

SOUTHBOROUGH EXTENDED DAY PROGRAM

PARENT HANDBOOK **2017-2018**

Dear Families,

Welcome to Southborough Extended Day Program, Inc. Our private non-profit organization was founded in 1986 by a group of parents seeking an engaging, fun, and safe place for their children to go after school. Providing out-of-school time care for Southborough school children in grades K-8 this once a small “grass-roots” organization has now grown to serve over 200 students annually while still maintaining its commitment to personalized care and programming for the families of Southborough.

Our primary goal at SEDP is to provide your child with a “home away from home” after school. We provide a safe and nurturing environment where students can socialize with peers, engage in enrichment activities and participate in recreational programming. Each day for our students in grade 2-8 time is set aside to work on their homework. Our experienced and caring staff members create fun and innovative programming for students of all ages, interests and abilities. We focus on building positive relationships, developing social skills, strengthening self-esteem, and encouraging independence, responsibility and good decision-making.

Our Parent Handbook provides detailed information on the structure, policies and goals of our program. It is our hope to give you a better understanding of what you can expect from your child’s out-of-school time care. Once you have read the handbook please sign the handbook agreement form and return it to your child’s site director.

Please feel free to contact us with concerns or questions you may have. Your support, feedback, and cooperation during the school year is what ensures that SEDP continues to be an effective, high quality school-age childcare program. Once again, welcome to Southborough Extended Day Program, Inc.

Very truly yours,

Kerry Packard
Executive Director
kpackard@sedp3.com
508-481-9353

SECTION 1: OVERVIEW

SEDP Mission Statement:

The mission of the Southborough Extended Day Program is to provide a safe, fun and engaging out of school time environment for children residing in the Town of Southborough.

Philosophy:

At SEDP we believe that providing an engaging, active, and secure environment is essential to the growth and development of our students. Enriching activities, group games, and independent play helps kids grow to be healthy, happy, and successful. In order to cultivate and foster independence in our students we incorporate structured activities, choices, and experiences full of creativity, exploration, physical activity, cooperation, friendship and adventure. SEDP students benefit greatly by the variety offered helping them improve physically, emotionally, socially, and cognitively. Our programs are closely supervised for safety, while allowing ample opportunity for our students to embrace their individuality, in an environment that is inclusive. Activities and materials are carefully selected to appeal to the specific abilities and interests of the children at each site.

Goals:

Provide a safe environment where families feel confident enrolling their children
Provide a warm, nurturing environment where children feel welcome, valued and a sense of belonging
Support the social, emotional, physical, and cognitive development of each child
Respect the individuality of each child and family
Encourage strong partnerships between children, staff and families
Foster independence, inclusivity, friendships, and creativity
Promote positive social values such as honesty, respect, consideration, cooperation, trust, courtesy, initiative, responsibility and problem solving

Statement of Non-Discrimination:

Southborough Extended Day Program, Inc. does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, language spoken, marital status, sexual orientation, special needs or disability. Toilet training status is not an eligibility requirement for enrollment.

Services Offered:

- **Before School Program:**
 - Open to students in grades K-3, 7:00AM-9:00AM
 - Located at the Finn School
 - Students in Grades 2 & 3 get on the bus at Finn at 8:40 and are dropped off at the Woodward School in time for the start of the school day. Extended Day staff ensures they get on the bus from Finn. Woodward school staff supervise student arrival at Woodward
- **After School Programs**
 - Finn School: Grades K & 1, 3:00PM-6:00PM
 - Woodward School: Grades 2 & 3, 3:00PM-6:00PM
 - Neary School: Grades 4-8, 2:20PM-6:00PM
 - Please note, program participants in grades 6-8 will be bused from the Trottier Middle School or walk (with written permission) to the Neary Site at school dismissal time.
- **Enrichment Program:**
 - Finn School: Open to any student enrolled in the half-day Kindergarten or Morning Preschool Programs at the Finn School
 - Preschoolers attend 12:00-2:50 Kindergarteners attend 11:30-2:50 (combined with Preschool)

- Structure, play-based learning and social environment for the combined Preschool and Kindergarten age groups.
- Full-Day Programming
 - Grades K-8, 7:00AM-6:00PM
 - SEDP provides optional full-day programming on many of the day's schools are closed. All ages are combined at one location; the specific site varies depending on the needs of the group. See current calendar for specific dates.
- Summer Camp
 - Grades K-8, 7:00AM-6:00PM
 - CIT Program for campers entering grades 8-9.
 - Open to the public. All ages combined at one site. Location and dates vary annually. Current year information is distributed and posted to our website annually in March.

Organizational Structure of SEDP:

SEDP is registered as a 501(c) 3 non-profit organization in the Commonwealth of Massachusetts. We maintain a lease with the Superintendent of Public Schools to operate our programs in the Finn, Woodward and Neary Schools. Below is a description of our organizational structure, including lines of authority and supervision. Please see our website for more information on the individuals who fill these roles.

