

SOUTHBOROUGH EXTENDED DAY PROGRAM

PARENT HANDBOOK **2020-2021** **Covid-19 Edition**

Dear Families,

Welcome to Southborough Extended Day Program, Inc. We are happy to be back in school serving our community. We wanted to reassure you that the Southborough Extended Day Program Staff are committed to providing quality programming even in the most challenging times. The staff has worked tirelessly to ensure that the reimagined environment of extended day is just as fun and engaging as it was before. We know that there may be some fear and anxiety in sending your child not only back to school but back to extended care. We have incorporated new procedures and policies that will help keep the staff and children safe and healthy while providing them opportunities to create, explore, learn and most of all create lasting friendships.

Our private non-profit organization was founded in 1986 by a group of parents seeking an engaging, fun, and safe place for their children to go after school. Providing out-of-school time care for Southborough school children in grades K-8 was once a small “grass-roots” organization but has now 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. 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.

Our updated Parent Handbook provides detailed information on the new policies, structure, and goals of our program. It is our hope to give you a better understanding of what you can expect from your child’s out-of-school time care. Once you have read the handbook please sign the handbook agreement form and return it to your child’s site director.

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

Very truly yours,

Kerry Packard
Executive Director
kpackard@sedp3.com
508-481-9353

SECTION 1: 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 that providing an engaging, active, and secure environment is essential to the growth and development of our students. Enriching activities, group games, and independent play helps kids grow to be healthy, happy, and successful. To cultivate and foster independence in our students, we incorporate structured activities, choices, and experiences full of creativity, exploration, physical activity, cooperation, friendship, and adventure. SEDP students benefit greatly by the variety offered helping them improve physically, emotionally, socially, and cognitively. Our programs are closely supervised for safety, while allowing ample opportunity for our students to embrace their individuality, in an environment that is inclusive. 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 families feel confident enrolling their children
Provide a warm, nurturing environment where children feel welcome, valued and a sense of belonging
Support the social, emotional, physical, and cognitive development of each child
Respect the individuality of each child and family
Encourage strong partnerships between children, staff, and families
Foster independence, inclusivity, friendships, and creativity
Promote positive social values such as honesty, respect, consideration, cooperation, trust, courtesy, initiative, responsibility, and problem solving

Statement of Non-Discrimination:

Southborough Extended Day Program, Inc. does not discriminate in providing services to children and their families based on race, religion, cultural heritage, political beliefs, national origin, language spoken, marital status, sexual orientation, special needs, or disability.

Services Offered:

- **Before School Program:**
 - Open to students in grades K-3, 7:00AM-8:30AM
 - Located at the Finn School for Grades K & 1
 - Located at Woodward School for Grades 2 & 3
- **After School Programs**
 - Finn School: Grades K & 1, 2:50PM-6:00PM
 - Woodward School: Grades 2 & 3, 2:50PM-6:00PM
 - Neary School: Grades 4-8, 2:15PM-6:00PM
 - Please note, program participants in grades 6-8 will be bused from the Trottier Middle School or walk to the Neary Site at school dismissal time.
- **Full-Day Programming**
 - Grades K-8, 7:00AM-6:00PM (Due to Covid-19 these days are TBD)
 - SEDP provides optional full-day programming on many of the day's 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-8, 7:30AM-6:00PM
 - CIT Program for campers entering grades 8-9.

- 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 February/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 and Business Manager 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.
- 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 **Business Manager** is responsible for the recording of finances and expenditures as well as the registration of all incoming SEDP Participants. The Executive Director and the Business Manager report to the Board of Directors, meeting with them monthly to provide program updates, financial reports, and to discuss program growth and improvement.
- Each of our Programs 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 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 maintains current First Aid and CPR certification and are required to participate in annual training and professional development.

Licensing Authority:

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

Department of Early Education and Care, Central MA Region
Tammie Smiley, licenser. 324 Clark Street, Worcester, MA 01606
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, based on availability, in our before and after school programs. To enroll:

- Complete all enrollment forms (available at each site, 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 at the end of August. Please remit your payment by mail, drop it off at your child's site each month, or pay on-line through ACH debit. **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. Record of your payment will appear on the next month's invoice. Please contact the office if you need a receipt at another time. **Please make sure that your child's name is included with the payment to ensure that the proper account is credited.**

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.

Financial Assistance:

SEDP has a limited number of scholarships available for those in need. Please visit our website or contact the Executive Director, Kerry Packard, for eligibility requirements and a scholarship application.

Covid-19 Absence:

Should your child not be able to attend Extended Day for any reason, including a requirement of being in quarantine or sick due to COVID-19, there are no credits or refunds for the absence. However, should the school need to close, you will not be charged for the closure days.

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.). It is not the school's responsibility to inform SEDP of absences or early dismissals. If your child will not be attending SEDP for any reason, you must contact SEDP directly to report the absence or change (see below) Due to the nature and structure of the school year, extra days and drop in mornings will not be allowed. Attendance will not be allowed on any days except your assigned cohort days.

Absences:

A major responsibility of the SEDP staff is always to know the whereabouts of each child. 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.

