

*Sherborn Extended Day*  
**PARENT HANDBOOK**

*Extended Day Landline Phone: 508-651-2771*  
*Extended Day Cell Phone: 781-467-9558*  
*Pine Hill Fax: 508-655-2763*

***Community Education***  
***Dover-Sherborn Public Schools***

*Dr. Andrew Keough, Superintendent of Schools*  
*Stephen Ewing, Sherborn Extended Day Director*

## **TABLE OF CONTENTS**

MISSION STATEMENT - 3
PROGRAM PHILOSOPHY - 3
NON-DISCRIMINATION STATEMENT AND PROCEDURES - 3
GENERAL INFORMATION - 3
STUDENT ELIGIBILITY – 3, 4
SUPERVISORY STAFF - 4
CURRICULUM PHILOSOPHY – 4, 5
PROGRAM INFORMATION - 5
PARENT RESPONSIBILITIES – 5, 6
ENROLLMENT PROCEDURES - 6
GRIEVANCE PROCEDURES - 6
SCHEDULE CHANGES – 6, 7
TUITION PROCEDURES, FEE AND FINES – 7, 8
PINE HILL SCHOOL AND EXTENDED DAY CALENDAR – 8
EARLY RELEASE DAYS, PICK UP AND AFTER SCHOOL ACTIVITIES – 8, 9
VACATIONS, SNOW DAYS, EARLY CLOSING AND DELAYED OPENINGS – 9
ABSENCE, ILLNESS, MEDICATION AND ALLERGIES – 9, 10
EMERGENCY MEDICAL PROCEDURES - 10
BEHAVIOR MANAGEMENT – 10, 11
OTHER IMPORTANT INFORMATION – 11
AT A GLANCE INFORMATION – 12

# Sherborn Extended Day Parent Handbook

*PLEASE READ THIS HANDBOOK CAREFULLY, AS IT INVOLVES YOUR CHILD(REN)'S AFTER SCHOOL ACCOMODATIONS.*

## **MISSION STATEMENT**

Extended Day is dedicated to building each child's self esteem and to helping each child gain the social skills necessary for developing positive peer relationships and a positive self-image.

All Extended Day activities are designed to reflect this philosophy. Extended Day activities will be process, not product oriented. Extended Day activities will challenge each child to explore, discover, create, and grow. Time to develop new interests is balanced with time to practice social skills while relaxing and playing with friends. To insure that every student has a successful program experience, the teacher/student ratio is low and the teachers are experienced and caring.

## **PROGRAM PHILOSOPHY**

The Extended Day Program strives to provide your child with an environment in which he/she can safely explore, discover, create, and grow. Children are supervised at all times while participating in program activities to ensure the health and safety of each child. The Extended Day staff recognizes the uniqueness and importance of each child and strives to create experiences wherein each child can learn to make choices, discover new pastimes, and explore new ideas in an environment that is safe, supportive, and creative. We are committed to doing our best to develop a safe and equitable program for all students.

## **NON-DISCRIMINATION STATEMENT AND PROCEDURES**

The Dover Sherborn Public Schools do not discriminate on the basis of race, color, sex/gender, religion, national origin, sexual orientation, disability, or homelessness., in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972: on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Titles I and II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Furthermore, in accordance with M.G.L. c.76 s.5 Dover, Sherborn, and Dover-Sherborn Schools do not exclude or discriminate against students in admission or in obtaining its advantages, privileges, or courses of study on the basis of race, color, sex, religion, national origin, or sexual orientation. For further information, please contact the Assistant Superintendent and Title IX/Section 504 Coordinator at 157 Farm Street, Dover, MA 02030, (508) 785-0036.

### **Legal References:**

Title I of the American Disabilities Act of 1990 prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment

Title II of the Americans with Disabilities Act of 1990 - prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities

Title VI of the Civil Rights Act of 1964 – prohibits discrimination, exclusion from participation, and denial of benefits based on race, color, and national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination, exclusion from participation, and denial of benefits based on disability

M.G.L. chapter 76, section 5 prohibits discrimination in all public schools on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientations.

## **GENERAL INFORMATION**

Sherborn Extended Day is a not-for-profit, self-supporting, after school childcare program sponsored by the Dover-Sherborn Public Schools and the Community Education Department. Sherborn Extended Day is located in the Pine Hill School. The Community Education Office is located at Chickering Elementary School, 29 Cross Street, Dover, MA 02030.

