

HEATH EXTENDED DAY PROGRAM & EXTENDED DAY AT CLARK FAMILY HANDBOOK



Heath School Extended Day Program
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<http://www.heathextendedday.org>

Extended Day at Clark
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(617) 909-0302
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<http://www.heathextendedday.org>

Dear Families,

Welcome to Heath School Extended Day (HEDP) and/or Extended Day at Clark (EDC), and thank you for giving us the opportunity to serve your family! Our teaching staff bring expertise from a variety of fields, including early childhood education, elementary-level education, psychology, the arts and athletics. We are committed to using these skills to create a rewarding extended day experience for your children and look forward to working with you.

This handbook contains our program policies, procedures and essential information that you will find helpful. Please refer to this handbook as necessary. The director would be happy to answer any additional questions you may have.

Once again, welcome to HEDP and/or Extended Day at Clark, we are happy you have joined our “extended” family.

Kindly,

Noelle Ahearn, Director,
and the HEDP Parent Board

Tax ID: 04-257 3266

CONTENTS

<p>STATEMENT OF PURPOSE STATEMENT OF EQUAL OPPORTUNITY ORGANIZATION PROGRAM OF ORGANIZATION YEARLY SCHEDULE LICENSURE CALENDAR</p> <p>ENROLLMENT ENROLLMENT PROCEDURES IMPORTANT INFORMATION ENROLLMENT ACCOMMODATIONS CLASSROOM ASSIGNMENTS</p> <p>TUITION TUITION PAYMENTS NEED-BASED TUITION ASSISTANCE COMMON QUESTIONS REGARDING TUITION ASSISTANCE</p> <p>PROGRAM SCHEDULES AND CLASSROOM PROCEDURES ARRIVING TO EXTENDED DAY PRE-K EXTENDED DAY NUTRITION POLICY SCHOOL-AGE EXTENDED DAY SAMPLE SCHEDULE FOR SCHOOL AGE TRIPPING OUT PROGRAM</p> <p>SIGN OUT & TRANSPORTATION PICK UP/SIGN OUT TRANSPORTATION POLICY LATE PICK UP</p> <p>CLOSINGS/CHANGES IN HOURS WEATHER/CANCELLATION POLICY THE DECISION PROCESS HOW TO CHECK IF SCHOOL IS CLOSED EARLY DISMISSAL/CONFERENCE DAYS LOW ATTENDANCE DAYS HOLIDAY EARLY DISMISSALS SNOW DAYS STORMY DAYS</p> <p>BEHAVIOR MANAGEMENT BEHAVIOR MANAGEMENT POLICY</p>	<p>CONSEQUENCES SUSPENSION/EXPULSION POLICY</p> <p>LOCKDOWN/EVACUATION LOCKDOWN/EVACUATION PROCEDURE FIRE DRILLS</p> <p>HEALTH CARE CHILDREN WITH SPECIAL NEEDS/MEDICAL CONCERNS EMERGENCY HEALTH CARE CONDITIONS REQUIRE A CHILD TO BE PICKED UP ADMINISTRATION OF MEDICATION DENTAL CARE SUSPECTED ABUSE OR NEGLECT TOILETING AND HAND WASHING POLICY</p> <p>PROGRAM RESPONSIBILITIES REPORTING ABUSE OR NEGLECT PROVIDING INFORMATION TO THE EEC OFFICE</p> <p>PARENT INFORMATION PARENT INFORMATION PARENTAL INPUT MEETING WITH PARENTS PARENT CONFERENCES PARENT VISITS PARENT BEHAVIOR</p> <p>RECORDS CHILDREN'S RECORDS ACCESS TO RECORDS AMENDING RECORDS TRANSFER OF RECORDS CHARGE FOR COPIES</p> <p>COMMUNICATION COMMUNICATION NEWSLETTERS OPEN HOUSES PROGRESS REPORTS INDEPENDENT CHILDCARE</p> <p>REVIEW REFERRALS HEDP CONTRACT</p>
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STATEMENT OF PURPOSE

The Heath Extended Day Program (HEDP) & Extended Day at Clark EDC is committed to providing quality childcare for Heath School children, ages 2.9-13. The program objective is to contribute to the social, emotional and cognitive growth of children in an environment that is safe and nurturing. The curriculum is developed by the program staff and seeks to incorporate children's interests and to foster individual growth at each child's developmental level. The program seeks opportunities to explore individual interests by creating activities that are enjoyable and enriching while promoting educational enhancement, independent development and self-confidence. We encourage learning experiences that include the expertise of staff, parents and children, as well as the considerable local resources in the Boston area. The staff supports the participation of each child, so that all children may benefit as fully as possible from the program, while enjoying themselves and forming friendships along the way.

STATEMENT OF EQUAL OPPORTUNITY

HEDP/EDC does not discriminate on the basis of race, color, creed, religion, cultural heritage, national or ethnic origin, age, handicap, sex, marital status or political beliefs.

ORGANIZATION

HEDP/EDC is a private non-profit organization governed by a Board of Directors composed of parents of children enrolled in the program and other community members. HEDP was founded by a group of dedicated families in 1975. Any parent whose child is enrolled in our programs for the current or following year is automatically a member of the corporation and is eligible to serve on the board.

PROGRAM ORGANIZATION

Early Education Licensing Department (formally O.C.C.S)

- ❑ Program Director
 - ❑ Board President, Head Teachers
 - ❑ Bookkeeper
 - ❑ Clerk and Treasurer
 - ❑ Teaching Staff
 - ❑ Board Members, Student Teachers
 - ❑ Parents, Volunteers

YEARLY SCHEDULE

The program runs on the Brookline Public Schools schedule and is closed for all holidays and vacations. If the school is closed due to snow or other emergencies, the program will also be closed.

LICENSURE

The HEDP/EDC programs are licensed by the State of Massachusetts Department of Early Education and Care (also known as EEC and formally known as Office for Child Care Services, EEC) and must conform to all its policies and licensing requirements.

Families may contact them should there be any questions or concerns.

Lori O'Brien

Group Child Care/School Age Licensor

617-979-8628 - DD 28628

CALENDAR

The HEDP/EDC program calendars are the same as the Brookline Public School's calendar. HEDP/EDC are currently *not open* during any school vacations. HEDP/EDC will begin operations on the first day of school.

Kindergarten classes observe a staggered schedule on the first few days of school; Pre-K/Kindergarten Extended Day will begin operation on the first *full day* of school.

ENROLLMENT

ENROLLMENT PROCEDURES

Our process is based on a first come first serve basis with priority noted below.

The Pre-Registration timeline:

Current families will have the opportunity to pre-register in the Spring of the current school year and incoming families will be able to register immediately after this initial period. Specific dates for HEDP pre-registration change from year to year but can be found on our website at <https://www.heathextendedday.org/registration.html> or by contacting the program at heathextendedday@gmail.com

Pre-registration for our Clark Road location can be found at

<https://forms.gle/kGU49yjVdoUYyQ427>

Any family interested in joining our program who missed the pre-registration over the spring must contact the program to learn if space is available.

Upon acceptance, a confirmation email will be sent to all families accepted into our program within a reasonable amount of time following their pre-registration.

The confirmation will confirm the number of days your child(ren) will be enrolled in HEDP/EDC and the amount of the non-refundable registration fee amount, deadline and Smart Tuition application. This confirmation will include proposed tuition rates, registration packet guidelines and valuable end of the year dates.

Families who are *not* accepted into our program will be notified in writing. However, our early pre-registration period has been put into place to minimize the wait list.

IMPORTANT INFORMATION

Upon admission of their child, the licensee must provide parents with a copy of the following:

- Program statement of purpose
- Program philosophy

- Program goals and objectives
- Information regarding the characteristics of children served
- Information on the administrative organization of the program
- Lines of authority and supervision within the program
- Program behavior management policy
- Program plan for referring parents to appropriate social and mental health services for their children
- Termination and suspension policy
- List of nutritious food and snacks to be sent for meals
- Program's policy and procedure for emergency health care
- Illness exclusion policy
- Program transportation plan
- Procedure for the administration of medication
- Health care policy upon request
- Fee schedule
- Procedure for ongoing parent communication

ENROLLMENT ACCOMMODATIONS

We will give preference as follows on a first come first serve basis;

- ☐ Current families
 - ☐ Past families
 - ☐ Siblings of past families
 - ☐ Families that need HEDP/EDC due to work or school

Please note that we aim to accommodate full-time, working, single parent families and parents/guardians that are taking classes.

