

Foxborough Public Schools

Extended Day Program

Family Handbook

August 2020

Extended Day Central Office

John J. Ahern Middle School

Room #143

111 Mechanic Street

Foxborough, MA 02035

When contacting the Extended Day Central Office, please include your child's name, Extended Day family registration number, and school.

Office Hours:

Monday through Friday: 7:00 a.m. to 11:00 a.m. and 2:00 p.m. to 6:00 p.m.

Phone: 508-698-3858

Fax: 508-543-1613

Email: martinn@foxborough.k12.ma.us

District website: www.foxborough.k12.ma.us

Employer Tax Identification Number (EIN):

04-6001150

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Mission Statement

Since Foxborough Public Schools opened the first school-sponsored Extended Day Child Care Program, our mission has been to provide a safe, fun and enriching environment before and after school for children and their families.

The Extended Day Program offers supervised quality activities, which are age appropriate and designed to meet the needs and interests of children. Supervisors and staff work together to provide a fun, interesting and educationally supportive program.

The Extended Day Program works to ensure that all families who request services for Extended Day will be able to participate in the program.

Vision

For over 25 years the Foxborough Public Schools has recognized the changing needs of the children and families it serves. We have developed the Extended Day Program to assist parents who have work/career obligations that require flexibility in drop-off and pick-up times not afforded by the regular school day schedule.

School age children have needs for recreation, social contact, intellectual and cultural enrichment, as well as, adult supervision. We believe we can provide a unique opportunity within an informal learning environment for children in grades K-6 to meet and learn together. Further, we have an opportunity to enrich what happens in school by allowing children the space and time to develop interests and relationships.

We value close relationships with the families we serve. We believe that parental support and communication will directly contribute to the child's positive growth and development.

Program Goals

- A. To provide secure, comprehensive child care for all school-age children in grades K-6 who reside in Foxborough.
- B. To ensure that each child feels safe at all times. No child will be bullied or harassed by another child.
- C. To provide a positive environment that provides daily opportunities for children to:
 - Participate in large and small group, structured activities
 - Explore a variety of enrichment materials and activities
 - Have free play
 - Have privacy, alone or with a small group of friends
 - Have daily homework time
 - Allow students to participate in school sponsored on-site after school activities, clubs, sports and scheduled events
- D. To promote positive self-esteem for each child by providing an environment based upon mutual respect and positive interactions.
- E. To promote positive family-program relationships by ensuring open communication with families.

Program Administration

The Extended Day Program Manager, along with four Site Supervisors oversee the staff and each program site throughout the Foxborough Public Schools system.

The school Principal is responsible for all activities in his/her building, including the Extended Day Program. The Extended Day Manager, in consultation with the Extended Day Site Supervisor, may dismiss students from the Extended Day Program for repeated late pick-up, non-payment of tuition, behavior problems, failure to complete and/or update forms required for enrollment in the program, and/or failure to comply with program rules and procedures.

A Site Supervisor directs the day-to-day operations at each school site with the assistance of the site staff. Staff qualifications and ratios of program staff to students meet or exceed the requirements of Massachusetts' standard for licensing school age childcare programs.

Registration Procedures

Registration will be accepted on a first come, first served basis. In the event that registration exceeds space and staffing requirements, children will be placed on a wait list until the attendance can be accommodated.

Enrollment for students currently participating in the Extended Day Program is held in February. New student registration for school year Extended Day is available on/about March 1. Please visit our district website, www.foxborough.k12.ma.us, contact our office 508-698-3858 or contact Nancy Martin (Extended Day Manager): martinn@foxborough.k12.ma.us for details. Paper copies of registration materials may be obtained from the Extended Day Central Office upon request.

There is a two day minimum for registration in the Extended Day Program. Children must be registered for the same two days each week for the entire school year. Changes in your child's schedule require a two-week written notice. Verbal requests will not be honored.