**OUR TAX ID NUMBER IS: E042303668**

PINE HILL SCHOOL REGULAR HOURS: Grades K-5 (Mon-Fri) 8:30am - 3:00pm

PINE HILL SCHOOL EARLY RELEASE WEDNESDAY HOURS: Grades K-5 8:30am –12:00pm

**EXTENDED DAY'S EARLY MORNING CLUB PROGRAM:** Grades K-5 (Mon–Fri when school is in session): 7:00am – the start of school

**EXTENDED DAY'S AFTER SCHOOL PROGRAM:** K-5 (Mon-Fri, when school is in session): school dismissal – 6:00pm

## STUDENT ELIGIBILITY

The Extended Day Program is operated under the auspices of the Dover Sherborn Public Schools. Extended Day maintains a nondiscriminatory policy with respect to staff and enrollment. The Program is open to all children enrolled in the Sherborn Public Schools (grades K-5) without regard to race, creed, religion, or national origin. Tuition scholarships are available for families who might otherwise not be able to afford the tuition, with proper documentation and prior approval.

- **BEFORE SCHOOL MINIMUM ENROLLMENT COMMITMENT:** A minimum ongoing commitment of three mornings per week is required. This program will run pending adequate enrollment.
- **AFTER SCHOOL MINIMUM ENROLLMENT COMMITMENT:** A minimum ongoing commitment of two days per week is required. Openings will be prioritized according to the number of days you require - first five days, then four, then three, then two days.

## SUPERVISORY STAFF

Children are supervised at all times while participating in program activities to ensure the health and safety of each child.

The before school and after school programs are managed by the Sherborn Extended Day Director.

The Early Morning Club Program includes one Head Teacher and two Assistant Teachers for K-5<sup>th</sup> grade children.

The After School Extended Day Program includes a Head Teacher for each group, as well as Assistant Teachers to meet the child-teacher ratio. The child-teacher ratio is determined by the Director to best serve the needs of our children.

## CURRICULUM PHILOSOPHY

Curriculum at Extended Day is designed to create an environment in which students will improve their social competencies. The themes, clubs, and activities facilitated by the Extended Day teachers are not merely ways to pass the time in the afternoon. They are vehicles through which the Extended Day teachers help the students to develop social values and to practice character skills. The learning facilitated at Extended Day is based on three foundation stones: self-respect, respect for others, and respect for things and the environment. All Extended Day projects and activities are built upon these three foundation stones and are designed to incorporate the following positive expectations:

- At Extended Day, we encourage positive self-esteem. Staff supports this expectation by discouraging competition or comparisons among students; by encouraging students in their exploration of new skills; by emphasizing student's strengths not their weaknesses; by encouraging students to build upon their own skills rather than competing with others.
- At Extended Day, we encourage respect for all people and living things, respect for our environment, and respect for one another. Staff supports this expectation by making sure that the activities that they plan are well grounded on the three foundation stones of respect (see above).
- At Extended Day, we encourage the development of social skills and life skills. Staff supports this expectation by using their activities as tools through which they teach social skills and life skills according to the goals set by their program.
- At Extended Day, we build a sense of community. Staff supports this expectation by implementing activities that encourage teamwork, cooperation, and community. Staff also supports this expectation by treating each child as a valued member of the Extended Day community, by finding ways to encourage students to be a part of their community, and by building links to the community.
- At Extended Day, we encourage students to learn to make choices. Staff supports this expectation by presenting students with real choices whenever possible and by helping them to learn to evaluate the choices presented to them and make appropriate decisions. Staff supports this expectation when helping students schedule their day (where appropriate) and in behavior management.
- At Extended Day, we encourage students to take responsibility for their actions. Staff supports this expectation by making sure that the consequences for miss-action are appropriate, timely, and known in advance. Staff supports this expectation by assuring that each student in their group is aware of the behavioral expectations for each activity and area in advance and the consequences for breaking them. Note: intervention is intended to be a learning experience for the child. The teacher's job is to teach the child to stop and think, to make appropriate choices, and to take responsibility for his/her actions.

