

Dear Parents,

Welcome to Southborough Extended Day Program, Inc. Our private non-profit organization provides out-of-school time care for Southborough school children in grades K-8. Founded in 1986 by a group of parents, our “grass-roots” organization has grown to serve over 200 students annually while still maintaining its commitment to personalized care and programming for the families of Southborough.

Our primary goal at SEDP is to provide your child with a “home away from home” after school. We provide a safe and nurturing environment where students can socialize with peers, engage in enrichment activities and participate in recreational programming. Time is also set aside each day for students to work on their homework. Our experienced and caring staff members create fun and innovative programming for students of all ages, interests and abilities. We focus on building positive relationships, developing social skills, strengthening self-esteem, and encouraging independence, responsibility and good decision-making.

This handbook provides detailed information on the structure, policies and goals of our program. Once you have read this book, please sign and return the attached acknowledgement form to your program’s Site Coordinator. The contents of the handbook are also available on our website.

Please feel free to contact us with concerns or questions you may have. Your support and cooperation during the school year will ensure that SEDP continues to be an effective, high quality school-age childcare program. Once again, welcome to Southborough Extended Day Program, Inc.

Sincerely,

Karen Isaacson  
Executive Director

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# SECTION ONE: OVERVIEW

## **SEDP Mission Statement:**

The mission of the Southborough Extended Day Program is to provide a safe, fun and engaging out of school time environment for children residing in the Town of Southborough.

## **Philosophy:**

At SEDP we believe play is essential to the health and well being of children. Play helps kids grow to be healthy, happy, and successful through experiences full of creativity, exploration, physical activity, friendship, and adventure. Play improves the quality of life and benefits children physically, emotionally, socially, and cognitively. In order to support and encourage children's growth through play, we provide a wide variety of materials, equipment, projects, games and activities within a flexible structure. Our programs are closely supervised for safety, while allowing ample opportunity for freedom, exploration and choice. Activities and materials are carefully selected to appeal to the specific abilities and interests of the children at each site.

## **Goals:**

Provide a safe environment where parents feel confident enrolling their children  
Provide a warm, nurturing environment where children feel welcome and valued  
Support the social, emotional, physical, and cognitive development of each child  
Respect the individuality of each child and family  
Encourage strong relationships between children, staff and families  
Promote positive social values such as respect, consideration, trust, courtesy, initiative, independence and problem solving

## **Statement of Non-Discrimination:**

Southborough Extended Day Program, Inc. does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, language spoken, marital status, sexual orientation, special needs or disability. Toilet training status is not an eligibility requirement for enrollment.

## **Services Offered:**

- **Before School Program:**
  - Open to students in grades K-3, 7:00AM-9:00AM
  - Located at the Finn School
  - Students in Grades 2 & 3 get on the bus at Finn at 8:35 and are dropped off at the Woodward School in time for the start of the school day. Extended Day staff ensure they get on the bus from Finn. Woodward school staff supervise student arrival at Woodward
- **After School Programs**
  - Finn School: Grades K & 1, 3:00PM-6:00PM
  - Woodward School: Grades 2&3, 3:00PM-6:00PM
  - Neary School: Grades 4-8, 2:20PM-6:00PM
    - Please note, program participants in grades 6-8 will be bused from the Trottier Middle School to the Neary Site at school dismissal time.
- **Half Day Kindergarten and Preschool Enrichment:**
  - 11:30AM-3:00PM Daily at Finn
  - Open to any student enrolled in the morning Kindergarten or Preschool Program at the Finn School
  - Structure, play-based learning and social environment, for the combined preschool and Kindergarten age groups.

- Full-Day Programming
  - Grades K-8, 7:00AM-6:00PM
  - SEDP provides optional full-day programming on many of the days schools are closed. All ages are combined at one location; the specific site varies depending on the needs of the group. See current calendar for specific dates.
- Summer Camp
  - Grades K-5, 7:00AM-6:00PM
  - Open to the public. All ages combined at one site. Location and dates vary annually. Current year information is distributed and posted to our website annually in March.

### **Organizational Structure of SEDP:**

SEDP is registered as a 501(c) 3 non-profit organization in the Commonwealth of Massachusetts. We maintain a lease with the Superintendent of Public Schools to operate our programs in the Finn, Woodward and Neary Schools. Below is a description of our organizational structure, including lines of authority and supervision. Please see our website for more information on the individuals who fill these roles.

