

Sudbury Extended Day  
Parent Handbook  
2020-2021



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



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## **Welcome to Sudbury Extended Day!**

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 experiences. For the 20-21 school year, SED is open Monday, Tuesday, Thursday and Friday for before and after school for children in grades K through 5 at each elementary school while the Sudbury Public Schools is operating in the hybrid learning model. A Remote Learning Center program is also active at the First Parish Church from 7:30-2:30 each day, Monday, Tuesday, Thursday and Friday.

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, 324R Clark Street, Worcester, MA 01606, 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.

During the 20-21 school year, SED is adhering to all guidelines from the Department of Early Education and Care with regard to precautions against the spread of the COVID-19 virus. These guidelines are accessible on the EEC website at [mass.gov](https://www.mass.gov).

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 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.

## **Important Beginning of Year Dates**

First Day of Before and After School/SED	September 15, 2020
First Day of Remote Learning Center	September 21, 2020
Last Day for Schedule Reduction without penalty	September 30, 2020

### **Statement Distribution Schedule**

**9 monthly payments after submission of Enrollment Deposit (deposit is June 2021 tuition)**

**All statements are emailed.**

#### **Statement Date**

#### **Payment Due Dates** **Late Payment Fee is \$20**

September 21	due October 1
October 15	due November 1
November 16	due December 1
December 15	due January 1
January 15	due February 1
February 12	due March 1
March 15	due April 1
April 15	due May 1

### **Holiday Program Dates**

There will be no Holiday Programs for the 2020-2021 school year.

## 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 9 a.m. to 6:15 p.m. each day except Wednesday 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 location.

If parents have concerns or questions regarding their child, an SED staff member, or the Extended Day program as a whole, they should 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.

**Important Reminder: Sudbury Extended Day is an independent non-profit organization, and is not a part of the Sudbury Public Schools.** The two entities do not routinely share information about children.

There are two important considerations. First, whenever your child will be absent from school or goes home early from school, you **MUST** notify SED. The schools will not notify SED. If your child is registered for SED and does not check in with us, our teachers will search for them – delaying the school buses and calling parents and other emergency contacts to locate the child. There is a fee for this: \$25 for the first instance and \$50 for each instance thereafter. Therefore, **PLEASE** call or email your child's site to notify SED of any changes prior to school dismissal.

The second consideration parents should keep in mind is the importance of continuity of care for your child. If there are issues your child is having at school or at SED, it is helpful to talk to both sets of professionals when seeking help. This applies to medical issues, behavioral concerns, and social/emotional development. If we do not know what's going on, we can't help your child. SED routinely asks parents for permission to speak to SPS professionals; however, in order for SPS professionals to speak to SED teachers, parents need to give explicit permission to the schools via an SPS form. Therefore, we ask that if anything is going on that you feel is affecting your child's whole day - before, during and after school - please help us help them by facilitating conversations between SED and SPS.

## Sudbury Extended Day Directory

Physical address: First Parish Church, 327 Concord Road Sudbury, MA 01776

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

E-mail: [office@sudburyextendedday.org](mailto:office@sudburyextendedday.org)

Fax: 978-440-8361

Web: [www.sudburyextendedday.org](http://www.sudburyextendedday.org)

**Suzie Kornblum**, Executive Director 978-443-5829

**Rhona Jarmulowicz**, Assistant Director 978-443-5829

**Mari Weldon**, Business Manager 978-443-5829

### Remote Learning Center at First Parish

**Rosanne Esteves and Emily Danault**, Site Coordinators 978-443-5829

[sedremotelearningcenter@gmail.com](mailto:sedremotelearningcenter@gmail.com) 7:30 a.m. - 2:30 p.m.

### Haynes School

**Lori Lafayette**, Site Coordinator 978-443-7934 [haynessednews@gmail.com](mailto:haynessednews@gmail.com)

Before School 7:00 – 7:45 a.m.

After School 2:25 – 6:15 p.m.

