



Artwork by staff member-
Thebeau Paul

**Norwood Extended Day
275 Prospect St
PO Box 67
Norwood, MA 02062**

Greetings Parents/Guardians of the Extended Day Students:

We could not be more excited to welcome you to Norwood Extended Day and to invite you to participate as a valued, contributing member of our team. It is our top priority to provide safe, fun, and engaging learning opportunities for our students every day. Our program is dedicated to developing positive mentoring relationships for our youth and to helping students develop confidence, social skills, emotional intelligence and to expand their interests in new hobbies and pastimes. We offer a range of programming with a special focus on visual arts, performing arts, games, science, music, technology, and sports. It is the mission of Norwood Extended Day to provide a space for students to learn and grow. Norwood Extended Day facilitates this through the commitment of its teachers and administrators for K-5th by coaching youth and providing ample opportunities for experiential enrichment.

Norwood's Extended Day services are a branch within Norwood Public Schools offering before and after school childcare to youth in Kindergarten through Fifth Grade. Our morning program is held at Norwood's five elementary schools: Balch, Callahan, Cleveland, Oldham, and Prescott. Our after school is held at all sites including the Kindergarten Program at the Willett Early Childhood Center.

Our staff and administration look forward to another fun and exciting year filled with new opportunities, challenges, and promises. Norwood Extended Day welcomes parents, family members, and caretakers to join us in our efforts to facilitate a warm, culturally responsive environment that recognizes the individual contributions of every child in our program. We look forward to sharing days filled with fun, smiles, new friendships, and creating an enjoyable space for everyone. We encourage open communication and look forward to getting to know all of our families.

Debbie Holzendorf

Director of Norwood Extended Day
275 Prospect St., Norwood, MA 02062 [Door 23]

“Being a part of something for someone can be everything to somebody”

STATEMENT OF PURPOSE

The Norwood Extended Day Program is a self-supporting organization offering enrichment experiences to those children needing supervised care when school is not in session. Norwood Extended Day strives to provide your child with an environment within which he/she can safely explore, discover, create, and grow. The Program is under the jurisdiction of the Norwood Public Schools. Enrollment is available for Norwood residents.

CURRICULUM

Norwood Extended Day offers unique after-school enrichment services for children. Arts and crafts, games, storytelling, engagement with nature, science experiments and homework help are all interwoven to provide the students with a wide variety of enjoyable and stimulating experiences in a nurturing environment. Space is set aside for the children to work on homework, read and play. Each month, toward the goal of planning, staff will make a concerted effort to determine the interests of the children and to schedule activities to meet those interests.

The Extended Day staff recognizes the uniqueness and importance of each child and strives to create an environment where each child can learn to make choices, discover new pastimes and explore new ideas in an environment which is safe, supportive, and creative.

Extended Day follows the EEC (Department of Early Education and Care) guidelines for child to staff ratio. We do not provide a 1:1 aide. Parents with students who have moderate to severe learning or behavioral exceptionalities should discuss student needs with the Director; after discussion and mutual agreement, students are welcome on a trial period at the program of one week to ensure it is a safe setting, supportive of their individual needs.

STAFF

The Director is the administrator for all aspects of the program.

Before School-

Elementary and Extended Day staff.

After School

Site Leads

Lead Teachers

Assistants

High school aides

HOURS OF OPERATION AND LOCATIONS

Before School Program: 7:15 AM until 8:30 AM at all elementary schools

- Thomas Balch Elementary- 1170 Washington St. Drop off at Door #7
- C.M. Callahan Elementary- 116 Garfield Ave Drop off at Door #8
- F.A. Cleveland Elementary- 33 George F. Willett Pkwy Drop off at Door #1
- John P. Oldham Elementary- 165 Prospect St Drop off at Door #4
- C.J. Prescott Elementary- 66 Richland Rd Drop off at Door #4
- George F. Willett Early Childhood Center- All Kindergarten students will attend before school at their home elementary school.

