



Artwork submitted by Josefina Aguilar, Kindergarten

Extended Day Program 2022-2023

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

Welcome 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. Our morning program is held at Norwood's five elementary schools: Balch, Callahan, Cleveland, Oldham, and Prescott and at Coakley Middle School for sixth and seventh grade students. The After School sites are held at Balch, Callahan, Cleveland, Oldham, Prescott, and Willett.

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. Norwood Extended Day strives to provide your child with an environment where they 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 Managers, Lead Instructors, Assistant Lead Instructors, & Classroom Assistants

HOURS OF OPERATION AND LOCATIONS: The **Before School** Program hours are 7:00 AM until 7:35 at each elementary school listed and from 7:00 AM to 8:35 AM at Coakley Middle School. All Kindergarten students will attend before school at their home elementary school. Transportation to the program is provided by family members, who must check in with staff upon arrival. The Before School program is closed if the school opening is delayed due to inclement weather.

Before School Drop Off Locations

- 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
- Dr. Philip O. Coakley Middle School: 1315 Washington St., Drop off at Door #18

The **After School** Program hours at the Willett Early Childhood Center are from 1:45 PM to 4:00 PM or 1:45 PM to 6:00 PM. The After School Program is provided at each of the five elementary schools from 2:05 PM to 4:00 PM or 2:05 to 6:00 PM. The Norwood Extended Day Program offers childcare for children in grades K-5 on 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.

After School Pick Up Locations

- 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

FEBRUARY & APRIL VACATION PROGRAM: Vacation care is offered to all Norwood children grades kindergarten through 5th grade. 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 the before or after

school dues. The Extended Day Program is open during vacation care from 8:30 AM to 4:30 PM. Registration is 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: The Norwood Extended Day Summer Program operates for 7 weeks starting the first week of July. It is open to all Norwood Public School students from incoming kindergarten students to incoming 6th graders.

HOLIDAYS: 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.

SNOW DAYS: If school is closed before noon due to 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 closed after 12 PM because of severe weather, we ask that you pick up your student as soon as possible.

EXTRA DAYS, ADDING TIME, OR SWITCHING OF DAYS: There is no switching of days, however, extra days may be purchased for a fee if approved by the Director. Please provide notice of your request at least a week in advance to have Extended Day staff be aware of any changes. Once the request is made and approval is given, payment is expected regardless of the student's attendance. Extra days will not be discounted. If you withdraw your student from any branch of the Extended Day Program, we cannot guarantee your slot will be available should you decide to return.

PICKING UP STUDENT AT THE END OF EXTENDED DAY: Family members are expected to pick up their student(s) by 4:00 PM or 6:00 PM, depending on your registration time. If the family pick-up time is delayed, the family member 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. A late fee of \$5.00 per every five minutes will be charged when the grace period ends. Family members may be asked to withdraw their student(s) from the Program if late pick-up occurs three or more times during the school year.

Children should be picked up by their family member, by the alternative contact, or by an individual over the age of 16 specified in writing for the day in question. Please note the specific criteria around pick-up, which will be reinforced for the safety of every child and staff member:

- 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 student has appropriate clothing for the weather and activities that they are likely to engage in during the Extended Day Program. Many crafts and activities tend to be messy and it is easier for your student to have clothes available that they do not have to worry about. Students will not be allowed 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.

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 students, we request that parents provide transportation home as soon as possible.

In some instances, a doctor's note may be required for your student to return to the Program. Your student needs to be 24-hours fever free before returning to the Program.

If your student is sent home sick during the regular school day, he/she may not return to attend the Extended Day Program on that day. Any student with a broken limb or serious injury must have a doctor's note expressing what the child's limitations are when returning to the program.

