

Parents' Guide To The Chelmsford Community Education

EXTENDED DAY PROGRAM 2007-2008



Chelmsford Public Schools
Chelmsford Community Education
200 Richardson Road
Chelmsford, MA 01863
Phone: 978-251-5151 Fax: 978-251-5154
www.ChelmsfordCommunityEducation.org

I. INTRODUCTION

The goal of the Chelmsford Extended Day Program is to provide an invaluable service to working parents of children in Chelmsford Public Schools. The staff will make every effort to provide a safe and harmonious environment in which your child can make age appropriate choices that lead to sound social, emotional, and physical development.

Our program is located in six schools: the Byam, Center, Harrington, South Row and Westlands Schools, for both the morning and afternoon sessions, and in the Parker Middle School for just the afternoon session. This housing plan allows the staff to improve service by providing more time for interaction between the Extended Day Staff and your child. Elementary students will use their own buildings both before and after school. For the morning program, middle school students can be dropped off at their neighborhood elementary buildings and transportation will be provided to the two middle schools. McCarthy students will be transported to the Parker Middle School in the afternoon.

This handbook presents the policies and procedures of the Extended Day Program. Knowing the policies and procedures will allow for a more beneficial experience for both you and your child. Any suggestions you have for inclusion in this handbook are welcomed. The Chelmsford Extended Day Staff looks forward to a successful and safe year working with you and your child.

The Site Supervisor for each building is:

Byam - Stephanie Gauthier
Center - Christopher Holt
Harrington - Dave Grudinski
South Row - Keith Kinney
Westlands - Kari Pierce-Clarke
Parker - Noella Byam

II. ATTENDANCE

A major responsibility of the Extended Day Staff is to assure accuracy of attendance. In order to prevent interruptions in your work day, and in order to minimize the time the staff must be on the phone away from the children, **please call the Community Education Office (978-251-5151) by 2:00 p.m. if your child is going to be absent.** Identify yourself, give your child's name, and state the reason why your child will not be at Extended Day. **After 3:00 p.m., call your Extended Day building directly.** We suggest programming these numbers into your cell phones.

Byam School	978-251-5144
Center School	978-251-5155, x4047
Harrington School	978-251-5166, x1115
South Row School	978-244-9367
Westlands School	978-251-5188, x4145
Parker School	978-251-5133, x4354

In addition, when sending notes to the classroom teacher regarding Extended Day attendance, please also send one clearly labeled to the Extended Day staff.

III. COSTS

Payments have been broken down into equal monthly payments for the ten months of the school year - September through June - and cover the 180 school days. A \$10 nonrefundable registration fee is required for each child in addition to tuition. Snow days, vacations and full day professional days are not included in your regular monthly fee - there is an additional charge of \$35 if you choose to send your child during those times.

It is presumed that your child is enrolled for the full academic year. One month's notice is required if you must withdraw your child. You will receive a bill in the mail at the end of each month. Tuition payments are due the last school day of each month for the upcoming month.

Please adhere to your morning drop-off and afternoon pick-up schedule. **THERE IS A \$10.00 PER CHILD FEE FOR EACH ADDITIONAL 15 MINUTES OR FRACTION THEREOF BEYOND YOUR SCHEDULED TIME.** This fee will be added to your monthly statement.

The early release days are included in the cost if they fall on your scheduled days of afternoon usage. If you need Early Release coverage on an unscheduled afternoon, the cost is \$27 per day.

We do recognize that there may be an occasional need to adjust a student's schedule. Please realize that all late changes require our staff to update our information, notify main offices, teachers, extended day staff and busses. All changes in your next month's schedule must be received no later than the 20th of any month. After the 20th there will be no credit for unused days. In order to prepare correct attendance sheets for each building, increases in your usage must also be received by the 20th. We do realize that there can be emergency/unplanned situations requiring additional day(s). These will be added at the per diem cost. Because staff is hired based on anticipated attendance, no credit can be given for sick days. If you are planning a vacation for a week or more during regular school days, we will adjust that month's tuition if notification is received by the 20th of the preceding month.

