



**Parent Handbook
2017-2018**

Welcome to ESC!

Extended School Care is a non-profit organization that provides quality before and after school care for children in kindergarten through sixth grade. Operated by the Shrewsbury Public Schools, the program is fully funded through parent fees. Our mission is to provide a safe and nurturing environment where students can engage in enrichment activities, participate in recreational programming and socialize with their peers. Time is also set aside each day for students to work on their homework. Our experienced and caring staff members create fun and innovative programming for students of all ages, interests and abilities. We focus on building positive relationships, developing social skills, strengthening self-esteem, and encouraging independence, responsibility and good decision-making. Our programs are located within the school building at Beal, Coolidge, Floral, Paton, Spring and Sherwood.

ABSENCES

You must notify ESC directly if your child will be absent from ESC for any reason – the school office does not inform us of your child's absence or early pick-up. Failure to notify us of your child's absence will result in a \$10.00 fee after the second offense. You may email or call any time prior to school dismissal. Leave a message on the answering machine if no one is available to take your call. *Please do not leave absence messages at the ESC Director's office, as your message may not be able to be forwarded in a timely manner.*

Beal - 841-8861 (BealESC@shrewsbury.k12.ma.us)

Site Coordinator: Caitlin Maddocks

Coolidge - 841-8881 (CoolidgeESC@shrewsbury.k12.ma.us)

Site Coordinator: McKenzie Davis-Martin

Paton - 841-8628 (PatonESC@shrewsbury.k12.ma.us)

Site Coordinator: Doris Sullivan

Floral - 841-8743 (FloralESC@shrewsbury.k12.ma.us)

Site Coordinator: Joanne Tonelli

Sherwood - 841-8696 (SherwoodESC@shrewsbury.k12.ma.us)

Site Coordinator: Gillian Hohne

Spring - 841-8702 (SpringESC@shrewsbury.k12.ma.us)

After School Site Coordinator: Lindsay Halloran

Before School Site Coordinator: Christine Poske

CODE OF CONDUCT

Our code of conduct is designed to protect the health, safety and well being of all the children enrolled in the Extended School Care program. We recommend that parents take the time to review these important expectations with their child. If a student is consistently having difficulty adhering to this code parents will be consulted and every effort will be made to help the child become a successful part of the program. Unfortunately, if the behavior continues or is of an extreme nature a brief suspension may be considered and ultimately the child may be asked to permanently leave the program. If the child's actions endanger the safety of others, the child will be asked to leave the program after the third incident. Children need to adhere to these rules in order to have a fun, safe and successful program. Our rules are designed to be consistent with the rules of the schools.

- Children are expected to respect property, peers and teachers and refrain from insulting or abusive treatment toward others.
- Indoor and outdoor equipment must be used safely, appropriately and cooperatively.
- Students must use honesty in words and deeds and refrain from vulgarity and profanity.
- It is required that students remain in the designated area for the program at all times unless accompanied by an adult or if a written permission has been obtained to release the child to outside supervision.

COMMUNICATION WITH ESC

Open communication will make our program a success and we encourage parents to call us any time with questions or concerns. Questions about program activities, policies and child behavior should be brought to the site coordinator at your child's school. (See above phone numbers and email addresses.) Questions about enrollment, schedules, billing and the wait list should be addressed to the administrative office. Feel free to contact the program director with any questions, concerns or suggestions that cannot be answered by your site coordinator.

Director:

Karen Isaacson

Sherwood Middle School

508-841-8727

kisaacson@shrewsbury.k12.ma.us

Assistant to the director:

Mary Rana

Sherwood Middle School

508-841-8727

mrana@shrewsbury.k12.ma.us

EARLY MORNING DROP OFF

The before school program opens at 7:00AM. Children may not be dropped off prior to 7:00AM as there is no adult supervision available at this time. An adult must accompany children into the building to sign in.

EARLY RELEASE DAYS

Extended School Care hours will be expanded to include the additional time period. The program strives to hire entertainment for the children or offer special lunches and activities for the children's enjoyment. We like to make our additional time together productive and enjoyable. Field trips and special event days, due to staffing constraints, are only open to students registered on the day of the event/trip.

ENROLLMENT POLICIES

Current Students

Enrollment for students currently attending ESC is guaranteed from year to year as long as registration forms are completed by the assigned deadline, tuition is paid in full and the student maintains attendance in the program.

Transfers

Children changing schools within the district are reserved a space in ESC at the new school.

Beal Students

Children enrolled in ESC at Beal are guaranteed slots in the school that they are assigned to for first or second grade.

Sherwood Middle School

Students who attended ESC at one of the elementary schools are guaranteed a slot at the Sherwood Middle School ESC. Due to an earlier start time, there is not before school program at Sherwood.

Siblings

Siblings of children enrolled in ESC are given priority and are guaranteed enrollment.

New Registration

After the returning students have completed the registration process, any remaining slots are assigned to students on the waiting list. The waiting list is established on a first come first serve basis. Registration of new children from the waiting list continues throughout the year as spaces become available.

