

Sudbury Extended Day  
Parent Handbook  
2023-2024



Sudbury Extended Day is licensed by the  
Department of Early Education and Care  
(Updated 8/30/2023)

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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 and middle school experiences. Please see the Addendum for our operating hours.

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 01609 (508)798-5180.

### Vision Statement

To connect families to before and after school care for SPS students.

### Mission Statement

The mission of Sudbury Extended Day (SED) is to provide safe and enriching before and after school programming for the development and support of Sudbury Public School students. Our core values are:

- |                    |                           |
|--------------------|---------------------------|
| <b>S</b> afe       | <b>C</b> ommunity-Focused |
| <b>E</b> nriching  | <b>A</b> ffordable        |
| <b>D</b> ependable | <b>R</b> eliable          |
|                    | <b>E</b> mpowering        |
|                    | <b>S</b> upportive        |

### 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. 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 13 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.

## General Information

The Sudbury Extended Day Administrative office is located at Mill Village, 365 Boston Post Road, Suite 209, Sudbury. The office's hours of operation are 9 a.m. to 5:00 p.m. Monday through Friday during the school year. During the summer months, office hours will vary.

The Executive Director is responsible for the overall management of the organization and its operations, with a particular focus on strategic growth to provide care to as many families as possible. The Program Director is responsible for the hiring, training and supervision of all before and after school staff. The Program Director, working with the site leadership teams, 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. Each Site Coordinator is responsible for the overall program at that location when in session.

Parents with any concerns or questions are welcome to direct questions to any SED employee. As SED is not a part of the Sudbury Public School (SPS) system, all questions and concerns need to be brought to the attention of SED. Please address questions and concerns first to the staff at your child's site. If issues cannot be resolved, we welcome you to bring this to the attention of the Program Director. If there is a continuing concern, please contact the Executive Director. Parents may also bring the issue to the Board of Directors. The Board of Directors will present the issue(s) to the Board at the next available meeting. All parents are welcome to express concerns directly to the Board at any of the scheduled meetings.

**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.

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. A child may be asked to leave the program if there are more than 5 search fees assessed in the school year. Therefore, PLEASE call or email your child's site to notify SED of any changes prior to 1:00 p.m.

Parents should keep in mind 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

Office & Mailing Address: 365 Boston Post Road, Suite 209, Sudbury, MA 01776  
Phone: (978)443-5829  
Website: [www.sudburyextendedday.org](http://www.sudburyextendedday.org)

**Mari Weldon**, Executive Director [Mari@sudburyextendedday.org](mailto:Mari@sudburyextendedday.org)  
**Rhona Jarmulowicz**, Program Director [Rhona@sudburyextendedday.org](mailto:Rhona@sudburyextendedday.org)  
**Christina Deignan**, Business Manager [Christina@sudburyextendedday.org](mailto:Christina@sudburyextendedday.org)

### Program Hours of Operation

Program Type	Elementary SED Hours	Curtis SED Hours
Before-School Care	7:00 am – 7:45 am	7:00 am – 8:30 am
After-School Care	2:25 pm – 6:15 pm	3:10 pm – 6:15 pm
ILAP/Early Release	11:45 am – 6:15 pm	12:30 pm – 6:15 pm

#### **First Parish (Noyes K-1 Program)**

327 Concord Road  
Rosanne Esteves, Site Coordinator  
978-443-3153  
[firstparish@sudburyextendedday.org](mailto:firstparish@sudburyextendedday.org)

#### **Haynes SED (Grades K-5)**

160 Haynes Road  
Lori Lafayette, Site Coordinator  
Janaine Dustin, Assistant Site Coordinator  
978-443-7934  
[haynes@sudburyextendedday.org](mailto:haynes@sudburyextendedday.org)

#### **Nixon School (Grades K-5)**

472 Concord Road  
Nikki Randall, Site Coordinator  
Joanne Whittemore, Assistant Site Coordinator  
978-440-9757  
[nixon@sudburyextendedday.org](mailto:nixon@sudburyextendedday.org)

