

Sudbury Extended Day
Parent Handbook
2024-2025



Sudbury Extended Day is licensed by the
Department of Early Education and Care
(Updated 8/27/2024)

Table of Contents

Welcome to Sudbury Extended Day!	5
Vision Statement.....	5
Mission Statement.....	5
Program Philosophy.....	5
General Information.....	6
Sudbury Extended Day Directory.....	8
Board of Directors	9
Enrollment Procedures.....	10
Step One: Re-Enrollment Confirmation	10
Step Three: Contracts.....	10
Step Four: Child Enrollment Forms.....	11
Early Release Day Enrollment.....	11
Space Available Enrollment	12
Sibling Discount.....	12
Schedule Changes	12
Withdrawal from the Program	12
Program Descriptions	13
Before School Programs	13
First Parish Program (Kindergarten & 1 st Grade Program)	13
Elementary School Programs Grades K – 5	13
Curtis Middle School Program Grades 6-8 (includes 5 th grade from Loring and Noyes)	14
Early Release Sessions.....	14
Financial Policies	15
Tuition.....	15
Late Fees and Returned Checks.....	15
Late Pick Up Fee.....	15
Financial Aid.....	16
Tuition Subsidies	16
General Program Information.....	17
Communication.....	17
Email.....	17
Face to Face	17
Parent Participation.....	17

Absences	18
Search Fees	18
Inclement Weather/Emergency Early Dismissal	18
Dismissal.....	19
Food	19
Holiday and Vacation Programs	20
Transportation.....	20
Babysitting for SED Families	21
Transporting Children.....	21
Health Care Policies.....	22
Admission Requirements	22
Inclusion Policy	23
Inclusion Philosophy.....	23
Age Groupings and Curriculum.....	23
Access to Physical Spaces	23
Importance of Shared Information.....	23
Supports and Possible Accommodations for Students at SED	24
Supports for SED Teachers and Families	24
Illness	25
Covid-19 Specific Regulations	25
Medication	25
First Aid and Emergency Procedures	26
Attendance while Injured.....	26
Blood Spill Policy.....	27
Procedures for Reporting Child Abuse or Neglect	27
Definitions:	27
Plan:	28
Behavior Management Policies	29
General.....	29
Referrals.....	29
Suspension and Termination.....	30
Procedures for Suspension/Termination.....	30
Expulsion of a Child	31
Immediate Expulsion	31

Confidentiality and Distribution of Records..... 31

Form Regarding Babysitting or Transporting Children outside of SED Program Hours..... 32

 Babysitting for S.E.D. Clients..... 32

 Transporting Children..... 32

 Parental Acknowledgement and Release 32

Addendums 33

SUDBURY EXTENDED DAY | 2024-2025 CALENDAR 34

Important Beginning of Year Dates 35

Statement Distribution Schedule 35

Early Release Wednesdays for the 2024-2025 school calendar year* 36

Operating Hours by Site 37

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:

- | | |
|--------------------|---------------------------|
| S afe | C ommunity-Focused |
| E nriching | A ffordable |
| D ependable | R eliable |
| | E mpowering |
| | S 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 our attention. 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 or 10:00 a.m. on Early Release days.

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 are not fully informed about issues or concerns, we are limited in how we can best support 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

Mari Weldon, Executive Director Mari@sudburyextendedday.org
Kristen McMillen, Program Director Kristen@sudburyextendedday.org
Christina Deignan, Business Manager Christina@sudburyextendedday.org
Sarah Domings, Enrollment Coordinator Sarah@sudburyextendedday.org
Ellen Cook, Office Administrator Ellen@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 978-443-3153
Rosanne Esteves, Site Coordinator firstparish@sudburyextendedday.org

Haynes SED (Grades K-5)

169 Haynes Road 978-443-7934
Rhona Jarmulowicz, Interim Site Coordinator haynes@sudburyextendedday.org
Ali Wentzell, Assistant Site Coordinator

Nixon School (Grades K-5)

472 Concord Road 978-440-9757
Nikki Randall, Site Coordinator nixon@sudburyextendedday.org
Joanne Whittemore, Assistant Site Coordinator

Noyes SED (Grades 2-4)

280 Old Sudbury Road 978-443-9282
Lisa Posner, Site Coordinator noyes@sudburyextendedday.org
Louise Baranowsky, Assistant Site Coordinator

Loring SED (Grades K-4)

80 Woodside Road 978-443-4167
Leanne Glynn, Site Coordinator loring@sudburyextendedday.org
Joanne Curran, Assistant Site Coordinator

Curtis SED (Grades 5-8)

22 Pratts Mill Road 978-443-6964
Linda Daley, Site Coordinator curtis@sudburyextendedday.org
Sarah Foster, Assistant Site Coordinator

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 Mari Weldon at 978-443-5829 x4.

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 scheduled every other month during the program year, and can be held either in person or via Zoom, beginning at 7:00 p.m. The meeting schedule for 2024-25 is as follows:

October 1, 2024
 December 3, 2024
 February 4, 2025

March 25, 2025
 May 20, 2025

Sudbury Extended Day, Inc. Board of Directors FY 2025 (September 1, 2024 - August 31, 2025)

First	Last	Position	School
Victoria	Baribeau	Member	Noyes
Michael	Burstin	Member	Noyes
Fran	Carmody	Co-Chair	Haynes
Jacob	Chused	Co-Chair	Nixon/Curtis
Ellen	Cook	Secretary	SED
Christina	Deignan	Business Manager	SED
Sarah	Domings	Staff Representative	SED
Amber	Herting	Member	Loring
Rhona	Jarmulowicz	Assistant Director	SED
Beth	Lee	Treasurer	Haynes
Melissa	Masse	Member	Noyes
Melissa	McBride	Member	Nixon
Rachel	Segien	Member	Noyes
Daniel	Somerset	Member	Noyes
Kelly	Sugrue	Member	Loring
Jim	Masso	Member	Nixon
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 during our 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 days 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. 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; requests received outside of the community lottery window will only be considered if there is not waitlist at a given site. Any other late applicants will be required to apply for enrollment the following year during the community enrollment window.**

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 placements are finalized, 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 with deposit, by the required receipt date, 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

Per EEC regulations, SED is required to have certain information about each child in his/her file. These forms need to be completed annually 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. Due to our licensing regulations, no student can be allowed to attend SED if these forms have not been submitted prior to their first day of the 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 Wednesday enrollment, parents will pay full tuition (daily tuition rate plus early release fees) whether the days are utilized or not. Parents may not contract for Early Release Wednesdays only.

Please see the Addendum for Early Release Days for the current program year.

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 \$15/mornings and \$45/afternoons. Curtis Middle School is \$20/mornings and \$35/afternoons. Space available enrollment is not available on Early Release Wednesdays.

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 \$900.

Schedule Changes

Parents wishing to change their child(ren)'s schedule should complete a Schedule Change Form with the \$45 schedule change fee. From August 15th through September 30th, there is a blackout period where SED does not allow for any contract/enrollment changes, unless the request is due to extenuating circumstances.

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 and adjusted tuition 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, except for extenuating circumstances.
- Schedule changes can be requested as of October 1st, but will not go into effect until January 1st.
- If a vacancy can be filled by a student on the waitlist, a tuition adjustment/schedule change may be possible before January 1st, but cannot be guaranteed. Such requests must be approved in writing by the SED office.

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 2024 - 2025 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 2024 – 2025 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 & 1st 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 is provided on site at Peter 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 2-4 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 5:30 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 5th grade from Loring and Noyes)

The Curtis program follows the same philosophy and general format of all program locations, but geared toward students in grades 5-8. A separate handbook is available for Curtis SED students and families.

Early Release Sessions

Nineteen Wednesdays, including the last day of school, are Early Release days for the Sudbury Public Schools. SED plans a variety of onsite theme days and field trips over the course of the year. Field trips 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 before 2:00 if they are 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 25th 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 1st day of the month are considered late. Late payments will be assessed a late charge of \$20 if payment is not received before the next billing cycle. 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.

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.

Tuition Subsidies

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.

Sudbury Extended Day also accepts childcare subsidies from active military families. If applicable, please contact the Executive Director or Business Manager for additional information.

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 contains general information and is updated several times per year. Here you can find contact information, general policy information and 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 before 1:00 p.m. or 10:00 a.m. on Early Release days.

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 unless the staff has been given permission **in writing** for the child to do so. 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.

With written parental permission, SED students in **grade 4 and above** can be allowed to walk or bike home without an adult present. Younger students cannot be allowed to walk home without an adult, unless accompanied by an older sibling. In either scenario, written parental consent is required and parents must call the site on those days to request their child's dismissal.

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 2024-2025 program year. Planned dates for this year are outlined below:

Thursday, October 3rd (Rosh Hashanah)
Monday, October 14th (Indigenous Peoples Day)
Monday, January 20th (Martin Luther King Jr. Day)
Wednesday, January 29th (SPS Teacher Professional Day)
Tuesday, February 18th – Friday, February 21st (February Vacation)
Tuesday, April 22nd – Friday, April 25th (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 \$100.00 per day and 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 after the stated cancellation deadline, payment is forfeited for each child. Cancellation deadlines 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. 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; all information has to come directly from the family.

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; all of these play spaces have been updated to ensure compliance with the American Disabilities Act. These playgrounds are accessible to all children as part of the public school license. 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 2024-2025 program year, EEC has no formal COVID policy. As such, SED will follow the guidance as provided by the [CDC](#), as well as any guidance or formal policies implemented by Sudbury Public Schools.

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. All authorizations are only valid for one year from the date of signature and must be updated each year or as needed (when expired).

