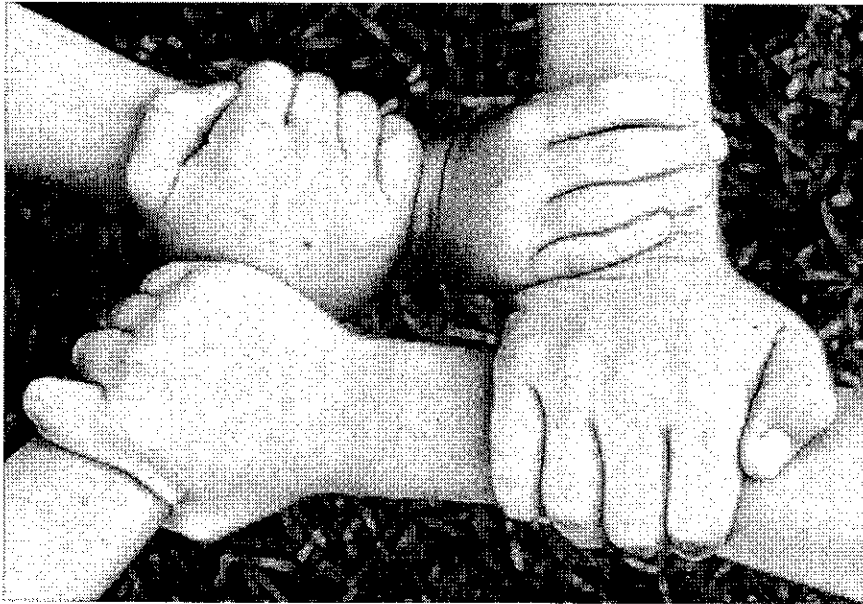


Sudbury Extended Day
Parent Handbook
2017-18



Sudbury Extended Day is licensed by the Department of Early
Education and Care

Welcome

Sudbury Extended Day, Inc. (SED) is an independent, not-for-profit school-age child care program offering both before and after school care. Our program is designed to provide quality care to complement your child's elementary and middle school experiences. SED is open Monday through Friday before and after school for children in grades K through 5 at each elementary school, and after school in grades 6 through 8 at Curtis Middle School. A Kindergarten program is also available at the Kindergarten Center at First Parish Church for the Nixon and Noyes families. SED is managed by an Executive Director who reports to a Board of Directors, which is composed of parents. SED programs are licensed in compliance with regulations of the Massachusetts Department of Early Education and Care. Parents may contact DEEC for the program's compliance history. Contact information is: Department of Early Education and Care, 10 Austin Street, Worcester, MA 01609, 508-798-5180.

Mission Statement

The mission of Sudbury Extended Day is to provide the children of Sudbury's working parents with nurturing before and after school programs that offer diverse opportunities for enrichment, exploration, and the development of social skills.

Program Philosophy

SED's play-based philosophy provides an enriching and fun environment for our children. SED provides a variety of learning experiences, both indoors and outdoors, to enhance your child's social, emotional, physical and intellectual development. We believe that children learn best by playing. The program is designed to allow children to choose from such activities as arts and crafts, nature, science, reading, games and sports. Students also have opportunities for supervised homework time. Recreation periods are scheduled on the playground or in the gym. We believe that we are the "neighborhood" of Sudbury; a place for children to have fun after school, play, socialize, participate as they are interested, and have new experiences.

Our teachers are our most valuable resource. They are dedicated professionals committed to providing quality care and education for our children; our average teacher tenure is 10 years. The SED teachers recognize the uniqueness and importance of each child and strive to provide an opportunity for each child to explore new pastimes and ideas in a safe, creative and supportive environment.

Sudbury Extended Day does not discriminate on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability in its admissions, services to families, educational policies, financial assistance, or otherwise in its operation or management.

General Information

The Sudbury Extended Day Administrative office is located at the First Parish Church, 327 Concord Rd., Sudbury. The office's hours of operation are 8:00 a.m. to 6:15 p.m. Monday through Friday during the school year. We are available 9 a.m. to 2 p.m. during the summer months.

The Executive Director is responsible for hiring, training and supervision of all staff. The Executive Director is also responsible for the development of the curriculum, adherence to the Department of Early Education and Care regulations, monitoring health and safety procedures, and the daily operations of the program. In addition, each site has a Site Coordinator responsible for the overall program at that school.

If parents have concerns or questions regarding their child, an SED staff member, or the Extended Day program as a whole, we ask that they first discuss the matter with the Site Coordinator at their child's program. If the Site Coordinator cannot resolve the issue to the parent's satisfaction, parents should speak with the Executive Director. If the concern is about the Executive Director, parents may bring the issue directly to the President of the Board of Directors. If the issue is a matter of policy set by our Board of Directors, the Executive Director will present the issue to the Board at the next monthly meeting. Parents who wish to express their concerns directly to the Board are always welcome at Board meetings for open comments.

Sudbury Extended Day Office

Location: First Parish, 327 Concord Road Sudbury, MA 01776

Mailing address: P.O. Box 696, Sudbury, MA 01776

E-mail: office@sudburyextendedday.org

Fax#: 978-440-8361

Web: www.sudburyextendedday.org

Suzie Kornblum, Executive Director 978-443-5829

Noreen Behrens, Office Manager 978-443-5829

Rhona Jarmulowicz, Assistant Director 978-443-5829

Kindergarten at First Parish (Nixon and Noyes) 978-443-5829

Rosanne Esteves, Site Coordinator

After School 3:25 – 6:15

kindergartensed@gmail.com

Before/After school programs:

Haynes School

Lori Lafayette, Site Coordinator 978-443-7934 haynessednews@gmail.com

Before School 7:00 – 8:45 a.m.