#### **Noyes SED (Grades 1-4)**

280 Old Sudbury Road  
Lisa Posner, Site Coordinator  
Louise Baranowsky, Assistant Site Coordinator  
978-443-9282  
[noyes@sudburyextendedday.org](mailto:noyes@sudburyextendedday.org)

#### **Loring SED (Grades K-4)**

80 Woodside Road  
Leanne Glynn, Site Coordinator  
Joanne Curran, Assistant Site Coordinator  
978-443-4167  
[loring@sudburyextendedday.org](mailto:loring@sudburyextendedday.org)

#### **Curtis SED (Grades 5-8)**

22 Pratts Mill Road  
Emily Danault, Site Coordinator  
978-443-6964  
[curtis@sudburyextendedday.org](mailto:curtis@sudburyextendedday.org)



## 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 oversees financial and strategic planning for the organization, while the Executive Director manages the daily operations of the organization and 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 Rhona Jarmulowicz at 978-443-5829 x1.

All parents are members of the SED Corporation. As such, parents may attend Board meetings at any time. Further, each May, 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 typically held on the second Tuesday of the month, either in person or via Zoom, beginning at 7:00 p.m. The schedule for the 2023-24 Board meetings is as follows:

August 15, 2023	March 12, 2024
October 17, 2023	April 9, 2024
December 12, 2023	May 21, 2024
February 13, 2024	

**Sudbury Extended Day, Inc. Board of Directors  
FY 2024 (September 1, 2023 - August 31, 2024)**

First	Last	Position	School
Victoria	Baribeau	Member	First Parish/Noyes
Michael	Burstin	Member	Noyes
Fran	Carmody	Co-Chair	Haynes
Jacob	Chused	Vice Chair	Nixon/Curtis
Emily	Danault	Staff Representative	SED
Christina	Deignan	Secretary	SED
Amber	Herting	Member	Loring
Rhona	Jarmulowicz	Assistant Director	SED
Anne Marie	King	Member	Curtis
Lori	Lafayette	Staff Representative	SED
Beth	Lee	Treasurer	Haynes
Melissa	Masse	Member	Noyes
Melissa	McBride	Member	Nixon
Rachel	Segien	Member	Noyes
Kelly	Sugrue	Member	Loring
Hilliary	Van Voorhies	Member	Nixon
Allison	Vander Els	Co-Chair	Haynes
Marianne	Weldon	Executive Director	SED

## Enrollment Procedures

In January 2023, the Board of Directors adopted a new enrollment process. Once a family is enrolled in SED, they retain that schedule each year until before and after school care is no longer needed. The waitlist is a rolling waitlist, which means families will receive requested days as soon as space in the program becomes available, whether in the current year or the following years. Families who have not yet applied will be able to apply in an annual Community Enrollment.

SED will still conduct annual enrollment; the steps of the process are outlined below:

### *Step One: Re-Enrollment Confirmation*

Sudbury Extended Day will offer currently enrolled families the opportunity to renew their existing contracts for the upcoming academic year. Those families are guaranteed their current enrollment spots in their current school/SED location. If a student changes schools to an alternate elementary school or have aged into our middle school, SED will communicate placement options. Existing families have the right of first refusal for their existing contracted placements, and will be offered waitlisted as those days become available on a rolling basis. If a family would like to increase enrollment days for which they are not currently waitlisted, SED will only accommodate the request if space is available. If the newly requested days are not available, the child will be put on the waitlist.

### *Step Two: Community Enrollment/Lottery*

Sudbury Extended Day will accept applications for new students once the re-enrollment process is complete. A non-refundable application fee is required before an application can be considered for the enrollment lottery. The number of lottery placements available will vary by site based on our licensed capacity, current waitlist and any other capacity constraints. If a child's desired schedule cannot be accommodated, they will be placed on the waitlist. Families will be provided the waitlist number after all new registrations are processed. **It is important to note that SED cannot hold any spaces or waitlist any children without a completed application and the paid application fee.**

Parents must apply for a minimum of 2 afternoons of care per week. SED cannot accommodate single-day schedule requests.

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.

