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Ashburnham, MA 01430
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Westminster Elementary School
Westminster, MA 01473
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Ashburnham-Westminster EXTENDED DAY PROGRAM

PARENTS' HANDBOOK

I. GENERAL INFORMATION

- Facilities / Hours
- Statement of Ownership
- Staff
- Purpose
- Philosophy
- Non-discrimination

II. ENROLLMENT AND ATTENDANCE POLICIES

- Admission
- Enrollment
- Fees
- Daily Sign-out Procedures
- Absences
- Schedule Changes
- Extra Curricular Activities
- AWRSD School Openings/Closings

III. PARENT PARTICIPATION

- Parent Involvement
- Parent Communication

IV. PROGRAMS

- Program Plan
- Homework
- Behavior Management
- Nutrition
- Clothing
- Transportation

V. HEALTH AND SAFETY

- Illness
- Emergencies
- Medication
- Referral Plan
- Prevention of Abuse and Neglect

Attachment: AWRSD Extended Day Scheduling & Payment Policy

GENERAL INFORMATION

FACILITIES / HOURS

The Extended Day Program is located in shared space in the JR Briggs Elementary School and Westminster Elementary School.

Hours

Before school program for grades Kindergarten – Grade 5:

: 6:30 – 8:25 AM

After school program for Kdg – Grade 5

: 2:50 - 6:00 PM

Early Release days: 11:50 – 6:00 PM

No School days 7:00 AM – 5:30 PM

Program Address

Ashburnham-Westminster Extended Day Program
JR Briggs Elementary
96 Williams Rd.
Ashburnham, MA
01430

Westminster Elementary
9 Academy Hill Rd.
Westminster, MA
01473

Email Address

Director/child related issues: mbrillon@awrsd.org

Telephone Number

JRB 978-827-4701 ext. 7 All Calls
978-827-1411 Fax

WES 978-874-0975 All Calls
978-874-0976 Fax

STATEMENT OF OWNERSHIP: The Ashburnham-Westminster Extended Day Program. is a program of the Ashburnham-Westminster Regional School District funded solely by the collection of parent fees, donations, fundraisers and grants. The Program receives no money from the regular school budget.



STAFF

The Extended Day staff are highly qualified, caring, compassionate people who truly enjoy working with children, while meeting at minimum, all criteria established by the Office of Early Education and Care. All staff members have successfully completed a criminal background check conducted by the state of Massachusetts (CORI) and fingerprinted, prior to being hired. Staff members are first aid and CPR certified by the American Red Cross. Many of the staff are currently pursuing degrees in education, work within the school day and often have attended Ext Day themselves!

PURPOSE

The Ash-Wes Extended Day Program provides quality before and after school care on both full and early-release days, professional development days and vacation weeks/summer programs. Our programs are for children of Ashburnham & Westminster residents, kindergarten through grade 5. Residents of the surrounding towns may participate in our summer vacation program if space is available.

PHILOSOPHY

The philosophy of the program is to provide a warm, supportive, and safe environment for those children needing care before and/or after the school day and vacation weeks, as well as for families looking for socialization/recreational/educational opportunities for their children. The Director and staff create a stimulating environment that includes a variety of fun and educational experiences, both indoors and outdoors to enhance your child's social, emotional, physical and intellectual development.

NON-DISCRIMINATION

The Ashburnham-Westminster Extended Day Program does not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status or sexual orientation. Children with special needs are considered for enrollment on an individual basis. An enrollment decision is based upon the recommendations of the child's teachers, social workers, psychiatrists, and upon an interview with both parents and child to determine if placement in Extended Day is in the best interest of the child.

ENROLLMENT AND ATTENDANCE POLICIES

ADMISSION

Prospective children and their parents are invited to visit the program and meet the staff at any time. A telephone call is appreciated in order to guarantee that the staff will be available for questions. Before admittance, children and their parents are welcome to meet with the Program Director or Site Coordinator.

A walk through time is set aside for this purpose. Upon enrollment, parents will be given a copy of the Parents' Handbook, or access it online, which contains the Program's policies and procedures which have been approved by the Ashburnham-Westminster Regional School Committee. All registration forms must be filled out completely before a child may begin the program.

If a child enrolls anytime mid-year, a parent and the child should visit Extended Day to discuss the transition for the child into the Program.

\$25 registration fee for the first child, \$5.00 per each additional child from the same family.

