



# Extended Day Family Handbook: 2023-24 School Year

Administration Building  
Blanchard Memorial School  
Boardwalk Campus School  
(Douglas & Gates Elementary Schools)  
Conant Elementary School  
Parker Damon Building  
(McCarthy-Towne & Merriam Elementary Schools)

[www.abce.abschools.org/extended\\_day](http://www.abce.abschools.org/extended_day)

## **Notice of Nondiscrimination**

*The Acton-Boxborough Regional School District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, pregnancy and pregnancy-related conditions, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.*

*Any person having inquiries or complaints concerning the Acton-Boxborough Regional School District's compliance with Title VI, Title IX, Section 504, ADA or MGL Ch. 76, sec.5 is directed to contact the Assistant Superintendent for Diversity, Equity, and Inclusion, Administration Building, 15 Charter Road, Acton, MA, telephone number 978-264-4700, x3265, who has been designated by the Acton-Boxborough Regional School District to coordinate the District's efforts to comply with these laws, or write to the Office for Civil Rights, J. F. Kennedy Federal Building, Room 1875, Boston, MA 02203, or the Massachusetts Department of Elementary and Secondary Education, Office of Program Quality Assurance Services, 75 Pleasant Street, Malden, MA 02148.*

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## About Extended Day

Extended Day is offered by the district's Community Education department and provides before and after school care to children enrolled in the Acton-Boxborough Regional School District's elementary schools. Programs operate at each elementary school as well as at the Administration Building and use designated classrooms, cafeterias, gymnasiums, and multipurpose rooms at each location.

Extended Day provides a safe, fun, and comfortable environment designed to provide a wide range of opportunities and developmentally appropriate experiences for exploration, creativity, discovery, and achievement. A strong emphasis is placed on fostering cooperative play and promoting positive social interactions. We encourage respect for individual capabilities, talents, and cultural diversity and values. Our staff recognizes the uniqueness of each child, and strives to provide an opportunity for the children to explore new interests and ideas in a safe, creative and supportive environment.

### Extended Day Staff

Our professional staff at each site consists of a Site Coordinator, Assistant Teachers, and a number of high school students who assist in the program. Our larger sites are also supported by (an) Assistant Site Coordinator(s). Additionally, we have a number of substitute teachers who fill in as needed.

Extended Day is overseen by the Director of Extended Day and Director of Community Education. The Community Education Registrar assists with the program's enrollment, billing, and performs numerous other tasks to ensure smooth administrative operations.

#### Director of Extended Day

Susan Lydon  
(978) 264-4700 x 12104  
[slydon@abschools.org](mailto:slydon@abschools.org)  
[extendedday@abschools.org](mailto:extendedday@abschools.org)

#### Director of Community Education

Erin Bettez  
(978) 264-4700 x 12101  
[ebettez@abschools.org](mailto:ebettez@abschools.org)

### Hours of Operation

<b>Before School</b>	7:00 - 8:50 a.m.
<b>After School</b> <i>(Monday, Tuesday, Thursday, Friday)</i>	3:20 - 6:00 p.m.
<b>Early Release After School</b> <i>(Wednesday)</i>	12:50 - 6:00 p.m.

While the hours of the program are as stated above, parents may drop off and pick up at any time within the program's operating hours.

## Schedule

We follow the school calendar; therefore, Extended Day is not open during school vacations, on school holidays, or on days when school is canceled due to weather, etc. Should there be a delay in the opening of school; the opening time of Extended Day is delayed by the same amount of time. If school is dismissed early due to inclement weather, Extended Day will be closed and you will need to make sure you have back-up arrangements in place with your child's school.

**On the Wednesday prior to Thanksgiving, the day prior to December break, and on the last day of school, Extended Day closes at 3:00pm.**

## Community Education Offerings

### *Non-School Day Coverage*

If you are looking for coverage on a day while children are not in school and Extended Day is closed, please contact the Community Education office or [visit our website](#). Assorted programs and classes are offered during vacation weeks and on select non-school days.

### *Enrichment Classes*

Community Ed. offers some before and after school enrichment classes at the schools. If you wish to register your child for a class offered through our Interaction catalog, please be sure the class is in the same location as your child's Extended Day program as there is no transportation provided from Extended Day. It is very important that you notify your child's Extended Day site that the child is taking a class so it can be arranged for them to be brought to and from the class.