### *Step Three: 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. The contract will also list any days that a child is on the waitlist. A deposit of one month's tuition is required with the return of the signed contract. The deposit is applied to the

September tuition for the upcoming school year. No portion of the deposit will be refunded if the student reduces their schedule. Signed contracts, by the required receipt date, with deposit will confirm enrollment for the upcoming academic year. If a contract and deposit are not received by the given date, the child will be moved to the waitlist.

#### ***Step Four: 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. Typically, parents are emailed the link to the online forms in July. This email will provide the required completion date of all forms. No student can be allowed to attend SED if these forms have not been submitted prior to their first day in the current program year.

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

Certain, pre-determined Wednesdays are Early Release Days for the Sudbury Public Schools. Students who request and receive Wednesday care during enrollment are automatically placed in our Early Release sessions. If contracted for Early Release, parents will pay for these sessions whether they are utilized or not. See the Addendum for Early Release Days for the 2023-2024 school year.

Parents may not contract for Early Release Wednesdays only.

### ***Space Available Enrollment***

If parents have an occasional need for an additional day of care, arrangements can be made **in advance** on a space available basis with the Site Coordinator. Please call or email the site directly. If you arrange for your child to come as a space available on a particular day, you will be charged for that day, whether your child attends or not. Elementary Schools are \$10/mornings and \$40/afternoons. Curtis Middle School is \$15/mornings and \$30/afternoons.

### ***Sibling Discount***

Sudbury Extended Day will offer a discount of 5% to families with more than one child in the program, and whose total monthly tuition exceeds \$850.

### **Schedule Changes**

Parents wishing to change their child(ren)'s schedule should complete a Schedule Change Form with the \$45 schedule change fee.

Forms are available on our website and at the office, and eventually all schedule changes will be processed online via FormConnect. Completed and signed forms should be returned to the office. Confirmation of the change will be sent via email. Please note it takes 3 business days to process a schedule change request.

Families may change their child(ren)'s schedule effective in January. A schedule change(s) can be processed starting on October 1, but the effective date will be no earlier than January. Accounts will be charged a fee of \$45 per change, per child.

- There can be no schedule changes from the receipt of the signed contract/deposit through December.
- Schedule changes can be requested as of October 1<sup>st</sup>, but will not go into effect until January 1<sup>st</sup>.

### ***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. Withdrawing from SED during the program year will result in a \$250 withdrawal fee.

## Program Descriptions

### *Before School Programs*

The before school programs (grades K through 5) are held at Haynes, Nixon, Noyes and Loring classrooms. **Children must be escorted into the building and signed in by SED Staff. 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 as the weather allows. Children are given the opportunity to participate in the school breakfast program at each school. For the 2023 - 2024 school year, the breakfast and lunch program with the Sudbury Public Schools is free. At 7:45 a.m., children are dismissed to their classroom teachers.

The before school program at the Curtis Middle School starts at 7:00 a.m. 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. For the 2023 - 2024 school year, the breakfast and lunch program with the Sudbury Public Schools is free. At 8:15 a.m., children are dismissed to their homeroom.

### *First Parish Program (Kindergarten & 1<sup>st</sup> Grade Program)*

The First Parish Program is for Kindergarten and First Graders at Noyes and is open from 2:25 – 6:15p.m. Children arrive at First Parish via a Sudbury Public Schools bus, and are met in the parking lot by the SED First Parish staff. If your child needs early morning care (7:00 – 7:45a.m.), this care will take place at Noyes.

The First Parish program offers a variety of indoor and outdoor activities. These include arts and crafts, nature and science projects, building, dramatic play, and sensory play. Children 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, Nixon or Loring for their after-school Kindergarten and First Grade 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.

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

The daily plan for grades K-5 (K-4 at Loring and 1-4 at Noyes) 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 can be designated for students as needed. The Sudbury Public Schools is revising their homework policy, which may result in a decrease in assigned homework. Regardless, SED's primary focus each afternoon is on play, not on academics. Parents who wish to have structured homework time for their child can contact their site coordinator. Students can self-select to work on homework as needed.

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.

### ***Curtis Middle School Program Grades 6-8 (includes 5<sup>th</sup> grade from Loring and Noyes)***

Curtis Middle School's SED program has its own Parent Handbook, found on our website.