- At Extended Day, we encourage students to learn to plan their own time. Staff supports this expectation by helping students to make reasonable and appropriate activity choices. Staff also supports this expectation by being aware of students who are "stuck in a rut", having trouble feeling comfortable in the environment, or whose behavior shows that they are having trouble making positive activity choices. These students may need encouragement, redirection, and/or help assessing available activities.
- After School Program: At Extended Day we encourage academic success. For kindergartners, staff will support this expectation by helping children to develop a love for reading through daily story time. For 1<sup>st</sup>-5<sup>th</sup> grade, staff will support this expectation by developing homework time with appropriate materials, space, and teacher support. All staff will support this expectation by purposefully planning their daily activities to support social and academic learning.  
Homework Policy: Monday through Thursday we provide a quiet space and supplies so children are able to work on their homework during Extended Day. We encourage the children to do homework, however, we do not check each child's planner/folder for daily homework, nor are we responsible for the completion and accuracy of their homework. It is the parent's responsibility to check their child's homework after Extended Day.

### **EXTENDED DAY PROGRAM INFORMATION**

Questions regarding program questions, registration in the program, schedule changes and daily attendance should be directed to:

- ❖ Stephen Ewing, Sherborn Extended Day Director  
Extended Day Phone: 508-651-2771 (24 hour voice mail)  
Email: ewings@doversherborn.org
- ❖ Billing questions, tax information and NFSA requests should be directed to:  
Lisa Sawin, Community Education Director - sawinlisa@doversherborn.org  
Helen Haas, Community Education Office Manager - haash@doversherborn.org
- ❖ Community Education Department phone number: 508-785-0480 ext. 2020

Extended Day follows the school calendar and is closed when school is not in session.

Our Extended Day programs are:

#### **Afternoon Programs:**

Kindergarten - 5<sup>th</sup> grade

Hours of operation: from dismissal of school until 6:00pm, Monday – Friday.

We have access to the K-5<sup>th</sup> grade room (located in the cafeteria), the cafeteria, library/computer lab, gym, auditorium, and outside playgrounds.

#### **Before School Program:**

Kindergarten - 5<sup>th</sup> grade

Hours of operation: 7:00am – the start of school, Monday – Friday.

We have access to the K-5<sup>th</sup> grade room (located in the cafeteria) and limited access to the gym, auditorium, and cafeteria.

CLASSROOM SPACE: Availability of classroom space is determined by school enrollment. It is possible that Extended Day will move from year to year.

### **PARENT RESPONSIBILITIES**

When you enroll your child in Extended Day, you are agreeing to the following responsibilities:

- Your child's registration form must be complete in order to be considered for enrollment.
- Before or on the opening day of school, an email must be sent to your child's classroom teacher indicating which days he/she will be attending Extended Day.
- **BEFORE SCHOOL PROGRAM:** Please pay your tuition by the semester due dates:  
1<sup>st</sup> semester payment is due **August 1<sup>st</sup>** for attendance from first day of school in August - January  
2<sup>nd</sup> semester payment is due **January 1<sup>st</sup>** for attendance from February - the last day of school in June  
**Early Morning Club opens at 7:00 AM.** You MUST accompany your child to EMC and sign him/her in, including both your signature and the time.
- **AFTER SCHOOL PROGRAM:** Please pay your tuition by the 1<sup>st</sup> of every month. Payments received after the 1<sup>st</sup> of the month will incur a \$25 late fee charged to their account. We do not bill you.  
If your child attends school, but won't be attending Extended Day, you MUST enter the change into Pine Hill's School Dismissal Manager on-line program AND you MUST call Extended Day. You may leave a message at 508-651-2771, 24 hrs a day. Failure to call Extended Day by 2:00pm (11:00am early release Wed) will result in a \$10 Funder's Fee charged to your account.

After School Extended Day - pick up your child *no later than 6:00 PM*. Sign your child out when you pick him/her up, including both your signature and the time.

- Parents must agree that their child live up to the standards of behavior noted under the Behavior Management Guidelines, set for the benefit of all participating children.
- It is your responsibility to keep Extended Day informed when changes occur with your phone number, address, billing address, emergency information, insurance information, pick-up people, etc.
- It is your responsibility to pay any fees/fines resulting from late tuition payments, late pick up fees, finder's fees etc.
- Please send your child to school with clothing appropriate for indoor/outdoor play during Extended Day. After school, we try to go outside every day, weather permitting.
- Put your child's name on all clothing and belongings. We cannot be responsible for clothing/belongings left at Extended Day.
- **After School Program:** If weather deteriorates during Extended Day, plan to pick up your child ASAP.  
Your child's safety is our paramount concern. Please be certain that a responsible person, who is able to safely transport your child home, will pick up your child.
- It is your responsibility to abide by the rules and procedures listed in this handbook.