****Following the absence protocol is imperative especially for this Hybrid School Year, please include the reason your child is absent. If your child is not feeling well and the symptoms are Covid-19 related, you must notify us as well as the school so that we can begin contact tracing measures with your child's cohort and staff member. We are required by our licensing agency the Department of Early Education and Care, to report elongated absences.** 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:**

Before School: Site Coordinator, Georgia Brown, **Finn School**- 508-481-9354 sedp.beforeschool@gmail.com

Before School: Site Coordinator, Georgia Brown, **Woodward School**- 508-481-4701 sedp.beforeschool@gmail.com

Finn: Site Coordinator, Vanessa Cooley - 508-481-9354 sedp.finn@gmail.com

Woodward: Site Coordinator, John Dalton - 508-481-4701 sedp.woodward@gmail.com

Neary: Site Coordinator, Reni Mooney - 508-480-8214 sedp.neary@gmail.com

Holidays/Professional Development Days/Vacation Weeks:

For the 2020-2021 School Year –

Full Day Programming is TBD. We will decide based on numbers and regulations prior to the scheduled date.

SEDP provides optional full-day programming on many of the day's 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 capacity varies based on the day's activities and the number of staff available to work. 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 posted on our website.

Early Release Days:

SEDP does not provide care for the early release days that occur at the beginning of a holiday break. (I.e. Thanksgiving and Christmas) Care is provided for early release days during the regular school week. Lunch must be packed and sent with the student. Care is only available for children scheduled to attend the day the half day is planned.

Inclement Weather Policy:

(Snow or Frigid Temps)

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.

Delayed Opening

○ If Southborough Public Schools delay the opening of school, **the SEDP Before School Program will be closed**. Afternoon sessions will be open as usual.

Early Dismissal

○ If the Superintendent dismisses school early or cancels afternoon activities due to severe weather, Extended Day ***will not be open***. You will receive a phone call from the school updating you with the new dismissal time. You will also receive and **email and text from SEDP** to ensure you are aware of the closure. Please be sure you have an emergency back-up plan in the event you are unable to get to the school.

○ Should weather conditions worsen throughout the day with regular dismissal, extended day reserves the right to close early to make sure that staff and students get home safely. Families will be **emailed and texted** to be made aware of the early dismissal. **Please develop a contingency plan for picking up your child during inclement weather should you not be able to accommodate the early dismissal.**

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 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.

Daily Schedules/Groups:

All staff will be subject to the daily Covid-19 checklist that is provided by the school before entering the building.

Each child will be assigned to a cohort that they will travel with daily. Each cohort will remain consistent throughout the year with the same children and staff.

Before School

7:00-8:30AM Handwashing upon arrival, quiet games, crafts, free choice play, snackivity

8:35-8:45AM Handwashing before dismissal of students.

- Staff members escort children at the Finn and Woodward School to the cafeteria or classrooms.
- *Face Coverings are mandatory for all transitions.
- ** Face Coverings will be required while playing inside and outside, however, only with permission of the staff, face coverings can be removed if the activity that children are participating in allows for physical distance from others.

- *EEC regulations state that Face Coverings are encouraged but not needed when keeping physically distanced. At SEDP the staff will let the children know when face coverings are not needed.

After School

The program begins at dismissal time: 2:15pm at Neary, 2:50pm – 3:00pm 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 will arrive with face coverings on, hand sanitizer will be given upon entrance to the cafeteria, children put belongings in assigned cubby, children sit at assigned desk and attendance, and a health and wellness check is taken.
- Children wash hands and have a pre-packaged snack and drink; Face Coverings will be taken off at this time in the cafeteria for eating.
- Staff will review activities of the day, make announcements, and announce rotation schedule. After snack face coverings will be put back on and children will wash hands before moving on to a new activity.
- Free choice – including outside play, gym, board games, arts & crafts, special projects
- 5:30-6:00 – all students return to the Cafeteria SEDP space for free choice and quiet activities while waiting to be picked up
- * Face Coverings are mandatory for all transitions to the different locations throughout the school.
- ** Face Coverings will be required while playing inside and outside, however, only with permission of the staff, face coverings can be removed if the activity that children are participating in allows for physical distance from others.
 - *EEC regulations state that Face Coverings are encouraged but not needed when keeping physically distanced. At SEDP the staff will let the children know when face coverings are not needed.

Weather permitting, we will be spending as much time outside as possible to ensure that we have the necessary space to stay distanced. In the event of a face covering becoming unusable, SEDP will supply your child with another.

Arrival and Departure: * New for 2020-2021 – Face Coverings are required

Each child enrolled in our programs will be signed in and out by a staff member each day after verifying pick up person

Before School Care Drop-Off Procedures:

Before School Finn- K-1:

- **Drop off:** Drop off for Morning care is at the blue door marked A5 located to the far left, closest to the stop sign, when facing the front of Mary Finn School. Please pull up next to the curb or pull in and park in a designated space in the front driveway and text upon arrival. Please stay at your car with your face covering on for the health and wellness check-in.

Before School Woodward- Grades 2-3:

- **Drop Off:** First door you see when entering the driveway on the left closest to the playground. Please loop the driveway circle in front of the school and proceed down the driveway along the curb and text to let them know you are here or pull in and park in a designated space and text upon your arrival. *For Safety Reasons: Please do not pull up to the door at the playground. Please stay at your car with your face covering on for the health and wellness check-in.

General Drop Off Procedure Information:

- If your child attends the before school program you will text message the before school staff to inform them of your arrival. You will wait with your child in the car, until a Before School Staff Member greets you. **You and your child must be wearing a face covering prior to engaging with a staff member.** Once you have answered the mandated health screening questions for your child, the staff member will physically distance themselves from you and your child so that you may exit the car, say your goodbyes, and your child will proceed into building with the SEDP staff member. At no time shall you enter the school building. * We will be sending text instructions separately.

After School Care Pick-Up Procedures:

Finn SEDP - K-1:

- **Pick-Up:** For the 2020-2021 school year Finn SEDP will be hosted in the cafeteria so that we may remain physically distanced. Therefore, upon arrival to Finn please park in a designated space and text to let us know you are here.