### ***Early Release Sessions***

Eighteen Wednesdays plus the last day of school in the 2023-24 school year are Early Release days for the Sudbury Public Schools. SED plans a variety of onsite shows, theme days and field trips over the course of the year at each site. Field trips for 2023-2024 are planned by each site and are subject to change. Any changes in program plans will be communicated by the Site Coordinators.

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. Please speak to your Site Coordinator directly about timing prior to the Early Release day.

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.

Due to circumstances beyond our control, such as traffic, there are times when the buses do not return from a field trip when originally planned and communicated to parents. We ask for your patience when the bus is running late.

Children should bring a **peanut and tree 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 for each site by the Site Coordinator.

## **Financial Policies**

### ***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 on **the first of each month**, regardless of the child's attendance.

Account statements are emailed. **Statements are not mailed to the home.**

Please mail your payment to: SED, 365 Boston Post Road, Suite 209, Sudbury, MA 01776.  
**PAYMENTS CANNOT BE ACCEPTED AT ANY OF OUR SED SCHOOL SITES.**

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 primary 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 the 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. We appreciate a phone call to your child's site if you are being delayed.

The charge for pick-up after the program is closed is \$2.00 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 pick up arrangements.

### ***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.

The process of reviewing financial assistance applications and recommending recipients of financial assistance will be delegated to the Finance Committee (FinCom). FinCom is comprised of the Executive Director, Board Treasurer and any additional committee members who are unbiased and absent of personal interests relative to the financial aid applications under consideration. Awards will be granted based upon the following factors, as described in the financial assistance application: financial need as determined by gross monthly income, changed circumstances, reason for the financial assistance request, family history with Sudbury Extended Day (including length of time the family has been involved with the organization), parent(s) or guardian(s) work schedule. All conflict of interest policies and procedures will apply and be followed.

Once recommendations and award amounts have been formulated, the Finance Committee will forward its recommendations to the Executive Committee of the Board of Directors for a vote to approve a final list of recipients and award amounts. The recipients will be contacted in writing and, upon acceptance, the name of the recipient and amount of the award will be documented by the Treasurer.

Sudbury Extended Day will strive to protect the privacy of all applicants, in accordance with our record keeping policies and procedures.

### ***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 or Business Manager.



## **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.

Generally, parents are assigned to three lists: one for the SED site your child attends, a second for all-SED enrolled families, and a third for our community-wide emails. 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. 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, Program Director 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, 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.

## *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:

Curtis	978-443-6964	curtis@sudburyextendedday.org
First Parish	978-443-3153	firstparish@sudburyextendedday.org
Haynes	978-443-7934	haynes@sudburyextendedday.org
Loring	978-443-4167	loring@sudburyextendedday.org
Nixon	978-440-9757	nixon@sudburyextendedday.org
Noyes	978-443-9282	noyes@sudburyextendedday.org

## *Search Fees*

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 First Parish 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.

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

**In the event that SPS does not close school early but cancels after school activities due to weather, SED will follow the guidelines below:**

- If after school activities are canceled **prior to 12:00 pm**, SED programs will be canceled. The SED admin team will communicate the closure to all enrolled families and ask them to complete a change of dismissal form that we will then submit to each SPS school by 1:00 pm. If we are still missing information from families at that time, we will call all parents to confirm their plans.
  - In the event that not every family can be reached, or if they cannot arrange for pick up by dismissal, there will be at least one SED employee on site at the schools to care for students until they can be safely picked up.
- If after school activities are canceled **after 12:00 pm**, SED programs will open but will only remain open until 4:00 pm. The early closure/pick up times will be communicated with all families by SED and there will be no change of dismissal plans needed for the schools.
- In the event of inclement weather where SPS does not cancel after school activities, SED reserves the right to close early if weather causes conditions that impact travel safety for students, families and staff members. In these instances, SED will communicate an early closure as outlined above (no change of dismissal plans needed for the schools).

## **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. SED does not provide lunches on Early Release Wednesdays, so parents should send a peanut and tree nut free lunch on those days.

**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.

Children have access throughout the afternoon to fresh fruit, water, and milk. If your child has any food restrictions, please notify your Site Coordinator.