# Enrollment

## Registration Process

Registration requests are accepted on a rolling basis throughout the year. Spaces are limited and enrollment is done on a first come, first served basis. Please note, Families with outstanding balances cannot enroll until their account is paid in full; registration requests for the upcoming year will be dated to the date of payment. Children may only attend Extended Day programs serving their school.

Families will be emailed regarding registration for the following school year in May.

## Wait Lists

Once a program has reached capacity, a wait list will be established.

## Required Information Prior to Attending

Once a child has been offered a space within the program, parent/guardians must log into [PowerSchool](#) and accept Extended Day permissions as well as update pickup and emergency information for each child enrolling.

If your child has a medical condition that may require medication or treatment while at the Extended Day Program, we will need to complete an Individual Health Care Plan and obtain medication prior to their attending. Please view our Medication policy for more information.

## Guide to Updating PowerSchool

1. Log in to your child's [PowerSchool Portal](#).
2. Click the "Forms" icon on the left hand side of the screen to access permissions.
3. After clicking the "Forms" icon, you should see a link to "Extended Day Permissions". Click on that link in order to submit the needed permissions, including those individuals who are authorized to pick up your child.
4. Hit the "Submit" button at the bottom after completing the form.

Please note, permissions must be completed for each child attending Extended Day.

If you have any issues logging into PowerSchool, please contact the main office at your child's school for help. They will be able to provide you with login information.

# Tuition & Fees

## Tuition

Tuition is based on a flat yearly rate, which is then divided into 10 equal monthly payments. **Payment for June 2024 is due upon registration and held as a non-refundable deposit.** Should your child's schedule increase during the year, you will be charged the incremental increase for the June payment.

Tuition is based on your child's schedule and no refunds, credits or exchanges of days will be made for absences due to illness, holidays, vacations, extra-curricular activities, severe weather, or other reasons of absence or school closings. To view our tuition for the upcoming school year, please visit [our website](#).

## Invoices

Invoices are emailed on the 15th of each month for the following month's care. Tuition for the months of September through May is due by the 28th of the preceding month. (For example, October tuition is due September 28th).

### *Paying by cash or check*

Checks should be made payable to: Acton-Boxborough Community Education and may be mailed or brought to: A-B Community Education, Administration Building, 15 Charter Road, Acton, MA 01720. There is a dropbox located at the front door of our building. Please note, there will be a \$25.00 charge for checks returned from the bank.

### *Paying online*

If you would like to pay online using your bank account routing information, you may do so through [UniPay](#). You will be emailed a confirmation (from UniPay) after each online payment and this will serve as your monthly receipt.

## Registration Fee

Families will be charged a \$30 per child or \$50 per family registration fee upon being offered a spot in the program.

## Late Payment Fee

Late fees of \$10.00 per month are assessed if payment is not received by the 1st of the following month (the month of care). All late payment fees not paid with tuition will be added to the following month's tuition and fees.

## Termination Due to Non-Payment

Your family's spot in the program will be jeopardized if your account is more than 45 days past due and no action has been made to resolve the balance. If you are struggling to make payments, please reach out. Depending on the circumstances, we may be able to establish a payment plan or refer you to external funding sources.

### For example:

October 15:	November bills are sent.
October 28:	November payments are due. This is not paid and is now considered late (fees assessed).
November 15:	December bills are sent, and November is still outstanding. You now owe two months of tuition, plus a late fee.
November 28:	December payments are due. This is not paid and now two months are considered late (fees assessed)
December 1:	The account is now 45 days past due with two months of tuition and late fees outstanding. Your child's

enrollment is in jeopardy of being terminated unless you are working with the Community Education to resolve the balance.
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## **Late Pick-Up Fee**

Children must be picked up by 6:00pm. At the end of the day children are tired and staff have their own families to get home to. For this reason, a fine has been put in place to deter lateness. In unavoidable circumstances, we ask that you let our staff know as soon as possible so we can preview the situation with your child and reassure them that everything is okay.

A late fee of \$2.00 per minute will be charged to all families who pick up after 6:00 p.m. and increases for those who are habitually late (see below). The late fees will be added to your bill and can be paid with your tuition. Failure to pay late fees will result in the same actions as failure to pay your tuition.