ENROLLMENT

Registration can take place anytime throughout the year providing we have space available. Registration takes place late spring or summer for the following academic year. To enroll or **re-enroll** in the program, a registration packet must be completed and submitted, along with the registration fee. All registration forms must be completed and returned **before** a child may attend the program. In the event of joint custody, both parents must agree to and sign the enrollment form.

All children entering kindergarten or new enrollees to our schools must have all required forms approved by the school nurse before admittance to the program.

FEES

Rates are approved by the School Committee and may be reviewed twice annually.

Please see the Payment/Scheduling policy for further information.

Vouchers from Child Care Resources are currently accepted.

DAILY SIGN-OUT/IN PROCEDURES

Children are released only to a parent, guardian, or person designated on the Child Information Form on file. Any other changes in pick-up must be made in writing to the Program. A phone call, message or email from the parent or guardian may also serve as acceptable forms of consent.

The parent, guardian, or designee must sign the child out by noting on the daily attendance register their initials and the time of pick-up. For children attending the before school program, the parent or designee must sign their child in using the same procedure. The attendance register is always accessible.

A Special Note about Pick-ups

Please remember that your child is invested in his/her friendships and activities at Extended Day. S/he may have difficulty leaving as soon as you arrive. Allowing them a few minutes to clean up an activity or finish a project they may be working on, say good-bye to friends, and gather their belongings; can ease this transition tremendously. If you are having trouble getting your child to leave, please feel free to ask a staff member for assistance. If you have an appointment and must leave at a specific time, please call ahead, and we will make every attempt to have your child ready to go.

ABSENCES

It is the responsibility of the parent to notify the staff of any exceptions to their enrollment schedule. When your child will be absent from the Program for any reason, including sickness, please call us or email us (before 12:00 pm for afternoon attendance). This assures the staff that your child is safe and allows them to plan the day more efficiently. In an effort to cut down on the number of calls needing to be made by our staff during a critical time in the program, parent's will now be charged a **\$10 missing child fee** if they fail to show up to the program and we have to make phone calls to locate your child. For safety sake, there will be no grace period of "no shows" prior to the parent being charged this fee. There is no refund for absence and sickness.

SCHEDULE CHANGES

Permanent Schedule Changes.

Dropping Hours

If a permanent drop in scheduled hours is required, the Program must be notified in writing at least 2 weeks in advance. Failure to do so will mean you are responsible for your original payment until the Program is so notified.

Adding Hours

We will be as accommodating as possible, however we request when adding hours to your child's schedule on a permanent basis, that if possible, you notify the program in writing at least 2 weeks in advance.

NOTE: Please inform the school office and your child's teacher of any change in your child's schedule.

Temporary Schedule Changes

We will make every effort to allow for temporary schedule changes but please understand that we may not be able to due to fixed expenses and staffing levels. If you have a specific situation you may discuss it with the Director or Site Coordinators. We understand that many people have jobs that have changing schedules and we will do our best to accommodate these schedules.

To help eliminate all the last minute changes, the "\$10 missing child fee", will be assessed anytime that we need to "hunt down" a child or call a parent at the last minute for those times when a child believes they should be attending Ext Day but parents forgot to notify us or if they don't check in, saying that they are now a parent pick-up or riding the bus home. It is very hectic at the end of the day and our utmost concern is the safety of the children, having everyone checked in who is scheduled to attend – when we have to pull a staff person away to make phone calls, it is very problematic for the rest of the staff.

EXTRA CURRICULAR ACTIVITIES

Children may leave during Program hours to attend other activities, such as sports, Scouts, music lessons, tutoring, etc., providing that you provide us written permission to do so. Please make sure that an adult *comes to Ext Day to pick up your child for this activity* to sign them out and then return them to us.

If the child checks in with Ext Day first, leaves to attend another activity, and then returns to the Program the parent is still responsible for payment for the full time.

****Ashburnham-Westminster SCHOOLS CALENDAR**

No School/Vacations

The Ext Day Program will be open for most early-release and full day professional development days. These dates are indicated on our calendars – please be sure to note the adjusted arrival times.

Children may sign up separately for each of the vacation weeks/summer programs. Prior to this happening, flyers will be sent home informing you of the activities and events scheduled for these days. In order to ensure proper staffing, make reservations, and have all of our necessary materials, children need to be registered for these programs no later than 2 weeks prior to the date. Late registration will take place based on availability of space.

Delayed Opening

In response to inclement weather, AWRSD Schools may choose to delay the opening of school. Depending on the forecast, there may be a 2 hour delay in the opening time of school; grades kdg. - 5 would start at 10:25 AM.