- SEDP is governed by a **Board of Directors**; a group of dedicated parent volunteers who work closely with the Executive Director to maintain a high-quality program. Responsibilities include: policy development, program improvement, budget development and fiscal review. A current list of board members is available on our website, www.southboroughextendedday.com.
- The **Executive Director** is responsible for the overall management of the program, including staff supervision, financial management, program planning, goal setting, licensing, and community relations. The Executive Director reports to the Board of Directors, meeting with them monthly to provide program updates, financial reports, and to discuss program growth and improvement.
- Each of our Programs has a **Site Coordinator** who reports directly to the Executive Director. In addition to directly working with children, the Site Coordinators are responsible for curriculum planning, staff supervision, behavior management, and parent communication at his/her site.
- **Group Leaders** are experienced professionals who work directly with the children, providing supervision, guidance, and support to all aspects of the program.
- SEDP also utilizes **Assistants** and **Volunteers** to provide additional support to the program. Typically, these are high school students who demonstrate good judgment and enthusiasm for working with children. They always work under the direct supervision of a Group Leader or Site Coordinator.

Staff Qualifications:

All of our staff meet or exceed the requirements of the Department of Early Education and Care. Staff members are chosen for their demonstrated ability to work effectively with school-age children including their experience, creativity and sensitivity to the needs of children. Prior to employment, all employees and volunteers must complete a background record check, including a criminal record check, department of social services check, and at least two professional/personal reference checks. In addition, all staff maintains current First Aid and CPR certification and are required to participate in annual training and professional development.

Licensing Authority:

SEDP programs are licensed by the Massachusetts Department of Early Education and Care and adhere to its standards and regulations at all times. Parents may contact EEC for information regarding the program's regulatory compliance history.

Department of Early Education and Care, Central MA Region
 Tammie Smiley, licenser. 10 Austin Street, Worcester, MA 01609
 Phone: (508) 798-5180

SECTION 2: ENROLLMENT AND FEES

Enrollment Procedures:

All children attending Southborough Public Schools in grades K-8 are eligible for enrollment, based on availability, in our before and after school programs. In order to enroll:

- Complete all enrollment forms (available at each site, from our website or by calling the Executive Director).
- Submit registration fee and security deposit.
- Arrange for program orientation and site visit prior to enrollment. (This is an optional service that all families are encouraged to take advantage of. You are not required to attend orientation.)
- Communicate in writing with your child's school to inform them of your child's schedule at SEDP.

Billing Procedures:

SEDP calculates the total amount it will cost for your child to attend our program for the entire school year and divides this annual cost into 10 equal monthly payments. The annual tuition is based on the 180-day school calendar and while some months have more school days than others, monthly payments stay the same. All payments are due on the first of the month prior to your child's attendance. For example, September's payment is due on or before September 1st. We will email an invoice each month approximately 14 days prior to the due date. Your September statement will be sent in mid-August. Please remit your payment by mail, drop it off at your child's site each month, or pay on-line through ACH debit. **Please do not put your payment in your child's backpack.** If you use an on-line bill paying service through your bank, you may set us up as a payee and your bank will transmit the funds to SEDP in the form of a check. Record of your payment will appear on the next month's invoice. Please contact the office if you need a receipt at another time. **Please make sure that your child's name is included with the payment to ensure that the proper account is credited.**

Late Payments:

- Any payments not made by the 10th of the month are subject to an automatic \$25 late payment fee.
- If tuition payment cannot be made on time for any reason, the parent/guardian must call the Executive Director to discuss the situation and payment options.
- Failure to respond and/or adhere to the options agreed upon will result in the child's suspension from the program, which will occur on the 15th day of each month.
- The child may return to the program once all financial obligations have been met. A child's space will be held for one week only. After the one week, readmission to the program will be contingent upon availability of the space.
- Families who are terminated from the program due to lack of payment forfeit their security deposit.

Tuition Assistance:

SEDP has a limited number of scholarships available for those in need. Please visit our website or contact the Executive Director, Kerry Packard, for eligibility requirements and a scholarship application.

SECTION 3: POLICIES AND PROCEDURES

Communication with your child's school:

SEDP is an independent non-profit business leasing space from the Southborough Public Schools. While we work closely and collaboratively with school personnel, **we operate independently from the schools. You must communicate directly with both the school personnel AND with SEDP personnel regarding your child.** At the beginning of each school year you must tell the school where your child goes at dismissal each day (Extended Day, Bus, Parent pick-up, etc.). If you have added a day or changed your schedule at any point on the year, you must also communicate this in writing to your child's school. The school will not release your child to SEDP unless you have instructed them to do so. Similarly, it is not the school's responsibility to inform SEDP of absences or early dismissals. If your child will not be attending SEDP for any reason (including any extra-curricular activity where your child will arrive at SEDP later than dismissal), you must contact SEDP directly to report the absence or change (see below).