In the event of an unexpected schedule change, the Site Supervisor will determine if they can safely accommodate the family needs.

A \$25 non-refundable registration fee, which will be applied toward your first tuition payment, must be submitted with each registration.

Registration Forms:

- Before the student is eligible to begin the program, the Extended Day registration must be completed, submitted and approved, with all applicable fees and/or tuition, to the Extended Day Central Office.
- Each registration will be reviewed. Families will be contacted regarding a start date or if additional information is necessary to complete your registration.

Completing the Registration:

- All information requested must be complete and accurate. If information does not apply to your child, please enter “N/A”.
- Two emergency contacts, parent/guardian or other family members, is required.
- Parents/guardians are responsible for maintaining up-to-date information in their family account at all times.

Enrollment Options/Sessions

Elementary Before School Sessions: This session opens at 7:00 a.m. daily and operates until the start of the school day. Elementary After School Session: This session operates from school dismissal until 6:00 p.m. Children must be picked up by 6:00 p.m.

Middle School students are eligible to attend the before school program at their neighborhood elementary school. Transportation is available from the elementary school sites to the middle school.

If your child has been dismissed from school and has not returned by school dismissal, the child cannot attend Extended Day that afternoon.

Note: Please provide a voice message or written notification to the Extended Day Site Supervisor on the days the student will not attend the Extended Day Program.

Hours & Days of Operation

Extended Day programs follow the Foxborough Public School calendar.

Extended Day does not operate on school holidays, or when school is closed due to a professional development day or due to an emergency or for inclement weather.

The Extended Day Program is open during non-emergency early dismissal days with the exception of the Wednesday before Thanksgiving. There is an addition fee per child, per day for early dismissal days (see fee schedule).

The Extended Day Program offers services during the February and April school vacation weeks (Tuesday – Friday). The vacation program runs from 7:00 a.m. until 6:00 p.m. Registration for the vacation program is on a first come, first served basis. Preference will be given to children who enroll for all four days of the vacation week. The vacation program is subject to minimum enrollment requirements.

Delayed Openings/and Unscheduled Closings:

When a delayed opening is announced, the Extended Day Program will also have a delayed opening. The program will open at 8:00 a.m. rather than the normal 7:00 a.m.

In the event of an early dismissal due to an emergency or inclement weather, there will be no Extended Day Program. Your child will be sent home on his/her regular school bus.

Fees

Annual Registration Fee:

There is an annual, non-refundable, registration fee of \$25.00 per child. This fee will be applied to your first tuition payment once registration has been completed/approved. Registrations will not be processed prior to receiving the registration fee.

Tuition Fees:

Tuition fees are calculated based on the school day calendar (180 days), the cost of services, and divided by 20 bi-weekly payments. The Federal Free and Reduced Lunch Program Application must be filled out and approved by the Food Service Director to qualify for a reduced tuition. A copy of the approval letter must be submitted prior to the beginning of the school year, or at such a time as the family financial situation changes.

- Tuition is charged according to the school site and the sessions selected.
- Tuition is not reduced when a child is absent due to illness and/or vacations, or when weather or when an emergency forces closing of school.
- Tuition invoices are distributed at each site bi-weekly. Payments are due the Friday prior to the two week tuition period.
- A late fee of \$25 will be charged for payments received after the due date.
- Your child's enrollment will be terminated if you fail to pay your balance within two weeks of the due date.

- A fee of \$25 will be assessed for all returned checks.
- See the attached schedule of fees for elementary before school fees, elementary after school fees and middle school after school fees, early release day fees and vacation week fees.
- We accept checks and money orders only. No cash will be accepted. Checks should be made payable to “Foxborough Public Schools”.