FIELD TRIPS

Field trips and special in-house events are offered periodically at ESC. Only children regularly scheduled to attend on that day are eligible to participate in the field trip in order to maintain appropriate staff to student ratios. If you do not wish to have your child attend a scheduled trip, you will need to make alternate child care arrangements.

FINANCIAL AID

Extended School Care offers financial aid to eligible families. Please contact the program director for eligibility guidelines and a reduced fee application.

HOLIDAYS AND VACATION WEEKS

Extended School Care follows the Shrewsbury Public School calendar. It opens on the first day of school and closes on the last. We are closed for all school holidays, professional days and vacation weeks.

HOMEWORK POLICY

Homework time is offered at the elementary and middle school level. Although staff is available to assist the students we are unable to offer one-to-one tutoring services.

ILLNESS

ESC follows the same illness guidelines as the Shrewsbury Public Schools. If your child is too ill to attend school, or is sent home by the nurse during the school day, the student may not attend ESC that day. If your child becomes ill while at ESC we will contact you and ask you to pick up your child as soon as possible and **no later than 1 hour from the time of the call**. If your child has any communicable illness, please let us know so that we may alert other parents to possible exposure.

INFORMATION UPDATE

Please notify us of any changes in the information on your child's emergency form: your address, phone number, workplace, emergency numbers, persons authorized to pick up your child, etc. It is very important that this information stays updated throughout the year as we may not have access to PowerSchool or other school records.

LATE PARENT PICK-UP

Please make sure your child is picked up no later than 6:00PM. If an emergency arises and you are delayed, please call to inform the staff. In the event that a child is not picked up and ESC has not received notification from the parent explaining an excessive delay, the police may be called. A late fee of \$15 for every 15 minutes or portion thereof will be charged to your next month's bill. For example:

- Pick-up between 6:01-6:15 will result in a \$15.00 charge.
- Pick-up between 6:16-6:30 will result in a \$30.00 charge.

- Pick-up between 6:31-6:45 will result in a \$45.00 charge.

This procedure is in place for emergencies only. Repeated late pick-up will eliminate a child from the program due to the problem of maintaining staff past 6:00PM.

LATE PAYMENT POLICY

Tuition payments are due by the first of the month. Any payment received after the 5th of the month will result in a \$25 late fee posted to your account. If payment in full is not received by the end of the month, services will be suspended or terminated. If you need additional time to pay your bill, please contact the director to discuss a payment plan. Please be advised that mail sent from Shrewsbury is now shipped to Boston for processing before being delivered back to Shrewsbury. This has created a delay in delivery time. Please allow extra time for your payment to arrive, or arrange to drop it off in person at the Sherwood Middle School.

MEDICAL EMERGENCIES AND ACCIDENT POLICY

If your child is injured while participating in the program, every attempt will be made to notify the parents and then the emergency contacts listed on your enrollment form. In the event of a life-threatening emergency, an ambulance will be called immediately, prior to contacting the family. If the injury is not life threatening, but still needs medical attention and we are not able to reach a parent/authorized adult, ESC staff will call an ambulance and have the paramedics assess the injury. An accident report will be completed by the Director and filed in the School Department Office for any injury that requires medical attention.

MEDICATION

Extended day may not administer any medication other than emergency medication (such as an Epi-pen) in the event of an allergic reaction. If your child requires an Epi-pen, the doctor's order must be on file with the school nurse, and you must provide the medication to ESC, as nurse is not on site during ESC hours and we do not have access to stock medications in the nurse's office. If your child requires an afternoon dose of medication, please work with your school nurse to have her administer it before your child comes to extended day. In accordance with school policy, children may not carry their own medication at any time. If you feel your child may require medication during the after-school hours please contact the extended day director and the school nurse so that we may evaluate the most appropriate course of action for your child's safety and well-being.

NOTICES OF NON-DISCRIMINATION POLICY

Extended School Care does not discriminate on the basis of race, color, disability, national origin, religion, sex or sexual orientation, gender identity or expression, veteran status, or any other status or class protected by state or federal law, in its admissions, educational policies, or otherwise in its operation or management.

PICK-UP OF CHILDREN

Children will be released only to their parents unless written permission is on file, which indicates otherwise. If the designated individual is unfamiliar to the staff, identification will be required before the child will be released. Additionally, if a parent wishes to restrict the pick-up rights of another parent/guardian a court order must be on file in the Director's office. ESC staff members reserve the right to ask that an alternate person be called to pick up a child if they suspect that the parent/guardian is in any way unable to safely care for the child being picked up.

PROGRAM HOURS

Morning session is available from 7:00AM to the start of the school day (no morning care at the middle school)
Afternoon session is available from dismissal to 6:00PM.

SNACK

A snack and drink is provided each day in the after-school program. On early release days, children are expected to bring a nut-free lunch from home. Occasionally, ESC will provide pizza lunch on early release days. Details will be posted at your site in advance of the date if this is being offered. If your child has any food allergies please notify the director.