Woodward SEDP – Grades 2-3:

- **Pick-Up:** For the 2020-2021 school year Woodward SEDP will be hosted in the cafeteria so that we may remain physically distanced. Therefore, upon arrival to Woodward please park in a designated space closest to the front door of the school and text to let us know you are here.

Neary SEDP – Grades 4-8:

- **Pick-Up:** Pick-up for all Neary SEDP is in the cafeteria. Please drive to the cafeteria at the rear of the building closest to the dumpsters. The door to the cafeteria is the yellow one in the corner. Please drive there by utilizing the driveway on the opposite side of the school from the playground. PLEASE DO NOT DRIVE THROUGH THE PLAYGROUND AND PLEASE DRIVE SLOWLY. Park in front of the cones or in a designated spot and text upon your arrival.

General Pick-up Procedure Information:

- If your child attends the after-school program, the SEDP staff will sign them in at dismissal time, as they arrive at our program. At the end of each day, pick-up person **MUST** text prior to or upon arrival. Pick-up persons **MUST** remain in or at their car and be wearing a face covering. We will escort your child to your car.
- Proper photo identification it is required when dismissing your child. Staff rotate daily, therefore, until all staff members are able to recognize you and the people who are authorized to pick up your child, **photo ID will be required** and will be cross-referenced with your child's file. Your child's safety is our utmost priority and no child will be released until the pickup person has been verified.
- 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 are not allowed to play in the parking lot or in other parts of the school building once they have been signed out of Southborough Extended Day.
- Once the school day is complete families are not permitted to return to the classroom to retrieve items at the end of the evening.
- Children in grade 4 or higher, may leave Extended Day to attend a special program on school property (such as sports practice on an adjacent field) with familial consent. **Neary SEDP Students will not be permitted to walk to Lundblad Field. The field is too far away to guarantee the safety of your child.** SEDP will not escort children of any age to sports practice. They will however, help ensure your child is ready for the activity. Many parents decide to share pickup duties with teammates. SEDP must be notified of any alternate pick-up arrangements in writing. **All alternative pick-up arrangements must be informed of the new SEDP pick-up policies.**

Homework Policy: *New 2020-2021

Due to the structure of this school year, SEDP will be focusing its time on much needed and greatly missed social interactions with peers and teachers who have missed them terribly. Therefore, to maximize the time we have together homework will not be done as a structured activity at Woodward and Neary. If you would like to have your child complete their homework at SEDP they may do so, during free play or art when their cohort is inside. The decision to have homework completed is a family decision and we will provide help when needed but will not mandate it.

Snacks and Lunches: *New 2020-2021

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. *Due to the

necessary health and safety precautions all snacks and drinks will be served pre-packaged and distributed by cohort leaders and all children must bring water bottles from home. Use of water fountains aka bubblers will not be permitted.

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 theirs. If a child forgets their lunch, we will contact the parent to arrange lunch drop off. 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 lunches. An ice pack in the lunch box will generally keep perishable foods safe until lunchtime.

SEDP Curriculum:

We believe that children are happiest when 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 a variety of activities so that they may explore new interests and build upon current ones. At SEDP, we foster an atmosphere where children gain independence and are encouraged to make their own activity choices. A variety of activities are offered daily such as cooking, art, music, drama, science, sports, homework help and more.

On a monthly basis the Site Coordinators at SEDP plan a plethora of activities that provide learning opportunities for the students and tend to provide reinforcement for social, physical, and academic skills learned during the school day. Much of SEDP’s social skills focus is on building friendships, manners, cultivating positive relationships with peers and adults as well as teaching skills in conflict resolution. Activities are often theme based, providing opportunities to try new things. Although the children may not be aware, they are learning. For example, each site provides cooking activities throughout the year. While participating in a cooking activity the children practice literacy skills by reading the recipe, reinforce math skills by measuring and practice teamwork. Please feel free to speak to the Site Coordinator at your child’s program for further details on curriculum and activities.

Behavior Management Plan:

The Southborough Extended Day Program (SEDP) strives to provide an environment and activities that keep children engaged in appropriate activities, minimize conflict, and prevents problems. SEDP provides children positive and consistent guidance based on their individual needs and development. We encourage appropriate behavior through positive reinforcement, close adult supervision, and redirection. We work to maintain an environment that is safe, friendly, and comfortable for all students and staff.

We understand that children do not come equipped with skills necessary to handle emotions and behaviors. The purpose of behavior management at SEDP is to assist the children in acquiring and developing skills needed for self-control and successful conflict resolution. When a child is unable to control their behavior, causing them to:

- lose their abilities to be kind verbally to another person
- not listen
- use equipment inappropriately
- be disruptive
- be exclusive of others
- be overly excited/stimulated
- hamper the smooth flow of the program

The following techniques will be utilized to address minor behavior occurrences:

- Redirection and reminders of expected and acceptable behavior as well as consequences.
- Discussion of behavior with the expectation that the child will apologize.
- Warnings and time outs from using equipment or activity with reminders of appropriate use.

- Loss of activity choice for the day.

If the unacceptable behavior continues in a consistent manner, the following behavior management options will be utilized:

- Behaviors recorded on incident log and reported to site coordinator and parent(s)/guardian(s). *
- Site coordinator or teacher and child will meet to discuss behavior and create a plan to change the behavior.
- Child will have a loss in activity privilege where the behavior occurred and a plan to regain access to activity area with proof of changed behavior.
- An in-person meeting with Site Coordinator, child, and parent(s)/guardian(s) to discuss behavior. *

*Parent(s)/Guardian(s) will be reissued a copy of the SEDP behavior policy

A child's behavior may affect their ability to register for any SEDP Program Offerings inclusive of Full Day, Vacation and Summer Programming.