Accommodations for "*BUFFER ZONE*" families:

Please note that we understand the challenges of living in an area that is a "*buffer zone*". It is essential that your family register at all of the potential extended days since buffer zone decisions are usually made later than the extended day registration deadlines. We only ask that you indicate on your registration packet that your family is in a "buffer zone" or your family may be held liable for extended day policies around withdrawal.

CLASSROOM ASSIGNMENTS

Our groupings and classroom assignments change yearly depending on enrollment numbers. We offer a Pre-K program for children who attend the Brookline Early Education Program (BEEP) at our Clark Road location, through the Brookline Public Schools.

Our Pre-K Extended Day Program runs from 12:15 - 6:00, Monday through Friday. There are two options for Pre-K families to choose. 1/2 day or full day.

HEDP offers a Kindergarten program that runs from 2:30 PM - 5:45 PM, Monday through Thursday and from 1:40 PM to 5:45 PM on Friday.

Our first, second, third and fourth grade groups frequently change from year to year and are located in different rooms throughout the year: the cafeteria, the library and the “lower extended day room”. The groups run from 2:30 PM - 5:45 PM, Monday through Thursday and from 1:40 PM to 5:45 PM on Friday.

HEDP has “transitional time” to help lower grades slowly ease into their next class by meeting with educators, visiting the classroom and beginning to familiarize themselves with upcoming changes in schedule. We aim to have each child interact with the older children, in small increments of time, in order for the kids to slowly build friendships with older peers. HEDP encourages peer models and interactions to make our transitional time periods smoother.

TUITION

TUITION PAYMENTS

Your family is responsible for registering with HelloSign and SmartTuition before your child begins attending HEDP or EDC. A non-refundable registration fee for your first child/family will be due through SmartTuition.

To make a payment, log into your SmartTuition account at www.parent.smarttuition.com

Tuition Rates for HEDP 2021-2022

	<u>PRE-K ½ DAY</u> <u>(12:15-4:15 PM)</u>	<u>PRE-K FULL DAY</u> <u>(12:15-5:45 PM)</u>	<u>HEATH SCHOOL SA</u> <u>(2:30-5:45/1:40-5:45-F)</u>
3 days per week	Not offered	Not offered	\$508
4 days per week	\$710	\$1,159	\$592
5 days per week	\$748 ✓	\$1,280	\$650
Drop-in day	Not offered	Not offered	\$50/day \$65/early release at Director's discretion.

*Please note that HEDP/EDC are currently operating on the Brookline Public School Schedule. We *do not* offer any type of discounts or makeup days for vacations, days of low attendance and professional development days. Our Board of Directors set tuition rates by 40 weeks or 10 months of programming.

NEED-BASED TUITION ASSISTANCE

HEDP/EDC aim to assist low or moderate-income families, families in special circumstances, or families with two or more children in childcare. HEDP/EDC do not discriminate on the basis of race, color, creed, religion, cultural heritage, national or ethnic origin, age, handicap, sex, marital status, or political beliefs.

Tuition Assistance offered by HEDP/EDC is a partnership that draws on the combined resources of the family and our limited tuition assistance funding. HEDP/EDC believes that the primary responsibility for payment lies to the extent possible, with families themselves. We offer tuition assistance on a semester basis and encourage all families to apply during the 1st semester (September 1st) and 2nd semester (February 1st).

HEDP/EDC are almost exclusively funded through tuition and offered on a need basis, making funding for Tuition Assistance unpredictable from year to year. Therefore, HEDP/EDC are unable to award families more than 50% of their total tuition costs. Eligibility for tuition assistance is highly confidential and is determined by a committee

that is only presented with facts and numbers from the director. We take pride in keeping true to our confidentiality statements.

The HEDP/EDC programs understand that for some families it may be easier to pay over more than monthly predictable payments. Therefore, the HEDP/EDC Program Bookkeeper and the Program Director are available to create such a payment plan if requested.

If you wish to submit a Tuition Assistance Application at this time, please review all materials, including the State Medium Income Guidelines, complete the full application located on our program's website, and mail all necessary paperwork to the Director as soon as possible. The tuition assistance committee will meet and make decisions as applications are received.

COMMON QUESTIONS REGARDING TUITION ASSISTANCE

1. Who can receive tuition assistance?

We encourage all families who find it challenging to pay for childcare to apply, but our goal is to assist low or moderate income families or families in special circumstances. HEDP/EDC do not discriminate on the basis of race, color, creed, religion, cultural heritage, national or ethnic origin, age, handicap, sex, marital status, or political beliefs.

2. Where does the aid come from?

HEDP/EDC hold many fundraisers throughout the school year to make tuition assistance possible. Proceeds raised and donations received for the HEDP/EDC Tuition Assistance Program determines the amount that is available from year to year. The Heath School PTO has also been a generous gift giver for this meaningful program.

3. Who makes the determination?

The Tuition Assistance Review Committee is made up of the Heath Extended Day Program's Director, and two members of the Heath Extended Day Program Board of Directors. Confidentiality is essential, therefore the Director accepts the Tuition Assistance Application, and then pertinent information is transferred onto a separate page that is presented to the Committee. Names and other information that is

considered confidential are never revealed to anyone other than the Director and the HEDP/EDC Bookkeeper.

4. *When will I find out if I qualify?*

The Tuition Assistance Review Committee meets in the beginning of each semester (September and February), and as needed. All applicants will be contacted in writing within 20 days after the Tuition Assistance Review Committee meets. We ask that families submit an application in each semester since this has allowed HEDP/EDC to give more aid throughout the school year.

5. *What if my family does not fit within the financial guidelines, but we continue to have difficulty paying our monthly tuition costs?*

The HEDP/EDC programs understand that for some families it may be easier to pay over more than monthly predictable payments. Our HEDP/EDC Program Bookkeeper, Linda chessman and the Director are available to create such a payment plan if requested. We also encourage families to apply and reapply (September 1st and February 1st).

6. *Where can I seek assistance from other alternatives?*

To further assist you, we encourage you to contact your local community organizations: Child Care Choices of Boston (617-542-5437), Brookline Child Care Assistance Program (617-547-1063), and your employer, as they may also provide tuition assistance for after school care.

PROGRAM Schedules and details

PRE-K EXTENDED DAY

Our Pre-K daily routine includes:

- Group Meeting
- Quiet Time/Rest Time
- Lunch
- Free Choice
- Theme-Related Activities

- Outdoor Play
- Games

Group Meeting is used to introduce themed activities, give and receive compliments and share student experience and ideas. Meeting time is also used to support reading, poetry, singing, dancing, creative movement and open discussion.

Quiet Time consists of the children sitting or resting on their own mats, listening to a story, reading a book with a friend or working on a puzzle.

Lunch is a pure social environment. While the children eat, they discuss their thoughts, stories from home and aspirations. Children enjoy a relaxing atmosphere, which in turn encourages socialization.

Free Choice is a time when the children can make their own decision about how they would like to spend their time at HEDP/EDC. Dramatic play, blocks, legos, reading and games are just a few of the options available.

What to Bring to Pre-K:

- 3 gallon-size zip-lock bags
- 1 king size pillow case
- 2 changes of clothes (pants, shirt, underwear, socks and one extra pair of shoes)
- 1 family photo
- Toothbrush and preferred toothpaste
- Nut-free lunch, each day
- Extra snack for your child in the afternoon

NUTRITION POLICY

Parents send lunch with their children to PreK-Kindergarten extended day.

We strongly suggest children come with a healthy lunch that includes a drink. We also suggest parents talk with their child about preferable lunches to ensure they are being sent with a lunch they will enjoy.