### Nixon School

**Nikki Randall**, Site Coordinator 978-440-9757 [nixon@sudburyextendedday.org](mailto:nixon@sudburyextendedday.org)

Before School 7:00 – 7:45 a.m.

After School 2:25 – 6:15 p.m.

### Noyes School

**Lisa Posner**, Site Coordinator 978-443-9282 [noyessednews@gmail.com](mailto:noyessednews@gmail.com)

Before School 7:00 – 7:45 a.m.

After School 2:25 – 6:15 p.m.

### Loring School

**Leanne Glynn**, Site Coordinator 978-443-4167 [loringsed@gmail.com](mailto:loringsed@gmail.com)

Before School 7:00 – 7:45 a.m.

After School 2:25 – 6:15 p.m.

## Board of Directors

Sudbury Extended Day is a non-profit organization with oversight by a Board of Directors, consisting of parents of students in our programs and staff representatives. The Board of Directors directs 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 members of the SED Corporation. As such, parents may attend Board meetings at any time. Further, each June, the Board Meeting is replaced by the Annual Meeting of the Corporation, wherein important votes are taken and the members are updated as to the status of the organization. Board meetings are held on the first or second Tuesday of each month either via zoom or at the First Parish Church.

The schedule for the 2020-2021 Board meetings is as follows:

September 1, 2020	February 9, 2021
October 13, 2020	March 9, 2021
November 10, 2020	April 13, 2021
December 8, 2020	May 11, 2021
January 12, 2021	June 8, 2021

The members of the 2020-21 Board of Directors are as follows:

Marc Gallagher, President (Loring)  
Wendy Luce, Vice President (Noyes)  
Joe Scanga, Treasurer (Loring)  
Jim Gardner (Curtis)  
Rhona Jarmulowicz (Administration)  
Anne Marie King (Noyes)  
Suzie Kornblum (Administration)  
Lori Lafayette (Haynes Site Coordinator, Staff Representative)  
Marc Levy (Noyes)  
Tim Maidment (Noyes)  
Roger Nichols (Haynes)  
Ana Rooney (Noyes)

## **Enrollment Procedures**

Enrollment at SED is a three step process. First, parents submit an application (if new to SED) or register online (if returning family). Second, SED prepares a contract and parents sign the contract, which outlines the child's schedule and the tuition. Third, parents submit an Enrollment Deposit and required Medical and Emergency Forms via ProCare's online myprocare.com portal. When all three steps are completed, a child is considered enrolled in SED for the year. Please note that the online health and emergency forms via the ProCare portal must be updated each year.

### ***Applications***

Sudbury Extended Day accepts applications beginning early in the calendar year 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.

### ***Early Release Day Enrollment***

There are no Early Release Wednesdays in the 2020-2021 school year, as there is no SED program offered on Wednesdays.

### ***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 online via our online partnership with ProCare. Access to the online forms for new families is via a link on our website, [www.sudburyextendedday.org](http://www.sudburyextendedday.org). Returning families should already have an account set up with myprocare.com.

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

### *Space Available Enrollment*

There is no space available enrollment available for the 2020-2021 school year.

### **Schedule Changes**

**For the 2020-21 school year, the only schedule change that will be accepted is a withdrawal from the program.**

### **Once the School Year Has Begun**

Once the school year has begun, parents who wish to withdraw their child from the program must give notice in writing of their intention to do so. If a student withdraws in the middle of the month, tuition for that month is due as usual; the parents remain responsible for the monthly tuition. The effective date for the withdrawal is the first of the following month.

In the event that a child is withdrawn from the program after October 1, **the deposit will be forfeited.**

A family who enrolls after September 30 is given the equivalent of the first month of enrollment to change their child's schedule without penalty

## **Program Descriptions**

### ***Before School Programs***

The before school programs (grades K through 5) are held at Haynes, Nixon, Noyes and Loring schools. **Children must be escorted to the building, but not inside. The program opens at 7:00 a.m. and children may not be signed in before that time.** The students enjoy arts and crafts and games. Children are given the opportunity to participate in the school breakfast program at each school. At 7:45 a.m., children are dismissed to their classroom teachers.