Transportation to the program is provided by the parents, who check in with the staff upon arrival. Games and activities are provided according to the needs of the children.

Before school is closed if school opening is delayed due to inclement weather.

After School Program: Hours of Operation- School Dismissal until 6 PM

After school is provided at each of the five elementary schools and the Willett Early Childhood Center.

- Thomas Balch Elementary- 1170 Washington St. Pick Up at Door #7
- C.M. Callahan Elementary- 116 Garfield Ave Pick Up at Door #8
- F.A. Cleveland Elementary- 33 George F. Willett Pkwy Pick Up at Door #1
- John P. Oldham Elementary- 165 Prospect St Pick Up at Door #4
- C.J. Prescott Elementary- 66 Richland Rd Pick Up at Door #1
- Willett Early Childhood Center- 100 Westover Pkwy Pick Up at Door #1

The Norwood Extended Day Program offers childcare for children in grades K-5, school days from September to June. The program is closed on professional and early release days. Extended Day follows the school calendar and is closed on all individual holidays recognized by the public schools.

Vacation care is offered to all Norwood children grades kindergarten through 5th grade.

FEBRUARY AND APRIL SCHOOL VACATION PROGRAM *PENDING APPROVAL*

The Norwood Extended Day Program operates special programs during February and April vacation for four days following President's Day and Patriot's Day, respectively. Vacation Care is offered for an additional fee, separate from after or before school dues. The Extended Day Program is open during vacation care from 8:30 AM to 4:30 PM. Registration will be taken on a first come first serve basis. A notice will be given detailing the dates and times that registration will take place.

SUMMER VACATION PROGRAM *PENDING APPROVAL*

The Norwood Extended Day Summer Program operates for 7 weeks starting the first week of July. It is open to all Norwood children from incoming kindergarten students to incoming 6th graders.

If you withdraw your child from any branch of the Extended Day Program, we cannot guarantee your slot will be available should you decide to return.

HOLIDAYS

As stated, the Norwood Extended Day Program will be closed on all school-designated holidays including the day before Thanksgiving. Please review the NPS calendar for information about designated holidays and always reach out to Extended Day with questions.

SNOW DAYS

If school is closed before noon because of inclement weather, the Extended Day Program will not be held. If the weather situation is such that the regular school day can be completed, but the forecast is for deteriorating conditions, parents should keep apprised of automatic phone messages from the Superintendent detailing if the program will be closed. There will be no refunds if the program is forced to close early. If the elementary school is released after 12 PM because of severe weather, we ask that you pick up your child as soon as possible to keep all parties safe.

EXTRA DAYS/ADDING TIME /SWITCHING OF DAYS

There is no switching of days, however, extra days may be purchased for a fee if approved by the Director. We ask that you request the day at least a week in advance to have Extended Day staff be aware of the changes. Once the request is made and approval is given, payment is expected regardless of the child's attendance. Extra Days will not be discounted.

PICKING UP CHILDREN AT THE END OF EXTENDED DAY

Parents are expected to pick up their child(ren) by 6:00 PM. If parent pick-up time is delayed, the parent is expected to call the Extended Day phone number or email the Director. Late pick-up requires two Extended Day staff members to stay beyond their expected end time. Students will be supervised, but program activities must be packed and cleaned up at the regular end time. A late fee (\$5.00 extra per every five minutes) will be charged with the grace period ending after 6:05 PM. Parents may be asked to withdraw their child(ren) from the Program if late pick-up occurs three (3) or more times during the school year.

Please note the specific criteria around pick-up, which will be reinforced for the safety of every child and staff member:

Children should be picked up by their parents, by the alternative contact, or by an

individual over the age of 16 specified in writing for the day in question.

