

# Reading Extended Day Parent Handbook

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Reading Extended Day provides care for children before and after the school day when the Reading Public Schools are in session. Reading Extended Day offers a structured, safe environment for children while promoting their social, physical and academic growth. Children may participate in a variety of activities each day, including homework time, outdoor and/or gym play, arts and crafts, games, library, computer and enrichment. The Before School program offers a light breakfast snack. The After School Program includes a nourishing snack and drink. Homework time, outdoor play/gym and snack are a part of each day; other activities vary depending on special programs and/or daily schedule changes. Please note that Reading Extended Day cannot provide care during the school day for children in half-day kindergarten.

## Schedule

### Hours of Operation for Elementary Schools:

**Before School:** Monday – Friday, 7:00 am - 8:15 am

**Before School Special Option:** Monday – Friday, 7:45 am – 8:15 am

**After School:** Monday, Tuesday, Thursday, and Friday, 2:45 pm – 6:00 pm  
Wednesday, 12:45 pm – 6:00 pm

**After School Wednesday Only Option:** 12:45-3:30 pm

### Hours of Operation for RISE Preschools:

**Before School:** Monday – Friday, 7:00 am - 8:30 am

**After School:** Monday, Tuesday, Thursday, and Friday, 2:30 pm – 5:00 pm  
Wednesday, 12:30 pm – 5:00 pm

**After School Wednesday Only Option:** 12:30 - 3:30 pm

### Reading Extended Day Calendar

Reading Extended Day follows the Reading Public Schools Calendar; in general, if the Reading Public Schools are closed, then Reading Extended Day is also closed. Reading Extended Day does not operate on school holidays. Full day care is available for elementary students on in-service days and Tuesday – Friday of February and April vacation weeks; these programs operate from 7:00am – 6:00pm. RISE

preschool full day care during in-service and the February and April vacation weeks is dependent upon staffing availability and may not be offered.

### **Schedule Changes**

To maintain adequate staffing, Reading Extended Day requires a written notice 30 days in advance of any permanent changes to your child's schedule. The written notice must be sent to the Director. Temporary schedule changes, such as withdrawing your child for a week, are not permitted.

## **Parent Communication**

The Extended Day Program has a white board located in the cafeteria that is updated daily and includes general information as well as the schedule for the day. Parent communication is an integral part of the Extended Day Program. It is important that staff share information about children's Extended Day experiences and special happenings. Site Coordinators, Head Teachers and Teachers should greet parents at arrival and pick-up time as a way to facilitate child/parent conversations that focus on both positive and any negative aspects of their Extended Day experience. Children often forget to tell their parents of concerns so it is critical that Extended Day staff help students do this.

## **Program of Activities**

### **Homework**

The After School Program stresses the importance of homework and provides time for children to work on their assignments. It is the child's responsibility to make good use of this time in doing homework. Staff will provide homework assistance as time allows, but they are not responsible for ensuring accuracy or completeness. Please keep in mind that staff members are working with a group of children and cannot provide extensive one-on-one help with homework.

### **Outdoor Activities**

The After School Program will make an effort to take the children outside every day unless the weather is rainy, very snowy, extremely cold, icy and/or windy. Please dress children appropriately for the weather, including snow pants, mittens, hats and boots in winter. (All children's clothing should be labeled with their first and last names.) Outdoor play will be cancelled due to precipitation, icy ground conditions, temperatures below 32 degrees, or excessive wind or heat.

## **Behavior & Discipline**

Parents should review proper school conduct with their child at home prior to attending Reading Extended Day. The children and staff are asked to treat each other with respect, tolerance, and consideration. If a child behaves in inappropriate or unacceptable ways, such as running in the hallways, interfering with program activities, teasing another child or adult, or breaking playground rules, then logical consequences will follow. Depending on the severity of the behavior, consequences may be an adult reminder, removal from the situation, a loss of recess time, a meeting with parents, or other consequences. Given that each situation is unique, consequences may vary, but they will always be respectful and related to the behavior. Parents will be contacted about inappropriate or unacceptable behavior.