Chronic lateness is defined as more than five late pick-ups over the course of the school year. This will result in a late charge of \$3.00 per minute beginning on your sixth late pickup.

Continual chronic lateness is defined as more than seven late pick-ups over the course of the school year. This will result in a late charge of \$4.00 per minute beginning on your eighth late pickup.

Late pick-ups that occur after the final tuition bill has been paid will be billed and must be paid before June 30. Failure to do so may jeopardize registration for the following year.

## **Flexible Spending Accounts and Receipts**

Extended Day prepares and emails statements to all families twice a year, at the beginning of January (covering payments made July through December) and in June (covering payments made January through June). These statements include our Tax ID number and may be used for flexible spending claims.

## **Financial Assistance**

Extended Day offers limited, self-funded financial assistance to qualifying families on a first-come, first-served basis. We also accept childcare grants issued by the Towns of Acton and Boxborough. If you would like to learn more about applying for assistance, please contact the Community Ed. office at (978) 264-4700 x 12001.

## Schedule Changes

Written notice is required to change your child's schedule. Please complete our [schedule change form](#) (also found on our website) by the 10<sup>th</sup> of the month if you wish to add or reduce days to your child's schedule effective the following month. For example, if you wish to change your child's enrollment on November 1st, you must notify us by October 10th at the latest.

No schedules will be changed between August 19th and September 10th, 2022. Any requests submitted during this time will be processed after September 10th and become effective October 1st.

Families who are offered spots during the summer for the start of school will be considered committed to their schedule and responsible for the non-refundable June and September payments as well as our registration fee after September bills are sent.

### Procedure for Increasing Schedule

If space is available, we will make every effort to accommodate a request to add days to a child's schedule. Should your child's schedule increase during the school year, you will be charged the incremental increase for the June payment, which is held as a non-refundable deposit.

### Procedure for Decreasing Schedule

If forms are received by the 10<sup>th</sup> of the month prior to the change, your invoice will reflect the change. However, if the request is made after the 10<sup>th</sup> of the month prior, the amount invoiced on the 15<sup>th</sup> of that month will not change. The reduced amount will be reflected in the subsequent month's invoice.

## Withdrawing from the Program

If you plan to entirely leave or withdraw your child from the program, one month's notice to the Community Education office ([extendedday@abschools.org](mailto:extendedday@abschools.org)) is required. You will be responsible for 30 days of tuition from the date of notice of withdrawal and your June deposit will be retained.

### Drop-In Care or Adding Days 'Per Diem'

***Drop-in or 'per diem' care will not be open at the start of the school year.***

***Our priority is accommodating all families requesting regularly scheduled care and establishing a routine with children and staff prior to allowing drop-ins. We will email families to share our request form once this is available. Depending on waitlist lengths at different sites, this option may be available at some programs or for certain days/times before others.***

When space allows, a child who is enrolled in Extended Day may attend additional mornings or afternoons at a daily rate. Days cannot be requested more than two weeks ahead of time and any additions must be approved by the Community Education office. Charges for added days will be reflected on your next month's bill. If a day is needed on a regular basis, parents should request a schedule change and permanently add the day.



# Transportation

*Transportation between home and Extended Day is always the responsibility of the parent/guardian!*

## **Before School**

Children may not be dropped off before 7:00am for the morning program and must be walked into the building by an adult each morning.

Children will depart from Before School and proceed to their classrooms. Please see additional information about transportation from the Administration Building below.

## **After School**

Each program has a designated meeting spot where children proceed at the conclusion of the school day. An Extended Day teacher is present at this spot to greet children and check them in, noting time of arrival. If a student has not arrived, we will first check with the school and, if needed, follow up with parents.

### *Children Enrolled at the Administration Building*

Transportation between the Merriam and McCarthy-Towne Schools and the Administration Building will be by “walking school bus” led by Extended Day staff.

## **Field Trips**

Extended Day may take field trips that will add to the educational experience and enjoyment of enrolled students.

Child safety is of the utmost importance while on these trips. A teacher-student ratio of 1:13 or less will be maintained while on trips and staff will bring the program’s attendance log, emergency contact information, and a first aid kit equipped with any required medications.

Families will be notified in advance of any trips taken and a permission slip will be required. We may also request a small field trip fee to cover your child’s transportation, admission, and other costs associated with the trip. No child will be unable to attend due to inability to pay this fee. Should a trip be canceled, we will refund this fee whenever possible.