Absences:

A major responsibility of the SEDP staff is to know the whereabouts of each child at all times. For this reason, it is imperative that parents notify the program if their child is going to be absent. Your child's school will not automatically inform SEDP that your child is absent. Even if you have already notified the school of the absence, you must also call SEDP to report the absence. When a child who is scheduled to attend the after school program fails to arrive, the SEDP staff will begin to search for the child by contacting the school office, child's teacher and/or child's parents. We will not assume the child has already gone home safely; we will always double-check the child's whereabouts. This process is time consuming and takes a staff member away from the group during the busiest time of day. We appreciate your cooperation with this policy.

To report an absence from Extended Day, please email or call each site directly **prior to 2:00PM:**

Enrichment: Site Coordinator, Vanessa Cooley - 508-481-9354 sedp.enrichment@gmail.com

Before School: Site Coordinator, Georgia Brown - 508-481-9354 sedp.beforeschool@gmail.com

Finn: Site Coordinator, - 508-481-9354 sedp.finn@gmail.com

Woodward: Site Coordinator, John Dalton - 508-481-4701 sedp.woodward@gmail.com

Neary: Site Coordinator, Reni Meserve - 508-480-8214 sedp.neary@gmail.com

Holidays/Professional Development Days/Vacation Weeks:

SEDP provides optional full-day programming on many of the day's schools are closed, including February and April vacation. All students from all schools are eligible for enrollment. Programs are consolidated at a single site, and a field trip is frequently planned. Enrollment capacity varies based on the day's activities and the number of staff available to work. Registration is taken on a first-come, first-serve basis. Parents will be notified of separate registration forms, activity schedules and fees at least two weeks prior to the event. We remain closed during the December school vacation. A current calendar is posted on our website.

Early Release Days:

SEDP provides additional care on most early release days at no extra charge. **Only the children who are regularly scheduled at SEDP on that day may attend.** For example, if the early release day is on Thursday, only those children registered on Thursdays will be able to attend. You must send a lunch and a drink with your child on all early release days. The cafeteria is not open and SEDP does not have the facilities to provide lunch. If your child is not going to attend on an early release day, please let us know ASAP so that we may plan our staffing accordingly. **Please note that the Enrichment Program is closed on early release days.**

Inclement Weather Policy:

- School Closure

- If the Southborough Public Schools are closed due to weather conditions, Extended Day will be closed also. Please listen to local television and radio stations for school closings.
- Delayed Opening
 - If Southborough Public Schools delay the opening of school, the SEDP Before School Program will be closed. Afternoon sessions will be open as usual.
 - The Enrichment Program will be open from 12:00-2:50 even if morning Preschool/Kindergarten is cancelled. Parents may drop their child directly at the Extended Day entrance.
- Early Dismissal
 - If the Superintendent decides to dismiss school early due to severe weather, Extended Day **will not be open**. You will receive a phone call from the school department updating you with the new dismissal time. Extended Day staff will not be in the building. Please be sure you have an emergency back-up plan in the event you are unable to get to the school.
 - Should weather conditions worsen throughout the day with regular dismissal, extended day reserves the right to close early to make sure that staff and students get home safely. Families will be emailed and texted to be made aware of the early dismissal. Please develop a contingency plan for picking up your child during inclement weather should you not be able to accommodate the early dismissal.

Child Release Policy:

- The staff at SEDP will not release a child to anyone not listed on the release and consent form signed by the parent or guardian upon registration. This includes any parent, friend, relative or neighbor that may have been omitted from the release list, whether intentional or not. Any changes or additions to your release form must be made in writing. If a person is going to be picking up your child on just one or a few occasions, the staff must receive a written note or a phone call in order for them to release your child. Please remind anyone who is picking up your child that they will be asked for picture identification. Children cannot be released to any person under the age of 16.
- No children are permitted to leave school property without parental permission and supervision.
- If you have a custody agreement or restraining order that prevents one parent from picking up a child, you must provide a copy of this agreement to Extended Day.
- SEDP employees will not release a child to any adult if the employee believes the adult is under the influence of drugs or alcohol. This includes parents and guardians. A child will not be released to an adult who smells like alcohol, is disoriented, or who is walking or talking abnormally. The Site Coordinator will ask the adult to contact someone else to pick up the child. If the adult becomes abusive or aggressive towards employees, the police will be called immediately.

Arrival and Departure:

Each child enrolled in our programs must be signed in and out every day.

- If your child attends the before school program you must escort your child to the door, you and your child will be greeted by a before school teacher and your child will be signed in at that time. You may escort your child directly into the classroom and sign them in or leave them with the teacher that has greeted you at the door. Parents/Guardians may not remain in the car as the child walks to the door on their own. At the start of the school day, SEDP staff will sign the students out and release them to their classroom (or to the bus if attending the Woodward school.)
- If your child attends the after-school program, the SEDP staff will sign them in at dismissal time, as they arrive at our program. At the end of each day, parents/guardians **MUST** enter the program and sign out their child. We cannot release children directly to the parking lot, or escort them to your car.
- Please have proper photo identification it is required when dismissing your child. Staff rotate responsibilities daily, therefore, until all staff members are able to recognize you and the people who are authorized to pick up your child, photo ID will be required and will be cross-referenced with your child's file. Your child's safety is our utmost priority and no child will be released until the pickup person has been verified.