In such events, Extended Day would be open at **8:30 AM** in order to give enough time for the school to clear the parking lots. Children registered for the before school program that day would be able to come and stay until 10:30AM. On the rare occasion that school is cancelled once we are already in session, we would remain open until all parents could be notified and all children picked up. There will be no additional charge for delayed openings for those children already scheduled to attend if the total hours are the same.

During a delay, children not scheduled for the morning program will be taken on a drop-in basis, space permitting. Please call or email ahead.

Unscheduled School Closings

In the event that AWRSD Schools is unexpectedly closed for the day, since we are housed in the same buildings, AWED Program **will not open**.

Professional Days

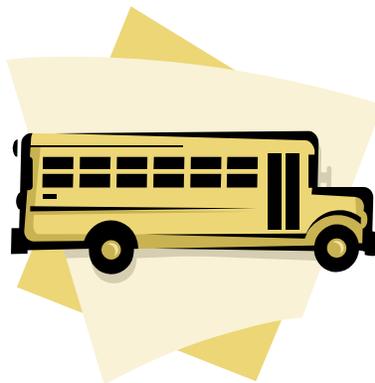
The Extended Day Program will be open (6:30 AM to 6:00 PM) on full day AWRSD Professional Development Days, providing a minimum of 12 children sign up. These days may be filled with off site field trips, in-house presenters or special activities. There may be additional costs for these activities.

Early Release Days

As indicated on the current public school calendar, the children are released early from school several times during the year. Due to the large number of children enrolled in the Program, additional space is usually unavailable for these days. If you know at registration that you will be needing coverage only on those days, please be sure to indicate so on the appropriate forms. Special activities or field trips are often offered on early-release days (additional activity fees may be applied).

Emergency Early Dismissal from School

Emergency early dismissal from school occurs when the AWRSD Schools are in session but must close early due to snow or another emergency situation. ***Extended Day will close one half hour after the close of the elementary schools.*** You may choose to have your child sent home on the bus or you must pick up your child within that half hour. If the building needs to be evacuated, all Ext. Day students will be transported to an alternate location, a sign will be posted as to our location and an attempt to notify parents will be made.



PARENT PARTICIPATION - PARENT INVOLVEMENT

We understand that most parents work and have limited time to become involved with the activities of Extended Day but please know that you are always welcome to join us at anytime.

PARENT COMMUNICATION

Open communication between the staff of Ext. Day and parents is key to your child's success in our program. When dropping off or picking up your child, please feel free to have a brief conversation with our staff but anything more than that should be scheduled in advance so that we can give appropriate attention both to you and the children in our care.

The staff or Director will be available for individual conferences upon request. In turn, the staff may request that the parents come for a conference to discuss a particular issue or concern. This meeting will take place at the convenience of the involved persons.

Staff are also available to participate in Team Meetings for any child with an Individualized Education Plan (IEP). When all adults/programs work together to provide the best opportunities for children, everyone benefits. If you would like us to attend your team meeting, please be sure to notify us in advance.

If your child has an IEP or 504 Plan, it would be helpful to Ext Day staff to have access or information shared with us, if it would benefit your child while at our Program.

Suggestions and comments regarding the Program and its policies are *always* welcome. They may be given in either written or verbal form to the Director or Site Coordinator. Written input may be emailed to the Director – mbrillon@awrsd.org

Newsletters are sent home via email once a month. The newsletter gives information regarding upcoming activities, special events, operating hours and more.

From time to time, additional information may need to be shared with parents and this is also done via email.

PROGRAMS

PROGRAM PLAN

The Before & After School Program provides activities and experiences to promote the individual child's physical, mental and social well being and growth. Our program incorporates many choices for children and includes both structured and non-structured activities. Children may choose from arts & crafts, board games, gym activities, playground, special "club" activities and more. Staff members participate with, as well as supervise, children in their indoor and outdoor activities. All children are provided time to work on their homework in our "Homework Clubs" – each group schedules their own time for this purpose. If you have any concerns regarding homework, please be sure to speak to us.

For all children, the development of independence, responsibility, and respect are stressed. Children are encouraged to meet their needs for individual privacy, while honoring the needs of the group. Older children have the opportunity to earn special privileges, such as assisting with the younger children.

The child/teacher ratio is no greater than 13:1 in our mixed age groups. Kindergarten children have their own space as well as use the community space, giving them opportunity to be just with their peers as well as with the larger group.

Independence is fostered through the provision of choices and non-directed activities. Open-ended activities encourage creativity and free expression.

