

# TEWKSBURY PUBLIC SCHOOLS

## SCHOOL COMMITTEE

Arthy Bennett

James Cutelis

Brian Dick

Dennis Francis

Krissy Polimeno

## SCHOOL ADMINISTRATION

Mr. Christopher Malone, Superintendent

Sheri-Lynne Matthews, Business Director

TELEPHONE: (978) 640-7831

(SEE EXTENTIONS BELOW)

FAX: (978) 640-7815

E-MAIL: [jlyons@tewksbury.k12.ma.us](mailto:jlyons@tewksbury.k12.ma.us)

[www.tewksbury.k12.ma.us](http://www.tewksbury.k12.ma.us)

## COMMUNITY SERVICES

John Lyons, Director X219

Maura Rauseo, Financial Coordinator X218

# TEWKSBURY PUBLIC SCHOOLS COMMUNITY SERVICES EXTENDED DAY PROGRAMS

BEFORE SCHOOL

AFTER SCHOOL

PRESCHOOL

VACATIONS/SUMMER

# PARENT/GUARDIAN HANDBOOK POLICIES & PROCEDURES

ALL REGISTRATIONS MUST BE DONE ONLINE.  
CHANGES TO YOUR SCHEUDULE MUST BE  
DONE AT THE SITE/SCHOOL  
ON A CHANGE FORM.



## **MISSION STATEMENT**

The Tewksbury Public Schools' Extended Day Program's mission is to provide a safe and secure environment that meets the needs of children and families through academic, recreational, and social opportunities, enhancing school-day learning and self-esteem for life long success.

## **WELCOME**

It is our pleasure to welcome you and your child to our Extended Day Program. Our mission is to, in addition to the above statement, provide a well-rounded, enriching experience for your child in a safe environment. This brochure contains our policies and procedures that students, parents and staff must follow. Please read its contents, sign the insert, and return the insert to your child's Site Director with your next tuition payment. Feel free to contact me at any time with your comments or concerns. Together we can make our program a positive and rewarding experience for your child.

Our after-school programs are designed to offer your child fun and enriching experiences that enhance their day. We hire qualified and carefully screened staff and offer activities that are child-directed and success-oriented. The daily session offers a variety of opportunities to explore, interact with friends, and acquire new skills through academic learning and social activities. Each day includes time for creative arts, group games and outdoor play. Quiet activities, computers, homework centers and read-alouds are incorporated into each day.

During the school year a nutritional snack is provided to children on a daily basis. During vacation weeks, early release days and the summer session children should bring a nutritious lunch and two snacks from home.

## **GOALS OF TEWKSBURY PUBLIC SCHOOLS SCHOOL AGE CARE AND YOUTH PROGRAMS**

- To meet the needs of our families in providing quality & affordable out of school time programs;
- To reduce conflict between parental responsibilities and work requirements and schedules by providing a reliable high quality developmental school age and youth program;
- To provide and maintain a well trained, professional competent staff;
- To promote emotional and social development of children and adolescents through the use of positive guidance;

- Payments must be made in advance as outlined below.
- Payments must be made in full by the due date.
- **A two week written notice must be given for any absences.**
- Only absences of one week or more will be excused.
- Payments will **not** be “pro-rated” for absences of less than a full week.
- The program will run in concurrence with the required 180 day school year.
- There will be no refunds or discounts for snow days as these days will be made up at the end of the school year at no additional cost.

**How to pay:** Payments are to be made online, by mail, or to a Site Director at the school you attend before or on the due date. Payments for children, who attend more than one program, may be paid with one check for both children and given to either Site Director. These payments will be forwarded to the billing office and credited to your account. **You may also mail your payment to :Extended Day Program, 139 Pleasant St, Tewksbury, MA 01876.**

**An online payment system** has been developed for your convenience. The payment link can be found at [www.tewksbury.k12.ma.us](http://www.tewksbury.k12.ma.us) under Community Services and Extended Day. Please “Community Pass” link follow the steps outlined. There is a 2.9% convenience fee for those paying by credit card and a \$.40 per transaction fee for those using their checking account routing numbers to pay online. There is no charge to pay by check via mail or by handing it in a the site.

Payment Schedule	Payments are due the first of the month
1	At registration
2	Oct 1
3	Nov 1
4	Dec 1
5	Jan 1
6	Feb 1
7	Mar 1
8	Apr 1
9	May 1
10	June 1

- To promote self-esteem and emphasize positive values in the relationship children and adolescents have with each other and with adults;
- To provide activities and materials that help develop understanding of and respect for our culturally diversified communities;
- To encourage creativity by providing a variety of experiences, materials and learning activities;
- To provide a safe, accepting, nurturing and inviting environment;
- To provide developmentally appropriate activities and offer a variety of recreational, instructional, educational, and physical programs;
- To provide opportunities that encourage growth, socialization and learning;
- To effectively communicate with parents concerning their children's and/or adolescent's needs;
- To provide an environment that assures good health and proper nutrition.

