

Uxbridge Extended Day

Parent Handbook

WELCOME!

The staff of the Uxbridge Extended Day is proud that we will be providing child care services to you and your child. In order to nurture our partnership, we have put a great deal of information in this handbook. We hope that you will use this as a resource to answer your questions and encourage you to call us if you can't find an answer or have additional questions.

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Welcome to the Uxbridge Extended Day Programs!

The Uxbridge Public Schools welcomes the opportunity to work cooperatively with the Uxbridge School Committee and the families of Uxbridge to provide quality child care services to the children of working parents in our community. Together with the schools, and the parents, we share responsibility for the social-emotional, intellectual and physical development of children in our care. Given the responsibility we readily assume for the growth and development of our children and youth, the Uxbridge Public Schools offers a School-Age Child Care Program in response to a need expressed by the parents of Uxbridge students. Our doors have been open since 1989.

Uxbridge Extended Day Goals

- *To provide a program where adults and children/youth can interact positively and build strong relationships that serve to develop children's trust and affirm their sense of worth.*
- *To deliver our programs in a positive environment that is safe, secure and nurturing for children, characterized by a cooperative spirit that promotes exploration and discovery.*
- *To help children aspire to their fullest potential, respecting and encouraging the development of autonomy, initiative, self-control, and the assumption of responsibility.*
- *To introduce children/youth to a broader perspective and the encourage them to build upon their classroom learning by introducing them to hands-on-enrichment opportunities that increase their knowledge base.*
- *To implement policies and practices that promotes positive student outcomes.*
- *To support and strengthen the family unit by being sensitive to and respectful of the needs and views of both our children and their parents.*

We make a commitment to family-friendly service.

Uxbridge Extended Day Programs

Director: Betty Brodeur

Taft Kid's Club

Located at the Taft ELC

6:30 AM till School and After school till 6 PM

Child/Staff ratio- 13:1 or less

Taft Kid's Club services children in Grades K-3

Whitin EXTRA

Located at the Whitin Intermediate School

After school till 6 PM

Child/Staff ratio- 13:1 or less

Whitin Extra services Children in Grades 4—6

Our goal, both at Taft Kids Club and Whitin Extra, is to teach through example and to foster the development of inquisitive and creative thinking skills. Children are encouraged to make their own choices regarding their activities for the day. Trained adult staff supervises homework, creative arts, indoor and outdoor recreation/games. and child-generated project-based activities. Particular emphasis is given to development of caring relationships and building positive character as well as developing social and emotional skills in a comfortable, supervised environment.

Confidentiality

The Uxbridge Extended Day has a strict policy regarding confidentiality with respect to all families. All information pertaining to children and families is treated in a professional and confidential manner. Please direct any concerns or questions to appropriate teachers or the Program Director and they will schedule an appointment with you in a timely manner. It is also the parent's responsibility to abide by this policy regarding other children, families and staff.

Release of Information

Uxbridge Extended Day will not release any information to any person outside the school system without your written permission. The only exception to this will be the exchange of information required by law to the Department of Social Services and the Office of Child Care Services. The child's parents/guardians shall, upon request, have access to these records within two business days of the request. They also have the right to request, in writing, a copy of their records.

Pictures and Public Relations

With your authorization, pictures and/or videos of your child may be taken for classroom use, parent functions, training or for public relations publicity purposes. Children's names will not be printed in the material without your authorization.

Admissions/Registration

All parents/legal guardians register on line through Family ID (www.familyid.com). The registration includes basic information, pick-up information, electronic signature for permission for pictures, use of computers, and for various activities. Registration closes when all slots are full. If a child care slot is not immediately available, you may put your child's name on a waiting list. All children must attend the Uxbridge Public Schools or be town residents or children of school employees. We are a part of the school system, so medical records that are submitted to the school are also available to us. If your child does not attend school here, you must submit proof of a recent medical examination, up-to-date immunization record and a copy of his/her birth certificate. When your registration on line is complete you will be given a monthly tuition amount. Payment is due the first of each month.

