



Rivendell Interstate School District After School & Summer Programs

*After the Bell - Visions
2026-2027*

Family Handbook



**Samuel Morey Elementary School
& Westshire Elementary School**

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2026-2027 Rivendell Summer & After School Calendar

March 4	Summer Camp Registration Opens
May 29th	Summer Camp Registration Closes
June 29th	Summer Camp Week 1 Begins
July 6th	Summer Camp Week 2 Begins
July 13th	Summer Camp Week 3 Begins
July 20st	Summer Camp Week 4 Begins
July 24th	Summer Camp Ends
August 26th	First Day of School
August 31st	Proposed First Day of Afterschool
September 4th	No School - September Holiday
September 7th	No School - Labor Day
October 9th	No School - Teacher Inservice
October 12th	No School - Indigenous Peoples' Day
November 6th	Half Day of School/Fall Conferences - No ATB
November 11th	No School - Veterans Day Observed
November 25th - 27th	No School - Thanksgiving Break
December 21st - January 1st	No School - Holiday Break
January 15th	No School - Teacher Inservice
January 18th	No School - MLK Day
February 22nd - February 26th	No School - Winter Break
March 12th	Half Day of School/Spring Conferences - no ATB
April 19th - 23rd	No School - Spring Break
May 31st	No School - Memorial Day
June 4th	Proposed Last Day of Afterschool
June 16th	Anticipated Last Day of School

Part 1: RISD Afterschool and Summer Programs Introduction

Welcome to the Rivendell Interstate School District Afterschool Program! We look forward to getting to know you and your child(ren) this summer and school year. Please read this Family Handbook carefully – you'll find a guide to our policies and important information that you may need. There are many opportunities for kids to participate in our program, be it one day a week for a specific activity, or every day that our program is open. We do try to meet the varying needs of all participants.

After the Bell is built on the following vision and mission statements:

Vision Statement

To provide the students of Westshire Elementary School and Samuel Morey Elementary School with the skills needed to achieve their goals and contribute meaningfully to their community and world.

Mission Statement

The mission of the Rivendell Interstate School District is to foster the intellectual, social, and personal development of its students. Our goal is that they will become productive lifelong learners, positive contributors to their communities, and productive, healthy adults.

We stand by this mission and look forward to working with you, our families, in giving kids great opportunities to learn and grow over the summer and after school. Our program staff are also key players in carrying out this mission, many of whom you know from previous years. They look forward to seeing you and your children again, or to meeting you for the first time.

Families are a critical part of the collaboration. We need your support, input, and energy. Please do not hesitate to connect with the Director or your Site Coordinator and staff about your child's and family's needs – we can better meet your needs together. We look forward to a great year!

Samuel Morey Elementary School

214 School Street
Fairlee, VT 05045
802-333-9755

Westshire Elementary School

744 Route 113
West Fairlee, VT 05083
802-333-4668

www.rivendellschool.org

Important Contacts

Leslie Berger	Program Director	lberger@rivendellschool.org
Jean Daley	Samuel Morey Site Coordinator	jdaley@rivendellschool.org
Marla Ianello	SME Principal	mianello@rivendellschool.org
Leslie Berger	WES Site Coordinator	lberger@rivendellschool.org
Loretta Cruz	Westshire Principal	lcruz@rivendellschool.org
Lynn Farquharson	Accounting Specialist	lfarquharson@rivendellschool.org
Randy Gawel	Superintendent	rgawel@rivendellschool.org

Part 2: Registration, Billing, and Financial Support:

Registration

Families must complete an online RISD Summer and Afterschool registration for each student through the parent portal on EZChildTrack. Completed registration does not automatically guarantee admission to the program. You must wait to be enrolled by the Director. Depending on the capacity of each site, there may be a waiting list for some programs.

Enrollment Process:

Families must complete in order to enroll:

1. **After the Bell Registration (through EZChildTrack),**
<https://www.ezchildtrack.com/parentportal/?c=AfterTheBell>

must be filled out in its entirety, with:

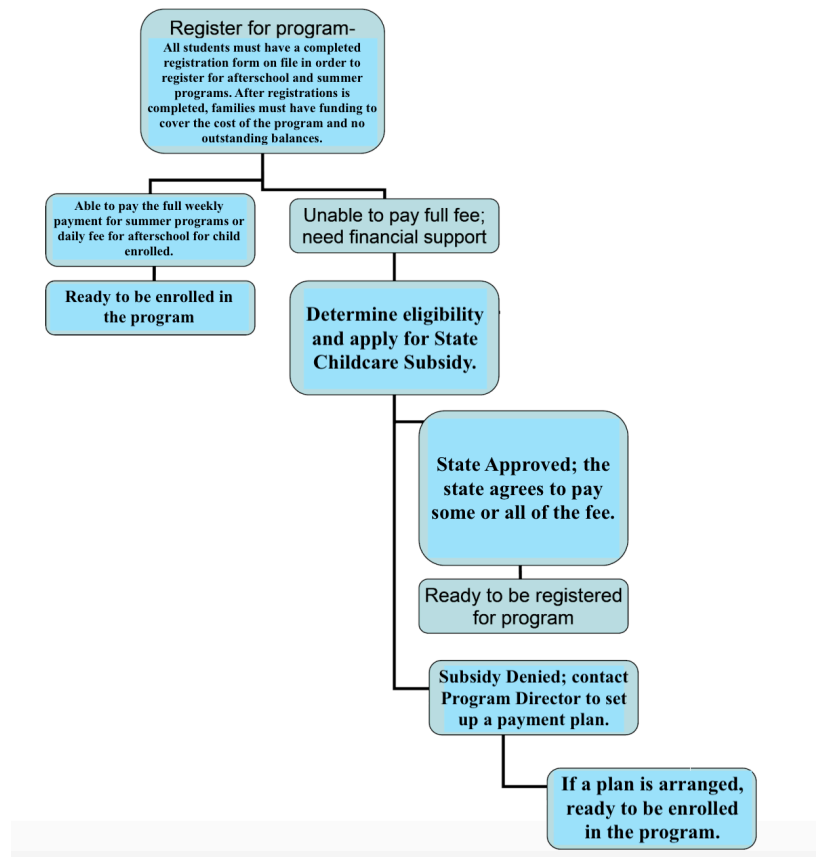
- Two emergency contacts, including phone numbers – other than parents/guardians
NOTE: Emergency contacts must be local and available to pick up the child in the event of an emergency!
- Medical Form with any pertinent health information to ensure the child's safety.
- Permission Form & Statement of Understanding included in registration packet.
- Billing/Financial Overview Form, also included in the registration packet.