After School 3:25 – 6:15 p.m.

Nixon School

Linda Gallagher, Site Coordinator 978-440-9757 sednixonnews@gmail.com

Before School 7:00 – 8:45 a.m.

After School 3:25 – 6:15 p.m.

Noyes School

Lisa Posner, Site Coordinator 978-443-9282 noyessednews@gmail.com

Before School 7:00 – 8:45 a.m.

After School 3:25 – 6:15 p.m.

Loring School –

Leanne Glynn, Site Coordinator 978-443-4167 loringsed@gmail.com

Before School 7:00 – 8:45 a.m.

After School 3:25 – 6:15 p.m.

Curtis Middle School

Cate Dill, Site Coordinator 978-443-6964 curtissednews@gmail.com

After School 2:25 – 6:15 p.m.

Board of Directors

Sudbury Extended Day is a non-profit organization run by a Board of Directors, consisting of parents of students in our programs. The Board of Directors oversees Sudbury Extended Day financial and strategic planning, while the Executive Director oversees the daily operations of the organization and management of its employees.

Parent volunteers are welcome to join the Board or serve on committees where they can offer expertise in areas such as finance and human resources. Any parent interested in joining the Board should contact Suzie Kornblum at 978-443-5829.

All parents are invited to attend Board meetings. The meetings are generally held the second Tuesday of each month. We meet at the First Parish Church, beginning at 7:30.

The schedule for the 2017-18 Board meetings is as follows:

September 12, 2017	February 13, 2018
October 10, 2017	March 13, 2018
November 14, 2017	April 10, 2018
December 12, 2017	May 8, 2018
January 9, 2018	June 12, 2018

The members of the 2017-18 Board of Directors are as follows:

Courtney Coile, President (Noyes)
Jim Gardner, Vice President (Nixon and Curtis)
Noreen Behrens (Administration)
James Chen (Haynes)
Wendy Cronin (Noyes)
Mike Facemire (Nixon)
Linda Gallagher (Nixon Site Coordinator, Staff Representative)
Marc Gallagher (Loring)
Lee Gross (Loring)
DP Hao (Nixon)
Rhona Jarmulowicz (Administration)
Anne Marie King (Noyes)
Suzie Kornblum (Administration)
Lori Lafayette (Haynes Site Coordinator, Staff Representative)
Marc Levy (Noyes)
Wendy Luce (Noyes)
Tim Maidment (Noyes)
Joe Scanga (Loring)
Pam Weldon (Administration)
Yedan Zhang (Haynes)

Enrollment Procedures

Enrollment at SED is a three step process. First, parents submit an application. Second, SED prepares a contract and parents sign the contract, which outlines the child's schedule and the tuition. Third, parents complete the Child Enrollment Forms. When all three steps are completed, a child is considered enrolled in SED for the year.

Applications

Sudbury Extended Day accepts applications beginning in March for students for the upcoming school year. A non-refundable application fee of \$40.00 (\$45.00 for two or more siblings) is required before an application can be processed. Applications are processed in the order in which they are received. **SED gives priority to existing families who are currently in the program when accepting applications for the following year.** Children who cannot be accommodated in their desired sessions will have their names placed on a waiting list.

Prior to a child's initial enrollment, parents are encouraged to visit the program and meet with the Site Coordinator and/or Executive Director. This is an excellent opportunity to introduce your child to the SED staff, to see the program in action and to ask questions.

Contracts

Once placement decisions have been made, SED prepares a contract for each child. It is necessary for all parents to sign this contract confirming the sessions/days the child will attend the program. A deposit of one month's tuition is required with the return of the contract. The deposit is applied to June tuition for that school year. No portion of the deposit will be refunded if the student reduces his schedule after September 30, 2017.

Minimum Enrollment

Wednesdays are Early Release Days for the Sudbury Public Schools. Students enroll at the time of registration for space in our Early Release sessions. If contracted for Early Release, parents will pay for these sessions whether they are utilized or not. Parents must contract for **all** Wednesdays not just Early Release Wednesdays, **plus** one other afternoon or all 5 mornings.

A parent may contract for only regular release Wednesdays and not Early Release Wednesdays. However, the same minimum applies; enrollment must be for Wednesday **plus** one other afternoon or all 5 mornings.

Child Enrollment Forms

SED is required to have certain information about each child in his/her file. These forms need to be completed prior to enrollment, and are available on our website, at the back of this handbook, and by request to the Site Coordinator or the office.

Summary: Enrollment requires three steps: Application, Contract, and Enrollment Forms. No child will be considered enrolled unless all three steps are complete.

Schedule Changes

Parents may revise their child's schedule in writing before September 30th without penalty; email is acceptable. Forms for schedule changes are available at each site, in the back of this Handbook, and at the office. Schedule changes after October 1st will result in parents forfeiting a portion of, or all of the deposit. **Schedule changes for September must be made before August 15th. During the rest of the school year, if you change your schedule prior to the 15th of the month, we will refund the tuition difference and adjust your deposit before the first of the following month. If you change your schedule after the 15th of the month, we will change your tuition for the upcoming month, however, the tuition for the current month will remain due in full.**

Increases in Enrollment

Parents who wish to increase their child's enrollment in the program are advised to contact the office. Changes in enrollment are made on a space available basis. Please fill out a schedule change form, which can be picked up at each site or by calling the office. There is a copy of this form in the back of the Handbook.

Decreases in Enrollment

Parents who wish to decrease their child's enrollment must give written notice of their intention to do so. **If you decrease your schedule prior to the 15th of the month, we will refund the tuition difference and adjust your deposit before the first of the following month. If you change your schedule after the 15th of the month, we will change your tuition for the upcoming month; however, the tuition for the current month will remain due in full.**

Decreases in enrollment after October 1st will result in the **forfeit of the decreased deposit amount.**

Because a portion of the deposit has been forfeited, SED does not hold it for a child's June tuition. Therefore, if a schedule is reduced and a portion of the deposit has been forfeited, that new reduced schedule remains in effect for the remainder of the school year, including the month of June.

