

**CCBA Afterschool Program
Policies & Procedures
2026-2027**

Paperwork: All CCBA Afterschool forms must be completed online prior to the start of the school year, August 26, for your child to attend the program. An up-to-date copy of your child's current physical form, including immunizations is required. For any questions email Office Manager, Heema Sukhadiya at Heema.sukhadiya@joinccba.org

Daily Attendance: When your child will be absent from the CCBA Afterschool Program or you need to pick your child up early, please text the Afterschool Program cell phone at 603-372-7242 (the CCBA Afterschool Program phone is periodically monitored M-F 2:30-5:30)

If it's an emergency, please call the CCBA welcome desk: 603-448-6477

Transportation: Parents/Guardians are responsible for making bus arrangements with their child's school. The Hanover Street School and Mount Lebanon School buses drop off in front of the Carter Community Building. The Middle School bus drops off at the corner of Elm Street and Bank Street where a staff member will be waiting for the kids.

General Communication: Email is preferred for general questions or concerns, please email kids@joinccba.org. Please take into consideration that the Afterschool Program Staff are busy during program hours, especially at pick up, so longer conversations and sharing of logistics should be reserved for email or scheduled phone calls.

Pick Up: A parent must notify the Afterschool Program Staff if anyone, other than those who are authorized to pick up your child, will be picking up. An ID will be required in this instance. Please send a message to our cell phone at 603-372-7242.

Your Child's Health: The Afterschool Program staff will notify parents/guardians if your child arrives from school and does not feel well. You will be called and asked to pick up your child immediately.

Potty Trained: All children attending the CCBA Afterschool Program need to be fully potty trained. We are unable to perform toileting tasks and parents will be called to pick up their child immediately.

Fire Drills and Emergency Drills: We conduct one (1) fire drill per month. The day and time of the drill vary to help the staff and children prepare to evacuate the building quickly and safely.

Outside Time: The Afterschool Program spends a significant amount of time outside. Please make sure that your child has gear and equipment appropriate for the season. We also require that an extra pair of indoor sneakers are left at the program. Please make sure you list all outside allergies on the "Childcare Registration and Emergency Information Form."

Supplies and Snacks: All items (for example, backpacks, lunchboxes, coats, and boots) should be marked with the child's name. Children should bring a healthy snack each day and a water bottle. Please make sure you list all food allergies on the "Childcare Registration and Emergency Information Form."

Phone and Electronics: The CCBA Afterschool Program does not allow children use of phones or other electronic devices use, unless it is a school provided Chromebook needed for homework.

Active Account: The software we use for registration and communication is called "Active Network." Please remember your Active ID and Password - it is your responsibility to stay up to date with registrations and communications throughout the year. For any help with registration, please contact Heema.sukhadiya@joinccbba.org

Parking: Parking at the Carter Community Building is very limited. If there are no spaces next to the building, park at the CCBA's Witherell Recreation Center and walk over to the CCB to get your child. Please do not park in the lots across the street that are reserved for the dentist's office and the senior center.

Late Policy: Please respect the staff's time. The CCBA Afterschool Program ends promptly at 5:30 pm. Plan accordingly and if you cannot pick up your child on time, please arrange for someone else to do so. If you pick up your child after 5:30 pm, a late fee will be charged to the credit card on file.

- **1st Offense:** a written warning will be issued.
- **2nd Offense:** A \$10 late fee will be charged to the credit card on file for every 5 minutes past 5:30 p.m.

Repeated violations of the late pickup policy may result in termination from the program.

Weather Policy: If the Lebanon School District cancels school or dismisses early due to inclement weather, the CCBA Afterschool Program will also be canceled. If there is a delayed school opening, the CCBA Afterschool Program will remain open. If all Lebanon School District after-school activities are canceled, the CCBA Afterschool Program will also be canceled.

Discipline Policy: The CCBA Afterschool Program is an inclusive and enriching environment that maintains a positive discipline policy, which focuses on prevention, redirection, consistency, boundaries, and limits. The Afterschool Program Staff discuss proper behavior expectations throughout the year and children are frequently reminded to follow the rules and treat their peers and staff with respect. We will work with your child to correct any barriers getting in the way of acceptable behavior and success in the program. However, if a child's behavior compromises the positive experience and/or safety of the group, they may be withdrawn from the CCBA Afterschool Program. If this occurs, any unused tuition will be refunded. Please see page 3 for our behavior expectation and policy.