Students will be transported to and from the trip via walking school bus or school bus. Please review the [Acton-Boxborough Regional School District Elementary Family Handbook](#) and webpage for more information on [transportation procedures](#) and [bus behavior expectations](#).

# Attendance

## Notification of Absences

If your child will not be attending Extended Day on a scheduled day, it is your responsibility to notify Extended Day as well as their school. To notify us of an absence, please leave a message on the program's voicemail or send us an email.

Failure to notify us of your child's absence is a serious matter. When a child does not arrive when expected, we are faced with a potential missing child and promptly begin a search. This can bring an entire school's dismissal, including bus runs, to a halt. All available phone numbers are called until we determine where a child is. This also impacts the children present at Extended Day as we cannot begin our day until we know every child is safe.

Children who do not attend school for any reason are not allowed to attend Extended Day on that day.

### *Sickness*

Children who are sick and do not attend any portion of the school day due to illness are not permitted to attend Extended Day. In addition, children who are unwell with contagious illnesses are not allowed to attend school or Extended Day. Please review the [Acton-Boxborough Regional School District Elementary Family Handbook](#) for more information on the district's health care policies.

## Pick-Up

Please make yourself aware of the policies below which have been put in place to ensure your child's safety.

### *Authorized Pickups & Photo Identification Requirement*

We cannot release children to anyone who is not listed as an authorized pickup in PowerSchool. Staff are required to ask for photo identification of anyone unknown to them. We ask that you keep photo identification on your person anytime you pick up and make anyone else picking up your child aware of this very important policy. Children will not be released under any circumstance to unauthorized adults or unknown adults without identification.

### *Late Fee*

Please refer to page 7 for our policy regarding late pickups.

### *Failure to Pick Up*

If a child remains in our care at 6:10pm and we have not heard from their parent/guardian, we will begin calling emergency phone numbers. If the student has not been picked up by 6:45pm and we have not been able to reach you or your emergency contacts, we will call the police.

### *Suspicion of Intoxication*

Children will not be released to anyone who appears to be under the influence of drugs or alcohol. In such a case, the police will be notified and a 51A report will be filed if necessary.

## Health Care Policies

The Extended Day Program's health care policies are reflective of those of the Acton-Boxborough Regional School District. Please review the [Acton-Boxborough Regional School District Elementary Family Handbook](#) for more information.

### Student Illness

If you know or suspect your child is ill, please keep your child at home. Students should not attend school or Extended Day when they present with any of the following: a **fever (100 degrees and above)**, **vomiting**, **diarrhea**, **greenish nasal discharge or cough production**, **red eyes that itch and/or have a crusty discharge**, or **any contagious or potentially contagious conditions**. Students may return to school and Extended Day only when they have:

- 24 hours of antibiotic therapy for strep throat, conjunctivitis, or other contagious bacterial conditions
- 24 hours without fever without fever-reducing medication (many children with a nighttime fever will not manifest it the next morning, yet will be quite ill in the early afternoon)
- Resumed a normal diet without nausea, vomiting, or diarrhea
- Chicken pox lesions that have crusted over (may take 7 days)

**Head Lice:** If head lice are found on a student, the school or Extended Day will dismiss the child for treatment. On return to school after being treated, the child must stop in for a re-check in the school health office.

**Ticks:** Being outdoors and active are key developmental needs for children, which is why they go outside daily. During warmer weather and when children have been outdoors, parents should ensure that they are doing a "tick check" on younger students and teaching older students to check themselves. For more information, please contact your child's school nurse, physician, or the CDC website at <https://www.cdc.gov/lyme/index.html>.

***If your child is too sick to attend school, is sent home from school, or misses any part of the school day due to illness, they may not attend Extended Day on that day.***

### *Injury and Illness at Extended Day*

If your child becomes ill or injured while at Extended Day, it is your responsibility to see that they are picked up immediately. If a parent/guardian is not reachable by phone, the child's emergency contact will be contacted. While your child is waiting, we will provide necessary food, drink, rest and comfort.

In addition, if your child seems mildly ill, unusually irritable, lethargic or generally "not themselves", but shows no other symptoms, we will notify you and a joint decision will be made about whether your child should remain at Extended Day.

