

*Butler Extended Day  
Program*



*Family Handbook*  
2015-16

# BUTLER EXTENDED DAY PROGRAM

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90 White Street, Belmont, MA 02478  
(617) 484-8913

Dear Parents:

Thank you for your interest in the Butler Extended Day Program.

According to state Office of Early Education and Care (EEC) regulations, all parents must be given the enclosed information prior to registering a child for an EEC licensed school aged childcare program. The attached "Parent Information" sheet comes from the EEC and is designed to acquaint you with your rights, program responsibilities and required information.

Please take a few minutes to look over the information and familiarize yourself with the policies and procedures of the program. If after reading this material, you wish to withdraw your child's application, you have two weeks to notify me of your intentions in order to receive a full refund of your deposit, less the 25.00 application fee.

If you have any questions or concerns about the policies and procedures outlined here, please feel free to contact me at 617-484-8913. A copy of the complete health care policy (excerpted here) is posted in the Parent Information Notebook in room 013 and is available for your inspection. Likewise, program plans are available for you to review upon request. The teachers will be happy to answer any questions that you might have about the day-to-day workings of the program.

Any parent, who wishes to visit a BEDP program before enrolling his /her child, may do arrange to do so by calling 617-484-8913. Programs are closed in July and August.

We look forward to having your family become a part of the Butler Extended Day Program.

**Sincerely,**

Pam Curtis  
Program Administrator, BEDP

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## QUICK REFERENCE PAGE

### PHONE NUMBERS

Program: 617-484-8913 (the answering machine is always on)  
Administrator: 617-484-8913 (call between 10:00 and 6:00, M-F or leave message)  
Email: pam@bedp.org

**PROGRAM LOCATION:** Daniel Butler School, 90 White Street, Belmont MA 02178

Morning Care: room 012/3  
BEDP grades K/1: room 012/3; kindergarten hall  
BEDP grades 2-4: Butler cafeteria

Children also use the Butler gym, cafeteria, playground and space in the "link".

### PROGRAM ADMINISTRATION

|                          |  |
|--------------------------|--|
| Program Administrator    | Pam Curtis   |
| Site Coordinator         | Pat Kiley  |
| Kindergarten Coordinator | Cindy Taylor   |
| Parent Board             | Changes yearly; list posted on parent bulletin board in fall |

### DROP-OFF/PICK-UP LOCATIONS

**MCP:** Use the Sycamore Street door. Come down the ramp and ring the bell. This door is always locked. Parents may wait in their cars at the top of the ramp, but please do not leave until a staff member opens the door.

**BEDP:** Use the playground door (number 6). This door should be unlocked until at least 6:00 p.m. If it is locked, use the Sycamore Street door. Go down the ramp and ring the bell.

### LATE PICK-UP POLICY

BEDP pick-up time is 6:00 p.m. (or earlier), unless you have paid for Late BEDP (6:20). For an extra charge, BEDP children may enroll in Late BEDP from 6:00 - 6:20 p.m. Enrollment options include 1-5 days per week (set schedule) and occasional use. Drop-in use of Late BEDP is 5.00 per day. The late fee for those who do not arrange for a Late BEDP day will be 5.00, plus 1.00 per minute for each minute that they are late.

### ABSENCE FROM BEDP/CHANGE IN REGULAR SCHEDULE

Parents are responsible for notifying BEDP if their child is in school but will not be attending BEDP on a day that he/she is normally scheduled to attend. A note or email should be sent to the child's classroom teacher and to BEDP. In the event of a last minute change of plans, please call the program.

### MONTHLY COMMUNICATIONS/BILLS

Tuition bills will be mailed or emailed every other month, approximately 10 days before payments are due. A monthly newsletter, event calendar and snack calendar will be available on the program website and will be posted on the parent bulletin board, opposite room 013. Selected program policies will also be posted on the bulletin board and available on the website. All communications will be emailed, unless you request a paper copy at your request.

### PROGRAM WEBSITE

The program website is: [www.bedp.org](http://www.bedp.org).

## **BEDP STATEMENT OF OWNERSHIP**

[102 CMR 7.06(2)]

The Butler Extended Day Program (BEDP) is owned by the Butler Extended Day Program, Inc., a non-profit corporation. The address is 90 White Street, Belmont, MA 02178. BEDP operates with the approval of the Belmont School Committee, but it is not a part of the Belmont Public Schools.

### **ASSETS**

BEDP is financially self-supporting. All cash, fixed assets, equipment, materials, supplies and other assets acquired, purchased or donated to BEDP are owned by the program. In the event that BEDP is dissolved, any assets remaining after all of BEDP's financial obligations have been discharged will be disposed of by the BEDP board in accordance with state and federal law.

### **DISSOLUTION**

BEDP can be dissolved only by a two-thirds vote of both the BEDP board, after consultation with parents of children in the program.

### **ADMINISTRATION**

BEDP is administered by the program administrator, and a parent board of directors. The administrator is assisted by the program site coordinator and the kindergarten coordinator. Payroll, accounts receivable, accounts payable and bookkeeping shall be handled by a paid bookkeeper who will work with the program administrator and board. The Board consists of a chairperson, a secretary, a financial oversight person and at least one parent representative each from the morning care and after school programs. The BEDP board shall be elected yearly. Vacancies on the board that occur during a school year shall be filled by a vote of the remaining members of the board. At least one elected officer of the board must be the parent or guardian of a child currently enrolled in the program. A position on the board may be shared by two people. The program administrator is a non-voting member of the board.