Withdrawal from the Program

Parents who wish to withdraw their child from the program must give thirty (30) days notice in writing of their intention to do so. During this 30-day period, the parents remain responsible for the monthly tuition. In the event that a child is withdrawn from the program after October 1, **the deposit will be forfeited.**

Space Available

If parents have an occasional need for an additional day of care, arrangements can be made on a space available basis with the Site Coordinator. Please call or email the site directly.

Program Details

Before School Programs

The before school programs (grades K through 5) are held at Noyes, Nixon, Haynes, and Loring schools. **Children must be escorted into the building and signed in by an adult. The program opens at 7:00 a.m. and children may not be signed in before that time.** The students enjoy arts and crafts, games, gym and outdoor activities. Children are given the opportunity to participate in the school breakfast program at each school. The cost of breakfast is paid via the family's myschoolbucks account. At 8:45 a.m., children are dismissed to their classroom teachers.

Kindergarten Program

The Kindergarten program at First Parish for children at Nixon and Noyes is open from 3:25 – 6:15. Children arrive at First Parish via Sudbury Public Schools bus, and are met in the parking lot by the SED Kindergarten staff. If your kindergarten child needs early morning care (7:00 – 8:45) this care will take place at his/her elementary school: Noyes, Haynes, Nixon, or Loring.

The Kindergarten program at First Parish offers a variety of indoor and outdoor activities. These include arts and crafts, nature and science projects, building, dramatic play, and sensory play. Kindergartners also enjoy science, math, and language arts centers. Staff read to the children daily. The children play outdoors in all seasons.

If your child remains at Haynes or Loring for their after school Kindergarten experience, the program is similar, with a mix of indoor and outdoor play. In addition, staff offers separate activities and play opportunities for the children in the beginning of the year. The children are integrated into the larger group as the year progresses.

School Programs Grades 1 – 5

The daily plan for grades 1-5 allows for and fosters the development of independence and responsibility in the children as they grow older. SED provides opportunities for decision-making and independent choices. When appropriate and feasible, children shall participate in the development and implementation of these individual and group activities.

Sessions begin at 3:25 p.m. at all schools. Upon arrival, the children eat snack and have a free choice of activities. Activities are closely supervised and are enjoyed both inside and outside. After snack, the teachers introduce specific activities for the day. At this time children may also choose outdoor play (weather permitting), reading, or getting together with a group to play a game, crafts, clubs, etc.

Homework time is scheduled at each site. Staff members are available to help students with their homework. Parents sign a contract with their child, requesting that they do homework at SED. SED does not compel children to do their homework unless the parent has signed the contract.

The hours between 5:45 and 6:15 are a quieter wind-down time, loosely organized since parental pick-ups occur throughout the last 30 minutes.

Early Release Sessions

Seventeen Wednesdays in the 17-18 school year are Early Release days for the Sudbury Public Schools. SED plans a variety of onsite shows and field trips over the course of the year at each elementary school and at the Kindergarten program at First Parish for these days. Occasionally, sites are able to plan 2 activities, one an onsite show and one a field trip, typically divided by age. When this occurs, it is possible for a child who might need to be picked up early to stay onsite with the group that is remaining at the school. Children who are remaining behind due to the need for an early pick up are expected to participate in the activity provided for the group.

When the entire site is leaving the school to attend a field trip, children signed up for Early Release must participate in the trips/activities or be picked up by their parents before the scheduled bus for the trip arrives. Generally, buses pick up the children for a field trip around 2:00. This means a child must be picked up by 2:00 if he/she is not going on the field trip.

Children should bring a nut free lunch and a drink on Early Release Days.

Schedule of the activities for the Early Release days for the year will be provided to the parents in September by the Site Coordinator.

Financial Policies

Application fee

All parents are required to pay a yearly application fee. Applications will not be processed without the fee. The fee is \$40.00 for one child or \$45 for two or more children. This fee is subject to review and change by the Board of Directors. This fee is non-refundable.

Enrollment Deposit

SED requires a deposit equal to one month's tuition with the signed contract and required forms before the child may attend the program. This deposit serves as the June payment. Parents who drop days after October 1 will forfeit that portion of the deposit. Parents who withdraw completely after October 1 will forfeit all of the deposit.

As a Reminder: Schedule Changes

Parents may revise their child's schedule in writing before September 30th without penalty; email is acceptable. Forms for schedule changes are available at each site, in the back of this Handbook, and at the office. Schedule changes after October 1st will result in parents forfeiting a portion of, or all of the deposit. **Schedule changes for September must be made before August 15th. During the rest of the school year, if you change your schedule prior to the 15th of the month, we will refund the tuition difference and adjust your deposit before the first of the following month. If you change your schedule after the 15th of the month, we will change your tuition for the upcoming month, however, the tuition for the current month will remain due in full.**

Increases in Enrollment

Parents who wish to increase their child's enrollment in the program are advised to contact the office. Changes in enrollment are made on a space available basis. Please fill out a schedule change form, which can be picked up at each site or by calling the office. There is a copy of this form in the back of the Handbook.

Decreases in Enrollment

Parents who wish to decrease their child's enrollment must give written notice of their intention to do so. **If you decrease your schedule prior to the 15th of the month, we will refund the tuition difference and adjust your deposit before the first of the following month. If you change your schedule after the 15th of the month, we will change your tuition for the upcoming month; however, the tuition for the current month will remain due in full.**

Decreases in enrollment after October 1st will result in the **forfeit of the decreased deposit amount.**

Because a portion of the deposit has been forfeited, SED does not hold it for a child's June tuition. Therefore, if a schedule is reduced and a portion of the deposit has been forfeited, that new reduced schedule remains in effect for the remainder of the school year, including the month of June.