Some suggestions for lunch include:

- Milk or juice

- Fruits
- Carrots
- Tuna fish
- Rice cakes
- Cheese and crackers
- Rice or pasta
- Cold meat sandwich
- Healthy leftover
- Bagels
- Yogurt

We ask that you please keep salty and sugary snacks to a minimum.

SCHOOL AGE EXTENDED DAY

Our daily routine includes:

- Group Meeting
- Healthy Snack
- Homework/D.E.A.R.
- Theme-related Activities
- Outdoor Play
- Games
- Free Choice

Homework/D.E.A.R. is a time where children can choose to work on their assigned homework or find appropriate reading material and read. We help children choose books that are suitable for your child's development and provide a variety of books for children to choose from.

Theme-Related Activities consist of age appropriate activities that span in content throughout the arts, building, cooking, crafts, music, movement, singing and more. Some of the themes that have been studied in the past include: families, friends, authors, illustrators, community jobs, animals, dinosaurs, the solar system, architecture, sea life, sports and cooking. In addition to these themed activities, each child has a yearly goal which they come up with individually; whether it be to learn to cook something, to learn more about a topic they find interesting, or to organize some sort of group activity, our team helps facilitate that learning experience.

HEDP believes in providing your school-aged child with activities that are enjoyable and enriching to help enhance each child's independence, self-esteem and self-confidence while forming friendships and gaining knowledge.

SAMPLE SCHEDULE FOR SCHOOL-AGE CLASSROOM (GRADES 1-7)

2:30-2:50 *Check-in and snack*

2:50-3:30 *Outdoor time*

3:30-4:30 *Meeting, group shares and homework*

4:30-5:30 *Free choice, group activity, gym*

5:30-5:45 *Quiet time, reading, pack things to go home*

TRIPPING OUT PROGRAM

When the school year permits, this exciting program is designed specifically for 5th, 6th and 7th graders. This program consists of 100% field trips. Each day begins with homework time and snack. Homework is done in a variety of places such as parks, coffee shops, libraries and more. Our day continues with a trip to a second location such as a movie theater, community garden, local college, sporting event etc. Families who sign up for the program will receive a calendar which has the upcoming events outlined for the program's initial two months. After the initial two months, children will help create the upcoming calendar as a group. This interactive program allows children to explore their own interests in the Boston/Brookline community.

On the days when the group is *unable* to go out due to weather conditions or for other unforeseen reasons, an in-school group activity is planned for the group members. Baking activities, movie screenings and group games are some of the activities that have taken place while Tripping Out in the past.

Goals of the Tripping Out/In program are to:

- Encourage independence
- Contribute to the community
- Introduce children to new places in the Boston area
- Explore extra-curricular activities
- Create a safe and interesting program for the program's older children

Please note: Due to the goals built into the Tripping Out/In program and due to time limitations, children will begin their homework but may not be finished by the time they are picked up.

SIGN OUT & TRANSPORTATION

PICK UP/SIGN OUT

*** *Alternative Sign Out Policy:***

*Due to the current health and safety guidelines provided by PSB, parents and guardians are not permitted to enter the school at any time. Pick-ups will only occur on the half hour and we ask that parents/guardians text the HEDP/EDC cell phone ten minutes before they intend to pick up. We will then bring your child to the front of the school, where you will be able to sign your child out. The HEDP cell phone number is **(617) 750 - 3797** and the EDC cell phone number is **(617) 909 - 0302***

Regular School Year Sign Out Policy

Children in the 2:30 – 5:45 PM HEDP program must be picked up by a parent or an authorized person on the child's transportation form. *Children above the age of 9 may sign out from extended day should a parent choose to fill out a contract consenting to the child leaving the program. This contract is included at the end of this handbook and is provided by the Massachusetts Department of Early Education and Care.*

It is required that parents sign the sign out book and document the time of pick up, daily. The sign out books can be found on the parent information tables located in each extended day room. Signing children out of HEDP/EDC is a very important procedure which requires regular cooperation.

Additionally, parents should be sure that the three emergency contacts listed on the child's registration form (the medical form) are also listed on the child's transportation form. **WE ONLY RELEASE CHILDREN TO INDIVIDUALS ON THE CHILD'S AUTHORIZED PICK UP LIST.** If someone other than an authorized person will be picking up a child, the parent should send a note to the program via email, a phone-call or a text message to the HEDP/EDC cellphone. If the person picking up the child has not been introduced to program staff, they should have a picture ID to show a staff member. These procedures ensure each child's safe departure from the program.

TRANSPORTATION POLICY

Heath Extended Day policy prohibits teachers from transporting children in their cars. On school-aged field trips, HEDP staff and students walk, use public transportation provided by the MBTA or utilize a school bus (booked through the Brookline Public Schools Transportation Department).

LATE PICK UP

In the event of a late pickup (after 5:45 PM) parents will be required to pay \$1 for every minute they are late. After 5:55 PM, the parent is required to pay \$5.00 for each minute and \$10.00 for every five minutes after 6:05 PM. Late charges for Pre-K pickup are calculated in the same fashion. Late pickup fees are due within 15 days. In the event of three, consecutive non-payments the child/children will no longer be able to attend the program until the fees are paid.

Time	Cost
After 5:46 PM	\$1/minute
After 5:55 PM	\$5/minute
5 minute increments after 6:05PM (6:10, 6:15, 6:20...)	\$10/per every five minutes

In the event that a parent or authorized adult is unusually late and emergency contacts cannot be reached, within a reasonable length of time, the director will meet with the family to make recommendations and help resolve the issue to ensure the safety of the child in question.

CLOSINGS/CHANGES IN HOURS

WEATHER /CANCELLATION POLICY

When the weather is bad, the Heath Extended Day Program follows a set of guidelines for deciding if HEDP/EDC will be open or closed. With our unpredictable winter

weather, our team must make a decision that is best for everyone. We realize, at time, our decisions may not fit with individual schedules and encourage families to connect with those listed on authorized pick-up lists regarding these challenging days. A phone call to a friend or neighbor may be the easiest solution for an early pick-up.

THE DECISION PROCESS

HEDP/EDC team members review the weather conditions beginning early in the morning. We review the weather alerts and forecast, the Brookline School Department's decision on after school activities and other extended day program's decisions to see if road conditions are accessible for students, staff and family.

Many of our teachers live in cities and towns outside of Brookline. They make every attempt possible to arrive at HEDP/EDC on time, safely. However the weather tends to create havoc on the roads that results in dangerous driving situations. As a result, HEDP/EDC program may be understaffed, making our child to teacher ratios unsafe. We will make the decision whether to close our HEDP location by 12:00 PM or earlier, and then communicate this decision to all families and the Heath School administrative office. Pre-K closure will be announced no later than 11am. When in doubt, reach out.

HOW TO CHECK IF SCHOOL IS CLOSED

On days when the weather is bad, follow the town of Brookline's automated message regarding after school activities and school closings. You can also check your email to see if we have sent you a message.

When Brookline Public schools are closed, HEDP/EDC is canceled. Therefore, there will be a make-up day at the end of the school year.

We appreciate your understanding of the difficulties in making this decision and your support in helping your child get home safely on these unpredictable weather days. Please know that our main consideration when making weather decisions is safety.

EARLY DISMISSAL DAYS/CONFERENCE DAYS

On the days when school-aged children are dismissed for the purpose of teacher/parent/conferences, Heath Extended Day will begin for all children in grades K-6 at 12:40 p.m. If this day is not your child's regularly scheduled day, you may request permission in the form of writing from the Director for your child to attend on

that day. Please note these days on your calendar when they are published in early September.

LOW ATTENDANCE DAYS

HEDP/EDC are currently not open on days of low attendance.

HOLIDAY EARLY DISMISSAL

In the event the Brookline Public Schools Superintendent decides to dismiss school at noon for a holiday, Heath Extended Day will close at 4:30 p.m.

SNOW DAYS

When Brookline Public Schools are cancelled for the day due to inclement weather, HEDP/EDC are closed.