### **ENROLLMENT PROCEDURES**

- Your registration packet must be filled out completely and returned to the Extended Day Director with your deposit and registration fee (new families), before your child is considered for the program.
- **Note:** No new enrollments or schedule changes will be accepted or processed between August 1<sup>st</sup> and September 15<sup>th</sup>.
- To visit the program and/or meet with the Director, Stephen Ewing, by phone or in person, please call Extended Day at 508-651-2771. During summer break, please email Stephen at [ewings@doversherborn.org](mailto:ewings@doversherborn.org)
- To Download the registration form go to: [doversherborn.org](http://doversherborn.org) -> Community Education -> Programs -> Sherborn Extended Day Program
- Registration Forms: Complete and return the registration form, with your deposit, to Sherborn Extended Day. You may drop it off at the Pine Hill front office or mail it to: Sherborn Extended Day, Pine Hill School, 10 Pine Hill Lane, Sherborn, MA 01770

You will receive a confirmation letter in the mail. During our spring registration for the following year, confirmation letters are mailed by May 15<sup>th</sup>. In August, you will receive a packet from the Extended Day /Community Education Department.

Included in the packet will be your child(ren)'s:

- Confirmed schedule
- A letter from the Extended Day Director

### **CHAIN OF AUTHORITY**

All information, questions, problems and concerns should follow this chain of authority:

Extended Day Director  
School Principal  
Superintendent of Schools

### **GRIEVANCE PROCEDURES**

We care about our Extended Day families. If you have a problem, question, or concern we will do our best to address it as promptly as possible. We can best address your concern if you bring it to us promptly and follow this procedure:

The Extended Day Director is the first person to go to with your question or concern. Your Director will work to help you as best as possible, but may need to access additional resources. The Director is the person who is in communication with the classroom teachers and the school principal. If you have a concern that also affects the school day, the Director can best coordinate meetings, exchanges of information and assure consistency between the school day and Extended Day.

Stephen Ewing, Sherborn Extended Day Director  
Landline Phone: 508-651-2771 Cell phone: 781-467-9558  
Email: [ewings@doversherborn.org](mailto:ewings@doversherborn.org)

## SCHEDULE CHANGES

### BEFORE SCHOOL PROGRAM = Early Morning Club (EMC)

By registering your child you are agreeing your child will attend EMC and you will pay the semester tuition payment for the semester(s) your child's registered for.

We are sorry, but we are not able to accommodate changes to your child's EMC schedule during the semester.

### AFTER SCHOOL PROGRAM

By registering your child you are agreeing to pay an *annual tuition* that is divided into 10 equal monthly tuition payments.

If you need to change your child's schedule the following procedures will apply:

At least a **two-week written notice to the Director**, is required for *all* after school schedule changes. Changes will only be effective on the 1<sup>st</sup> of the month. For example, if we receive your written request between Oct. 1<sup>st</sup> – 15<sup>th</sup>, your change will be effective Nov 1<sup>st</sup>. If we receive your written notice between Oct 16<sup>th</sup> - 31<sup>st</sup>, the change will be effective December 1st. The last day to give notice of a change for the current school year will be April 1<sup>st</sup> (effective May 1<sup>st</sup>).

**Please Note:** No new enrollments or schedule changes will be accepted or processed from August 1st – September 15<sup>th</sup>.

Approval for increased enrollment and/or changing days of enrollment will depend upon available space.

**DROP-IN DAYS (occasional):** Additional days will be allowed only when space is available and arrangements are made in advance. The charge is \$30.00 for a drop-in day, payable by check to Sherborn Extended Day (*no cash accepted*) and given to the Director when you pick up your child. Drop-in days are for currently enrolled families only. The charge is \$50.00 for a Wednesday half day.

**WITHDRAWAL:** Withdrawals are only effective on the 1<sup>st</sup> of the month (after school program only), with a *minimum of two weeks written notice* received by the Extended Day Director. Your \$25.00 registration fee and advance deposit are non-refundable and nontransferable. If you have questions about your account balance, please email the Community Education Office Manager, Helen Haas, at [haash@doversherborn.org](mailto:haash@doversherborn.org). The last day to give notice of withdrawal for the current school year will be April 1st (effective May 1st).

## TUITION FEE PROCEDURES

### BEFORE SCHOOL PROGRAM:

Tuition is based on two semesters during the school year.

1<sup>st</sup> semester tuition is due August 1st = First day of school through January.

2<sup>nd</sup> semester tuition is due January 1<sup>st</sup> = February through the last day of school.

- Late tuition payments may effect your child's enrollment in the program. Please *do not* send your payment into Extended Day with your child.