Withdrawal from the Program

Parents who wish to withdraw their child from the program must give thirty (30) days notice in writing of their intention to do so. During this 30-day period, the parents remain responsible for the monthly tuition. In the event that a child is withdrawn from the program after October 1, **the deposit will be forfeited.**

Tuition

Tuition is based on the 180-day Sudbury Public Schools calendar. Payments are divided into ten **equal** monthly installments based on the child's schedule. This amount is the same each month regardless of the number of school days in a month. Tuition is due **the first of each month**. The tuition is due regardless of the child's attendance.

Statements are not mailed to the home (with the exception of the September statement). Statements will be emailed or placed in the parent's mailbox at their SED site.

Please mail your payment to: P.O. Box 696, Sudbury, MA 01776 or drop it off at the Administrative office (there is a locked drop box outside for after-hours receipt of payments). **PAYMENTS CANNOT BE ACCEPTED AT ANY OF OUR SED SCHOOL SITES** with the exception of First Parish.

Tuition is our only source of revenue. Prompt payment is expected and appreciated.

Late Fees and Returned Checks

Payments not received by the 1st day of the month are considered late. Late payments will be assessed a late charge of \$20. If a tuition payment is past due for thirty days and no arrangements for payment have been made, SED may restrict your child from further attendance.

Sudbury Extended Day reserves the right to remove a child from the program if the parent does not make consistent payments and if parent does not respond to the Executive Director's request for payment on past due balances. Outstanding balances may be submitted to a collection agency.

Returned checks will be assessed a \$25.00 fee plus bank fees.

Late Pick Up Fee

Pick-up time is 6:15 p.m. We understand that **occasional** situations arise that makes it impossible to arrive on time to pick up your child. We appreciate a phone call if you are being delayed.

The charge for pick-up after the program's hours is \$1.00 for every minute. Parents will be billed for these late fees and they will appear on your monthly statement. Parents who are habitually late will be asked to make other emergency pick up arrangements.

Financial Aid

A limited amount of financial aid is available to families in need. Please speak with the Executive Director.

Vouchers

Sudbury Extended Day accepts child care vouchers from the Commonwealth of Massachusetts. Information about this program can be obtained by speaking with the Executive Director.

Additional Program Information

Communication

Parent-teacher communication is a key ingredient for a successful program. Email is the primary form of communication with families; SED uses Constant Contact as our email manager. Please confirm that your email is correct [at this link](#). You may also access the link on our website.

Teachers are always available to talk with parents. Informal discussions naturally occur with staff members when a child is dropped off or picked up. However, teachers may not be able to give parents their full attention at this time, as they are supervising children. For discussions that require time and focus, please schedule a formal conference with the teachers, Site Coordinator, or Executive Director at any time throughout the year. Parental input concerning our programs and policies is always welcome.

Other forms of communication include children's folders at the sign-in table at all the sites. Statements, permission slips and confirmations are placed in the child's folders. Please check your child's folder every day.

There is a white board at each site which will notify parents of the snack, day's activities, or upcoming events. Please read the white board every day.

Our website at www.sudburyextendedday.org contains information and updates, newsletters, and calendars, plus necessary forms that parents may need during the course of the year.

Parent Participation

The parents, staff and SED Board members share a common concern for the children in the SED program.

The primary means of volunteering is by being a member of the Board of Directors, or by serving on a Board committee. If a parent is interested in either of these options, please attend a Board meeting to observe, and then discuss with the Board President or the Executive Director the desire to volunteer. The Board welcomes parent volunteers at any time during the year.

Parents are invited to drop in and visit their child's program at any time without prior notice. In addition, SED encourages and welcomes parents to volunteer, share talents, or participate in planned activities throughout the year. If a parent has time and interest to participate, please contact the Site Coordinator.

Absences

If your child is to be absent on a particular day for any reason, or is sent home sick from school, you must notify the SED staff by 1:30 p.m. that day.

Please do not call your child's public school office to report an absence from the SED program. **SED is independent of the school system and consequently is not informed of any**

information given to the school. SED is not responsible for your child until he/she has arrived at SED. Unless we are notified of your child's absence, your child will be considered missing if he/she does not arrive at SED at the appropriate time. An Emergency Missing Child Plan will be implemented. Every effort will be made to locate your child including calling/paging parent(s) at work, calling your emergency contacts, driving to your home, and contacting the local authorities.

Here is the list of phones and emails for your reference:

Office	978-443-5829	office@sudburyextendedday.org
Curtis	978-443-6964	curtissednews@gmail.com
First Parish	978-443-5829	kindergartensed@gmail.com
Haynes	978-443-7934	haynessednews@gmail.com
Loring	978-443-4167	loringsed@gmail.com
Nixon	978-440-9757	sednixonnews@gmail.com
Noyes	978-443-9282	noyessednews@gmail.com

Search Fees

SED imposes search fees if the Missing Child Plan needs to be implemented. The search fee is \$25 for the first instance and \$50 for each instance thereafter.

When a child is registered with Sudbury Public Schools, parents complete a "Transportation Form." This form is where parents communicate to the school that a child is expected at SED on certain days. Please be sure that the Transportation Form is correct, and that if you make any schedule changes, these changes are reflected in an update Transportation Form. Keep a copy of the form for your records.

Inclement Weather/Sudbury Emergency Early Dismissal

Sudbury Extended Day follows the Sudbury Public Schools weather related closings, and is not open if the public schools are closed due to bad weather or other emergencies. In addition, SED cannot provide services if the schools close early due to bad weather, power failures, or other extreme events. In the event of an early school closing, SED will make every attempt to contact parents and will of course remain with children until they are picked up.