- SEDP is governed by a **Board of Directors**; a group of dedicated parent volunteers who work closely with the Executive Director to maintain a high-quality program. Responsibilities include: policy development, program improvement, budget development and fiscal review. A current list of board members is available on our website, [www.southboroughextendedday.com](http://www.southboroughextendedday.com).
- The **Executive Director** is responsible for the overall management of the program, including staff supervision, financial management, program planning, goal setting, licensing, and community relations. The Executive Director reports to the Board of Directors, meeting with them monthly to provide program updates, financial reports, and to discuss program growth and improvement.
- Each of the three schools has a **Site Coordinator** who reports directly to the Executive Director. In addition to directly working with children, the Site Coordinators are responsible for curriculum planning, staff supervision, behavior management, and parent communication at his/her site.
- **Group Leaders** are experienced professionals who work directly with the children, providing supervision, guidance, and support to all aspects of the program.
- SEDP also utilizes **Assistants** and **Volunteers** to provide additional support to the program. Typically these are high school students who demonstrate good judgment and enthusiasm for working with children. They always work under the direct supervision of a Group Leader or Site Coordinator.

### **Staff Qualifications:**

All of our staff meet or exceed the requirements of the Department of Early Education and Care. Staff members are chosen for their demonstrated ability to work effectively with school-age children including their experience, creativity and sensitivity to the needs of children. Prior to employment, all employees and volunteers must complete a background record check, including a criminal record check, department of social services check, and at least two professional/personal reference checks. In addition, all staff maintain current First Aid and CPR certification and are required to participate in annual training and professional development.

### **Licensing Authority:**

SEDP programs are licensed by the Massachusetts Department of Early Education and Care and adhere to its standards and regulations at all times. Parents may contact EEC for information regarding the program's regulatory compliance history.

Department of Early Education and Care, Central MA Region  
 Tammie MacIlvane, licenser. 10 Austin Street, Worcester, MA 01609  
 Phone: (508) 798-5180

## **SECTION 2: ENROLLMENT AND FEES**

### **Enrollment Procedures:**

All children attending Southborough Public Schools in grades K-8 are eligible for enrollment in our before and after school programs. In order to enroll:

- Complete all enrollment forms (available from our website or by calling the Executive Director).
- Submit registration fee and security deposit.
- Arrange for program orientation and site visit prior to enrollment. (This is an optional service that all families are encouraged to take advantage of. You are not required to attend orientation)
- Communicate in writing with your child's school to inform them of your child's schedule at SEDP.

### **Billing Procedures:**

SEDP calculates the total amount it will cost for your child to attend our program for the entire school year and divides this annual cost into 10 equal monthly payments. The annual tuition is based on the 180-day school calendar and while some months have more school days than others, monthly payments stay the same. All payments are due on the first of the month prior to your child's attendance. For example, September's payment is due on or before September 1st. We will email an invoice each month approximately 14 days prior to the due date. Your September statement will be sent in mid-August. Please remit your payment by mail or drop it off at your child's site each month. Please do not put your payment in your child's backpack. If you use an on-line bill paying service through your bank, you may set us up as a payee and your bank will transmit the funds to SEDP in the form of a check. Simply use your child's name as an account number to make sure we apply payments properly. Record of your payment will appear on the next month's invoice. Please contact the office if you need a receipt at another time.

### **Late Payments:**

- Any payments not made by the 10th of the month are subject to an automatic \$25 late payment fee.
- If tuition payment cannot be made on time for any reason, the parent/guardian must call the Executive Director to discuss the situation and payment options.
- Failure to respond and/or adhere to the options agreed upon will result in the child's suspension from the program, which will occur on the 15th day of each month.
- The child may return to the program once all financial obligations have been met. A child's space will be held for one week only. After the one week, readmission to the program will be contingent upon availability of the space.
- Families who are terminated from the program due to lack of payment forfeit their security deposit.

### **Tuition Assistance:**

SEDP has a contract with the Child Care Resource Center for child care vouchers. A voucher provides state funds to subsidize the cost of child care for income-eligible parents who are working or attending school. Contact the Child Care Resource Center at (617)547-1063 or visit [www.cccinc.org](http://www.cccinc.org) for more information. If you do not qualify for a voucher, SEDP has a limited number of scholarships available for those in need. Please visit our website or contact the Executive Director, Karen Isaacson, for eligibility requirements and a scholarship application.

## **SECTION 3: POLICIES AND PROCEDURES**

### **Communication with your child's school:**

SEDP is an independent non-profit business leasing space from the Southborough Public Schools. While we work closely and collaboratively with school personnel, we operate independently from the schools. You must communicate directly with both the school personnel AND with SEDP personnel regarding your child. At the beginning of each school year you must tell the school where your child goes at dismissal each day (Extended Day, Bus, Parent pick-up, etc). If you have added a day or changed your schedule at any point on the year, you must also communicate this in writing to your child's school. The school will not release your child to SEDP unless you have instructed them to do so. Similarly, it is not the schools responsibility to inform SEDP of absences or early dismissals. If your child will not be attending SEDP for any reason (including any extra-curricular activity where your child will arrive at SEDP later than dismissal), you must contact SEDP directly to report the absence or change (see below).