Covid-19 Behavior

**** A child will be removed from the program immediately without adherence to the above steps if they purposely jeopardize the health of all staff and students. Termination will be mandatory for any child consistently found not complying with the predetermined social distancing and face covering protocols established to combat Covid-19.**

Suspension and Termination

SEDP cannot allow a child to consistently disrupt a program to the extent that they are putting other children in the program at risk. Serious behavior incidents include unprovoked physical aggression, destruction of property, inappropriate language, or injury to self or others; or aggressive or destructive behavior where the child is unable to regain control. If the area needs to be evacuated for safety reasons the following steps maybe taken depending on the severity of the behavior:

- When the first serious behavior incident occurs, the below actions will be followed:
 - The parent(s)/guardian(s) will be notified of the situation and given a warning that the next occurrence may result in suspension from the program.
 - The parent(s)/guardian(s) will be asked to come and pick up the child and asked to meet with the Site Coordinator within 24 hours, as well as take the next scheduled SEDP day off.
 - The child will not be re-entered into the program until the meeting with the parent(s)/guardian(s) has happened.
 - The Site Coordinator and Executive Director will develop a behavior plan with input from the student and the student's parent(s). SEDP may also coordinate with school personnel to ensure the plan is consistent throughout the child's day.
 - If parent(s)/guardian(s) are unable to come and get the child in a timely manner, we will ask that they consider an alternative solution.
- When the second serious behavior incident occurs, the below action will be followed:
 - The child will be suspended with no readmittance until meeting with Executive Director, Site Coordinator, and parent(s)/guardian(s).
 - The readmittance to the program will be on a date agreed upon by the Executive Director, Site Coordinator, and parent(s)/guardian(s).
- When the third serious behavior incident occurs, the below action will be followed:
 - The child is suspended for three to five scheduled days with no readmittance until meeting with Executive Director, Site Coordinator, and parent(s)/guardian(s).
 - The readmittance to the program will be on a date agreed upon by the Executive Director, Site Coordinator, and parent(s)/guardian(s).
- When the fourth serious behavior incident occurs, the below action will be followed:

- Termination from the SEDP program.
- 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 parent(s) and children on all behavior issues. All incident reports will be reviewed by the Executive Director before a parent is notified.
- At no time shall a behavior incident be dealt with in a demoralizing, humiliating, or abusive manner. SEDP staff are prohibited from using any of the following forms of discipline:
 - Spanking or other corporal punishment
 - Cruel or severe punishment including humiliation, intimidation, verbal or physical abuse or neglect
 - Depriving children of meals or snacks
 - Disciplining a child for soiling or wetting clothes
 - Denying access to bathroom facilities
 - Lying to children or promising what cannot be delivered
 - Labeling children and using such labels in a wrongful manner
 - Breaking confidentiality by talking about children or their families inappropriately in front of another person

Please be advised that each child and situation is different. Each child and situation are independent of others and will be managed in the appropriate manner regarding accommodations and behavior management. These steps will 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 endangers his or her own safety or the safety of others in the program.

Children will be immediately removed for:

- Bringing weapons, drugs, or alcohol to the program
- Physically harming a staff member or another child
- Displaying violent, uncontrollable behavior
- Leaving the group without a staff member
- Abuse or destruction of SEDP or school property
- Harassment, verbal abuse, or intimidation
- Theft/Stealing
- Constant refusal to take part in planned SEDP activities
- Exhibiting chronic negative behavior which disrupts program activities. Chronic negative behavior includes but is not limited to interfering with other children, so they are not able to take part in activities; inappropriate language (foul and/or abusive); behaviors requiring constant one-on-one attention by educators.
- Parent(s)/Guardian(s) refusal to seek outside help in accordance with an agreed upon plan or referral.
- Parent(s)/guardian(s) who do not work together with educators for the benefit of the child.

Schedule Change Policy:

SEDP offers a variety of enrollment options. Families can choose how many/which days their child(ren) attend. Additional permanent days may be added for the Before School, After School, and Enrichment Programs based on availability. In the event of a last-minute scheduling emergency, families may contact their site coordinator to inquire if additional space is available for a drop-in day for the week.

Recognizing that needs can change during a school year, SEDP will accommodate schedule changes with the appropriate advance notice and program availability. Our priority is to support your children with the appropriate staff: child ratio, and to meet specific licensing requirements for staffing. Changes to schedules can result in a significant impact to the running of the program and therefore a Schedule Change fee will be assigned to manage schedule changes. These fees are assessed only on parent-initiated changes. If the program contacts, you to offer an additional day in the program due to being placed on the waitlist no fee will be incurred.

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 changes and reductions require 30-day advance written notice and Director's approval.

Continued*

Schedule Change Fee Structure

Notification of reduction in schedule requires 30 days' notice in writing to the Executive Director or Business Manager.

No credits will be given for reductions made with insufficient notice.

Change Request	Notification Period	Fee Assessed
Notification of schedule change prior to October 15th	30 days	\$0
Notification of schedule change with change occurring from October 15th-March 31st - (parent initiated) – Reduction or change of days.	30 days	\$25
Notification of schedule change with planned change occurring after April 1st and the close of upcoming fall registration, a reduction in schedule will incur a higher fee to retain the registered days for the following school year.	30 days	\$150
Notification of schedule change with planned change occurring after April 1st and the close of upcoming fall registration, you are keeping the reduced schedule for the following school year.	30 days	\$25

Program Withdrawal

Notification of withdrawal requires 30 days' notice in writing to the Executive Director or Business Manager.