Delayed Openings

If the Sudbury Public Schools has a delayed opening, SED's morning program will not be open.

Dismissal

Parents authorize specific people to pick up their child as part of the Child Enrollment Forms. Children may not leave with a non-designated person or walk home without an adult unless the staff has been given permission in writing for the child to do so, or this is indicated on the child's enrollment forms. A parent or other authorized adult must notify the designated dismissal teacher that the child will be leaving with them for the day. Parents can email their child's site to authorize a person to pick up their child.

Food

SED provides a healthy daily snack at each program site, following the USDA guidelines for school snacks. Snack menus are posted.

All sites are tree nut/peanut free. Please inform SED in writing on the Child Enrollment Forms if you child has any food allergy and/or dietary restrictions. We offer parents who have children with severe food allergies the option to provide their child's snack.

There are also healthy choices available after the designated snack time for any child who gets hungry while playing.

Holiday and Vacation Programs

The holiday and vacation program was developed over several years to serve the needs of our working parents. We open at 7:15 a.m. and close at 6:00 p.m. on holiday and vacation program days.

A holiday program is operated from one of our facilities for Grades K – 8 on the following holidays:

Rosh Hashanah: September 21, 2017
SPS Teacher Professional Day: October 6, 2017
Columbus Day: October 9, 2017
Veteran's Day: November 11, 2017
Martin Luther King Day: January 15, 2018
Good Friday: March 30, 2018

Special registration forms will be available on the website and at all sites on the 15th of each month preceding the holiday.

SED will also provide a vacation program during December, February and April vacations.

The cost of these programs is approximately \$65.00 per day, but could vary depending on the activity for the day. This cost includes 10.5 hours of child care, as well as crafts, snacks, and the cost of any trip. These programs are not included in the regular monthly tuition; parents will be billed separately.

Please see the calendar included in this handbook for dates of all closings, holiday and vacation programs, and meetings.

Transportation

Prior to arriving to SED sites, either the child's parent or the Sudbury Public School staff is responsible for the child. Transportation home after SED is the responsibility of the parent(s).

Transportation for Kindergarten children between Noyes and Nixon to First Parish is by Sudbury Public Schools school bus. In the event of an emergency, SED staff will utilize local ambulance services to transport children from our site to a local hospital emergency room.

SED uses First Student or Connolly Bus Service to transport children on field trips.

Babysitting for SED Families

Having SED teachers work as babysitters outside of work hours for children enrolled at Sudbury Extended Day is strongly discouraged. Doing so may increase Sudbury Extended Day's liability risk and can interfere with a staff member's professional relationship with children and families. If an employee and parent agree to such an arrangement, Sudbury Extended Day disclaims all responsibility for the safety of both the employee and the child in such a circumstance.

Parents are asked to read and sign the form in this handbook acknowledging this policy prior to entering into a caretaking arrangement with SED teachers outside of SED program hours.

Transporting Children

Sudbury Extended Day employees are strongly discouraged from transporting children to and from Sudbury Extended Day under their employment or at the request of a parent. Doing so may increase Sudbury Extended Day's liability risk and can interfere with a staff member's professional relationship with children and families.

Employees of Sudbury Extended Day who choose to transport children do so at their own risk and Sudbury Extended Day disclaims all responsibility for the safety of both the employee and the child in such a circumstance.

Parents are asked to read and sign the form in this handbook acknowledging this policy prior to entering into a transportation arrangement with SED teachers outside of SED program hours.

Health Care Policies

Admission Requirements

The following is a list of mandatory health forms required for all children attending our program:

- **Medical Form:** Parents must confirm that their child's physical form is on file with the public school.
- **Medical Release Form:** Included in each child's registration packet is a Medical Release Form and Emergency Release Form. If a child is injured or becomes ill while participating in the SED program, the Site Coordinator, Executive Director or staff member in charge will notify the child's parents or the emergency contacts. However, if none of the persons can be reached or if the illness is such as to require immediate medical attention, SED is authorized through the enrollment contract to obtain whatever medical assistance the staff member deems necessary and proper, including but not limited to appropriate medical treatment at the nearest hospital or the hospital designated by the parent(s) on the Medical Form.
- **Please notify your Site Coordinator, verbally AND in writing if your child has any existing medical conditions that will limit full participation in the program (for example: allergies, asthma, diabetes, etc).** SED asks that you include a list of any medications you utilize for treatment of existing medical conditions indicating symptoms or possible side effects.
- In addition, if a child has a Health Care Plan with the Sudbury Public Schools, such as an IEP, 504 plan, or other such plan, it is very helpful for us to know this. Parents can indicate this on the Medical Release Form. When we know a child's needs, we are better able to meet them.

Illness

When a child exhibits any of the following symptoms, the child should not attend SED. In addition, if a child displays any of the following symptoms while at SED, parents will be contacted to pick up the child. We require that sick children be picked up **within one hour of our call.**

Temperature of 100 degrees;
Vomiting;
Diarrhea;
Discomfort or pain, which cannot be eased;
Outbreak of a contagious illness: chicken pox, conjunctivitis

The child may return to the program without a doctor's note under the following conditions:

- the child has been fever free for 24 hours without fever reducing medicines;

- There are no more instances of vomiting or diarrhea **and** the child can tolerate a typical diet;
- Twenty- four (24) hours have passed after the first dose of antibiotics and child is no longer contagious;
- In the case of conjunctivitis, the child's eye must be free of discharge;
- The child is able to participate in the curriculum of the program including playing outdoors.

If a child does not attend public school because of illness, the child may not attend SED.