Dangerous and/or destructive behaviors result in the possibility of someone getting hurt, something getting damaged or destroyed, or when someone repeatedly teases or bullies another person. Such behaviors will result in a student being removed from the situation. The Site Director will contact the parent/guardian to pick up the child immediately and notify the Program Director. Any child who does not accept the physical boundaries of the Extended Day Program or engages in dangerous and destructive behaviors, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice.

If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school. If a child's behavior indicates that the Extended Day Program is not able to meet his or her needs, the Program Director will contact the child's parents to arrange a meeting. A parent or staff member may also request a meeting. With the parent's permission, school staff, and other professionals providing services to the child may be asked to attend the meeting.

Within ten days of the meeting, in keeping with the conclusions of the meeting, an action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents.

If the Program Director feels the Extended Day Program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the Program reserves the right to terminate the child's participation in the Extended Day Program with two weeks notices. Pre-paid tuition will be refunded.

Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the Extended Day Program without notice.

## **Staff**

Reading Extended Day staff members include teachers, paraeducators and high school students (under the direct supervision of an adult) from the Reading Public Schools, as well as childcare professionals. Head Teachers and Teachers for each program have a Bachelor's degree in Education or a related field and experience working with school-age children, an Associate's degree and experience working with school-age children, or documented experience working with school-age children. Assistant teachers (adult) have a minimum of a high school degree and experience working with school-age children. High school aides work under the direct supervision of the adult teachers. All adult staff members are certified in CPR and First Aid annually and attend professional development trainings such as bullying and QBS training (de-escalation and restraint). Staff to student ratios vary, but are typically 1:10. The maximum staff to student ratio is 1:13.

## **Absences**

If a child attends school on a given day, Reading Extended Day staff will assume that he or she will also attend Reading Extended Day. If a child attends school, but plans not to attend the After School Program on that day, parents/guardians must email the Head Teacher or the child must bring a written note from the parent/guardian for the After School Program. If a child does not attend school, parents/guardians

must email the Head Teacher or call the Extended Day Program at your child's school and leave a message for the staff. School staff members are not responsible for notifying Reading Extended Day of a child's absence. Reading Extended Day staff members are not responsible for notifying the school of a child's absence.

### **Change in Child's Routine**

Change in transportation or destination home will only be allowed when the child brings a written note from a parent or guardian. If your child is going to an activity after school, remember to notify the After School Program in writing. Only a previously designated person may pick up your child from the After School Program. If you do not notify us in writing of your child's absence in advance, our staff members have to spend time locating your child. If this happens more than once, we will charge a fee of \$10 any time you fail to notify us of a change to your child's routine.

## **Drop Off and Pick Up Procedures**

### **Before School Program**

A parent/guardian must sign in their child to the Before School Program each day. Parents/guardians must bring their child into the building to the staff member responsible for attendance each day and must enter their child(ren's) code on the Time Clock keypad. Children may NOT be dropped off.

### **After School Program**

A parent/guardian or authorized pickup person must sign out their child from the After School Program each day. Parents, guardians, and authorized pick-up people may not sit in their cars or wait outside for their child(ren) without coming into the building and signing them out. Parents, guardians, and authorized pick-up people will be required to enter the school through the Main Entrance by pressing the buzzer outside of the main door. The Building Monitor on duty will verify that you are permitted to pick-up from the Extended Day Program. If you are not a parent, guardian, or authorized pick-up person, you will not be given entry to the school. This procedure is for the safety of the children and staff. Please be aware that if the staff does not know you or the person designated to pick up your child, you will be asked to show a valid photo ID.

### **Returning to the Program**

If advance notice is given, a child may be picked up from school or from the Extended Day program for an after school activity or appointment and signed in again to the program before 4:30 pm. Children cannot attend the Extended Day Program if they are absent from school.

### **Closing Time**

It is important that your child is picked up promptly. The After School Program absolutely and unconditionally closes at 6:00 p.m. Parents/guardians arriving after 6 p.m. will be charged a late fee of \$10 for every ten minute period (or fraction thereof) that has elapsed after dismissal time. Repeated abuse of pick up time will result in exclusion from Reading Extended Day.

Please do not call the After School Program and ask the staff to have your child ready for pick-up. The staff cannot do this. While we understand that everyone's schedule is busy, the safety of all of the children comes first and it is the parent, guardian, or authorized pick-up person's responsibility to come into the school and gather belongings.

### **Designated Pick-up Person**

Parents/Guardians must designate someone in the local area who can pick up their child if they are unable to do so. Children enrolled in the After School Program must have on file with the Reading Extended Day the contact information for the designated emergency pick-up person.

### **Alcohol & Drugs**

Children will not be permitted to leave the program with anyone who appears to be under the influence of drugs or alcohol. If the situation warrants, the staff may ask the parent to call a friend or a cab for a ride.

## **Tuition & Payment**

Tuition is paid in 10 equal monthly installments in the months of May and August-April. Tuition is the same each month regardless of the number of days in the month. Tuition fees are based on your child's schedule and are not adjusted for absences due to illness, holidays, vacations, late openings, early dismissals, or closures due to inclement weather or any other events that result in non-attendance. Payments are due on the first day of the month as shown in the chart below. You may pay tuition by check payable to the *Town of Reading—Reading Extended Day*. You may also pay online through the eSchool payment system which accepts credit cards and electronic bank transactions. All payments must be made in advance. Tuition payments that are not paid by the 10<sup>th</sup> of the month will incur a \$10 late payment fee. Late payment fees will be added to the next month's tuition bill. Reading Extended Day reserves the right to exclude families from the program who repeatedly fail to pay tuition on time.

### **Payment Due Dates**

Payment 1	June 15	Payment 6	December 1
Payment 2	August 1	Payment 7	January 1
Payment 3	September 1	Payment 8	February 1
Payment 4	October 1	Payment 9	March 1
Payment 5	November 1	Payment 10	April 1

Please mail or deliver payments to the following address:

**Reading Extended Day**  
**62 Oakland Rd.**  
**Reading, MA 01867**

If you wish to pay by cash or in person, you may bring tuition payments to the Community Education Office, located at the high school. Please enter through the main entrance at the high school. Our office is located next to the Main Office on the right.

### **First Tuition Payment**

The first tuition payment for each student will be due by June 15<sup>th</sup> or upon acceptance into the program. This payment will be applied to September's tuition. If you register your child for Reading Extended Day after August 1, you will have missed the first payment and will need to make it up.

### **Late Payments**

There will be a \$10 fee for any payment not received by the 10<sup>th</sup> of the month. Should there be extenuating circumstances please contact the Director to work out a reasonable solution. Repeated late payments may be cause for termination of services.

**Returned Checks**

A \$25 fee will be charged if a payment check is returned by the bank.

**Receipts**

Receipts are available for reimbursement accounts or tax purposes. Please contact Vivian Tringale at [vivian.tringale@reading.k12.ma.us](mailto:vivian.tringale@reading.k12.ma.us).

**Refunds**

If a child is absent from the Program, refunds will not be given. In the event that a child becomes totally unable to participate in Reading Extended Day due to extended illness, disability or other reason, upon written request, Reading Extended Day may agree at its discretion to refund or abate tuition fees should such appear appropriate.

**Drop-in Days & Charges**

Drop-in days are available to children already enrolled in Reading Extended Day on a limited basis depending on space available. To request an additional day of child care, you must contact the Site Director or Head Teacher at least 2 days in advance.

The cost of additional care is \$10 for Before School, \$25 for After School on Monday, Tuesday, Thursday, or Friday, and \$40 for After School Care on Wednesdays and early release days. The fees will be added to your monthly payment.

**Financial Assistance**

All families requesting financial assistance must apply to the Child Care Circuit (<http://www.childcarecircuit.org/>). You can reach the Child Care Circuit by calling (800)660-2868 or (978)686-4288. Please contact Vivian Tringale at [vivian.tringale@reading.k12.ma.us](mailto:vivian.tringale@reading.k12.ma.us) or (781)942-9136 for more information.

## **eSchool**

Reading Extended Day uses the eSchool online payment system to communicate with families about payments that are due. Families may choose to pay with checks or cash instead of paying through eSchool. However, all families must register for eSchool so that they receive timely reminders of payments that are due as well as information about additional fees such as for drop-in care. Each family receives a letter explaining how to activate an eSchool account for each child who is enrolled in Reading Extended Day. If you need an additional copy of this letter, please contact Extended Day at 781-942-9136.

## **Health & Safety**

All children enrolled in Reading Extended Day must satisfy the minimum immunization and routine physical examination requirements in accordance with Massachusetts Public Health Requirements. Documentation of the above must be on file at the child's school office. Reading Extended Day follows the same health regulations as the Reading Public Schools regarding attendance at school. Children may not attend when they have a fever or communicable illness.

### **Health forms**

Each child registered in Reading Extended Day must have an original, signed Student Information Sheet with Accident/Illness and Authorized Pickup information on file.

### **Dismissal when Ill**

Reading Extended Day also follows the same health rules as the Reading Public Schools regarding dismissal from school as the result of an illness. For the health and safety of all students and staff, parents must provide transportation home as soon as possible if your child has an elevated temperature, diarrhea or has vomited. If your sick child is sent home from the Before School Program, he or she may not return that same day to attend regular school or the After School Program. If your sick child is sent home during the regular school day, he/she may not return that day to attend the After School Program.

### **Accident, Illness or Emergency**

In the event of an accident or acute illness, every effort will be made to notify a child's parents and physician prior to treatment. If a situation requires immediate attention, 911 will be called and the child will be taken to the hospital by ambulance. An adult staff member will accompany the child.

### **Medication**

The Extended Day Program will dispense prescription and non-prescription medication only when the school nurse is not on duty and with written permission of the child's doctor and parent or guardian is on file at the Reading Extended Day Program. All medication administered by the staff of the Extended Day Program must be current and in a pharmacy labeled container. An adult must bring the medication into the program and give it to the Site Coordinator. Children are not allowed to transport medication. Expired medication will be returned to the families.

If your child requires an Epi-pen or inhaler, you must provide Reading Extended Day with copies of doctor's orders along with the medication. All Epi-pen's and inhalers must be current and in a pharmacy labeled container. Please note that Reading Extended Day does not have access to any medications in the school nurse's office.

Medication permission forms are available by contacting the Program Director.

### **Toileting**

Toileting assistance will only be provided to RISE Preschool children. Unless dictated by an individual student plan, staff will not provide any toileting help for elementary aged children. If a child has an accident, parents will be contacted to pick up their child immediately. All elementary children are required to be potty-trained.

### **Child Abuse & Neglect**

All child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families (DCF). Child abuse is harm to or neglect of a child by an adult or another child. The effects of child abuse go beyond the abused child and extend into our communities. When parents, step-parents, grandparents, caregivers and other children physically, sexually, verbally or emotionally assault a child, the injury often has long term consequences on the child's physical and psych-social growth and development. Certain forms of abuse are serious enough to be a crime. Investigation into the claims or injuries that a child presents, is crucial to determine the appropriate course of action to protect and heal the child as well as to keep the child and others safe.

Massachusetts law requires many professionals who work with children to notify the Department of Children and Families if they suspect that any child has been, or is at risk of being, abused or neglected.

**PLAN FOR PREVENTION OF ABUSE AND NEGLECT [606 CMR 7.08(6)(I), 7.11(18)(a),(19)(a)10.]**

1) Mandated Reporting

a) In order to insure the well-being of the children in our care, the Kid's Club staff has a continuing duty under law to report incidents of possible neglect or abuse, including physical, sexual and psychological abuse, to the Department of Children and Families, and to cooperate in any investigation of possible neglect or abuse (Massachusetts General Law chapter 119, section 51A).

b) We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members. We may be subject to criminal penalties if we fail to report such possible harm.

c) Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well.

d) Any educator accused of abuse or neglect of a child in a 51A report to DCF will not be permitted to work with children until the DCF report is completed and for such additional time as EEC requires

2) Reading Extended Day acts to protect the children in our care and custody from abuse and neglect in the following ways:

a) By training staff to be sensitive and perceptive.

b) By building a trusting, sharing relationship with parents.

c) By making families aware of community agencies that provide needed support services:

i) Department of Children and Families – Regional Office, Everett Mills, 5 Union Street, 2<sup>nd</sup> Floor, Lawrence, MA 01840 – 978-557-2700/Children at Risk Hot Line 800-792-5200

ii) Toll free Parental Stress Hot Line - 800-632-8188

iii) Parents Helping Parents, formerly Parents Anonymous (info. on support groups) - 800-882-1250

d) By sharing information about child development and child rearing techniques with families.

e) By letting parents know if signs of stress are recognizable in their children.

f) By encouraging mutual sharing of concerns about children between staff and parents.

g) By teaching children about their right to say "No".

h) By teaching children that a trusted adult can and should be told about an abusive experience.

## **Inclement Weather Procedures**

### **Delayed Opening**

If there is a delayed opening for the regular school day, the Before School Program will be canceled to ensure the safety of all children. There will be no refund for sessions missed because of delayed openings.

### **Early Dismissal**

If school is dismissed early because of inclement weather developing during the day, there will be no After School. The After School program may also be dismissed early as a result of inclement weather developing in the afternoon. Parents will be notified if there is an early dismissal from the After School



program. For the safety of the children and staff, parents are to pick up their child(ren) by the time indicated in the early dismissal notification.

### **Snow Days**

When a school day is canceled because of inclement weather, all Reading Extended Day programs are canceled. There will be no refunds for these sessions because these days will be made up at the end of the school year.

## **General Information**

### **Parent Conferences**

If at any time there is a problem with your child, or if you have any questions or concerns, please call the Director and we will be happy to schedule a meeting as soon as possible at a mutually convenient time. We welcome any feedback you have about your child or the program.

### **Confidentiality and Distribution of Records and Information**

All staff members are required to maintain confidentiality and not divulge or discuss information concerning the Extended Day Program or the clients of the program without prior authorization of the Director or his / her designee. All staff and student records are confidential and must not be discussed outside of the program at any time or with any person not directly involved with providing services to the student. Should it be necessary to consult with anyone regarding a student, prior written authorization from a parent is required.

### **Updated Information**

Reading Extended Day must be notified in writing of any new significant physical conditions, personal problems, or changes in the information contained on the enrollment forms that arise during the term of the child's enrollment in the Program.

### **Food**

The Before School Program will offer a light breakfast snack and a drink. The After School Program includes a snack and a drink. All snacks for the Extended Day Program are ordered through the Reading Public School's Food Service's Department. All of the snacks are on the Framingham John Stalker Institutes "A" List (<http://www.johnstalkerinstitute.org/alist/>). The snacks provided at Extended Day meet the Massachusetts Nutrition Standards for Competitive Food and Beverages in public schools and the USDA's Smart Snacks nutritional standards.

Please be sure to note any food allergies on the enrollment/health forms.

### **Telephone Use by Children**

The staff will be happy to convey messages to children when necessary, but it is not possible for children to make or receive telephone calls at Reading Extended Day. Parents are welcome to call the Director, Program Coordinator or Site Coordinator to relay any messages. Cell phones belonging to children must be turned off and in backpacks during program time. If a child uses a cell phone for any purpose including but not limited to phone call, text messages, email, and games during the program, a staff member will confiscate the phone and return it to the parent at pick up time.

### **Messages**

Written messages may be delivered by way of the children or parents directly to the Site Coordinator. Notices from the program will be sent home with the children or via email.

**Questions & Comments**

Reading Extended Day is designed to offer a safe, positive and supportive environment for all children. Reading Extended Day respects each child's individuality and works to foster a sense of independence and self-confidence. Please share with us your comments, ideas and suggestions and become as involved in our program as you can.

**Statement of Non-Discrimination**

The Reading Public Schools and Reading Extended Day are committed to a policy of nondiscrimination and equal opportunity without regard to race, color, religion, creed, national origin, ancestry, sex, age, and disability, veteran's status or sexual orientation.

# Reading Extended Day Parent Handbook 2018-19

I certify that I have read the Reading Extended Day Parent Handbook and will abide by its procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_

Child(ren)'s name(s): \_\_\_\_\_