### **Holiday and Vacation Programs**

SED will once again offer Holiday & Vacation programming on select days throughout the 2023-2024 program year. Planned dates for this year are outlined below:

Monday, September 25<sup>th</sup> (Yom Kippur)  
Monday, October 9<sup>th</sup> (Indigenous Peoples Day)  
Monday, January 15<sup>th</sup> (Martin Luther King Jr. Day)  
Wednesday, January 24<sup>th</sup> (SPS Teacher Professional Day)  
Tuesday, February 20<sup>th</sup> – Friday, February 23<sup>rd</sup> (February Vacation)  
Tuesday, April 16<sup>th</sup> – Friday, April 19<sup>th</sup> (April Vacation)

All registration for Holiday and Vacation programs will take place via FormConnect. The link to the program registration page will be shared with all enrolled families via email on the day registration opens.

The cost of these programs is \$85.00 per day, but could vary depending on the activity for the day. This cost includes 9.5 hours of care, as well as crafts, snacks, and the cost of any trip or show. These programs are not included in the regular monthly tuition; parents are expected to pay at the time of registration. Waitlisted families who are admitted to the program after registration closes will be billed separately.

Note the cancellation policy for this program:

- If an enrollment is canceled for a programmed day within 14 days of the program date, payment is forfeited for each child. Cancellation dates are determined at SED's discretion and will always be communicated to families.
- If an enrollment is cancelled and SED cannot replace that enrollment with a waitlisted student, payment is forfeited for each child.

### **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 K, First and Fifth Grade children between either Noyes and First Parish or between Loring/Noyes and Curtis Middle School is by a Sudbury Public Schools school bus; if families do not already have an SPS bus pass, there is a reduced fee for SED transportation charged directly to parents. 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 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 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 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 staff 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 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

As of the 2023-2024 program year, EEC has no formal COVID policy. As such, SED will follow the Sudbury Public School policy as outlined below:

- a. If a student tests positive, they must isolate for 5 days.
- b. Isolation is followed by an additional 5 days of masking.
- c. If students test negative on day six or after, they do not need to continue masking through day ten.
- d. Adults must have two negative COVID tests 48 hours apart or they must continue masking until day ten.

## Medication

SED must have a current allergy action plan (AAP) or individual health care plan (IHCP) signed by their health care practitioner, as well as a medication consent form signed by the parent(s) which authorizes SED staff to administer the medication. All forms must accompany **all prescription and non-prescription medication** bottles. Copies of the medication consent form are available via FormConnect, on the website, or by contacting the SED administrative office.

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.

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 Site Coordinator or Assistant Site Coordinator will pick up the medication prior to the start of the SED program.**

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 reserve 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.

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Signature

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Date



# **Addendums**

# SUDBURY EXTENDED DAY | 2023-2024 CALENDAR

1<sup>st</sup>/Last Day of School
  No School

Early Release Day
  Leadership Meetings

**15** Board Meeting 7:00 PM  
 21-25 Leadership Meetings (TBD)  
**28-29** Orientation/All Staff  
 30 1<sup>st</sup> Day of School

AUGUST '23(2)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24 (16)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

02 Leadership Meeting  
**13** Board Meeting 7:00 PM  
 14 Early Release Day  
 19 Presidents' Day, No SED  
 20-23 February Break (H&V)

04 Labor Day No SED  
 05 First Day Kindergarten  
 13 Early Release Day  
 19 First Aid/CPR Training  
 25 Yom Kippur (H&V)

SEPTEMBER '23(19)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24 (20)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

06 Early Release Day  
 11 Ramadan Begins  
**12** Board Meeting 7:00 PM  
 13 Early Release Day  
 20 Early Release Day  
 22 Leadership Meeting  
 29 Good Friday, No SED  
 31 Easter Sunday

04 Early Release Day  
 09 Indigenous Day (H&V)  
 13 Leadership Meeting  
**17** Board Meeting 7:00 PM  
 18 Early Release Day  
 31 Halloween

OCTOBER '23(21)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24(17)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

03 Early Release Day  
 09 Ed Al-fitr Begins  
**09** Board Meeting 7:00 PM  
 15 Patriot's Day No SED  
 16-19 April Break (H&V)  
 22 Passover Begins  
 24 Early Release Day