Please note that there is no nurse present during before and after school hours. All adult members of our staff are trained in CPR and First Aid. In an emergency, 911 will be called.

### *Life-Threatening Illness*

If the child's symptoms appear life threatening (difficulty breathing, fever over 104° F, unresponsive, blue lips, incoherent), 911 will be called. The child will remain with a teacher while awaiting transport to the nearest hospital. If a parent or guardian has not arrived by the time the ambulance is ready to depart, a staff member will proceed to the hospital and stay with them until a parent or guardian arrives.

## Life-Threatening Medical Conditions

Families are responsible for notifying Extended Day at the beginning of each school year if their child has a life-threatening medical condition including, but not limited to, allergies or asthma. We work closely with families to ensure staff are prepared to respond to any medical emergencies that occur at the program and that we have all paperwork required. If an EpiPen or inhaler is indicated, parents must complete [this form](#), submit their child's physician's written plan (often referred to as an action plan), and provide us with their medication.

To ensure child wellbeing, students with life-threatening medical conditions are not permitted to attend the program until we have received their medication and all required documentation. Please note, we cannot share medication with the school's health office and will need medication for the exclusive use of Extended Day that will remain at the program.

Extended Day staff will not administer Benadryl when a student with an Epi-Pen shows signs of a reaction. Our protocol is to inject with the Epi-Pen and call 911 immediately for hospital transport.

## Medication

Whenever possible, medication should be administered during the school day by the school nurse or at home.

When a physician specifies that medication be administered during Extended Day hours, the following guidelines will be used to supervise medication administration in school:

1. We must have a written plan (often referred to as an action plan) from the student's physician for any condition which may require medication at Extended Day.
2. Parents must complete [this form](#) and set up a time to review with Extended Day staff. We will sign off on the form once we feel comfortable with the information within. In some circumstances, we may not have staff who possess the training needed to administer specific medications. In this situation, we would discuss the plan with family, doctor, and district nursing staff to determine how to proceed.
3. Parents/Guardians should bring in all medication to the Community Education office for processing. The site coordinator or designee, under supervision of the adult dropping off the medication, will accept the medication and obtain a signature confirming agreement. Staff cannot accept medication from children under any circumstances.
4. The medication must be in the original container, with a prescription label that includes the following information: prescriber's name and contact information, child's full name, name of medication, prescription number, dosage, time to be administered, and expiration date. Do not send more than a two week supply.
5. Emergency medication will be administered when ordered by their physician. With the exception of EpiPens, children must be able to administer their own medication.

There is no nurse on duty during before or after school hours. Our staff are only authorized to administer EpiPens, and will oversee the administration of inhalers. We do not administer Acetaminophen, Ibuprofen, or Tums regardless of your child's authorization in PowerSchool.

### *Return and Disposal of Medication*

Where possible, all unused, discontinued, or outdated medications will be returned to the parent/guardian and the return appropriately documented. All medications will be disposed of at the end of the school year if not retrieved by the parent/guardian.

# Emergency Preparedness

## Emergency Policies and Procedures

All Acton-Boxborough Extended Day all adult staff are certified in First Aid, CPR, and AED. AEDs are located in school and can be removed from these cabinets and deployed to the locations needed.

Staff routinely check for hazards in the program environment, and monitor the children's play to minimize harm or injury. When a child requires first aid treatment, teachers respond according to their training. All accidents and incidents are logged, dated and signed by a teacher, shared with the parent, and sent to the EEC when required. 'Go bags' including first aid kits, life-saving medications, and emergency phone numbers are maintained at each program and follow the children. In the event of serious injury whether at the program or on a field trip, we will call 9-1-1 and a staff member will accompany the child to the medical facility determined by the emergency personnel if parent/guardian(s) do not arrive prior to ambulance departure. Every effort will be made to contact parent/guardian(s) immediately in the event of a medical emergency. If parent/guardian(s) cannot be reached, emergency contacts will be notified.

## Evacuation/Catastrophe Plan

Specific initial responses to a crisis will depend upon the nature of the crisis and initial responses may vary. In responding to any crisis, faculty and staff must immediately assess the situation and take any action necessary to address any imminent or immediate threat to the physical safety and well-being of members of the school community. In some emergency situations, as in sheltering in place or with the failure of telephone communication, the supervising adults who are present must take immediate responsibility and independent action. Whenever possible program staff will follow directions of local emergency management authorities and plans created for each school.