FY21 Rate Schedule

Elementary School Before School	FY21 bi-weekly		
5 Days		\$87.00	
4 Days		\$82.00	
3 Days		\$69.00	
2 Days - Minimum Registration		\$51.00	
add 1 day		\$14.50	Daily Rate
Elementary School Aftercare			
5 Days		\$120.00	
4 Days		\$115.00	
3 Days		\$102.50	
2 Days - Minimum Registration		\$77.50	
Add 1 day		\$23.00	Daily Rate
Middle School Aftercare			
5 Days		\$131.00	
4 Days		\$125.00	
3 Days		\$109.00	
2 Days - Minimum Registration		\$83.00	
Add 1 day		\$24.00	Daily Rate
Early Release Days		\$15.00	Daily
			Incremental
			Rate
Vacation Childcare			
per day		\$58.00	Daily Rate

<u>Daily Schedule</u>		<u>Start</u>	<u>Stop</u>
Elementary	Morning	7:00	8:50
Elementary	Afternoon	3:00	6:00
Middle School	Afternoon	2:25	6:00
Vacation Schedule		7am	6pm
Early Release Days			
Elementary	Afternoon	12:07	6:00
Middle School	Afternoon	11:37	6:00

SIGN-IN & SIGN-OUT PROCEDURES

Please note the Sign-in & Sign-out procedures have changed and will be in effect until further notice!

In compliance with new safety protocols, family members will no longer be walking through the buildings, you will be required to drop off and pick up your child at the designated Extended Day Program Entrance. The Site Supervisor will sign-in or sign-out your child by noting the person dropping off or picking up and the time.

As always it is imperative that any changes to your child's pickup routine be communicated to your Site Supervisor and classroom teacher. Any person picking up must be previously designated by parent/guardian and noted on your registration form and/or emergency contact card. Any additional authorizations may be submitted in writing to the Site Supervisor. The staff may require photo Identification from the person picking up the child.

DROP-OFF/PICK-UP PROCEDURES

AHERN

AFTERCARE

Please knock on the cafeteria door **(to the left of entrance #3 in the front of the building facing the driveway)**

Ahern School students may leave the Extended Day Program, without being signed out by an adult, to participate in on-site school activities. Before attending their activity they must report to their Extended Day Supervisor and inform them where they are going in the building. When the activity is over, children are to return to the Extended Day Program. Ahern School children can be released, if an approved release form from parent/guardian is on file, to school events that will go past Extended Day Program closing time or to sports held on school grounds.

BURRELL

BEFORE CARE

Please knock on the library door **(in the front of the building)** to drop off your child/children

AFTERCARE

Please knock on the library door **(in the front of the building)** to pick up your child/children.

IGO

BEFORE CARE

Park in the bus oval on Carpenter Street. Knock on the cafeteria door **(to right of the main entrance there is a blue Extended Day awning above the door)** to drop off your child.

AFTERCARE

Park in the bus oval on Carpenter Street. Knock on the cafeteria door **(to right of the main entrance to enter. There is a blue Extended Day awning above the door)**

TAYLOR

BEFORE CARE

Please enter through the first set of doors at the main entrance and knock on library door to the left to drop to drop off your child/children.

AFTERCARE

Please enter through the first set of doors at the main entrance and knock on library door to the left to pick up your child/children.

Children will not be released to an adult if there is a suspicion that the adult is intoxicated or if an unsafe situation exists. In these cases, other persons listed on the child's registration will be contacted. If the staff is unable to contact anyone else, the Foxborough Police Department will be notified.

Late Pick-up Policy

All Extended Day Programs close at 6:00 p.m. Parents/guardian must arrive by 6:00 p.m. to pick up their child(ren).

If parents/guardian are unable to pick up their child(ren) by 6:00 p.m., the parent must contact one of their emergency contacts to arrange for their child(ren) to be picked up on time.

Parents/guardians will be charged an additional \$20 per child for the first late pick-up. A second late pick-up fee will be \$25 per child, third late pick-up fee will be \$30 per child, increasing \$5 for each additional late pick-up. **Chronically late pick-ups will be subject to removal from the program.**

Changing Your Child's Schedule/General Information

Please do not send email notifications of a change in student's schedules due to time sensitivity.