### AFTER SCHOOL PROGRAM:

- Tuition is based on an annual tuition that is divided into 10 equal tuition payments.
- Tuition is due on the 1st of each month.
- Tuition paid after the 1st of the month will incur a late fine of \$25.00. We do not bill. Please *do not* send your payment into Extended Day with your child.

### Payment options:

**By check:** Mail your check to: Community Education Office, 29 Cross St. Dover, MA 02030.

Please make your check payable to **Sherborn Extended Day**.

**Uni-Pay:** Go to Sherborn Extended Day's registration website (see pg. 6 "enrollment Procedures" 4<sup>th</sup> bullet point)

You are expected to include all applicable fees, and fines in your monthly tuition payment.

If you need to add days to your child's schedule, you need to apply to the Director and you will be accommodated as soon as space is available.

**Scholarships:** We offer scholarships for families who qualify with proper documentation and prior approval. Please see the Director for an application.

## AFTER SCHOOL PROGRAM FEES AND FINES

### LATE PAYMENT FINES

If your payment is received after the 1<sup>st</sup> of the month, you will be assessed a **\$25.00** late fee to your account.

***If you have more than two late payments, your child's enrollment status will be in jeopardy.***

**LATE PICK UP:**

**Our 6:00pm deadline for pick-up time must be firm.** Missing a pick-up deadline is considered as taking advantage or the goodwill of the staff and the fatigue of the children at the end of a long day. A child may feel anxious when everyone else has gone home, except them. If you know that you are going to be detained, please call Extended Day at 508-651-2771 and let the staff and your child know. While you will be fined, you will be giving us the ability to reassure your child.

**If the 6:00pm deadline is missed, you will be charged a late fee based on the following scale:**

**Late Pick-up Fines:**

**\$2.00 per minute starting at 6:00pm, according to the Extended Day clock/cell phone**

**\$3.00 per minute starting at 6:10pm, according to the Extended Day clock/cell phone**

***After three offenses your child's enrollment may be in jeopardy***

If you fail to call us and we cannot contact you, we will begin contacting the people listed on your emergency contact sheet. If no one can be contacted within 30 minutes of your scheduled pick-up time, it may be necessary for us to contact the Sherborn Police Department.

Repeated late pickups could result in your being asked to withdraw your child from the program.

**NOTE:** We will do everything in our power to avoid severe action in the case of a late pickup. Please help us by calling if you have an unavoidable emergency and by providing responsible people on your emergency contact sheet.

**FEE TO "DROP-IN" (occasional):** Additional days will be allowed only when space is available and arrangements are made in advance. The charge is \$30.00/child for a drop-in day (\$50.00/child for a half day Wednesday), payable by check to Sherborn Extended Day (*no cash accepted*) and given to the Director when you pick up your child. This is for currently enrolled students only.

**Pine Hill School & Extended Day Calendar**

**Please Refer to the Pine Hill School Calendar.**

Extended Day begins for 1st -5th Graders on the first day of school

Extended Day begins for Kindergartners the following day

If there is no school, then there is no Extended Day.

**AFTER SCHOOL PROGRAM ONLY:** There is *NO After School Extended Day the day before Thanksgiving AND the last day of school*

**AFTER SCHOOL PROGRAM EARLY RELEASE DAYS, PICK UP & AFTER SCHOOL ACTIVITIES**

**Early release Wednesdays:** The children arrive at 12:00pm and eat lunch at Extended Day. The kitchen is closed, so a bag lunch and drink should be brought from home. We have a large group, so we are not able to warm up lunches or cut up food/fruit for children. The Director will notify you of any other dietary restrictions that may become necessary this school year.

**Pick-up Policies for both programs:** It is our policy to release children to custodial parents and/or guardians. Children will only be released to other persons **if, and only if, we have received prior, verifiable, notification from you.** It is important that you notify us every time someone (other than the people listed on your "authorization to pick-up without prior notification" form) will be picking up your child. If a person picking up your child is ***not*** on your authorization form, you may notify us by phone (expect us to call back to confirm the phone call, if we are not familiar with your voice). **Anyone picking up your child with whom the teachers are not familiar with will be asked to show a picture ID (this includes parents).**

**Picking up children at the end of the day:** Parents must pick up their children by 6:00pm. Picking up children after this time is considered to be taking advantage of the good will of the staff members, who will need to rearrange their personal schedule in order to stay late with your child. Additionally, your being late may make your child feel anxious. If you know you are going to be late, please call Extended Day at 508-651-2771.