If your student has an allergy, it is required to have physician's orders to accompany the rescue medication in writing. If your student 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: 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: No student requiring life saving medications for a chronic illness or allergy will be permitted to join the Summer Program without the submission of that student's life saving medication in the original box or bottle, with the original prescription which has not met the expiration date. All medications will need to be accompanied by the doctor or physician's treatment plan, with the doctor's signature. If your student has a prescription for any life saving medications, they will need to be dropped off at The Savage Center prior to your student attending the program. The medication(s) should be placed in a plastic bag that is labeled with your student's name, grade, and physician orders. Please fill out the Emergency Medical Form included with your enrollment contract. This information will allow the best care for your student during a medical emergency while your student is attending an Extended Day Program. Staff have been appropriately trained in Basic 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 student will be transported by ambulance to the nearest hospital. A staff member will accompany your child to the hospital.

If your student 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.

FAMILY COMMUNICATION: The Norwood Extended Day Program encourages open lines of communication with parents, students, 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 student 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 student 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 student:

1. A meeting will be scheduled with the family members of the student to work out a solution. A serious disciplinary problem is defined as one in which a student is hampering the smooth flow of the program by requiring one-on-one attention, is inflicting physical or emotional harm on other students 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 student. 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 family member may be called at any time to pick up a student with a serious disciplinary issue. Causing physical harm to another student or staff member is grounds for immediate dismissal.

FAMILY RESPONSIBILITIES FOR ENROLLMENT: The Application for Enrollment must be filled out in its entirety before your student begins attending the program. Your application must be confirmed before your student may attend the program. Family members or guardians need to be transparent with any concerns regarding their student 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 student's name on his or her personal belongings (clothing, lunch boxes, etc.). Pick-up and drop-off times tend to be quite busy and it is easy for items to be taken accidentally. Extended Day is not responsible for lost items.

PERSONAL EFFECTS, GAMES, & 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 student by the teacher until picked up. No cell phones or laptops are allowed at the Extended Day Program.

SNACK, FOOD & PROVISIONS: THE WILLETT IS A PEANUT-FREE SCHOOL. Please provide a daily snack for your student. Water is available on site, please provide a refillable water bottle. 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. Family members 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 family member.

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 & EXTENDED DAY: On the opening day of school, please send a note to your student's regular teacher indicating the days your student will be attending the Extended Day program. Extended Day is a separate program offered within Norwood Public Schools, 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 student's school teacher and administrator regarding any of your student's needs and their impact on his/her Extended Day experiences.

EMOTIONAL SUPPORT & AWARENESS: Please let Extended Day staff know about anything in your student's life that may affect his or her Extended Day experience, (death of a loved one, family changes, illness, problems in school, etc.)

PREPARATION FOR EXTENDED DAY: Students entering the program must be able to use the bathroom on their own. Students must be at least 5 years old and enrolled in the Norwood Public School system.

PHOTOGRAPHY & MEDIA: Students are not allowed to be photographed unless we have specific permission from the student's family member(s). Permission to include your student 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 student, or if the conditions for sharing have changed, please contact the Director as soon as possible.

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 at each site for Before or After School care. There is a non-refundable registration fee of \$25.00 per student. 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 August 1st. Payments not received by the 5th of the month will incur a \$15.00 late fee unless arrangements are made. The schedule of payments is based on ten equal payments during the school year. The first payment on August 1st is for the September bill and the last payment is on May 1st. 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 by the finance department. Please note that both before and after school program dues may appear on this record. You can request this link at any time. Please use the memo section of your check to note your student's name and school. Our federal identification number is 04-600-1254 for tax purposes.

All checks should be made payable to: Norwood Extended Day. Mailing address: Norwood Extended Day, 275 Prospect St., PO Box 67, Norwood, MA 02062

WITHDRAWAL POLICY: Thirty days' notice in writing to the Director is required for voluntary withdrawal of a student from the program. If thirty 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. Accounts with unpaid balances will not be able to register for future program activities until the balance is paid in full.

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

Extended Day does not accept cash payments. Checks, money orders, and online payments are acceptable forms of payment. 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, and for the remainder of the year, payment is to be made by money order.

A 10% discount will be given to families with more than one student enrolled in the After School program. The discount does not apply to the Before School or Vacation programs.

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

This handbook can be amended at any time by the Director or Superintendent of NPS