SNOW DAYS

- Morning and afternoon sessions of Extended School Care will not be in operation during snow days called by the Shrewsbury Public Schools.
- In the case of a delayed start of school the Extended School Care morning sessions will also be closed, however our afternoon sessions will open as usual.
- If it becomes necessary to dismiss the schools early, you will receive a telephone call from the school department outlining the new dismissal time and procedures. Due to the concerns over worsening conditions and for the safety of staff and children, ESC will not open. Please be prepared in these situations to pick up your children at the newly determined end of the school day.
- If the schools do not dismiss early but it becomes necessary for ESC to close before 6:00PM parents will be notified by telephone. Please make sure your contact information is always up to date so that we can reach you on such occasions.

SPECIAL NEEDS

The Extended School Care program is not part of the regular school day and ESC staff may be unaware of any special educational plans or services your student receives. Parents of children who receive special services during the school day may wish to share this information with the staff of the Extended School Care program. The staff is available to meet with the child's classroom teacher or with the Special Education department at the parent's request. Parents are asked to complete a personal information form on their child and may include additional information about special needs on this form. If you feel your child requires any accommodations or a 1:1 aide to be successful at ESC, please contact the program director so that we can best meet your child's needs.

STAFF

The Extended School Care program is overseen by the Director of Extended Learning. Each program has a Site Coordinator who is responsible for the day-to-day operations of the program. We hire experienced professional staff to work with the students and strive to maintain a 1:10 adult-to-child ratio. We work very closely with building principals to maintain an environment where students thrive, however questions or concerns about the ESC program should be directed to your Site Coordinator or the program director rather than the school principal.

PAYMENT POLICY

Tuition bills are mailed or emailed (according to the preference you selected at the time of registration) at least two weeks prior to the due date. **Tuition payments are due by the 1st of each month.** A late payment fee of \$25 will be charged for payments received after the 5th of the month. Failure to pay in full by the end of the month will result in termination from the program, unless you have contacted our office to make alternate arrangements. Habitual late payment may result in termination from the program.

TUITION FEES

Annual tuition fees are based on the 180-day school calendar. Fees are divided into 10 equal monthly payments for convenience. Monthly fees do not vary based on the number of school days in each month. Credit is not given for snow days as they are made up in June at no additional fee. There are no refunds or credits given for illness or vacation days.

2017-2018 Extended School Care Monthly Tuition Rates (2 day minimum enrollment is required)

	Before School	After School
2 days/wk	\$49/month	\$107/month
3 days/wk	\$73/month	\$161/month
4 days/wk	\$98/month	\$214/month
5 days/wk	\$122/month	\$268/month

- Family Discount:
 - If two children from the same family are enrolled in the program, each child receives a 5% discount
 - If three or more children from the same family are enrolled, each child receives a 10% discount
- There is an annual, non-refundable \$20 registration fee per family.
- Payments are due by the 1st of the month. A \$25 late fee will be assessed after the 5th of the month.
- Withdrawal from the program or any reduction in schedule must be made in writing 30 days in advance. Continued tuition payment will be expected for that time period.
- Any check returned for insufficient funds will be referred to the town treasurer and a \$25 fee will be charged. Payment to cover this check must be made directly to the town treasurer in the form of a money order. In some circumstances, the treasure may require all future payments by this individual to be made by money order.
- Checks/money orders (no cash please) are made payable to the **Shrewsbury Public Schools** and must be paid in person or by mail to:

Extended School Care
Sherwood Middle School
28 Sherwood Ave
Shrewsbury, MA 01545



ACKNOWLEDGEMENT PAGE
Please initial each line and sign at the bottom

_____ I understand that any changes to my schedule or withdrawal from the program must be made in writing 30 days in advance and that I will be responsible to continue tuition payments for that time period.

_____ I understand that monthly tuition payments are due by the 1st of the month and that a late payment fee of \$25 will be assessed after the 5th of the month.

_____ I understand that the program closed promptly at 6:00PM and that a late fee of \$15 per 15-minute increment (or any portion thereof) will be added to my bill if I pick up after 6:00PM.

_____ I understand I am required to notify my child's ESC program of any absence *in addition to* informing my child's school. Failure to report an absence will result in a \$10 charge per incident.

_____ I understand that ESC tuition is an annual fee based on the school calendar. We divide this fee into 10 equal payments (September-June) for convenience. Some months have more school days than others, but the monthly tuition doesn't change. We do not give credit for absences.

_____ I give my child permission to ride the school bus or walk to prearranged field trips at any time throughout the year. I understand a detailed permission slip will be given prior to each trip, and that if I do not want my child to attend the field trip I am responsible for finding alternate child care arrangements that day.

_____ I authorize communication regarding my child between ESC staff and the regular school day staff (such as the classroom teacher, nurse, school psychologist, etc.)

_____ I have read the Extended School Care Handbook and I agree to follow the policies and procedures established for my child

PUBLICITY

The program may use photos or videos in which my child appears for educational or publicity purposes only. (i.e. newspaper stories about program) YES _____ NO _____

Student Name _____

Signed by _____ Date _____
(Parent or guardian)

Please return this signed sheet within one week of receipt of the handbook.