**After School Activities:** If your child has an activity during Extended Day (baseball, play-date, etc.) they are welcome to join us at Extended Day after the activity is over, before 6:00pm.

If your child has an after school activity on school property, please let Extended Day know *before* the first class. For 3:00pm activities, your child will check in with Extended Day first, *before* going to the activity. **Please note:** If your child has an activity that is not on school property, (Jameson Field) we are **not allowed** to walk them or pick them up from the field. Please make prior arrangements for your child to get to and from the activity on Jameson Field.

## VACATIONS, HOLIDAYS, SNOW DAYS, EARLY CLOSINGS, AND DELAYED OPENINGS

### EARLY MORNING PROGRAM

- **Delayed Opening:** If there is a delayed school opening, the Early Morning Club Program (EMC) opening will be delayed. For example, if school is delayed one hour, EMC's 7:00am opening will be delayed one hour until 8:00am.

### AFTER SCHOOL PROGRAM

- **Vacations, Holidays, Snow Days:** Extended Day is not open on legal holidays, school holidays, school vacation weeks or when schools are closed due to inclement weather.
- **If school is dismissed early due to inclement weather:** Extended Day will be cancelled and children will go home on their regular bus with the other students. You will receive a *reverse 911 call* from the Superintendent, informing you of the dismissal of school and the cancellation of Extended Day (please ensure your phone numbers are up-to-date). The primary contact parent may also receive an email from Extended Day.
- **If school is in session FOR THE FULL DAY, but afternoon activities, including Extended Day, are cancelled by the Superintendent, due to weather or other emergencies:** Your child will be sent home on the bus. The primary contact parent will receive a *reverse 911 call* from the Superintendent and an email from Extended Day.
- **If weather conditions deteriorate after the regular school day:** Extended Day will email/call the primary contact parent to pick up their child(ren) as soon as possible. If we cannot reach you or your spouse, we will call your emergency contacts. Please make certain the people listed on your emergency contact form are people who can be easily reached and readily available to pick up your child on short notice (within a half hour). Having an emergency plan in place eases the tension for everyone, especially your child.

## ABSENCE, ILLNESS, MEDICATION, AND ALLERGIES

**AFTER SCHOOL PROGRAM ABSENCE:** It is a parent's responsibility to notify us any day your child will not be attending the program. This is *especially important* if your child was in school, but will not be attending the program. Extended Day has an answering machine to record your message at your convenience. **Please call Extended Day at 508-651-2771 before 2:00pm (11:00am on Early Release Wed).** Failure to call will result in a \$10 finder's fee charged to your account. **PLEASE REMEMBER TO CALL EXTENDED DAY ANYTIME YOUR CHILD WILL NOT BE ATTENDING THE PROGRAM.** The teachers and front office personnel do not have the time or resources to inform us when your child is not attending Extended Day.

**Illness:** The safety and health of all children is our first responsibility. The Extended Day Program abides by the same health rules as Pine Hill School, regarding dismissal from school because of illness. If your child is sent home sick during the regular school day, he/she may not return to the Extended Day Program that same day. If your child becomes ill during Extended Day, we request that parents take the responsibility of providing transportation home or having a nearby emergency contact available to provide transportation, as soon as possible. The school nurse will be notified if your child is ill and sent home during Extended Day. The school rules also apply for sick children returning to Extended Day.

If your child:

- Is diagnosed with a communicable disease (strep, conjunctivitis, etc.), he/she must stay home until he/she is no longer contagious.

- Is diagnosed with head lice, you must inform the Director and your child must be seen by the school nurse every day he/she attends Extended Day, until the child is free of lice and nits.
- Has a persistent cough or cold symptoms he/she must be able to fully participate in Extended Day without disrupting him/herself or other children and must be fever free.
- Has a fever, he/she must be fever free for 24 hours without having taken a fever-reducing drug.
- Has vomiting and/or diarrhea, he/she must be symptom free and able to hold down liquids and food for at least 24 hours before returning to Extended Day.