Payments: A \$50 non-refundable deposit and a completed Enrollment Contract are required to secure your child's placement in the CCBA Afterschool Program.

- Monthly payments are due on the 1st of each month, beginning in August, and will be charged to the credit card on file. Tuition is billed in ten (10) equal monthly installments. Parents/guardians must ensure that the credit card on file remains current and valid. A \$20 late fee will be charged for any payment that cannot be processed. If an account remains unpaid for fifteen (15) days after the due date, the child may not return to the Afterschool Program until the account is brought current.

Contract Agreement:

- The CCBA Afterschool Program is **a school year commitment**. We do not refund for any absences.
- Families who withdraw are responsible for paying the following month's tuition. For assistance with payment arrangements, please contact Heema.sukhadiya@joinccba.org

Reservation of Right to Terminate

CCBA reserves the right to terminate a child's enrollment in any CCBA program at any time if CCBA determines, in its sole discretion, that such termination is in the best interests of the Program and/or the child. In the event of termination under this provision, the child and parent/guardian shall be released from any further obligations under this Enrollment Agreement, including the payment of future tuition and fees.

The CCBA reserves the right to update policies as needed.

CCBA's AFTER-SCHOOL PROGRAM
BEHAVIOR EXPECTATIONS & TERMINATION POLICY
Parent Agreement for Behavior Support & Participation

We are committed to creating a safe, supportive, and inclusive environment for all children. This agreement outlines the expectations of behavior, available support, and limitations of our group-based program.

Please note:

For children who have a behavior plan, 504 or IEP, we would like a copy of the plan so we can understand how to best meet your child's needs in the program. Meeting with the Afterschool Program Team to discuss success strategies for your child is highly encouraged prior to their start at the program.

If your child has a one-on-one support person at school, they need to have a one-on-one aide at the Afterschool Program as well. We are unable to staff one-on-one positions; parents are responsible for providing this support.

Behavior Expectations:

- Respect Everyone – Be kind to staff, students, and property.
- Follow Directions – Listen and do your best.
- Use Kind Words – No swearing, name-calling, or teasing.
- Be Safe – Keep hands and feet to yourself, stay with your group.

Our staff are trained to provide:

- Positive reinforcement and redirection
- Structure and routine
- Visual schedules and verbal cues
- Calm-down spaces and sensory tools
- Flexible participation options (when possible)

Due to licensing requirements for staffing ratios, we are unable to provide:

- One-on-one aides
- Constant one-on-one supervision
- Clinical behavior support

If your child shows ongoing behavior challenges, we will:

- Communicate regularly with you.
- Collaborate on a basic behavior/participation support plan (group-appropriate)
- Monitor progress and adjust strategies as needed

DISCIPLINARY STEPS: Depending on the severity of the incident(s) we will:

- Give a verbal warning
- Provide a written warning
- Have a Parent/Guardian conference
- Possibly suspend the child for a limited time
- Possibly terminate child from the Program

Behavior or Participation Concerns That May Lead to Termination

The following examples may result in suspension or termination from the program. This list is representative and not exhaustive.

- Physical aggression, fighting, or unsafe behavior
- Bullying, harassment, discrimination, or repeated disrespect toward others
- Inappropriate language, gestures, or defiant behavior
- Destruction of property or possession of weapons, drugs, or other unsafe items
- Leaving the program area without permission
- Support needs that exceed what the program can safely provide in a group setting
- Lack of family engagement in required communication or planning

Parent/Guardian Agreement:

By signing below, I acknowledge that:

- I have read and understand the program's Behavior Policy
- I understand that this program is unable to provide 1:1 support
- I agree to communicate openly with staff and participate in any necessary support planning
- I understand that continued enrollment depends on my child's ability to function safely in a group setting

I have read the above Behavior Expectations, Policies & Procedures of the CCBA Afterschool Program and agree to abide by all terms and conditions. I have read this with my child, so they are able to understand what is expected.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

We hope you and your child enjoy the CCBA After School Program

Please feel free to bring feedback or concerns to our attention.

Vicki McAlister - Site Director vicki.mcalister@joinccba.org

Sue Olmsted - Site Director sue.olmsted@joinccba.org

CCBA

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Updated 06/05/2026