2. **Financial Support and Documents:** Families must have a payment plan in place before their student(s) may begin to attend summer camp or afterschool. Families will indicate in EZChildTrack if they need financial assistance. See below under “Financial Support” for instructions for applying for financial assistance.

Program Start and Re-entry

The program requires 2 weeks written notice and Program Director approval for any schedule changes. This includes re-entering the program after an extended break as well as the entrance of newly accepted registrants. If a spot has been held, staffing will be considered before a re-entry date is approved.

Billing and Payments



Summer 2026 Weekly Fee: \$200 per child per week

Late Summer Pickup Fee:

Barring an emergency, there will be an additional fee of \$5.00 per child for every 5 minutes that the parent arrives after 3:30pm.

2026-2027 After School Fees

Daily: \$12.00/child/day

Late Pickup After School Fee:

Barring an emergency, there will be an additional fee of \$5.00 per child for every 5 minutes that the parent arrives after 5:15pm.

Billing Process

- Families will be charged for all scheduled days regardless of whether or not a student attends. The exception is when a child misses school due to illness. In such an instance, the parent/guardian must contact the program director to communicate that the child is ill. Subsequently, the parent's/guardian's account will be credited. Explanation for charges even when a child doesn't attend: the daily fee guarantees the student's "spot" in After the Bell, which defines the number of staff hired, supplies purchased, snack amounts ordered, etc.
- Bills and statements can be found through the Parent Portal on EZChildTrack.

Payment Expectations

- Payment is expected approximately two days after receipt of the invoice.
- Credit/debit card and electronic bank account payments may be made online at <https://www.ezchildtrack.com/parentportal/?c=AfterTheBell>. Service charges may apply.
- Checks should be made payable to Rivendell Interstate School District and should note the student's name and/or invoice number. Cash and money orders are also accepted. Payments may be mailed (or dropped off in the case of cash/money orders) to your child's site or:

Rivendell Interstate School District
Attention: After the Bell
P.O. Box 271
10 School Drive
Orford, NH 03777

NOTE: Only Site Coordinators can accept any payments at the program sites.

Overdue Balance Policy

- At point of registration, all overdue balances must be paid in full, including balances from previous school years and for siblings.
- Periodically, families will receive written notice of any overdue balance owed and will be given a certain amount of time to pay the balance in full.
- If it is not possible to pay in full, families will be asked to contact the Program Director or Accounting Specialist to establish a payment plan.
- If these balances are not paid in full or a payment plan is not put in place, students will not be able to attend the program after the noted deadline. Students may resume attending the program after the balance has been paid in full or a payment plan is put in place, assuming that the space has not been given to a waitlisted student. If a payment is made after this deadline, the student(s) will be eligible to attend afterschool on the following day.
- Any questions about bills should be directed to the Program Director or Lynn Farquharson, Accounting Specialist, at lfarquharson@rivendellschool.org.

Financial Support

Participant fees are an important source of financial support for the program. We have made every effort to assure that these programs are affordable and accessible and offer several ways to reduce costs for qualifying families through State Child Care Subsidy and payment plans.

State of Vermont Child Care Subsidy

RISD Afterschool and Summer Programs are licensed by the State of Vermont. Eligible families may receive funding assistance through the Department of Children & Families/Child Development Division (DCF-CDD). Families applying for assistance must submit a completed application with the required documentation to The Family Place, which is the local agency facilitating the Child Care Subsidy for our region. The CDD will send a letter indicating that subsidy has either been granted -- either in full or partially -- or denied.

Income guidelines can be found at this link:

https://outside.vermont.gov/dept/DCF/Policies%20Procedures%20Guidance/CCFAP-Income-Guidelines.2025.pdf?_gl=1*bqstdj*_ga*NDU1NjU1MjEuMTY2MzE1NzM4OA..*_ga_V9WQH77KLW*cze3NTA2Mzk2ODEkbzc3JGcwJH0xNzUwNjM5NjkxJG01MCRsMCRoMA..