- If your child participates in extra-curricular activities within the school building (such as RAP, or scouts) your child will report directly to that activity at dismissal time, and arrive at SEDP once that activity is over. As with any other change to your schedule you must tell your child's teacher and the SEDP staff that your child will be attending the activity prior to coming to Extended Day.
- Children must not be allowed to play in the parking lot or in other parts of the school building once they have left Extended Day.
- Children in grade 4 or higher, with signed parental consent, may leave Extended Day to attend a special program on school property (such as sports practice on an adjacent field). **Neary SEDP Students will not be permitted to walk to Lundblad Field. The field is too far away to guarantee the safety of your child.** SEDP is not able to escort children of any age to sports practice. Students without signed parental consent to leave the program MUST be signed out of the program by an authorized adult. Many sports coaches are willing to pick up children from Extended Day in time for practice. Many parents decide to share pick-up duties with teammates. Any alternate pick-up arrangements must be made in writing.

Homework Policy:

We understand that families lead busy lives and that many families find it helpful to have their students start their homework at Extended Day. SEDP staff is available daily to answer questions, provide supplies, and help children stay on task. SEDP is not able to provide individual tutoring services to students, or to correct a child's homework. If you would like your child to work on homework during Extended Day hours, please speak with your Site Coordinator. We will remind your child of your expectations and provide encouragement and support, but ultimately homework is the responsibility of your child. SEDP staff cannot be responsible for ensuring completion of assignments. Each site handles homework slightly differently.

- **Neary:** 30-60 minutes of designated homework time is offered Monday-Thursday at the Neary Program, beginning at approximately 3:30. During this time all students are working on homework, reading or doing other quiet activities. After this period, other activity choices become available, though students are welcome to continue working on their homework for as long as they like.
- **Woodward:** Woodward offers an optional "homework club" and provides quiet space for students to work on homework from 3:30-4:30PM, Monday-Thursday. Parents who want their child to work on homework while at SEDP should contact their Site Coordinator to sign up for homework club. We will ask you and your child to sign an agreement about participation in this program in order to minimize arguing between students and staff. Students who do not have an agreement with their parents are welcome to use this time for homework, but will be allowed to make this choice for themselves daily.
- **Finn:** At Finn, there is no designated homework time, but children are welcome to work on assignments at one of the tables during free play.

Behavior Management Plan:

SEDP provides positive and consistent guidance to children based on their individual needs and development. We design our environment and curriculum for success, with the goal of minimizing conflict, preventing problems, and keeping children engaged in appropriate activities. We encourage good behavior through positive reinforcement, close adult supervision, and redirection. We strive to maintain an environment that is safe and comfortable to all students and staff. If students are demonstrating unacceptable or inappropriate behavior that interferes with this environment the following steps will be taken.

- Remind the child of program rules, expectations for behavior and consequences of misbehavior.
- If the behavior continues, the student and staff member will discuss the behavior privately and create a plan to change the behavior.
- If the behavior continues, the student will be removed from the activity area for a few minutes until both the teacher and the student feel they are ready to return.
- If a child's behavior results in an injury to him/herself, others, or property, the Site Coordinator will document the behavior on an Incident Report and inform the student's parents and the Executive Director.
- In the event of repeated patterns of misbehavior, the Site Coordinator and Executive Director will request a meeting with the child's parents to develop a behavior plan. The plan will include input from the student, the

parents and the staff. With parental permission, we may involve school personnel to ensure the plan is consistent throughout the day. Ideas for supporting the child's behavior at home will also be offered. Additionally, SEDP may offer referrals for evaluation or supportive services, discuss ways in which SEDP staff can be trained to better support the child, and consider use of an outside consultant.

- Finally, if all other interventions have failed, chronic inappropriate behavior may result in suspension from SEDP for 1-3 days, or termination from the program, depending on the situation. No child will be suspended or terminated from the program without the consent of the Executive Director. All efforts will be made to work with the parents and children on all behavior issues.
- Please be advised that each individual child and situation is different. These steps may be modified to adapt to a child or situation. A child may be immediately removed from SEDP, without adherence to the above steps, if their behavior seriously endangers his or her own safety or the safety of others in the program.
- The following behavior management techniques are strictly prohibited and will never be used by SEDP staff:
 - Spanking or other corporal punishment
 - Subjecting the child to cruel or severe punishment including humiliation, intimidation, verbal or physical abuse or neglect, any type of hitting inflicted in any manner upon the body, shaking, threats or derogatory remarks
 - Depriving children of meals or snacks, force-feeding children, making them eat against their will, or in any way using food as a consequence
 - Disciplining a child for soiling or wetting clothes or not using the toilet, forcing a child to remain in soiled clothing or remain on the toilet, or using any other unusual or excessive practices for toileting
 - Denying access to bathroom facilities
 - Excessive time out (time out may not exceed one minute for each year of the child's age and must take place within view of a staff member).