### **Absences:**

A major responsibility of the SEDP staff is to know the whereabouts of each child at all times. For this reason it is imperative that parents notify the program if their child is going to be absent. Your child's school will not automatically inform SEDP that your child is absent. Even if you have already notified the school of the absence, you must also call SEDP to report the absence. When a child who is scheduled to attend the after school program fails to arrive, the SEDP staff will begin to search for the child by contacting the school office, child's teacher and/or child's parents. We will not assume the child has already gone home safely; we will always double-check the child's whereabouts. This process is time consuming and takes a staff member away from the group during the busiest time of day. We appreciate your cooperation with this policy.

To report an absence from Extended Day, please email or call each site directly **prior to 2:00PM:**

Finn: 508-481-9354 sedp.finn@gmail.com

Woodward: 508-481-4701 sedp.woodward@gmail.com

Neary: 508-480-8214 sedp.neary@gmail.com

### **Schedule Changes and Extra Day Enrollment:**

SEDP offers flexible part-time enrollment options. There is a minimum commitment of 2 days per week, but parents are able to choose which days their children attend. However, in order to plan appropriate staffing levels each day, we require each part-time family to choose a consistent weekly schedule. Additional days may be purchased at the rate of \$25 per day for after school or \$10 per day for before school. Please check with your Site Coordinator for availability.

If you would like to permanently change your child's schedule, you must fill out the "schedule change form" (available at each site or from our website). Schedule reductions require 30-day advance written notice. Permanently changing scheduled days or adding more days to your schedule requires written notice and Director's approval.

### **Holidays/Professional Development Days/Vacation Weeks:**

SEDP provides optional full-day programming on many of the days schools are closed, including February and April vacation. All students from all schools are eligible for enrollment. Programs are consolidated at a single site, and a field trip is frequently planned. Enrollment is limited to 60 students, and registration is taken on a first-come, first-serve basis. Parents will be notified of separate registration forms, activity schedules and fees at least two weeks prior to the event. We remain closed during the December school vacation. A current calendar is included at the end of this handbook and on our website.

### **Early Release Days:**

SEDP provides additional care on Early Release Days at no extra charge. Only the children who are regularly scheduled at SEDP on that day may attend. For example, if the Early Release Day is on Thursday, only those children registered on Thursdays will be able to attend. You must send a lunch and a drink with your child on All Early Release days. The cafeteria is not open and SEDP does not have the facilities to provide lunch. If your child is not going to attend on an Early Release Day please let us know ASAP so that we may plan our staffing accordingly.

### **Inclement Weather Policy:**

- School Closure
  - If the Southborough Public Schools are closed due to weather conditions, Extended Day will be closed also. Please listen to local television and radio stations for school closings. You may also call the Extended Day line at 508-481-9353 after 6:00 AM.
- Delayed Opening
  - If Southborough Public Schools delay the opening of school, the SEDP before-school programs will be closed. Afternoon sessions will be open as usual.
- Early Dismissal
  - If it becomes necessary to dismiss school early due to severe weather, you will receive a phone call from the school department updating you with the new dismissal time. You will typically have at least several hours notice of this change in dismissal time.
  - Due to concerns over worsening conditions and for the safety of children and staff, Extended Day will only remain open for 1 hour after the children have been dismissed from school. (For example, if the children are dismissed from school at 11 am, Extended Day will remain open until 12pm.)
  - Please be advised that Extended Day staff members are not already in the building and will be contacted to arrive at SEDP in time for the early dismissal. If your child is going home on the bus, or otherwise being picked up directly at school you must call SEDP to notify us of your child's absence. This consideration will allow us to make appropriate staffing decisions for each site.
  - It is essential that you develop a contingency plan for picking up your child if you feel you may not be able to arrive at SEDP within one hour of dismissal. A late fee of \$10 plus \$2 per minute will be charged for pick up later than one hour of dismissal.

### **Late Pick-up Fee Policy:**

Southborough Extended Day Programs close promptly at 6:00 PM each day. Any parent who does not adhere to this policy will be charged a late pick up fee. The fee charged is \$10.00 per child for the first 5 minutes plus \$1.00 per minute per child from 6:05 on. If you realize you are going to be late, please call SEDP to alleviate any anxieties your child or the staff may have. If you have not contacted SEDP by 6:15 PM, an emergency contact person will be called to pick up your child. It is always a good idea to have a back up person who is able to pick up your child in the event you get stuck at work or in traffic. If your child is not picked up by 7:00 PM and you have not contacted us, the Southborough Police Department and/or Department of Children and Families will be called to resolve the situation. SEDP staff is not permitted to transport your child home.