No credits will be given for withdrawals made with insufficient notice.

Withdrawal Request	Notification Period	Fee Assessed
Planned withdrawal date prior to October 15th . (to include notification period of 30 days)	30 days	\$0
Planned withdrawal date of October 15th-March 31st (to include notification period of 30 days)	30 days	\$150
Planned withdrawal date from SEDP after April 1st without renewed registration for the following school year. (to include notification period of 30 days)	30 days	\$150
Planned withdrawal date from SEDP after April 1st with renewed registration for the following school year. (to include notification period of 30 days)	30 days	Equal to One Month's Tuition or \$150 whichever is greater.

Please note:

-Schedule Changes and Withdrawal Fees apply only to the Afterschool Program.

-Days added to the current year's schedule after the completion of spring registration are not guaranteed for the following school year.

Late Pick-up Fee Policy:

Pick-up Policy:

Southborough Extended Day Program closes promptly at **6:00 PM** each day. Please plan your commute and pick up schedule to ensure that you can pick up your child by this time. The Southborough Public Schools are separated by grade level and it is important to realize that if you have children at multiple schools, it can take as long as 15 minutes to get from one school to another. Please plan to arrive at your **final pick up destination** by **5:55 PM** to pick up your child/children and their belongings.

If a **5:55PM** arrival is unlikely (weather, traffic, etc.), **you must contact us** at:

Finn Extended Day – 508-481-9354*

Woodward Extended Day – 508-481-4701*

Nearby Extended Day - 508-480-8214*

*Make these numbers a favorite in your phone

After receiving your call, a staff member will speak with your child/children about your delay.

By 6:00 PM, children are fatigued after a long day. Additionally, children can become anxious when they are the only child remaining, and all other kids have left. Also, SEDP staff gives their best to your children each day. However, they also have responsibilities and personal commitments and need to know they can end their day reliably at 6:00 PM.

Some helpful tips:

- When a 6:00PM arrival is unlikely **YOU MUST CONTACT SEDP.**
- SEDP families should create a contingency plan for those rare emergencies when a 6:00PM pickup is unlikely.
- SEDP families should list **a Southborough Contact** to pick up in case they are not able to. For Example, grandparent, aunt, babysitter, parents of another child in the program.
- If you have not been in contact with SEDP by **6:05PM**, SEDP Staff will attempt to reach a parent by phone.
- If you have not been in contact with SEDP by **6:15PM** or the SEDP Staff have been unable to reach you, an emergency contact person (the person/people you identified as emergency contact(s)) will be called.
- If we are unable to reach an emergency contact and/or the SEDP Staff have not heard from you, we will attempt to reach a parent **ONE FINAL TIME** at **6:30 PM.**
- At **6:45 PM**, the **Southborough Police Department** will be called to resolve the situation and for **custody**. Should you need to contact the Southborough Police Department to pick up your child/children from police custody, the non-emergency number is 508-485-2147.
- **SEDP staff is not permitted to transport your child/children home.**

Late Pick Up/Additional Fees Structure:

We do understand that every now and then a circumstance may arise that is beyond your control, making you late to pick up your child. Should you be late the following will happen:

1st time late for the school year – late pick-up will be documented but fee will be waived.

*Parents/Pick-ups will be required to sign late pick-up slip

2nd through 4th times late for the school year:

***After School:**

A \$10 late fee will be assessed for the first 5 minutes between 6:00PM and 6:05PM

From 6:05PM-6:15PM an additional \$1.00 per minute fee will be assessed.

After 6:15PM the late fee will be increased to \$5.00 each additional minute.

*Parents/Guardians will be required to sign a late pick-up slip and will be given a copy of the pick-up policy as a reminder of the policies and fees.

**** If you have children at multiple schools and you are on time for one and late for the other, this will also count as one late day and you will be charged accordingly at the late school. However, if you are late to both on the same day, you will be charged at both locations, but this will count as one late day for the family.

5th through 9th times late for the school year:

The late fee listed for the 2nd through 4th times late **will be DOUBLED**.

*Parents/Guardians will be required to sign a late pick-up slip and a warning letter will be sent from the Executive Director and the Business Manager informing families that are approaching the limit and risk being dismissed from the program.

10th time late for the school year:

Once your family has reached a total of 10 late pick-ups for the school year your child/children will be dismissed from the program for the remainder of the academic year including summer camp and will be permitted to re-enroll in the fall based on availability.

*Should you fail to contact SEDP by **6:05PM** and a staff member needs to contact you, a **\$10.00 contact fee will be imposed**.

*Late Fees will be recorded on the following month's tuition bill, if incurred before the bill is sent. Otherwise, the late fee will be recorded on the following month's tuition bill. If the late fees are not paid within the billing cycle, then they will be double on the next month. If doubled late fees are not paid within the billing cycle for the first tuition bill on which they appear, the parents/guardians will be required to meet with the Executive Director and their child/children may be suspended from the program.

For example, if you incur late fees during the month of March, and those fees are recorded on your April tuition they will be due April 1st. If the late fees are not paid by April 1st, they will be doubled on your May tuition bill. The doubled late fees are not paid by May 1st, the parents/guardians will be required to meet with the Executive Director and their child/children may be suspended from the program.