We request that parents notify SED when the child contracts a contagious disease so that we may notify parents and staff.

Medication

A medication consent form signed by the parent(s) and physician authorizing SED staff to administer the medication must accompany **all prescription and non-prescription medication** bottles. This form is included in the back of this handbook. Copies are available at all sites, in the main office, and on the website.

Prescription medication may be administered to a child only with written parental authorization and the written order of a physician.

Prescription medication will be kept in its original container, with the child's name, the name of the drug, and the detailed directions for administering and storage. A parent can request the pharmacy dispense the medication in two containers with labels and instructions so that the parent may bring a portion of the medicine to their child's SED site. All prescriptions must be unexpired. Please note SED cannot administer the first dose of any medication, except emergency medications such as epi-pens or inhalers.

Staff will administer medication according to the exact instructions on the medicine. Any change in dosage must be authorized in writing by the physician.

Do not send medication in the child's backpack or lunch box. An adult must hand medication to the child's SED teacher. If this is a problem due to scheduling, please drop the medication off at the SED office and the office staff will deliver the medication to the site.

Sudbury Extended Day will maintain a record of medication administered per the above guidelines, which is available for review at any time.

Teachers who administer medication have been trained in the DEEC training "Five Rights to Medication."

First Aid and Emergency Procedures

All injuries will be evaluated and treated by the attending teacher. Injuries or unusual behaviors will be documented on an incident or accident form and the medical log.

Our teachers are certified in First Aid and CPR. Each site has a first aid kit containing appropriate first aid supplies.

In case of an injury that requires more than the basic first aid, parents will be contacted and informed. An example of such an instance is a cut that looks like it might need stitches. If the parent of the child cannot be reached, then the emergency contact will be notified.

Injury Policy

If a child has limitations due to an injury, please note that we cannot allow them to participate in gym activities until they have been cleared by their health care practitioner. Such injuries would include concussions, broken bones, or injuries where the children are not able to run and participate fully. If a child has been limited in his/her active participation in school or sports activities by a doctor, this limit applies to their time in SED as well. A doctor's note describing the limitations and the date the child can resume full participation must be given to the Site Coordinator in order to resume a full activity schedule.

Blood Spill Policy

Sudbury Extended Day provides disposable latex free gloves for cleaning blood spills and bodily fluids. Teachers shall use gloves for first aid procedures involving blood and/or bodily fluids, and will properly dispose of the gloves in a special trash receptacle. Teachers will wash hands thoroughly after all first aid procedures. Bloodied clothes will be sent home in a sealed plastic bag. Bloodied areas shall be washed with a commercial disinfectant.

Procedures for Reporting Child Abuse or Neglect

Definitions:

Abuse: The non-accidental commission of any act upon a child, which causes or creates a substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth.

Neglect: The failure, either deliberately or through negligence or inability to adequately care for, protect, or supervise children.

Person: Any individual, partnership, or authorized designee of a corporation, association, organization or trust, or any department, agency or institution of the federal government or of the Commonwealth or any political subdivision thereof.

51A Report: A report filed with the Department of Children and Families alleging that a child may have been abused or neglected.

51B Report: A report of an investigation of a 51A complaint conducted by the Department of Children and Families. A 51B report that is supported means that there is reasonable cause to believe that a child has been abused or neglected by a caretaker.

Staff: Administrators, teachers, and all others paid directly by Sudbury Extended Day.

Plan:

1. All staff of Sudbury Extended Day (as defined above) shall protect children from abuse and neglect while in the program's care and custody.
2. All persons regularly on the premises who have the potential for unmonitored contact with children shall be required to have a C.O.R.I. on file.
3. An allegedly abusive or neglectful person, if employed by Sudbury Extended Day, will immediately be released from classroom duties and/or will not work directly with children until the DCF investigation is completed and for such further time as EEC requires. Additionally, paid employees of Sudbury Extended Day who are suspected of abuse and/or neglect may be placed on personal leave with or without pay or assigned administrative duties.
4. All staff of Sudbury Extended Day are mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to Sudbury Extended Day Director or the Department of Children and Families (DCF). Confidential advice regarding possible symptoms of child abuse is available by calling the Abuse Hotline at 1-800-793-5200.
5. Sudbury Extended Day Director shall immediately report suspected abuse and neglect to DCF.
6. Sudbury Extended Day Director shall notify EEC immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program related activity, i.e. a S.E.D. field trip.
7. Sudbury Extended Day Director shall notify the President of the Board of Directors of suspected abuse and/or neglect.
8. All staff of Sudbury Extended Day shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to DEEC of information from, and allowing DEEC to disclose information to, any person and/or agency DEEC may specify as necessary to the investigation of allegations and protection of children.
9. At all times confidentiality will be maintained by those involved in the report or investigation of suspected child abuse and/or neglect.

Behavior Management Policies

All staff members are trained in areas of positive and strength-based discipline. Each program has clear and consistent limits for behavior that can be easily understood by both children and adults. Mistakes are not treated as failures but as valuable learning experiences. The children learn how to fix their mistakes and avoid them in the future, and are then redirected to more desirable activities and behaviors. SED staff uses behavior management techniques such as setting reasonable positive expectations and offering alternative choices. Teachers also provide children an opportunity to verbalize their feelings, which encourages development of self-control through understanding. Our staff understands how important it is for children to feel that they are heard. Children's emotions, concerns, frustrations and fears are treated with respect and understanding. When rules are forgotten, teachers are there to gently remind children of them. When children need to be disciplined, the staff talks to him/her quietly and privately so that the concern about their behavior can be expressed. Public humiliation is never condoned.

When appropriate and feasible the children participate in establishing rules, policies, and procedures.