### **Child Release Policy:**

- The staff at SEDP will not release a child to anyone not listed on the release and consent form signed by the parent or guardian upon registration. This includes any parent, friend, relative or neighbor that may have been omitted from the release list, whether intentional or not. Any changes or additions to your release form must be made in writing. If a person is going to be picking up your child on just one or a few occasions, the staff must receive a written note or a phone call in order for them to release your child. Please remind anyone who is picking up your child that they will be asked for picture identification. Children cannot be released to any person under the age of 16.
- No children are permitted to leave school property without parental permission and supervision.
- If you have a custody agreement or restraining order that prevents one parent from picking up a child, you must provide a copy of this agreement to Extended Day.
- SEDP employees will not release a child to any adult if the employee believes the adult is under the influence of drugs or alcohol. This includes parents and guardians. A child will not be released to an adult who smells like alcohol, is disoriented, or who is walking or talking abnormally. The Site Coordinator will ask the adult to contact someone else to pick up the child. If the adult becomes abusive or aggressive towards employees, the police will be called immediately.

### **Transportation Policy:**

SEDP does not provide transportation to or from the program. Parents sign a transportation plan upon enrollment, and must submit any changes to this plan in writing to the Executive Director.

### **Arrival and Departure:**

Each child enrolled in our programs must be signed in and out every day.

- If your child attends the before school program you must escort your child directly into the classroom and sign them in. Children may not be dropped at the door and allowed to walk to the classroom on their own. At the start of the school day, SEDP staff will sign them out and release them to their classroom.
- If your child attends the after school program, the SEDP staff will sign them at dismissal time, as they arrive at our program. At the end of each day, parents **MUST** enter the program and sign out their child. We cannot release children directly to the parking lot, or escort them to your car.
- Until the staff members are able to recognize you and the people who you authorize to pick up your child, a staff member may ask you for a picture identification which will be cross-referenced with your child's file. This is the only way we can be sure we are releasing your child to the appropriate individual.
- If your child participates in extra-curricular activities within the school building (such as RAP, or scouts) your child will report directly to that activity at dismissal time, and arrive at SEDP once that activity is over. As with any other change to your schedule you must tell your child's teacher and the SEDP staff that your child will be attending the activity prior to coming to Extended Day.
- Children must not be allowed to play in the parking lot or in other parts of the school building once they have left Extended Day.
- Children in grade 4 or higher, with signed parental consent, may leave Extended Day to attend a special program on school property (such as sports practice on an adjacent field). SEDP is not able to escort children of any age to sports practice. Students without signed parental consent to leave the program **MUST** be signed out of the program by an authorized adult. Many sports coaches are willing to pick up children from Extended Day in time for practice. Many parents decide to share pick-up duties with teammates. Any alternate pick-up arrangements must be made in writing.

## **Daily Schedules:**

### **Before School**

7:00-8:50 AM Quiet games, crafts, free choice play

8:50-9:00AM Staff members dismiss children to their classrooms or other designated meeting area.

### **After School**

The program begins at dismissal time: 2:20 at Neary, 3:00 at Finn and Woodward.

The following is a guideline – please see your child’s site for more details on daily schedules and planned activities.

- Children arrive & attendance is taken
- Children wash hands and have a snack
- Staff will review scheduled activities, make announcements and may read aloud to the group during snack time (approx. 30 minutes)
- Homework time and other quiet activities (30 minutes)
- Free choice – including outside play, gym, board games, arts & crafts, special projects
- 5:30-6:00 – all students return to the SEDP space for free choice and quiet activities while waiting to be picked up

### **Kindergarten Enrichment**

11:30 – Kindergarteners are dismissed from their classroom to the lobby where they are met by the SEDP teacher and escorted to our room for free play.

12:00 – Pre-K students are dismissed from their classroom and walked down the hall to our room by one of the Preschool teachers.

12:00-12:30 Lunch

12:30-12:45 Circle Time

12:45-3:00 Choices: including arts & crafts, outside play, special projects, and group games. Snack is usually served around 2:00.

3:00 – Pre-K children and any Kindergarteners not staying for the after-school program are escorted by SEDP staff members to the parent-pick up line near the gym. Children staying for the afternoon program will remain in the Extended Day room with another staff member.

### **SEDP Curriculum:**

We believe that children are happiest when they are given choices during their out of school time. SEDP provides a “child centered” curriculum. All activities are age appropriate and appealing to school age children. The children are encouraged to participate in activities so that they may explore new interests and build upon current interests. Our philosophy is based on providing a nurturing atmosphere where the children are able to make their own activity choices. A great variety of activities are offered such as cooking, art, music, drama, homework help, science, sports and more.

The Site Coordinators at SEDP plan activities on a monthly basis. All of the activities at SEDP provide learning opportunities for participants and many projects also provide reinforcement for academic skills learned during the school day. Much of SEDP’s focus is on social skills such as conflict resolution, manners, and cultivating positive relationships with peers as well as caring adults. Many activities are theme based and provide opportunities to try new things. Although the children may not be aware they are learning during “fun activities”, learning is always happening. For example, each site provides cooking activities a few times per month. While participating in a cooking activity the children practice literacy skills by reading the recipe, reinforce math skills by measuring and also practice teamwork. Please feel free to speak to the Site Coordinator at your child’s program for further details on curriculum and activities.

