



Parent Handbook 2011-2012

781-344-5512 Administrative Offices
781-341-0885 Fax

781-344-3411 Hansen Site
781-341-0886 Jones Site

www.stoughtonextendedday.org (web)
info@stoughtonextendedday.org (e-mail)

Mission Statement / Statement of Purpose:

Stoughton Extended Day Program is a non-profit organization dedicated to providing the highest quality services to our community's children in a safe, educational and thriving environment better preparing our youth to be active and productive individuals within the community. We serve children from age 15 months and older. Stoughton Extended Day does not, and will not, discriminate based on race, religion, cultural heritage, disabilities, political beliefs, national origin, or marital status or sexual orientation.

Our goal is to provide a safe, educational and recreational preschool, before and after school, and vacation programs for children to improve and develop their capabilities; fostering and encouraging children to participate in sports and athletic exercise, as well as art, music, literature and community.

Introduction:

Thank you for choosing Stoughton Extended Day. We are a non-profit agency started in 1989 by a group of parents who saw the need for an after school program in the Town of Stoughton. With the same need presented by parents we started our preschool program in September 2003, and in December of 2008 our before school program was launched. We are here for you and your children. Please feel free to offer help, advice, and to voice your concerns. Please take an active role with our agency.

Administration:

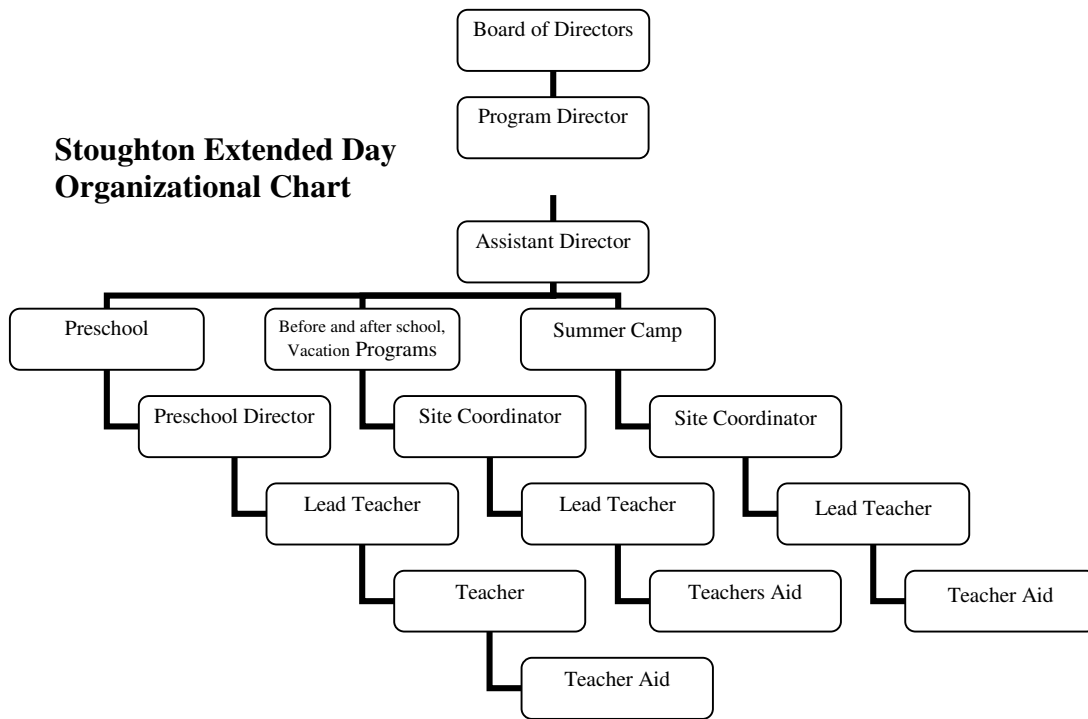
The administration of Stoughton Extended Day is comprised of the Board of Directors, a Program Director, Assistant Program Director, and Preschool Director. Site Coordinators oversee our before and after school programs as well as the vacation programs and summer camp. The Board oversees the Program Director who is responsible for the overall administration of all programs. The Preschool Director reports to the Program Director and is responsible for the day-to-day operations of the Preschool. The Site Coordinators are responsible for the day-to-day operation of their programs and reports to the Program Director.