SECTION 4: HEALTH AND SAFETY

Illness Policy:

SEDP follows the following illness policies in accordance with and the Southborough Public Schools the CDC guidelines with regards to Covid-19. Children excluded from school due to illness must also be excluded from Extended Day. Parents/Guardians will be contacted, and their child will be isolated if exhibiting symptoms of illness or Covid-19 while at Extended Day. Parents/Guardians must pick up their child within 30 minutes of being informed and keep their child home until they are symptom free without medication, if any of the following symptoms are present:

Fever - 100.4 degrees Fahrenheit or higher

Symptoms of COVID-19:

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (*not due to other known cause, such as chronic cough*)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (*not due to other known causes, such as allergies*) *when in combination with other symptoms*

Non Covid-19 Related Illnesses

- 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

Parents/Guardians will 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

If a child has head lice, Extended Day will follow the protocol of the Southborough Public Schools and work closely with the school nurse on communicating with families, minimizing exposure to other students, and preventing re-infestation. If the school nurse has deemed it acceptable for the student to attend school, the student may also attend Extended Day.

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.

Covid-19 Health and Safety Measure, Screening, Isolation, and Quarantine Protocols:

Adapted from the policies and protocols of the Southborough Public Schools and the Dept of Early Education and Care

Hand Hygiene:

SEDP staff and children will be expected to clean and sanitize hands frequently throughout the day, including, but not limited to:

- upon entry into school/classroom/cafeteria
- before and after handling or eating snacks/meals
- after bathroom use
- before and after using play structure
- upon reentry into the school from playground
- after crafts
- before and after medication administration
- before and after changing of gloves
- after coughing or sneezing
- before removing and after replacing face covering
- before dismissal

If handwashing is not available, hand sanitizer with at least 60 percent alcohol content can be used with adult supervision. Each classroom and most common areas will have hand sanitizer stations available. Proper hand washing with soap and water is preferred over the use of hand sanitizer.

Physical Distancing:

Physical distancing is another important practice that helps mitigate the transmission of the virus. In SEDP we are planning and preparing for:

- Six feet of distance between individuals.
- Desks/tables facing in the same direction in classrooms.
- Removing non-essential furniture from learning spaces to maximize the space for students and faculty/staff.
- When distancing is not possible for staff and students, additional safety precautions will be taken, and appropriate PPE provided and worn.

Masks/Face Coverings:

As the primary route of transmission for COVID-19 is respiratory, masks or face coverings are among the most critical components of risk reduction. SEDP in accordance with the school districts requirements is requiring all students to wear facemasks.

Additionally, the list below is an overview of a few of the mask guidelines:

- All SEDP children and staff are required to wear a mask/face covering that covers their nose and mouth.
- Exceptions to mask/face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.
- Mask breaks will occur throughout the day. Breaks will occur when students can be at least six feet apart and ideally outside or with the windows open.
- All staff and children will receive guidance on how to properly remove and put on a mask.
- Masks/face coverings will be provided by the student/family. Students are asked to bring **two (2) masks to SEDP** each day. Extra disposable face masks will be made available by the SEDP as needed.
- Reusable masks/face coverings provided by families should be washed by families daily.

Visual /Verbal Screenings:

During morning care drop off a verbal screening with the child and drop off persons will be conducted, and a visual health screening of the child will occur before the child can enter the building. At the end of each day the staff member taking attendance will conduct a visual and verbal health screening of the children upon arrival to the program.

Visual Screening Definition:

Staff will make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid or difficulty breathing, fatigue, or extreme irritability. They will confirm the child is not coughing or experiencing shortness of breath.

Verbal Screening Definition:

Do you or has any one in your household today or in the last 24 hours have any of the following symptoms?

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (*not due to other known cause, such as chronic cough*)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (*not due to other known causes, such as allergies*) *when in combination with other symptoms*

Close Contact

- A household member or close contact (within 6 feet for >10-15 min) to anyone with a known diagnosis of COVID-19 in the past 14 days.

Travel

- Travel outside of the lower risk states in the past 14 days. Please check the list often.

If Yes is answered to any of the questions listed above, children will return home with their parent if coming to the Before School Program or isolated from the group and parents/guardians will be contacted for immediate dismissal.

SEDP Staff will also self-screen prior to coming to work for the list above.

SEDP and School Attendance Guidelines

Any child or staff member exhibiting any COVID-19 symptoms must stay home. Children and Staff who test positive for COVID-19 or have been in close contact with someone with a confirmed or suspected case of COVID-19 must remain home, notify the SEDP and follow the return to SEDP guidelines. All SEDP programs will be tracking attendance should Covid related illness warrant notifications.

What Happens if a child or SEDP staff member are exposed or display symptoms of Covid-19?

Exposed Definition:

Any child or staff in close contact with Covid-19 positive person for longer than 10-15 minutes. Any child or staff whose family member has tested positive.

Close Contact Definition:

Any child or staff who is within 6 feet with or without face coverings for longer than 10 minutes.

Notification of Required Parties:

- If a member of the SEDP staff or student experiences exposure, SEDP will notify via email, text, or phone call:
 - Identified close contacts, staff, and families about exposure but maintain confidentiality
 - Local Board of Health if a Child or Staff is Covid-19 positive.
 - The School the child/staff is a part of and the Department of Early Education and Care if a staff or child has tested Covid-19 positive.

Isolation:

To minimize the potential transmission of the COVID-19 virus by isolating and dismissing individuals who display symptoms of COVID-19 during the school day.

Isolation Definitions:

Medical Waiting Room/Isolation Room: a designated area for isolating individuals with a potentially communicable disease. The Medical Waiting Room/Isolation Room is under negative pressure (where air from space is not recirculated but exhausted to outdoors) and the air inside this space is under HEPA filtration.