Tuition and Fees

Your monthly amount is calculated on line based on the schedule you registered for. Your monthly amount is due at the beginning of the month from September through May. This amount includes care for regular school days and any of the half days, non school days you registered for.

Taft Kids Club Before School	\$10.00/day
Taft Kids Club After School	\$22.00/day
Whitin Extra After School	\$25.00/day
Half Day After School Taft Kid Club	\$32.00/day
Half Day After School Whitin Extra	\$35.00/day
Full Day Care	\$52.00/day

Making Payments

A Deposit of \$50 is due when you register each child online through FamilyID. Tuition is due the 1st of the month. Tuition received after the first five business days of the month will incur a late charge of \$25. Failure to pay for service, including late charges, by the end of the month will result in termination of service.

The town charges \$25 for any returned checks. Termination of services, requires a three week notice in writing. There will be no refund for the balance of that month. The Uxbridge School system reserves the right to change billable rates with a thirty day notice. Payments may be paid online through your FamilyID account. If payment is made by a check, please make it payable to: Town of Uxbridge-Daycare.

**Uxbridge Extended Day
PO Box 307
North Uxbridge, MA 01538**

Arrival, Pick-up and Attendance

All parents are required to sign their child into care if AM care is being used. There is a sign in sheet with a place for your signature and the time. When picking up your child, it is important that you come in and touch base with one of the staff members so they can have your child brought in from whatever activity they might be in. As you leave, please sign your child out on the sign out sheet and note the time as well. In the event that a staff member does not recognize you, even if you are the parent, they will be asking you for a picture ID and checking the files to make sure that you are an authorized pick-up person on the application. You may find this annoying, but it is our method of protecting your child. Please do not send relatives or friends as alternate pick-up person for your child unless you have indicated, in writing, that they are an authorized pick-up person. It is embarrassing for the person you send and it is difficult for the child, when we cannot release them. We will only release the child to an authorized pick-up person as noted on your registration or your note, e-mail or signed fax. There are NO exceptions. Older siblings must also have written permission to pick up their younger siblings. Restraining orders or other restrictions need to be on file and up to date.

Expectations for Parents at Arrival during pick up time. The parent, guardian or other designated pick up will arrive in a condition to drive the child home safely. If the pickup parent, guardian or other designated person arrives at the center and appears to be intoxicated or under the influence of drugs, they will be pulled aside and we will ask them to call someone else to pick up the child. If the pickup person refuses to do so or insists upon taking the child, we will call the police. Our responsibility is to keep your child safe.

Parents should conduct themselves responsibly when they arrive at the school. If there is concern about something that might have happened at the child care, then the parent can ask to speak with a person in charge. We will not permit anyone to verbally or physically abuse our staff. Intimidating or violent language or behavior will sanction a warning from the director who will then consider whether that parent can continue to make use of our services. Please remember that we work with children here and we will not allow them to witness or be involved in any confrontations with parents.

If you have an Uxbridge Extended Day staff member as your emergency pick up person, once that staff member signs out your child or children, you relinquish all liability from the Uxbridge Extended Day program. If you use an Uxbridge Extended Day staff member for any other kind of babysitting outside of the program, the program is not held liable for your child.

Late Arrival Policy

**\$5 for the first five minutes, \$15 for first ten minutes
\$3 per minute thereafter**

We close at 6:00 PM sharp

If some emergency should arise that would prevent a timely pick-up, the parent must call the school and inform the staff that they will arrive at a later time. The late fee will still be charged. However, the staff can prepare your child for your late arrival. It is very important to a child to know that his parent is on their way. **Please note:** If you are not here by 6:00 PM and we have not heard from you, we will begin calling emergency phone numbers to arrange for alternate pick-up procedures. In the event that we cannot reach anyone on your list by 7 PM and no one has called, the Uxbridge Police will be contacted for further instructions. Your child's safety and well-being is our foremost concern.

Late arrival fees are: \$5 for the 1st five minutes, \$15 for the first 10 minutes and \$3 per minute thereafter. The rate is steep on purpose. We do not want to impose this high fee; we want parents to make plans to arrive on time!