Meetings of the Board of Directors are held each month. Parents or guardians may submit topics for the agenda in writing to the Program Director. Those submissions will be addressed at the following board meeting. If you would like to address the Board or attend a meeting please follow the same policy. The President of the Board will contact you with the date, time and place of the next meeting.

Our licensing agency is the **Department of Early Education and Care**, 1 Washington Street, Suite 20, Taunton, MA 02780; Phone 508-828-5025; Fax 508-828-5235. You may contact them for information regarding the programs regulatory compliance history.

Stoughton Extended Day is a non-profit agency incorporated with a tax ID number of 04-3061411. You may need this number for your taxes.

**Stoughton Extended Day
Organizational Chart**



Family Involvement:

We welcome and encourage communication with participating families. Our staff tries to be available during afternoon pick up to talk with parents. **You are always welcome to visit the program.** We would like to have an open line of communication and look forward to any and all suggestions. If at any time you have any concerns please do not hesitate to contact the Program Director at our main office at 781-344-5512.

Visiting the program / Enrollment:

Prior to enrolling in the program all families are welcome to visit the program, meet the staff and ask questions. This is a good opportunity to see if the program will meet the needs of your family. If you do decide to enroll an orientation will be offered to review the programs schedule, activities, early release days, transportation, tuition, weather closings, and any other questions that may arise.

Progress Reports:

A written progress report will be prepared periodically in conjunction with regulation 606 CMR 7.06(3), (toddlers and preschool = every 6 months, school age= annually at the mid point of the program). If you would like a conference to discuss the content of the report please do so in writing with the site coordinator or program director.

Mandated Reporting:

All staff and educators are mandated reporters. When there is suspicion of abuse they must report this to the Department of Children and Families, filed pursuant to M.G.L. c. 119, s51A and in accordance with the Department of Early Education and Care regulation 606 CMR 7.11(4)(d). We do not have a choice; we must report any suspected abuse.

Child Abuse or Neglect:

The licensee’s program administrator or designee will notify the Department of Early Education and Care immediately after filing or learning that a 51A report has been filed against a educator or person regularly on the child care premises; or alleging abuse or neglect of a child while in care of the program or during a program related activity. Any employee suspected of abuse or neglect will be placed on leave until an investigation by S.E.D., the

Department of Children and Families and EEC is completed. If an employee is found guilty, he/she shall be terminated and appropriate legal action may also be taken.

Arrival and Departure:

The hours for Stoughton Extended Day vary with the many programs we offer. The Preschool at S.E.D is open daily from 7:30 AM. to 6:00 PM. Our before school program opens at 7:00 AM. The after school program hours are from school dismissal until 6:00 PM Monday through Friday when school is in session. On Early Thursdays we are open from 11:15 AM (middle), 12:20 PM (elementary) to 6:00 PM. SED utilizes First Student Bus Company to transport the children to our site locations. This is the same company the Stoughton School system utilizes.

Before School Program: Your child must be walked in and signed in daily.

SED staff member(s) will be at each school to take attendance and stay with the SED children until 8:00 AM. They will then be escorted to the school's preferred location to be monitored with all incoming students to the school.

You or an authorized person must walk your child(ren) into the school (7:00 a.m. or later) and sign in. Please make sure that you complete all necessary paperwork and list those friends and family who are authorized to bring your child. No breakfast or snacks will be served, but you may send one with you child.

After School Program:

Elementary Schools: Upon dismissal from school the children are meet by SED staff. Attendance is taken to insure all children are accounted for. The children are then transported to there appropriate site by a SED program school bus. Children from the Dawe, Hansen, and West Schools usually attend the Hansen Site. You may choose to go to the Jones site. Please call the office for details. Children from the Gibbons, and South Schools attend the Jones Site. Sorry, there is no option for the Hansen Site for those schools. Upon arrival at the Hansen or Jones site attendance is taken again to ensure all children are accounted for. We then have our snack, meeting, and start the afternoon's activities.