To apply for the subsidy:

- Print out the application: [Application for Child Care Financial Assistance](#)
- Or, ask the program director for a paper application.
- There's also an online option. Parents/caregivers may apply via: https://my.vermont.gov/oauth2/v1/authorize?response_type=code&client_id=0oaap2i7dmuY1Xkgy297&redirect_uri=https%3A%2F%2Fcdcfamily.my.vermont.gov%2Fservices%2Fauthcallback%2FDCF_CDDIS_Parent_Portal&scope=profile+openid&state=CAAAZeaU9qUMDAwMDAwMDAwMDAwMDAwMDAwAAABAGT18hsUbgShK-9sdUDZnsUU3R0kdIMDHh7F4_cw25ffn6IaaaXeqPtLOfby0EKc6pMcpgvpXmYT8YIzsJ86pDtz6tzYT0RAsRw2u-YHrrz9m0sKii-rKD1_FB75bwYJOcxMhKBzQLESndJV2QGC3krM9bKy6wRWu7gZ4SScwAys6VWa5Plzb-jj6jxBSXoJJy9O7BW51945XEUOI98FYyTyec-OdLPsnDVKHvAXTFDNLimElubP3qobavCUAxMw%3D%3D

Important: After completing the application, **it must be dropped off or mailed to** the Family Place in Norwich, VT. This is the local agency that handles the subsidy for our region.

New Hampshire Child Care Subsidy

RISD Afterschool and Summer Programs are recognized as approved, licensed child-care centers. The NH Child Care Scholarship provides assistance for eligible NH residents who:

- Receive Financial Assistance (FANF)
- Participate in the FANF Work Program
- Are working or looking for work and meet income guidelines
- Are going to school and meet income guidelines

Families wishing to apply can go to [Child Care Scholarship - Child Care Aware of NH](#)

The Program Director is available to help with paperwork and to facilitate the process.

Part 3: Policies and Procedures

Vermont State Childcare License

Rivendell Interstate School District is a licensed program through the Vermont State Childcare Division. The Afterschool Child Care Licensing Regulations are available on their website: https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Licensing/CC-AfterSchool-Regs.pdf?_gl=1*1bqj62c*_ga*NDU1NjU1MjEuMTY2MzE1NzM4OA..*_ga_V9WQH77KLW*czE3NTA2Mzk2ODEkbzc3JGcxJHQxNzUwNjQwMzYyJGoxNCRsMCRoMA..

Responsibilities

All staff members and volunteers of After the Bell have a responsibility to comply with all licensing regulations. If these regulations are not met, the program will be at risk of losing the license and therefore shutting down.

Concerns may be addressed to the Childcare Licensing Division of the State of Vermont at 1-800-540-7942.

Attendance Policies

Absences

Families must contact the Site Director if a student will be absent from After the Bell. This is a state licensing requirement. Families may email the Program Director if the Site Coordinator is not available.

If prior notice is not given and a student is absent from the program, the family will be billed per usual and the child's absence will not be credited.

If a child is absent and prior notice is not given, we are required by licensing to call contact numbers to ascertain a child's safety. If unable to contact a parent, guardian or emergency contact, the Site Coordinator's next step will be to contact the Fairlee Police Department to report the student's absence and begin a search for him/her.

Vacation Days

After the Bell is not able to provide child care during days that school is closed.

Withdrawing from the Program

Families have the option of withdrawing students from the program at any time via email or a written paper document. We request that families give After the Bell two-weeks notice before withdrawing a student due to the necessary administrative work and possible adjustment to staffing. Families may be billed for this two-week period.

Student Pick-Up Policy

In the registration packet, families fill out a “Release of Child” list: people that are authorized to pick up their child(ren). After the Bell will release students to adults on their “pickup list” unless there have been restrictions imposed in a court of law. In such a case, After the Bell requires a copy of the custody order to keep in our files. After the Bell needs advance verbal or written notice from a guardian for a new individual to pick up a child that is not on the Release of Child list. After the Bell will need to see an acceptable ID; please remind them to bring it with them. When children are picked up from the program, After the Bell must make sure that an authorized adult signs out each child, with a parent/guardian signature. The Site Coordinator or member of After the Bell staff will direct adults to the sign-out sheet when arriving to pick up children.

If families are late picking up their student(s), a \$5 fee is charged per family for each 5-minute increment after their designated pick-up time. If families know that they will arrive late for pickup, they must call the Site Coordinator. In the event that a student is still in the care of After the Bell at 6:00 p.m. and there has been no communication with a parent, guardian, or emergency contacts regarding pickup, we will contact the Fairlee Police Department to place the student in their care.

Importantly, any student with permission to walk home will be released at a time that the parent/guardian confirms with the Site Coordinator.

School Closing

In the event that school is canceled at the beginning of the school day or closed during the school day (e.g. snow or ice storm) the program WILL NOT operate and families will not be charged. Additionally, in the event of a facility hazard or potential facility catastrophe (such as a gas leak or bomb threat), After the Bell will follow school evacuation procedures and attempt to reach all families regarding students’ whereabouts. The RISD website and local FM radio stations will broadcast the news of such events, as well as school closings. In addition, a RISD SchoolMessenger automated phone/text/email message will be sent to families. For safety purposes, After the Bell requires permission be given to the Site Coordinator if a person unknown to us will be picking up students from the evacuation facility. If there are questions regarding the school’s evacuation plan, please read your child’s school handbook or contact school personnel.