NO SCHOOL DAY - POLICY



In the event of a “No School Day”

The superintendent of schools will be calling every family in the school district to announce school closings (computer generated message). If the school does not have your updated information, you might miss this important announcement. As always, the TV channels will announce school closings as they receive the information from us.

Please note that Extended Day **will be closed** on called “no school days”. There is no refund for these days as the school days equivalent to the number of no school days are added to the school calendar at the end of the school year and we provide child care on those days at no extra cost.

Delayed Opening

If school is delayed one hour, daycare is delayed one hour and will open at 7:30 a.m.

If school is delayed two hours, daycare will be delayed two hours and open at 8:30 a.m.

Only those who are registered with the Extended Day Program may attend. A small fee is charged only to students who do not normally attend AM care.

Emergency Early Release

If school is closed mid-day due to projected inclement weather, the school will call all the families in the system to let them know. Extended Day will remain open to accommodate those parents that work far away and cannot make it home on time to meet the bus for early release. Please inform the school that on emergency release days, you want your child to go to the child care program. We will stay open until the last child is picked up, but on these days, we ask parents to make an effort to get to the program as soon as possible in order to get your child home safely. We will call all of the parents whose children are with us just in case they did not get the school message and we will ask that they come in as soon as possible. Please anticipate longer travel time and leave in time to pick up your child by the requested time.

Child Care Office Number: 508-278-8653

Director’s Cell #508-561-4563

Our Behavior Management Policy

The goals of the Behavior Management Policy for the children of Uxbridge Extended Day are to supervise, guide, encourage and support each child to gain inner self-control. We encourage every child in the program to respect themselves, the other children and adults in the environment

- Each child is encouraged to understand fundamental concepts of self-respect, self-discipline and respect for other people.
- Each child is encouraged to understand how his/her behavior impacts on the functioning of the entire group.

Since children are at different developmental levels, the expectations will be developmentally appropriate for each individual child.

No child shall be subject to:

- Neglect or abuse
- Bullying
- Punishment that subjects the child to verbal abuse, ridicule, humiliation, cruel, or severe handling, or corporal punishment
- Denial of food, rest, or bathroom facilities
- Punishment for soiling, wetting or not using the toilet
- Punishment for eating or not eating food

To help children develop self-control, teachers will:

- Encourage parents to work in partnership with staff around behavior management issues.
- Discuss rules and safety issues with children when they enter the program, and on a daily basis.
- Follow a daily routine and be consistent in setting limits.
- Provide alternatives when possible that will meet both the child's and staff's needs.

In Minor Problems, teachers will:

- Give the Child Choices
- Redirect the child to a different area
- Give the child a logical consequence
- Reflect the child's feelings, or if necessary,
- Remove the child from the area

Removing a child

When the Child is engaged in a behavior that is a danger to him/her or others, the teacher will remove the child gently from the area. The teacher will explain to the child why the behavior was unacceptable, and help the child to regain self-control. If removing the child is not a possibility, the child and teacher will quietly sit together away from the group and the teacher will explain the acceptable behavior to the child. This is meant to be a learning experience for the child.

Reflecting time

Teachers seek alternative interventions to encourage the child's developing self-control by:

- Encouraging the child to play in a separate area, or
- To take a walking time away from the group, or
- Spend some time interacting with a staff member in a game or other activity, or
- Offer alternative activity with a new set of children

If it becomes necessary, the child is asked to calm down and to reflect on the behavior leading to a situation.

Aggressive Behavior

If a child's action is of an extremely serious nature, it may be necessary for the teacher to refer the child to the Program Director. The Program Director and the school support staff, will offer support for the child and parent as well as coordinate the supportive activities that may be needed.

Suspension

A child will be suspended from the program by the Program Director in certain situations, including the following circumstances:

- When the health or safety of the child and/or others cannot be assured
- Serious behaviors such as: excessive and unprovoked biting, hitting, kicking and object throwing
- Outbursts of anger and frequent temper tantrums
- Continued verbal abuse directed at other children or staff.
- Persistent disregard for or refusal to follow rules
- Intentional cruelty to others
- Possession of possible dangerous objects
- Violent behaviors or threatening violence to others
- Aggressive behaviors directed at the staff
- Running away from the group
- When the child's developmental needs are not being met at the program

Parents will be notified in writing, by phone and in some cases must contact the Program Director before the child re-enters the program. A plan for the child's re-entry will be discussed with the parents and documented by the Program Director. Failure to work in partnership with the Extended Day Program may result in termination of child care service.