Middle School: Middle School Children attending Stoughton Extended Day will be bused immediately upon school dismissal. The procedure at dismissal will be as follows: School will be dismissed at 2:13 p.m. Your children will have to catch the bus in the road between the Middle school and the High school. We will have 2 buses, one for the Hansen and one for the Jones. The Hansen bus will be bus # 6 in the line of buses. This is one of the Stoughton schools regular bus routes with non-SED children. The Jones bus will be by it self, in the front of the school on the corner by the other buses. This bus will have only SED children. The BUSES MUST LEAVE with the line of buses promptly at 2:22 p.m. We cannot stop or wait for anyone not on the bus. PLEASE CONVEY THE IMPORTANCE OF THIS TO YOUR CHILD SO THEY DON'T MISS THE BUS. If your child does miss the bus it is your responsibility to get them to the site location or home. If they do have a cell phone please have them or you call us at the numbers below (if not the school will call for them). We will make every effort to notify you if your child misses the bus. There is no late bus and we cannot go back to the school to pick up anyone who misses the bus. The same procedure will apply on Early Thursdays, except we will start busing at 11:40 a.m.

It is extremely important to make sure if your child is going to be absent, change days, or be dismissed from school that we get notified before 2:00 p.m. daily. The Hansen Site number is 781-344-3411, the Jones Site number is 781-341-0886.

You can pick up your children anytime before 6:00PM. When you arrive please remember to sign out your child before departing. If you have an alternate person picking up due to an emergency or schedule problems please make sure they have a picture I.D. and are on your transportation release form. If they are not on the form, please notify us as soon as possible. We will not release any child without permission from the parent or guardian.

If there are any changes in days or school, please contact the SED office at 781-344-5512 as soon as possible. A 30-day notice is required to decrease the number of days or withdraw from the program.

Absenteeism:

If your child is not going to attend extended day please make sure you notify your child's school, and your Stoughton Extended Day site before 2:00 PM. The Hansen Site phone number is 781-344-3411; the Jones Site phone number is 781-341-0886.

Snacks and Nutrition:

All Stoughton Extended Day programs offer a well balanced nutrition program that follows the guide lines set forth by the Department of Early Education and Care, 606 CMR 7.12 Nutrition and Food Service and meet the U.S.D.A. guidelines for nutrition and dietary needs. The following is a list of some snacks that may be served at our program: apples, grapes, oranges, bananas, raisins, chips, animal cookies, fish crackers, graham crackers, cereal, cheese curls, cake, Ritz crackers, cheese, etc. Beverages served are juice and water only. Soda may be served on special occasions only. All children are allowed to pick one snack and a piece of fruit.

Emergency Situations:

We will call 911 and use either Brockton Hospital or Caritas Samaritan Hospital for any emergency care. Emergency medical information is kept at each site and at the main office. Parents and guardians will be notified as soon as possible. Please make sure you notify us if there are any changes in phone numbers, jobs, or emergency contacts.

If the parents/guardians cannot be reached we will call the names provided on the student's First Aid and Emergency Medical Care Consent Form to arrange for pick up or to meet the child at the hospital.

In non-emergency situations when a child is ill or injured, parents will be notified and informed about the situation to determine whether your child will remain at the program. The program will provide a quiet area for the child to rest while waiting to be picked up.

All staff members are certified in First Aid and CPR in accordance with all EEC regulations.

In the event of potential emergencies please refer to the health care policy for detailed information. Copies of the Health Care Policy are available upon request.

Communicable Disease and Illness:

It is the parent's responsibility to notify Stoughton Extended Day promptly about any communicable disease that their child may have contracted: i.e., gastro-intestinal, respiratory, and skin or direct contact infections, strep throat, head lice, eye infections, chicken pox, etc.

If any of the following symptoms develop, you will be called to take your child home:

- Fever of 100 degrees or higher

- Vomiting or diarrhea
- Unexplained rash
- Severe cold or sore throat
- Inflammation of the eyes with drainage

To return to the Stoughton Extended Day after an illness a child must:

- Be fever free
- Symptom free for 24 hours
- Have appropriate Doctor's documentation (depending on the illness)

Medication:

Please do not send any type of medication in your child's bag or lunch box. Please make sure it is given to an educator or staff person who will store it out of the children's reach.