IV. BUS TRANSPORTATION

The Extended Day bus number is usually different from the regular bus number that your child takes to and from school. The staff asks your cooperation in teaching your child the correct bus numbers. Please refer to the following list.

The school principals have been notified of the days on which your child attends Extended Day; but, if applicable, please review with your child each morning whether or not he/she is going to the Extended Day Program and the bus he/she should get on in the afternoon. The staff will place the children who attend the AM Extended Day Program on the correct busses in the morning when they are going to school.

TIME	FROM	TO	BUS
AM	Byam	Parker	10
AM	Center	McCarthy	19
AM	Harrington	Parker	6
AM	South Row	McCarthy	28
AM	Westlands	McCarthy	15
Mid-Day	Byam K/CC	South Row	K-12
Mid-Day	Center K/CC	Harrington	K-8
Mid-Day	Center K/CC	Westlands	K-14
Mid-Day	Harrington	Center K/CC	K-10
Mid-Day	South Row	Byam K/CC	K-13
Mid-Day	Westlands	Center K/CC	K-15
PM	McCarthy	Parker	5
PM - late run	McCarthy	Parker	5

**ALL BUS NUMBERS ARE SUBJECT
TO CHANGE.**

V. CHILD'S RECORD

It may be necessary to contact you during your work day in case of emergency. It is imperative that you keep your child's record updated. **If you move, change positions, or change the emergency phone number, contact the Community Education Office (978-251-5151) IMMEDIATELY.**

VI. ARRIVAL AND DISMISSAL

Doors open at 7:00 a.m. NO EXCEPTIONS.

Parents must bring their children directly to the teacher in charge of attendance when they arrive in the morning; they cannot be dropped off. If you have any special instructions or information that would help us to make your child's transition from home to school smoother, please inform us at this time.

The entrance for both the Byam and Harrington Extended Day Programs is the door located off the parking lot on the right side of the school near their playgrounds. Use the front door for Center. The entrance for South Row is the receiving door in the back parking lot. Drop-off and pick-up for Westlands will be at the cafeteria door on the left side of the building. The entrance for the Parker Middle School Extended Day Program is on the right wing as you face the building.

Parents must report directly to the teacher in charge of dismissing your child from Extended Day. Students are not allowed to leave on their own nor can they be picked up from the playground. Dismissal time is a good time to check on your child's progress and leave any special instructions which would help with proper adjustment.

Please adhere to your morning drop-off and afternoon pick-up schedule. **THERE IS A \$10.00 PER CHILD FEE FOR EACH ADDITIONAL 15 MINUTES OR FRACTION THEREOF BEYOND YOUR SCHEDULED TIME.** This fee will be added to your monthly statement.

It is our policy to dismiss students only to a parent. **If SOMEONE OTHER THAN YOURSELF is picking up your child, YOU MUST NOTIFY the Community Education Office, 978-251-5151, by 2:00 p.m. or call your daycare location after 3:00 p.m.** Give the name of the person who will be picking up your child - they will be asked to show a photo ID.

VII. CLOTHING AND PERSONAL BELONGINGS

Please label your child's clothing (hat, mittens, coat, jacket) and personal belongings (lunch box, book bag, books) with his/her name, school, and grade. Do not send toys to school or Extended Day. The staff cannot be responsible for lost or broken items. During the year the staff collects many lost items, so regularly scheduled trips to the "Lost and Found" could prove to be economically worthwhile expeditions.

In the cold weather children must be dressed properly before they can participate in outdoor activities. Your child may not go out without boots, mittens, hats, and ski pants. Two pairs of jeans are not acceptable outdoor wear because they get too wet.

VIII. BREAKFAST, SNACKS, AND BAG LUNCH

Your child should have his/her breakfast before coming to the Extended Day Program. However, a snack is provided for any child who wishes to eat. Pancakes will be offered one morning a week.

Afternoon snack time is a time for nourishment, communication, and relaxation. It is a transitional time from the school day to play and is a regular part of each child's day. Additional snacks are available during the afternoon. Guidance is given when snacking goes beyond reasonable amounts. Special dietary restraints or supper time limitations must be communicated to the staff by note or discussion when you pick up your child.