\* \*A list of the current board of directors shall be sent to the licensing agent each fall.

## **BEDP STATEMENT OF PURPOSE**

### **[102 CMR 7.06(1)]**

#### **INTRODUCTION**

The purpose of the Butler Extended Day Program (BEDP) is to maintain and operate non-profit, professionally staffed, before and after school programs, open to all children enrolled at the Daniel Butler School, kindergarten through grade 4. BEDP has two components: a morning care program and an after school program.

#### **NON-DISCRIMINATION**

In providing day care services to Butler children and their families, BEDP does not discriminate on the basis of race, religion, cultural heritage, sexual orientation, political beliefs, handicap or marital status.

#### **PROGRAM PHILOSOPHY**

Children in after school day care have spent a long day in a very structured, demanding environment by the time they arrive at day care. They need time to unwind, relax and let off steam through vigorous physical play and activities of their own choosing. While organized activities are an important part of each day at BEDP, it is the philosophy of the program that children need ample time for free play and choice. As the children get older, BEDP designs more responsibility for making decisions about how they will spend their before and after school time into the program schedule.

Children who come to morning care must leave home much earlier each day than many of their classmates. The morning care experience should be low-key and relaxed, with time for children to eat breakfast if they need to, and prepare for the school day.

For some children, organized “out of school” time takes up almost as much of their day as school does. It is important to parents that their children have a safe, dependable care which also meets their developmental stages and needs.

#### **GOALS AND OBJECTIVES**

The primary goal of BEDP is to provide reliable, affordable before and after school care for the Butler School families in an environment which is safe, stimulating and enjoyable for the children. BEDP strives to promote the social, intellectual, gross motor, fine motor and emotional skills development of the children in its programs through a variety of activities and materials. BEDP activities are designed to complement the activities of school day.

To provide an interesting mix of activities, BEDP strives to hire teachers who not only have experience with and enthusiasm for working with school aged children but who also possess skills or talents in such areas as arts and crafts, music, storytelling and sports.

To promote a relaxed, enjoyable time, BEDP attempts to recreate in a day care setting many of the desirable features of the neighborhood experience. In contrast to the school day, children at BEDP are free to play in mixed age groups. Many of the activities are designed to foster this goal, while others are tailored to specific ages and interests in recognition of the fact that different ages have different needs. BEDP strives to foster cooperation, respect and friendship among the children while recognizing the need for individuals to have time to themselves before or after being part of a group all day. Quiet areas are provided where a child may read, do homework, or play by him or herself. BEDP endeavors to work with parents in meeting their children's needs before and after school.

## **ADMINISTRATIVE ORGANIZATION**

BEDP is administered by an administrator, site coordinator, the kindergarten coordinator and a parent board of directors. See *Statement of Ownership* section for a complete description of the Board.

The BEDP Board must give final approval to all changes additions or deletions in BEDP policy. The BEDP Board is responsible for administering all rules and policies of the school principal and the Belmont School Committee. BEDP is licensed by the Massachusetts Department of Early Education and Care (EEC). The license is renewed every three years.

## **LICENSING AGENCY**

BEDP is licensed by the Massachusetts Department of Early Education and Care (EEC). The License must be renewed every two years or at whatever other interval is specified by the EEC. BEDP is a part of the Northeast Region of the EEC. The address is 360 Merrimack Street, Building 9, Third Floor, Lawrence, MA 01843. The phone number is 978-681-9684.

For information about BEDP's regulatory compliance history, parents may contact the EEC at the above address and telephone number.

## **PARENT INPUT**

Suggestions, comments, feedback and other input from program parents is always welcomed by BEDP and the Board. Parents may contact the chairperson or other board member, program administrator or any BEDP staff member by phone, in writing or in person.

## **ANNUAL PROGRESS REPORTS**

State regulations now require annual written progress reports for all children in school age child care programs. After receiving a progress report for their child, parents will be invited to attend a conference to discuss the progress report. This conference is strictly optional and will be scheduled only if requested by parents unless BEDP feels that it is necessary to have a conference.

## **COMMUNICATION/CONFERENCES/PARENT VISITS**

Open communication between parents and program staff is beneficial for all concerned. BEDP invites parents to visit the program at any time. By state regulation, parents have a right to visit the program unannounced at any time that their child is present. Any parent who feels that he/she has been discouraged from making a drop-in visit should contact the program administrator or a member of the board. Parent conferences will be scheduled upon request after the annual progress reports are sent home or at any other time during the year. Parents should see the program administrator to arrange for a conference or contact the program by phone (617-484-8913) or email (pam@bedp.org).

Each month's newsletter, snack calendar and event calendar will be posted on the parent bulletin board along with selected program policies, a staff directory and typical daily program schedules. This information will also be available on the website: [www.bedp.org](http://www.bedp.org). Parents may request paper or email copies of any BEDP written material by contacting the program administrator.

## **CHILDREN'S RECORDS**

Records for all children will be kept on the premises of the program. Each child has a file folder containing at least the following:

- Child's Information Form
- Record of Medication Administered (if applicable)
- Accident/Injury Reports (if applicable)
- Incident Reports (if applicable)
- Communications from parents



### Progress Reports

All records are confidential. No one other than staff members and a child's parent or guardian will be given access to a child's record without the written consent of a child's parent or guardian. Parents may request copies of anything in their child's folder. Copies will be charged at the rate of .05 per copy and will be available to parents within 2 working days of the parent's request. Records of children who have left the program are stored on the premises for 5 years after the date that the child was last enrolled in a BEDP program. After that time, the records are destroyed.