Prescription or non-prescription medication will not be administered without written parental authorization and a written order from the child's licensed health care practitioner. The order should include the original label on the medication and specify the child's name, dosage, number of times per day, and the number of days the medication is to be administered. Over the counter medications must be in the original manufacturer's packaging. No educator will administer any medication contrary to the directions on the original container unless so authorized in writing by the child's licensed health care practitioner. The child's parent must provide all medications. No first dose of any medication can be given except in extraordinary circumstances and parent consent is given. Those medications found in United States Drug Enforcement Administration (DEA) Schedules II-V must be kept in a secured and locked place at all times when not being accessed by an authorized individual. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38° F and 42 ° F. Emergency medications such as epinephrine auto-injectors must be immediately available for use as needed. When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of the licensee and the Department of Public Health, Drug Control Program. Each time a medication is administered, the educator must document in the child's record the name of the medication, the dosage, the time and the method of administration, and who administered the medication. The educator must inform the child's parent(s) at the end of each day whenever a topical medication is applied. All medications must be administered in accordance with the consent and documentation requirements specified by EEC.

Weather Emergencies / Snow days:

Stoughton Extended Day follows the Stoughton Public Schools for closings relating to weather emergencies. **If Stoughton Schools are closed then so are we.** This includes our preschool program and our before and after school programs. If there is a 1 or 2-hour delay then our programs open with the same delay (i.e. with a 1 hour delay the preschool opens at 8:30 a.m. and the before school program opens at 8:00 a.m., the after school program will be open for after school services as normal). There will be **no posting** for Stoughton Extended Day on any TV stations. We will post on www.whdh.com, or you can go to our web page at www.stoughtonextendedday.org to get the most up to date information. Another option is to participate in the "Snow Day Alert". You can register on line and get a message sent to your cell phone. If you're interested in taking advantage of this feature just go to www.whdh.com and click on "Snow Day Alert". Enter your cell phone, carrier, and choose the school system or organization your interested in hearing about. This is the fastest and easiest way to be

notified. There may be charges depending on your cell carrier and plans. If we need to close early during the course of the day we will post this information on the web pages and alert systems mentioned above. Please make sure to check on these when the weather is questionable.

Transportation / Field Trips:

On Early Thursday's we may schedule field trips to a variety of local entertainment or educational places. There will be a sign up sheet that is required to be filled out and signed by you. There may be additional costs. Field trips are not mandatory; you may have your child stay at the site. The choice is yours.

Behavior Management Policy:

Discipline is a major concern for everyone who cares for children. It is important for all the caregivers to work together and be aware of the methods being used. Whenever appropriate children in the program are invited to participate in the development of rules and policies.

Should a child display disruptive or inappropriate behavior, that child will be removed from the group. He or she will have a "time-out" period of approximately 2-3 minutes. At no time will this period exceed 10 minutes. After the "time-out" the teacher and child will briefly discuss the problem before the child returns to the group. If problems persist a written note will be sent home with the child and discussed with the parents and or guardians.

- No child will ever be disciplined for soiling his or her clothing.
- No child will ever be force-fed.
- No form of physical punishment is ever allowed.
- No child is ever denied food or use of the restrooms as a form of punishment.
- No child is ever subject to humiliation or verbal abuse.
- Every effort will be made to discuss a child's behavior alone with the child, not in front of a group.

Suspension / Termination policy:

When a child exhibits extreme behavior, measures must be taken to protect the child, his or her peers, and the staff in the program.

The following is an example of extreme behaviors:

- Harmful behavior towards other children, staff, or him/her self
- Abusive language
- Flight from the program
- Destruction of program or school property

Every effort will be made to avoid suspension and termination from our program. We will provide an opportunity for the parents to meet with us and discuss options. We may offer parent's referrals for evaluations, diagnostic or therapeutic services or pursue options for supportive services to the program. We may develop a plan for behavioral intervention at home that carries over into our program. This may include consultation and educators training to better serve the child.

First offense: A written warning shall be given.
Second Offense: A parent conference shall be scheduled.
Third Offense: The program reserves the right to terminate the child.

SED also reserves the right to terminate participation in the program if a parent or guardian becomes abusive or harassing to any of the staff or any program participants and their families. Further, children might be suspended until full tuition payment has been made or necessary medical/emergency documents have been received.

Children will be prepared for termination wherever possible, based on their situation and age. The situation will be discussed with parents or guardians to achieve the best explanation and preparation for the child. Please make reference to the list of services available (on page 10) which may be necessary for the child.