Child care services will be terminated only in extreme situations. Uxbridge Extended Day will make every reasonable effort to work with the child, the parents, and outside support services to eliminate endangering behavior.

A Code of Rights and Responsibilities For Extended Day Participants

1. We all have a right to a peaceful and orderly environment.
 - A. We do not pester, stalk or dare other students.
 - B. We do not use bad language or indecent gestures,
 - C. We do not “hover” continually in someone else’s space or jump into an activity without asking first.
 - D. We do not cut in line, play out of turn, or take more than our share.
 - E. While indoors, we do not shout, scream or run except in the gym.
 - F. We **DO** use phrases like, “Please”, “May I?”, “Excuse me”, “Thank you” and we wait our turn for all activities.

2. We should respect everyone’s right to feel worthy.
 - A. We do not call anyone by negative names.
 - B. We do not make fun of people.
 - C. We do not intentionally insult people.
 - D. We do not intentionally cause someone else to be uncomfortable.
 - E. We do not make insulting remarks or gestures about a person’s race, religion, ethnic origin, size, or sexuality.
 - F. We **ARE** kind to others and try to see their better qualities.

3. We should respect everyone’s right to feel safe from harm or harassment.
 - A. We do not hit, punch, kick, bite, poke, push or prod anyone for any reason. (“Getting back at them” is not an excuse)
 - B. We do not bully or scare people on purpose.
 - C. We do not touch anyone who does not wish to be touched.
 - D. We do not touch anyone in any private areas while at our program.
 - E. We **DO** try to manage conflicts peaceably or ask an adult to help with any difficult situation.

4. We should respect other people’s property.
 - A. We do not take or “borrow” property without permission.
 - B. **WE** do not break or damage any school or program property on purpose.
 - C. We do not damage or break someone else’s property on purpose.
 - D. We do not tamper with school computer or use the Internet inappropriately.
 - E. We **DO** take care of our Kid’s Club equipment, games and supplies and help to keep our school neat and clean.

Children will be expected to use this code as a guide. Infractions, depending on their severity, frequency or intention, could result in a warning, a time-out, a parent call or pick-up, suspension or removal from program. Tuition paid will not be refunded if a child is asked to leave for disciplinary reasons. When an infraction occurs, it is our goal to work with the child and the parents to prevent further behavior problems; however, we must always consider the safety of the other children in the program.

Terminating Child Care

In almost every situation, consistent, and sincere cooperation of child care staff and parent/guardians with a mutual plan of action on behalf of the child can avert untimely termination of child care.

When there is a situation of concern regarding a child in our care, the site coordinator or Director of the program will call the parent/guardian and set up a mutually convenient meeting. Discussion of the child's behavior within the group setting as well as plans of action that have already been applied will be discussed. The parent's input is extremely important. A partnership relationship is the key to the growth and well being of the children in our care. If concerns about the child's behavior continue, another meeting will be called. At this time, the parent/guardians, along with the staff involved, will develop a written plan that will outline the clear expectation of the child, parent/guardian and staff. If the parent/guardian refuses to follow through with the recommendations, the program reserves the right to terminate child care.

If all the adults are working on the situation, but at the end of a specified time period, the concerns still exist, the Program Director may have to give a reasonable notice of termination. If at any time, it is determined that a child's behavior is deemed so dangerous as to pose a true physical threat to himself or others, the Director retains the right to immediately terminate the child from the program.

The parent/guardian will receive a written notification of the termination and the reasons for the action. The Director will work with the parent to investigate and discuss possibilities for a more appropriate child care placement as well as any additional services to which the child and family may be referred.