### **Homework Policy:**

We understand that families lead busy lives and that many families find it helpful to have their students start their homework at Extended Day. SEDP staff is available daily to answer questions, provide supplies, and help children stay on task. SEDP is not able to provide individual tutoring services to students, or to correct a child's homework. If you would like your child to work on homework during Extended Day hours please speak with your Site Coordinator. We will remind your child of your expectations and provide encouragement and support, but ultimately homework is the responsibility of your child. SEDP staff cannot be responsible for ensuring completion of assignments. Each site handles homework slightly differently.

- **Neary:** 30-45 minutes of designated homework time is offered Monday-Thursday at the Neary Program, beginning at approximately 4:00PM. During this time all students are working on homework, reading or doing other quiet activities. After the 30 minute period other activity choices become available, though students are welcome to continue working on their homework for as long as they like.
- **Woodward:** Woodward offers an optional "homework club" and provides quiet space for students to work on homework from 3:30-4:30PM, Monday-Thursday. Parents who want their child to work on homework while at SEDP should contact their Site Coordinator to sign up for homework club. We will ask you and your child to sign an agreement about participation in this program in order to minimize arguing between students and staff. Students who do not have an agreement with their parents are welcome to use this time for homework, but will be allowed to make this choice for themselves daily.
- **Finn:** At Finn, there is no designated homework time, but children are welcome to work on assignments at one of the tables during free play.

### **Behavior Management Plan:**

SEDP provides positive and consistent guidance to children based on their individual needs and development. We design our environment and curriculum for success, with the goal of minimizing conflict, preventing problems, and keeping children engaged in appropriate activities. We encourage good behavior through positive reinforcement, close adult supervision, and redirection. We strive to maintain an environment that is safe and comfortable to all students and staff. If students are demonstrating unacceptable or inappropriate behavior that interferes with this environment the following steps will be taken.

- Remind the child of program rules, expectations for behavior and consequences of misbehavior.
- If the behavior continues, the student and staff member will discuss the behavior privately and create a plan to change the behavior.
- If the behavior continues, the student will be removed from the activity area for a few minutes until both the teacher and the student feel they are ready to return.
- If a child's behavior results in an injury to him/herself, others, or property, the Site Coordinator will document the behavior on an Incident Report and inform the student's parents and the Executive Director.
- In the event of repeated patterns of misbehavior, the Site Coordinator and Executive Director will request a meeting with the child's parents to develop a behavior plan. The plan will include input from the student, the parents and the staff. With parental permission, we may involve school personnel to ensure the plan is consistent throughout the day. Ideas for supporting the child's behavior at home will also be offered. Additionally, SEDP may offer referrals for evaluation or supportive services, discuss ways in which SEDP staff can be trained to better support the child, and consider use of an outside consultant.
- Finally, if all other interventions have failed, chronic inappropriate behavior may result in suspension from SEDP for 1-3 days, or termination from the program, depending on the situation. No child will be suspended or terminated from the program without the consent of the Executive Director. All efforts will be made to work with the parents and children on all behavior issues.

- Please be advised that each individual child and situation is different. These steps may be modified to adapt to a child or situation. A child may be immediately removed from SEDP, without adherence to the above steps, if their behavior seriously endangers his or her own safety or the safety of others in the program.
- The following behavior management techniques are strictly prohibited and will never be used by SEDP staff:
  - Spanking or other corporal punishment
  - Subjecting the child to cruel or severe punishment including humiliation, intimidation, verbal or physical abuse or neglect, any type of hitting inflicted in any manner upon the body, shaking, threats or derogatory remarks
  - Depriving children of meals or snacks, force-feeding children, making them eat against their will, or in any way using food as a consequence
  - Disciplining a child for soiling or wetting clothes or not using the toilet, forcing a child to remain in soiled clothing or remain on the toilet, or using any other unusual or excessive practices for toileting
  - Denying access to bathroom facilities
  - Excessive time out (time out may not exceed one minute for each year of the child's age and must take place within view of a staff member).

**Progress Reports:**

SEDP staff will complete a brief progress report mid-year on every child enrolled in the program. This report provides you with information on your child's social/emotional growth, language skills, life skills, role with peers and adults, and interests at the program. You will receive a copy of this written report for your reference and we would also be happy to sit down and discuss it with you. You may request a meeting or conference at any time during the school year to discuss your child's adjustment and progress at the program.

**Referral Plan:**

Southborough Extended Day Program works with the teachers and principal in each school to help a child learn and grow to his/her potential physically, mentally, emotionally and socially. If SEDP staff, after observing and interacting with your child, feel your child may benefit from additional services, we will request a parent meeting to discuss our concerns and make referrals to the appropriate services available in our community. Such referrals may include social, mental health, educational and medical services. A list of community resources is also included in the back of this handbook.