Procedure:

- Once the student is identified, ensure the student is appropriately wearing a mask.
- When escorting or caring for sick staff or children the assigned staff will follow all the standard precautions of care. Staff will be in full disposable PPE, including mask, face shield, gloves, and gown.
- **Notify Site Coordinator to designate an adult to supervise the student(s) in the Medical Waiting/Isolation Room. * All Extended Day students and staff will isolate in the small conference rooms near the main office of the school. This is the designated school isolation room.**
- If the supervising adult notices any difficulty breathing, signs of distress or anything unusual with the student, they should notify Site Coordinator and call 911, then notify parent/guardian.
- Notify the Executive Director
- Site Coordinator or Executive Director will contact Parent/Guardian and inform that student is showing symptoms suggestive of COVID-19, refer to seek evaluation from health care provider and request pickup within 30 minutes.
- Upon parent/guardian arrival, parent/guardian must remain in the car. Staff will walk the dismissed student to the designated dismissal door
- School Facility Staff will be called to clean & disinfect the Medical Waiting Room/Isolation Room.
- The SEDP Executive Director or Site Coordinator will notify the school nurse and the District Wellness Coordinator of student dismissal and symptoms behind dismissal.
- The Executive Director will follow up with the parent/guardian the next day.
- The Executive Director will contact the Southborough Board of Health.

Return to SEDP Non-Covid Related Illness:

- Students/Staff dismissed for symptoms of non-covid related illnesses may return with doctors note stating diagnosis.
- All students and staff must be symptom free without the aid of medication, of non-covid related illnesses for 24 hours.

Quarantine and Self Isolating Protocols: as deemed by EEC

- **Exposed, Covid Negative/ Exposed, Asymptomatic –**
 - You will be required to quarantine for 14 calendar days. There is no testing out of quarantine.
- **Not Tested with Symptoms/Exposed, Covid Positive/Presumed Positive/ Symptomatic/ Tested, Asymptomatic**
 - If symptomatic, positive, or presumed positive, once symptoms appear you must quarantine for a 10-day period. Return after the 10-day quarantine is permitted if you have been symptom free for 72 hours without the aid of fever reducing medication.

Closure of Program:

Should the need arise to close the program through the school district we will notify all families, staff, and EEC via email, phone, or text of the closure.

Should the need arise to close the program through SEDP related Covid-19 concerns we will notify all families, staff, EEC, and the Board of Health via email, phone, or text of the closure.

Medication Policy

All Medication:

- Parents must provide all medication with a Medication Consent Form.
- 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.
- Each time medication is dispersed, staff who administer will be properly outfitted with gloves, face covering and face shield.
- 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 and an expiration date that coincides with the end of the school year.
- If a child has a chronic health condition that requires medication, the child must also have an individual health plan on file (see below).
- As a precaution due to Covid-19, Metered Dose Inhalers with spacers are recommended for children with Asthma

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 for SEDP staff to apply topical non-prescription medication.
- Topical prescription medication follows the same rules as all other prescription medications.

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

Child abuse is a non-accidental act by a caregiver which causes substantial risk or harm to a child's physical or emotional wellbeing. Child neglect, by definition, is the failure by a caregiver, either deliberately or through negligence, to provide a child with adequate essential care such as food, shelter, clothing, supervision, and medical attention.

All staff members are mandated reporters according to Massachusetts General Law. This means that if a staff member has a reasonable suspicion of the abuse or neglect of a child s/he must file report with the Department of Children and Families (DCF). The staff in the program use their professional training and experience to assess "reasonable suspicion". The program will have regular trainings on this topic.

Procedure for Identifying and Reporting Suspected Child Abuse and Neglect

Whenever there is suspected child abuse or neglect, staff will document their observations and discuss this information with the Director. The employee or the director will report their suspicions by filing of a 51A report with the Department of Children and Families. If the decision is made to file the report, the employee or director will first file a verbal report with DCF and then follow up with a written 51A report within 48 hours. The Director will notify the parents of the filing of this report unless such a report is contraindicated.

If a staff member brings a concern to the attention of the director and the director does not act, this staff member should call DCF directly and then file the 51A report him/herself. The phone number for DCF is posted on the emergency contact list located next to every phone. The 51A form can be found at the DCF website.

<http://www.mass.gov/eohhs/gov/departments/dcf/>

Allegation of abuse/neglect against staff member

SEDP has zero tolerance for abuse, neglect or sexual misconduct perpetrated on children.

Any report of suspected abuse or neglect that happens to a child while in the care of the program must be reported to DCF and the Department of Early Education and Care (EEC). The Director will meet with the staff member in question to inform him/her of the filed report. The program and staff will cooperate fully with all investigations. The staff person in question will be immediately suspended from direct care of children pending the completion of a DCF and EEC investigation. If allegations of abuse and neglect are substantiated, employment will be terminated. If there are no findings of abuse or neglect, the staff member will be reinstated to their classroom position.

Any report of suspicious or inappropriate behaviors by an employee will be taken seriously. An immediate internal investigation will be conducted which may include interviews of staff members, observations of teachers, and/or involvement of outside resources. The director may change the employee's schedule or classroom assignment or may suspend or terminate the employee depending on the nature of the report and the potential risk to children.

Emergency Preparedness and Evacuation Procedures

Southborough Extended Day has worked with both local and school officials to develop a comprehensive emergency plan that aligns with the schools already established plan while encompassing the aftercare setting.

Medical Emergencies:

In the event your child becomes seriously injured or ill and needs 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 always keep your child's file up to date.