Other conditions for terminating child care services may include, but are not limited to the following:

- Failure to comply with our policies as outlined in the Parent Handbook, including timely pick-up
- Failure to complete all the necessary forms
- Failure to pay tuition on a timely basis

Learning

Uxbridge Extended Day is a program of the Uxbridge Public Schools. As members of the school community, our staff members have the opportunity to communicate with your child's teacher and coordinate efforts to provide the best possible situation for your child. Although our goal is not primarily academic, we strive to support the work that the students do at school. We offer homework help on Monday through Thursday of every week. We plan projects and activities with the standards in mind. Every activity, though disguised as play, has a deliberate link to learning. The children are encouraged to participate in a variety of activities that will help build their critical and creative thinking skills as well as their social and emotional competence. We encourage outdoor play and indoor games and physical activity in our gym. The computer room is used for both homework and recreation and helps to build computer skills.

Out-of-school time is the perfect forum for instilling, in children, a sense of confidence, common sense and a love of learning. As care providers and teachers, we hope to also instill a sense of character in the children in our program by encouraging friendships, responsibility, self-discipline, honesty, restraint, cooperation, patience, forgiveness, truthfulness, compassion, kindness, and justice. In all our activities, we approach the children with humor and an understanding that who they are and who they become is up to them and we help them to develop and discover the power to be their very best.

Snacks/Nutrition

Children in the before school program are fed a simple nutritious breakfast. It generally consists of cereal, milk, yogurt or fruit, and a juice. Sometimes we serve French toast or pancakes and/or eggs as a breakfast treat. Snacks are served after school when all the children have arrived from class. The after school snacks are varied.

On full days and half days, we provide breakfast and snacks, but lunch needs to be brought from home.

Dress Recommendations

As the children in our program are encouraged to play outside daily, we recommend that they wear comfortable clothes suitable for playground activities. That would include rubber soled shoes and outerwear appropriate to the season. In winter, if there is snow on the ground, we require that the children have boots, gloves, snow pants or extra pants, and a warm jacket and hat. If you cannot afford to purchase these items, please let us know, and we will try to get some resources for you. If a child does not have these items on a snowy day, they will need to play indoors.

Please note that we often do messy craft and painting projects that could stain clothes. If you would like to keep a smock or apron in your child's backpack for such an event, it could save on ruined clothing

Illness

The Uxbridge Extended Day aligns its illness policy with that of the school. Any child who cannot attend school is not eligible to attend child care. Please maintain the same precautions that the school recommends for the indicators of flu.

If a child has a fever over 100 degrees, or accompanied by other serious symptoms (i.e. vomiting), the child will need to leave childcare. They may not return to the program for 24 hours. If a child has serious diarrhea or vomiting, they must also wait 24 hours before returning. If a child is unable to participate in the activities of the group, even though his /her temperature is below 100, they will be asked to leave childcare—(example might be ear infection or pneumonia)

If these symptoms occur, or your child becomes ill during childcare, these are the steps that will be followed:

1. Program will contact the parents to come get the child.
2. If we cannot reach the parent, persons on the emergency list will be called until we find someone who can pick the child up.
3. If we call a parent to say that their child is sick, we expect that parent to make a reasonable attempt to get here as soon as they can. We do not have facilities for sick children and they will be more comfortable at home.

Medication Administration Policy

If your child needs medication during our operating hours, we will need a doctor's note, parental consent and the medication in the original container with the correct label that matches the prescription on the doctor's note. (Extra containers are available at your pharmacy at no extra charge)

We are unable to give over the counter drugs, such as Tylenol, Benadryl, etc. unless we have a doctor's note along with parental consent.

All medicine should be brought in by an adult and handed to a staff member, not by the child.

Abuse and Neglect Policy

We are mandated reporters. If we suspect abuse or neglect we are obligated to file a 51A.

UXBRIDGE EXTENDED DAY
P. O. BOX 307
NO. UXBRIDGE, MA 01538
508-278-8653

After you have read this parent handbook, please sign and date this verification sheet, and return this to us so it can become part of your child's folder.

Print child(ren) name(s): _____

Print parent(s)/legal guardian(s): _____

Signature of parent(s) or legal guardian(s):

Date: _____