**Clothing**

Please dress your child in appropriate, comfortable clothing. It is suggested that you send an extra set of clothing to SEDP in case of toileting accidents or in case your child gets wet in the snow, rain or mud. These clothes cannot be kept on site, but may be kept in your child's backpack. Clothing items tend to get lost due to the number of children who attend our programs on a daily basis. Please clearly label all of your child's belongings so that identification is easy. We go outside every day unless the weather is severe. For example, we will not go outside if it is raining or snowing heavily or if the temperature/wind chill is below 20 degrees. Please prepare your child for the weather. In the winter, it is important that your child has gloves or mittens, hat or hood, boots and a warm jacket. On occasion, we will play outside in the snow and if your child does not have the appropriate clothing including snow pants, he/she will not be allowed to play in the snow and will have to choose another activity for the day. If your child has an accident or spill while at SEDP and does not have a change of clothes, we will provide your child with some extra clothes, which we keep on hand. If your child borrows this clothing, please launder and return them as soon as possible.

### **Snacks and Lunches**

SEDP provides a snack and drink every afternoon, shortly after dismissal. Effort is made to provide a nutritious snack that every student can eat and enjoy, and to provide an alternative for children with food allergies. A weekly snack menu is posted in each program. Parents are welcome to send in a supplementary snack if their child has food restrictions.

On Early Release Days and Full Day programs including Vacation camp, ALL children must bring their lunches from home. SEDP does not have the facility to provide lunch for those children who have forgotten their lunches. If a child forgets their lunch we will contact the parent to make arrangements. If no lunch is available we will offer the child something from the snack foods we have on hand. We are not able to refrigerate, heat, or otherwise prepare lunches. An ice pack in the lunch box will generally keep perishable foods safe until lunch-time.

Below is a list of suggestions for healthy lunchbox items:

Fresh fruit (whole or sliced) such as apples, pears, oranges, grapes

Pre-packaged fruit cups

Yogurt

Vegetables such as carrots, celery, bell peppers, cucumbers

Whole grain crackers

Cheese sticks or cubes

Sandwiches – with meat, cheese, peanut butter, jelly, cream cheese, tuna

Hard Boiled Egg

Nuts and Seeds

Many children also enjoy their favorite dinner foods, kept warm in a thermos, such as pasta, meats, rice, or beans

### **Children's Records:**

SEDP maintains records on each child enrolled in the program including all enrollment forms, injury reports, behavioral incident reports, medication administration forms, progress reports, and any other parent authorizations. These records are reviewed and updated as necessary but no less frequently than once per year. Signed consent forms are only valid for one year unless the consent is withdrawn in writing prior to that time. The child's parents have the right to add information, comments, data or other relevant materials to their child's record. The child's parents have the right to request deletion or amendment of any information contained in the child's record. Children's files are maintained in locked cabinets at each site. All information in the child's file is considered privileged and confidential and cannot be distributed or released to any unauthorized person without written consent of the child's parents. Parents may request access to their child's file and such a request will not be delayed by more than 2 business days. SEDP will maintain a log in the child's file to document each time information is released or distributed to someone who is not a program employee.

### **Transition Plan:**

Students remain in the same Extended Day setting for as long as they are enrolled in each school. To ease the transition to a new school and/or a new school year, each site offers an open-house a few days before school starts. Students and family members are welcome to visit the program, meet the staff, ask questions, and participate in an optional activity. Prior to the start of the school year, SEDP Site Coordinators meet to move children's records to the new school and to share information about children and families so that we may best meet the needs of each individual.

## **SECTION 4: HEALTH AND SAFETY**

### **Illness Policy:**

SEDP follows the same illness procedures as the Southborough Public Schools. Children excluded from school due to illness must also be excluded from Extended Day. Parents will be contacted if their child begins exhibiting symptoms of illness while at Extended Day. Parents must pick up their child/keep their child home if any of the following symptoms are present:

- Fever of over 100 degrees
- Vomiting or diarrhea within the last 12 hours
- Contagious illness such as strep throat, conjunctivitis, chicken pox, impetigo
- An active case of head lice
- Rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- Other signs of serious illness including unusual lethargy, irritability, persistent crying or difficulty breathing

Parents may also be asked to pick up their child in the following circumstances:

- Illness prevents the child from participating in the program activities or resting comfortably
- Illness results in greater care need than the staff can provide without compromising the health and safety of the other children

Children with symptoms of a mild illness, such as a cold without fever, may remain at the program if they feel well enough to participate. SEDP staff will make provisions and accommodations to keep children comfortable if they have a mild illness or are waiting to be picked up after getting sick at the program. We will provide food and drink as appropriate, a place for quiet activity, and the choice to remain inside if not feeling well enough for active play outdoors.