### **CHARACTERISTICS OF THE CHILDREN SERVED/ENROLLMENT**

The morning care and after school programs are open to all children enrolled at the Butler School, grades K-4. Applications are accepted at any time; children will be accepted on a first come, first served basis, subject to the conditions below. Applications may be requested by contacting the program administrator or site coordinator. If the morning care or after school programs are full, a waiting list will be established. Children enrolled in a BEDP program will be given priority status for enrollment the following year, subject to the conditions outlined in the application procedure statement. Conditions are subject to review and revision by the board each year.

Children from other Belmont public schools who are housed at Butler are eligible for BEDP after the needs of Butler families have been met. Children who attend other Belmont schools or who live in the Butler district but do not attend Butler may apply to BEDP. Such children will be accepted only if no Butler families are waiting for acceptance. BEDP assumes no responsibility for transportation arrangements for children who do not attend Butler.

BEDP has a licensed capacity of 120 children per day. Licensed capacity is subject to change based on available space for the program. EEC regulations govern the required square footage per child.

BEDP reserves the right to balance the groups in each program with respect to age and sex. The BEDP administration and board may review any child before or after entering the program to determine whether his/her needs can be met within the existing framework of the program. For example, a child who requires a one-on-one aide in his/her regular classroom may not be able to function adequately in a BEDP program where the teacher/child ratio is between 1 to 10 and 1 to 13.

Full time enrollment in BEDP is defined at attendance of 5 days per week, regardless of the number of hours attended each day. BEDP accepts part time students, but reserves the right to try to fill slots with full time students first. Part time enrollment is defined as a set number of days per week, regardless of the number of hours attended. BEDP does not accept drop-in children.

No tuition refunds are given for prolonged absences, whether caused by illness or any other reason. Tuition must be paid in order to maintain the child's slot in any program operated by BEDP.

### **SPECIAL NEEDS CHILDREN**

Families with special needs children are welcome to apply to BEDP. In determining whether the program can meet the needs of the child without putting an undue burden on the program, the program administrator will meet with the parents and (with the parents' permission), the educators and other professionals that work with the child to determine the extent of the accommodations necessary for the child to be successful in BEDP.

The administrator will issue a decision about admission to the parents in writing within two weeks of meeting with the parents and other educators. If the decision is to admit the child, BEDP will specify the accommodations that it will provide. If the decision is to deny admission to the child, BEDP will specify the accommodations that it believes that child would need to be successful and describe why it believes that these are not reasonable accommodations, as required by law, and place an undue burden on BEDP. The parents have appeal rights specified by law.

The administrator will work with the parents of a child who is admitted to BEDP to develop an individualized plan for that child's care. The plan will include any accommodations that BEDP will provide to the child and a time frame for assessing the child's progress in BEDP. The plan will specify a meeting date between the program and the child's parents to evaluate the child's progress in BEDP, to discuss modifications of the child's individualized plan if needed, and to determine whether the child is able to continue his/her enrollment in BEDP.

**ATTENDANCE**

In order for a child to attend any BEDP program, he or she must be physically healthy and have attended school that day. Any exception must be discussed with the administrator at least 24 hours in advance. A child who leaves school for a routine medical, dental or other appointment and does not return for the rest of the school day may attend BEDP, as long as the child is physically well and is brought to the program by a parent or other caregiver.

**SERVICES PROVIDED**

**Hours of Operation\***

| <u>Program</u> | <u>Regular Days</u> | <u>Early Release</u> |
|----------------|---------------------|----------------------|
| Morning Care   | 7:15am - 8:40pm     | No change            |
| After School   |                     |                      |
| MTThF          | 2:50 – 6:00 pm      | 11:40 am – 6:00 pm   |
| W              | 1:40 – 6:00 pm      | 11:40 am – 6:00 pm   |
| Extended BEDP  | 6:00 pm - 6:20pm    | No change            |

All programs operate Monday through Friday, throughout the school year, subject to the following exceptions. BEDP is closed on school holidays, vacations, snow days, the Wednesday before Thanksgiving and Good Friday. Morning care is closed on the same schedule, with the exception that it is open on the day before Thanksgiving and also on Good Friday. If school is cancelled or closes early due to snow or other emergency, the affected BEDP programs will be cancelled for that day. The after school program will operate when there is a delayed opening of school due to snow; morning care will be cancelled.

\*Program hours are subject to change each year, depending on the hours of the school day.

**Special Programs/Field Trips**

BEDP provides a variety of special programs throughout the year. There will be a program, special event or field trip on each of the early release days. Unless otherwise stated, all costs of the programs and trips are borne by BEDP. No child will be taken on a field trip without a signed permission slip from his or her parent or guardian. Parents who do not want their children to go on a particular field trip must make arrangements to have them picked up before the departure time for the trip.

## **MEALS AND SNACKS**

[102 CMR 7.11]

### **BEDP Snacks**

Snacks for the after school program will be provided by BEDP. The snack usually includes a fruit or vegetable and milk. Crackers are always available. Children have access to fresh water at snack time.

In keeping with the policy of the Belmont Public Schools, we do not permit parents to send snacks or treats for the group (e.g., cupcakes for birthdays). A number of children in the school and our programs have food allergies. The snack menu for the month is posted on the parent bulletin board outside of room 013 and in the cafeteria.

Parents of children with special dietary needs including food allergies, food intolerance, diabetes and weight issues should contact the program administrator. Although BEDP does not often serve meat, when there is meat as a part of the snack, there will always be a vegetarian option. If your child is a vegetarian or cannot eat certain foods due to religious restrictions, please indicate this on your child information form.