Dismissal from School

If a student is sent home from school due to a behavioral problem or illness, she/he is not permitted to attend After the Bell on that day. If a student is suspended from school, she/he also is not permitted to attend After the Bell for the duration of the suspension – regardless if the suspension is in school or out of school. Families are not required to pay for scheduled days during a student’s suspension from the program.

Note regarding dismissal: If a student leaves school prior to dismissal for other reasons (medical appointment, etc) and does not return by the end of the school day, the policy is that s/he may not attend After the Bell that day and will be marked absent.

Program Start and Re-entry

The program requires 2 weeks written notice and Program Director approval for any schedule changes. This includes re-entering the program after an extended break as well as the entrance of newly accepted registrants. If a spot has been held, staffing will be considered before a re-entry date is approved.

Missing Child Policy and Procedure

Missing Definition

When a student's whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be at risk of harm to themselves or another.

Procedure

Once a student is identified as missing by any member of school staff, the Site Coordinator and Director will be informed. Staff will use professional judgment to assess the urgency of the situation to help inform the timeframe required in establishing the pupils' whereabouts before notifying the Police. Timeliness should be on a case by case basis. Program staff will try to locate the pupil and try to establish their whereabouts. The Site Coordinator or Program Staff will contact home and try to contact the student via their mobile telephone if known.

Notifying the Police

If the student cannot be found, and after parents have been contacted, the Director will contact the police.

The information required by the Police to assist in locating and returning the pupil to a safe environment is as follows:

- The pupils name/s; date of birth; status (for example looked after child); responsible authority;
- Where and when they went missing;
- Previous missing episodes and where they went;
- Who, if anyone, they went missing with;
- What the child was wearing plus any belongings they had with them such as bags, phone etc.; include mobile number;
- Description and recent photo;
- Medical history, if relevant;
- Time and location last seen;
- Circumstances or events around going missing with relevant safeguarding information;
- Details of family, friends and associates;
- Contact details of director and site coordinator

Whilst the search is ongoing, the school will continue to liaise with the Police and act in accordance with Police instructions. If the child returns before the Police have arrived then the Police must be informed and own school procedures need to be followed. If the child returns to school of their own volition, then the Police must be informed and own school procedures need to be followed. If the Police locate the child and bring them back to the school the Police will conduct the safe and well interview and the school will follow School procedure. Where a pupil has a known risk of being missing, a risk assessment for the pupil will be written and put into place.

Medical Policies

Smoking

We have a no smoking policy at After the Bell. Smoking, or other use of tobacco, is prohibited on school grounds at all times.

Food Allergy & Special Diet

The program makes accommodations for students with food allergies or in need of a special diet for lunch during the summer, and snacks during the school year. If need be, the Site Coordinator can consult with parents and Food Service if there are other food concerns or needs.

Immunizations

Vermont's immunization law requires all students in After the Bell to have a record on file with us. The immunization record must include the month and year of inoculation for the following vaccines: diphtheria, tetanus, pertussis, polio, measles and rubella. Some families choose not to have their children vaccinated for religious or personal reasons. If this is the case, After the Bell must have a certified waiver in place of an immunization record. The immunization records on file at the school will be sufficient for this purpose.

Medications

After the Bell recognizes that students may need the use of medication during program hours. If a family requires that a student take medication during program hours, we require that the following regulations are followed:

1. The Medication Form is filled out completely.
2. Medication must be provided in the original container with a pharmacy label and given to the Site Coordinator
3. The Site Coordinator will keep a written record of administering the medication.

No medication will be dispensed without the proper forms and original container.

Communicable Disease & Conditions Policy

After the Bell does not have the staff, nor the facilities, to care for children who are too ill to take part in regular activities. If a child appears to be very ill (flu symptoms, breathing difficulties, etc.), or has a temperature of 100° or above, After the Bell will contact the parents/guardian and send the child home for the day.

Any time a student becomes ill during the program's hours, After the Bell will call the primary contact person listed on the student's registration and ask them to pick up the ill student. If staff cannot reach the primary contact, After the Bell will call one of the emergency contacts listed on the student's registration.

If the condition involves the possibility of head lice, staff will use discretion and decide whether to phone parents/guardians or speak with them at pick-up. After the Bell will not exclude children from the program for head lice. After the Bell expects, however, that children and their home environment will be treated if they are infested, as lice spreads easily in close quarters such as schools and homes.

Accidents

In the event of an accident, staff will complete an accident form and detail any treatment given to students, so that families have a record of the care given. After the Bell will keep a copy on file with students' records. In the event of a serious injury, the program policy is to call 911 first.

Only After the Bell staff members with First Aid & CPR certification will administer aid to an injured child. Staff will next attempt to locate the family/parent/guardian. The child may be taken immediately to the emergency room for treatment prior to parental/legal guardian contact.

In the case of an emergency in which After the Bell staff are unable to reach a parent/guardian or emergency contact, the Site Coordinator will contact the Fairlee Police Department.

Extra Clothes

After the Bell staff have access to extra clothing on site for children to use if needed.

Family Involvement and Support

The staff invites families to visit our program during normal hours, though advance notice is requested. A visiting parent must check in with the Site Director and wear a visitor's badge. A family may request an opportunity to discuss their child's participation or obtain information about the facility at any time. The Director will provide a family access to their child's file upon request.