Snacks must be eaten at the Extended Day Program. They are not to be taken home.

YOU MUST PROVIDE YOUR CHILD WITH A BAG LUNCH ON DAYS WHEN SCHOOL IS NOT IN SESSION AND ON EARLY RELEASE DAYS.

The cafeteria is closed on snow days, early release days, and during the vacation weeks. Extended Day will provide drinks and snacks only.

IX. ACTIVITIES

A variety of play activities is offered to your child. Free, relaxed, cooperative play is encouraged to develop socialization skills. Every attempt is made to have worthwhile, age appropriate activities and play. The activities may be individual, small group, or large group. Each child is encouraged to make choices regarding the activities in which he/she participates.

Arts, crafts, and cooking activities are also offered. There are a variety of board games available and sports activities are conducted in the gymnasium and on the playground.

Because many of our students go directly from Extended Day to other activities, homework may need to be done in the afternoon. Parents should remind their children. It is the students' responsibility to know their schedules and complete their work. Extended Day staff will assist when appropriate and provide a quiet corner for students to work.

X. ILLNESS, ACCIDENT, AND BEHAVIOR REPORTS

Reports are filed with the Community Education Office explaining a child's accident or behavior incidents.

If your child should become ill while at Extended Day, you will be notified at work. If you are unable to leave work, please make sure arrangements have been made so that someone is available to pick up your child. Contact the person who will be picking up your child. If the person is different from the one listed on your child's record, give sufficient identification to the Extended Day staff.

If an accident occurs which requires first aid rather than "TLC," first aid will be administered by a certified staff member. Registered Nurses, student nurses, and CPR and basic first aid certified staff are assigned to our buildings, with a Registered Nurse always on call. You will be notified at work if it appears that further medical attention is required.

Students will be disciplined if their behavior is detrimental to themselves or to the individual or group with whom they are playing. Students' behavior will be discussed with them and an explanation of why the behavior is unacceptable will be given. Continued misbehavior will result in isolation from the group for a specified period of time. This is called a "time out." Persistent misbehavior will be discussed with a parent at dismissal time and a cooperative plan of behavior modification will be agreed upon. If your child has difficulty in adjusting to a specific situation, the Director and Supervisor will decide that a daily log be kept. The decision to temporarily or permanently remove a child from our program will be made after the Director has met with the parents and the staff.

XI. SNOW DAYS, DELAYED OPENINGS & EARLY DISMISSALS

The staff makes every effort to keep the Extended Day Programs in operation during days when school is cancelled due to **SNOW** or other types of inclement weather. However, the Fire Department and Highway Department determine whether or not the roads are accessible in case of emergency at a particular school. **We will open at 8:00 a.m. on snow days** to allow for the clearing of the driveway and walkways. The Center School has been chosen to house the Extended Day programs. Please use the

front door when dropping off and picking up your children. If the roads are determined to be inaccessible, then the Full Day Snow Day Program will be cancelled.

There is an additional charge of \$35.00 if you choose to send your child to our program on snow days. Please remember to send lunch with your child.

You can call our office to listen to a recorded message regarding school closures and the status of the Extended Day Programs. Announcements will be posted on our website (see front of this booklet), WCAP radio and Chelmsford Telemedia (Channels 8, 10 or 22). We also attempt to notify the networks (channels 4, 5 and 7).

In the event of the **DELAYED OPENING** of school, our Extended Day Program will open at 8:00 a.m. at the regular locations.

For days when schools close for **EARLY DISMISSAL** because of inclement weather, our Extended Day Program will operate as usual until 6:00 p.m., however, children should be picked up as soon as possible.

XII. SUMMARY OF EXTENDED DAY OPTIONS

The flexibility of Extended Day Programs allows you to design a program to fit your specific child care needs. The options listed below may be combined to meet your personal requirements.

Option One: Your child may attend the Extended Day Program in the morning from as early as 7:00 a.m. until school starts. Your child may attend this program from one to five days a week. This program follows the regular school calendar and also operates when there is a DELAYED START to school because of inclement weather. We open at 8:00 a.m. when there is a delayed start. Preregistration is required.