### ***Remote Learning Center Program***

The Remote Learning Center program has a separate Parent Handbook that is available on our website.

### ***Elementary School Programs Grades K – 5***

The daily plan for grades K-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 2:25 p.m. at all schools. Children arrive at SED via supervised or unsupervised walk from their classrooms. Upon arrival, the children eat snack and have a quick recess. After snack, the teachers introduce specific activities for the day. Activities are closely supervised and are enjoyed both inside and outside. Children may choose outdoor play (weather permitting), reading, or getting together with a group to play a game, crafts, clubs, etc. Homework time and teacher help is available at each site.

Between 5:45 and 6 pm children help to clean up the space, and enjoy quiet and calm games. This part of the day is loosely organized since parental pick-ups typically occur throughout this timeframe. The latest parent pick up is at 6:15 pm.

## **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 withdraw their child after October 1 will forfeit all of the deposit.

### *Tuition*

Tuition is based on the 170-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 on **the first of each month**, regardless of the child's attendance.

Account statements are emailed.

Please mail your payment to: P.O. Box 696, Sudbury, MA 01776 or drop it off at the Administrative Office at 327 Concord Road. There is a locked drop box outside for after-hours receipt of payments or paperwork. **PAYMENTS CANNOT BE ACCEPTED AT ANY OF OUR SED SCHOOL SITES** with the exception of First Parish.

Many of our families take advantage of their bank's online bill pay system by setting SED up as a payee and scheduling recurring payments. If you choose this, please use your child's last name as your account number, and schedule the payment to leave the bank with enough time to reach SED via a hard copy check in US Mail. We recommend a pay by date of the 25<sup>th</sup> of the month.

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

### *Late Fees and Returned Checks*

Payments not received by the 1<sup>st</sup> 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***

SED's latest pick-up time is 6:15 p.m. For the 2020-2021 school year, the Sudbury Public Schools has determined that all persons must be out of the building no later than 6:30 p.m. Therefore, parents **MUST** pick up their child by 6:15 p.m., no exceptions will be made. A fee of \$2.00/minute will be charged for any pick ups after 6:15 p.m.

### ***Financial Aid***

Each year, the Sudbury Extended Day Board of Directors, after hearing the Treasurer's report and reviewing year-end financial records and financial projections, will determine the amount of aid that can be distributed for the following year in the form of financial assistance to Sudbury Extended Day families who request such assistance.

For the 2020-2021 school year, the Board has determined that no financial assistance is available.

### ***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.

## General Program Information

### Communication

#### Email

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 via the link on the homepage of our website. Generally, parents are assigned to two lists, one for your child's site, and another for all-SED communications from Administration. If you notice that you are not receiving emails from SED, please call the office and we can make sure you are subscribed to the correct lists. You don't want to miss out!

#### Face to Face

Teachers are always available to talk with parents. However, during the 2020-2021 school year due to restrictions on having parents in the program space, we are unable to have the informal discussions when a child is dropped off or picked up. Therefore, for discussions that require time and focus, please schedule a formal phone 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.

Our website at [www.sudburyextendedday.org](http://www.sudburyextendedday.org) contains information and updates, 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.

### 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 12:30 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: holding the school buses at the school to search for your child, calling parent(s) contact numbers, calling your emergency contacts, driving to your home, and contacting the local authorities.

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

Office	978-443-5829	office@sudburyextendedday.org
Haynes	978-443-7934	haynesednews@gmail.com
Loring	978-443-4167	loringsed@gmail.com
Nixon	978-440-9757	nixon@sudburyextendedday.org
Noyes	978-443-9282	noyessednews@gmail.com
Remote Learning Center	978-443-5829	sedremotelearningcenter@gmail.com

### **Search Fees**

Searching for a child removes a teacher from the supervision of children arriving to the program. It is a potential safety hazard. Therefore, SED imposes search fees if the Emergency Missing Child Plan needs to be implemented. The search fee is \$25 for the first instance and \$50 for each instance thereafter.