**REGISTRATION PROCEDURES**

A one month deposit is required at the time of registration. You must register online. All information must be completed online and then you can either pay at check out or mail in a check. Once school starts you can still register online with two weeks notice but be sure the send a note in to the main office and your child’s teacher to tell them you have registered so they put your child in the correct line at the end of the day. Parents have access to their accounts and it is the parents responsibility to update the telephone numbers where they can be reached in case of emergency at all times. All children are accepted into the program on a two-week trial period, after which a parent conference may be held to discuss the child's acclimation to the program. If there is a question about the child's adjustment or about the program's ability to meet the child's needs, the parent will be asked to meet with the Site Director and the Director of Community Services to discuss the child's continuation in the program. The Tewksbury Public Schools Extended Day programs reserves the right to recommend and refer parents to more suitable care. All decisions are made with the best interest of the child in mind. Although all programs provide quality care to children, we cannot guarantee we are a fit for every child.

**TUITION POLICIES:**

- ◆ All initial tuition payments are to be made at the time of registration.
- ◆ Subsequent tuition payments for the Before and After School Extended Day Programs, and Pre-School Program are to be made by the dates on the payment schedule, included in this booklet, indicate the last day a payment can be made. Payments for the Summer Program are to be made one (1) week in advance. Payment for the Vacation Program must be made when registering.

**RATES PER MONTH (subject to change)**

<u>Program</u>	<u>5 days</u>	<u>4 days</u>	<u>3 days</u>	<u>2 days</u>	<u>1 day</u>
Before School	\$139.00	\$126.00	\$106.00	\$66.00	\$33.00
After School	\$243.00	\$214.00	\$175.00	\$123.00	\$61.00

- ◆ If enrolled in the 1, 2, 3, or 4 day program, the days must be the same each week.
- ◆ Tuition for School Vacation and Summer Extended Day Programs are to be made at the time of registration when you register online.
- ◆ **How to pay:** Payments are to be made to a Site Director at the school you attend, online (there is 2.9% convenience fee for credit cards and \$.40 per transaction fee for payment by checking account routing number) or by mail. Payments for children, who attend more than one program may pay with one check and then give it to either Site Director. These payments will be forwarded to the billing office and credited to your account. **WE DO NOT ACCEPT CASH,** checks or money orders only (made out to The Town of Tewksbury), or you may pay online. You may also mail in your payment.
- ◆ An online payment system has been developed for your convenience. The payment link can be found at [www.tewksbury.k12.ma.us](http://www.tewksbury.k12.ma.us). All families in the TPS have an account. If you are unsure of your login and password please contact Maura Rauseo at 978-640-4831 x218 or [mrauseo@tewksbury.k12.ma.us](mailto:mrauseo@tewksbury.k12.ma.us).
- ◆ Please include your family ID and child's name on the memo line of your check. This will assist in processing and will insure that your check will be credited to your account.
- ◆ **Returned Checks:** Checks that are returned by your bank for any reason will be subject to a \$25 returned check fee. A returned check must be replaced by a money order in the amount of the check plus the \$25 fee and brought to Town Hall. Failure to resolve

**PROGRAM PHONE NUMBERS:**

**LOELLA F. DEWING SCHOOL**  
 Office: (978) 640-7858  
 Before School/After School Cell: (978) 821-3052

**HEATH BROOK SCHOOL**  
 Office: (978) 640-7865 (also use this number to contact the Pre School.)  
 Before School/After School Cell: (978) 821-3053

**NORTH STREET SCHOOL**  
 (Also grades 1-3 Summer Program)  
 Office: (978) 640-7875  
 Before School/After School: (978) 640-7811

**JOHN F. RYAN ELEMENTARY SCHOOL**  
 Office: (978) 640-7880  
 Before School: (978) 640-7880 Ext. 7206  
 After School: (978) 821-0954 (cell) or (978) 640-7880 Ext. 7119

**LOUISE DAVY TRAHAN SCHOOL**  
 Office: (978) 640-7870  
 Before/After School Cell: (978) 821-3056

**WYNN MIDDLE SCHOOL**  
 (Also grades 4-9 Summer Program)  
 Office: (978) 640-7846  
 After School Cell: (978) 821-3054

