

# **SFA EXTENDED DAY PROGRAM**



## **HANDBOOK**

**2015-2016**

**IMPORTANT PHONE NUMBERS**

**EXTENDED DAY PROGRAM CELL PHONE**

**(781)424-6100**

**SCHOOL**

**(781)848-0842 x10(Front Office) or x16 (Mrs.  
Wilkinson)**

**2015-16 EDP Director: Bridget Wilkinson & Julianna  
Gratta**

## **REGISTRATION**

Registration is ongoing. You may select different days each week that your child will need to use the program. The registration form must be filled out and returned to school **weekly**. This form must be handed in to the classroom teacher or main office 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 them up in the morning at the front office. Payment for an extra day is due at time of pick up.

## **HOURS AND FEES**

### **THE EXTENDED DAY PROGRAM IS AVAILABLE: MONDAY – FRIDAY**

**Daily Rate** (2:00P.M. - 6:00P.M.)    **Early Dismissal** (11:30A.M. or 12:00P.M. - 6:00P.M.)

1 Child- \$20 per day

2 Children- \$35 per day

3 Children- \$50 per day

1 Child- \$25 per day

2 Children- \$45 per day

3 Children- \$60 per day

### **THE BEFORE SCHOOL PROGRAM IS AVAILABLE: MONDAY-FRIDAY**

**Daily Rate** (7:00AM – 7:40AM)

1 Child - \$10 per day

2 or More Children - \$15 per day

### **EDP will NOT be in operation on the following days:**

Wednesday, November 25th (11:30am dismissal)

Friday, December 18th (Christmas Concert, 12pm dismissal)

Wednesday, December 23rd (11:30am dismissal)

Last Day of School (To Be Determined)

### **LATE PICKUP POLICY**

If you pick up your child after 6:00 P.M., you will be charged a late fee of \$15.00 for the first 10 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 (pick up after 6pm) more than **3** times, that **will** result in your child/children being suspended from the program for one week **without a refund or credit**. Being late a **5<sup>th</sup>** time may result in your child/children being expelled from the program.

### **PAYMENTS**

Payments are to be made to the staff no later than the Friday morning of the week 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 both Mrs. Wilkinson and your child's classroom teacher in writing (via note or email) of the change.

If you know in advance that there are changes in your child's schedule, please let a staff member know and we can arrange for your child(ren) to attend another day that week if needed. Otherwise, you may use the credit the next time your child attends the program.

If a child is absent from school or dismissed due to illness, then the credit will be given the next day that the child is in school and attending the Extended Day Program.

## **EMERGENCY FORMS AND PICK UP**

We ask that each parent/guardian provide us with a list of emergency names and phone numbers (Emergency Contact form is available online) for themselves and any family member or person who has permission to pick up your child(ren). If for any reason, someone other than a parent/guardian will be picking up your child(ren), 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(ren) have picture identification (including parents themselves and those on your emergency pick up list); if there is no identification, we are unable to release your child to this person. 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 for the door to be answered, as only Extended Day Program staff is permitted to let parent/guardians in the building. Parents/guardians must sign children out of program daily. If the program is elsewhere in the building or outside, we will leave a sign on the door to notify parents of our location.

## **INCLEMENT WEATHER POLICY**

EDP is committed to ensuring the safety of SFA students, families, and staff. To that end, in the event of a snow emergency in the greater Boston area or early school closing in Braintree, the Extended Day Program will close by 4pm or may be cancelled in an emergency situation. Parents will be notified of early closure of the program via Connect Ed or phone call/email from the Program Director. We ask that parents make alternate pickup arrangements for students in the event of a snow emergency if they must remain at work. Thank you in advance for your support in guaranteeing the safety of the SFA community. Please don't hesitate to contact Mrs. Wilkinson with any questions about this policy.

## **HOMEWORK/ACTIVITIES**

There is not a homework policy at the Extended Day Program. We do offer time every day for children to do homework (approximately 2:30-4:00pm or 2:00-3:30pm) and will do our best to help children complete all of their assignments but we are not responsible for finishing homework with any child. If a child has not completed their work by 4:00pm, we may go outside or do another activity which could result in their needing to finish assignments at home.

## **SNACK AND LUNCH**

Snack time is scheduled once a day and will take place sometime between 2:00-3:30pm. If your child has allergies, please send a separate snack for your child to eat at this time. If you know your child(ren) are going to stay late into the day and may be hungry, please 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. Plain crackers will be provided in case of emergency.

**On half days it is the parent's responsibility to provide lunch.** On some occasions, we will order a special lunch and a small fee may be requested at that time. We also may plan a trip to the Yogurt Bar or McDonald's on a nice day, at which time we will ask for parents to send \$5.00 if their child will participate.

## **CLOTHING**

Children may bring a change of clothes if wanted and may change after snacktime upon receiving permission from a teacher. They must be able to change themselves, as legally, staff members may not assist children in changing clothes. Please be aware that clothes sent in may get dirty due to outside play or arts and crafts.

## **GAMES AND TOYS FROM HOME**

Toys, games, and electronics from home will not be allowed at Extended Day for the 2015-16 school year. If children bring toys or games from home, they will be held by the Extended Day teachers until the end of the day and returned to parents upon pick up. Please do not hesitate to contact Mrs. Wilkinson with any questions about this policy.

## **MEDICAL**

If your child has any medical concerns, i.e. asthma, allergies, or other needs, please make this known to the staff and complete the attached medical addendum. Any child who has an epi-pen or inhaler should have one on-site with our school nurse at all times, which will be transferred to the Extended Day program on days that your child attends EDP. Unfortunately, medications cannot be administered by the staff. However, all staff members have been trained to use an Epi-pen and they may administer it in case of an emergency.

## **SPECIAL TREATS/SCHEDULE CHANGES**

Often at the program for special occasions or after earning a treat with awesome group behavior for several days, children will make a “special snack” that they can help make themselves. This could include dirt cups, popsicles, cupcakes, cake pops, trail mix, etc. In order to participate, children must have a signed permission form to take part in food activities (please see attached form). Weather permitting, we plan to take the children to French’s Common from 2-4pm every Friday. If you are picking up your child during that time, you may come directly to French’s Common to sign them out. We also may take other special trips such as McDonald’s or Yogurt Bar (permission slip also attached for special outings) and will notify parents in advance on days we will do so. We also may bring in special programs to do fun activities with the children such as yoga, pottery, etc. and have attached permission slips for them to participate in special activities as well.

## **BEHAVIOR MANAGEMENT**

The Extended Day 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 (for 2-5) minutes will be given, depending on the child and the nature of the issue. In more serious situations, (for example, children endangering themselves or others) a child may have a time out for more than five minutes.

Our individual behavior system from last year will stay in place, as it was helpful for children and staff to have a visual reminder of daily behavior. We will form our EDP Rules at the beginning of the year together with the children and they will be posted visibly. We will also have a “traveling behavior chart” (that can accompany us to multiple locations); each child will have a clothespin with their name clipped onto the chart. The chart will have four levels: “Blue” for awesome behavior (i.e. going out of your way to help a friend or volunteering to do something without asking for a reward); “Green” for good behavior (i.e. no more than one warning about making good choices for the day); “Yellow” (i.e. needed 2-3 warnings about behavior that day and had to be given one time-out); and “Red” (i.e. something serious happened that may have included breaking rules, unsafe behavior, or multiple timeouts for disrespect). If a child reaches the “Red” or “Yellow” levels, an incident report will be filled out and a parent/guardian will be informed of the incidents at pickup time.

**If a child reaches the “Red” Zone three times in one month, they will be suspended from the program for one week and a parent conference will be held.** Continued behavior problems may result in expulsion from the program. If a child reaches the “Blue Zone” for doing something helpful, they will receive a prize as a reward!

Our group behavior system from last year will also stay in place. The children will be permitted to collectively earn a “gumball” each day to place on our “gumball machine

poster” for following the rules we made together. They were able to earn rewards such as group outings, or a new toy or art supply for the program, when they earn a certain number of gumballs. The kids really enjoy watching the machine fill up and being able to earn such fun rewards!

A child may be suspended from the program at any time 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 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 the case of serious safety concerns. 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 EDP Director reserve 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 year. The full cooperation of parents/guardians is always appreciated.\*\***

**I have read and understand the following guidelines for The SFA Extended Day Program 2015-2016 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:** \_\_\_\_\_

St. Francis of

Accredited by the NEASC  
Commission on  
Independent Schools



Assisi School

850 Washington Street  
Braintree, MA 02184  
(781) 848-0842 • Fax: (781) 356-5309  
www.sfab.org

## Excursion Permission for Extended Day Program 2015-16

I hereby give my child \_\_\_\_\_ permission to walk to French's Common, McDonald's, and the Yogurt Bar with the St. Francis of Assisi Extended Day Program Staff during the 2015-16 Extended Day Program. Weather permitting, we will walk to French's Common from 2-4pm on Fridays. If you are picking up during this time, you may come directly to French's Common to pick up your child. We will walk to McDonald's and Yogurt Bar on special occasions, upon which we will notify parents in advance.

Parent/Guardian Name:

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Parent/ Guardian Signature:

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Date: \_\_\_\_\_



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**Extended Day Program 2015-16  
Food Activity Permission Slip**

I hereby give my child, \_\_\_\_\_,  
permission to participate in any and all activities involving food run by the  
St. Francis of Assisi Extended Day Program. If I decide to change my  
consent at any time during the 2015-16 school year, I will inform the EDP  
staff by written notice.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please initial below if your child has a food restriction and is unable to participate in any or all  
activities involving food:

\_\_\_\_\_ I do NOT permit my child to participate in ANY food-related activities during the SFA  
Extended Day Program.

\_\_\_\_\_ My child has the following food restriction:

\_\_\_\_\_

They may participate in any activities that do not include that particular food.

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## Special Activity Permission for Extended Day Program 2015-16

I hereby give my child \_\_\_\_\_ permission to participate in any special programs or activities held at Extended Day (such as yoga, archery, pottery, etc.) during the 2015-16 school year. I understand that these programs may be led by someone other than EDP teachers but that EDP teachers will always be present during activities. EDP will notify parents prior to the days when these activities will be held.

Parent/Guardian Name:

\_\_\_\_\_

Parent/ Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ I do NOT permit my child to participate in ANY additional programming during the SFA Extended Day Program.

\_\_\_\_\_ My child has the following restriction:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_. He/she may participate in activities that do not involve that restriction.

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## EXTENDED DAY HANDBOOK MEDICAL ADDENDUM

Name of Child or Children: \_\_\_\_\_

Child's Current Medications (specify if child has an inhaler or epi-pen):

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Please list all known Allergies:

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Does your child have any restrictions to physical activity? YES\_\_\_ NO\_\_\_

If yes, please elaborate on below lines.

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If your child has a chronic condition that requires an epi-pen, inhaler or other continuous medication, describe signs of distress:

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Please describe any measures staff members can take to assist child in distress (i.e. water, snack, etc.).

I hereby acknowledge my awareness that there will not be a certified nurse on-staff at the SFA Extended Day Program after 2:30pm. I further permit the staff at SFA Extended Day Program to administer medical treatment (epi-pen **ONLY**) or authorize emergency medical treatment for my child in the event that I cannot be reached in an emergency.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CHILD WITH INHALER ONLY:**

I acknowledge that my child is aware of the proper way to administer their medication if necessary. I acknowledge my awareness that EDP staff members are unable to administer inhalers.

In the event of an asthma attack, the following measures should be taken (please specify inhaler dosage and if any assistance is needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:**

\_\_\_\_\_

**CHILD WITH DIABETES ONLY:**

I acknowledge that my child is aware of the proper way to administer their medication if necessary. I acknowledge my awareness that EDP staff members are unable to administer medication.

In the event of low blood sugar (student will notify staff of feeling low or levels registering low), the following measures should be taken:

\*Give student glucose tablets or juice box and snack

\*Call parent and inform of situation

\*Student will re-check levels in 15 minutes

\*If levels have not changed, call parent again and pick up early.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_