



**2018 – 2019**

**Walpole Extended Day**

**Family Handbook**

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## IMPORTANT PHONE NUMBERS AND PARENT COMMUNICATION

Please make every effort to call if your child is going to be absent from the Program. Please call your child's site phone number directly and leave a voicemail. Do not call the Extended Day office. Please keep your cell phones on during Extended Day hours for contact in case of emergency.

Extended Day Office	508-660-7361
Boyden School	508-850-5616
Elm Street School	508-298-2662
Fisher School	508-850-7913
Old Post Road School	508-850-3918 (Cell: 508-277-0695)

For forms and information, please visit the Walpole Public Schools website. Click Extended Day Department.

A newsletter with reminders and updates will be emailed to you monthly. Please be sure to read it for important information. Information will also be available on our bulletin boards and sign-in/sign-out tables.

**On the first day of school parents must send a note to their school office and classroom teacher stating that their child will be attending the Extended Day Program and what his/her schedule will be. You must notify your child's school office and classroom teacher if there is a change in your Extended Day schedule.**

We will require notes for after school activities and whether or not the child will be returning as well as who is responsible during that time. The person responsible for your child needs to come in and sign your child in and out. Parents are required to provide a list of whom the child may be dismissed to. Only persons listed will be allowed to sign your child out. Extended Day is not responsible for your child's safety until they are returned to the program.

Please notify the Program of any changes in your work or home telephone numbers, emergency authorization immediately. It is important that you keep us informed.

### **Child Abuse or Neglect**

Massachusetts' law 119-51A states that professionals who interact with children are considered mandated reporters. As mandated reporters the Walpole Extended Day staff must immediately make an oral report to the Department of Children and Families when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse or neglect.

The Extended Day Program reserves the right to refuse to release a child to any parent or caretaker who appears incapacitated or unable to provide appropriate care and protection for a child. In such instances the school officials may be notified. Alternate authorized to pick up persons on your list may be called to pick up the child.

## ABOUT US

The Walpole Public Schools Extended Day program is a school-age childcare program for children who attend the Walpole Public Schools in grades Kindergarten through Grade 5. We have a before and after school program in each elementary school. All programs provide a healthy snack, supportive homework time, and community service learning opportunities. Additionally, children may choose to participate in self-initiated activities such as reading a book or playing a board game.

### Our Goals

1. To help children create atmosphere of respect of others and self.
2. To help children care for and respect equipment and materials.
3. Assist children in developing self-control, having a clear understanding of the Program's expectations.
4. Provide ample opportunities for outdoor time.
5. To help children in becoming independent and responsible through self-directed and individualized activities.
6. To help children learn appropriate alternatives to angry and aggressive behaviors.
7. To encourage children to make friendships across age groups, to explore, and to try as many new things as they can.
8. To provide an electronic device free environment which helps children to learn social skills and build language and cognitive skills through their interactions with other children in the Program.

The Walpole Public Schools Extended Day program does not discriminate in providing services to children and their families on the basis of race, sexual orientation, religion, cultural heritage, political beliefs, national origin, disability or marital status.

### Organization Information

The Walpole Public Schools Extended Day has an organization structure in place to support the students and families and staff in our Program. Program activities and daily projects are planned and implemented by qualified staff members. Our staff are trained in CPR, First Aid, Epipen administration and safety training.

## REGISTRATION AND FEES

- Registrations for the following year begin in the spring. A registration packet is emailed to children entering kindergarten to Grade 4. The packet must be completed and mailed with the deposit to the Extended Day Office located at 415 Elm Street, Walpole, MA 02081. The deposit consists of a \$35.00 annual registration fee per child and September's tuition. This must be paid prior to the child attending the Program.
- Enrollments continue during the year as space is available.
- There is a two-day minimum requirement.

- Tuition is payable in advance on the first of the month. You will receive an invoice by email. The tuition is delinquent after the 10<sup>th</sup> of the month and a \$20.00 late fee will be applied. Continued failure to pay tuition on time will result in the child being dropped from the program.
- Tuition is based on 180 days of school and then divided equally into 10 monthly payments. There are no deductions for days missed due to illness or vacation.
- We offer “drop in” care for those who need days other than those they are enrolled for. In order to do this we require a 24-hour notice. We will check our schedule for space and notify you accordingly. Our current charge for this care is: AM \$9.50 and PM \$18.50. Please give this payment by check only to the Site Coordinator on the day of service.

Please make checks payable to Town of Walpole. Please write your child’s name and school on each check and mail to:

Walpole Public Schools  
Extended Day Program  
415 Elm Street  
Walpole, MA 02081

### Late Pick Up:

Closing time is 6:00 p.m. by the Program clock. A penalty payment of \$1.00 per minute in **cash only** per child, is due at pick-up. The program retains the right to terminate care after excessive or repeated lateness. A warning letter will be sent after three late pick-ups. We understand that occasionally there may be an emergency. The late charge is only meant as a deterrent, not a convenience. Our staff needs to be able to leave at closing time. If your child has not been picked up after one hour after Extended Day ends and we have not been contacted, we will contact town/school officials to make appropriate decisions. Please contact us if you are going to be late, or make alternative arrangement with someone on your emergency list, or authorized to pick up list.