**EXTENDED DAY PAY SCHEDULE**

For the Extended Day programs we charge a yearly rate, but for your convenience we have adopted a payment plan that consists of **10 installments.** If parents wish to pay in advance of this schedule, they may do so at any time. Vacation weeks and other school days off have been taken into account, so parents will pay the same amount each pay period. Vacation weeks and workshop day programs are available at an additional charge. Look for information on these programs from your Site Director, as these dates approach. Due to the fact that staffing and other support materials are all arranged for in advance, please note the following:



BEHAVIOR	CONSEQUENCE
Behavior that leads to the physical or Emotional harm to other and/or assault to another child, staff member, or adult.	Zero Tolerance Policy! Phone call to parent resulting in suspension/termination
Bus Misconduct	Phone call to parent; loss of bus privileges; suspension/termination
Disruptive Behavior (Requiring adult intervention and causing consistent disruption of daily schedule and/or events.)	First Offense - Warning Second Offense - Suspension Third Offense - Suspension/Termination
False Alarm or Bomb Threat	Immediate Termination and notification to local Police Department
Fighting	Zero Tolerance Policy! First Offense - Suspension Second Offense - Termination
Harassment	Phone call to parent/guardian First Offense - Warning Second Offense - Suspension
Insubordination; Disrespect; Inappropriate Actions (language and/or behavior); Flagrant opposition to authority (verbal or physical.)	First Offense - Warning Second Offense - Suspension/Termination
Deliberate destruction, damage to or defacement of space (including the building, furniture, books and/or materials at the program)	First Offense - Suspension Second Offense - Termination
Leaving the group or walking out of program.	First Offense - Parent Conference Second Offense - Suspension/Termination
Possession of cigarettes, lighters, or matches.	First Offense - Suspension/Termination Second Offense - Suspension
Possession of weapons or mock weapons or any article instrument that may be used as a weapon.	May warrant suspension and notification to the local Police Department
Smoking	First Offense - Suspension Second Offense - Termination
Theft/Stealing	First Offense - Suspension Second Offense - Termination
Threat or Physical Harm	Zero Tolerance Policy! May warrant suspension/termination and notification to local police department.
Throwing snowballs, rocks, sand, scissors, etc.	May warrant suspension on site and/or termination

this matter within 30 days will result in a status change to “**Money Order Only**” which means personal checks will no longer be accepted as forms of payment for any Extended Day Program.

- ◆ **Sibling Discount:** A discounted tuition rate of 10% off the second child in the family will be applied to students attending a **full week, 5 day program only**. There is no sibling discount for children who attend less than 5 days. Discount applies to the lowest tuition rate.
- ◆ **Late Pick-up Fee:** A fee of \$5.00 for every five (5) minutes (or portion thereof), after closing will be charged for each late pick-up. **Continual abuse of this pick-up time will result in exclusion from the Extended Day Program of Activities.**
- ◆ **Absences:** A two week written notice must be given for absences. Only absences of one week or more will be excused. This may be done once a school year. No refunds or adjustments will be made for any other absences (due to illness, family commitments, etc.)
- ◆ **Snow Days:** Please do not deduct tuition for days missed due to “Snow” School Cancellation, as these days will be made up at the end of the year, at no additional charge.
- ◆ **Withdrawing a child from the program:** In order to withdraw a child from the Extended Day Program, a **two week written notice is needed**. Thereafter, a parent/guardian may re-enroll their child only **ONCE** during the same school year. **Also, an “add/drop” form must be completed at your child’s site.**
- ◆ **Adjustments to a child’s schedule:** For your child’s safety, changes to your child’s schedule, i.e. 3 days to 5 days or 5 days to 3 days, will only be allowed **ONCE** per calendar year. **An add/drop form must be done at the child’s site.**
- ◆ **Drop Off Rate: For children already participating in Extended Day ONLY!!!** This procedure is for parents/guardians who have an **EMERGENCY** need for AM, PM or Half Day Extended Day at a time when they normally do not attend (i.e. a three day AM Extended Day student who needs a fourth day, or a PM Extended Day student who needs to be dropped before school, etc.). This service is offered only as a convenience to our parents, and is not to be abused. The procedure to be used is as follows:
  1. Request must be in writing stating the nature of the emergency.
  2. Provide as much advance notice as possible in order to notify all personnel.