Note: 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, so that your child's teacher knows how to dismiss your child at the end of the day. If you make any schedule changes with SED, these changes need to be reflected in an updated Transportation Form filed with your child's school. SED does not notify the schools of schedule changes.

### **Inclement Weather/Emergency Early Dismissal**

Sudbury Extended Day, including the Remote Learning Center, 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.

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 during SED's enrollment process. 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 site that the child will be leaving with a different adult for the day. Email is acceptable.

If a family has a child custody order or a restraining order in place which legally limits to whom a child can be dismissed, please let SED know as soon as possible. SED teachers will make every effort to comply with such an order, up to and including notifying the authorities of an unauthorized person arriving to pick up the child.

## **Food**

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

**All sites are tree nut/peanut free. Please inform SED during the enrollment process if your child has any food allergy and/or dietary restrictions.** Elimination of food items (other than tree nuts or peanuts) at sites based on children's allergies will be decided by the Site Coordinator.

Parents have the option to provide snacks for their child. In addition, SED may request that parents provide snack options for their child. Parents may request a snack calendar for home review or may ask to check ingredients on packages at the site. If a parent chooses to send in a snack for their child, they may only send snacks that are peanut/tree nut free and have not been processed in a plant that processes nuts.

Children have access throughout the day to fresh fruit, water, and milk.

## **Holiday and Vacation Programs**

SED will not be offering Holiday and Vacation Programs for the 2020-2021 school year, due to COVID-19 related regulations.

## **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). 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.

## **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 can interfere with a staff member's professional relationship with children and families and may increase Sudbury Extended Day's liability risk. 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 at the request of a parent. Doing so can interfere with a staff member's professional relationship with children and families and may increase Sudbury

Extended Day's liability risk. Employees of Sudbury Extended Day who 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*

Sudbury Extended Day is an open and accessible program. We strive to work with parents and SPS professionals to create a successful environment for each child. SED will **not** deny a child admission to our programs based on a medical diagnosis. We therefore urge parents to be as upfront as possible when completing our required enrollment forms. The more information we have, the better equipped we are to help your child. As a reminder, Sudbury Public Schools does **not** share information with SED. It has to come from the parents.

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

- **Physician's Health Form:** While SED does not require a copy of this form, parents must confirm that their child's physical form is on file with the public school.
- **Medical Release Form:** Included in our online forms for enrollment 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 online forms 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 a hospital designated by the parent(s).
- **Please notify your Site Coordinator, verbally AND in writing if your child has any existing medical conditions that may 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 an Individual Health Care Plan with the Sudbury Public Schools, such as an IEP, 504 plan, or other such plan, it is important for SED to know this. When we know a child's needs, we are better able to meet them.

## **Inclusion Policy**

### ***Inclusion Philosophy***

At Sudbury Extended Day, “all means all.” All children enrolled in Sudbury Public Schools (SPS) have access to the Before and After School Care programs of Sudbury Extended Day. Further, all SPS schoolchildren are welcome in our programs, regardless of developmental, behavioral or emotional needs. SED makes every effort to ensure that each student can have fun and participate in all activities safely and to the child’s fullest ability. Because communication with families and Sudbury Public Schools personnel is essential to a child’s success in our program, we ask for information about a child’s unique medical, behavioral and social needs during the application process. Knowledge of the needs of the child is to assure program supports are in place, not for denial of services.

### ***Age Groupings and Curriculum***

The nature of Sudbury Extended Day in a typical year is such that the children spend their mornings and afternoons with mixed-age and mixed-ability groups, participating in our play-based curriculum. All children are encouraged to join in meaningful play with their peers through arts, crafts, science, organized games and other gross motor activities. Through play, all children have the opportunity to form close peer-to-peer friendships as well as child to adult relationships. Free choice in play allows all children to meet goals that parents and teachers may have for a child’s social, emotional, and behavioral growth, no matter what the child’s individual needs may be. Children may choose what interests them each day; in this way, SED supports a vast array of different abilities and interests.

### ***Access to Physical Spaces***

Sudbury Extended Day strives to have its physical spaces easily accessible to all children. Within the space that SED leases from the Sudbury Public Schools, a child can reach all areas of our indoor environment. The outdoor environment is the playground associated with the SPS building at each elementary school and the Curtis Middle School. These playgrounds are accessible to all children as part of the public school license. Further, SPS is in the process of updating each playground to ensure its compliance with the Americans with Disabilities Act. SED’s indoor space at the First Parish Church is also child-sized, easily accessible to all our children, and includes an elevator to reach the lower level spaces. As part of our license with the Massachusetts Department of Early Education and Care, our licensor inspects the outdoor space annually. Our playground is licensed for the ages we serve. In either space, and with the help of the landlord, SED will strive to make any accommodations or improvements necessary to ensure that our students can participate fully in our programs.

### ***Importance of Shared Information***

When a child receives developmental or behavioral supports during the school day, SED works with the families and with the Sudbury Public Schools to ensure continuity of care throughout the child’s day. To this end, SED encourages all parents to sign a release allowing Sudbury

Extended Day teachers to discuss concerns with the Sudbury Public Schools teachers and staff. SED encourages parents to sign a similar release for SPS to speak freely with SED, so that the lines of communication are open both ways. It is critical that we are able to collaborate with SPS about our shared students. According to InclusiveChildCare.org, “programs that have access to information about participants can design experiences that are meaningful and intentional resulting in an increased potential for personal growth.” Further, “sharing successful individual strategies from home and school can contribute to successful inclusion.” If a child has a plan in place with SPS, such as an IEP, it is very helpful for parents to provide SED with a copy of the document, and/or to invite the Site Coordinator of their child’s SED Site to the IEP meetings at school.

### ***Supports and Possible Accommodations for Students at SED***

When individual children need behavioral or emotional support during the SED day, teachers offer sensory breaks, walks, a quiet space, or a treasured game. These choices can help a struggling child to self-regulate and to return to the large group more easily.

As part of SED’s collaboration with parents, SPS teachers and SPS staff, the team may decide that an altered schedule may benefit the student. In this case, SED will draft a plan with parents and/or SPS staff for implementing any changes to the child’s day at SED. During discussions about possible changes, SED will consider both the family’s need for care and the child’s ability to remain safe and participate in program activities. SED’s referral and suspension/termination policies apply to all students if there are concerns about the child’s safety or the safety of others at SED.

### ***Supports for SED Teachers and Families***

SED supports students by providing our teachers with professional development and training in social, emotional and behavioral strategies. SED teachers always seek to improve their knowledge of child growth and development. In addition to professional development, SED also consults with mental health professionals and special educators when questions or situations arise in our programs. These consultations respect the confidentiality of students and families; questions are general and not intended to identify any particular student. If SED believes a professional should observe interactions with a particular child or group of children for training purposes, SED will notify parents. Parents have the option to deny an observation of their child. On the other hand, parents have the opportunity to consult these professionals directly if they wish, or to request an observation of their child during SED at any time.

Finally, all children enrolled in Sudbury Extended Day are valued for their unique abilities, personalities and contributions to our community. If a parent would like a face-to-face meeting or a phone call to discuss his/her child’s needs at any point, SED will accommodate that request. Please reach out to the office or to your child’s Site Coordinator.

## **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 health care practitioner'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;
- In the case of head lice, the child must have been appropriately treated;
- 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, or goes home early 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.

### **COVID-19 Specific Regulations**

In the event that a child becomes symptomatic while in care, SED will follow these guidelines, as outlined by the Department of Early Education or Care.

- a. Immediately isolate the child to the previously identified isolation area to minimize further exposure to other children and staff;
- b. Have the child wear a face mask
- c. Contact the child's parents or emergency contact on file to arrange for immediate pick up.