### **Morning Care Program**

Food is not ordinarily provided at the morning care program. Children who wish to bring breakfast or a snack from home may eat at morning care. Breakfast should be something that does not require heating and that the child can easily manage by him/herself.

### **Early Release Day Lunch –BEDP:**

On early release days the school cafeteria is closed. All BEDP children who attend the program on early release days must bring lunch and a drink. A reminder will be posted at least two days before each early release day.

On the first and last days of school, BEDP provides cheese pizza, fruit and milk for lunch. Children do not need to bring lunch to school on those early release days unless they cannot or will not eat pizza.

Basic supplies such as milk, bread, crackers, cheese and fruit will always be kept on hand in the event that a parent forgets to send in a meal, or a child cannot eat a particular snack.

### **LUNCH AND SNACK SUGGESTIONS:**

Sandwiches: peanut butter and jelly/jam/honey, egg salad, tuna, cream cheese, cream cheese and jelly, sliced cheese, chicken salad, sliced lunch meats, hummus

Other dishes: yogurt, cottage cheese, cheese and crackers, dinner meats (roast beef, chicken, hamburger), soup, veggie burgers, raw vegetables, pasta

Desserts/Snacks: raisins, dried fruit, fresh fruit, granola bars, graham crackers

Beverages: milk, soy milk, fruit juices, water

## HEALTH CARE POLICY AND EMERGENCY PROCEDURES

[102 CMR 7.05]

### EMERGENCY PROCEDURES

#### **Emergency Procedures: Serious Injury or Illness**

In emergency situations involving serious injury, loss of consciousness or serious illness, the following procedure will be used.

1. Program staff will begin first aid or CPR immediately, as required.
2. Another staff member will contact emergency personnel (911) as needed.
3. The administrator or designee will immediately contact parents using home, work phone and cell phone numbers.
4. If additional emergency medical treatment is required, the child will be transported by ambulance to the nearest emergency medical facility.
5. A staff member will accompany the child whenever possible.
6. A copy of the child's authorization and consent forms (the emergency contact information) will be sent with the child to the hospital.

#### **Missing Child**

If, at any point in the program day, a child cannot be located, the following procedure will be used. Before using this procedure, the staff member who is trying to locate the child will ask for assistance from the rest of the staff. Staff will search for the child in all of the assigned program spaces and bathrooms. Staff will determine whether the child is scheduled to be away from the program for tutoring an after school enrichment class or other activity. If so, staff will check the location of that activity to look for the child.

#### **Beginning of the day: child does not sign in**

1. If it is the beginning of the program day and the child has not signed in, the group leader or designee will determine whether the child was absent from school. If the child was not absent, the group leader will check to see if the child is still with his/her classroom teacher, at after school enrichment or some other scheduled activity within the school.
2. The administrator or designee will be notified by the group leader, if the child has not been located.
3. The administrator or designee will check in with the Butler office to see whether the child was dismissed from school early or whether the classroom teacher has any knowledge of the child's whereabouts. If not, the child will be called for over the school intercom system. Proceed to step 4, below.

#### **Child has signed in, cannot be located during the day**

1. The group leader or other staff member will check the attendance books to determine whether the child has been signed out for the day. If the child has not been signed out, the staff member will ask other children and staff whether they saw the child leave the program, making sure to check with staff outside on the playground as well as inside.
2. The administrator or designee will be notified, if the child has not been located.
3. Before 4:00 p.m., the administrator or designee will go to the Butler office to call for the child over the school intercom system. If the child has not been located, proceed to step 4.

4. The administrator or designee will call the child's parents to see whether one of them took the child and neglected to sign out or otherwise knows the child's whereabouts. If the child has not been located, proceed to step 5.
6. The administrator or designee will call the Belmont Police Department.

### **Procedures when parents cannot be contacted**

If the parents cannot be reached, the following procedure will be used.

1. The administrator or designee will leave messages will be left at the parent's work place, at home and on the cell phone, if possible.
2. The administrator or designee will attempt to contact emergency contact persons listed on the child's "Child Information Form". If the program is unable to reach anyone listed as an emergency contact, messages will be left, where possible.

### **Emergency Plan for evacuation of the center**

In the event of an emergency requiring evacuation of the center, the following procedure will be used.

1. Separate evacuation plans are posted in each center room.
2. The assistant group leader(s) for each room will lead children out of the building.
3. The group leader for each room will check for stragglers, bring out the daily attendance sheet and account for all children.
4. Each group will proceed to the far side of the Butler School field and will meet near the back fence to the right (facing away from the building) of the walk that leads out to Maple Terrace. The children will line up by grade with their group leader.
5. Group leaders will take attendance.
6. The administrator will bring a cell phone and the program "Emergency Information" notebook
7. The administrator or designee will make sure that the number of children in attendance is the number safely evacuated.
8. When necessary, the administrator or designee will call the Belmont Fire Department using the cell phone.

### **Emergency Procedures when off the premises**

These procedures are in effect for all off-site activities including neighborhood walks, field trips and programs at off-site facilities.

Field trip kits shall be carried on all off-site activities. Each kit must include:

1. A field trip first aid kit, including change for pay telephones.
2. A cell phone.
3. The "Emergency Information" notebook. Emergency telephone numbers including home, work and cell phone numbers for the parents of all children as well as any other emergency contact numbers listed on the child's "Child Information Form".
4. Medical supplies for any child with a condition requiring immediate access to specific supplies (e.g., an Epi pen). A copy of the child's individual medical plan, where applicable.
5. The administrator or designee is responsible for compiling a field trip folder with emergency telephone numbers.

