



**Parent Handbook  
2016-2017**

## 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

Please notify us if your child will be absent from Extended School Care for any reason. Your child's school does not inform us of your child's absence or early dismissal. Therefore, we need your help to insure your child's safety and protection during the after school hours. Failure to call or email and notify us of your child's absence will unfortunately result in a \$10.00 fee after the second offense. You may call anytime prior to dismissal and leave a message on the answering machine, or call directly after 1:00 pm to reach a staff person. Additionally, please do not leave absence messages at the ESC Director's office, as they may not be able to be transferred in a timely manner.

#### **Beal - 841-8861 ([BealESC@shrewsbury.k12.ma.us](mailto:BealESC@shrewsbury.k12.ma.us))**

AM & PM Site Coordinator: Caitlin Maddocks

#### **Coolidge - 841-8881 ([CoolidgeESC@shrewsbury.k12.ma.us](mailto:CoolidgeESC@shrewsbury.k12.ma.us))**

Interim Site Coordinator: Mary Rana (hiring new Site Coordinator fall of 2016)

#### **Paton - 841-8628 ([PatonESC@shrewsbury.k12.ma.us](mailto:PatonESC@shrewsbury.k12.ma.us))**

PM Site Coordinator: Ann Marie Lyons, AM Site Coordinator: Doris Sullivan

#### **Floral - 841-8743 ([FloralESC@shrewsbury.k12.ma.us](mailto:FloralESC@shrewsbury.k12.ma.us))**

AM & PM Site Coordinator: Joanne Tonelli

#### **Sherwood - 841-8696 ([SherwoodESC@shrewsbury.k12.ma.us](mailto:SherwoodESC@shrewsbury.k12.ma.us))**

Site Coordinator: Gillian Hohne

#### **Spring - 841-8702 ([SpringESC@shrewsbury.k12.ma.us](mailto:SpringESC@shrewsbury.k12.ma.us))**

PM Site Coordinator: Lindsay Halloran, AM 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 assistant to the director. 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](mailto:kisaacson@shrewsbury.k12.ma.us)

Assistant to the director:

Mary Rana

Sherwood Middle School

508-841-8727

[mrana@shrewsbury.k12.ma.us](mailto:mrana@shrewsbury.k12.ma.us)

## **EARLY MORNING DROP OFF**

The before school program opens at 7:00 a.m. Children may not be dropped off prior to 7:00 a.m., 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**

Children advancing from elementary school to Sherwood Middle School are guaranteed a slot at the Sherwood Middle School ESC. Due to an earlier start time, there is not before school program at Sherwood. We DO NOT offer an ESC program at Oak Middle School.

### **Siblings**

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

### **New**

After the returning students have completed the registration process, the available slots are assigned to students on the waiting list. The waiting list is established on a first come first serve basis.

### **Year Round Registration**

Registration of new children from the waiting list continues year round as spaces become available. Enrolled students are required to give a 30 day notice that they are withdrawing, in order to allow sufficient time to find a replacement.

## **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.

### **LATE PARENT PICK-UP**

Please make sure your child is picked up no later than 6:00 p.m. 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 p.m. will result in a \$15.00 charge.
- Pick-up between 6:16-6:30 p.m. will result in a \$30.00 charge.
- Pick-up between 6:31-6:45 p.m. will result in a \$45.00 charge.

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

### **LATE PAYMENT POLICY**

Tuition payments are due by the first of the month. Any payment received after the 5<sup>th</sup> of the month will result in a \$25 late fee posted to your account. (Please note, this is a change in both date and fee from 2014-2015.) 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 a child is injured while participating in the program, an attempt will be made to notify the parents and then the emergency references given on the emergency card. However, if these people cannot be reached and if the child requires immediate attention, the child will be transported to the hospital. Depending upon the severity of the accident, the child will be transported to the hospital of the parent's choice or to UMass Medical Center. An accident report will be completed by the Director and filed in the School Department Office.

### **MEDICATION**

Extended day does 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 you must provide one to the school nurse and an additional one to ESC, as nurse is not on site during ESC hours and we do not have access to the nurses office after dismissal time. 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 sex, race, color, national or ethnic origin 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 individual 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 7:00 a.m. to the start of the school day (no morning care at the middle school)  
Afternoon session is available from dismissal to 6:00 p.m.

### **SNACK**

A nutritious snack and beverage 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 6:00 pm parents will be notified by telephone. Please make sure we can reach you on such occasions.

### **SPECIAL NEEDS**

The Extended School Care program is not part of the regular school day. However, 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 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, Karen Isaacson. 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 5<sup>th</sup> 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.

#### **2016-2017 Extended School Care Monthly Tuition Rates (2 day minimum enrollment is required)**

	<b>Before School</b>	<b>After School</b>
2 days/wk	\$48/month	\$104/month
3 days/wk	\$71/month	\$156/month
4 days/wk	\$95/month	\$208/month
5 days/wk	\$118/month	\$260/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 1<sup>st</sup> of the month. A \$25 late fee will be assessed after the 5<sup>th</sup> 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.

\_\_\_\_\_ **NEW!** I understand that monthly tuition payments are due by the 1<sup>st</sup> of the month and that a late payment fee of \$25 will be assessed after the 5<sup>th</sup> of the month.

\_\_\_\_\_ **NEW!** I understand that the program closed promptly at 6:00 p.m. 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 6:00.

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

\_\_\_\_\_ 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.

Please give to a staff member or mail to:

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