- Anyone picking up must be at least 16 years of age.
- People picking up children should always be prepared to present their license or government-issued identification.
- Children will not be permitted to walk home under any circumstances or leave in the company of someone not authorized by the parents to pick up the child or anyone under the age of 16.
- Children cannot return to the building unless they are accompanied by an adult.
- When picking up your child other siblings should not be left alone in your car.
- If anyone picking up a child is suspected of being impaired, the child will not be released. This could result in a report to the Department of Children and Families (DCF).
- Any threatening behavior exhibited by adults picking up children may result in immediate actions being taken. These can include having to remain in their car at pick up, and/or an alternate adult is responsible for pick up of children Extended Day.

APPROPRIATE CLOTHING

Please see that your children have appropriate clothing for the weather and activities that he/she is likely to engage in during the Extended Day Program. Many crafts and activities tend to be messy and it is easier for your child to have clothes available that he/she does not have to worry about. Children will not be allowed out in the snow without boots, hats, and gloves. Extended Day makes every effort to take students outside for recess and fresh air every day. We exercise our best judgment around the weather but lean toward an outdoor break whenever possible. A change of clothing is advisable, particularly for younger students. Sneakers are a must for playtime in the gym. Please always inquire if anything regarding appropriate attire is in question.

HEALTH CARE

The Norwood Extended Day Program abides by the same health rules as the Norwood Public School Department concerning dismissal from school due to illness. To provide for the safety and health of all children, we request that parents provide transportation home as soon as possible.

In some instances, a doctor's note may be required for your child to return to the Program. Your child needs to be 24-hours fever free before returning to the Program. If your child is sent home sick during the regular school day, he/she may not return to attend the Extended Day Program on that day.

Any child with a broken limb/serious injury must have a doctor's note expressing what the child's limitations are when returning to the program.

If your child has an allergy, it is required to have physician's orders to accompany the rescue medication in writing. If your child has daily medication, you should arrange with

the school nurse to provide the child's treatment before he/she comes to the program. Extended Day does not administer medication. Students must have their inhaler or Epi-Pen that is kept at the program location.

COVID PROCEDURES

Please note information changes daily and is impacted by new expectations. Norwood Extended Day follows the Norwood Public Schools guidelines. Hand sanitizer stations are present at all sites. High-touch surfaces are cleaned and sanitized throughout the day.

EMERGENCY MEDICAL TREATMENT

Please fill out the Emergency Medical Form included with your enrollment contract. This information will allow the best care for your child during a medical emergency while your child is attending an Extended Day Program. Staff have been appropriately trained in CPR, First Aid, and Epi-Pen administration. Should a medical emergency arise, the Director will contact you as soon as possible. In addition, the Director will contact a nurse or doctor, as deemed necessary. If these professionals feel the problems warrant transfer to a medical facility, your child will be transported by ambulance to the nearest hospital. A staff member will accompany your child to the hospital.

If your child sustains a mild injury on-site, has a mild allergic reaction, receives basic first aid care, or incurs a mild ailment, Norwood Extended Day will notify the parent with a written incident or injury report. A copy of this document remains in the child's folder and requires a signature from the Director and Parent or Guardian. Confidential health information and emergency contact records will be maintained on-site.

PARENT COMMUNICATION

The Norwood Extended Day Program encourages open lines of communication with parents, children, and staff. You are invited to talk with teachers and to take some time at pick-up to discuss your child's Extended Day experiences. If you have any problems, questions, or concerns, the teachers and Director will be happy to schedule a meeting at a mutually convenient time. Please encourage your child to speak to the teachers if problems occur at the Extended Day Program. Issues regarding teacher practices or serious concerns regarding students' engagements with one another should be brought to the Director.

PROCEDURE FOR HANDLING DISCIPLINARY MATTERS

Norwood Extended Day implements a conduct policy that addresses the safety and security of all students and staff. Every disciplinary concern is managed on a 1:1, case by-case-basis. Norwood Extended Day believes that every child is developing and as such, deserving of the time, space and resources to cultivate new skills. Still, we must ensure the protection of every child and teacher.

In instances where the staff of the Extended Day Program is experiencing serious disciplinary problems with a child:

1. A meeting will be scheduled with the parents of the child to work out a solution. A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by requiring one-on-one attention, is inflicting physical or emotional harm on other children or staff, or is otherwise unable to conform to the rules and guidelines of the program as established by the Director.
2. Once a parent is notified that such a meeting is required, he/she will agree to make an appointment with the Director at a mutually convenient time within five days of first being notified.
3. If the problem cannot be satisfactorily resolved after the parent consultation, the Director will decide if the Extended Day Program satisfies the needs of the child. If terminated the child's space in the program will not be held and the student's re-entry will be evaluated for the following school year.

At the Director's discretion, a parent may be called at any time to pick up a child with a serious disciplinary issue. Causing physical harm to another child or staff member is grounds for immediate dismissal.

PARENT RESPONSIBILITIES FOR ENROLLMENT

The Application for Enrollment must be filled out in its entirety before your child begins attending the program. Your application must be confirmed before your child may attend the program. Parents or guardians need to be transparent with any concerns regarding their children to best meet their needs.

If your student attends school-, but plans to miss Extended Day, you must let us know by calling 781-551-3480 extension 2 or email the Director. Please make sure that your contact information is up to date and inform Extended Day of any changes of address or phone numbers.

Labeling

Please put your child's name on his/her personal belongings (clothing, lunch boxes, etc.). Pick-up and drop-off periods tend to be quite busy and it is easy for items to be taken accidentally. Extended Day is not responsible for lost items at the Program.

Personal Effects, Games, and Toys

Students are not allowed to bring in toys from home unless it is a special occasion. Parents will be given notice of these opportunities. If something is brought in that should not be at the program, it may be withheld from the child by the teacher until picked up. Extended Day is not responsible for lost items at the program.

No cell phones or laptops are allowed at the Extended Day Program.

Snack, Food-, and Provisions

THE WILLETT IS A PEANUT FREE SCHOOL

Norwood Public Schools Food Services is providing free snacks to all Extended Day children this year. Water is available on site, please provide a refillable water bottle. If your child doesn't like the snack offered, you may want to provide them with their own.

Students are not allowed to share snacks because of the increasing number of food allergies.

Extended Day may host special events that offer food and beverages - parents will be given notification ahead of time to inform of any special dietary needs. Additionally, Extended Day may offer no-bake cooking clubs, or opportunities to engage in food-related crafts. If your child has a food-related allergy, particularly if it is life-threatening, alternatives will need to be provided or funded by the parent.

Special Programs

Extended Day may offer special programs throughout the year including Chess Club, Martial Arts, Canvas and Acrylic Painting, Advanced Watercolor, Green Chemistry, Flag Football, Sewing, and Baking. These special offerings are typically resource-intensive and may require a fee associated with the cost of materials. Clubs will run in 6-8 week cycles and participation will cost between \$15.00 and \$25.00 per child, per cycle, depending on consumables.

Communications with Schools and Extended Day

On the opening day of school, please send a note to your child's regular teacher indicating the days your child will be attending the Extended Day program.

Extended Day is a separate program offered within Norwood Public Schools and as such, we must be contacted directly regarding any issues relating to attendance, absence, illness, medical needs, disciplinary issues, learning exceptionalities and needs, etc. Our program is composed of students across grades, K-5 from all the elementary and early education schools. Thus, please keep us informed as you would the child's school teacher and administrator regarding any of your child's needs and their impact on his/her Extended Day experiences.

Emotional Support and Awareness

Please let Extended Day staff know about anything in your child's life that may affect his/her Extended Day experience, (death of a loved one, family changes, illness, problems in school, etc)

Preparation for Extended Day

Children entering the program must be able to use the bathroom on their own. Children must be at least 5 years old and enrolled in the Norwood Public School system.

Photography and Media

Children are not allowed to be photographed unless we have specific permission from the child's parent. Permission to include your child in promotional materials, social media posts, or our online newsletters, as well as the website, was included in your application and registration submitted to Extended Day. If you have a special circumstance that changes the sensitivity around photographing your child, or if the conditions for sharing have changed, please contact the Director right away.

Transportation

We do not provide transportation to or from Extended Day.

ADMISSION AND TUITION POLICIES

Admission to the Program is granted on a first-come, first-serve basis. There is a non-refundable registration fee of \$25.00 per child

Upon enrollment, you are agreeing to pay the contracted amount of monthly fees for the school year. This means that, even in the event of illness, family vacations, snow days, or other absences, you are responsible for full contracted dollar amounts. This is necessary to ensure that the program expenses can be met.

Tuition will be paid on the first of the month beginning September 1st. Payments not received by the 5th of the month will incur a \$25.00 late fee unless arrangements are made.

The schedule of payments is based on equal payments ten (10) times during the school year.

The first payment is on September 1st and the last payment is on June 1st. Withdrawals will not be accepted in May.

All tuition should be paid online or mailed and received by the due date. A link to your payment record will be sent to you. Please note that both before and after school program dues may appear on this record. You can request this link at any time.

All checks should be made payable to:

Norwood Extended Day

Mailing address:

Norwood Extended Day

275 Prospect St

PO Box 67

Norwood, MA 02062

Please use the memo section of your check to note your child's name and school.

WITHDRAWAL POLICY

Thirty (30) days' notice in writing to the Director is required for voluntary withdrawal of a child from the program. If 30 days notice is not given, payment is still required for that 30 day period. In the event of extenuating circumstances, such as sudden illness or job loss should be brought to the director's attention immediately.

Unpaid balances may be subject to collection activity. If an account is three months in arrears, students will not be permitted to attend and the student's space at Extended Day will be forfeited. Extended Day has a sizable waitlist each year and it is critical to operations that monthly dues are paid on time and lapse in payment is addressed with urgency.

Yearly registration for each program (school year, vacations, summer) is required for all families, including families receiving vouchers or financial aid.

Before School Rates

Grades K-5	Hours of Operation	# of hours per day
\$7 an hour	7:15-8:30	1.25 Hours
Daily Rate	\$8.75	

Kindergarten Rates

Rates		
\$24.50 a day	Per Month	w/ Sibling Discount
2 days per week	\$ 166.60	\$ 149.94
3 days per week	\$ 249.90	\$ 224.91
4 days per week	\$ 333.20	\$ 299.88
5 days per week	\$ 416.50	\$ 374.85

Grades 1-5 Rates

Rates		
\$24.50 a day	Per Month	w/ Sib. Discount
2 days per week	\$ 142.80	\$ 128.52
3 days per week	\$ 214.20	\$ 192.78
4 days per week	\$ 285.60	\$ 257.04
5 days per week	\$ 357.00	\$ 321.30

Extended Day does not accept cash payments. We accept checks, money orders, and online payments. Check or Money Order payments for before and after school should be made separately. Do not submit checks with partial payment unless a payment arrangement has been made. Staff at sites will not accept payments. A returned check fee of \$35.00 will be charged for all returned checks. For the remainder of the year, payment is to be made by money order.

A 10% discount to the total monthly dues will be given to families with more than one child enrolled, this does not include February, April, and Summer Vacations or Before School Care.

Changing of Schedule

During September, days may be dropped with no charge. Beginning on October 1st, 30-days written notice must be given to drop days or withdraw otherwise families will be obligated to pay for the days enrolled. Extra days may be purchased depending on availability. Schedules may be changed with 30-days-notice depending on availability.

Accounts

All accounts must be paid by June in full before registration can be accepted for September. Thus, lingering balances will preclude parents from registering regardless of when the registration forms and applications were received.

Parent Handbook Verification Form

I have read the Norwood Extended Day 2021-2022 Parent Handbook.

I understand and accept the policies and procedures of the Norwood Extended Day Program.

I understand that this handbook can be amended at any time by the Director or Superintendent of NPS.

Your child's enrollment depends upon your returning this page, signed and dated

Parent Signature	Date
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Print Child's Name	Grade
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Print Child's Name	Grade
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Print Child's Name	Grade
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Print Child's Name	Grade
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