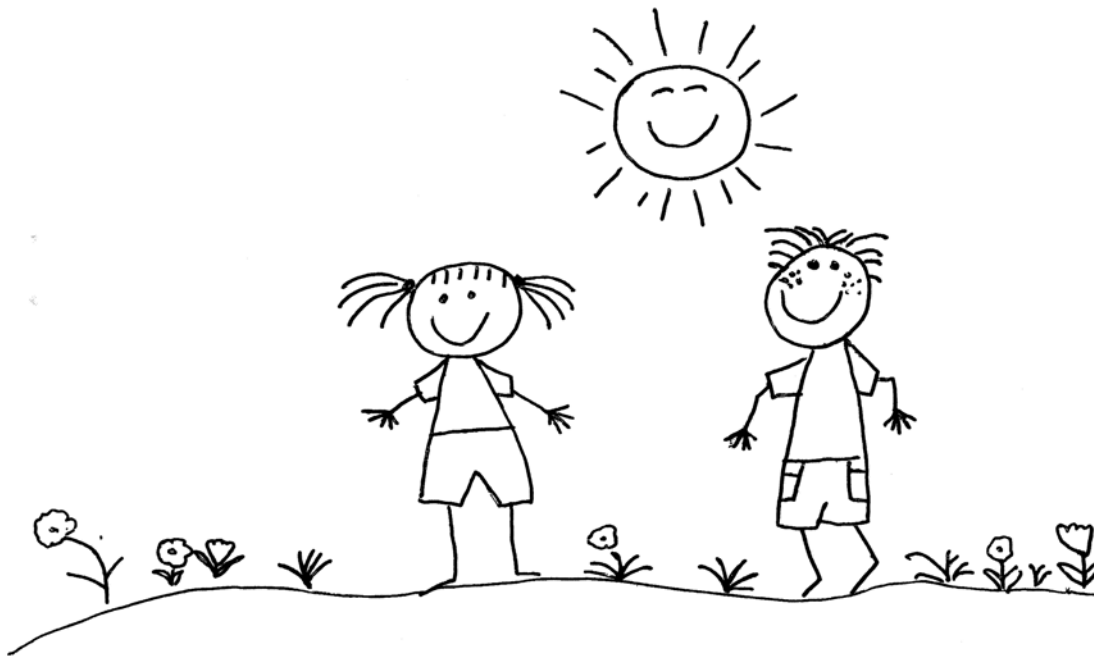


NASHOBA REGIONAL EXTENDED DAY

HANDBOOK



50 MECHANIC STREET
BOLTON MA. 01740
978-779-9875

INTRODUCTION

The objective of the Extended Day Program is to meet the children's physical, social, emotional and intellectual needs. Our program fosters each child's need for socialization, relaxation, and a supervised quiet environment for homework.

The Nashoba Regional Extended Day Program will not discriminate in providing services to families because of race, religion, cultural heritage, political belief, national origin, disabilities, or marital status.

NASHOBA REGIONAL EXTENDED DAY GOALS

- Help children create an atmosphere of respect for others and self.
- Help children care for and respect equipment and materials.
- Assist children in developing self-control.
- Provide many opportunities for outdoor time.
- Encourage parental involvement while building open and honest communication.
- Help children in becoming independent and responsible through self directed individualized activities.
- To help children learn appropriate alternatives to angry and aggressive behaviors.
- To encourage children to make friendships across age groups, to explore, and to try as many new things as they can.

LOCATIONS:

- **Bolton Extended Day** - Emerson Wing of the Florence Sawyer School,
50 Mechanic Street, Bolton, MA **978-779-9875**
- **Lancaster Extended Day** - Mary Rowlandson Elementary School
Lancaster, MA **978-368-8482 Ext. 4135**
- **Stow Extended Day (K-2nd grade)** - Pompositticut School, 511 Great Road
Stow, MA **978-897-2301**
- **Stow Extended Day (3rd-5th grade)** - Center School, Great Road, Stow, MA
978-897-0531

HOURS

Bolton, Lancaster and Stow Extended Day Programs: The program begins when the school day ends and closes promptly at 6:00 p.m.

LATE PICK UP

The program closes promptly at 6:00 p.m. This means you must pick up your child and exit the building by 6:00 p.m. See the Important Notice regarding the payment guidelines for specifics.

CALENDAR

The Nashoba Regional Extended Day Program is in session when school is in session with the exception of the day before Thanksgiving. We are closed on this day. We will offer care on staff development days if we have enough children sign up. The cost is \$47.50 per day. The hours will be 8:00 a.m. to 6:00 p.m. at the Emerson School in Bolton, MA.

TUITION AND FEES

Tuition is based on the number of days your child comes a week divided into ten monthly payments. These days do not include vacations or holidays. If you decide to withdraw your child early from the program, your tuition will be adjusted accordingly. Tuition is due a month in advance. For example, September's tuition is due by September 1st. A \$20.00 late fee is due after the fifth of the month. Lack of receipt of the payment and the late fee by the tenth of the month will result in the dismissal of your child from the program. Checks returned for insufficient funds will result in a \$20.00 fee in addition to any bank charges. Please mail your checks to: NRS D EXTENDED DAY PROGRAM, 50 Mechanic Street, Bolton, MA 01740. Attn: Linda Caless. Please contact Linda Caless at 978-779-9875 if you are having problems with your tuition.

ATTENDANCE

It is extremely important that parents call the individual program in the event your child will not be attending on a given day. Failure to do so on a regular basis will result in your child being dismissed from the program. It is imperative that Extended Day personnel can reach you when necessary. Please notify your site coordinator of any phone number changes you may have during the year. The Site Coordinator will check with the school and/or parent if a child is not in attendance. If a child is arriving late to Extended Day, they must be signed in by an adult. Once a child is at Extended Day, they cannot leave until a parent/guardian or a designated person signs them out. Parents/guardians or a designated people are responsible for signing out their child daily. This includes the time. If the staff does not know this person, a picture I.D. is required to be shown in order for a child to be released. Also, if a child comes to Extended Day late, they must be signed in by a designated adult.

SNACKS

Please provide your child with a snack and drink for Extended Day.

EMERGENCY CLOSING

All Extended Day Programs will be closed whenever The Nashoba Regional School District is closed due to any type of emergency (inclement weather, loss of electricity, etc.). We will also close when school is released early due to any type of emergency.

When school is dismissed at the regular time and Extended Day is cancelled, you will be notified by your site coordinator. If Extended Day is going to close early due to any type of emergency (inclement weather, loss of electricity, etc.) you will be notified by your site coordinator and asked to pick up your child by 4:30 p.m. Please have a plan in place if you can not pick your child up.

SCHEDULE CHANGES

Request for a change of schedule must be made to the Site Coordinator. Schedule change forms are accepted before the beginning of the month and should remain the same for that month. Please let the Site Coordinator know in writing about any after school activities such as (Brownies, Scouts, soccer, etc.). The parent or a designated adult must provide transportation to and from these activities. Extended Day is not responsible for your child's safety until a parent or designated adult signs them in.

REGISTRATION

Registration for the next school year takes place in March. The children who are presently in the program and their siblings have the opportunity to register before it is open to other families. Registration is on a first come, first serve basis. Children are enrolled during the school year as space becomes available. In the event that no space is available, your child's name will be placed on a waiting list. You will be notified when a space becomes available.

WITHDRAWAL

If you wish to withdraw your child from the program, a one month in advance written notice is required. Failure to provide notice will result in a one-month tuition obligation, regardless of attendance. Tuition is based on the number of days your child comes a month divided into ten monthly payments. However, if you withdraw your child from the program after notifying Extended Day in advance your tuition will be adjusted accordingly. Please consider this when planning your child's departure.

TRANSPORTATION

The Nashoba Regional Extended Day Program does not provide transportation to or from the program. The staff will escort the children from the designated area to the program location. Children must be picked up from the program by the child's parent/guardian or designated person.

MEDICAL POLICIES

A first aid kit is kept at each location. All adult staff members have had first aid training. Extended Day has an on call nurse if needed. The Nashoba Regional Extended Day Staff cannot give out medication. Please contact the Extended Day Director for further information.

In case of an emergency, emergency vehicles will transport a child.

ILLNESS POLICY

We ask that all parents notify us of any illness their child might have. We will not accept a child who has been absent from school. If we feel a child is too ill to participate in the usual activities, you will be notified and must pick your child up within the hour. Please have a back up plan in place just in case you are unable to pick up your child. If your child can not participate in the usual activities due to something other than sickness, we will try to accommodate their needs. If we can not, you may be asked to pick up your child.

FIELD TRIPS

Transportation used for field trips is provided by the Nashoba Regional School District. Walking field trips may occur at times. Parents are notified in advance of field trips and permission slips must be signed and returned before a child may participate in the field trip.

BEHAVIOR MANAGEMENT

It may be that a child needs to be removed from an activity or situation in which undesirable behavior is occurring. They will be allowed to return after a short period of time, contingent upon behavior. The timeout policy will not exceed a five-minute period. Depending upon the severity of the problem, a parent may be asked to pick their child up from the program. Please have a back up plan in place just in case you can not pick up your child. The child must be picked up within the hour or he/she may be dismissed from the program.

SUSPENSION

If a child's behavior is inappropriate or a danger to themselves or others, the child's parents will be called to come pick up their child. The child must be picked up within the hour or he/she will be removed from the program. Depending on the severity of the child's behavior, the child can be suspended for up to five days or be dismissed from the program. A conference will be held between the parents, the Site Coordinator, and the Extended Day Director before the child can return to the program.

TERMINATION

If a child's behavior is extremely inappropriate or extremely dangerous to themselves or others, the child's parents will be notified of the termination, verbally and in writing.

Termination may also result due to non-payment of tuition. In accordance with the Late Policy, children may also be dismissed from the program. Please refer to the Nashoba Regional Extended Day Program Late Policy for further details.

ABUSE AND NEGLECT

The procedure for reporting suspected abuse and/or neglect by a parent/guardian or other adult responsible for the child is as follows:

Any Extended Day employee who has reasonable cause to believe that a student is suffering from physical or emotional injury resulting from abuse inflicted upon them which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse and neglect, will immediately report such conditions to the Extended Day Director. The confidentiality of the reporter will be maintained. The Extended Day Director is responsible for providing a verbal report to the Superintendent of Schools and the Department of Social Services immediately, with a follow-up of a written report to that agency within 48 hours. A follow-up appointment will be scheduled with the parents/guardians to discuss the outcome of the referral to the Department of Social Services.

The Nashoba Regional Extended Day Program reserves the right to refuse to release a child to any parent or caretaker who appears to be incapacitated, unable to provide appropriate care, and offer protection for that child. In such instances, the police will be called. The Extended Day Program will also consider this as a cause of suspected abuse and/or neglect and will follow the policy outlined in the Abuse and Neglect Policy.

REPORTING SUSPECTED ABUSE OR NEGLECT BY A STAFF MEMBER

When either a parent/guardian or a member of the staff has a concern about a particular staff member, it should be brought immediately to the Extended Day Director. The director will then investigate the concerns, document the findings, and report the incident to the Superintendent of Schools and the Department of Social Services.