Decrease or Withdrawal from the Program:

If you would like to decrease the number of days per week or discontinue from any of our programs you must submit a 30-day written notification. Please ask the site coordinator or go to our web page for the appropriate form.

Children's Files and Records:

All information contained in a child's record shall be privileged and confidential. We will require written parental consent to distribute/release children's records to an unauthorized person. We will notify parent(s) if records are subpoenaed. Parents will have access to the records no more than 2 days after they request. A permanent written log will be kept recording who the information was released to.

Quick Reference list

Telephone Numbers:

Office 781-344-5512

Fax 781-341-0885

Hansen Site 781-344-3411

Preschool Office/Jones Site 781-341-0886

Vacation Programs or Summer Camp Cell Phone 781-760-0184

Web Site: www.stoughtonextendedday.org

E-mail: info@stoughtonextendedday.org

Tuition:

Tuition is due by the first of each month. Upon enrolling you will receive payment coupons and self address envelopes to mail your tuition payments. Tuition is based on a 180-day school year and is averaged out over the 10-month school year. Any payment not received by the first of the month will be considered late and you will be responsible for a \$20 per month late fee. There will be a \$20 service charge for any returned check. Additionally, should your account become delinquent and we are forced to turn it over for collection you will be responsible for all collection costs as well as reasonable attorney fees.

Absence:

You must call your child's school to inform them that he/she will not be attending SED, and notify your SED site A.S.A.P., before 2:00 PM for the after school program. (see phone numbers above).

Opened / Closed:

SED before and after school program is only open when school is open. This includes snow days. We primarily follow the school calendar except for the following days:

**Before School: Hours of Operation: 7:00AM to 8:00AM when school is in session
Dawe, Gibbons, Hansen, South, West**

After School: till 6:00PM when school is in session (school calendar) at the Hansen and Jones
November 23, 2011 we will be open till 5:00PM
Last day of school we will be open till 6:00PM

Camps and day programs at the Jones School: 7:30AM to 6:00PM

(These programs are additional and you must pre-register).

Programs Offered on:

September 29 and 30, 2011-Rosh Hashanah

December 27 through December 30, 2011-Christmas break

February 20 through February 24, 2012-February vacation

April 16 through April 20, 2012-April vacation

June 19 through August 31, 2012-Summer Camp (Depending on when school ends and starts)

Late Pick-up:

1st offense: \$10 for every 15 minutes

2nd offense: \$ 20 for every 15 minutes

3rd offenses: \$ 30 for every 15 minutes and subject to termination

Decrease or Withdrawal from the Program:

30-day notification in writing; please ask your Site Coordinator or Program Director for a form.

Changes in Emergency Contacts:

Please notify SED as soon as possible with any changes in your job, phone numbers, cell phones, and emergency contacts.

Referral Services

When necessary, children and their parents or guardians will be referred to appropriate resources available in the community, which may include social, mental health, educational, medical, or dental services, and vision or hearing screenings. At no time will a referral be made without prior consent of the parent(s) or guardian(s). Before making a referral, a staff member will alert the Director, identifying the child and the issue. The child will be observed and his or her behavior will be recorded. A meeting will be scheduled to inform parents/guardians of our concerns. A written report will be given with reasons for the referral, and will include a summary of observations and a description of S.E.D.'s efforts to accommodate the child's needs. We will maintain a written record of the referral, including the parent conference and results.

Below is a list of some services available in the community:

Stoughton School Department	781-344-4000
Superintendent of Schools	x232
SPED Director	x321
Stoughton Youth Commission	781-341-2252
Department of Mental Health	508-897-2000
Department of Mental Retardation	508-427-8525
Department of Children and Families	508-894-3700
Parent Stress Hotline	800-632-8188
Commission for the Blind	800-392-6450
Commission for the Deaf	800-882-1155
Medicaid	800-841-2900
Dr. Seth Roth, DMD-Dentist	781-344-5543
Park Dental Associates	781-344-5211
Goddard Medical Associates	508-824-0500
Healthsouth Braintree Rehabilitation	781-784-0920
New England Sinai Hospital and Rehab.	781-344-0600
Dr. Robert D'Agostino	781-828-5080
	508-588-6070