Emergency Medical Services (EMS) should be notified in the following cases: Fire/smoke in buildings or buses, bomb scare, intruder alerts/shelter in-place, medical emergencies, missing student, natural disasters, hazardous material exposure potential, civil disturbances.

### *Evacuation Drills*

Extended Day holds evacuation drills with all groups of children and all educators at least monthly. Drills are held during different times of the program day and use alternative exits. The site coordinator must document the date, time, exit route used, number of children evacuated and effectiveness of each drill (length of time from "alarm" to evacuation meeting spot). Evacuation routes are posted next to the door of each room used by the program. Maps as well as written instructions are provided.

# Family Information

## Parent Responsibilities

Parents are responsible for understanding the contents of this handbook and complying with all policies enclosed. Please contact us if you have any questions.

## Parent Communication & Visitation

Extended Day staff interact with families on a daily basis and work to establish open lines of communication. We ask that parents make themselves available to staff and are responsive to outreach from Extended Day.

Parents are welcome to visit the program at any time their child is in attendance and we encourage parents to spend some time at pick-up to get to know the program and staff. That being said, while we are always happy to discuss your child, depending on our attendance and the subject of a conversation we may ask to set up a time to speak further outside of program hours to provide you with our full attention.

It is expected that parents/guardians, family members, and other responsible adults who are picking up your child act in a courteous manner while at the program. We ask that those who are picking up are not on the phone so staff can check-in about your child's day as needed.

### *Input to the Program*

We welcome input from families and continually strive to improve our program to meet your needs. We encourage parents to complete our end-of-year family survey to provide feedback that will allow us to enhance our program and offerings. Comments and suggestions from families throughout the year can be directed to your child's site coordinator or the Director of Extended Day.

### *Conferences*

Extended Day does not plan regular conferences to discuss your child's progress, et cetera. Please contact your child's site coordinator if you ever wish to schedule a formal conference or meeting. Daily conversation at pick-up or drop-off time also is encouraged.

### *Student Records*

Children's records are maintained in a confidential manner.

## Custody and School Responsibility

Unless stated otherwise in PowerSchool, Extended Day staff will assume parents share custody of their children. Please notify us of any custody agreements, etc. that would impact Extended Day. If a custody agreement is in place, we will adhere to the court's decisions and follow the plan detailed in the document.

## Donations & Volunteering

If you have a talent, skill, or hobby that you would like to share with the program, or would like to share something from your family's culture, please contact your child's site coordinator or the program director to discuss your idea. Depending on the nature of your contribution, a CORI form may be required. Valid photo identification is required with completed CORI paperwork. All CORI information will be kept confidential.

If you have anything you would like to donate to the program such as books, building materials, sporting equipment or games, please reach out to your child's site coordinator or the program director to learn how we can best make use of your generosity.

# Student Expectations

## Behavior Management Policy

We at Extended Day care greatly about your children and want to see them thrive at our program. We strive to provide an environment that is consistent, adaptive, safe, and fun for all attending. In order to provide this, we have behavioral guidelines that must be followed.

We employ a variety of techniques to proactively manage behavior, including, but not limited to: developing and maintaining strong relationships with students; setting clear expectations to children, explaining potential consequences of unexpected behavior, and enforcing consistently; establishing routines and previewing what will happen next for children; optimizing our program's physical space as well as daily schedule to facilitate positive behavior; actively supervising children and providing support during interactions; reinforcing positive behavior whenever possible; and more. We hope that for many children, this will help them to make positive choices while at the program. We also understand that sometimes, kids make mistakes, and this is developmentally expected.

When children are struggling to meet behavioral expectations, our staff will remind them of the expected behaviors we would like to see. If that does not work, staff first employ a variety of positive techniques such as encouragement, problem solving conversation, 'cooling off time', redirection to a more positive choice, and humor. We may implement behavior management systems with tangible reinforcers, such as a reward chart. At times, children will be reminded explicitly of consequences of their behavior that impact both themselves and the larger group. We are mindful of children's feelings and always attempt to pull children aside for these conversations rather than speak in front of their peers.