**AM Drop Off Rate - \$ 20.00**  
**PM Drop Off Rate - \$30.00**  
**HALF DAY Drop Off Rate - \$35.00**

## **ATTIRE**

Children should come to our program appropriately dressed for outdoor activity, including hats, mittens and boots in the winter and swimsuits and towels in the summer. There are times we are unable to keep individual children inside when the group is going out to play. Outdoor play is important and educational; therefore it is crucial to send appropriate outdoor clothing. In the event that a child needs a change of clothing, the parent/guardian will be called to come pick them up. A child who is ill or not well enough to play outside should stay home. We will make sure your child dresses warmly; and we will not go outside in extreme weather. To minimize any mix-up or loss of clothing parents are requested to label their child's clothes, boots, hats, coats, sweaters, gloves, etc.



## **ACTIVITIES**

Developmentally appropriate activities are tailored to the developmental needs of the children and youth served. Schedules allow flexibility for children and choices that enhance both learning opportunities and discovery. The environment is arranged to accommodate children individually, in small groups, and in large groups.

### **Daily Activities may include:**

- Project Based Activities- Connecting with the School-Day
- Physical Sports
- Non-Competitive Group Games
- Team Building Activities
- Arts
- Social/Leadership
- Science/Outdoor World
- Community Based Activities
- Homework Centers
- Computer
- Literacy
- Math



rector will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the program's observations related to the referral and any efforts the center may have made to accommodate the child's needs. The Community Services Director will offer assistance to the child's parents in making the referral. Written parental consent must be given before any referral is made. All referrals and parent conferences will be documented in writing.

## **TERMINATION**

When any child is terminated from the program whether initiated by the site or the parent, the Community Services Director will prepare the child for termination from the center in a manner consistent with the child's ability to understand. Parents will be informed of the availability of information and referral for other services and the program will provide this information upon request by the parent. Please always keep in mind that your child is very special to us. We will always keep any discussions regarding your child in the highest of confidence.

or educational/social services that will help your child grow to potential.

- No child should be subjected to cruel or severe punishment, humiliation, physical or verbal abuse, neglect, or abusive treatment.
- No child shall be denied food as a form of punishment. No child shall be force fed.
- No child shall be punished for soiling, wetting, not using the toilet, or using any other unusual or excessive practices for toileting.
- Corporal punishment shall not be used, including spanking.
- Where appropriate and feasible, children shall participate in the establishment of such rules, policies and procedures.
- Depending on the circumstances, the Site Director and/or Program Director will decide on the length of suspension period, a termination decision and /or if a child/youth needs to be picked up immediately.
- Decisions will be made depending on the age and development level of child/youth involved.
- The previous list is NOT a complete listing of every type of possible misconduct. In the event that a child/youth engages in a type of misconduct that does not fall within any of the listed categories, the Site Director/Extended Day Director will issue an appropriate consequence.

### **REFERRAL SERVICES AND TERMINATION PLAN**

The program shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services for their child should the site staff feel that an assessment for such additional services would benefit the child. Whenever any staff member is concerned about a child's development or behavior and feels that further evaluation should be done, they should report to the Site Director, who will review concerns with the administration in charge. If the administrator agrees, the special education staff member is requested to observe and record the child's behavior for a specified period, complete an observation report and review the child's record prior to making a referral. The program maintains a list of current referral resources in the community for children in need of social, mental health, educational or medical services, as well as the Special Education contact person.

### **REFERRAL MEETING**

The Community Services Director will schedule a meeting with parents to notify them of the program's concern and prepare a current list of possible referral sources. At the meeting, the Community Services Di-

### **Activities:**

- Activities and experiences foster a positive self-concept and a sense of independence;
- Activities and experiences encourage children to think, reason, question and experiment;
- Activities and experiences enhance school day learning, physical development, cooperation and self-esteem;
- Activities and experience encourage sound health, safety, nutritional practices, and the wise use of leisure time;
- Activities and experiences encourage awareness of and involvement in the community.

### **PROGRAM COMMITMENT TO INCLUDE CHILDREN WITH SPECIAL NEEDS**

Children with special needs (i.e. children that require special medication, special diet, additional assistance with learning or homework and/or behavioral assistance) or who are identified as special needs by the school system are required to have a written plan of care with the Extended Day Programs (i.e. Individual Education Plan, behavior plan, medical documentation.) Special needs children will be admitted on a case-by-case basis with written approval and guidance from the administration team. In order to meet the individual needs of the child, the parent is required to include the extended day program in the IEP process.

### **HOMEWORK POLICY**

All after school programs will have a designated time for homework. Please keep in mind that if you pick up your child before the scheduled homework time, your child may not have it completed. It is the student's responsibility to make good use of this time and to make sure all of their homework is completed. Homework assistance is provided as time allows. Please keep in mind that there is one teacher with groups of up to 15 children. It is ultimately the parent's/guardian's responsibility to check their child's homework every night to make sure it is finished and correct. Children will not be allowed back to their classroom to retrieve homework.