STORMY DAYS WHEN SCHOOL IS IN SESSION

In the event of an intense storm that begins after the start of school, it may be necessary or desirable to close HEDP/EDC early to ensure the safety of the children and teachers. On that rare occasion, HEDP/EDC will alert parents at home/work and inform them of the decision to close early. It is expected that parents, or designated pick-up person, pick up the child immediately.

BEHAVIOR MANAGEMENT

BEHAVIOR MANAGEMENT POLICY

At HEDP/EDC positive behavior is rewarded with praise, recognition and “acts of kindness” systems within each classroom. Our staff strives to make parents aware of their child’s helpfulness, kindness, cooperation and concern for others on a regular basis.

Rules that assist children in maintaining safe boundaries for themselves, and others, are derived from program needs, and the whole Heath School community. Rules to guide behavior at HEDP/EDC are based upon the following:

Respect for self, others and the environment.

Self

Be kind to yourself and give yourself a chance to learn. Do activities you enjoy, with people who treat you well. Keep your body safe.

Others

Be kind to other people and give them a chance to learn. Express yourself using language and your body in positive ways.

Environment

Keep the indoor and outdoor environments clean and organized. Treat materials well.

CONSEQUENCES

Child will be given a verbal warning.

- The child may lose certain privileges or toys.
- The child is redirected or loses a privilege.
- The child may be asked to leave the situation and find a place to calm down and think about their actions. They may then be redirected to another choice.
- If disrespect continues or includes being physically unsafe, the child may be sent to the office.
- If a child has been sent to the office, the parent is made aware of the situation. An incident report may be filled out, with a copy being placed in the child's file and another being given to the parent.

In order to help prevent these actions from occurring, the staff will:

- Praise appropriate behavior
- Consistently apply consequences for rules
- Meet with the director and classroom staff to discuss how to promote positive behavior

SUSPENSION/EXPULSION POLICY

HEDP/EDC are committed to providing a safe, cooperative and stimulating environment for each and every child in the program. It is important that the children display safe behaviors while at HEDP/EDC. Examples of unsafe behaviors include:

- Biting
- Fighting

- Hitting
- Causing property damage
- Physically causing harm to others/self/educators
- Uncontrollable outbursts/running from the group

If a child exhibits unsafe behaviors, HEDP/EDC will:

- First Incident: The Director will be informed about the situation and the child will be asked to sit out of the classroom until back in control.
- Second Incident: The Coordinator or Director will reach out to the child's parents. Depending on the severity of the incident, suspension may occur at this time.
- Third Incident: Suspension will occur and can last from 1-3 days. Child may return to HEDP/EDC only after a re-entry conference between the parents, child, director and teacher has occurred.
- If the behavior continues again, expulsion will occur and will be final.

For each incident, a report will be completed, placed in the child's file and provided to the parents. Because each child and therefore each incident are unique, the Director will view each case individually. A parent may be called to pick up the child immediately and suspension may be immediate at the discretion of the Director. Immediate suspension will occur if a student makes any verbal or physical threat against another person.

LOCKDOWN/EVACUATION

LOCKDOWN/EVACUATION PROCEDURES

These procedures are to be used in situations that require students to be restricted to the extended day rooms or evacuated to another facility. These situations include, but are not limited to: violent threats, armed intrusions, natural disasters, building search, injuries to students or staff or police activity in the neighborhood. Any staff member who observes any crisis situation will immediately contact the Director.

In the event of an emergency, the Director or Coordinator will have the following responsibilities:

- Decide an appropriate action; *lockdown* or *evacuation*
- Call 911
- Coordinate all actions with police
- Contact the Board of Directors
- Move to each extended day room to signal “all clear” to the staff and students

The Teachers will have the following *lockdown* responsibilities:

- Immediately require all student in areas outside extended day rooms to go in the first available supervised and lockable rooms
- Teachers will close and lock all doors in their respective rooms and areas
- Teachers will turn off all lights and instruct children to sit on the floor away from the windows and doors
- Teachers will take attendance
- Teachers will only open the door to persons they know
- Teachers will keep children in lockdown areas until the Director comes and gives the “all clear” signal

All extended day rooms have exit routes posted on the wall near the exit door of the room. In the event that the Director decides the program needs to evacuate the premises, programs will go to one of two nearby shelters.

Heath Extended Day Program:

Site #1: *Saint Lawrence Church*
774 Boylston St, Chestnut Hill, MA 02467

Site #2: *Brookline Fire Station #4*
827 Boylston St, Chestnut Hill, MA 02467

Extended Day at Clark:

Site #1: *Brookline High School*

Procedure in the event of an *evacuation*:

Heath Extended Day Location

- HEDP will walk to Eliot Crescent and take a right onto Timon Ave
- Groups will cross over Boylston St. and continue to the Saint Lawrence Church
- Should it be unsafe to cross Route 9 (Boylston St.), groups will gather at Brookline Fire Station #4
- Teachers will bring class lists with them to verify the presence of students
- Attendance will be taken before groups depart and when groups arrive
- The Director will bring the master enrollment list
- Individual plans will be established for students who's mobility may be an issue
- All teachers will bring available cell phones
- The Director will take emergency medical kit with necessary medications and supplies
- The Director will set up a command program at evacuation site
- Once at shelter, HEDP will begin the process of notifying parents

Extended Day at Clark Location

- EDC will exit through the front door of the school
- Groups will take a left onto Clark Road, followed by a right onto Sumner Road, followed by a right onto Tappan Street
- Teachers will bring class lists with them to verify the presence of students
- Attendance will be taken before groups depart and when groups arrive
- The Director will bring the master enrollment list
- Individual plans will be established for students whose mobility may be an issue
- All teachers will bring available cell phones
- The Director will take emergency medical kit with necessary medications and supplies
- The Director will set up a command program at evacuation site
- Once at shelter, EDC will begin the process of notifying parents

FIRE DRILLS

All fire drills during the regular school day are planned and executed by the School Principal and the Brookline Fire Department. Our program is required to follow those plans and participate in them fully. In the event of a fire alarm *after* school hours, Extended Day will use the same procedures as they do during the regular school day. Both HEDP and EDC will schedule monthly evacuation drills. All evacuation procedures are posted by the sign-out table and certified by the Brookline Fire Department.

HEALTH CARE

MEDICAL BAGS

Each HEDP/EDC group carries a medical bag at all times.

These bags contain:

- Band-Aids
- Disposable non-latex gloves
- Gauze Pads
- Hand sanitizer
- Face masks
- Instant Cold Packs
- Thermometer
- Medications for children with special needs or medical concerns
- Emergency contact information for each child

CHILDREN WITH SPECIAL NEEDS OR MEDICAL CONCERNS

In accordance with EEC guidelines, the MEDICATION CONSENT FORM 606 CMR 7.11(2)(b) must be completed before any child requiring a medication is allowed to attend the program.

This form can be found on our website, as well as at the end of this handbook.

Children with special needs, medical concerns, challenges and/or disabilities are always welcome in our program, as are all age-appropriate children. Our teachers make meeting the needs of each individual child a top priority as long as it does not place an undue financial burden or safety risk upon the program.

Any parent or guardian of a child with a documented Individual Education Plan or specific/special need/medical condition should make an appointment with the Director, within one week of the first day of enrollment. This meeting will serve as a baseline for the Director and teaching staff in order to make appropriate arrangements for an individual child.

We ask that parents work with the program as liaisons to any school agencies involved with their child. Please note that HEDP/EDC will have ongoing communication and participation with Heath School teachers, administrators, guidance and faculty to help provide the best possible modifications and accommodations for your child.

EMERGENCY HEALTH CARE

HEDP/EDC are certified in both First-Aid and CPR. Each location has a minimum of 3 educators certified in First Aid and CPR. In addition, the program has a health consultant who helps the program draft and maintain appropriate health policies. In the event of a minor injury sustained by a child, staff will provide immediate first aid. The parent will receive a report describing the injury and first-aid given. If additional medical attention is needed, in a non-emergency situation, the parent will be called to pick up the child.