Parents/guardians are encouraged to share concerns, complaints, compliments, suggestions, and ideas with the Site Coordinator. If a concern requires additional attention, the Program Director should be informed. The Site Coordinator will notify the families promptly of any action of the Licensing Division which results in a change in the terms of the license of the program.

Parent Conduct

As with all students that attend the RISD Afterschool and Summer Programs, parents/guardians are expected to treat fellow parents, staff members, and students with respect. If a situation arises in which a Site Coordinator feels that a parent is threatening the safety or well-being of a staff member, child, or fellow parent, the Site Coordinator may ask the parent to leave the premises immediately. If the threatening behavior persists and the parent/guardian refuses to leave, the Site Coordinator will call the police. Further evaluation of the parent's involvement with the program will then be addressed with the Program Director, school principal, and possibly Superintendent.

Prohibited Persons

All adults left alone with students will need approval from the division which will be based on the results of a background check that includes fingerprinting. All background checks will be completed as quickly as possible. Based on the results of the background checks, some persons are prohibited and shall not operate, be employed at, or be allowed unsupervised access to children at After the Bell.

The Division shall provide the result of the background check to the licensee that indicates whether the individual, for whom the background check was completed, shall be prohibited as required without revealing the basis for the decision and shall identify whether a prohibited person is eligible to request a variance. When the Division has determined an individual to be prohibited of these regulations, the Division shall provide the individual, for whom the background check was completed, the result of the background check; the basis for the decision; the process by which the individual may challenge the accuracy or completeness of the information contained in the basis for the decision; and whether the prohibition is eligible for a variance request.

The Division shall not share any information related to a background check with anyone other than as required of these regulations. Effective upon receipt of the determination, the licensee shall exclude persons whose background check has determined them as prohibited. This includes but is not limited to employment at After the Bell, from serving as the designated representative for the licensee, or from being regularly present at After the Bell.

Confidentiality, FERPA, and Mandatory Reporting

All RISD staff members must maintain the confidentiality of the students attending the program. All discussions about students, specific concerns about behavior, or other personal issues may occur with the program staff, the Site Coordinator, the student's family/guardian, and the school day staff, as appropriate. Student information will not be shared with other individuals. The Site Coordinator will share information about a student with staff members on a need to know basis. All child/family records will be kept confidential unless otherwise required by law or emergency.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As a district program, After the Bell follows all FERPA guidelines. For more information, see the RISD Family Handbook or <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

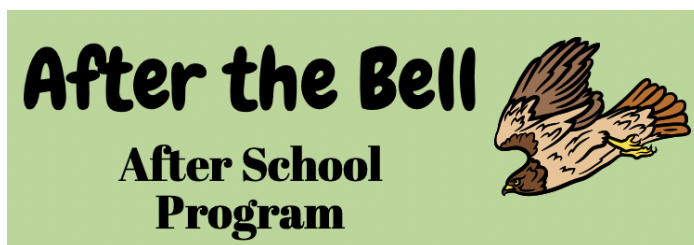
Any RISD staff member who has reasonable cause to believe that a child's physical or mental health or welfare has been or is being harmed or abused, or that the child is threatened with harm, or that the child is a victim of neglect is required, by law, to report such belief to the State Department of Children and Families.

School Safety Policy

After the Bell follows the RISD policies and procedures for emergency procedures, including evacuations, lockdowns, hold and secure, and clear the halls. Regular training for staff and drills are conducted at each site.

Integrated Pest Management Policy

Integrated Pest Management programs eliminate the unnecessary application of synthetic, volatile pesticides in schools. After the Bell will monitor the sites to establish whether there is a pest problem, identify the causes of the pest problem, and address the cause by changing conditions to prevent problems. We will utilize pest suppression techniques if necessary, using the least toxic pesticide (based on mechanical and biological controls), only after non-toxic alternatives have been tried and exhausted.



Part 4: Activities at After the Bell

Religious Activities

No religious activities are offered at After the Bell.

Dates of Summer Camp 2026 & Themes

- Week 1: June 29th-July 3rd - Water, Earth, Air, Fire
- Week 2: July 6th-10th - Wild About Animals
- Week 3: July 13th-17th - All Aboard! Riding the Rails
- Week 4: July 20th-24th - Treasure Seekers

Summer Program Daily Schedule

Time	Activity
8:00 - 9:00	Drop Off, Breakfast, & Morning Meeting
9:00 - 10:00	Active Learners' Centers: Creative Integration of Reading, Writing, Math
10:00 - 10:15	Morning Snack
10:15 - 10:45	Recess
10:45 - 11:45	Genius Hour - Project Time
11:45 - 12:15	Lunch
12:15 - 12:45	Recess
12:45 - 1:00	Quiet Time - Coloring, Reading, Puzzles
1:00 - 2:30	Themed Activity / Swimming Outing
2:30 - 3:30	Free Play / Pick Up

Summer 2026 Off-Site Field Trips

Field trips are an important extension of the Summer Program. Field trips reinforce concepts and provide students with an opportunity to expand their school experience beyond the walls of the site. In addition, field study allows our students the opportunity to demonstrate and practice self-control and responsible behavior while off site grounds.

We require signed parent permission for any activity occurring off site grounds. We ask parents to sign permission for each field trip as it arises. Field trips are included in the weekly fee.