HOMEWORK

“The homework policy of the AWRSD is a part of our educational program that fulfills both academic and non-academic purposes. It refers to work assigned by a teacher to be completed by the student outside of class time and is not limited to that which can be written. Homework is intended to provide an opportunity for integrating home and school experiences.” (from the AWRSD elementary schools handbook) In support of this policy, every afternoon there will be a time period for homework for each group. During this time all children are encouraged do to their homework. If a child does not have homework that day, he/she may participate in a quiet activity such as: reading, writing or drawing. It is important to the director and staff to support children, parents, and the teachers in their efforts to have homework assignments completed. If you prefer that your child not do homework at Extended Day, please make that expectation known to the staff. Our program is equipped with most materials that your children would need in order to complete their regular assignments, and our staff are available to offer academic assistance.

The Homework Club will:

- Provide an appropriate environment for homework to be done, including basic materials
- Clarify directions for students
- Communicate with parents and teachers any questions regarding assignments and difficulties related to homework.
- Foster pride in effort made and completed tasks.

Homework Club is not intended to provide one on one tutoring or replace the parent’s role in homework responsibility.

BEHAVIOR MANAGEMENT

Creating a safe, caring environment is the goal of all staff in the Ashburnham-Westminster Regional School District, including those of us here at Extended Day.

Children and staff alike are expected to behave in a safe, responsible, and respectful way by:

- Treating others as you would like to be treated
- Show respect to peers, staff, and property
- Value rights of all people
- Be responsible
-

The goal of the staff is to help the children learn through their experiences. Each group has clear and consistent limits for behavior. These limits are posted, with the assistance of the children, in writing and are reviewed frequently. Mistakes are not treated as failures, but as valuable learning experiences. Children learn how to fix their mistakes and avoid them in the future. When children are behaving in an inappropriate manner, they are redirected to a different activity or group of friends. Our staff understands how important it is for children to be heard. Their emotions, concerns, frustrations and fears are treated with respect and understanding. When limits are forgotten teachers are there to gently remind them.

No child shall be subjected to abuse or neglect; including: but not limited to any type of physical or verbal abuse.

Behavior Management – continued

Inappropriate behavior must be changed in order to protect the welfare of all the children. Staff will inform parents of on-going issues of concern and will document the associated behaviors. The staff may also confer with the child's school teacher(s).

If this behavior continues to cause concern and is consistent, the Director or Site Coordinator will request a conference with the parents. If the situation warrants, a behavioral contract between parents, staff and child may be put into place as a tool to correct the inappropriate behavior.

If a child's behavior is of extreme hazard or may endanger him/her or the other children, s/he will be immediately asked to leave the Program.

If property damage is incurred during the program hours, the families of any children involved will be held responsible.



NUTRITION

Breakfast

Available for purchase on school days and delayed opening mornings from the cafeteria. Breakfast is not available during vacations, summer or on full no school days. A limited breakfast may be offered on early-release days.

Lunch

On Early Release Days, all children attending Extended Day for the afternoon have a choice to pre-order a cold lunch from the cafeteria or bring one from home. Do not send anything that needs to be micro-waved. Please do not send any soda. Lunches that are pre-ordered through the cafeteria will be charged to your family account. Please be sure to notify us if you would like us to order a lunch for your child.

Snack: Snack time is offered after school. Children may bring a snack from home or choose from the Program offerings. In supporting good nutrition for children, we will have fresh fruit, vegetable sticks, cheese sticks, crackers, and other healthy choices available, with the occasional treats thrown in! For children who typically are picked up after 5 p.m. you may want to pack an extra snack for them – this is when we see children looking for an extra pick me up. On days when the children are with us for a full day, they are expected to bring their own snacks, please try to be sure that they are healthy choices.

CLOTHING

Please send your child to Extended Day dressed appropriately for the weather. We go outside daily, weather permitting. All children are expected to participate in outdoor play.

For winter, the children will need boots, hat, mittens (extra ones suggested), snow pants/extra pants, and a warm coat. As is the school policy, children without snow pants/extra pants and boots will not be allowed to play in the snow, as they are then wet and cold for the remainder of the afternoon.

We recommend that a complete change of clothing be kept in your child's backpack if possible. This is especially helpful for the younger ones, although even the older children occasionally fall into mud puddles or get wet. ☺ Labeling these items will help everyone keep track of them.

Sneakers are a **MUST** for the gym! No sneakers = No gym! ☹

TRANSPORTATION

Please observe the NO PARKING in the fire lanes rule! The Fire Dept. may issue you a ticket!