### Returned Checks:

A check returned for insufficient funds will be charged the current bank late fee to cover bank charges.

### Tax Receipts:

Receipts for tuition payments are available upon request. For tax purposes, our Federal I.D. # is: 046-001-334.

### Time Away From Program:

Please note that if your child is out sick or you are away on an extended vacation beyond the traditional school break, you are still liable for your monthly tuition. You are paying for a spot, not just the days you use. We are a tuition-based Program which runs on a self-supporting basis. There are no scholarships available. We do accept state vouchers.

## SCHEDULES AND SPECIAL DAYS

The Extended Day Program operates the school year, September through June, Monday through Friday.

The Program is closed on the following holidays:

- Friday before Labor Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day
- Week between Christmas Eve and New Year's Day
- New Year Day
- Martin Luther King, Jr. Day
- President's Day (vacation week) K to Grade 5 vacation camp will be offered Tuesday – Friday
- Patriot's Day (vacation week) K to Grade 5 vacation camp will be offered Tuesday – Friday
- Day of Low Attendance (this day falls on Good Friday each year)
- Memorial Day

### Early Release

If your child is scheduled to attend the Extended Day Program on an early dismissal day, he or she is to come to the Program at dismissal time.

On the day before Thanksgiving, the Program will end at 3:30 p.m. Please see the school calendar for Early Release days.

The Program makes every possible effort to open and remain open during severe weather conditions. Occasionally, the Program closes for weather emergencies and other unforeseen emergency situations. **When school is closed due to bad weather or other emergency situations, Extended Day will be closed as well.** When the Program closes for all or part of the day for an emergency, no refunds, exchanges or credits are given.

Whenever there is an all school start time unscheduled delay, the same delay applies at all our Extended Day Program sites.

When afternoon activities have been cancelled due to severe weather conditions or other unforeseeable emergencies, the Extended Day Program will remain open until 4:00 p.m. Parents will be emailed to come to pick up their children at 4:00 p.m. as soon as an announcement is made.

If afternoon activities have not been cancelled and weather conditions have deteriorated, you may be called to ask that you pick up your children as soon as possible to assure that everyone leaves the building safely.

Parents will be required to fill out a contingency plan which will be copied and filed in our child's school office. This contingency plan will be activated in the event that our after school Program is cancelled during the school day due to unforeseeable circumstances, (i.e., emergencies, unscheduled early dismissal, etc.) Parents will be notified as soon as possible and their contingency plan will be implemented.

## Schedule Changes

Requests for schedule changes must be made in writing two (2) weeks before the first of the month. Change of schedule forms are available at all sites and are provided by the Site Coordinator. It is our policy that all schedules are month-long for the safety and security of your children, days cannot be changed or switched during the month.

## INFORMATION ABOUT YOUR CHILD'S DAY

### Arrival

#### Before School

Children attending the Before School Program may arrive any time after 7:00 AM. Children must be walked and signed into the cafeteria by a parent or guardian.

#### After School

At the close of school, children are dismissed from their classrooms and come to the cafeteria (Elm Street meets in the media center before proceeding to the cafeteria).

Attendance is taken and any absence is reported to the Site Coordinator who will check to see if a parent has notified us of the absence. If not, a search is made to make sure the child is safe and accounted for. **THEREFORE, IS IMPERATIVE THAT EXTENDED DAY SITE IS INFORMED IF YOUR CHILD WILL NOT BE ATTENDING THE PROGRAM.** Please call and leave a voicemail on the individual site's number. Do not call and leave a voicemail on the office number.

### Departure

Parent/Guardian or someone on the authorized to pick up list must sign their child out on the attendance list. We must have written and verbal authorization from you for anyone picking up your child. Please notify everyone on your pick-up list that we will ask for photo identification before releasing your child.

## Personal Belongings

Children should be adequately dressed for indoor and outdoor activities. Outerwear (boots, jackets, etc.) should be labeled with the child's name. It is requested that all personal items and toys be left at home. Our staff cannot be responsible for lost or damaged items.

## Snacks

The Extended Day Program provides a nutritious snack daily for children that attend the after school program. On Early Release Days parents are required to send a peanut/tree nut free lunch with their child. Water and snacks are provided on these days.

## A Typical Afternoon at the Extended Day Program

- Attendance taken
- Snack
- Homework
- Outdoor or gym play
- Activities, choice times (children choose how to spend this afternoon and can move to different areas as they wish).

## EMERGENCY PROCEDURES, MEDICAL AND ILLNESS

### Illness

If your child is too sick to attend school or is sent home from school, then he/she cannot come to Walpole Extended Day Program. The following list describes some of the most common illnesses that we see and the Walpole Extended Day Program policy on care and treatment. In addition to the following examples, if your child seems mildly ill, unusually irritable, lethargic or generally "not themselves", but shows no other symptoms, we will notify you and a joint decision will be made about whether your child should remain at the Program. While your child is waiting, we will provide necessary food, drink, rest, play things, comfort and appropriate indoor activities.

**Fever:** A child with a fever (101° F +) should be kept home until the child has been fever free for at least 24 hours. (Although your child may have a normal temperature in the morning, body temperatures at that time tend to be normally low, and fevers usually return during the day.) If a child develops a fever while in the Program, parents will be called to take the child home.

**Vomiting:** A child who is vomiting will be sent home. The child should not return to the Program until the vomiting has stopped for at least 24 hours.

**Rashes:** Rashes may be caused by a variety of things. If your child develops a rash we will call to talk to you about it, and possibly advise you to contact your pediatrician. A child with a communicable rash should be kept home until the rash has subsided.



**Head Lice:** Incidence of head lice is common in school systems. If we find nits on your child, we will call you to take your child home. Your pediatrician can recommend treatments for head lice. Children may return to the Program when they are nit free.

We should be informed immediately if a child has contracted a communicable disease. Absence from the Program to prevent the spread of the disease should be based on the advice of the child's doctor or the school nurse.

### Medical and Safety Policies

The Extended Day Program cannot give out medication. Please contact the Director if you have any questions. A first aid kit is kept at each site. First aid is administered and maintained by the Site Coordinator.

If your child requires an Epipen, Extended Day must have one separate from the school nurse's office. The Epipen must include doctor's orders and be in the container in which it was originally dispensed with original labels affixed. Please check the expiration date before handing them into the program.

### Inhalers

Children cannot self-administer an inhaler without written authorization of their physician. Please check with your school nurse.

### Program Emergency Procedures

If during the year a building must be evacuated for any reason, the Program will inform parents via an email or phone call. Children will be evacuated due to loss of electricity, loss of heat, fire, or other situation deemed dangers by the school department. If the building is evacuated, the children will be transported to another Extended Day site. Parents will be notified of the new pick-up location.

In case of medical emergency, your child will be transported by an emergency vehicle to the nearest hospital for necessary medical treatment.

## BEHAVIORAL MANAGEMENT PROTOCOL

The following behavioral code should be reviewed and discussed with your child.

- Jump ropes on the jungle gym are not allowed.
- Sticks, rocks, etc., are not allowed
- All equipment at playgrounds to be used safely (no going up slides, etc.)
- Name calling, teasing, belittling, bullying, demeaning or critical statements about other Program participants are not allowed.
- Rudeness and discourtesy to staff and other Program participants (including foul language and gestures) will not be tolerated.

- Engaging in activities that are dangerous or detrimental to the group or other Program participants (including fighting, kicking, hitting, pushing, biting, karate, etc.) will not be allowed.
- Dangerous items are not allowed to be brought to the Program (knives, etc.).
- Additional each Extended Day Program will abide by the policies in the handbook of the host school.

## Procedures for Non-Compliance of Rules

1. Verbal warning.
2. Five (5) minute time-out.
3. Parent will be notified of unacceptable behavior by staff verbally and by a written incident report. Staff will fill out the incident report and the parent will read and sign it.
4. After the incident reports are filed, a review of the child's behavior will be conducted. The outcome of the review will determine the child's continued participation in the Program.

## Consequences for Non-Compliance of Rules

A child may be expelled from the Program for physically injuring another child or for repeated willful disregard of safety and disrespect of rules. The child may also be expelled from the Program if it is determined by the Director that his/her presence in the Program is detrimental to his/her psychological development or is so uncontrollable or violent that the Program staff cannot reasonable guarantee the safety of other Program participants.

- In the event of the expulsion there will be no refund.
- A child may be immediately terminated for physically injuring another child or endangering the safety of other Program participants.
- A child's parents may be called to come and pick up the child in the event of uncontrollable behavior.

## NOTIFICATIONS TO PARENTS

### Discipline

The Extended Day Program guidelines are as follows: "No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including: any type of hitting inflicted in any manner upon the body; punishment which subjects a child to verbal abuse, ridicule, or humiliation; denial of food or bathroom facilities, punishment for soiling, whether or not using the toilet, or punishment related to eating or not eating food."

### Behavior Management Plan

The Extended Day Program behavior management plan is set forth in order to maximize the growth and development of the children while protecting the group and individuals within it. We believe that the social and emotional learning of children is extremely important. To that end, we

utilize Safety Care® approach to behavior management. Staff are encouraged to provide positive and consistent guidance to children based on their individual needs and development. Children are held responsible for their own actions.

## Termination

The Extended Day Program will make reasonable accommodations to avoid termination. Parents are encouraged to speak to staff daily at the Program or to request a meeting with staff at any time. The termination policy applies for extreme situations such as the ones described below.

### **REASONS FOR SUSPENSION INCLUDE BUT ARE NOT LIMITED TO:**

1. Physical or verbal abuse towards staff or other children.
2. Willful destruction of Program or school property.
3. Leaving Program without permission
4. Endangering self or others.
5. Nonpayment of tuition after thirty (30) days have passed
6. Continued arrival at the Program after 6:00 pm.

If you wish to withdraw your child from the Program, one (1) month's written notice is required. Failure to provide notice will result in the monthly financial obligation billed at the last tuition agreement rate. Please consider this when planning your child's departure. If you drop out without the month's notice, we reserve the right to refuse future provider services.