### **Determining Whether to Evacuate or Shelter in Place**

In the event of a natural disaster, loss of power, heat or other emergency situation the following procedure will be used to determine whether to evacuate the premises or to shelter in place.

1. The administrator or designee will call the Butler School office (before 4:00 p.m.) and the custodian on duty to see whether they have received any information from local authorities. If not, the administrator will call the Belmont Police and/or Fire Department for information.

2. In the event that evacuation is necessary, the procedure above will be followed. When it is necessary to leave the school grounds to seek shelter, the program will walk St. Luke's Church, 132 Lexington Street. This is the designated emergency shelter for the Butler School.
3. If a natural disaster or other emergency requires evacuating the entire neighborhood, the administrator will contact the Belmont Police and/or Fire Department for instructions.

### **PLAN FOR THE CARE OF MILDLY ILL CHILDREN**

When a child is found to be mildly ill, the administrator or designee will contact the child's parents. If the parents cannot be reached, the director/designee will call emergency contact persons. The child will be cared for in a quiet corner of the program room until he or she is picked up. The program will provide a mat and (if appropriate) a blanket if the child needs to lie down. If the child appears to have a contagious illness, he/she will be isolated from other program children to the extent possible in the program space.

### **ILLNESS EXCLUSION POLICY**

BEDP follows the Belmont Public School policy with regard to illness. If a child is too ill to be in school, he or she is too ill to attend any BEDP program. No child who is excluded from school due to illness will be permitted to attend BEDP until readmitted to school. This policy includes such health problems as lice infestation. A child who is found to have lice will not be readmitted to BEDP until he/she has been treated and readmitted to school. Ordinarily, the school nurse checks children before readmitting them to school.

### **CHILD ABUSE/NEGLECT REPORTING POLICY**

All staff members are considered by the state to be mandated reporters. This means that they are responsible for reporting suspected child abuse or neglect. All suspected instances of child abuse or neglect will be reported to the program administrator or designee. The administrator will report the suspected child abuse or neglect to the Department of Children and Families, following the current DCF procedure for filing a report. The administrator shall notify the office of Early Education and Care within 24 hours of filing a 51A report or of learning that a 51A report has been filed, alleging abuse or neglect of a child while attending a BEDP program or during a BEDP related activity. If the program administrator fails to report the suspected abuse or neglect to DCF, the staff member must contact the DCF for information on how to file the 51A report and inform the chair of the BEDP board. Staff training each year will be devoted to identifying and reporting child abuse and neglect. The program shall keep written records, including the date and witnesses, of any suspected instances of, or evidence for abuse and neglect. If a staff member is suspected of abuse or neglect of a program child, the staff member will be suspended from his/her child care duties until DCF investigation is completed.

### **REFERRAL TO SOCIAL, MENTAL HEALTH, EDUCATION AND MEDICAL SERVICES**

BEDP keeps a directory of social, mental health, education and medical and dental services in the "BEDP Parent & Staff Resource Book" on the desk in room 013. Parents are always welcome to look through this book. If, in the opinion of a staff member, a child needs to be referred for social, mental health, educational, medical or dental services, the staff member will document the reason in writing and will consult with the program administrator. If the program administrator feels that a referral is warranted, the administrator shall provide a written report to the child's parent or guardian and will attempt to arrange a meeting with the parents. BEDP makes no recommendations regarding choice of services. With the consent of a child's parent or guardian, BEDP will consult with appropriate school staff regarding any recommendations. The program administrator shall be responsible for any follow-up with the child's parents. A written record of all referrals and any follow-up action shall be kept in the child's folder.

## **ADMINISTRATION OF MEDICATION**

BEDP staff will administer medication during program hours (MCP or BEDP) only if a written authorization (a medication consent form) has been completed and signed by the child's parent or guardian and received by BEDP. Parents must file this form with BEDP even if they have also filed a form with the school nurse. Medications will be stored in room 013, refrigerated, if necessary. Each child who is receiving medication will have a medication administration log, to be placed in his or her folder when completed. The log will document the date, time and dose of medication given. The administering staff member must sign the log. If a child regularly needs medication during program hours, (e.g., for asthma, allergies etc.), BEDP must have its own supply, to be kept in room 013. The school nurse leaves Butler at around 2:00 p.m. each day. Medications kept in the nurse's office are not available to BEDP during after school program hours. All medications must be delivered to BEDP in their original, labeled containers with safety caps. Any unused medication shall be returned to parents when no longer needed. All staff members who administer medication will receive training in accordance with EEC regulations.

## **HEALTH CARE POLICY**

The BEDP health care policy is reviewed and approved by the program's health care consultant. The health care consultant must approve any substantive changes in the health care policy. A complete copy of the health care policy is located in room 013. Any parent who wishes to read it, or have his/her own copy should see the program administrator.

## **TRANSPORTATION PLAN**

[102 CMR 7.12 (1)]

### **Morning Care Program**

**Arrival:** Parents are responsible for transporting their children to the school and seeing them safely into the morning care classroom. Parents should not drop their children at the school until they have made contact with a morning care staff person. The morning care entrance is on Sycamore Street. Parents may wait at the top of the ramp until their child rings the bell and the door is answered by a staff person.

**Dismissal:** Children are released to the Butler playground or the indoor waiting area (inclement weather) when Butler teachers assume supervision duties, no sooner than 15 minutes prior to the beginning of the school day.