### **STAFF**

Our programs have a child to staff ratio of 1 teacher to every 15 children and includes licensed teachers.

## **HOURS OF OPERATION**

### **BEFORE SCHOOL PROGRAM**

Elementary Schools: 6:45 a.m. - until regular school staff are on duty for the day.

Ryan School: 6:45 a.m. - until regular school staff are on duty for the day

### **AFTER SCHOOL PROGRAM**

Elementary Schools: 3:10 p.m. - 6:00 p.m.

Ryan School: 2:30 p.m. - 6:00 p.m.

Wynn Middle School: 2:00 p.m. - 6:0 p.m.

### **OTHER PROGRAMS**

**Pre-School Program** (ages 3-5) (must be 3 by 8/31)

Half Days, 9:10a.m.- 11:30a.m., 12:00p.m. - 2:30 p.m. Or

Full Days, 9:10a.m. - 2:30p.m.

(If in Extended Day your child will be kept with the preschool until Extended Day starts at 3:10)

**School Vacations:** 6:45 a.m. - 5:30 p.m.

#### **Summer Extended Day**

North Street/Heath Brook School (**Grades 1-3**) 6:45 a.m. - 5:30 p.m.

Half Days: 6:45 a.m. - 12:30 p.m. or 12:30 p.m. - 5:30 p.m.

Wynn Middle School (**Grades 4-6**) 6:45 a.m. - 5:30 p.m.

REC Center (Livingston St) (**Grades 7-9**) 6:45 a.m. - 5:30 p.m.

Half Days: 6:45 a.m. - 12:30 p.m. or 12:30 p.m. - 5:30 p.m.

Pre-School Program (ages 4&5) 6:45 a.m. - 5:30 p.m.

### **HEATH BROOK PRE-SCHOOL PROGRAM**

Tewksbury Public Schools Pre-School Program is open to children ages 3 through 5 (who are not eligible to attend Kindergarten) and is held at the Heath Brook School Full Days or Half Days, Monday through Friday, when school is in session. The program offers a child-centered curriculum, based on the Massachusetts Curriculum Frameworks. Daily activities include language arts, math readiness, art, music, physical education, and structured activities for social development. All teachers are licensed by the Massachusetts Department of Education.

### **VACATION PROGRAM**

Modeled after "Project Adventure", our school vacation program offers A.D.V.E.N.T.U.R.E.: Activities that Develop Vital, Energetic, Nurturing, Teambuilding, Unique, and Realistic, Experiences. Program hours are 6:45 a.m. to 5:30 p.m. during the December, February, and April school vacations. Tuition is \$45 per day (rate subject to change). Optional field trips to exciting locations are offered at an additional charge.

harassment, including bullying. The Principal/Extended Day Director will be responsible for handling all complaints by students alleging harassment, including bullying and taking the appropriate action.

### **THE ADMINISTRATION HAS THE AUTHORITY TO SUSPEND/TERMINATE ANY CHILD/YOUTH FROM THE PROGRAM FOR ANY OF, BUT NOT CONFINED TO, THE FOLLOWING REASONS:**

1. If a parent/ guardian has not followed up on the program's recommendation for an evaluation or a referral for additional services within 3 weeks (i.e., speech, hearing, emotional/behavioral concerns, medical or developmental concerns).
2. If a child continues to do harm or display inappropriate behavior after discussions *with* the parent/guardian and the implementation of a behavior management plan for a reasonable amount of time.
3. If the parent/guardian fails to provide any of the necessary forms or documentation within a 2 week period.
4. If the parent/guardian does not pay the child/youth tuition.

### **In-House Suspension/Loss of Privilege:**

There are times when your child's behavior may not warrant a suspension away from the program, but requires an "In-House suspension" or "loss of privilege"- consequences during program operation hours. This could be a restriction such as withholding the privilege of attending a field trip or participating in a special activity. A phone call will be placed to you explaining the decision and an incident report will be documented in writing.

### **Suspension:**

If your child's behavior requires suspension from the program, a written cause for suspension will be given to the parent (Incident Report) indicating the length of suspension. The child will be allowed to return once a meeting is held with the parent and all other necessary parties in order to agree upon a plan.