If your child is not going to attend Extended Day on a particular day:

- Please provide written notice to both your child's teacher and Extended Day site staff indicating that your child will not attend.
- If you are unable to provide written notice, please call your child's program site phone (please refer to the phone number section in this handbook, page 28).
- If a staff person is unavailable to answer your call, please leave a detailed message on the voicemail.
- If your child has been dismissed from school and has not returned by school dismissal, the child cannot attend Extended Day that afternoon.

To change your child's pick-up arrangements for a specific day:

- Please provide a written notice indicating the date and name of the person picking up your child.
- If you are unable to provide written notice, please call your child's program site phone as soon as possible (please refer to the phone number section in this handbook, page 28).

To update or change information in your child's Extended Day Family Account (which includes parent contact information, pick-up authorization and health information):

- Changes should be submitted in writing to the Extended Day Central Office or the Site Supervisor at your child's program.
- Changes to your child's schedule must be submitted two weeks prior to the change.

To Withdraw Your Child

You can withdraw your child from the Extended Day Program with two weeks written notice by:

- Calling the Extended Day Central Office at 508-698-3858.
- Submitting notification by email to: martinn@foxborough.k12.ma.us
- Providing written notification to the Site Supervisor at your child's Extended Day Program site or to the Extended Day Program Central Office.

Failure to provide written notification will result in continued accumulation of fees.

Suspension/Dismissal

Your child's participation in the voluntary Extended Day Program is subject to all applicable policies and procedures of the Foxborough Public Schools. Children are to conduct themselves in a manner that will reflect the core values of our school system.

At the discretion of the Principal and/or Site Supervisor, in consultation with the Extended Day Program Manager, students can be suspended/dismissed from the Extended Day Program for:

- Failure to comply with program rules and procedures
- Repeated late pick-ups
- Behavioral problems
- Failure to provide and/or maintain true and accurate forms required for enrollment in the program
- Failure to maintain program eligibility
- Non-payment of tuition

When Your Child is Sick

Children who are absent from school during the school day due to illness may not attend Extended Day.

If a child develops symptoms of illness while attending an Extended Day Program, the parent/guardian will be notified and must make arrangements to have the child picked up as soon as possible.

Parents are required to report to Extended Day within 24 hours, or the next business day, if their child or any immediate household member, develops a reportable communicable disease as defined by the State Board of Health. Should the disease be life threatening, the reporting shall be immediate.

Medication Administration

Upon request, the staff will apply sunscreen and/or insect repellent to a child if:

- The parent provides written authorization, noting any known adverse reactions;
- The parent provides an original container of the substance that is labeled with their child's name.

Epi-pens and inhalers must be left with the Extended Day staff regardless of whether the same medication has been submitted to the school nurse. The Extended Day staff does not have access to the nurse's office when school is not in session.

All Epi-pens and inhalers must be labeled, and kept in backpacks, with child's information and parental permission. Students must be able to use their inhaler independently.

Parents/guardians of children with allergies must submit a complete list of substances, including food, which trigger allergic reactions, and a written description of the type of reaction usually experienced.

Reporting Suspected Child Abuse

Under Chapter 119, Section 51(A) of the Massachusetts General Laws, adults working with children are required to report suspected child abuse or neglect.

If a staff member suspects an incident of child abuse or neglect, he/she is required to report it immediately to their Site Supervisor, who will subsequently report it to the Extended Day Program Manager and school principal.

Upon consultation with the school principal and/or the guidance and counseling staff, Child Protective Services will be contacted. The identity of the person making the initial report is strictly confidential.

Activities & Programming

The Extended Day Program offers safe, supervised quality activities, which are designed to meet the needs and interests of students. Activities are designed to provide children opportunities to “learn through play” in a stress-free and fun environment.

Supervised outdoor activities are offered daily, weather permitting. A healthy snack and water is provided in the after school program.