### **After School Program**

**Arrival:** Children walk to the program room from their classrooms immediately following the end of the regular school day. If arriving late due to a planned activity (e.g., enrichment class, Scouts), the parent must notify the program, specifying the activity, dates of activity, time of late arrival and method of transportation.

**Dismissal:** Parents are responsible for arranging transportation for their children from the program. If anyone other than a parent/guardian is to pick up a child, this must be authorized in writing by the parent. Children may walk home from the program with written parental consent. Any changes to a child's dismissal arrangements must be made in writing by the parent and given to the child's BEDP teacher.

### **Field Trips**

Field trips involving more than neighborhood walks will ordinarily be by school bus. The program administrator will make arrangements to hire the bus. Public transportation may be used in some instances. Parents will be notified of the mode of transportation for a field trip in the newsletter and on the permission slip.

### **Emergency**

In an emergency requiring the evacuation of the Butler School, program children will walk out a designated exit to an assigned waiting area on the Butler School grounds. Children will wait there with program staff until it is safe to return to the building or dismissal can be arranged. If it is necessary to evacuate to St. Luke's church, staff will walk with the children to the church.



## **CHILD GUIDANCE RULES/POLICIES/PROCEDURES**

[102 CMR 7.10(1)1

### **Introduction**

State regulations prohibit subjecting any child to abuse or neglect, cruel, unusual, severe or corporal punishment. Hitting a child in any manner on any part of his/her body; punishments which subject a child to verbal abuse, ridicule, or humiliation; denial of food, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food are prohibited. Any BEDP staff member who uses such practices to control problem behavior will be subject to immediate suspension of contact with program children.

### **General Philosophy**

The child guidance policy of BEDP emphasizes maintaining clear, legitimate and consistent expectations during program hours. Consequences for failure to behave appropriately should be predictable, logically related to the problem behavior, in proportion to the severity of the behavior and appropriate to the age and maturity of the individual child. To the extent possible and appropriate, BEDP rules and policies are consistent with those outlined in the Butler School Student Handbook.

Staff will make sure that children know and understand program rules through formal means like posting signs and group meetings and informal means such as explanations and reminders of rules to individual children. Reminders about program rules will be given by the staff using direct, clear language without anger or sarcasm. When a particular rule does not seem to be working, the staff will try to involve the children in finding a solution.

Children are encouraged by the staff to resolve disputes with each other on their own, where possible. Staff will encourage children to talk out differences before going to an adult to "settle" the dispute. Ideally, staff members intervene only when needed to stop physical fights, ridicule, name calling, inappropriate language and bullying. Children will be encouraged to participate in finding and implementing solutions to problem behavior.

Where possible, BEDP tries to make the consequences of misbehavior follow logically from the act or acts. For example, a child who plays inappropriately on a piece of playground equipment would have to leave the equipment and sit out for a brief period. Misuse of program equipment or materials by a child or children would result in restrictions on the use of those items for some specified period of time. Children who misbehave during snack may be asked to eat their snack in isolation from the group. If willful property damage occurs, a child may be asked to help with repair or cleaning and to communicate with his or her parents about the incident. In all cases, the staff will take into consideration the age and maturity of the child or children in question when determining the extent to which their behavior is a problem and what consequences should follow.

Positive reinforcement for behavior which conforms to program rules and expectations is an integral part of the behavior management policy. Incentives are provided both for children individually and as a group to work toward positive behavior and cooperation with each other and the staff.

### **Policy and Procedure**

Safe and productive involvement with materials, equipment the other children and staff is stressed in all program activities. Staff members communicate expectations both in formal presentations before new situations and with positive reminders, as needed, during the activity.

Should inappropriate or unacceptable behavior occur after children have internalized expectations several possible consequences could follow. If verbal reminders do not result in the behavior being corrected, a child or children may be removed from the group for a brief time, usually less than five minutes and asked to sit or stand in an area very near the on-going activity (for example, a quiet chair in the classroom, a bench on the playground). The children are asked both why they were asked to leave the group and when they will be ready to rejoin the activity.

Should a problem behavior recur throughout the day with a particular child, the time away from the group and/or the activity would increase. Where there is problem behavior over time with a particular child, the staff will work with that child in an effort to make his/her behavior conform more closely to program rules and expectations. Any behaviors which need parental or staff involvement will be logged into the child's individual record file. A day-to-day account will be kept to document the behaviors concerning the program, including interactions between the program, the parents and the Butler School staff (where parental permission has been given). In the event of serious, repeated problem behavior by a particular child, the program will contact parents in an effort to discuss the problem and incorporate their support. Staff members will work with parents to develop a written plan for dealing with the problem behavior(s). This will include a description of the problem behavior, steps that will be taken in the program for dealing with it (e.g., communication with the child about it, warnings, consequences to the child, notification for parents, etc.), a timetable for reevaluating the situation, and consequences if improvement does not occur within the stated time. Copies of the plan shall be given to parents and kept in the child's file. With the parents' written permission, consultation with appropriate members of the Butler School staff could occur.

## **TERMINATION AND SUSPENSION POLICY**

### [102 CMR 7.05 (8)]

#### **Introduction**

Grounds for suspending or terminating a child's participation in a BEDP program fall into two categories: behavior problems and failure to pay tuition or other charges.

#### **Failure to Make Payments**

Failure to make timely tuition payments may result in the suspension or termination of a child from BEDP. Unless special arrangements are made with the administrator, tuition payments not made within 30 days of the due date will result in the suspension of a child from BEDP until such time as either (a) all back tuition and fees have been paid or (b) a payment plan has been worked out and approved by the administrator. Failure to adhere to the terms of a payment plan will be grounds for immediate dismissal.