### **Termination:**

At times we may feel that your child is not ready for our program or that our program is not appropriate for your child's growth and development. We reserve the right to withdraw your child from the program. Prior to terminating your child, we will make contact with you to meet to discuss our concerns. This will also be made available to you in writing. If a child is asked to withdraw, tuition charges will cease from that day forward and any advanced tuition payments will be refunded. In addition, we will work with you in trying to find alternative placements



a serious nature, you will be called for immediate pick up of your child.

2. If a child is unable to gain control, the child will be given a warning that she/he will have to take time away from the group to gain control and re-group.

3. If a child does not respond to the warning or if the behavior requires immediate adult intervention and consequences, then the child will be asked to take self-control time. This is a period of quiet time in an area where the child can be under constant monitoring by staff. The child will indicate when he/she is ready to return to the group after talking with an adult. Other plans of behavior management that we use may involve cooperation from the parent at home.

### **BULLYING POLICY**

The issue of bullying and cyber bullying in all forms is an expanding area of liability, based on the bullying legislation signed by Governor Patrick on May 3, 2010. The definition of bullying is: the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture of any combination thereof, directed at a victim that: (i) caused physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear or harm to himself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process of the orderly operation of a school.



The school committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

The district will promptly and reasonably investigate allegations of

### **SUMMER EXTENDED DAY**

#### **(For Students entering Grades 1-3) (Full and Half Days)**

Tewksbury Public Schools is pleased to provide a "Full Day" and a "Half Day" Extended Day Program during the summer at the North Street or Heath Brook School. We offer your child a full compliment of enriching activities in a safe, fun, well supervised environment. Daily enrichment activities include arts and crafts room, 3 recreation & game rooms, outside water/sprinkler activities, playground, computers, and gym. Each Thursday features a water slide (weather permitting) at no additional charge. Students travel to an area technical school for swimming one morning per week at no additional charge. Most areas are air conditioned. Optional field trips to exciting locations are offered at an additional charge for those enrolled in the full day program.

### **LEADERSHIP ADVENTURE PROGRAM**

#### **(For Students entering Grades 4-9) (Full and Half Days)**

Tewksbury Public Schools is pleased to provide a Full and Half Day Extended Day Summer Program for students entering Grades 4-9 (Gr. 4-6 at the Wynn and Gr. 7-9 at the Livingston St. Recreation Center.) Each day will feature cooperative games, leadership activities, team and adventure sports, and arts and crafts. There will be field trips available once or twice a week for an additional fee to cover the cost of transportation and/or admission charge for those enrolled in the full day program. Also, swimming at a local school one day per week is included in the tuition.

### **4&5 YEAR OLD PROGRAM**

#### **(For 4 & 5 year olds who are potty trained —must be 4 as of 8/31)**

This program will be offered at the North Street or Heath Brook School for 1, 2, 3, 4 or 5 days, Monday through Friday from 6:45 a.m. -5:30 p.m.. Each week will highlight a theme based activity including Bugs, Dinosaurs, Gardening, Western, Sports Beach/Ocean, Pirate and Camping. Please bring a lunch, snack and drinks daily. Also, please bring a bathing suit (2 piece for girls is preferred), towel, and sunscreen each day. We suggest you also send along a change of clothes in case of accident.

### **PROGRAM PROCEDURES:**

#### **BEFORE SCHOOL PROGRAM**

- ◆ Parents/Guardians must provide transportation to the **Before School** Program.
- ◆ Children must be walked into the school each morning.

- ◆ **All parents must sign-in upon arrival each morning.**

### AFTER SCHOOL PROGRAM

- ◆ Parents/Guardians must provide transportation home from the **After School** Program.
- ◆ **Parents/Guardians must sign-out each day** and let the staff know that you and your child are leaving. Please note that the late pick up fee policy is in effect for our **After-School** program.

### PRE-SCHOOL PROGRAM

- ◆ Parents/Guardians must provide transportation to the **Pre-School** Program.
- ◆ Children must be walked into the school each morning.
- ◆ **All parents must sign-in upon arrival each morning.**
- ◆ Parents/Guardians must provide transportation home from the **Pre-School** Program.
- ◆ **Parents/Guardians must sign-out each day** and let the staff know that you and your child are leaving. Please note that the late pick up fee policy is in effect for our **Pre-School** Program.

### VACATION AND SUMMER PROGRAMS

- ◆ Parents/Guardians must provide transportation to the **Vacation and/or Summer** Program.
- ◆ Children must be walked into the school each morning.
- ◆ **All parents must sign-in upon arrival each morning.**
- ◆ Parents/Guardians must provide transportation home from the **Vacation and/or Summer** Program.
- ◆ **Parents/Guardians must sign-out each day** and let the staff know that you and your child are leaving. Please note that the late pick up fee policy is in effect for our **Vacation and/or Summer** Programs.