Snacks and Lunches

SEDP provides a snack and drink every afternoon, shortly after dismissal. Effort is made to provide a nutritious snack that every student can eat and enjoy, and to provide an alternative for children with food allergies. A weekly snack menu is posted in each program. Parents are welcome to send in a supplementary snack if their child has food restrictions.

On Early Release Days and Full Day programs including Vacation camp, ALL children must bring their lunches from home. SEDP does not have the facility to provide lunch for those children who have forgotten their lunches. If a child forgets their lunch, we will contact the parent to make arrangements. If no lunch is available, we will offer the child something from the snack foods we have on hand. We are not able to refrigerate lunches. An ice pack in the lunch box will generally keep perishable foods safe until lunch-time.

Daily Schedules:

Before School

- | | |
|--------------|--|
| 7:00-8:50 AM | Quiet games, crafts, free choice play, snackivity |
| 8:35 AM | Students who attend the Woodward school are escorted to their bus by SEDP staff |
| 8:50-9:00AM | Staff members dismiss and escort children at the Finn School to their classrooms |

After School

The program begins at dismissal time: 2:20 at Neary, 3:00 at Finn and Woodward.

The following is a guideline—please see your child's site for more details on daily schedules and planned activities.

- Children arrive & attendance is taken
- Children wash hands and have a snack (Woodward Students go directly outside after attendance for recess prior to snack)
- Staff will review activities, make announcements and may read aloud during snack time
- Homework time and other quiet activities (30-60 minutes at Woodward and Neary only)
- Free choice – including outside play, gym, board games, arts & crafts, special projects
- 5:30-6:00 – all students return to the SEDP space for free choice and quiet activities while waiting to be picked up

Preschool/Kindergarten Enrichment Program at Finn

11:30 – Kindergarteners are dismissed from their classroom to the lobby where they are met by the SEDP teacher and escorted to our room for free play.

12:00 – Pre-K students are dismissed from their classroom and walked down the hall to our room by one of the Preschool teachers.

12:00-12:30 Lunch

12:30-12:45 Circle Time

12:45-2:50 Choices: including arts & crafts, outside play, special projects, and group games. Snack is usually served around 2:00.

2:50 – Children are picked up by parent/guardian directly from the Extended Day classroom.

SEDP Curriculum:

We believe that children are happiest when they are given choices during their out of school time. SEDP provides a “child centered” curriculum. All activities are age appropriate and appealing to school age children. The children are encouraged to participate in activities so that they may explore new interests and build upon current interests. Our philosophy is based on providing a nurturing atmosphere where the children are able to make their own activity choices. A great variety of activities are offered such as cooking, art, music, drama, homework help, science, sports and more.

The Site Coordinators at SEDP plan activities on a monthly basis. All of the activities at SEDP provide learning opportunities for participants and many projects also provide reinforcement for academic skills learned during the school day. Much of SEDP’s focus is on social skills such as conflict resolution, manners, and cultivating positive relationships with peers as well as caring adults. Many activities are theme based and provide opportunities to try new things. Although the children may not be aware they are learning during “fun activities”, learning is always happening. For example, each site provides cooking activities a few times per month. While participating in a cooking activity the children practice literacy skills by reading the recipe, reinforce math skills by measuring and also practice teamwork. Please feel free to speak to the Site Coordinator at your child’s program for further details on curriculum and activities.

Schedule Change Policy: NEW FOR 2017-2018***

SEDP offers a variety of enrollment options. Families are able to choose how many/which days their child(ren) attend. Additional permanent days may be added for the Before School, After School, and Enrichment Programs based on availability. In the event of a last-minute scheduling emergency, families may contact their site coordinator to inquire if additional space is available for a drop-in day for the week.

Recognizing that needs can change during a school year, SEDP will accommodate schedule changes with the appropriate advance notice and program availability. Our priority is to support your children with the appropriate staff: child ratio, and to meet specific licensing requirements for staffing. Changes to schedules can result in a significant impact to the running of the program and therefore a Schedule Change fee will be assigned to manage schedule changes. These fees are assessed only on parent initiated changes. If the program contacts you to offer an additional day in the program due to being placed on the waitlist no fee will be incurred.

If you would like to permanently change your child’s schedule, you must fill out the “Schedule Change Form” (available at each site or from our website). Schedule changes and reductions require 30-day advance written notice and Director’s approval.

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Schedule Change Fee Structure

Change Request	Notification Period	Fee Assessed
Schedule Changes prior to October 15 th	30 days	\$0
Schedule Change- (parent initiated) – Reduction or change of days October 15 th -March 31 st	30 days	\$25
Schedule Change- After April 1 st and the close of Registration, a reduction in schedule will incur a higher fee to maintain the registered spots for the following school year.	30 days	\$150

Program Withdrawal

Notification of withdrawal requires 30 days' notice in writing to the Executive Director or Business Manager. Withdrawal from the Program after October 15th until March 31st will incur a withdrawal fee of \$150. Withdrawal from the program after April 1st are subject to different guidelines. Please see outline below.