In the following situations, an ambulance will be called and a staff member will accompany the child to Children's Hospital or the hospital designated by the parent on the EEC/OCCS medical form:

- Cardiac arrest
- Problems with breathing
- Choking
- Massive bleeding
- Drowning
- Seizures
- *Any other serious injury or accident*

Parents will be notified immediately so they can meet their child and the staff member at the hospital. We ask that parents complete the medical form in the full registration packet thoroughly. Parents must supply three emergency contacts and all needed

health information. If a parent cannot be reached, an emergency contact will be called while the program continues to try to reach the parent.

CONDITIONS REQUIRING A CHILD TO BE PICKED UP

If a child becomes ill while at the program, the child will be provided with a quiet, supervised, rest time, away from other children. The parent will be notified to discuss the next course of action. In the event that the child's safety or comfort cannot be met a parent is required to pick up the child. Such conditions include:

- Fever of 100 degrees or higher
- Wheezing
- Vomiting
- Diarrhea or 3 or more BM's in one day
- Head lice
- Rash
- Inflammation of the eyes or skin
- Injury requiring the attention of a physician
- A child is identified as a close contact for COVID
- A child has any of the two symptoms noted in the Brookline Health Department COVID guidelines.

A physician's release is required if a child has had an illness with a contagious rash or a parasitic component.

Please note: An authorized parent/guardian must pick up an ill child within one hour from the time the Director or Teacher connects with the parents/guardians.

We ask that children return to HEDP/EDC only after having been free of symptoms or fever for 24 hours. It is also critical that your child is fever free *without* the use of Tylenol, acetaminophen or pain relievers for 24 hours.

If a child has been absent from school on a particular day because of illness, the child cannot be admitted to the program on that day.

PROCEDURES FOR ADMINISTRATION OF MEDICATION

If a child needs to take medication at Extended Day, parents should complete the medication form provided at the time of enrollment. (The MEDICATION CONSENT FORM 606 CMR 7.11(2)(b) can be found on our website, as well as in this handbook. More forms are available upon request. The completed form should be returned to Extended Day and the medication given directly to a staff member or left in the nurse's office; parents should notify the program once they have done so. A doctor must sign an order for non-prescription medication in addition to the parent's completion of the medication form.

We will maintain a written record including the date and time medication was given, dosage, and the staff member who administered the medication.

If a child should require an asthma inhaler or an EpiPen, parents should work with the Director to ensure one is available at Extended Day in a sealed container with the doctor's prescription notes before the time the child is present in the program. *Please note:* If paperwork is needed, your child cannot attend without completed paperwork.

DENTAL CARE

HEDP/EDC requires all children who are in the care of the program for more than four (4) hours to brush their teeth. Dental health is essential to a child's physical well being. We require children in Pre-K care to bring in a toothbrush in a plastic zip-lock bag with their preferred toothpaste. Your child will be given a mini lesson on the appropriate way to clean and brush their teeth and be given time to participate in this activity independently.

Developing good habits at an early age and scheduling regular dental visits helps children get a good start on a lifetime of healthy teeth and gums. This begins at home but is supported and encouraged at EDC. Please check with your child's teacher should you have any questions or concerns.

SUSPECTED ABUSE OR NEGLECT

Written procedures for handling any suspected incident of child abuse or neglect are maintained by the HEDP/EDC to enable staff to cooperate in all investigations of abuse and neglect. If a staff member suspects child abuse or neglect, a report will be filed with the Massachusetts Department of Social Services by the Director, or staff person. The program is required to file such reports when child abuse or neglect is suspected, pursuant to M.G.L. C119, S 51A.

The HEDP/EDC Director will notify the Department of Early Childhood Education Services and the Town of Brookline Health Department immediately after filing a 51A report or after a staff member has filed a report. The Director will also immediately notify the above two offices upon finding out that such a report has been filed alleging abuse or neglect while the child is in the care of the program or during a program related activity.

The HEDP/EDC programs will ensure that an allegedly abusive or negligent staff member does not work directly with the child until a DSS investigation is completed or at such a time that the EEC allows.

TOILETING AND HAND WASHING POLICY

Children will be shown the location of the bathrooms during the Pre-Kindergarten and Kindergarten orientation days. New children who begin attending the program during the year will be familiarized with the location of the bathrooms during their orientation visit to the program.

During extended-day, children will never be denied the chance to use the bathroom.

Pre-K Children are expected to be practicing positive potty training at home on a daily basis. Pre-K children should be comfortable wearing appropriate potty training underwear to help build independence and positive experiences with toileting while in extended day. Extended Day does not have changing tables and any assistance from a teacher will be followed with encouragement for the child to wipe themselves. A teacher may use universal precautions should the child need assistance with wiping.

Depending on age (K-grade 6), children may use the bathroom without asking by themselves or through another system that has been put in place by the teacher. Staff frequently checks the bathrooms to ensure safe behavior and to assist any child

who may need help. Also, staff remind children to wash their hands after toileting with anti-bacterial soap provided by the program.

Children wash their hands, supervised by staff, at the following times and as needed:

1. Before eating or handling food.
2. After toileting.
3. After coming in contact with bodily fluids or discharges.
4. After handling program animals and/or their equipment.
5. After cleaning up a painting activity or similar activity.

Soiled Clothing: Clothing soiled by feces, urine, vomit or blood will be “double-bagged” in sealed plastic bags with the child’s name on it. Parents are encouraged to send a change of clothing, labeled, for their child. If program-owned clothing is used to provide a clothing change, it should be laundered before being returned.

During Outdoor Play: Staff will instruct children to ask for permission to use the bathroom, and a staff member will accompany any Pre-K/Kindergarten aged child inside.

No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet.

The Extended Day program may reach out to discuss toileting strategies should a child have multiple BM or challenges within a day. Positive strategies and collaboration from home and school will benefit a child’s success while in Extended Day.

PROGRAM RESPONSIBILITIES

REPORTING ABUSE OR NEGLECT

All program and HEDP/EDC staff are mandated reporters. Staff are required by law to report suspected abuse and neglect to either the Department of Social Services or the licensee’s program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

PROVIDING INFORMATION TO THE EEC OFFICE

The program must make available any information necessary to determine compliance with any office regulations governing the program by providing access to its facilities, records, staff and references.

PARENT INFORMATION

PARENT INFORMATION

Chapter 28A, Section 10 and subsequent amendments to the General Laws of the Commonwealth of Massachusetts mandates to the EEC, Office of Child Care Services the legal resistibility of promulgating and enforcing rules and regulations governing the operation of child day care programs (including nursery schools) and school age childcare programs.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group daycare and school age programs in the Commonwealth. A summary of the required parent information, rights and responsibilities follows:

PARENTAL INPUT

The licensee must appropriately involve parents of children under their care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing parents to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

MEETING WITH PARENTS

In our Pre-K program, the licensee shall assume that the administrator or his designee meets with the parent(s) prior to admitting a child into the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. For school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

Please note HEDP/EDC gives priority to:

- Current I families that are single parent or dual working/studying families that need child care

- Siblings of currently enrolled HEDP/EDC students
- Siblings of former HEDP/EDC students
- New HEDP/EDC school families

PARENT CONFERENCES

The licensee must make staff available for individual conferences with parents at your request.

PARENT VISITS

You have the right to visit the program and your child's classroom at any time while your child is present. Please note that parental visits may be limited due to the health and safety guidelines put forth by PSB and the Brookline health department at any time.

PARENT BEHAVIOR

In order to maintain a safe and positive environment at HEDP/EDC, it is expected that all parents in contact with the program, including staff, families and directors, will act respectfully and appropriately at all times. Behavior that is abusive, disruptive or uncooperative will not be tolerated. Inappropriate behavior will be grounds for review by the HEDP/EDC Board of Directors. This behavior includes parents arriving on the premises under the influence of drugs or alcohol.

In the event of inappropriate conduct, the following procedures will be followed:

- Individuals involved will be asked to attend a meeting in a timely manner to address the immediate concerns
- Documentation of the event and meeting will be placed on file. Executive Board members will be made aware of the situation
- When warranted, consideration for suspension, termination or denial of privileges to re-enroll the family regarding the program will be determined by the Board of Directors

If the staff and Board of Directors feel that a child's safety is being compromised in any way, help will be sought out in identifying alternative transportation for the child.

