. Much excitement can be found in our Art Gallery Exhibit, Book Worms, Carnival, Decade Days, Drama, End of the Year Party, End of the Year Show (Spring Fling), Fabulous Fridays, Fashion Show, Fit Fun Time, Halloween Party, Haunted House, Holiday Craft Fair, Kids Care Club, LEGO Mania, Make A Movie Day, Mardi Gras, Opening Day, Science Fair, Simultaneous Chess Game, Star Wars, Walking Club, and WASC Olympics.

EXTRACURRICULAR ACTIVITIES

In addition to our standard program activities, we also run extracurricular activities during the year. These activities are spread throughout the school year and scheduled on different days of the week to provide all the children at WASC an opportunity to participate. All extracurricular activities are supervised by WASC educators in the presence of the instructors, and are offered at no additional fee. Some of our more popular activities are Michelle's Menagerie (animal adventure) and the

Lasell College Tutoring & Mentoring Program (academic tutoring).

WEEKLY & SPECIAL ACTIVITIES

In addition to our standard program activities, we also run weekly and special activities during the year to add a little extra to the schedule. These activities are spread throughout the school year and scheduled on different days of the week to provide all the children at WASC an opportunity to participate. All weekly and special activities are supervised by WASC educators in the presence of the instructors and are offered at an additional fee to cover expenses. Some of our more popular programs are the Around The World Adventure Show (Jungle Jim), Chess (Instructional Class), Harry Potter Day, Hip Hop (Dance Class), Karate (Martial Arts Class), Simply Circus, WASC Kitchen (Culinary Arts Class), and WASCAR (Pinewood Derby Classic).

FIELD TRIPS

Occasionally we will bring the children to a thematic destination. All field trips are supervised by WASC educators and are offered at an additional fee to cover expenses. Some of our popular destinations are 5-W!TS, Auburndale Square, Build-A-Bear, Children's Museum in Easton, Fenway Park, Fun & Games, Kids Club Fun Land, and Monster Mini Golf. 🍎

COMING SOON

K-Orientation

Hosted by the Williams Elementary School on January 31, 2012, we will be available to field any questions concerning your child's afterschool child care needs

Coming Soon: Applications

The Application for registration process starts in February 2012 for the following 2012-2013 school year

Coming Soon: Open House

Come visit WASC and meet the staff from 11:30 AM to 12:30 PM on February 27 & 28, 2012

Coming Soon: Registrations

The Registration for enrollment process starts in March 2012 for the following 2012-2013 school year

Coming Soon: Enrollments

The Enrollment & Tuition Payment process starts in May 2012 for the following 2012-2013 school year



1-617-527-8444