01 Early Release Day  
 08 Early Release Day  
 09 Friendsgiving  
 10 Veterans Day, No SED  
 15 Early Release Day  
 22 Early Release Day  
 23-24 Thanksgiving Recess

NOVEMBER '23(19)						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24 (22)						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

08 Early Release Day  
 12 Mother's Day  
**21** Board Meeting 7:00 PM  
 22 Early Release Day  
 23 Summer Celebration  
 27 Memorial Day, No SED

01 Leadership Meeting  
 08 Hanukkah Begins  
**12** Board Meeting 7:00 PM  
 13 Early Release Day  
 25 Christmas Day  
 25-29 Winter Break No SED  
 26 Kwanza begins

DECEMBER '23(16)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24 8/13						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

07 Leadership Meeting  
 12 Last Day/Early Release (without snow days)  
 16 Father's Day  
 19 Juneteenth - No SED  
 20 Last Day/Early Release (5 snow days)  
 29 Eid Al-Adha

01 New Year's Day Observed  
 10 Early Release Day  
 15 MLK Day (H&V)  
 24 No SPS School (H&V)  
 31 Early Release Day

JANUARY '24 (20)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY '24 (0)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Independence Day

## Important Beginning of Year Dates

Last Day for EEC Required Forms	Tuesday, August 15 <sup>th</sup>
First Day of School/SED	Wednesday, August 30 <sup>th</sup>
No School/No SED	Monday, September 4 <sup>th</sup>
October Invoices emailed	Tuesday, September 5 <sup>th</sup>
First Holiday Program (registration required)	Monday, September 25 <sup>th</sup>
November Invoices emailed	Thursday, October 5 <sup>th</sup>
Schedule Change requests for January 1 <sup>st</sup>	October 1 <sup>st</sup> - November 15 <sup>th</sup>

## Statement Distribution Schedule

**9 monthly payments after Enrollment Deposit (deposit is September 2023 tuition)**

**All statements are sent via email; hard copies are no longer printed for distribution**

### Statement Date

### Payment Due Dates

**Late Payment Fee is \$20**

September 5	due October 1
October 5	due November 1
November 4	due December 1
December 5	due January 1
January 5	due February 1
February 6	due March 1
March 6	due April 1
April 5	due May 1
May 5	due June 1

A final statement will be sent in late June to show any past due balances.

## Holiday Program Dates

- Monday, September 25<sup>th</sup> (Yom Kippur)
- Monday, October 9<sup>th</sup> (Indigenous Peoples Day)
- Monday, January 15<sup>th</sup> (Martin Luther King Jr. Day)
- Wednesday, January 24<sup>th</sup> (SPS Teacher Professional Day)
- Tuesday, February 20<sup>th</sup> – Friday, February 23<sup>rd</sup> (February Vacation)
- Tuesday, April 16<sup>th</sup> – Friday, April 19<sup>th</sup> (April Vacation)

Families must register children for days of care needed and tuition is separate from the monthly contracted tuition. Enrollment for H&V program is first come, first served.

## **Early Release Wednesdays for the school calendar year 2023-2024\***

September 13	January 31
October 4	February 14
October 18	March 6
November 1	March 13
November 8	March 20
November 15	April 3
November 22	April 24
December 13	May 8
January 10	May 22

**\*Does not include the last day of school which is tentatively June 12<sup>th</sup> (with no snow days)**

## Operating Hours by Site

<b>Program</b>	<b>Grades Served</b>	<b>Hours</b>	<b>Locations</b>
Morning Program	K-5	7:00 am – 7:45 am	Elementary schools
Morning Program	6-8	7:00 am – 8:25 am	Curtis Middle School
Afternoon Program (including Early Release)	K-5	2:25 pm – 6:15 pm 11:45 am – 6:15 pm	Elementary schools & First Parish (K-1 Noyes)
Afternoon Program (including Early Release)	5-8	3:10 pm – 6:15 pm 12:30 pm – 6:15 pm	Curtis Middle School (Loring 5 <sup>th</sup> graders attend Curtis)

Elementary Schools: Haynes, Loring, Nixon and Noyes