

EXTENDED DAY FREQUENTLY ASKED QUESTIONS

Absent for Extended Day, Early Dismissal and NOT attending Extended Day: In the event your child will be absent from Extended Day please call 781-551-3480 ext 2 or email dholzendorf@norwood.k12.ma.us. When emailing please include your child's school. You may also carbon copy or "cc" the school. Our staff will be informed of the absence after receiving the information. If you receive a call from your child's Extended Day site to confirm an absence, it is done for the protection and safety of your child. The telephone number listed above is the only number that should be used to report absences.

Snow Days: In the event that school is closed due to severe weather the Extended Day program will not be open. If school is closed early due to severe weather, parents need to monitor their phones and emails from the Superintendent about Extended Day closure.

Waitlist: If your child is currently on the waitlist and an opening becomes available, an email will be sent to the primary email listed on the registration submitted.

Start Date of a child accepted on the waitlist: Once accepted, your student will begin services the following Monday.

Adjusting Days: 30 days written notice is required to adjust the number of days your student attends Extended Day. Currently, waitlists are in place for sites so additional days may not be available. In these cases, we will ask you to register again on the Norwood Public School website for the additional days needed. All changes must go through the Director of the program.

Extra Days: You may purchase additional extra days if there are openings available. However, you may not switch days.

Authorized Pick Up: Each site has a list of who is authorized to pick up each child. It is the parent's responsibility to update their authorized pick-up list. Children will ONLY be released to people on this list. If there is an emergency and someone who is not on the authorized list needs to pick up your child, Extended Day will need to be called immediately. An email stating the request is required. No child will be released to anyone under the age of 12. If permission is granted for an individual aged 12 -17, an "Authorization Pick Up by a Minor Release" must be signed.

Before School Drop Off: All parents must make contact with an Extended Day staff member upon drop off. No student should be left at the door where they enter.

Late Pick Up Charge: Pick up is by 4:00 PM or 6:00 PM. with a five-minute grace period. After 4:05 or 6:05 PM, a \$5.00 late fee will be charged for every five minutes late. If this is a repeated issue, we will ask for a meeting with the authorized pick-up person to resolve the issue.

Payments: You will not receive a bill unless you change the number of days your child attends each month. Payments are due on the first of each month and are subject to a \$15 late fee if received after the 5th of the month. Tuition is divided into ten equal monthly payments. Payments may not be dropped off at the school sites. All payments may be made online via Uni-Pay, mailed to PO Box 67, Norwood, MA 02062, or dropped off (Door 23) at the Savage Center, 275 Prospect Street. Please call ahead to make arrangements if you would like to drop off payment since the facility is locked.

Uni-Pay Link:

<https://unipaygold.unibank.com/default.aspx> This is the link to make your online payment. In the search bar type "Norwood Public Schools". Follow the instructions to make your payment.

Payment Record

A personal link will be provided once your first payment is made. This link will provide access to your Extended Day payment record. It will include our tax identification number and your payment history for the year.

Our Tax Identification Number is 04-600-1254.

Financial Aid Voucher: To apply for a financial voucher, contact Quincy Community Action Program at 617-657-5305. QCAP hours are from 8:30 AM to 4:30 PM. Parents or Guardians will need to call to schedule an appointment about obtaining a voucher. The process for obtaining a voucher will be provided by QCAP. Once approved Extended Day will sign a Confirmation Provider Form for submission to QCAP. If applying for Before and After school care, the Voucher will need to reflect the program(s) your child will be attending. A voucher must be obtained to start the program.

Health: We follow the School District Policy. If a fever is present, your child will need to be picked up. Your child must be fever-free for 24 hours prior to returning. If your child has a broken limb, a doctor's note regarding their restrictions is required. Currently, all children are not required to wear masks.

Hours of Operation: Extended Day is open until 6:00 PM. If you will be late, please notify us as soon as possible. Two employees remain until the last child is picked up. Extended Day is not open for All Day Professional days or Early Release days in the afternoon.

Thank you,
Debbie