HEDP/EDC reserve the right to call the appropriate authorities if necessary. Such

decisions will be made to ensure the safety and well-being of the program's families, staff, directors and board members.

RECORDS

CHILDREN'S RECORDS

Registration forms, as required by the Department of Early Education and Care (Office for Child Services), need to be fully completed and signed on each page by a parent or guardian before the child can begin the program. Our staff is informed that these records are considered confidential information and we do not release information to anyone not directly related to the program without written parental consent. In the event a child's record is subpoenaed, we are responsible for notifying the parent. Children's records are kept in the office of the Director at the program in a locked file cabinet.

Parents have the right to review their child's records within two business days of a request. Children's records contain the forms parents have sent us and many also include injury or incident reports (which parents will receive to review and sign), logs of phone conversations with a parent or guardian, notes regarding the child's play dates, permission slips, and other miscellaneous information. Occasionally, notes made by staff pertaining to a child's behavior or interests will be included. These records remain at the Extended Day Program and are not part of the public school's records at any time. We follow the Office for Child Care Services protocol regarding children's records.

ACCESS TO RECORDS

You are entitled to have access to your child's record at reasonable times, upon request. You must have access to the record within three (3) business days of your written request, unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The program must have procedures governing access to, duplication of and dissemination of children's records and must maintain a permanent, written log in each child's record which identifies anyone who has access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the program's records.

AMENDING RECORDS

You have the right to add information, comments, data or any other relevant materials to your child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his/her decision regarding your objections. If the licensee decides in your favor, he/she must immediately take the steps necessary to put the decision into effect.

TRANSFER OF RECORDS

When your child is no longer in our care, the licensee can give your child's record to you or any other person you identify, upon your written request.

CHARGE FOR COPIES

The licensee shall charge a reasonable fee for copies of any information contained in your child's record.

COMMUNICATION

PARENT-PROGRAM COMMUNICATION

Parents are welcome to visit the program at any time upon request (when the BPS and Brookline Health department lift the in person visits). The program's hours of operation for children are 12:00 - 5:45 p.m. At times, when a child is adjusting to the program and is new to the program, a parent may find it helpful to discuss with a staff member the timing of visits in order to determine how to best support the child while the child is in a period of adjustment to a new environment. Staff members find a parent's input regarding strategies to assist a child in a new environment to be very helpful. We would be glad to share ideas we have with a parent if they wish. The presence of certain friends, interesting activities and caring teachers all help in minimizing a child's concerns about being in a new place. Each child, as parents know, is unique in how they react to new situations.

If a parent wishes to discuss an issue with the Director or a staff member it is recommended that the parent set up an appointment to ensure our availability. If a parent has a question that can be discussed relatively briefly, the parent may telephone the program. The staff welcomes input on any issue which may interest or concern parents.

One way which parents have become involved in the program is by volunteering to share an experience or skill with a particular group of children. We have very much appreciated the efforts of the many parents who have contributed in this way. If a parent has an area of interest to which they would like to contribute, please let a staff member know!

NEWSLETTERS

Newsletters put out by the staff will communicate curriculum themes and plans. Newsletters also contain other important program information, so we request that parents check their email for the monthly newsletter. Hard copies of the newsletter are always available to parents upon request. The Director will also frequently send emails including important information. “Reminder” signs are often placed by the sign-out area in your child’s classroom to highlight upcoming events and to share pertinent information. Finally, we would like to encourage you to visit our website at <http://heathextendedday.org> as it is a wealth of information and hosts all of our program newsletters from previous months.

OPEN HOUSES

Open houses for our Pre-Kindergarten and Kindergarten program are held in the evenings in September and October (when permitted). Dates for our Pre-K/K open houses and open houses for grades 1-7 will be announced in a parent newsletter.

As mentioned earlier, we welcome parent concerns and suggestions. In the event that a parent has discussed a concern with a staff member and feels the concern needs additional resolution, the parent may telephone the Director. We will do our best, taking into consideration the capabilities of the program and the best interest of the program to resolve the concern. If, after working with the Director, a parent still feels they have concerns, the parent may contact a member of the Board of Directors; the Director can assist the parent with telephone numbers of the board members.

PROGRESS REPORTS

At least every six (6) months the licensee should discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

REVIEW

“The Program will be closed at the discretion of the Program’s Director and the Board President whenever deemed necessary because of inclement weather or reasons of safety and health.” This statement includes the closure of Pre-K on all early release days due to the Massachusetts EEC licensing limitations and guidelines.

“The Parent/Guardian may elect, at any time. To add a day to the Child’s schedule. Providing space is available, by contacting the Director no later than 24 hours in advance of the day in question.” This includes “Drop In” days. It is essential that the Parent/Guardian have approval from the Director before having their child attend the particular “Drop In” day.

Due to the desire to accommodate individual family needs, Heath Extended Day Program has been flexible around attendance dates when permission from the Director are granted. For example, should your child attend M,W,F and an unforeseen appointment or scheduling conflict needs to take place on one of those given days, your child may be able to swap a day within the same week if discussed and approved by the Director at least 24 hours before the day in question. This type of flexibility will never be accepted as a result of a child's illness, absence, vacation, holidays, or storm days. In addition, there is always a possibility that the Program will not be able to honor such a request should capacity, safety, and or other factors deem the flexibility unjustifiable.

Please note: The Heath Extended Day is a Program that runs and operates like a business. The Heath Extended Day Program is committed to providing high quality

childcare for the Heath Community. The objective of our program is to contribute to the social, emotional, and cognitive growth of children in an environment that is safe and nurturing. Our highly qualified teaching team invests a great deal of interest in each individual child to make Heath Extended Day Program a rewarding place. Please feel free to contact Noelle should you have any questions or concerns regarding any of the policies.

INDEPENDENT AFTER HOURS CHILD CARE POLICY

WHEREAS, some parents of children that attend Heath School Extended Day, Inc. (EXTENDED DAY) may engage Extended Day's teachers or employees to provide babysitting or child care services outside of EXTENDED DAY'S normal hours of operation. The Board of Directors Extended Day wants to be certain that the parents and employees of EXTENDED DAY understand that 1) these services are separate and independent from the operations of EXTENDED DAY, and 2) that EXTENDED DAY does not represent, warrant or affirm the competence, fitness, skills or appropriateness of those employees to do after hours duties, including but not limited to babysitting.

THEREFORE, to make certain that parents and employees understand EXTENDED DAY'S position, the following policy is adopted:

- EXTENDED DAY, does not provide any babysitting or any care beyond its normal hours of operation.
- Any EXTENDED DAY teacher or employee who accepts a babysitting job or provides other after hours care does so on an independent basis and not as an employee, agent or servant of EXTENDED DAY.
- EXTENDED DAY does not encourage, sponsor or endorse the performance of babysitting or after hours care by any of its teachers or employees.
- EXTENDED DAY does not train or provide any education to its teachers or employees regarding babysitting or after hours care.
- EXTENDED DAY has no supervision, oversight, or any other control over any EXTENDED DAY teacher or employee who provides such babysitting or after hours care.

- EXTENDED DAY does not receive or share any financial benefit, income, revenues or earnings that EXTENDED DAY teachers or employees receive in exchange for providing such babysitting or after hours care, as such arrangement is a private contract solely between (and for the benefit of) the parent and the EXTENDED DAY teacher or employee.
- EXTENDED DAY does not require any of its teachers or employees to make any reports to EXTENDED DAY regarding their provision of babysitting or after hours care or regarding any income derived there from.
- EXTENDED DAY does not require its teachers or employees to maintain any insurance for this after hours work.
- EXTENDED DAY does not make any withholdings or pay any payroll taxes to any governmental authorities on account of any income, revenues or earnings that EXTENDED DAY teachers or employees receive in exchange for providing babysitting or after hours care.
- EXTENDED DAY does not pay any workers compensation premiums for any babysitting or after hours care that EXTENDED DAY teachers or employees provide.
- EXTENDED DAY shall not be held responsible or liable for any acts or omissions that occur when an EXTENDED DAY teacher or employee is engaged in any work or services beyond EXTENDED DAY's normal hours of operation. All parents who engage any EXTENDED DAY'S teacher or employees for all after hours or babysitting duties shall assume all risks attended here to.