Withdrawal Request	Notification Period	Fee Assessed
Withdrawals prior to October 15 th	30 days	\$0
Withdrawal from Program – October 15 th -March 31 st	30 days	\$150
Withdrawal from the Program – After April 1 st without renewed registration for the following school year.	30 days	\$150
Withdrawal from Program - After April 1 st with renewed registration for the following school year	30 days	Equal to One Month's Tuition or \$150 withdrawal fee whichever is greater.

*Schedule Changes and Withdrawal Fees apply only to the Enrichment and the Afterschool Program

*Days added to the current year's schedule after the completion of spring registration are not guaranteed for the following school year.

Late Pick-up Fee Policy: NEW FOR 2017-2018**

Pick-up Policy:

Southborough Extended Day Program closes promptly at **6:00 PM** each day. Please plan your commute and pick up schedule to ensure that you are able to pick up your child by this time. The Southborough Public Schools are separated by grade level and it is important to realize that if you have children at multiple schools, it can take as long as 15 minutes to get from one school to another. With this in mind please make arrangements to arrive at your **final pick up destination** by **5:55 PM** to pick up your child/children and their belongings.

If a **5:55PM** arrival is unlikely (weather, traffic, etc.), **you must contact us** at:

Finn Extended Day – 508-481-9354*

Woodward Extended Day – 508-481-4701*

Neary Extended Day - 508-480-8214*

*Make these numbers a favorite in your phone

After receiving your call, a staff member will speak with your child/children about your delay.

By 6:00 PM, children are fatigued after a long day. Additionally, children can become anxious when they are the only child remaining, and all other kids have left. Also, SEDP staff gives their best to your children each day. However, they also have responsibilities and personal commitments and need to know they can end their day reliably at 6:00 PM.

Some helpful tips:

- When a 6:00PM arrival is unlikely **YOU MUST CONTACT SEDP.**
- SEDP families should create a contingency plan for those rare emergencies when a 6:00PM pickup is unlikely.
- SEDP families should list **a Southborough Contact** to pick up in case they are not able to. For Example, grandparent, aunt, babysitter, parents of another child in the program.
- If you have not been in contact with SEDP by **6:05PM**, SEDP Staff will attempt to reach a parent by phone.
- If you have not been in contact with SEDP by **6:15PM** or the SEDP Staff have been unable to reach you, an emergency contact person (the person/people you identified as emergency contact(s)) will be called.
- If we are unable to reach an emergency contact and/or the SEDP Staff have not heard from you, we will attempt to reach a parent **ONE FINAL TIME** at **6:30 PM.**
- At **6:45 PM**, the **Southborough Police Department** will be called to resolve the situation and for **custody**. Should you need to contact the Southborough Police Department to pick up your child/children from police custody, the non-emergency number is 508-485-2147.
- **SEDP staff is not permitted to transport your child/children home.**

Late Pick Up/Additional Fees Structure:

We do understand that every now and then a circumstance may arise that is beyond your control, making you late to pick up your child. Should you be late the following will happen:

1st time late for the school year – late pick-up will be documented but fee will be waived.

*Parents will be required to sign late pick-up slip

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2nd through 4th times late for the school year:

A \$10 late fee will be assessed for the first 5 minutes between 6:00PM and 6:05PM

From 6:05PM-6:15PM an additional \$1.00 per minute fee will be assessed.

After 6:15PM the late fee will be increased to \$5.00 each additional minute.

*Parents will be required to sign late pick-up slip and will be given a copy of the pick-up policy as a reminder of the policies and fees

**** If you have children at multiple schools and you are on time for one and late for the other, this will also count as one late day and you will be charged accordingly at the late school. However, if you are late to both on the same day, you will be charged at both locations but this will count as one late day for the family.

5th through 9th times late for the school year:

The late fee listed for the 2nd through 4th times late will be applied as set forth immediately above, and all **late fees will be DOUBLED.**

*Parents will be required to sign late pick-up slip and a warning letter will be sent from the Executive Director and the Business Manager informing families that in now approaching the limit and risk being dismissed from the program

10th time late for the school year:

Once your family has reached a total of 10 late picks for the school year your child/children will be dismissed from the program for the remainder of the academic year including summer camp and will be permitted to re-enroll in the fall based on availability.

*Should you fail to contact SEDP by **6:05PM** and a staff member needs to contact you, a **\$10.00 contact fee will be imposed.**

*Late Fees will be recorded on the following months tuition bill, if incurred before the bill is sent. Otherwise they will be recorded on the following month's tuition bill. If the late fees are not paid within the billing cycle then they will be double on the next month. If doubled late fees are not paid within the billing cycle for the first tuition bill on which they appear, the parents/guardians will be required to meet with the Executive Director and their child/children may be suspended from the program.

For example, if you incur late fees during the month of March, and those fees are recorded on your April tuition they will be due April 1st. If the late fees are not paid by April 1st, they will be doubled on your May tuition bill. The doubled late fees are not paid by May 1st, the parents/guardians will be required to meet with the Executive Director and their child/children may be suspended from the program.