Also, please do not park in any spaces marked **RESERVED**. There should be ample visitor spaces for you to use.

To ensure that children arrive safely at the Extended Day before school program, a parent or other adult **must** walk each child in and sign in at the front desk.

Children are picked up from the program by their parent, guardian or designee, unless the program is otherwise notified in the form of a phone call, message or written note. This should include the person's name, relationship to the child and a phone number where they can be reached.

In an Emergency

In an emergency, the local 911 system will be utilized.

Field Trips

Field trips may be arranged throughout the school year during vacation weeks, professional days, and early-release days. Children must have prior written parental consent to participate.

Transportation for field trips will be by the current school bus company or Wilson Coach.

NOTE: Participation in field trips is optional and child care back at school will be offered, providing a minimum number of 12 students require it, for those who do not choose to go on the trip. Only those students who exhibit appropriate behavior will be allowed to go on the trip. Ext. Day retains the right to keep a student back at school for inappropriate behavior, including any incident that may happen right up to the time the bus leaves. If a child loses the privilege of going on a trip, parents will forfeit the activity fee.

If a family has an outstanding balance, attendance on a field trip may be denied.

Summer Program

The Ashburnham-Westminster Extended Day Program offers a 6 or 7-week summer program, usually starting 1 week after the close of school in June and running until 2 full weeks before the start of school in the fall. These dates are determined by the AWRSD school calendar. Information regarding the particulars of the summer program are available mid-spring, usually right after April vacation. Children attending the Summer Program do not have to attend the school year program. Year round tuition payments can be arranged for those students who do attend both the school year and summer programs. Please see the Director for further information.

HEALTH AND SAFETY

ILLNESS

Children who become mildly ill at Extended Day will be provided with a quiet place to rest. The staff may contact the parent. The AWED Program respects and will support the health policy of the AWRSD.

Parents will be contacted to pick up the child if any of the following conditions exist:

- (1) Temperature of 99 degrees or higher
- (2) Abdominal pain, breathing difficulty, or other pain, which is persistent, lasting 30 minutes
- (3) Indication of contagious disease
- (4) Other symptoms (i.e. vomiting, diarrhea, and rash) which the staff feels warrant such action.
- (5) Head Lice has been found.

Parents will be requested to keep their child out of the program if any of the following conditions exist:

- (1) Any of the above
- (2) Child too ill to attend school that day

Children may return to the Program under the following conditions:

- (1) Temperature is normal, without the assistance of medication, for 24 hours
- (2) Results of a throat culture are known to be negative
- (3) Antibiotic treatment for strep throat has been given for 24 hours
- (4) Lesions (Chicken Pox) have dried and crusted
- (5) Minimum period of isolation for contagious diseases according to Massachusetts Public Health regulations, has been met
- (6) Child able to participate in regular program activities

A notice will be posted to alert parents in case of any communicable disease, such as mumps, measles, or chicken pox. Please notify the Director if your child has a contagious disease, so we may notify the other parents as soon as possible.

EMERGENCIES

In the event of an injury or sudden illness requiring emergency care beyond ordinary first aid, the staff immediately contacts the parent. (If appropriate, trained staff promptly administers first aid)

If the injury or illness in any way appears to impair the child's breathing or circulation, 911 is called for transport to the hospital.

If you cannot be located, staff will follow the above procedures calling the emergency contacts listed on the child's information form.

Emergency information (Child Information Form) must be kept up-to-date in order for the Program to be able to contact you. Please notify the Director in writing, if changes occur.

MEDICATION

According to District policy, medication may only be dispensed by the School Nurse. The only exception to this would be for those students who need to use an inhaler or an epi pen. Please see the school nurse or director for further information.

PREVENTION OF ABUSE AND NEGLECT

All children in the care and custody of the AWED Program shall be protected from abuse and neglect. If a staff member should suspect child abuse or neglect, the Program Director must be immediately notified.

All members of the staff are mandated reporters of suspected abuse or neglect.

Any suspicion of child abuse will be reported to the school officials and/or the Department of Social Services.

NOTE: The contents of this handbook are under construction and presented as a matter of information only. The Ashburnham-Westminster Extended Day Program, upon approval of the Ashburnham-Westminster Regional School Committee, reserves the right to modify, suspend or terminate any or all plans, policies, or procedures described herein, in whole or in part, at any time, with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract between AWED Program, and any other party.

Updated May 2017