When chronic negative behavior persists, SED maintains a written record of incidents. The staff tries to determine if a particular situation or relationship is the precipitating factor and the best way to improve the behavior. A parent/teacher conference will be scheduled to discuss the child's behavior and contributing factors, and to develop strategies for management.

Sudbury Extended Day makes every effort to be a Bully Free program for the students. We follow the same policy as the Sudbury Public Schools pertaining to bullying issues. Upon request, we are happy to share it with you.

Sudbury Extended Day also follows the rubric developed by the Sudbury Public Schools which explains behavior expectations as well as consequences. Please see attached example rubrics at the end of this handbook.

Referrals

Staff members are responsible for informing the Director if they feel additional social, mental health, educational or medical services would benefit a child, including, but not limited to: dental check, or vision and hearing screening. The Director will notify parents in writing. This written statement will give the reason for recommending a referral for additional services, a summary of the teacher's observations related to the referral and any efforts that have been made to accommodate the child's needs. A meeting with parents will follow to discuss what action should be taken. During this meeting a list of referral resources will be available to the parents. The list will include resources available for social, mental health, educational, and medical services, including the contact person for Chapter 766 an Early Intervention Program. No referral will be made without the consent of the parents. SED will keep a record of all referrals on file, including the parent conference and result thereof.

Suspension and Termination

The following are reasons for suspension or termination from our program.

- If a child cannot be kept safe by refusing to remain in a supervised areas.
- A child purposely injures another child or person.
- Chronic negative behavior which disrupts the program activities. Chronic disruptive behavior includes, but is not limited to: interfering with other children so they are not able to take part in activities; inappropriate language which includes, but is not limited to, foul and or/abusive language; any unacceptable behavior that consistently requires one-to-one attention by a staff member.
- Serious and purposeful destruction of property belonging to Sudbury Extended Day, the First Parish and/or the Sudbury Public Schools. Destruction of property includes, but is not limited to: breaking windows, defacing the building and or furniture, and/or damaging playground equipment.
- Parents' refusal to seek outside help, in accordance with an agreed-upon referral plan. Parents who do not work together with staff for the benefit of the child will be asked to find alternative care.

Procedures for Suspension/Termination

As stated above, Sudbury Extended Day will maintain a written record of all incidents.

A parent-staff conference will be scheduled to discuss the child's behavior, the contributing factor and to develop strategies for improvement. A timeline for these strategies to be implemented is established.

A follow-up parent-staff conference will be scheduled to discuss developments. If the child continues to present the unacceptable behaviors, going forward parents will be contacted whenever the behavior occurs, and the child must be picked up within one hour of the call. In addition, the child may not attend SED the following day. If the child continues to exhibit specific unacceptable behaviors after returning to the program, parents will be informed that alternative care must be found.

When a child is terminated from Sudbury Extended Day, SED will prepare the child for termination from the program in a manner consistent with the child's ability to understand.

Expulsion of a Child

Sudbury Extended Day will make every effort to refrain from dismissing a child. However, SED does reserves the right to suspend and/or terminate a child when the program is deemed unsuitable for a child or when the staff is unable to manage the needs of a child.

Immediate Expulsion

Sudbury Extended Day reserves the right to expel a child immediately if the child threatens another child or staff with serious bodily harm.

Sudbury Extended Day reserves the right to expel any child immediately whose parents threaten any child or staff member in the program with serious bodily harm.

The expulsion for the above two causes will be immediate and not subject to the normal termination procedures as outlined above. Examples of serious threat and bodily harm include, but are not limited to: bringing a weapon to school or deliberately physically hurting another student or staff member.

Confidentiality and Distribution of Records

Sudbury Extended Day will not release information from a child's record without consent of the child's parents. If a child's file is subpoenaed, the parents will be notified. The child's records contain application forms, signed emergency permission slips, medical forms, and evaluation forms completed by the SED staff. These records are kept confidential. The Massachusetts Department of Early Education and Care adopted children's record regulations in 1976. Their purpose is to insure parent's rights of confidentiality, inspection, amendment, and destruction of their child's records. Parent(s) may request to review these records and request additions or corrections through the Executive Director at any reasonable time. Parents who request copies of information contained in the records will be provided such copies at no charge. When a child leaves the SED program, parents(s) may make a written request to take the file. SED retains all other records for seven years after a child has left the program.

The mission of Sudbury Extended Day is to provide the children of Sudbury's working parents with nurturing before and after school programs that offer diverse opportunities for enrichment, exploration, and the development of social skills.

The Commonwealth of Massachusetts
Department of Early Education and Care

Child's Enrollment Form

Child Information

Child's Name: _____ Date of Birth: _____

Age at Admission: _____ Date of Admission: _____

Child's Home Address: _____

Home Phone Number: _____

Primary Language: _____ Identifying Marks: _____

Eye Color: _____ Hair Color: _____ Skin Color: _____

Sex: _____ Height: _____ Weight: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Relationship to Child: _____

Home Address: _____

Reachable Phone Number: _____

Email Address: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Hours at Work: _____

Parent/Guardian Name: _____

Relationship to Child: _____

Home Address: _____

Reachable Phone Number: _____

Email Address: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Hours at Work: _____

←-----→

Additional Information

Child's Physician: _____

Address: _____ Phone Number: _____

Allergies/Special Diets? _____

Individual Health Plan for child with a chronic health condition? If yes, please attach. _____

Copies of any custody agreements, court orders, and restraining orders pertaining to the child? If yes, please attach. _____

Special limitations or concerns? _____

←-----→

School Age Only

Current School: _____

School Address: _____ School Phone Number: _____

I certify that documentation of physical examination and immunizations in accordance with public school health requirements and lead poisoning screening in accordance with public health requirements are on file at my child's school. ***Parent/Guardian initials:***

←-----→

Parent/Guardian Signature

Date

THE COMMONWEALTH OF MASSACHUSETTS
Department of Early Education and Care

FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM

Child's Name: _____ Date of Birth: _____

Address: _____

I authorize staff in the child care program who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to _____ and to secure necessary medical treatment for my child.