SECTION 4: HEALTH AND SAFETY

Illness Policy:

SEDP follows the same illness procedures as the Southborough Public Schools. Children excluded from school due to illness must also be excluded from Extended Day. Parents will be contacted if their child begins exhibiting symptoms of illness while at Extended Day. Parents must pick up their child/keep their child home if any of the following symptoms are present:

- Fever of over 100.4 degrees
- Vomiting or diarrhea within the last 12 hours
- Contagious illness such as strep throat, conjunctivitis, chicken pox, impetigo
- An active case of head lice
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- Other signs of serious illness including unusual lethargy, irritability, persistent crying or difficulty breathing

Parents may also be asked to pick up their child in the following circumstances:

- Illness prevents the child from participating in the program activities or resting comfortably
- Illness results in greater care need than the staff can provide without compromising the health and safety of the other children

If a child has head lice, Extended Day will follow the protocol of the Southborough Public Schools and work closely with the school nurse on communicating with families, minimizing exposure to other students, and preventing re-infestation. If the school nurse has deemed it acceptable for the student to attend school, the student may also attend extended day.

Children with symptoms of a mild illness, such as a cold without fever, may remain at the program if they feel well enough to participate. SEDP staff will make provisions and accommodations to keep children comfortable if they have a mild illness or are waiting to be picked up after getting sick at the program. We will provide food and drink as appropriate, a place for quiet activity, and the choice to remain inside if not feeling well enough for active play outdoors.

Medication Policy

All Medication:

- Parents must provide all medication with a Medication Consent Form.
- The medication must be dropped off at Extended Day by a parent. Children may not carry their own medication. Medication must never be sent in a child's back-pack or lunch box.
- The first dose of any medication must be administered by a parent, outside of program hours to provide the parent sufficient time to observe adverse reactions. SEDP staff may not administer the first dose of any new medication.
- SEDP may not administer any medication contrary to the instructions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- Each time medication is administered by SEDP, the staff member will document in the child's record the name of the medication, the dosage, the time and method of administration, and who administered the medication.
- Unused medication will be returned to the parent. If the family has left the program and it is impractical to return the medication, it will be destroyed in accordance with the recommendations of the Department of Public Health Drug Control Program. The destruction will be witnessed and recorded by the Executive Director.

Requirements for Prescription Medication:

- The parent must complete and sign a medication authorization form.
- Medication must be in its original container with the original prescription label affixed, containing the child's name and dosage instructions and an expiration date that coincides with the end of the school year.
- If a child has a chronic health condition that requires medication, the child must also have an individual health plan on file (see below).

Requirements for Oral Non-Prescription Medication:

- The child's physician must complete and sign a medication authorization form.
- The medication authorization form must also be signed by the parent.
- The medication must be in the original manufacturer's packaging and must be labeled with the child's name.

Requirements for Topical Medication:

- SEDP will apply topical non-prescription medication to unbroken skin with parental permission. Parents must fill out a medication authorization form or other consent form.
- If skin is broken or has open wounds, physician's authorization as well as parent's authorization is required in order for SEDP staff to apply topical non-prescription medication.
- Topical prescription medication follows the same rules as all other prescription medications.

Medical Emergencies

In the event your child becomes seriously injured or ill and is in need of immediate medical attention, SEDP will call 911 and then make every effort to contact you immediately. If you cannot be reached, the staff will attempt to contact the emergency names you have provided on the registration form. The Site Coordinator or Executive Director will accompany your child to the nearest medical facility. If you have not yet been contacted, the staff member will continue to try to reach you from the hospital. If failing to reach anyone, a decision regarding proper medical treatment will be left solely to the professional staff at the hospital. Please remember that each situation will be handled on an individual basis depending upon the severity of the injury.

It is essential that you report any changes to your phone numbers or emergency contacts so that we may keep your child's file up to date at all times.

Individual Health Care Plan:

A child with a chronic medical condition which has been diagnosed by a licensed health care practitioner must have an individual health care plan on file including: Description of the condition, symptoms, any medical treatment that may be necessary while the child is in care, potential side effects of that treatment, and potential consequences to the child's health if the treatment is not administered. The plan must also identify any training that SEDP staff will need related to the child's medical condition, medication and other treatment needs. The plan must specify who will conduct this training, and the trainer must be approved, in writing, by the child's physician.

Prevention of Abuse and Neglect

- By definition, child abuse is a non-accidental act by a caregiver which causes substantial risk or harm to a child's physical or emotional wellbeing. Child neglect, by definition, is the failure by a caregiver, either deliberately or through negligence, to provide a child with adequate essential care such as food, shelter, clothing, supervision, and medical attention.
- All staff members are mandated reporters according to Massachusetts General Law. This means that if a staff member has a reasonable suspicion of the abuse or neglect of a child s/he must file report with the Department of Children and Families (DCF). The staff in the program use their professional training and experience to assess "reasonable suspicion". The program will have regular trainings on this topic.