While these reminders are sometimes necessary, it is anticipated that children will cooperate with our general rules of respect for self, others, and property, and will comply with teacher directions regarding safety issues. Refusal to do so may result in a child having to be picked up immediately, and/or to miss at least one day of the program. Other actions that may result in missing at least one day of the program are hurting another child or a teacher, or endangering the well-being of themselves or others, or leaving the program without a parent or specific permission from a parent or teacher.

Children who are asked to miss a day of the program will not be allowed to return until we have a re-entry meeting. These are typically attended by a child's parent(s) or guardian(s), the program director, and the site coordinator, though additional relevant staff attend as well. Depending on the child's age and the circumstances, the child may also be invited to participate. During this meeting, the incident will be reviewed and we will create a plan for moving forward. In some instances, the child will be asked to do 'repair work' prior to returning to the program, such as writing a letter of apology.

When a child is consistently struggling to meet behavioral guidelines at Extended Day, particularly if this endangers the health and wellbeing of our students, staff, or the child themselves, or is destructive towards property, we will follow procedures outlined in the [Acton-Boxborough Regional School District Elementary Family Handbook](#) which may result in a removal from the program until adequate supports are in place that will allow a child safe access. These matters are decided by the site coordinator, program director, and Director of Community Education, with input from the parent(s)/guardian(s).

Parents and guardians are our best partners in managing behavior and ensuring success at our program. We welcome any insight you can provide as to how we can best support your child and will share any challenges experienced at Extended Day so we can work together towards a solution. We have also added a permission that, if granted, will allow us access to student IEP and 504 plans. These will be reviewed by the program director and site coordinator, and any strategies and goals applicable to the Extended Day setting will be used to help us best meet your child's needs. At times we will also ask classroom teachers, special educators, or therapists who know your child well for guidance.

## Child Abuse and Neglect

The Acton-Boxborough Regional Schools stresses the importance of protecting children from abuse and neglect as defined under Massachusetts law, found at Mass. G.L. c. 119, Sections 51A, et seq. Massachusetts law defines, among others, public or private school teachers, educational administrators, guidance or family counselors, school attendance officers, nurses and any person paid to care for or work with a child in any public facility or home or program funded or licensed by the Commonwealth, as mandated reporters. The Acton-Boxborough Regional Schools regards all of its employees as mandated reporters and requires them to comply with this policy and the requirements of Mass. G.L. c. 119, Sections 51A, et seq.

Under Massachusetts law, the Department of Children and Families (hereinafter, the "Department" or "DCF") is the state agency that receives all reports of suspected abuse or neglect of children under the age of 18. The Department's primary mission is to protect children who have been abused or neglected in a family setting. DCF seeks to ensure that each child has a safe, nurturing, permanent home. The Department also provides a range of preventive services to support and strengthen families with children at risk of abuse or neglect.

Under Massachusetts law, a mandated reporter who, in his professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse; (ii) neglect, including malnutrition; or (iii) physical dependence upon an addictive drug at birth, shall immediately communicate with the Department orally and, within 48 hours, shall file a written report with the Department detailing the suspected abuse or neglect. If a mandated reporter is a member of a school or facility, the mandated reporter may instead notify the person or designated agent in charge of such school or facility who shall become responsible for notifying the Department in the manner required by Mass. G.L. c. 119, Section 51A. The Acton-Boxborough Regional Schools expects all of its employees to make the required reports in accordance with Mass. G.L. c. 119, Section 51A, et seq. It is further expected, pursuant to this Policy, that any report of suspected abuse or neglect made to the Department or made by an employee to the person or designated agent in charge of any school shall be brought to the attention of the Superintendent of Schools within seventy-two (72) hours of the initial reporting to the Department and/or the person or designated agent in charge. This obligation shall apply to both the school person making the report and the person or designated agent in charge to whom the report was made.

Under applicable Massachusetts law, and In accordance with applicable Massachusetts regulations, the following terms shall have the following definitions:

**Abuse:** The non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of, physical or emotional injury; or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting).

**Neglect:** Failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. This definition is not dependent upon location (i.e., neglect can occur while the child is in an out-of-home or in-home setting).

**Physical Injury:** Death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other such nontrivial injury; or soft tissue swelling or skin bruising, depending upon such factors as the child's age, circumstances under which the injury occurred and the number and location of bruises; or addiction to a drug or drugs at birth; or failure to thrive.