Child's _____ Physician _____ Name: _____
Address: _____
Phone Number: _____

Child's Allergies: _____
Chronic Health Conditions: _____

Emergency Contacts (In order to be contacted)

Name _____
Address _____
Relationship _____ to _____ child
Home Phone _____ Cell Phone _____
Do you give permission for child to be released to this person? Yes _____ No _____

Name _____
Address _____
Relationship to child _____
Home Phone _____ Cell Phone _____
Do you give permission for child to be released to this person? Yes _____ No _____

Name _____
Address _____
Relationship to child _____
Home Phone _____ Cell Phone _____
Do you give permission for child to be released to this person? Yes _____ No _____

Health Insurance Coverage _____	Policy # _____
Parent/Guardian Name: _____	Phone _____ Cell _____
Parent/Guardian Name: _____	Phone _____ Cell _____

Parent /Guardian Signature

Date (valid for one year)

Sudbury Extended Day
Permission for Trips, Photo, insect and Sunscreen

Child's name _____

Photo Release

I give permission for my child to be photographed by the SED staff as part of the SED program.

Yes _____ No _____

Permission for Trips

I give permission for my child to take short walking trips to local parks and schools as part of the SED Program throughout the school year.

Yes _____ No _____

Insect and Sunscreen

I give permission for my child to use insect repellent. SED will provide neutrapel and/or skintastic.

Yes _____ No _____

I give permission for my child to use sunscreen. SED will provide CVS 15 or Coppertone 15.

Yes _____ No _____

I will provide my own sunscreen or insect repellent. _____

Parents name

Parent signature for the above _____ Date _____

I give permission for Sudbury Extended Day staff to speak to the public school staff concerning my child. These discussions are to help adults who are with my children to better serve my child's needs.

Childs Name: _____ School: _____

Parent Signature: _____ Date: _____

THE COMMONWEALTH OF MASSACHUSETTS
Department of Early Education and Care

Small Group and Large Group Transportation Plan and Authorization

CHILD'S NAME: _____ Morning Program

MY CHILD WILL ARRIVE AT THE PROGRAM:

- PARENT DROP OFF
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

MY CHILD WILL DEPART FROM THE PROGRAM:

- PARENT PICK UP
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

CHILD'S NAME: _____ Afternoon Program

MY CHILD WILL ARRIVE AT THE PROGRAM:

- PARENT DROP OFF
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

MY CHILD WILL DEPART FROM THE PROGRAM:

- PARENT PICK UP
- SUPERVISED WALK
- UNSUPERVISED WALK
- PUBLIC/PRIVATE/VAN
- PROGRAM BUS/VAN
- CONTRACT/VAN
- PRIVATE TRANS. ARRANGED BY PARENT
- OTHER

PARENT /GUARDIAN SIGNATURE _____ DATE _____

REFER TO FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM FOR RELEASE INFORMATION

**SUDBURY EXTENDED DAY
POLICY REGARDING BABYSITTING AND TRANSPORTING OF
CHILDREN OUTSIDE OF SCHOOL HOURS**

BABYSITTING FOR S.E.D. CLIENTS

Babysitting outside of work hours by S.E.D. staff for children enrolled at Sudbury Extended Day is strongly discouraged. If an employee and parent privately agree to such an arrangement, Sudbury Extended Day disclaims all responsibility for the safety of both the employee and the child and/or liability of any nature in such a circumstance.

TRANSPORTING CHILDREN

Sudbury Extended Day employees are strongly discouraged from transporting children to and from Sudbury Extended Day at the request of a parent. Employees of Sudbury Extended Day who choose to privately transport children do so at their own risk and Sudbury Extended Day disclaims all responsibility for the safety of both the employee and the child and/or liability of any nature in such a circumstance.

PARENTAL ACKNOWLEDGEMENT AND RELEASE

Parent(s) and/or guardians who choose to employ S.E.D. staff privately as babysitters, or to transport their children outside of school hours, do so at their own risk and Sudbury Extended Day disclaims all responsibility for the safety of both the employee and the child and/or liability of any nature in such a circumstance.

I, the parent/guardian of _____ state that I have read and understand the above stated policy and if I chose to hire S.E.D. staff privately, either paid or unpaid, to babysit and/or transport my child/ward outside of school hours, I release S.E.D. from any and all responsibility and/or liability of any nature in such a circumstance.

Signature

Date

SUDBURY EXTENDED DAY
P.O BOX 696 SUDBURY, MA. 01776
978-443-5829 Fax: 978-440-8361

SCHEDULE CHANGE FORM

Child's Name: _____ School _____

Date of Written Notice: _____ Grade: _____

**PLEASE REMEMBER TO CHANGE THE TRANSPORTATION FORM WITH
YOUR CHILD'S SCHOOL ALSO**

Effective Date Of Change: _____

ORIGINAL SCHEDULE:

NEW SCHEDULE:

Early AM (K & 1-5) M T W TH F

M T W TH F

Nixon & Noyes
Kindergarten
After School

M T W TH F

M T W TH F

Grades K-8
After School

M T W TH F
Pick Up Time _____

M T W TH F
Pick up Time _____

Parent Signature _____ Date: _____

.....
OFFICE USE ONLY

Current Fee: \$ _____

New Fee: \$ _____

Entered in Data Base: _____ (Initials)

Date Entered: _____

Entered in Quick Books: Yes No M.T.

Date Entered: _____

New Statement Sent: Yes No

Notes: