

EXTENDED DAY PROGRAM



HANDBOOK 2007-2008

IMPORTANT PHONE NUMBERS

**EXTENDED DAY
(781)424-6100**

**SCHOOL
(781)848-0842 x10**

REGISTRATION

Registration is ongoing. You may select different days each week that your child will need to stay. The registration form must be filled out and returned to school **weekly**. This form needs to be handed in to the front office or classroom teacher no later than Friday morning, the week before your child will attend the program. If there is an additional day the following week you would like to register your child for you may sign in the morning at the front office or send a note to the classroom teacher. Payment for an extra day is due at the time of pick up.

HOURS AND FEES

THE EXTENDED DAY PROGRAM IS AVAILABLE: MONDAY- FRIDAY

DAILY RATE (2:00P.M.- 6:00P.M)

1 Child- \$20 per day
2 Children- \$35 per day
3 Children or more- \$40 per day

Early dismissal (12:00P.M.- 6:00P.M.)

1 Child- \$25 per day
2 Children- \$45 per day
3 Children or more- \$50 per day

LATE PICKUP

If you pickup your child after 6:00 P.M. you will be charged a late fee of \$20.00 for the first 15 minutes and a dollar per minute after that. The late fee must be paid before your child may return to the Extended Day Program. If you are late more than (3) times, it will result in your child/children being suspended from the program for one week **without a refund or credit**. The 5th time will result in your child/children being expelled from the program.

PAYMENTS

Payments are to be made to the staff no later than Friday morning, the week before your child will be attending. If your payments are not up to date your child will not be allowed to attend the program.

*****CREDITS*****

If there is an adjustment to your child's schedule please inform the classroom teacher by writing a note indicating the change.

Unfortunately, this year credits will no longer be available. This adjustment has been made so that last minute changes are not so frequent. This is for the safety of your children. The end of the school day can be chaotic and picking your child up at the last minute can make dismissal more hectic for the child and teachers in charge.

If you know at least two days in advance that there will be a change in your child's schedule, please let a staff member know and we can arrange for your child/children to attend another day that week. If the credit can not be used with in the same week, it will no longer be valid.

EMERGENCY FORMS AND PICK UP

We ask that you provide us with a list of emergency names and phone numbers (form available online). In addition, a list is needed of all the people who have permission to pick up your child/children. If for any reason, someone other than those listed will be picking up your child/children, you must send a written note with your permission to release your child to that particular person. We will not release your child without written consent from a parent/guardian. We ask that anyone picking up your child/children have picture identification. (including those on your emergency pick up list.) When picking up your child, please come to the front door of the school. You will gain access to the building by ringing the bell. Please be patient when waiting. Only Extended Day Program staff is permitted to let parent/guardians in the building. Parents/guardians must sign child out.

PERMISSION SLIPS AND FIELD TRIPS

Field Trips occur at different times throughout the year. You will be informed at least a week in advance of any field trips. Additional permission slips will be sent home for each field trip. These permission slips must be filled out and returned on time. Failure to do so will result in your child/children not being allowed to go on the field trip and therefore not being allowed to participate in the program on that given day. Transportation for field trips will be provided by Braintree Public School Buses. Occasionally our program will travel to the library or French's Commons. A permission slip has already been provided and should have been signed at the time of initial registration for French's Commons and Thayer Library.

CHAPERONES

Parents will be permitted to go on field trips. If you are planning to attend a field trip please let a staff member know two weeks prior to the field trip. CORI forms must be requested and submitted to a staff member two weeks prior to chaperoning a trip. Without an approved CORI form parents will not be permitted to attend field trips. If a parent attends a field trip he/she is responsible for his/her own expenses. Chaperones will be allowed to ride on the bus if there is space available. Otherwise transportation is the responsibility of the chaperone.

Field Trip Behavior

Field trips are meant to be a good time for everybody. If your child misbehaves or causes problems on field trips he/she may be suspended from one or more field trips. When this does occur your child will not be permitted to attend the program on the day of the next field trip. Please inform your child of these consequences so that we can avoid any problems.

SNACK AND LUNCH

Snacks will be provided once a day at 2:00P.M. If your child has any allergies please send a separate snack for your child to eat at this time. If you know your child/children are going to stay late into the day and may be hungry it is perfectly fine to send them with additional snacks. Staff will not be permitted to give out additional snacks late in the day but children may help themselves to anything in their own lunch box. On half days it is the parent's responsibility to provide a lunch. On some occasions we will order a special lunch and a small fee will be requested at that time.

CLOTHING

Children should come to the program with proper attire. Sneakers should be provided daily. Please send your children to the program with play clothes. This program will have several outdoor activities that may result in your child getting dirty.

***PLEASE MAKE SURE YOUR CHILD ALWAYS HAS A CHANGE OF CLOTHES,** with the exception being gym days, when your child is already dressed in proper attire.

GAMES AND TOYS FROM HOME

The staff is not responsible for toys brought in from home. Unfortunately there isn't a place to lock toys up if they are left behind. If children bring in toys from home it is their responsibility to keep track of them. Game boys, head phones and other electronic equipment are not permitted at anytime.

MEDICAL

If your child has any medical concerns i.e., asthma, allergies, or other needs, please make this known to the staff. Unfortunately, medications can not be administered by the staff. However, all staff members have been trained to use an Epipen and they may administer it in case of an emergency.

BEHAVIOR MANAGEMENT

The Extended Program is designed to meet the needs of each child as an individual while assuring the safety of the group as a whole. When behavior problems occur a staff member will discuss the problem with the child and will remove the child from the group briefly, if the situation warrants this action. In most cases a time-out is (2-5) minutes depending on the child and the nature of the issue.

In more serious situations (for example but not limited to; children endangering themselves or others) a child may have a time out for more than five minutes. Children receive a warning once. Then in addition to sitting in time-out they are required to sign a time-out form. This form asks them questions about their behavior and asks them how they can better deal with the situation next time. The time-out form requires a parent signature. This way we know that the parent has been informed of the problem and can deal with the problem properly at home. After three time-out forms have been given the child will be suspended from the program for a day. Parents/Guardians will be called in for a conference to discuss the behavior problems. After three more time-out forms the child will be suspended from the program for one week. Any more behavior problems will result in expulsion from the program.

However, a child maybe suspended from the program at anytime and for any of the following behaviors: injuring another child, staff member or themselves; verbal harassment of other children or staff; repeated disruption of the orderly operation of the program; consistent need for one on one attention; non-payment of fees; refusal to meet with Extended Day Program staff, or any other unacceptable behaviors as determined by program staff.

In most cases a parent will receive a warning that a child's behavior may result in suspension or expulsion. However exceptions can be made in serious or disruptive cases. By making our expectations clear to the children, the staff hopes to minimize behavior problems. In some cases the program may no longer be beneficial to the child. The school Principal and Program Coordinator reserves the right to ask a parent to adjust the child's schedule or withdraw from the program.

****The School administration reserves the right to make changes to the handbook throughout the Extended Day program. The full cooperation of parents/guardians is always appreciated.****

**PLEASE RETURN THIS FORM TO AN EXTENDED DAY STAFF MEMBER TO INDICATE TO US THAT THE HANDBOOK HAS BEEN READ AND THE RULES AND PROCEDURES ARE UNDERSTOOD.
THANK YOU,**

**Andy Barlow
EXTENDED DAY DIRECTOR**

I have read and understand the following guidelines for The SFA Summer Program and agree to follow them. I have also relayed these guidelines to my child/children and they are aware of the rules they must follow.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____