BEDP has no obligation to hold open any spot for a child who is suspended due to non-payment of tuition. Parents may apply for readmission at any time, but all back payments must be made in order for the child to resume participation in the program. Failure to pay other fees (e.g., late payment, returned check, late pick-up) may be result in the suspension of a child from consultation with the Board.

#### **Behavioral Problems**

Suspension or termination for behavioral problems also falls into two categories: chronic problems, which do not improve over time; serious problem behavior, which demands immediate removal of a child from the program.

**Chronic:** If a problem behavior becomes chronic and shows no improvement after the steps outlined in the behavior policy have been followed, the program reserves the right to consider its responsibility to the child as well as to the group and could suspend the child from participation in the program for a specified amount of time. Except in circumstances involving the need for immediate removal of a child from the program (see below), suspension would follow consultation with parents and a warning that suspension is being considered. If, after a child has been suspended and returned to the program, the problem behavior persists, the program reserves the right to terminate the child's further participation for the remainder of the school year a child could apply for the readmission the following school year.

**Serious Problems:** If in the opinion of the administrator or designee, a child's behavior presents a sufficient danger either to him or herself, to other children, to staff or to property, the administrator or designee may suspend the child from the program immediately. In such a case, the child's parent would be called and expected to pick him/her up from the program as soon as possible. Terms of the suspension would be discussed with the parents. Termination from further participation for the remainder of the school year could result. The program administrator and the board will make such decisions.

## PAYMENT FOR SERVICES

### INTRODUCTION

BEDP charges tuition for all programs. Tuition is based on a set number of days enrolled in a program per week. Subject to space limitations, parents may buy extra days for their children in any of the BEDP programs. Charges for extra days will appear on the next month's bill. There is a late pick-up fee. A handout containing the late pick-up policy and fees will be given to all program families during the first week of school, or upon enrollment into a BEDP program.

### TUITION PAYMENT SCHEDULE AND POLICIES

#### PAYMENT SCHEDULE

Yearly tuition is divided into 5 equal monthly payments. There is a 10% sibling discount for families having 2 or more children enrolled in a BEDP program 5 days per week.

**Deposit:** A deposit is due with the application. Deposit amounts are printed on the application. The deposit is applied to the May/June payment.

**Payments:** Tuition is due September 5, November 5, January 5, March 5 and May 5 of each school year. When the 5<sup>th</sup> of any month falls on a weekend or school holiday, the payment is due the next school day. Parents may opt to pay monthly, although bills will be sent every two months. Parents who wish to pay monthly should let the program bookkeeper know when they enroll. Families who receive financial aid or have state vouchers will be automatically placed on a monthly payment schedule.

**BILLS:** A bill will be emailed to you approximately 10 days before the next payment is due. Anyone who would like a paper bill sent through the mail should contact the bookkeeper, Judy Paratore. If you do not receive a bill, or believe that your bill is incorrect, please contact Judy by email: judyparatore@gmail.com. You are responsible for making tuition payments for all months that your child is enrolled.

**WHERE TO SEND PAYMENTS:** All payments should be by check or money order, made payable to "Butler Extended Day Program" or "BEDP". Payments should be mailed or brought to BEDP at the Butler School. You may mail the payment to 90 White Street, put it in the BEDP mailbox in the Butler School office or place it in the tuition envelope just inside the door in room 013. You may also arrange with your bank to have your payment sent directly from them to BEDP.

**LATE PAYMENTS/FAILURE TO MAKE PAYMENTS:** Late payments are subject to a late payment fee of \$5.00. Payments not made within 30 days of the due date will result in the dismissal of your child from the program. Exceptions to either of these policies are made at the discretion of BEDP and must be discussed with Pam Curtis. If you are paying off a past due balance, you may be required to make weekly payments in advance for your child's current tuition. Parents who have problems meeting the payment schedule should discuss their situation with Pam *before* they are late with a payment.

**ADJUSTMENTS/REFUNDS:** Tuition charges are based on the number of days that your child is enrolled per week. *No refunds are given for absences from the program.* Schedule changes, withdrawal from a BEDP program and other special situations should be discussed with Pam. All schedule changes should be arranged the month before they are to take effect. Families who enroll a child in BEDP after a month has begun will have their bills adjusted to reflect the missed days. Deposits for admitted families are refundable, less a 25.00 registration fee, until August 1. After August 1, the deposit is non-refundable.

#### **BEDP TAX ID NUMBER (EIN): 04-276-7370**

You will need the BEDP EIN when you file your federal income tax return in order to take the child care credit.

**RECEIPTS:** BEDP does not routinely issue receipts for payments made. If you need a receipt, please let Judy know when you make a payment. You may include your own receipt or form with the payment for her to complete and sign or a copy of your invoice. Receipts can be emailed.

**QUESTIONS OR PROBLEMS:** Any questions about your bill, payments made or your balance should be directed to Judy Paratore (email above). Difficulty meeting the payment schedule, inability to pay and changes that you wish to make to your child's schedule should be directed to Pam Curtis. Call 617-484-8913 or email [pam@bedp.org](mailto:pam@bedp.org). If you leave a message, please indicate the best times to reach you and whether or not you should be called at work.