All EXTENDED DAY teachers and employees agree that if they provide any babysitting or other after hours care, they will specifically inform the parent(s) of the child(ren) that they are providing such services on an independent basis and not in their capacity as a EXTENDED DAY employee.

- Any EXTENDED DAY teacher or employee that provides any babysitting or other after hours care shall not use the EXTENDED DAY facilities or any of EXTENDED DAY's supplies, equipment, or inventory to provide such care.

- No EXTENDED DAY teacher or employee shall advertise his/her availability to provide babysitting or other after hours care at EXTENDED DAY's facility, on any EXTENDED DAY property, or by using any EXTENDED DAY electronic communications (i.e., telephone or internet).
- Any parents that request any EXTENDED DAY teachers or employees to provide any babysitting or other after hours care agree that they are making such request solely based on their personal assessment of the teacher or employee, and not as a result of any statements or evaluations by EXTENDED DAY regarding any such teacher or employee.
- EXTENDED DAY makes no representations, warranties or statements regarding the capability, fitness, skills or appropriateness of any its teachers or employees to provide after hour's duties including but not limited to babysitting.
- Any parent that wishes to have an EXTENDED DAY teacher be the pick-up person for their child must put the teacher's name on the Approved Pick Up List in the child's enrollment folder.
- All employees and parents shall acknowledge receipt of this policy annually at the beginning of each school year.
- Adopted by a vote of the Board of Directors on May 2014.
- HEATH SCHOOL EXTENDED DAY, INC.

REFERRALS

11:09 (7)m; as required by 102CMR 11.05(4)

The HEDP, through a team of professionals including HEDP teachers, Heath School teachers, and the guidance counselor at the Heath School, meet to determine if social, mental, and or medical services are needed for children enrolled in the program. If a determination is made that referral services are needed, the parents are advised by Heath School personnel to contact the Special Education Department of the Brookline School Department.

Agencies that parents can contact for social, medical, and mental health services and support include but are not limited to the following:

Mass. Mental Health 72-76
Fenwood Road
Boston, Ma 02115
617-734-1300

Brookline Mental Health
43 Garrison Road
Brookline, MA 02446
617-277-8107

Children's Hospital Medical program
300 Longwood Ave
Boston, MA
617-566-9410

Mass. General Hospital
Fruit Street
Boston, MA
617-726-2763

Franciscan Children's Hospital and Rehabilitation program
30 Warren Street
Brighton, MA
617-254-3800

Brookline Park and Recreation Dept.
Town Hall
Brookline, MA 02446
617-730-2070

School Services

Heath School

Guidance

School Nurse

- Pupil Support Service (special needs) 617-730-2447, 617-730-2440
- Transportation 617-730-2452

Department of Social Services (DSS) 617-727-0900

Office for Children (OFC) 617-727-8900

Child at Risk (child abuse) 617-227-0010, 800-792-5200

Board of Health Dept. 617-727-2700

Public Welfare Dept. 617-348-8500

Child Care Resource program 617-547-9861

Parent Anonymous 800-832-1250

Parents and Child Services 617-437-1777

Parental Stressline 617-437-1990

Red Cross 617-262-1234

Salvation Army 617-247-8235

Temporary Home for Wives and Children (Home for abused women and their children)
617-523-2337

Good Samaritan Hotline 617-247-0220

AA/Alanon 617-426-9444, 617-843-5300

Alcoholism referral 617-524-7884

Brookline Health Department, Child Health/Medical Inquiries 617-730-2332

Day Care Referral – Short List

FAMILY SERVICES

Parents anonymous	1-800-882-1250
Parental Street Line	1-800-632-8188
Alcohol and Drug Education Program	617-623-2080
Pregnancy Environmental Hotline	1-800-322-5014

HEALTH CARE

Brookline Health Department	
617-730-2300	
Child Health Services and Lead Testing	730-2332/2334
Child Dental Clinic	617-730-2323
Alcohol/Drug Program	617-730-2326
The Brookline program	617-277-8107
(Brookline Community Mental Health program)	
Brookline Visiting Nurse Service	617-232-1675
Joseph Smith Health Clinic, Allston	617-783-0500
MassHealth	1-800-841-2900

EARLY INTERVENTION/SPECIAL Education within the SCHOOLS

Brookline School Department	617-730-2400
Special Ed. Administrator	617-730-2440
Coordinator of Early Childhood Education	617-264-6408
Heath School	617-879-4570
Mass Advocacy program	617-354-8431
Department of Social Services	617-727-0900
Federation for Children with Special Needs	1-800-331-0688

CHILD CARE/DAY CARE

Parent in a Pinch	1-800-688-4697
	617-736-5437
Child Care Resource program	617-547-9861
WarmLines	617-244-4636 (INFO)
Office for Children (state office)	617-727-8900

Brookline Health Dept, Day Care Licensing Unit
Sitter City

617-730-2297
www.sittercity.com

EMERGENCY/CRISIS

Red Cross	1-800-564-1234 or 617-262-1234
Salvation Army	617-542-5420
Good Samaritan Hot-Line (suicide prevention)	617-247-0220
United Way First Call for Help	1-800-231-4377
Battered Women's Hotline	1-800-992-2600

ECONOMIC/FINANCIAL SUPPORT

Department of Transitional Assistance	617-348-8500
Application Information	1-800-249-2007
Food Stamp Hotline	1-800-645-8333
Allston/Brighton WIC (food vouchers)	617-789-2439
Fuel Assistance Heatline	1-800-632-8175

LEGAL SERVICES

Mass Commission Against Discrimination (MCAD)	617-727-3990
Lawyer Referral Service	617-542-9103

HEATH EXTENDED DAY PROGRAM CONTRACT

The Heath Extended Day Program (the "Program") and _____ (Parent/Guardian) hereby enter into this Enrollment Contract (the "Contract") with respect to _____ (Child's name).

1. The Parent/Guardian certifies that he or she is the parent or legal guardian of the child.

2. The Program will provide care for the child during the contract period on the weekdays (excluding holidays and vacation weeks) and at the times set forth below (*see Tuition Rates and School Calendar*) Please note that the Pre-K program will be closed for all of Heath School Early Release/Dismissal days.
3. The Parent/Guardian will pay for the Program tuition for the care of the Child as set forth in this Contract.
4. The Parent/Guardian will abide by the rules and policies established by the Program, including sick policies, late fees and parental responsibilities.
5. The Program will be closed at the discretion of the Program's Director and the Board President whenever deemed necessary because of inclement weather or reasons of safety and health.
6. The Parent/Guardian will agree to allow the Heath Extended Day Program to collaborate with the Brookline Public School (Heath School) teachers and faculty in regards to your child's best interest.
7. The Parent/Guardian will agree to abide by all policies described in the Heath Extended Day Program Family Handbook.
8. The Parent/Guardian's obligation to pay tuition to the Program shall not be excused or diminished as a result of the closing of the Program or the Child's absence for any reason, including as a result of illness, vacation, holidays, cancellation due to inclement weather and/or early release days.
9. The Parent/Guardian understands that the Program will not accept any child who has been dismissed or has been absent from the Brookline Public School (Heath School) on the same day.
10. The Parent/Guardian understands that the Program will not accept any child who has been dismissed or has been absent from Brookline Public School on the same day.
11. The Parent/Guardian has given the Program a deposit of one month's tuition. This deposit is refundable when the Parent/Guardian abides by Change of Schedule Dates and Withdrawal Policy. The Parent/Guardian must notify the Director, in writing, should there be a financial hardship regarding a change in payment schedule.
12. Families must make a firm commitment to the days that are agreed upon on the registration form and in the Director's acceptance letter. The Parent/Guardian will be responsible for paying the tuition amount until there is a written letter addressed to the Director during the Change of Schedule Dates:

Families have until June 15th to make final changes for the Sept to Dec Fall term.

Families have until Dec 31st to make final changes for the Feb-June Term.