**Medication:** It is imperative that parents inform us **in writing**, regarding any allergies or medical conditions. If your child is on medication, you should arrange with the school nurse to provide the child's treatment *before* he/she comes to Extended Day. The school nurse is not on duty during Extended Day hours. Employees of Extended Day are *not authorized* to administer medication (including inhalers), with the exception of Epi-pens. If your child uses an Epi-pen, you must provide one in the *original package* with your child's name on it, to Extended Day, along with written permission to administer it from your child's physician. Parent authorization must be updated every year. **Your child may not attend Extended Day and/or Early Morning Club until we receive an Epi-pen.**

**Allergies, Special Needs, Diet Restrictions, and Existing Medical Problems:**

If your child has an allergy, dietary restriction, or an existing medical problem, it is essential that we have all of the details in writing. If your child is on medication for an existing medical condition, please list the medication and the symptoms of any possible side effects. Please do this even if your child is not on the medication while at Extended Day. Please provide this information on the appropriate portion of the medical information form. If you need additional space, please attach a separate piece of paper. Please also use this section to note any conditions, fears, or special concerns that might limit your child's ability to fully take part in Extended Day activities or which might need special support or consideration from the staff.

**Special Note:** Please be assured that supplying this information will not in any way cause your child to be singled out, separated from the group, or treated differently. Quite the opposite, as this information is necessary in order to assure that every staff person has at his/her disposal the necessary information to ensure that your child can be treated with sensitivity to his/her individual needs and can experience success as a part of the group in every situation. Whenever possible we will adapt the schedule, snacks, activities, etc. in order to meet the special needs of your child with out separating him/her from the group.

**EMERGENCY MEDICAL PROCEDURE**

Please be sure to fill out the emergency medical information and release in your registration packet, in order that we may best care for your child should a medical emergency arise while he/she is attending Extended Day. When filling out the form, please indicate any special circumstances we might need to know if transportation is necessary for your child (if your insurance requires you to use a specific local hospital, or if your child requires any special equipment on the ambulance for a pre-existing condition).

**BEHAVIOR MANAGEMENT**

**Purpose:** At Extended Day we understand that children do not come equipped with the skills necessary to be able to handle their emotions and control their behavior in difficult or frustrating situations. We understand that it is not enough to tell a child to calm down or control him/herself; he/she needs know how to calm down, how to regain control. The purpose of behavior management at Extended Day is to assist the child in acquiring the skills the need for self-control and successful conflict resolution. A child who is in control of him/herself and able to function positively in a group will have a higher sense of self-esteem. All staff are trained in consistent and positive behavior management techniques.

We cannot, however, allow any child to disrupt the program to the extent that he/she is putting other children in the program in jeopardy by requiring constant one-on-one attention; inflicting physical or emotional harm to other children or staff; creating situations dangerous to him/herself or to others; or repeatedly unable to conform to the rules and guidelines of the program, as established by the Director. When a situation develops where-in the child is unable to control his/her aggressive behavior, or is non-compliant and is putting the safety of other children, the staff or him/herself in jeopardy; it is our policy that the Director will call the parents and ask that the child go home for the rest of the day. This is not a punishment; we have found that this is in the best interest of the child and the rest of the students.

If the behavior is on-going or appears to be developing a pattern, the Director shall set up a meeting with the child's parent(s) to work out a resolution or behavior plan. Once a parent is notified of the need for such a meeting, he/she shall agree to make an appointment with the Director at a mutually convenient time within one week of being notified. At this meeting the Director, and the parent(s) will work together to develop a plan to help the child to learn the necessary behavior skills. This plan will include parameters for keeping the

other children and staff safe, including at what point and in what circumstances the parent will be called to take the child home. School personnel may be consulted in order to assure that the plan is consistent with the child's school day expectations.

If, after implementation of the behavior plan and further consultation with the parent, the problems cannot be satisfactorily resolved, the Director shall seriously review the specific needs of the child and come to a decision as to whether the Extended Day Program is the best possible alternative to meet the child's needs. If the Director and parent feel that the child would benefit from additional services or support, the Director will provide the necessary referrals.

**Please note:** The use of verbal and/or written threats and/or gestures, fighting/physical contact, unwanted touching and bullying are against the principles of Extended Day and will result in serious consequences. The Extended Day Director is responsible for determining the appropriate consequence of such instances.

### **OTHER IMPORTANT INFORMATION**

Extended Day phone numbers: 508-651-2771 - office; 781-467-9558 - mobile  
Stephen Ewing's email address: ewings@doversherborn.org

**Parent visits and volunteering:** The staff of Extended Day encourages an open line of communication with parents. We encourage you to visit the site and/or take some time when you pick up your child to share his/her experience. Your Director will provide you with a daily schedule and suggestions as to activities that you can do with your child when you are visiting that will not disrupt our daily schedule. If you have a talent, skill, or hobby that you would like to share please contact the Director and we will be happy to arrange a time. Reminder: All volunteers in the school system MUST have a CORI (Criminal Record Inquiry) check. If you wish to volunteer you must be CORI-ed first. Processing a CORI takes several weeks, so plan in advance. If you have been CORI-ed by the school, please ask the principal to send us verification.