Option Two: Your child may attend the Extended Day Program in the afternoon from the time school is dismissed until as late as 6:00 p.m. Your child may attend this program from one to five days a week.

The program follows the regular school calendar and also operates when there is a scheduled EARLY RELEASE DAY or when students are released from school early because of inclement weather.

Option Three: In order to provide for your kindergarten child on his/her off session, full school day combined Kindergarten/Childcare Programs are offered at Center and Byam Schools. SPACE IS LIMITED. The program operates from 9:00 a.m. through 3:20 p.m., five days a week. The program follows the regular school calendar. Preregistration is required.

Option Four: You may need child care services during school vacations, the full professional day and snow days. This program operates at one location for all children, all grades. For February vacation and snow days, we use the Center School. For the full professional day on October 26 and during April vacation, we use the Harrington School. We open at 7:00 a.m. on vacations and the full professional day, and at 8:00 a.m. on snow days. Closing time is 6:00 p.m. YOUR CHILD MUST BRING A BAG LUNCH. Preregistration is required for vacation days and the full professional day. Charges will be included on your next monthly billing.

Option Five: There are several half-day early release days scheduled. The Extended Day Program on early release days for students in grade 1 and up will be conducted at the children's regularly scheduled locations. Kindergartners will stay at their AM location. In the event we are unable to staff all buildings, the middle school students will all be sent to their neighborhood elementary schools. The early release days are included in the monthly cost if they fall on your scheduled days of afternoon usage. If you need Early Release coverage on an unscheduled afternoon, you can pre-register and pay the additional fee. YOUR CHILD MUST BRING A BAG LUNCH. Snacks and drinks are provided.

XIII. LOCATIONS FOR SPECIAL SITUATIONS

EARLY RELEASE DAYS (afternoons):

Students in grades one and up will attend their regularly scheduled buildings.
(In the event we are not able to staff all buildings, the middle school students
will all be sent to their neighborhood elementary schools.)

z

EARLY RELEASE DAYS **KINDERGARTEN/CHILD CARE**

(afternoons):

stay at their AM location.

z

SNOW DAYS:

Open at 8:00 a.m. at Center School only
(pick up & drop-off at the front door).

z

VACATIONS:

February Vacation: Open at 7:00 a.m. at the Center School only
(pick up & drop-off at the front door).

April Vacation: Open at 7:00 a.m. at the Harrington School only
(pick up & drop-off through the door on the right-hand side of the building).

z

DELAYED OPENINGS:

Open at 8:00 a.m. at regularly scheduled building.

z

EARLY DISMISSAL (for snow, etc.):

to regularly scheduled school. Please pick up as early as possible.

z

Chelmsford Community Education

2007/2008 Extended Day Important Dates

Sep 2007

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2007

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28	29	30	31			

Nov 2007

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Dec 2007

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Jan 2008

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Feb 2008

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24	25	26	27	28	29	

September
 5 First day for Grades 1 - 12
 10 First day for Kindergartners
 19 Early Release Day

October
 8 No School / No Day Care
 26 Full Day Care Available

November
 12 No School / No Day Care
 21 Early Release Day
 22 No School / No Day Care
 23 No School / No Day Care

December
 6 Early Release Day
 24 - 31 No School / No Day Care

January
 1 No School / No Day Care
 16 Early Release Day
 21 No School / No Day Care

February
 18 No School / No Day Care
 19 - 22 Full Day Care Available

March
 11 Early Release Day
 21 No School / No Day Care

April
 1 Early Release Day
 21 No School / No Day Care
 22 - 25 Full Day Care Available

May
 1 Early Release Day
 26 No School / No Day Care

June
 24 Scheduled last day
 25 Summerfest Program
 starts day after school gets out

July
 4 Summerfest closed

August
 22 Summerfest ends.

Mar 2008

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Apr 2008

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May 2008

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Jun 2008

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Jul 2008

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Aug 2008

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Chelmsford Community Education
978-251-5151...

Please call us with any
questions you have
about our programs.

We are open from
7:30 to 3:30 daily, and
our answering machine is always on.



*Mona Bean, Maura Therrien,
Linda Westland, and Connie Silvia*