13. A Change of Schedule/Withdrawal fee will *not* be applied should the changes take place during the time periods listed above.
14. The Parent/Guardian may elect, at any time, to switch or add a day (drop-in) to the Child's schedule, provided space is available, by contacting the Director no later than 24 hours in advance on the day in question.
15. The Parent/Guardian will pay the Program a \$150.00 Change of Schedule fee in addition to providing a four (4) week written notice to the Director, should the change occur at a time period *not* listed above.
16. In the event of withdrawing your Child outside of the Change of Schedule dates the Program requires a written notice to the Director. The deposit will be forfeited and an additional fee of \$150.00 will be applied to your bill.
17. The Parent/Guardian agrees to make tuition payments in the amounts and at the times listed below. *Tuition must be received by the semester or in ten monthly installments (Aug-May).* The first semester payment or first monthly payment for June is due by the time of year your Child attends the Program. The September monthly payment is due by August 20th. *The first and last month tuition payments must be paid before your child begins attending the Program.* Monthly payments are due on the 20th of the previous month. (Sept. 20th for October, October 20th for November etc.)
18. There will be a late fee of \$15.00 for payments made more than five days after the date on which such payment is due.
19. The Child will be suspended from the Program if payment whose past due account is the equivalent of two months of their tuition. Such suspension will remain in effect until the tuition payment and late fee is received. This will also prevent the registration process and financial aid process from going forward for the following year.
20. There will be a \$15.00 charge made for any returned check.
21. The Program closes at 2:15 PM for Pre-K and 5:45 PM for K-6. In the event of late pickup, the parent is required to pay a \$5.00 late charge for every five minute period, or portion thereof, before 6:00 PM and \$10.00 for each five minute period, or portion thereof, after 6:00 PM. Late charges for 2:15 PM pick-up are calculated in the same fashion. The Director will bill parents for late pickup fees if the parent cannot pay upon arrival. Late pickup fees are due within 15 days. In the event of

non-payment of late fees occurring three times within a school year or contract period, the child must discontinue the Program until the late fees are paid.

Example of how fees are calculated:

Time	Cost
After 5:45 PM	\$1/minute
After 6:00 PM	\$5/minute
5 minute increments after 6:00 PM (6:05, 6:10, 6:15...)	\$10/every five minutes

22. In the event that a Parent/Guardian is unusually late, and a Parent or the Parent's Emergency Contact Adults cannot be reached within a reasonable length of time, one or both of the following may occur:

- A. If such lateness occurs after the 2:15 PM departure, the child will be supervised in the K-2 Program if space allows, or in the Director's office. If these circumstances occur after 5:45 PM, a teacher from the Program will supervise the child in the front lobby or an extended day classroom. Parents are urged to call the Program to advise the staff member of their expected arrival time. *In all cases, children will be supervised and late fees will continue to accrue.* During this time, efforts to reach the parents or emergency contacts will continue.
- B. The Brookline Police will be called.

To avoid the above occurrences, parents are asked to call the program if it appears they are going to be late. Also, when filling out registration forms, please be sure to list three (3) emergency contacts (at least one from out of state) and also make sure these same people are included on the authorized pickup list.

23. The Parent/Guardian agrees to attend one annual Board of Directors Meeting as mandated by the Massachusetts Office for Child Care Services. The annual meeting will be held in the beginning of each school year. This meeting will serve as an introduction to Heath Extended Day and may be used to address general business items.


24. The Parent/Guardian agrees to volunteer at least 6 hours of volunteer service to Heath Extended Day or pay \$50.00 per year fee. The fee will be paid by May 5th, in the even that volunteer service hours have not been met or scheduled. It is each family's responsibility to contact the Program Director to schedule service hours.


25. Any of the provisions of this Contract and any related policies, including the rate schedule, may be changed by the Program after giving four (4) weeks notice to the Parent/Guardian . This notice and any other communication from the Program to the Parent/Guardian will be affected by means of written communication.


26. Heath Extended Day does not discriminate on the basis of race, color, creed, religions, ancestry, national or ethnic origin, age, handicap/special need, sex, marital status, sexual orientation or any political/union affiliation.


**PUBLIC SCHOOLS of
BROOKLINE**


**SYMPTOMS OF
COVID-19**

☐ 
Fever (100.0° Fahrenheit or higher), chills or shaking chills


☐ 
Difficulty breathing or shortness of breath


☐ 
New loss of taste or smell


☐ 
Muscle aches or body aches


☐ 
Cough, not due to other known causes such as chronic cough


FOR SYMPTOMS BELOW, ONLY APPLICABLE IN COMBINATION WITH OTHER SYMPTOMS AND/OR NOT DUE TO KNOWN CAUSES:

☐ 
Nausea, vomiting*, or diarrhea*
*REGARDLESS OF COVID-19, VOMITING OR DIARRHEA ALWAYS REQUIRE AN INDIVIDUAL TO STAY HOME UNTIL WITHOUT SYMPTOMS FOR 24 HOURS

☐ 
Sore throat

☐ 
Fatigue

☐ 
Headache

☐ 
Nasal congestion or runny nose

IF YOU OR YOUR CHILD EXHIBIT ANY OF THESE SYMPTOMS, PLEASE STAY HOME.

SYMPTOMS OF COVID-19



Fever (100.0°
Fahrenheit or
higher), chills
or shaking
chills



Difficulty
breathing or
shortness of
breath



New loss of
taste or smell



Muscle
aches or
body
aches



Cough, not due
to other known
causes such as
chronic cough

**FOR SYMPTOMS BELOW, ONLY APPLICABLE IN COMBINATION
WITH OTHER SYMPTOMS AND/OR NOT DUE TO KNOWN CAUSES:**



Nausea,
vomiting*, or
diarrhea*

*REGARDLESS OF
COVID-19,
VOMITING OR
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REQUIRE AN
INDIVIDUAL TO
STAY HOME UNTIL
WITHOUT
SYMPTOMS FOR 24
HOURS



Sore throat



Fatigue



Headache



Nasal
congestion or
runny nose

**IF YOU OR YOUR CHILD EXHIBIT ANY OF THESE
SYMPTOMS, PLEASE STAY HOME.**

Commonwealth of Massachusetts
Department of Early Education and Care

MEDICATION CONSENT FORM 606 CMR 7.11(2)(b)

Name of child: _____

Name of medication: _____

Please ✓ one of the following: Prescription: _____ Oral/Non-Prescription: _____

Unanticipated Non-Prescription for mild symptoms _____

Topical Non-Prescription (**applied to open wound/ broken skin**) _____

My child has previously taken this medication _____

My child has **not** previously taken this medication, but this is an emergency medication and I give permission for staff to give this medication to my child in accordance with his/her individual health care plan _____

Dosage: _____

Date(s) medication to be given: _____

Times medication to be given: _____

Reasons for medication: _____

Possible side effects: _____

Directions for storage: _____

Name and phone number of the prescribing health care practitioner:

Child's Health Care Practitioner Signature _____ **Date** _____

I, _____, (parent or guardian) gives permission
(print name)

to authorize educator(s) to administer medication to my child as indicated above.

Parent/Guardian Signature _____ **Date** _____
For topical, non-prescription **NOT** applied to open wound / broken skin (**parent signature only**)

SG/LG/SAMedicationConsent20100122

THE COMMONWEALTH OF MASSACHUSETTS
Department of Early Education and Care

CONSENT FOR CHILD TO LEAVE THE PROGRAM
(MUST BE AGE 9 OR OLDER)

Program Name: _____

Address: _____

I, _____ authorize my child, _____
(Parent/Guardian's Name) (Child's name)

to leave the program. This permission is in effect from _____ to _____.
(Date) (Date)

Activity/Location	Method of Transportation	Leave/Return Time	Restrictions

I understand that the program has the right to rescind the above privilege if my child's behavior warrants the limitation.

I recognize that my child will not be supervised by staff while s/he is away from the program.

I understand I am responsible for my child once s/he leaves the program.

(Parent/Guardian Signature) (Date)

(Program Staff Signature) (Date)

SG/LG/SAConsentToLeaveProgram20100122