



**Walpole Public Schools
Extended Day Program
Elm St. School
Office located at
415 Elm Street
Walpole, MA 02081
508-660-7361**

August, 20, 2018

Dear Extended Day Parents:

Welcome to the Extended Day Program. The first day of school for grades 1 – 12 and the Extended Day Program is Wednesday, August 29. The first day of school for Kindergarteners and Preschoolers and the Extended Day Program is Tuesday, September 4. There is no school on Friday, August 31, and Monday, September 3 (Labor Day).

Our Parent Handbook is on our web site. Please take the time to read it and familiarize yourselves with our policies. If you have any questions please call our office.

2018-2019 Programs:

ELM STREET AM: 7:00 -8:25, PM: 2:55- 6:00PM

A.M. Program Is held in the Elm Street School cafeteria. Please enter the building at the glass door entrance facing Elm St. (Bus drop-off). Please ring the Extended Day bell and you will be buzzed in.

P.M. Program Is held in the Elm Street School cafeteria at dismissal. For pick up before 4:00 p.m. please enter the building through the main entrance. After 4:00 p.m. please ring the Extended Day doorbell to enter through the glass door entrance facing Elm Street. Come to the cafeteria for pick up.

FISHER SCHOOL AM: 7:00 -8:55 AM, PM: 3:25- 6:00PM

A.M. & P.M. Programs Are held in the Fisher School cafeteria.

The drop off and pick up area for Fisher School is in the back of the building. Please enter and exit through door #14 to the cafeteria. Please ring the Extended Day bell for entrance and staff will open the door. **DO NOT PARK BY DOOR #14.** This endangers the children when they are playing outdoors or exiting the building. To ensure the safety of all students and staff, please use the upper parking lot.

OLD POST ROAD SCHOOL AM: 7:00 -8:25 AM, PM: 2:55-6:00PM

A.M. and P.M. Programs are held in the Old Post Road cafeteria. .
Please ring the Extended Day bell at the main entrance and you will be buzzed in.

BOYDEN SCHOOL AM: 7:00- 8:55AM, PM: 3:25- 6:00PM

A.M. & P.M. Program Are held in the Boyden School cafeteria. Please enter through the cafeteria door located in the school parking lot by Jason's Path. Please ring the Extended Day bell and staff will open the door .

First Day of Extended Day Program:

It is IMPERATIVE that you write a note to your child's teacher and school office outlining your child's schedule for Extended Day. This must be done for the first day of your child's Extended Day Program. Please report any schedule changes that you make to your child's classroom teacher during the school year.

Drop Off and Pick Up

All parents must come into the program site and sign their children in at the start of the day. **DO NOT DROP YOUR CHILD OFF AND GO.** At the end of the day, you or an "authorized to pick up" person must come in and sign your child out. An ID will be required for all parents of new students. All "authorized to pick up" persons must show an ID.

Please remember and plan to be prompt in picking up your children. A penalty of \$1.00 per minute per child in cash is due to the site coordinator after 6:00 p.m. We understand that

occasionally there may be an emergency in which case you may notify an “authorized to pick up” person to pick up your child. The late charge is only meant as a deterrent, not a convenience. Our staff needs to be able to leave at closing. Repeated tardiness may result in termination from the program.

Tuition

You will be receiving a monthly tuition bill via e/mail two weeks before the first of the month. Please mail your check to:

**Extended Day Program
Elm Street School, 415 Elm Street
Walpole MA 02081
Attention: Kathy Panos**

Please make out your checks to Town of Walpole. Include your child’s name and school on the check.

Please keep in mind that the tuition rate is based on a 180 – day school year, divided by 10 months. Therefore, regardless of no school days, holidays, vacation days, snow days, etc., the monthly fee is a set fee. Please be sure to pay on time. Since we are self-funded, we rely solely on tuition payments for operating costs. If you pay after the 10 day grace period you **must** include the \$20.00 fine. If you do not include the \$20.00 fine with your late payment, you will be billed separately for it. Repeated failure to not pay on time and disregard the \$20.00 fine will result in termination from the program. **Tuition payments not received within 30 days of the due date will be referred to the School Business office for collection and or termination from the program.**

Clothing

For Kindergarten students please pack an extra set of clothing in your child’s backpack in case of accidents.

Absences and/or Changes in Schedule

It is imperative that you call us if your child will not be coming to the program on a scheduled day. You can leave a message directly on the Ext Day site answering machine. Do not call the Extended Day office. If we do not hear from you and your child does not come as scheduled, we must track down your child’s whereabouts. This takes valuable time away from the other children in the program. Per our policy, all changes in schedules must be made two weeks prior to the first of the next month. All changes are month long. For the safety and security of your children, you cannot change the schedule or switch days during the month. A change of schedule form must be filed with the site coordinator at least two weeks before the first of the month. No telephone requests will be honored. This

policy is in effect to ensure the safety of your children. We also require a one month written request if you wish to withdraw. Failure to provide notice will result in the month's tuition obligation, regardless of attendance. Please consider this when planning your child's departure.

Please be sure to supply us with working telephone numbers that are available during the Extended Day Hours.

No School

If there is no school due to inclement weather or other unforeseen circumstances, there will be no Extended Day. If there is an unscheduled delay, Extended Day will also be delayed by the same amount of time.

The site phone numbers are as follows:

Elm Street Site	508-298-2662
Fisher Site	508-850-7913
OPR Site	508-660-7219 ext. 5851
Boyden Site	508-850-5616
Extended Day Office	508-660-7361

***The first early release day is Friday September 28.**

If your child is scheduled to attend Extended Day on an early release day they will follow the usual procedure at dismissal time. Please provide a lunch and drink for your child on Early Release Days.

Epipens and Inhalers

If your child requires an inhaler or epipen, Extended Day staff must also have them in our emergency kit labeled with your child's name and the doctor's orders.. Please provide these for our staff as soon as possible. Please note that inhalers cannot be self-administered without written authorization from their doctor. Staff cannot administer inhalers. Please see your school nurse for more information.

We look forward to meeting and working with your child(ren) this year. A monthly newsletter with updates and information will be e-mailed and also available at your site monthly.

Sincerely,
Kathy Panos, Director