

Baker Extended Day Programs

**PARENT HANDBOOK OF  
POLICIES AND PROCEDURES**

Baker Extended Day Programs Inc.  
Baker School  
205 Beverly Rd.  
Chestnut Hill, MA 02460  
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BSED is licensed by the School Age Child Care Unit of the  
Massachusetts Office of Child Care Services

Tax ID # 04-257-3747

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# **BAKER EXTENDED DAY PROGRAMS POLICIES AND PROCEDURES**

## STATEMENT OF PURPOSE

The Baker School Extended Day Programs provide a setting where children of different ages, interests, and abilities can grow and learn together. Our programs enrich and compliment the regular school day, and are designed for children in pre-kindergarten through grade 6 who are in need of care past the hours of the school day. Our goal is to aid in the social, emotional, and physical development of the children. We encourage our children to be creative, to enjoy nature, to read and enjoy the world of books, physical activities and to become decision makers. We want our children to be able to unwind and relax from their school day, and to pursue leisure activities of their choice.

We believe each child can learn to be respectful to their peers and teachers, cooperative with all, and become caring, responsible individuals.

## LOCATION

The Baker School Extended Day (BSED) is located in the Edith C. Baker School, 205 Beverly Road, Chestnut Hill, MA, 02467. The program operates out of three large spaces located in the basement of the main building. The two areas are one floor above the other and can be entered through the doors located off the parking lot driveway. Throughout the course of our program, we do have access to the library, auditorium, cafeteria, and gymnasium. BSED is also fortunate enough to be able to use the playground areas, the sanctuary, and the town tennis courts.

## ORGANIZATION AND ADMINISTRATION

BSED is a private, non-profit parent cooperative. Under its bylaws, the Parent Board of Directors is to include a president, two vice presidents, corresponding and recording secretaries, a treasurer, and a minimum of two members-at-large. Elections are held each fall. The Director is hired by the Parent Board and is responsible for the day-to-day administration of the program.

The following chart illustrates the lines of authority of the program:

### **BSED LINES OF AUTHORITY**

Massachusetts Office for Children

Parent Board of Directors

(Finance Committee)*	Director	(Program and Personnel Committee)*
Bookkeeper	Early Childhood Pre-K Staff Staff:Child Ratio=1:6	3-6 program Program Director Staff Staff:Child Ratio=1:7
Site Coordinator	Program Director 1-2 Staff Staff:Child Ratio=1:6	
PEActivities Coordinator		

\* Convened as needed

## PROGRAM DESCRIPTION AND SCHEDULES/ACTIVITIES LIST

### Pre-K

- 12:00-12:15 Extended Day teachers enter classrooms to help with the transition to BSED.  
 12:15-12:30 Children get settled in. We have circle time, weekly sharing, group discussions, and a description of the day's activities.  
 12:30-1:00 Choice/Group/Free Activity Period  
 1:00-1:30 Lunch. Also storytelling, comedy time, and music appreciation time.  
 1:30-1:50 Group game time, short videos, indoor/outdoor free play (outdoor activities are our first priority and weather is a determining factor).  
 1:50-2:15 PICK UP TIME (Late fee in effect for morning Pre-K students after 2 pm)

### After Two (3<sup>rd</sup>-6<sup>th</sup> program may differ slightly)

- 2:20-2:30 Check-in time.  
 2:30-3:00 Free outside play, free inside play, homework time (adult led activity is available).  
 3:00-4:00 Snack. Also: group games and activities, reading period, short videos (homework time for older children's program)  
 4:15-5:15 CHOICE ACTIVITY PERIOD. (May continue as long as required)  
 5:15-5:45 Quiet time games, clean up, free gym, free outdoor play.  
 5:45-6:00 PICK UP TIME. **Late fee is in effect after 6 pm.**

### ACTIVITIES

All activities pertain to a weekly theme and are designated to promote individual, physical, intellectual, emotional, and social well-being. Below are some of the activities. Weekly activity lists are posted on the calendar board.

Building	Board Games	Soccer	Hiking
Painting	Math Games	Dodge Ball	Parachute
Arts and Crafts	Word Games	Tag Games	Relays
Models	Writing	Volleyball	Physical Fitness
Science Projects	Printing	Gymnastics	Horseshoes
Art Lessons	Reading	Tag Football	Tennis
Music	Field Trips	Frisbee	Sledding
Nature Study	Dances	Basketball	Hockey
Cooking	Party Days	New Games	Wiffleball
Drama	Penny Carnival	Kickball	Makeup
Dress-Up	Game Shows	Contests	Photography

The 3<sup>rd</sup>-6<sup>th</sup> grade program at BSED reflects the fact that the children in these grades need a less-structured environment and are expected to assume more responsibility for themselves. Although the basic schedule remains the same as that of the younger children, we have built in an opportunity for the older children to complete their assigned homework and participate in long-term projects without direct teacher supervision. 3<sup>rd</sup>-6<sup>th</sup> graders participate in skating, bowling, and various other field trips.

## **EXPECTATIONS:**

### **ENROLLMENT IN THE BSED PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:**

#### **PARENTS EXPECTATIONS OF BSED:**

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Director about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child, and can visit with the Director in order to bring about improvements in the situation.
4. They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
5. The Director will regularly inform them about program activities through a monthly calendar and newsletter.
6. BSED will comply with all state rules and regulations.
7. The program will ere on the side of personal and physical safety of the children when enforcing policies.

#### **BSED'S EXPECTATIONS OF THE PARENTS:**

BSED expects that the parents will:

1. Pay fees on time as explained in Fees and Payment Policy.
2. Keep the child's records up to date as explained in the Enrollment Forms.
3. Pick up children on time as explained in Afternoon Closing Time.
4. Pay late fee when their child is picked up after 6:00PM (2PM for morning Pre-K Program).
5. Follow health policy as explained in Health Policy.
6. Contact the Director if their child will not be attending on a scheduled day.
7. Pay attention to any communications from the Director regarding their child's behavior, and cooperate in efforts to bring about an improvement in the situation.
8. Participate in the cooperative. This includes mandatory attendance at the annual fall meeting and when called upon, participation in a cooperative activity such as serving on a committee, volunteering during parent week, or by serving on the Board of Directors.

#### **CHILDREN'S EXPECTATIONS OF BSED:**

Children may expect:

1. To have a safe, supportive, and consistent environment.
2. To use all of the program's equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

#### **BSED'S EXPECTATIONS OF THE CHILDREN:**

BSED expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at BSED.
3. Remain with the group and staff at all times.

4. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
5. Arrive at BSED promptly, according to the enrollment information.
6. Listen and be respectful of the teachers.
7. Listen and be respectful of fellow students.

## **REGISTRATION AND ENROLLMENT**

BSED does not discriminate on the basis of sex, race, color, national origin, religion, physical or mental disability, income level, cultural heritage, marital status, sexual orientation or political beliefs. BSED encourages children of all backgrounds to attend.

BSED registration is traditionally held in early May. Children presently enrolled in BSED may re-enroll through our In-House Registration Program held the week prior to the May registration meeting. Notification of the Annual Registration Meeting is sent home to all Baker School students, placed in the Principal Notes, PTO Newsletter, Brookline TAB, and is posted in the local library and post office. All children registering for Kindergarten in the fall will receive notification through the mail.

Parents are strongly encouraged to visit the program with their children before making any decisions concerning enrollment.

## **FEES AND PAYMENT POLICY**

BSED salaries, supplies, and administrative expenses are supported entirely by the fees charged for enrollment. The Brookline Public Schools provide the space and utilities as an in-kind donation to BSED. Tuition rates for all programs are determined by the Board of Directors in early June.

1. Tuition payments are due the first day of each month from August until May and are paid to reserve an entire month of the childcare, according to the option agreement, **regardless of the actual number of days and/or hours the child attends**. PAYMENTS ARE SENT TO THE BOOKKEEPER whose address is on the payment coupon book. BSED staff **CANNOT** accept payments.
2. Tuition payments are due on the first day of the month. If the tuition is not paid in full by the end of the second full week, a late payment fee will be assessed. Any tuition that is not paid by the last day of the month in which it is due may result in an immediate suspension of the childcare services until the fees are paid in full. If tuition is not paid in full by the end of the second month, the child may be automatically discharged from BSED. Reinstatement may occur on a space-available basis when all fees have been paid.
3. Non-sufficient fund checks are held until cash or a money order is received by BSED to cover the amount of the check. Parents will pay a \$20.00 charge for a NSF check. Parents will be notified immediately upon receipt of the NSF notice by BSED and shall have 2 school days in which to pay the charge and tuition in full by cash or equivalent. If not paid by the end of the second day notice, childcare services will be suspended immediately. If the tuition charge is not paid in full by the end of the first full week after notice, the child may be discharged from BSED.

4. If all of the child's enrollment forms are not completed and returned to the Director by the day the child is scheduled to start BSED, the child WILL NOT be allowed to attend until these completed forms are submitted to the Director. The parent/guardian/custodian will be responsible for payment of monthly fees starting from the scheduled date in order to reserve the enrollment spot until such as the completed forms are returned.
5. There is an annual \$50.00 administration fee for each child payable at the time of application. Once the child is accepted into the program, the application fee is not refunded under any circumstances.
6. A deposit of \$150 (including a \$50 co-op fee) is payable upon acceptance into the program. Your space is not guaranteed until the payment is received. The deposit is refundable only if your child completes a full academic year at BSED without enrollment reduction. The co-op fee is refunded with the last payment contingent on co-op participation.
7. Once you commit to a certain number of days per week, you will be contractually bound to pay for those days throughout the semester. There are two semesters a year: June 20<sup>th</sup> to January 20<sup>th</sup> and January 20<sup>th</sup> to May 20<sup>th</sup>. Thus, if you reduce the number of days after June 20<sup>th</sup>, you will be obligated to pay at the higher rate through the December payment. Your tuition rate will drop to the lower rate for the second half of the year. If you reduce the number of days your child attends after January 20<sup>th</sup>, you will be obligated to pay your full tuition bill for the second semester.
8. In addition, if you decide to reduce the number of days for which you have registered after either deadline, you will forfeit your \$100 deposit for the year.
9. The first tuition payment is due on August 1<sup>st</sup>. This is the payment for the last month of the academic year we are entering (June). Subsequent payments are due on the first of each month starting September 1<sup>st</sup>.
10. If a child is withdrawn before August 15<sup>th</sup>, the June tuition payment, but not the deposit, is refunded to the parent. If the child is withdrawn after the August 15<sup>th</sup> deadline, the tuition payment and the deposit is forfeited to BSED.
11. The tuition rates reflect an annual tuition divided into 10 equal monthly payments. All holidays and school vacations have already been factored into the annual rate.
12. Children attending the skating and bowling programs may be charged a small fee to cover the cost of the rental equipment and transportation.

### ADDING EXTRA DAYS

When adding an extra day for a child attending part time, arrangements must be made in advance with the Director. Contact must be made by 5:30 p.m. the day prior to childcare. A payment of \$30.00 for each extra day must be included in your next monthly payment. The bookkeeper will be notified of all extra days by the Director on a monthly basis.

### IRS STATEMENTS

BSED does not routinely provide an itemized statement for tax purposes. We suggest that you keep a record of your monthly checks as an accurate account of your childcare expenses. A statement can be provided, upon request, from our bookkeeper. Our taxpayer identification number is 04-257-3747.

### DONATIONS

BSED appreciates donations and all donations are tax deductible. See the Director for a receipt for items donated. Cash donations should be submitted to the bookkeeper with a note indicating that it is a donation to BSED. The bookkeeper will acknowledge the donation with a letter for tax purposes.

### SCHOLARSHIPS / TUITION ASSISTANCE

BSED has set aside in its budget some funds for scholarships. Because the amount is limited, BSED cannot grant full scholarships to any one child. The highest percentage of tuition that will be awarded to any one family is 50%

The Director and Tuition Assistance Committee consider all scholarship applications submitted by July 1<sup>st</sup>. Applications may be obtained from the Director. Strict confidentiality will be maintained.

### REGISTRATION

The parent must complete a registration form and submit it with a non-refundable registration fee and deposit to the Director. Registered children who cannot be immediately enrolled will be placed on a waiting list. A lottery will be held for children signing up at the same time.

### ELIGIBILITY

A child may be registered for enrollment in BSED at any time. Children must be in grades pre-K-6th to be eligible for enrollment.

### OPENINGS

Full and part-time openings are determined on the basis of FEDs (full-time equivalents) and the number of FTEs permitted by the BSED license. When full or part-time openings occur, parents of registered children are contacted for enrollment on the basis of: (1) the schedule indicated on the registration form, (2) on a first come basis for the available time according to the date of registration receipt, and (3) priority to full-time working parents.

### CHILDREN WITH SPECIAL NEEDS

Children with special needs and disabilities are always welcome to enroll in our program, as are all age appropriate children. The mainstreaming of special needs children has always been encouraged at BSED and meeting the needs of that child will always be a top priority of our program as long as it does not place an undue financial burden upon the program. Any parent of a child with special needs should make an appointment with the Director, soon after enrollment, so that the Director can make appropriate arrangements for their child and, in the future, act as a liaison to any of the school agencies that may be involved with their child.

## ENROLLMENT

Parents of registered children will be contacted regarding enrollment in BSED.

1. Parents will be provided with a set of enrollment forms. Prior to the child's first day of attendance, the parents will complete all forms and submit them to the Director. A complete set of forms is required for each child enrolled in BSED. Children returning to the program **MUST** have a **NEW** set of forms completed each year.
2. Children will be allowed to attend BSED only after all forms have been completed and returned, and payments have been submitted. If the parent has not submitted completed forms after the date when the child was scheduled to start attendance, the parent will be responsible for payment of monthly fees in order to reserve the enrollment spot until such time as the completed forms are returned.

## CHILD INFORMATION FORMS

Parents will be asked to complete the following:

Child Information Form	Release Form
Record of Immunizations	Arrival/Departure Forms
Allergy/Medical Condition Information	Medication Release (as needed)
Physical Assessment/Child Development (Pre-K only)	Emergency Medical Consent

**BSED expects the forms to be kept current. The parent must provide new information to the Director regarding information on forms such as: emergency persons, names, employers, phone numbers, arrival/departure changes.**

## WITHDRAWAL FROM BSED

Parents intending to withdraw their child from BSED must provide a statement in writing to the Director at least 30 days prior to the discontinuation of this service. Refer to "Payment Policies" (p.6) for information regarding your financial obligations to the program.

## PROGRAM INFORMATION

### CALENDAR

The BSED program calendar is the same as the Brookline Public School's calendar. BSED is **not open** during any school vacations. BSED will begin its operations on the first day of school, which is traditionally the first Thursday following the Labor Day holiday. If the Kindergarten classes observe a staggered schedule on the first few days of school, Pre-K-Kindergarten Extended Day will begin operation on their first FULL day.

### EARLY DISMISSAL DAYS/CONFERENCE DAYS

On the days when school is dismissed for the purpose of teacher/parent/conferences, or teacher in-service workshops, BSED will begin for all children in grades K-6 at 12:30 p.m. If this day is not your child's regularly scheduled day, you may request permission from the Director for your child to attend on that day until 2:00 p.m. Please note these days on your calendar when they are published in early September. BSED will make every effort to post reminders the week before early dismissal.

### LOW ATTENDANCE DAYS

BSED will run a full day program 8:30-5:30 on Low Attendance Days. Program cost will be set at time of sign-up. Sign-ups will be limited by available staffing. (Minimum of 25 children must be signed up in order for a program to be run)

### HOLIDAY EARLY DISMISSAL

In the event the Brookline Public Schools Superintendent decides to dismiss school at noon for a holiday, BSED may have to close early due to the school building closure.

### SNOW DAYS

When Brookline Public Schools are cancelled for the day due to inclement weather, BSED is closed.

### STORMY DAYS WHEN SCHOOL IS IN SESSION

In the event of an intense snowstorm that begins after the start of school, it may be necessary or desirable to close BSED early to ensure the safety of the children and staff. On that rare occasion, BSED will call the parents at home/work and inform the parent(s) of the decision to close early. It is expected that the child be picked up immediately by parents or a designated pick-up person.

### AFTERNOON CLOSING TIME/LATE FEES

BSED CLOSSES at 6:00 p.m. Parents who do not pick up their child by 6:00 p.m. must pay a late pick-up fee of **\$1.00 per minute starting at 6:00 p.m.** Late fees are paid directly to the staff member who must stay late. Although we appreciate a phone call notifying us of your late arrival, this does not mean the late fee is waived. Extended Day/Baker School clocks determine the late fee time. Please set your clocks accordingly. The Morning Pre-K session closes at 2 p.m. After a 10 minute grace period a late fee charge of \$1.00 per minute will be assessed.

#### **Please note:**

\* Childcare services may be withdrawn if three late pick-up charges occur within a month and/or the parent fails to pay the late fees.

### ABSENCES

If your child will not be attending BSED because of a scheduled appointment, vacations, or other planned absences, please notify the Director in advance. **If your child is ill, you must also contact BSED about the illness and/or absence. Messages given to the school office DO NOT get delivered to BSED.** Absences without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended by 2:10 p.m., the Director will contact the parents. If the parents cannot be reached the Director will contact the police.

### RELEASE/PICKING UP OF CHILDREN

Children will arrive at and leave BSED according to the schedule written by the parents on the Arrival/Departure Procedures Form. Children will be allowed to leave with persons other than the parent only if permission has been given to the Director on the enrollment form or in writing by the parent.

If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in BSED, the parents must provide the Director with a completed Change of Arrival/Departure Procedures Form, prior to the date the change is effective.

### SIGNING OUT PROCEDURE

Sign out books are located by the doors to BSED. The person who picks up a child **MUST** sign out that child. Children cannot sign themselves out unless they have written permission to leave BSED alone. This privilege is reserved for 3<sup>rd</sup>-6<sup>th</sup> graders only. Any 3<sup>rd</sup> or 4<sup>th</sup> grader who has permission to leave the program on his or her own must be accompanied by another student of the same age or older. Any child who has permission to leave BSED alone may not walk around the school building once they have signed out. (Parents should also check out with a staff member upon final departure.)

## LUNCH AND SNACK

Pre-K Program: Parents provide a bag lunch and drink that are eaten in the Extended Day room.

Afternoon Program: We serve nutritious snacks in the afternoon program. Snack will include 100% fruit juice, crackers, cheese, carrots, and some form of seasonal fruit. If desired, parents may provide additional snacks. Parents may want to provide a treat in honor of their child's birthday. In this case, they should contact the Director to determine the number of children to be served, plan the date, and determine allergy restrictions other children may have. **\*Please note we are a peanut/tree nut free facility.**

## CHILD'S PERSONAL PROPERTY/ CLOTHING

Children's personal property, coats, clothing, school bags, etc. must be cleared from the rooms after each session of BSED. Any personal property that remains after the session will be taken to the school lost and found box after one month. Although BSED attempts to help children stay organized, BSED cannot be responsible for lost personal property.

## PARENTS ARE ASKED THAT THEY LABEL ALL PIECES OF CLOTHING, BACKPACKS, AND LUNCH BOXES WITH THEIR CHILD'S NAME.

Children should be dressed in appropriate clothing for the season and be aware that BSED will be outside during some part of the day in a variety of weather conditions. Winter and spring play can involve wet clothing. Please provide your child with a change of clothing so that they are able to participate in all our activities. Hats, mittens, and boots are a must in snowy/muddy weather.

Children should not bring money, toys, food, or other items that are not necessary for school activities to BSED without checking with the Director.

## CONFIDENTIALITY AND DISTRIBUTION OF RECORDS

All children's records are private and confidential. Parental written consent must be obtained in order to relay/distribute any information to unauthorized individuals. A permanent record will be kept of all records released and to whom those records are released.

Activities unrelated to childcare must have written parental permission before they are pursued. This includes fundraising activities, program publicity, media interviews, and any photography distributed outside the program.

## **HEALTH AND SAFETY POLICY**

If your child has a known severe allergy or medical condition (asthma, diabetes, seizure disorder, etc.), this information must be CLEARLY stated on the Child Information Form filed with your child's enrollment. It is imperative that the Director be instructed what to do if a problem should occur during the BSED hours. Please be sure that the medication is available and that the appropriate forms for its use have been completed.

## ILL CHILDREN

BSED's Health Care Policy is available for review by all parents and is located on the Parent Bulletin Board above the sign out sheet. Please keep these policies in mind when considering whether a child is well enough to attend our program.

Parents may **not** send a child to BSED if the child has:

- **Not attended school that day** (for medical reasons)
- Strep throat that has not yet been treated with an antibiotic for 24 hours.
- Any rash of acute onset associated with fever or symptoms of illness.
- An oral temperature of 100 degrees or higher.
- Persistent vomiting and/or diarrhea in the 24 hours before the child comes to BSED
- Impetigo with less than 24 hours treatment with an antibiotic
- Conjunctivitis which has not yet been treated with an antibiotic ointment for 24 hours
- Chicken pox which has not yet been completely scabbed over
- Any contagious disease
- Evidence of lice or lice eggs (nits)

When a child becomes ill during BSED hours, the parent(s) will be contacted and the parent must make provisions to pick up their child within an hour. Failure to comply could result in dismissal from the program. The following are the reasons a child will be considered ill:

- Oral temperature of 100 degrees or more
- Any rash of acute onset associated with fever or symptoms of illness
- Vomiting once
- Diarrhea
- Persistent and uncontrollable cough
- Evidence of lice/ No nits policy enforced
- Appearance of acute illness, complaint of severe pain, contagious disease
- Accidental injury requiring further medical attention

#### NOTIFICATION OF CONTAGIOUS DISEASE

Parents will be notified by signs posted at the sign out area of the presence or outbreaks of certain diseases. In order to provide all parents with correct information, the BSED staff relies on reports from parents of ill children. Please be diligent about reporting the following:

- Strep throat
- Impetigo or conjunctivitis
- Measles, mumps, chicken pox, or rubella
- Lice
- Any contagious disease

#### DISTRIBUTION OF MEDICATIONS

Medications, either prescription or non-prescription, will not be administered without written permission of the parent. Medication Permission Forms are located at the sign out table. Medication must be in its original pharmacy container labeled with all the information including the name of the prescribing physician. If the medication is non-prescription, we need a note from you containing all the same information.

If your child needs to take medication, please make sure that the medication be given to the classroom teacher/school nurse or the BSED staff. Children are not allowed to be in possession of medication at Baker School. Medications will be stored in areas off-limits to the children. A written log of all medication administrations is maintained throughout the year. Unused medications will be disposed of or returned to the parents.

Any child who has asthma may carry their own inhalers and use them as needed without direct supervision by a BSED staff member, with parental consent and authorization of a physician.

## STAFF TRAINING

All staff receive training in first aid procedures. A trained staff member will always be present. A staff member trained in both Adult and Child CPR is always present on site during BSED hours. All staff are required to participate in a minimum of 6 hours of continuing education each year.

## EMERGENCY MEDICAL PROCEDURES

In the event of a medical emergency, BSED uses the following procedure:

- Render First Aid
- Call 911 for an ambulance or cruiser if necessary
- Call poison control if a poisoning has occurred
- Call the parent and request that the parent meet the staff person immediately at an appropriate medical facility.
- Accompany the child to the medical facility.
- If this is a non-life threatening emergency that would require a hospital visit, a parent will be contacted to immediately transport the child or a staff member will transport the child to the facility and await the arrival of the parent.

## 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.

The Director will have the following responsibilities:

- Decide an appropriate action either 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 staff and students.

## LOCKDOWN PROCEDURE

The Staff will have the following responsibilities:

- Upon hearing “begin lock down procedures”, immediately require all students in areas outside extended day rooms to go in to the first available supervised and lockable room. Staff primary responsibility is the students in their charge.
- Staff will close and lock all doors in the respective rooms and areas.
- Staff will turn off all lights and children should sit on the floor away from the windows and doors.
- Staff will take attendance.
- Staff will only open the door to persons they know.
- Staff will keep children in their lockdown areas until the Director comes and give them the “All Clear” signal.

## EVACUATION PROCEDURE

All Extended Day rooms have exit routes posted on the wall near the exit door of the room. All Extended Day Programs/children meet on the tennis courts behind the school.

The Director will make the decision to go to a nearby shelter. Our first site is: Hammond Pond Fire Station. We will proceed left down Beverly Road, take a right onto LaGrange Street, cross over Newton Street, and continue around rotary to the Fire Station of Hammond Pond Road.

- Staff will have class lists with them to verify the presence of students. Attendance will be taken before we depart and again when we arrive.
- The Director will bring the master enrollment list to the shelter.
- Individual plans will be established for students for whom mobility may be an issue.
- All staff will bring available cell phones.
- The Director will take emergency medical kit with necessary medications and supplies.
- The Director will set up command center at evacuation site.
- At our site we will begin the process of notifying parents.

### FIRE DRILLS

All fire drills during the regular school day are planned and executed by the Baker School Principal and the Brookline Fire Department. BSED is required to follow those plans and participate in them fully. In the event of a fire alarm after school hours, BSED will use the same procedures as they do during the regular school day. BSED schedules four evacuation drills of its own during the school year. All evacuation procedures are posted by the sign out table and certified by the Brookline Fire Department.

### POLICY REGARDING ABUSE

#### Institutional Abuse

Any suspected abuse by a staff member will be handled in the following manner. All parents should report suspected abuse and neglect to the Director or Department of Social Services (DSS). DSS and the Office for Children will be notified immediately should the Director be required to file a 51A on behalf of the child for abuse or neglect occurring during the program participation.

If an investigation is initiated to determine the validity of the allegations, the Director will:

1. Give the staff person the opportunity to discuss the allegations with the appropriate persons.
2. The staff involved is relieved of teaching duties and direct contact with children until the DSS investigation is complete.
3. The Director assures BSED's complete cooperation during the DSS investigation, and will immediately inform the Board of Directors of action taken.

#### Non-Institutional Abuse

All staff must report suspected child abuse or neglect. The report will be made to the Director or to the DSS in the form of a 51A report. The Director will immediately report suspected abuse or neglect to the DSS. The BSED staff has been trained in identification and procedures for reporting any suspected abuse.

### VISITORS AND OBSERVATIONS

Parents and community members who are screened by the Director are welcome to observe BSED. For liability and supervision reasons, it is not possible for children who visit BSED to take part in activities.

### INSURANCE – HEALTH/ACCIDENT

BSED carries minimal liability insurance, but as a non-profit parent cooperative has limited financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work, and/or their own private policies. Public school students may buy accident insurance in the fall of each year. Parents who wish to enroll should check with the school office.

## PETS

Due to health implications to the children and the physical space, no pets are allowed to enter the program unless they are being physically restrained by their owner. At the discretion of the Director, the owner may be asked to keep the pet outside the program.

## WEATHER/CHILD SAFETY

1. Outdoor play will not be allowed when temperatures (including wind chill) falls below 18 degrees.
2. Staff will make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. They will call the police to give the child and parent a ride home. Staff will not under any circumstances give transportation to a parent who appears to be impaired by drugs or alcohol.

## **DISCIPLINE AND DISCHARGE**

Children are entitled to a pleasant and harmonious environment at BSED. BSED cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior that: requires constant attention from staff, destruction of property, leaving the program without permission, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and BSED time. If a child cannot adjust to the BSED setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the BSED setting.

Disruptive behavior will be dealt with in the following manner:

1. The child will be given one or two verbal warnings by a teacher that he/she has one more chance to behave as requested. As part of these requests, the teacher will explain the reason for the request. In the instance of a dispute between two children, the teacher will model effective conflict resolution skills.
2. The misbehaving child will be given a five-minute time-out, in order for him/her to cool off and think about his/her actions. When the time-out period is over, the teacher will reinforce the correct behavior.
3. If a second, 10 minute time-out is given to a child in a single day, an incident report will be written by the Director. This report is to be given to the parent or guardian to read and sign. The report will be returned to the Director who will file it with the child's enrollment information.
4. If a child receives three written behavior-related incident report in one week, the child's suspension will be effective at the end of the day of the third report. During the suspension, the parents, caregiver, and a member of the Board of Directors, other than the child's parent, will meet in a conference setting in order to determine the conditions for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged by action of the Board of Directions. Tuition and refund policies shall be set out in Fees and Payment, #5.
5. If the child is reinstated in the program and receives another behavior-related incident report, the Director may suspend the child immediately, including if necessary, notifying the parent to come and get the child. The Director may make such recommendations to the Board of Directors as are appropriate, including the discharge without the right of reinstatement. Tuition and refund policies shall be as set out in Fees and Payment, #5.

6. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately after the Director consults with the Board of Directors who will notify the parent.
7. A child may be discharged if he/she is picked up late three times (See Afternoon Closing Time)
8. A child may be discharged for non-payment of fees as discussed in Fees and Payment, # 3 and 4.

#### PARENT CONFERENCES/ CONCERNS

If a parent would like a conference with a staff member or the Director, the best time to call to make an appointment is between 5:00-5:30 p.m. The staff is also available to confer informally by telephone from 11:30 a.m. to 12:00 p.m. each day (for Pre-K) and 1:30-2:00 p.m. (for K-6<sup>th</sup> grade).

If a parent should have a question, concern, or complaint regarding any aspect of BSED, it is in the best interest of the program that the initial communication occur between the parent and the staff member(s) involved in the issue. If the issue is not adequately resolved, the Director is always available to discuss any problems and hopefully come to an amicable resolution. In the even this is not possible, Parent Board members are available to handle any further concerns and will bring those concerns to the full Parent Board of Directors. BSED Board members' names and phone numbers are posted on the Parent Bulletin Board by the sign out book.

#### **MISCELLANEOUS**

##### RESEARCH AND EXPERIMENTATION

Written parental consent must be obtained for an outside project being conducted within BSED. Written consent must be obtained from all members of a group when observations are being made of the group. There will be no interactions between the child and observer and no identification of the individual will be made.

##### TELEPHONES

Please note that BSED has two phone numbers available. The Brookline Public Schools phone system number for our program is 617-879-4540 and is located in the K-2 program (upper extended day space) and will be only accessed during program hours. **BSED's own private number is 617-323-6661** and is located in the Director's office in the 3<sup>rd</sup>-6<sup>th</sup> grade program (lower extended day room). Please leave all messages on the 617-323-6661 phone when the program is not in session as the 617-879-4540 phone goes into the high school voice mail system and messages may not be retrieved.

##### PARKING

Parents picking up children should park in the school parking lot and WALK UP to the Extended Day rooms. Parents may park behind the school after 3:30 p.m. and enter the lower rooms but need to be mindful that there is traffic in this area due to use of the tennis courts. (Please do not use this entrance during very cold weather as the constant opening of this door makes the room very cold for our children.)

##### FAMILY ISSUES/DIVORCED PARENTS

It is the mission of the Baker School Extended Day Program to be a support to families and promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best care for your child, who is our main priority, we feel that it is vitally important that we be able to maintain good relations with all the significant adults in his/her life.

The staff of the Extended Day program are trained and sensitive to the issues of divorce and separation. The Director asks that you make an appointment to meet privately with her to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child. We need to be very clear in regard to the following:

- What the custody arrangements are
- Which parent to contact first for general questions and in an emergency
- Whether duplicate program information should be sent to both parents
- Who is responsible for payments to the program
- Who will or will not be authorized to pick up the children
- Who the other significant adults are in the child's life and their relationship to the child especially if we are to have contact with them as well.

It will also be helpful to discuss the child's general feelings as you see it so we may be appropriately responsive to your child when he/she is with us.

In an effort to minimize situations which may be uncomfortable for you, your child and our staff, we ask that parents refrain from talking about custody issues, visitation disputes and problems with, or talking negatively about the child's other parent in front of the children. Please note, we cannot deny a parent access to their child upon word of the other parent unless we have a copy of a court order stating that this is the case. If there are concerns we need to be aware of, please arrange to meet privately with the Director. Once again, it is the child's wellbeing that is our main priority and we need to be able to maintain good relations with both parents.

**\* These policies have been reviewed and approved by the Parent Board of Directors. If you have any questions or concerns please contact the Director.**

**Reviewed 6/07**