In the event that a child care program is informed of a COVID-19 positive individual in their program, or a COVID-19 positive individual that shares a home with an individual in the program the program must:

- a. REPORT the positive case to the Department of Public Health using the COVID-19 Positive Reporting Form (a link to this form can be found in a provider's LEAD account)
- b. CONNECT with an Epidemiologist from the Department of Public Health to discuss next steps. The Epidemiologist will call the contact as listed in the reporting form after the COVID-19 Positive Reporting Form is submitted.
- c. IMPLEMENT a communication plan that maintains the privacy of the infected individual and addresses next steps with impacted families as discussed with the Epidemiologist.
- d. SUBMIT an incident report in LEAD in the same manner as another infectious disease.

Returning to care or work:

- a. After a confirmed exposure to COVID-19 or a COVID-19 positive test, return to care or work at a child care center is based on the end dates of quarantine or isolation established by the local board of health or state health department.
- b. Return to care or work after exclusion and a diagnosis, isolation for a non-COVID-19 related illness should be in line with a provider's existing exclusion policies as stated in their health care policy and in consultation with families.

If the non-COVID-19-related illness is a reportable infectious disease other than COVID-19, and is not already addressed in the health care policy, consultation with the local board of health or state health department may still be necessary to establish a return to care or work.

## Medication

A medication consent form signed by the parent(s) and health care practitioner authorizing SED staff to administer the medication must accompany **all prescription and non-prescription medication** bottles. Copies of this form 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 health care practitioner.

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. Teachers who administer medication have been trained via the DEEC online training course "The Five Rights to Medication."

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.

## **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.

## **Attendance while Injured**

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 child is 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 health care practitioner, this limit applies to their time in SED as well. A practitioner'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 Executive Director shall immediately report suspected abuse and neglect to DCF.
6. Sudbury Extended Day Executive 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 SED field trip.

7. Sudbury Extended Day Executive 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**

### ***General***

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, offering choices, offering a quiet place to reset emotionally, and offering opportunities to verbalize their feelings. 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 modify the situation. 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. SED also follows the behavior rubric developed by the SPS which explains behavior expectations as well as consequences.

### ***Referrals***

Staff members are responsible for informing the Executive 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 Executive 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***

SED reserves the right to suspend or terminate a child's participation in our programs at any time.

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

- A child cannot be kept safe by refusing to remain in a supervised area.
- A child purposely injures another 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 Church 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.

In rare cases, a child may be dismissed from the program due to a family's non-payment of tuition, and/or a parent's refusal to respond to the Executive Director's request for a payment plan.

### ***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 factors 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. When a child has been asked to leave the program for the afternoon, they are considered suspended for the following SED program day, both morning and afternoon, as well. If the child continues to exhibit specific unacceptable behaviors after returning to the program, parents will be informed that alternative care must be found.

### ***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.

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

### ***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**

A child's record at SED contains application forms, enrollment contracts, signed emergency permission slips, medical forms, and evaluation forms completed by the SED staff. These documents are kept confidential. 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 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.

## **Form Regarding Babysitting or Transporting Children outside of SED Program Hours**

### **Babysitting for S.E.D. Clients**

Babysitting outside of work hours by Sudbury Extended Day staff for children enrolled at SED 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 SED at the request of a parent. Employees of SED 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 SED 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 SED. staff privately, either paid or unpaid, to babysit and/or transport my child/ward outside of school hours, I release SED. from any and all responsibility and/or liability of any nature in such a circumstance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Addendum to Parent Handbook 2020-2021**

### **COVID Attestation:**

In the SED Health and Emergency Forms completed via the ProCare database, parents agree to the following:

Parents will screen their child each day for COVID-19 symptoms. These include:

- Fever (100.0°F and higher), feverish, had chills
- Cough
- Sore throat
- Difficulty breathing
- Gastrointestinal distress (Nausea, vomiting, or diarrhea)
- New loss of taste or smell
- New muscle aches

Further, parents will screen their child for exposure to COVID-19.

By sending their child to SED, parents certify that they have performed this screening and their child has no symptoms or exposure.

Parents also agree to allow their child to use hand sanitizer of at least 60% alcohol while at Sudbury Extended Day.