Procedure for Identifying and Reporting Suspected Child Abuse and Neglect

- Whenever there is suspected child abuse or neglect, staff will document their observations and discuss this information with the Director. The employee or the director will report their suspicions by filing of a 51A report

with the Department of Children and Families. If the decision is made to file the report, the employee or director will first file a verbal report with DCF and then follow up with a written 51A report within 48 hours. The Director will notify the parents of the filing of this report unless such a report is contraindicated

- If a staff member brings a concern to the attention of the director and the director does not take action, this staff member should call DCF directly and then file the 51A report him/herself. The phone number for DCF is posted on the emergency contact list located next to every phone. The 51A form can be found at the DCF website. <http://www.mass.gov/eohhs/gov/departments/dcf/>

Allegation of abuse/neglect against staff member

- SEDP has zero tolerance for abuse, neglect or sexual misconduct perpetrated on children.
- Any report of suspected abuse or neglect that happens to a child while in the care of the program must be reported to DCF and the Department of Early Education and Care (EEC). The Director will meet with the staff member in question to inform him/her of the filed report. The program and staff will cooperate fully with all investigations. The staff person in question will be immediately suspended from direct care of children pending the completion of a DCF and EEC investigation. If allegations of abuse and neglect are substantiated, employment will be terminated. If there are no findings of abuse or neglect, the staff member will be reinstated to their classroom position.
- Any report of suspicious or inappropriate behaviors by an employee will be taken seriously. An immediate internal investigation will be conducted which may include interviews of staff members, observations of teachers, and/or involvement of outside resources. The director may change the employee's schedule or classroom assignment, or may suspend or terminate the employee depending on the nature of the report and the potential risk to children.

Plan for Fire, Natural Disasters, and Weather-Related Emergencies

Evacuation in response to fire alarm: An evacuation map is posted at all exits at each site.

During an emergency evacuation, including practice drills, the Site Coordinator will be responsible for taking the following items:

clipboard with the daily sign-in sheet
emergency consent and contact information for all children
first aid kit
copy of this policy

The Site Coordinator will be responsible for leading the children out of the building. Group Leaders will assist in the evacuation and check for stragglers.

Once evacuated, the Site Coordinator will take attendance using the sign in sheet to account for all children. The group will await further instructions from the fire department.

Severe Weather:

The town of Southborough is certified as "Storm Ready" by the National Weather Service. According to this plan, if there is severe weather threatening the area, the town will send out warning messages via the town's reverse 9-1-1 system. SEDP will follow the recommendations of the town regarding decisions to evacuate or shelter in place. Each of the Southborough Public Schools is designated by the town as an evacuation shelter. Should the community be asked to evacuate their homes, the children would already be safe and located at a shelter.

For weather that poses an imminent life safety threat to Southborough, the Town will activate the air horns located on the roof of the Fire Station on Main Street. Upon hearing the air horns, the staff and students should immediately take shelter in a small room in the inner most part of any building/home or basement (away from windows) until at least 30 minutes after skies clear or when notified by a Police or Fire Official.

SECTION 5: PARENT RIGHTS AND RESPONSIBILITIES

Parent Communication

At SEDP we strive to build a relationship with each child's family and feel that communication is one of our best tools for success. We will use a variety of ways to communicate with you about our program and your child's progress and encourage you to reach out to us in the same ways.

Program staff is always available for face to face conversations when you arrive to pick up your child.

Each site has a direct phone line and a staff member is generally available to talk between 2pm-6pm, Monday-Friday.

Each site has an email address which is checked daily

Monthly newsletters, policy updates, and announcements are sent directly to each family via email.

Our website has a "contact us" button, which sends mail directly to the Executive Director

At intake, parents identify their primary language and other languages spoken. For families whose primary language is not English, and who might need assistance effectively communicating with SEDP Staff or reading SEDP materials, SEDP will seek assistance from other families in the community who can act as an interpreter.

Parent Input

SEDP strives for continual improvement of our programs and welcomes input from parents. Our board of directors is comprised entirely of parents whose children are currently or formerly enrolled in our program. Their perspective as parents and customers is essential as we revise program policies, make program decisions, and work to meet our goals. All parents are welcome to attend our annual meeting (held in September) and we welcome new board members at any time. We also welcome your personal feedback at any time and encourage you to call, email, write or visit with us to share your ideas and opinions. Written suggestions may also be dropped in the locked payment boxes at each site.

Parent Visits

Parents are welcome and encouraged to visit the program any time their child is present. You needn't call in advance-drop in any time.

Parent Handbook Acknowledgement Form

The Southborough Extended Day Program provides a parent handbook each year which details program policies and procedures. The information in this document is important and serves as a valuable reference for you regarding your child's experience at SEDP.

Copies of this handbook have been provided at each site for parents to take home. This handbook is also available on our website, www.southboroughextendedday.com

In order to comply with licensing regulations, this signed acknowledgement form must be maintained in your child's file and updated annually.

I have read and am aware of the information contained in the Southborough Extended Day Program Parent Handbook.

Student's Name: _____

Grade: _____ School: _____

Parent or Guardian Signature

Date