**Referrals:** If you need referrals to medical, mental health, or social services for your child, the Director will make every effort to provide them.

**Parent Conferences:** If during the school year you have any problems questions or concerns, the Director will be happy to schedule a conference at a mutually convenient time.

**Information Exchange:** The Extended Day staff wants you to know what happens in your child's day at the program. It would help us if you would inform us of any occurrences at home or school which might affect your child's Extended Day experience (i.e. the death of a pet, a new sibling, an injury or illness to a relative or friend, etc.) We feel that communication with your child's classroom teacher, the school nurse and/or specialist can help us provide stability to your child. In addition, the Extended Day staff can provide you and/or your child's classroom teacher with insight as to how your child relates in the less structured, more social atmosphere of Extended Day. At your request we would be happy to meet with you and/or your child's teacher or specialist to discuss these observations. **All personal information about your child/family will be kept strictly confidential.**

**Messages and notices:** Please check your emails for important notices and program information. This is especially important regarding no school days and potential inclement weather situations.

**Donations:** Extended Day is always grateful for gently used books, extra fabric, etc. Check with the Extended Day staff to see if we have any specific needs. In addition, parents sometimes ask how their child might contribute to the program. A present for the program, selected by the child, and given in celebration of his/her birthday or another special occasion, makes a special addition to our library, game selection, sewing corner, etc.

**Snacks:** The Extended Day Program will provide a light breakfast snack for children in our early morning program and a light snack in the afternoon. We follow the State and Federal Approved Foods Guideline and do our best to choose nutritional snacks from the State approved foods list. If your child has a food allergy, please provide a snack from home for your child. This is for the safety of your child.

**Appropriate Clothing:** Please assure that your child has clothing appropriate for the season and the activities that he/she will be involved in. Many of the crafts and activities that children engage in at Extended Day tend to be messy. It is easier for your child if you send him/her in clothes he/she does not have to worry (or send play clothes with your child that he/she can change into). Children will

not be allowed to play in the snow unless they have boots and either snow pants or a change of clothing. **It is often helpful if you bring in an extra set of clothing (along with hats, mittens, socks, etc.) that will be kept in a bag at the program. Your child's clothing bag and all items inside should be clearly labeled with your child's name.**

## AT A GLANCE

**Before School Program** tuition is due August 1<sup>st</sup> for the 1<sup>st</sup> semester and January 1<sup>st</sup> for the second semester.

**After School Program** tuition is due the first of the month.

Checks made payable to Sherborn Extended Day\*

**Mail to:**

Community Education Department

29 Cross Street, Dover, MA 02030.

**\*PLEASE DO NOT** send payments to school or Extended Day with your child.

**Questions about the Extended Day program and registration should be directed to:**

Stephen Ewing, Sherborn Extended Day Director

Extended Day landline phone: 508-651-2771

Extended Day cell phone: 781-467-9558

Stephen's email: ewings@doversherborn.org

**Questions about your account and requests for account statements should be directed to:**

Community Ed. Dept. 508-785 0480 ext. 2020

**Account Statement Requests:** Lisa Sawin - sawinlisa@doversherborn.org

**Billing Questions:** Helen Haas - haash@doversherborn.org

**EXTENDED DAY CLOSSES AT 6:00PM.**

**If you are going to be late, please call the Extended Day landline number at 508-651-2771**

**Late pick up fees:**

- \$2.00 per minute, starting at 6:00pm according to the Extended Day clock/cell phone
- \$3.00 per minute, starting at 6:10pm, according to the Extended Day clock/cell phone

**School Closings:**

- When school is closed, Extended Day is closed.
- The Superintendent of Dover Sherborn Public Schools determines emergency or weather related early dismissals.
- If there is a delayed school opening, the Early Morning Club Program will also be delayed.

**Parents must:**

- Notify Extended Day when your child will not be attending on a day he/she normally attends Extended Day. You may leave a message on the Extended Day answering machine 24 hours a day, by calling 508-651-2771. If you forget to notify Extended Day when your child is out, you will be charged a \$10 "no call, no show" fee.
- Send your child to school with weather appropriate clothing for Extended Day. Please label all clothing.

**EXTENDED DAY'S TAX ID  
E042-303-668**