Activities include taking students off-site to area parks/pools/campgrounds, local ponds and lakes, etc. The following field trips are planned for the Summer of 2026:

- July 10th - Squam Lakes Natural Science Center in Holderness, NH
- July 17th - A ride aboard the Lake Winnepesaukee Scenic Railroad, leaving from Meredith, NH
- July 24th - Blackbeard's Cove Mini Golf in Claremont, NH & Mac's Maple in Plainfield, NH

Field Trip Transportation

Bus transportation to and from field trips is available for all students. Students may be asked to sign the School Bus Rider Agreement form and abide by the rules for riding school buses.

Failure to abide by the rules will result in loss of the privilege to ride the bus.

Rider Responsibilities

1. The use of profanity, vulgar, obscene, or abusive language will not be tolerated.
2. Fighting, shoving, or bullying others on the bus, or while waiting for the bus is prohibited. Please report any incidents immediately.
3. Throwing anything on the bus is prohibited.
4. Talking should be carried on in conversational tones.
5. Smoking, or other use of tobacco, is prohibited on the bus at all times and is a violation of policy.
6. Students must obey immediately any request or suggestion from the bus driver pertaining to safe pupil transportation.
7. Defacement or destruction to the bus is prohibited. Any vandalism of the bus or bus seats will be billed to the person responsible for the damage.
8. Aisles are to be left free of books, lunch boxes, coats, and other objects at all times. Students should sit in their seats, and not put their arms, legs, etc., into the aisles, except when inadequate space makes this impossible.
9. Students must remain seated until their stop; arms and heads, etc. must be inside the bus at all times.
10. Students must be ready to board the bus at least five minutes prior to its scheduled stop. Drivers are not to wait for pupils who are late. Pupils should not crowd onto the street or road when waiting for the bus; instead, they should line up and enter the bus in an orderly fashion when it arrives.
11. Students must board the bus in an orderly and courteous manner and go immediately to their assigned seat.
12. Students loading and departing from the bus will do so from the front door of the bus. If the road must be crossed, students will cross at least 10 feet in FRONT of the bus, and use caution, even though the flashing lights are on.
13. All school rules are in effect on the school bus for transportation to and from school or any school event. Riders and drivers will treat others with courtesy and respect. The bus is an extension of the classroom.
14. Any student wishing to get off at a spot other than their designated stop, must have a signed note from a parent/guardian, and "sign-off" from the office. The bus will only stop at designated stops.
15. Drivers have the authority to assign students to specific seats.
16. No eating or drinking on the bus.

Parent Volunteers on Field Trips

In certain instances, parents and guardians are able to accompany their children on field trips, but must first make arrangements with the ATB director before doing so. A Chaperone Agreement/Code of Conduct must be read, agreed to, and signed before accompanying the group on any outing. The agreement asks volunteers to:

- A. refrain from the use of tobacco in any form;
- B. maintain contact with students at all times, staying apprised of their whereabouts;
- C. conduct themselves in such a manner as to bring pride to our program, our school, and our district;
- D. comply, throughout the trip, with any and all instructions directed to the volunteer and/or the group by staff;
- E. remember that the experience is for the students, and the adult's own interests are secondary;
- F. be aware of student safety at all times, notifying staff of any unsafe or hazardous conditions.

Water Safety and Swimming

Students will have the opportunity to participate in swimming activities this summer. We have an arrangement with Pastures Campground in Orford, NH. ATB is granted the use of their 4 foot pool. The cost of admission is included in the students' camp fee. Swim field trips at Pastures are scheduled for:

- July 1, 2026
- July 8, 2026
- July 15, 2026
- July 22, 2026

In the event of inclement weather, these dates may be adjusted.

We will maximize the safe enjoyment of swim activities for each student. Prior to entering water, students will be assessed for competency and classification, whether they are improving their skills or just enjoying time in the water with friends. We take water safety very seriously. A staff member will always be in the water before children enter the pool, and extra staff will always be in the direct vicinity when children are in water. Parent/guardian permission must be granted before a child will be permitted in a swimming area, and they will also be consulted about their child's swim experience and comfort in water. Non-swimmers will wear life jackets. Life jackets will be available to all swimmers. All campers will be monitored very closely. All participants will be informed of safety instructions on each swim date prior to entering the pool. Rule breaking will result in the removal of a child's swim privilege. All swimmers will be assigned to specific staff members who will monitor their activities. All staff members will be present during water recreation time and available to assist in the event of an emergency. Swimmers will be accounted for at least every ten minutes.

After School Daily Schedule

3:00 - 3:30	Snack & Play
3:30 - 4:00	Math and Literacy Enrichment Time
4:00 - 5:00	Varying Activities
5:00 - 5:15	Pickup and Chill Time

**The afterschool program runs for an additional hour on Thursdays, from 2:00-5:15pm, to accommodate RISD's early release. This hour will include a variety of activities such as free choice time, gym time, extra outdoor time, etc.*

Proposed After School Themes - SME Site

Monday	Craftin' It
Tuesday	Let's Get Physical
Wednesday	Variety Day & Service Projects
Thursday	Kids Cooking Challenge
Friday	Student Choice & often gym!

Daily Themes may change based on attendance and student interest!

After School Themes at the WES Site - To Be Determined!

After School Activities

The Site Coordinator develops an activity schedule each week. Site Coordinators seek input from staff, students, families, school personnel and others to help them develop a variety of activities which meet the varied interests of program participants. After the Bell strives to offer fun, engaging recreational and learning opportunities for all students.

All students enrolled at After the Bell, whether attending daily or only once a week, will be given equal opportunities as provided by law.