### SNOW DAYS, INCLEMENT WEATHER & EMERGENCY SITUATIONS

Tewksbury Public Schools Programs will be closed on the following snow days:

- Snow Emergency
- State Emergency
- Blizzard Conditions
- Conditions are unsafe for children
- School Building is Closed

The tuition schedule takes into account the fact that there will be periodic vacations, severe or inclement weather, and emergency situations such as (no heat, electricity, water, etc.) when school needs to be closed or close early. No de-

team building skills. Other plans for behavior management that we use may involve cooperation from the parent at home. These may include systems using tokens, charts and incentive plans. We also may suggest a team meeting if your child is on an individualized education plan at school or is involved in individual, peer or family counseling. We will request that you meet with us if we feel the situation requires your cooperation. We also encourage parents to invite Extended Day Staff to any education plan meetings that involves their child.

### ACCEPTABLE GUIDANCE TECHNIQUES INCLUDE:

- Focusing on and reinforcing of positive behavior;
- Using encouragement and words of praise;
- Anticipation of problem-triggering situations;
- Soliciting cooperation;
- Involving children in setting of rules and in discussion on how to handle inappropriate behavior;
- Provide alternatives to undesirable behavior;
- Allowing children a chance to regroup, regain control in a quiet and relaxed area of the room;
- Remove the child from stressful situations;
- Limit the child's participation in any activity that triggers unacceptable behaviors.

**NOTE: PARENTS ARE ASKED TO FOLLOW ACCEPTABLE GUIDANCE TECHNIQUES WHILE IN ANY OF THE EXTENDED DAY PROGRAMS .**

### CHILD NEGLECT AND ABUSE

Children exhibiting suspicious bruises, abrasions, burns, and other physical marks will be reported to the appropriate authorities. **ALL SCHOOL STAFF ARE STATE-MANDATED CHILD ABUSE AND NEGLECT REPORTERS.** It is our policy to report, to the Department of Social Services, any suspected or alleged incident of child abuse or neglect immediately by telephone;

### TEWKSBURY PUBLIC SCHOOL'S EXTENDED DAY PROGRAM PROCEDURE FOR INAPPROPRIATE AND/OR UNACCEPTABLE BEHAVIOR:

1. If a child is not cooperating or following the rules, if at all possible, we first try to redirect the behavior through adult intervention and guidance techniques. We will try to provide options and choices for a child to help bring about a positive change. If the issue is of

gram is required after a reportable communicable/contagious disease.

- You will be notified within 24 hours if a contagious disease has been found at the program.
- **NOTE: Please notify the office if your child has a communicable disease. A note will be sent home to program parents to notify them and let them know what symptoms to be watching for. Your child's name will not be revealed.**

### **ALLERGIES, DIETARY RESTRICTIONS, SPECIAL LIMITATIONS**

We ask that you inform us, in writing, on the second page of your registration packet if your child has any allergies, dietary restrictions or chronic health problems, so that an individual plan may be arranged for your child. Children will only be released to parents, guardians, or parent designees shown on the Accident Illness Form. Children will not be released to anyone under the influence of drugs or alcohol. If this occurs, the police will be notified immediately.



### **LOST ARTICLES**

The program cannot assume responsibility for lost toys, book bags, homework, or clothing. Please mark all containers and articles of clothing with your child's name. Please do not allow children to wear or bring valuables to the program. All unclaimed items will be donated to charity every month.

### **BEHAVIOR MANAGEMENT POLICY & REFERRAL SERVICES K-9<sup>th</sup> Grade**

We believe in a positive approach to managing children's behavior through use of redirection and dialogue. Our goal is to assist in developing self-control and engaging children in socially acceptable behaviors. Adults will model, coach, and encourage guidance techniques of discipline that are fair, consistent, and respectful of children. This is based on the understanding of individual needs and behavior of children at varying developmental levels. Simple understandable rules are established so expectations and limitations for children are clearly defined. Throughout the year you will find that we incorporate many fun ways to help teach cooperative behavior through conflict resolution and

creases in tuition will be made for these events, and full days missed are made up at the end of the school year.

### **DELAYED OPENING PROCEDURES:**

All Extended Day Programs will be cancelled on those days when school is cancelled due to inclement weather. The decision to delay the start of school will be made after all weather and road conditions have

All announcements regarding the **cancellation, the delayed opening, or early dismissal** of school will be broadcast on the following **AM Radio Stations:** WBZ 1030, WCAP 980, WCCM 800, WHDH 850, WRKO 680 **and on Television Stations: 4, 5, 7, 25**

been evaluated on the basis of information available at the time. **Please note that in the event of a 90 minute delay:**

- ♦ The **Before School Programs** will be cancelled.