### **Medication Policy**

All Medication:

- Parents must provide all medication.
- The medication must be dropped off at Extended Day by a parent. Children may not carry their own medication. Medication must never be sent in a child's back-pack or lunch box.
- The first dose of any medication must be administered by a parent, outside of program hours to provide the parent sufficient time to observe adverse reactions. SEDP staff may not administer the first dose of any new medication.
- SEDP may not administer any medication contrary to the instructions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- Each time medication is administered by SEDP, the staff member will document in the child's record the name of the medication, the dosage, the time and method of administration, and who administered the medication.
- Unused medication will be returned to the parent. If the family has left the program and it is impractical to return the medication, it will be destroyed in accordance with the recommendations of the Department of Public Health Drug Control Program. The destruction will be witnessed and recorded by the Executive Director.

Requirements for Prescription Medication:

- The parent must complete and sign a medication authorization form.
- Medication must be in its original container with the original prescription label affixed, containing the child's name and dosage instructions.
- If a child has a chronic health condition that requires medication, the child must also have an individual health plan on file (see below).

Requirements for Oral Non-Prescription Medication:

- The child's physician must complete and sign a medication authorization form.
- The medication authorization form must also be signed by the parent.
- The medication must be in the original manufacturer's packaging and must be labeled with the child's name.

Requirements for Topical Medication:

- SEDP will apply topical non-prescription medication to unbroken skin with parental permission. Parents must fill out a medication authorization form or other consent form.
- If skin is broken or has open wounds, physician's authorization as well as parent's authorization is required in order for SEDP staff to apply topical non-prescription medication.
- Topical prescription medication follows the same rules as all other prescription medications.

**Medical Emergencies**

In the event your child becomes seriously injured or ill and is in need of immediate medical attention, SEDP will call 911 and then make every effort to contact you immediately. If you cannot be reached, the staff will attempt to contact the emergency names you have provided on the registration form. The Site Coordinator or Executive Director will accompany your child to the nearest medical facility. If you have not yet been contacted, the staff member will continue to try to reach you from the hospital. If failing to reach anyone, a decision regarding proper medical treatment will be left solely to the professional staff at the hospital. Please remember that each situation will be handled on an individual basis depending upon the severity of the injury.

*It is essential that you report any changes to your phone numbers or emergency contacts so that we may keep your child's file up to date at all times.*

**Individual Health Care Plan:**

A child with a chronic medical condition which has been diagnosed by a licensed health care practitioner must have an individual health care plan on file including: Description of the condition, symptoms, any medical treatment that may be necessary while the child is in care, potential side effects of that treatment, and potential consequences to the child's health if the treatment is not administered. The plan must also identify any training that SEDP staff will need related to the child's medical condition, medication and other treatment needs. The plan must specify who will conduct this training, and the trainer must be approved, in writing, by the child's physician.

### **Prevention of Abuse and Neglect**

All children enrolled at SEDP shall be protected from abuse and neglect. All employees of SEDP are mandated reporters of child abuse and neglect under Massachusetts general law. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child, he/she must file a report with the Department of Children and Families (DCF).

Procedures to be followed:

- A staff member who suspects abuse or neglect must document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Executive Director.
- The Executive Director or the staff member with the assistance of the Executive Director will make a verbal report to the Department of Children and Families (DCF), to be followed by a required written report 51A within 48 hours.
- The phone number for the Dept of Children and Families is: 1-800-792-5200
- If a staff member feels that an incident should be reported to DCF and the Executive Director disagrees, the staff member may report to DCF directly.
- All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Executive Director unless such a report is contra-indicated.
- In the event a report has been filed alleging the abuse or neglect of a child by an employee of SEDP, the employee will immediately be suspended from employment while an investigation is being conducted. The Executive Director will immediately inform EEC of any alleged abuse or report of abuse of a child while in the care of the program, during a program-related activity, or by an employee of SEDP. If the findings of the investigation are substantiated, employment will be terminated.

### **Plan for Natural Disasters and Weather Related Emergencies**

SEDP has developed a detailed Emergency Response Plan in collaboration with the Southborough Public Schools and the Town of Southborough Fire Department. A copy of this plan is available at each site. Each site also maintains an evacuation bag containing first aid supplies and emergency consent and contact forms for each child. SEDP will comply with all instructions issued by Southborough's emergency response team regarding decisions to evacuate or shelter in place. If the students must be evacuated to another facility the Executive Director will arrange for emergency transportation with the local bus company and students will be transported to one of the other Southborough schools, depending on the location and nature of the emergency. Parents will be immediately contacted if the students have been transported to another site.

## **SECTION 5: PARENT RIGHTS AND RESPONSIBILITIES**

### **Parent Communication**

At SEDP we strive to build a relationship with each child's family and feel good communication is one of our best tools for success. We will use a variety of ways to communicate with you about our program and your child's progress and encourage you to reach out to us in the same ways.