Lunch & Snack

Students at the ATB Samuel Morey Site will be served breakfast and lunch as part of the summer program. Our food service program's goal is to offer nutritionally balanced meals. Alternatively, students may bring a lunch from home instead of the one that is offered. Children will also receive healthy snacks throughout the day.

During the afterschool program at both sites, students will receive snacks daily at no additional cost to the family. If preferred, they may bring their own snacks from home to eat instead of those offered.

Part 5: Discipline, Behavior Expectations, and Social Learning

Student Expectations: Our school vision is to create a community of caring, responsible, and respectful learners. We have worked to develop a consistent approach to supporting the social and emotional development of our students. Our expectations for student behavior are:

- Self-Respect
- Cooperation
- Respect Others
- Academic and Personal Responsibility
- Health and Safety
- Respect of Property

In addition, we work to support the positive development of character through the principles of Responsive Classroom. Each classroom establishes classroom rules and routines to create a safe and orderly learning environment.

Fostering Appropriate Behavior and Discipline

The primary goals of our approaches to behavior and discipline are the following:

- Establish a calm, orderly and safe environment for learning
- Help children develop self-control and self-discipline
- Teach children to be responsible contributing members of a democratic community;
- Promote respectful, kind and healthy teacher-student and student-student interactions.

After the Bell uses the Responsive Classroom approach to teach appropriate school behavior and expectations. In classrooms and across our school we will use this approach to discipline. The rules are connected to students' and staffs' goals for social and academic learning. The rules are created collaboratively with students and teachers during the first few weeks of school.

All adults in the school community work with students to understand and practice the important social skills they have learned in their experiences. Students have opportunities to learn and practice these skills throughout the school day.

While there may be times when students don't like following the rules or choose not to follow them, students in our schools generally view rules in a positive light. Our students understand that the rules are there to keep them safe and help them achieve their goals in school.

For more information about our program, please refer to this link
(<https://www.responsiveclassroom.org/information-parents-pdf-printable>)

Behavior Matrix

We must ensure the emotional and physical safety of all program participants and staff at all times. Threats, threatening behavior, inappropriate language, harassment, or acts of violence against employees, students, or other individuals will not be tolerated. Violations of this policy will lead to disciplinary action, including dismissal from After the Bell.

In the event that the After the Bells' rules are broken by a student, the policy will be implemented at the Site Coordinators' discretion. The Site Coordinator can provide a hard copy of the policy.

Behavior Policy (updated 12/10/25)

At our programs, we take behavior very seriously and expect the best from our students. We do everything we can to create a fun and safe place for students to learn and grow. We therefore need the cooperation of all involved!

We have a 3-strike policy for behavioral concerns. These concerns include any form of bullying or harassment, defying adults, and creating an unsafe environment for those involved, including running away. Each day, a child will be given three opportunities to follow the rules of the program and participate in a fun and safe way. If after those three opportunities a child continues to break the rules, the following will take place:

The First Time: There will be a phone call and email home explaining what has taken place and the creation of a plan to help alleviate any problems.

The Second Time: The behavior will result in a call home. You or an emergency contact will be asked to pick up your child from the program for the night. The student will then be asked to miss the next day of the program, and parents will not be reimbursed for any payments made. We will then ask for a face-to-face meeting to discuss the behaviors and come up with a plan to help the student succeed in the program.

The Third Time: There will be a call home asking for the child to be picked up. The child will be excluded from the program for the remainder of the week. A face-to-face meeting will then be set up to discuss a potential return plan to after school or camp.

We want everyone to be safe and enjoy their time at the program. If there is violence of any kind, an investigation will take place. This could lead to a family being asked to find an alternative after school or summer program. Our staff will reinforce these rules daily, working to ensure all students are kept happy and safe. Thank you for your continued support!

Behavior Contract

In some cases, a meeting must take place between the family, the program's site coordinator, and other school personnel (if needed), before the student is readmitted to the program. A written plan will result from that meeting, and copies of the plan will be given to everyone involved. The plan will include, but not be limited to, the following:

- Description of the noted student behaviors.

- Description of the acceptable, appropriate and desired behaviors.

NOTE: This may include listing 1-3 strategies for the student and/or the school district to employ, to help make the student more successful in meeting behavior goals.

- Description of the consequences for continued unacceptable behaviors.

- Signatures of all parties to indicate agreement with the contract.

Important!! - School Day Behavior Affects After-School Participation!

If a student breaks school rules, displays disruptive behavior, creates repeated disturbances, or is removed from their classroom due to violent behavior during the school day, that student will not be able to participate in the after school program during the afternoon.

Summary

After the Bell is committed to providing a safe and healthy environment for students and staff. We do our best to work with the needs of all families, including the implementation of various types of behavior plans when needed. Cooperation is expected of all parties, including students, parents, staff, and district personnel.

Special Education in Summer and Afterschool Programs

The ADA prohibits discrimination based on disability and requires after school programs and schools to provide reasonable accommodations unless the accommodation would fundamentally alter the program, pose a direct threat to the child or others, or otherwise impose an undue burden on the center or school.