**Emotional Injury:** An impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance and behavior.

A mandated reporter may, in addition to filing a report under Section 51A, contact local law enforcement authorities or the child advocate about the suspected abuse or neglect. Section 51A(f) provides that any person, even if not a mandated reporter, may file a report under Section 51A if that person has reasonable cause to believe that a child is suffering from or has died as a result of abuse or neglect.

Any person who violates the provisions of Section 51A or who knowingly and willfully files a frivolous report of child abuse or neglect shall be punished in accordance with the provisions of Section 51A. No mandated reporter shall be liable in any civil or criminal action for filing a report under Section 51A or for contacting local law enforcement authorities or the child advocate, if the report or contact was made in good faith, was not frivolous, and the reporter did not cause the abuse or neglect. The Acton-Boxborough Regional Schools will not discharge, discriminate or retaliate against a mandated reporter who, in good faith, files a report under Section 51A, testifies or is about to testify in any proceeding involving child abuse or neglect. However, any employee who fails to make the required report under Section 51A or fails to otherwise comply with this Policy may be the subject of discipline by the employer, up to and including termination from employment. Under appropriate circumstances, such discipline could require notification to the Department of Elementary and Secondary Education and could result in adverse licensure action by the DESE including possible revocation of licensure.

## Snacks and Meals

### Breakfast

If desired, children may eat breakfast at Extended Day in the morning. For the 2023-24 school year, every student is eligible for one free breakfast each day through Acton-Boxborough Food Services. Breakfast is available 20 minutes before school starts at all schools.

### Lunch

Wednesdays are early release days and children eat lunch at Extended Day. This can be brought from home or obtained through Acton-Boxborough Food Services. For the 2023-2024 school year, every student is eligible for one free lunch each day through Acton-Boxborough Food Services. If your child will be ordering lunch, they will need to place an order with their classroom teacher in the morning and pick it up during the school day. If your child forgets their lunch, we will attempt to contact you to drop it off.

Please note, we do not have the ability to microwave or refrigerate food sent from home.

### Afternoon Snack

Extended Day serves all children with a nutritious, balanced snack each afternoon, typically consisting of a carbohydrate (for example: crackers, chips, or popcorn) and a fruit or vegetable. We will occasionally offer a special treat such as freeze pops. If your child has dietary restrictions, please contact your school's site coordinator. We are an allergy aware program and are happy to accommodate your child's dietary needs.

### Acton-Boxborough Food Services

To see menus, add money to your child's account, and learn more about qualifying free or reduced price breakfast and lunch, please visit [Acton-Boxborough Food Services' webpage](#).

For the 2023-24 school year all students enrolled in the Acton-Boxborough Regional School District will be eligible to receive one breakfast and one lunch free of charge each day. We are not certain if this program will continue in 2024-25.

## **Other Policies**

### **Dress**

Children should come to the program dressed in seasonally appropriate clothing and ready for possible outdoor activities - we go out rain or shine!

Please ensure your children's belongings are labeled with their name. Any labeled belongings left behind at the end of the day will be put aside for your child to retrieve the next time they attend. Unlabeled belongings may be placed in the school's lost and found.

While we maintain a small supply of spare clothing for children's use as needed, if your child frequently has bathroom accidents, we ask that you keep a full set of spare clothing in their bag.

### **Sunscreen and Insect Repellent**

While we welcome you to send your child with sunscreen and/or insect repellent, staff cannot apply it to children, nor can they be responsible for ensuring your child applies it. Insect repellent and aerosol sunscreens may only be applied outdoors and away from other children and staff. Students cannot share insect repellent or sunscreen. Please do not send any products your child has not used previously under your supervision.

### **Electronics & Toys from Home**

Students are asked not to bring any electronics or toys from home to Extended Day without permission from the site coordinator. Any item not allowed during the school day is not allowed at Extended Day. Extended Day is not responsible for any lost or stolen items. If a student has a cell phone we will ask that it remains in their backpack at all times. If toys or electronics are out during before or after school hours, Extended Day staff reserve the right to confiscate the item and return it to the child's parent or responsible adult at pickup.

### **Movie Policy**

Occasionally, Extended Day may show a movie to the children on half days. Movies shown will be G-rated, or appropriate PG rated, with appropriate content being of utmost importance. Children who wish to watch a movie will be required to have parental permission in order to do so. Staff-child ratios will be maintained while movies are shown and alternative activities will be offered for children who do not wish to watch.