- Program staff is always available for face to face conversation when you arrive to pick up your child.
- Each site has a direct phone line and a staff member is generally available to talk between 2:00-6:00PM, Monday-Friday.
- Each site has an email address which is checked daily.
- Monthly newsletters, policy updates, and announcements are sent directly to each family via email. This information is also posted on our website, and printed copies are made available at each of the sites.
- Our website has a "contact us" button, which sends mail to the Executive Director.
- At intake, parents identify their primary language and other languages spoken. For families whose primary language is not English, and who might need assistance effectively communicating with SEDP staff or reading SEDP materials, SEDP will seek assistance from other families in the community who can act as an interpreter.

### **Parent Input**

SEDP strives for continual improvement of our programs and welcomes input from parents. Our board of directors is comprised entirely of parents whose children are currently or formerly enrolled in our program. Their perspective as parents and customers is essential as we revise program policy, make program decisions, and work to meet our goals. All parents are welcome to attend our annual meeting (held in September each year) and we welcome new board members at any time. We also welcome your personal feedback at any time and encourage you to call, email, write or visit with us to share your ideas and opinions. Written suggestions may also be dropped off in the locked payment boxes at any of our sites.

### **Parent visits**

Parents are welcome and encouraged to visit the program any time their child is present. You needn't call in advance – drop in anytime!

## **COMMUNITY RESOURCES:**

### **Southborough Youth and Family Services – 508-481-5676**

#### **24 hour answering service**

##### **Services offered:**

**Counseling** – CALL US when you have a problem or question about the normal stresses of everyday life, or if you are struggling with a problem or crisis.

- Professional
- Confidential
- Individual, family, couple and group therapy
- Marriage counseling
- Short and long-term help
- Telephone consultation
- Children's issues
- Sibling issues
- Adolescent struggles
- Students can be seen at school or in our town offices
- 24 Hour Answering Service (508) 481-5676
- Free of Charge

#### **Helping Families Experiencing Difficult Times**

- Thanksgiving - food baskets
- Holiday Giving Program - necessities, clothing, and toys
- Camperships – providing camperships to day and overnight camps

#### **Education**

Periodically we participate with the schools in presenting programs on hot topics such as:

- Eating disorders
- Self esteem
- Alcohol and drug abuse
- Sexual harassment
- Dealing with bullies

#### **Information**

We are your resource for information about personal concerns and your resource for community services available to youth and families including:

- Support groups
- Rehabilitation programs
- Hotlines and health agencies
- Legal and social advocacy

## **Other Community Resources:**

- School Offices
  - Finn: 508-485-3176
  - Woodward: 508-229-1250
  - Neary: 508-481-2300
  - Trottier: 508-485-2400
  - Superintendent's Office: 508-486-5115
- Southborough Special Education/Chapter 766 Liaison
  - Barbara Goodman: 508-486-5115 x253
- Southborough Recreation Department: 508-229-4452
- Southborough Senior Center: 508-229-4453
- Medical/Pediatric Care
  - Marlborough Hospital: 508-481-5000
  - Metrowest Medicine Center/Framingham Union: 508-383-1000
  - Southborough Medical Group: 508-481-5500
  - Town Center Pediatrics: 508-229-8811
- Dental Care
  - Southborough Dental Associates: 508-481-6100
  - DentaQuest Oral Health Center Westborough: 508-329-2250
- Vision Care
  - Vision Care Specialists Southborough: 508-481-8558
- Health Insurance
  - Massachusetts Health Connector
    - [www.mahealthconnector.org](http://www.mahealthconnector.org)
    - 1-877-MA-ENROLL (1-877-623-6765)
- Subsidized Child Care Vouchers
  - Child Care Resource Center: 617-547-1063
- Crisis Hotlines
  - MA Child at Risk Hotline (report abuse or neglect): 800-792-5200
  - Parental Stress Hotline: 800-632-8188
  - MA Substance Abuse Helpline: 800-327-5050
  - MA Drug Rehab: 866-403-8467
  - Samaritans Crisis Intervention and Suicide Hotline
    - Teen Hotline: 800-252-8336
    - Suburban West: 508-875-4500
  - Rape Crisis Hotline/Voices against violence: 800-593-1125

## **Parent Handbook Acknowledgement Form**

The Southborough Extended Day Program provides a parent handbook each year which details program policies and procedures. The information in this document is important and serves as a valuable reference for you regarding your child's experience at SEDP.

Copies of this handbook have been provided at each site for parents to take home. This handbook is also available on our website, [www.southboroughextendedday.com](http://www.southboroughextendedday.com)

In order to comply with licensing regulations, this signed acknowledgement form must be maintained in your child's file and updated annually.

I am aware of the information contained in the Southborough Extended Day Program Parent Handbook.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date