The mission of After the Bell is to “foster the social and academic success of WES and SME youth through quality programming in an environment that creates lasting connections with peers, adults and the community.” To this end, the RISD Afterschool and Summer Programs strive to meet the needs of all students enrolled in the program. In order to ensure a successful and positive after school experience, RISD Site Coordinators may communicate with school day staff to help make accommodations based on a child’s IEP or Section 504 plan. With this information, After the Bell strives to make all reasonable accommodations within the scope of the program. These plans will be set up on an as needed basis by the site coordinator. A meeting to discuss a plan or the creation of one can be requested by the parent also.

If a child is not able to actively or safely participate in enrichment and recreation opportunities with these reasonable accommodations in place, their participation may need to be further evaluated.

Part 6: Health and Safety Guidelines

Guidelines

After the Bell follows the guidelines displayed on the Rivendell website:

<https://www.rivendellschool.org/healthservices>

COVID-19 Policy

We follow Vermont Department of Health recommendations. At the time of this publication (June 2026), universal masking in schools is not required. However, our facilities will be mask-optional. Students, staff, and parents wishing to wear facial coverings will be supported in their desire to do so. We will continue to watch VT State Guidelines and make adjustments to COVID-19 rules as necessary.

Medical Policies

At After the Bell, we adhere to the same health guidelines at our summer camp and after school programs as are followed during regular school hours. The following chart offers guidelines for managing illness:

Guidelines for Sick Students or Staff Staying Home During Illness

Symptom	Please keep me home if...	Return to school when...
Fever	Temperature of 100F or greater	Fever-free without the assistance of medications for 24 hours (i.e. Tylenol, Motrin, Advil)
Vomiting	Vomiting within previous 24 hours	Free from nausea and vomiting for 24 hours
Diarrhea	Two or more very loose or watery stools in 24 hours	Free from diarrhea for 48 hours
Respiratory Illness	Uncontrolled cough, runny nose and/or fever (+/- positive COVID-19 test)	Symptoms improving and fever-free (as above). Mask until symptoms are resolved.
Rash	Rash accompanied by fever, behavior change, drainage or blistering, or rapidly spreading	Cleared by primary care provider* and fever-free (as above)
Eye concerns	Pink/red eye with discharge	Cleared by primary care provider* or symptoms resolved. If diagnosed with bacterial conjunctivitis, return once appropriate therapy is started.
Ear pain	Severe ear pain	Cleared by primary care provider* or pain resolved
Sore throat	Sore throat if accompanied by fever, rash, difficulty swallowing, white patches on tonsils, or swollen glands	Symptom-free, or if diagnosed with strep throat then can return when fever-free (as above) and on antibiotics for at least 24 hours
"Not feeling good"	Unusually tired and/or pale, lack of appetite, confused and/or cranky	Feeling better and able to participate fully in class
Lice	Itchy scalp/visible crawling lice	Once treatment started
Emergency Room/Hospital Visit		Cleared by health care provider*. Provide a copy of the discharge instructions and/or a health care provider's note permitting return to class and any special instructions (i.e. modifications needed and for what time interval)

*Documentation to be faxed or e-mailed to school nurse, see contact information below.

The decision to send a student home from school will be based on the above guidelines, student's presentation, nursing clinical judgement and nursing knowledge of illness circulating in the community. Contact the school nurse if you have any questions about whether to keep a student home or when it is safe to return to school. Please keep ALL emergency contact information up to date and designate at least one alternate person that the school nurse can contact if the primary parent/guardian cannot be reached.

School nurse contact information:

Westshire Elementary School: Kara Beloin, P: 802-333-4668; e-mail: kbeloin@rivendellschool.org; F: 802-333-4744

Samuel Morey Elementary School: Kara Beloin, P: 802-333-9755; e-mail: kbeloin@rivendellschool.org; F: 802-333-9601

Rivendell Academy: Creigh Moffatt, P: 603.353.4321 X 5; e-mail: cmoffatt@rivendellschool.org; F: 603.353.4414

Part 7: USDA - Civil Rights Standards

“In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.”

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights, regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form. (AD-3027) found online at: <https://www.usda.gov/oascr/filing-program-discrimination-complaint-usda-customer> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

2. Fax: (202) 690-7442; or

3. Email: program.intake@usda.gov. This institution is an equal opportunity provider.



Rivendell Interstate School District

Expanded Learning

Collaborate - Achieve - Excel

Family Handbook Sign-Off Sheet

I have read, understand and agree to the policies stated in the Family Handbook for the Rivendell Interstate School District Afterschool and Summer Programs. I have also received a copy of the handbook for my own reference.

Parent/Legal Guardian Name (please print)

Parent/Legal Guardian Signature

Date

Child's Name (please print)

Child's Name (please print)

Child's Name (please print)

Child's Name (please print)

***** Please sign and return to the Site Coordinator *****

Rated PG Movie Permission Slip



Dear Parents/Guardians,

Throughout the year we'll have the opportunity to watch movies, either to supplement our learning or because we're indoors due to inclement weather. Since many family favorites are rated PG for parental guidance, we are requesting your permission to allow your child to watch movies selected at their teacher's discretion. We assure you that we'll watch only age-appropriate material and an adult will be present during the viewing at all times.

If you feel comfortable with this arrangement, please complete and sign the form below, and return it as soon as possible.

Thank you,

Rivendell Interstate School District

Rated PG Movie Permission Slip

Child's Name (please print): _____

Parent's Name (please print): _____

_____ Yes, I give my child permission to view PG movies with the program.

_____ No, I do not give my child permission to view PG movies with the program.

Parent Signature: _____

Date: _____