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 redirection and behavior management. The goal of the SED's behavioral policy is to help children learn through their experiences. Through positive discipline, children learn self-control.

Each program has clear and consistent limits for behavior. Mistakes are not treated as failure, but as valuable learning experiences. The children learn how to fix their mistakes and avoid them in the future. Children should be redirected to more desirable activities and behaviors. Our staff understands how important it is to be heard. The children's emotions, concerns, frustrations, and fears should be treated as attempts to communicate with respect and understanding. When rules are forgotten, teachers are there to **gently** remind children of them. When children need to be addressed for any behavioral concerns, the staff approaches them so that the matter can be expressed **quietly** and privately. We do not punish the entire group because of the mistakes of one child. It is never appropriate to tease, humiliate or belittle a child. Appropriate language must be used at all times.

SED staff uses behavior management techniques such as setting reasonable positive expectations, offering choices, offering a quiet place to reset emotionally, and providing children an opportunity to verbalize their feelings. This encourages children to develop self-control through understanding.

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

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

If a resolution does not occur, the Executive Director, Site Coordinator, and parents will meet. 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.

Signature

Date

Addendums

SUDBURY EXTENDED DAY | 2024-2025 CALENDAR

1st/Last Day of School

No School

Early Release Day

Leadership Meetings

AUGUST '24 (3)

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

19-23 Leadership Meetings

26 All Staff and Community Celebration

27 AM Staff/New Hire

28 1st Day of School

FEBRUARY '25 (15)

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	

04 Board Meeting 7:00pm

12 Early Release Day

17 Presidents' Day No SED

18-21 February Break (H&V)

02 Labor Day No SED

03 First Day Kindergarten

11 Early Release Day

23 First Aid/CPR Training

25 Early Release Day

SEPTEMBER '24 (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 '25 (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					

05 Early Release Day

12 Early Release Day

19 Early Release Day

25 Board Meeting 7:00pm

31 Ed Al-fitr Begins

01 Board Meeting 7:00pm

03 Rosh Hashanah (H&V)

09 Early Release Day

11 Leadership Meeting

14 Indigenous Day (H&V)

23 Early Release Day

31 Halloween

OCTOBER '24 (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 '25 (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			

09 Early Release Day

12 Passover Begins

18 Good Friday No SED

21 Patriot's Day No SED

22-25 April Break (H&V)

30 Early Release Day

06 Early Release Day

07 Friendship

11 Veterans Day No SED

13 Early Release Day

20 Early Release Day

27 Early Release Day

28-29 Thanksgiving No SED

NOVEMBER '24 (18)

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 '25 (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						

11 Mother's Day

14 Summer Celebration

20 Board Meeting 7:00pm

21 Early Release Day

26 Memorial Day No SED

03 Board Meeting 7:00pm

11 Early Release Day

23-31 Winter Break No SED

25 Hanukkah Begins

25 Christmas Day

26 Kwanzaa begins

DECEMBER '24 (15)

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 '25 (11)

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					

04 Early Release

06 Eid Al-Adha

16 Last Day/Early Release (without snow days)

15 Father's Day

19 Juneteenth – No SED

24 Last Day/Early Release (5 snow days)

01 New Year's Day No SED

15 Early Release Day

20 MLK Day (H&V)

29 Professional Day (H&V)

JANUARY '25 (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 '25 (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

First Day of School/SED	Wednesday, August 28 th
No School/No SED	Monday, September 2 nd
October Invoices emailed	Thursday, September 5 th
First Holiday Program (registration required)	Tuesday, September 3 rd
November Invoices emailed	Monday, October 7 th
Schedule Change requests for January 1 st	October 1 st - November 15 th

Statement Distribution Schedule

9 monthly payments after Enrollment Deposit (deposit is applied to September 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 7	due November 1
November 5	due December 1
December 5	due January 2
January 6	due February 1
February 5	due March 1
March 5	due April 1
April 7	due May 1
May 5	due June 1

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

SED will once again offer **Holiday & Vacation programming** on select days throughout the 2024-2025 program year. Planned dates for this year are outlined below:

- Thursday, October 3rd (Rosh Hashanah)
- Monday, October 14th (Indigenous Peoples Day)
- Monday, January 20th (Martin Luther King Jr. Day)
- Wednesday, January 29th (SPS Teacher Professional Day)
- Tuesday, February 18th – Friday, February 21st (February Vacation)
- Tuesday, April 22nd – Friday, April 25th (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 2024-2025 school calendar year*

September 11	January 15
September 25	February 12
October 9	March 5
October 23	March 12
November 6	March 19
November 13	April 9
November 20	April 30
November 27	May 21
December 11	June 4

***Does not include the last day of school which is tentatively June 16th (with no snow days)**

Operating Hours by Site

Program	Grades Served	Hours	Locations
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 th graders attend Curtis)

Elementary Schools: Haynes, Loring, Nixon and Noyes