

*Parents' Guide
To The
Chelmsford Community Education*

*EXTENDED DAY PROGRAM
2011-2012*



Chelmsford Public Schools
Chelmsford Community Education
170 Dalton Road
Chelmsford, MA 01824
Phone: 978-251-5151 Fax: 978-251-5154
www.ChelmsfordCommunityEducation.org

**Chelmsford Community Education
Parent's Guide 2011 - 2012**

I have received a copy of the Chelmsford Community Education Extended Day Program Parents' Guide and have reviewed the policies and procedures that are included.

Child's Name: _____
(please print)

Parent's Name: _____
(please print)

Parent's Signature: _____

Date: _____

Please return this portion only (keep the rest of the document) immediately.....

- Drop off at the Community Education Office at 170 Dalton Road, Chelmsford

OR

- Give it to the staff at your child's Extended Day location.

OR

- Fax to the Community Education Office, 978-251-5154.

Chelmsford Community Education Parent's Guide 2011 - 2012

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 buildings: the Chelmsford Community Education Center (former Westlands School), the Byam, Center, Harrington, and South Row 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.

Children must be potty-trained before attending our program. We do not have changing facilities.

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 Supervisors for each building are:

Byam: Stephanie Gauthier
Center: Christopher Holt
CommEd Center: Kari Pierce-Clarke
Harrington: Dave Grudinski
South Row: Vicki Brennan
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	978-251-0933
CommEd Center	978-251-5188, x4145
Harrington School	978-251-5166, x1115
South Row School	978-244-9367
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

Monthly charges are based on the 180 school days and are broken down into ten equal payments (September to June) due on the first business day of the month for that month. We prepare and mail or email your next month's bill on the 21st to 23rd of each month. **Automatic Electronic Funds Transfers are made on the first business day of each month for that month. Please contact us if you feel your bill is incorrect. Otherwise the full amount will be withdrawn as reflected on your emailed invoice.** 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 \$45 if you choose to send your child on those days.

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 or by email 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 \$34 per day.

BUS NUMBERS ARE SUBJECT TO CHANGE.

We do recognize that there may be an occasional need to adjust a student's schedule. **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 and we are not a drop-in program, 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. Please realize that all late changes require our staff to update our information, notify main offices, teachers, extended day staff and busses.

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	20
AM	Center	McCarthy	19
AM	Harrington	Parker	10
AM	South Row	McCarthy	28
Mid-Day	Byam	CommEd Center	K-1
Mid-Day	Center	CommEd Center	K-6
Mid-Day	Harrington	CommEd Center	K-10
Mid-Day	South Row	CommEd Center	K-14
Mid-Day	CommEd Ctr.	Byam	K-3
Mid-Day	CommEd Ctr	Center	K-8
Mid-Day	CommEd Ctr	Harrington	K-11
Mid-Day	CommEd Ctr	South Row	K-16
PM	McCarthy	Parker	5
PM - late run	McCarthy	Parker	5

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. COURT ORDERS

If families wish us to observe orders or restrictions such as court-ordered custody/guardianship or temporary/permanent restraining orders, please be sure we have an up-to-date copy of the document on file at the CommEd Office.

VII. 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 the CommEd Center 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, and must be 18 or older.

VIII. CLOTHING AND PERSONAL BELONGINGS

Please label your child's clothing (hat, mittens, coat, jacket) and personal belongings (lunch box, backpack, 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.

IX. 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.

X. ACTIVITIES

Many play activities are 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 during Extended Day hours in the afternoon. Parents should remind their children to do their homework that afternoon. It is the student's 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 for a short period of time, on most days.

XI. ILLNESS / ACCIDENT 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, CPR and basic first aid certified staff share duties at our various buildings. A Registered Nurse may not be on site at your child's assigned building. You will be notified at work if it appears that further medical attention is required.

XII. DISCIPLINE / BEHAVIOR

Following are some of the expectations we have for children attending our program. Most of these are the same ones your children are familiar with during the school day.

1. We expect that children will be courteous and

- respectful toward adults and other children.
2. We expect that children will not run in the building except in the gym when appropriate.
 3. We expect that children will not deface or destroy school property, that they will not fool in the restrooms, and will help keep our buildings clean, neat and uncluttered.
 4. We expect that children will seek the assistance of a staff member when having problems with another student. Fighting, pushing, rough play, tackling, shoving, bullying, etc. will not be allowed and could result in a request to pick up your child immediately from our program (please have alternate arrangements in place if you are unable to leave your job).
 5. We expect that children will not throw any objects, such as rocks, dirt, pebbles, toys, etc. that could cause injury to another person.
 6. We expect children to follow all the basic rules of good manners when eating in the cafeteria.
 7. We expect children to use appropriate language at all times.
 8. We expect that children will not bring unsafe objects to our program, such as matches, knives or other objects which may be considered or used as a weapon.
 9. We expect that students will not leave the grounds at any time during the day except at such obvious time as pick-up.
 10. We expect that children will give a courteous response to any direction or request from a staff member in the program.
 11. We expect that children will not exhibit behavior that could disrupt activities.

We believe in positive guidance for our children. Our main techniques will be through the use of positive reinforcement, redirection to another activity, and discussion. If students' behavior is detrimental to themselves or to the individual or group with whom they are playing, staff will discuss and explain why the behavior is unacceptable with the children. Persistent misbehavior will be discussed with a parent at dismissal time and a cooperative plan of behavior modification will be agreed upon, which could include withholding privileges (such as a special activity). Severe or continued problems may result in removal from the program. If your child has difficulty in adjusting to a specific situation, a daily log will be kept. The daily log will be used in making a decision concerning continued participation in the Extended Day Program.

XIII. 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 CommEd Center has been chosen to house the Extended Day programs for all Extended Day students on snow days. Please use the door on the left side of the building 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 \$45.00 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 and Chelmsford Telemedia (Channels 8, 10 or 22).

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, we ask that children be picked up as soon as possible.

XIV. SUMMARY OF EXTENDED DAY OPTIONS

The flexibility of Extended Day Programs allows you to design a program to fit your specific child care needs. Pre-registration is required for the following options, and can 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.

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 the CommEd Center. SPACE IS LIMITED. The program operates from 9:00 a.m. through 3:15 p.m., five days a week. The program follows the regular school calendar.

Option Four: You may need child care services during school vacations, the full professional day and snow days. This program operates at one location -- the CommEd Center -- for all children. 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.** Charges will be included on your next monthly billing. **All children must be pre-registered for school vacations and the full professional day** in order to ensure appropriate staffing levels. Walk-ins are only allowed on snow days.

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.

XV. 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.)

EARLY RELEASE DAYS

KINDERGARTEN/CHILD CARE (afternoons):

Children will stay at their AM location (i.e., If a child is at an elementary building at 11:45, he/she will attend the Extended Day program at that building. If he/she is at the CommEd Center at 11:45, he/she will attend the Extended Day program in that building).

SNOW DAYS:

Open at 8:00 a.m. at the CommEd Center only (pick up & drop-off at the door on the left side of the building).

VACATIONS:

School Vacations: Open at 7:00 a.m. at the CommEd Center only (pick up & drop-off at the door on the left side of the building).

DELAYED OPENINGS:

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

EARLY DISMISSAL (for snow, etc.):

Students will report to their regularly scheduled schools. Please pick up as early as possible.

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, Christen Martin,
Linda Westland, Karen Martin
and Connie Silvia*