Children Attending Enrichment and Non-Extended Day Activities During Extended Day Hours:

- Must check in with Extended Day before going.
- Must return at the conclusion of the program

Parents must provide written permission for a child to attend non-Extended Day activities during Extended Day time when the child is not expected to return to the program.

Homework Time:

Foxborough Public Schools regard homework as a communication tool between the students and the teachers. Parents should notify teachers if a student is having difficulty completing assigned tasks.

Extended Day provides a supportive environment and daily opportunities for children to do their homework. However, the Extended Day staff does not tutor children or ensure that homework assignments are complete.

Each afternoon time is designated for children to do homework and reading.

Ahern School children have an hour to work on homework and/or read a book.

Children in the elementary grades have 45 minutes which includes fifteen minutes for homework, fifteen minutes for reading and fifteen minutes for educational games.

Clothing and Footwear:

Children should dress in clothing that is appropriate for indoor and outdoor play. For safety purposes children should wear closed toe shoes, such as sneakers. Some gymnasiums require participants to wear non-marking soled shoes.

Proper clothing and footwear is required. The Extended Day Program makes every effort to bring the children outdoors for at least 20 minutes a day. Children should dress in clothing appropriate for outdoor play, such as, coats, boots, hats, gloves in cold weather, and snow pants to go sledding. Children should wear sneakers for safety purposes in the gym or for outdoor activities.

Personal Toys & Games

Children may not bring toys, games and electronic devices from home. Extended Day will not be responsible for lost, stolen or damaged personal items. Kindles may be used for homework time. No trading cards will be allowed.

Snack

After school Extended Day serves healthy and nutritious snacks which follow the recommendations of recognized nutritional guidelines, such as those issued by the U.S. Department of Agriculture.

Note: Specific food requirements and allergies must be indicated during the registration process and on the school health forms on file in the school nurse's office.

If sending your child with breakfast, please make sure it is in its original package so that staff can read labels to determine whether it is safe for those children with allergies.

All snacks brought in from home need to be in their original packaging so that staff can read the label to determine whether it is safe for those children with allergies. Extended Day is a peanut-free zone and all snacks must be peanut-free.

For School Closing and Emergency Information

In the event of an emergency or for information regarding the status of the program on days of inclement weather, you may check for changes in Foxborough Public Schools and Extended Day operations at:

- Foxborough Public Schools website at: www.foxborough.k12.ma.us
- Foxborough Cable Access – channel 8
- Reverse 911 announcement via phone or email
- Any other places announcements may be made

Whenever school is open, Extended Day is open. Whenever school is canceled, Extended Day is also canceled.

Parent Involvement

The Extended Day staff works very hard to meet the expectations of our families. A critical component in this effort is maintaining a positive, productive and respectful line of communication between the program and its families.

Extended Day staff in each school keep parents informed and involved through a Parent Information Area, located near the sign-in/sign-out sheets. Parents are encouraged to communicate the individual needs of their child to the Site Supervisor of their child's program.

While visiting, please do not hesitate to take any comments, concerns, or questions directly to the Site Supervisor. For a more formal discussion, parents always have the opportunity to schedule a meeting with the Site Supervisor and/or Extended Day Program Manager.

Phone Numbers

Extended Day Program Numbers

Extended Day Central Office Nancy Martin, Program Manager martinn@foxborough.k12.ma.us	508-698-3858
Ahern Middle School Extended Day Carol Kerrigan, Acting Site Supervisor kerrigank@foxborough.k12.ma.us	508-698-2597
Burrell School Extended Day Janice Langton, Site Supervisor langtonj@foxborough.k12.ma.us	508-698-6526
Igo School Extended Day Robert Ryan, Site Supervisor ryanr@foxborough.k12.ma.us	508-543-1689
Taylor School Extended Day Karen Solomon, Site Supervisor solomonk@foxborough.k12.ma.us	508-543-1648