### **EARLY RELEASE**

In the event we must dismiss schools early due to inclement weather or other conditions, an announcement will be made on radio and television stations. **An announcement will also be made to parents via the One Call Now system and every effort will be made to email and/or text parents about this (you must opt in for text messages in your account.)** System wide early dismissal will be in the following order: High School, Wynn, Ryan, Heath Brook/Trahan, and Dewing/North St.. **Children enrolled in the After School Program will remain at school until they are picked up by their parent/guardian. (Parents are reminded to use good judgment and leave work early to allow extra time for travel.)**

### **ADMINISTRATION**

The Extended Day program is administered by an experienced, qualified management team. Our team includes a Community Services Director who oversees all aspects of the program as a whole, a Site Director, who is on-site and responsible for the daily operations, and Group Leaders who supervise the children. With many years of experience working with children, our Program Administration is committed to providing your child with a safe, quality and caring place to go to before and/or after school. There will always be a Site Director or designee available to answer any questions during program hours. Your child will be assigned a group placement upon registration. Each staff member is responsible for the design and implementation of activities to meet your child's needs and interests. We always welcome any suggestions or new ideas from parents/guardians.

### NON-DISCRIMINATION POLICY

Our philosophy maintains that every child is unique with something special to offer us. Our program enables children to feel pride about their racial and cultural identity and develop ease with and respect for gender or physical differences. We practice an anti-bias curriculum in our daily environment which is rich in possibilities for exploring each child's gender, race, and ethnicity, nation of origin, sexual orientation and different-abilities in our children.

We do not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability. We believe that children of all socioeconomic levels should have equal access to a safe, learning environment and we continuously strive to assist families in attaining after-school services that are reasonable and affordable.

### PARENT/GUARDIAN INVOLVEMENT

We regard parent/guardian involvement as the primary key to the success of our programs. Your opinions are highly regarded and we always try to maintain an open dialogue with a very close working relationship with parents/guardians in decision-making. We hold an "open door" policy where you are always welcome. We hope that you become involved in the development of center policies by responding to the program evaluations sent home once a year, attending parent/guardian meetings, and/or speaking to a Site Director privately. Our Site Directors are always willing to meet with you for an individual conference. We ask that you pre-arrange your conference time. If you have a complaint regarding a staff member's actions that cannot be resolved by speaking with the teacher in person, you should speak with the Site Director immediately. If the situation cannot be resolved, a formal meeting with you, the Site Director and Community Services Director will be arranged.

### ABSENT CALL-IN POLICY

You must write a note to your child's homeroom teacher and Site Director if your child will be absent from the extended day program. We ask that all parents/guardians take this matter seriously. Please understand it alleviates worry for us and saves us time trying to contact you.

**If your child is absent from school and on the absent list, we will assume your child is also absent from the program.** Parents/guardians are responsible to pay for days that their child is contracted for, even if that child does not attend for that day. Parents/guardians may call the office and speak to a staff member or leave a voice mail message.

### PROCEDURES FOR EMERGENCIES AND ILLNESS

You must complete the form in your registration packet which provides us with information regarding how to contact you in the event of an emergency and which authorizes us to transport your child to the nearest medical facility and to administer first aid when the situation is not considered critical. If the situation is considered critical, we will transport your child to the nearest medical facility and you will be called immediately. A staff member will stay with your child until you or a designated adult can be present. **In the event we cannot reach you, we will proceed to call those names listed in your registration packet as your Emergency Contacts. Please be sure to write at least 2 names (at last one should be local).** In fairness to the child and his/her peers and the program staff, parents are asked to keep a child home on any day when the following symptoms occur:

- Evidence of a fresh cold
- Fever of 100 degrees or more
- Nausea, vomiting, diarrhea
- Sore, running eyes or inflammation of the eyes
- Is in the late incubation stage of a contagious disease
- Is over-tired, emotionally upset or too ill to be able to participate in daily activities including outdoor play
- Wheezing
- Discretion will be shown when a child exhibits symptoms of an illness. Parents will be notified to pick up an ill child within 1 hour or a late fee will be assessed. Children will be sent home who have vomited or have diarrhea.
- Your child may return to our program without a physician release if your child is free of fever for 24 hours without the use of fever-reducing medication, has no symptoms of diarrhea or vomiting for 24 hours, or if the time is after 24 hours of the first administration of a prescribed antibiotic.
- A note from your doctor allowing your child to return to the pro-