The injury is reported within 24 hours to the EEC, who follow up with the program.

On-Site Emergency:

In the event of an on-site emergency during program time, SEDP will enact its emergency protocol and determine the best course of action, engage emergency services, shelter in place, or evacuate.

Emergencies Requiring Emergency Personnel:

Staff immediately calls 911, describes the situation and gives location of the school. Staff follows instructions of emergency personnel on the phone and when emergency personnel arrive, staff will defer to their leadership. Depending upon the situation, the site director may decide to evacuate or shelter in place. Site coordinators have been trained in the ALICE protocol when invited by the principal of their schools and has worked with school and emergency personnel to establish procedures specifically for the extended day program.

Evacuation:

Should students need to be evacuated from the building, staff are prepared with a backpack that houses a first aid kit, emergency information of parents/guardians as well as emergency contact information. Upon necessary evacuation, parents/guardians are informed via email, text and/or phone. Each school has both a designated on-site and off-site meeting location where attendance is taken. Parents/guardians will be notified of the location their child is residing. Evacuation drills are held with the students so that they are familiar with the process and which doors to use in the event of an emergency. In the event of an off-site evacuation and the children need transportation, a licensed bus company is called to transport children to another Extended Day site or to a municipal building.

Off-Site Emergency:

In the event of an off-site emergency during program time, SEDP will follow the governance of the visited location's emergency procedures, in the case of medical emergencies along with the visiting location's procedures SEDP will enact their in-house emergency plan.

Plan for Fire, Natural Disasters, and Weather-Related Emergencies

Evacuation in response to fire alarm: An evacuation map is posted at all exits at each site.

During an emergency evacuation, including practice drills, the Site Coordinator will be responsible for taking the following items:

- clipboard with the daily sign-in sheet
- emergency consent and contact information for all children
- first aid kit
- copy of emergency policies

The Site Coordinator will be responsible for leading the children out of the building. Group Leaders will assist in the evacuation, sweeping the restrooms and checking for stragglers. Once evacuated, the Site Coordinator will take attendance using the sign in sheet to account for all children. Should children be missing group leaders sweeping the building will be notified and if safe search the building for missing child. The Site Coordinator will also notify the Executive Director. If all accounted for the group will await further instructions from the fire department.

Severe Weather:

The town of Southborough is certified as "Storm Ready" by the National Weather Service. According to this plan, if there is severe weather threatening the area, the town will send out warning messages via the town's reverse 9-1-1 system. SEDP will follow the recommendations of the town regarding decisions to evacuate or shelter in place. Each of the Southborough Public Schools is designated by the town as an evacuation shelter. Should the community be asked to evacuate their homes, the children of SEDP are already safe and located at a shelter.

For weather that poses an imminent life safety threat to Southborough, the Town will activate the air horns located on the roof of the Fire Station on Main Street. Upon hearing the air horns, the staff and students should immediately take shelter in a small room in the inner most part of any building/home or basement (away from windows) until at least 30 minutes after skies clear or when notified by a Police or Fire Official.

SECTION 5: PARENT RIGHTS AND RESPONSIBILITIES

Parent Communication

- At SEDP we strive to build a relationship with each child's family and feel that communication is one of our best tools for success. This year as we try to navigate these uncertain times, we kindly ask that you carefully read and adhere to the new guidelines we have listed below.
- For families, whose primary language is not English, and who might need assistance effectively communicating with SEDP Staff or reading SEDP materials, please let us know and we will seek assistance from others who can assist in the translation of written materials or act as an interpreter between SEDP and the family.
- Program staff is always available for conversations regarding your child's status. However, during this time, we will be limiting face to face conversations and setting up phone or video conferencing to discuss situations that may require a lengthier conversation.
- Each site has a direct phone line and a staff member is generally available to talk between 2pm-6pm, Monday-Friday. (PREFERRED METHOD AND TIME AFTER 3PM)
- Each site has an email address which is checked daily. If there are any changes to your child's attendance, it is imperative that we are made aware of these changes. This is especially important if your child attends Trottier where there is no communication between the front office and SEDP. If you have any immediate changes after 3pm (such as alternate or late pick-up's) we prefer that you call our direct phone line as we are often busy and checking email is not always feasible.
- Monthly newsletters, policy updates, and announcements are sent directly to each family via email. These updates may include cleaning procedures, changes in pick-up procedures, and emergency contact reminders monthly if not bi-weekly.
- Our website has a "contact us" button, which sends mail directly to the Executive Director.

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 who have been or are currently enrolled in our program. Their perspective as parents and customers is essential, to ensure that we are offering quality programming. Their input is valuable as we revise policies, make program decisions, and work to meet our goals. We welcome anyone interested in becoming board members to contact SEDP so that we can invite you to our meetings. We welcome new board members anytime. Your personal feedback is encouraged, and we invite you to call, email, or write to share your ideas and opinions.

Parent Visits

- Normally we encourage and love having families drop in, however due to the restrictions of the Covid-19 policies we are no longer permitting families to enter the building. If you have further questions or concerns, please contact your child's Site Coordinator or the Executive Director.

Please know that due to the policy changes for the health and safety of our students and staff, the failure to adhere to the policies set forth could result in being dismissed from the program. It is of utmost importance that we maintain the health and safety of our entire SEDP community.

Parent Handbook Acknowledgement Form
Covid-19 Edition

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

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

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

Student's Name: _____

Grade: _____ School: _____

Parent or Guardian Signature _____
Date

*Some Excerpts of the parent handbook were taken from the Southborough Public Schools Reopening Plan