### **FINANCIAL AID**

A limited amount of financial aid will be available each year, subject to review by the board. If, in the opinion of the board, the program is not able to provide financial aid in a given year, the aid program will be suspended until further notice. Families who wish to apply for financial aid must complete the BEDP financial aid application and submit the required supporting documents. Aid is given in the form of partial tuition waivers each month. Families that receive financial aid are responsible for making timely payments of their portion of the tuition. An offer of financial aid in one school year does not automatically extend to subsequent years. Families must apply for aid each year that they need it.

### **VOUCHERS:**

BEDP has a voucher contract with the Child Care Circuit in Lawrence. Parents who have CCC vouchers or who think that they might be eligible should contact the program administrator. For information about the voucher program, contact the Child Care Circuit or the Department of Early Education and Care.

### **FEE SCHEDULE:**

Families will receive a tuition and fee schedule each year that they are enrolled in the program. Because tuition rates and fees may change each year, the schedule is not included in this handbook.

## SCHEDULES FOR TYPICAL DAYS IN BEDP PROGRAMS

Schedules and activities are subject to change. A typical schedule for the current year will be posted on the parent bulletin board.

### SCHEDULE FOR A TYPICAL DAY IN MORNING CARE (MCP)

- 7:15**                      **Morning Care Open**  
Children arrive between 7:15 and 8:25. They may bring breakfast and eat it in the room, if they wish.\*
- 7:15 – 8:00**              **Free Play & Project Time**  
Children may choose to do a project, or use various arts and crafts materials on their own. Toys, games and books in rooms 012 and 013 are available.
- 8:00 – 8:25**              **Gym Time (optional)**  
After clean up, children may go to the gym for about 25 minutes. On most days, they have an option to remain in the room and continue what they were doing.
- 8:25**                        **Clean up and dismissal**  
Children put gym equipment away and/or clean up what they were doing in the room and prepare for dismissal
- 8:30**                        **Dismissal**  
Normal day: Outside to playground to join their class line when it's time to go in to school  
Bad weather: Indoor waiting places (rain, ice, snow, extreme cold)

\*MCP does not serve breakfast, but children may bring breakfast from home and eat it at any time during morning care.

### Special Events

Annual MCP Thanksgiving breakfast (parents are invited to stop by) the week of Thanksgiving.

### SCHEDULE FOR A TYPICAL DAY IN BEDP GRADES K & 1 (LITTLE BEDP)

- 2:45 – 3:00**              **Check in and Snack**  
Snack is served daily in the cafeteria. Monthly menus are posted. Snack generally includes fruit or vegetables and milk
- 3:00 – 3:10**              **Group Meeting**  
Plan for the day is discussed, including what the project for the day is, available choices for free play, any special activities or events
- 3:10 – 4:10**              **Free Play & Project Time**  
Children may choose to do the daily arts and crafts project. There is cooking periodically. Otherwise, they choose from a variety of centers, toys, games, books and art materials. In nice weather, free play time may include the option to go outside early.
- 4:10 – 4:15**              **Clean up and Preparation for Active Play**

- 4:15**                    **Gym time**  
**Outside**  
Depending on the weather, the group goes outside and then to the gym, spends the hour in the gym or entirely outside. Activities in the gym include balls, hula hoops, jump ropes, hop balls and musical activities/dance using bean bags and dance ribbons. If the K/1 group is large, they split the gym time, with ½ for kindergarten and ½ hour for first grade.
- 5:00 – 5:40**            **Return to room**  
This could be as late as 5:15. Kindergarten and first grade have their story time during this period. The kindergartners generally have a short book read to them, while the first graders hear a chapter book. Sometimes either group might play a teacher led game like Simon Says, I Spy, Hangman or a trivia game. The final part of the day is for quiet activities and for looking at/reading books.
- 5:40**                    **Older children join K/1 group**  
At 5:40, the children who remain in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades come down to the K/1 room to wait for pick-up.
- 6:00**                    **Regular Day is over**

**SCHEDULE FOR A TYPICAL DAY IN BEDP GRADES 2 – 4 (BIG BEDP)**

- 2:45 – 3:00**            **Sign in and Snack**  
Snack is served daily in the cafeteria. Monthly menus are posted. Snack generally includes fruit or vegetables and milk
- 3:00 – 3:25**            **4<sup>th</sup> Grade Gym**  
**3:25 – 3:50**            **3<sup>rd</sup> Grade Gym**  
**3:50 – 4:15**            **2<sup>nd</sup> Grade Gym**  
Grade level gym times are usually optional, but children who do not choose to go to the gym must go outside for at least 30 minutes. If the weather is not cooperating, gym becomes mandatory.
- 5:15 – 5:40**            **Open Gym**  
Open to all in grades 2 – 4.
- 3:00**                    **Outside**  
Children go out in groups of 13 children to one staff person. Most days, they may come inside whenever they are ready. We generally have 2 outside periods; sometimes 3.  
**Stage open for play**  
**Arts and crafts or other projects in the cafeteria**  
The craft or project of the day is listed on the daily schedule.  
**Cooking once a week (usually starts at 3:30)**  
Children sign up to cook.
- 4:15 – 5:15**            **Homework Club: All who are signed up and any others who would like to come.**  
Written work, practicing for tests, timed reading for reading logs

|                    |  |
|--------------------|--|
| <b>4:45 – 5:15</b> | <b>Finish art projects; game time; staff led game or activity</b><br>Most cafeteria activities still open, stage generally closed by 5:00          |
| <b>5:15 – 5:40</b> | <b>Open gym</b><br><b>Quiet box activities in the cafeteria</b><br><b>Drawing, reading</b><br>Clean up of building toys, game cart, craft projects |
| <b>5:40</b>        | <b>To Little BEDP (room 013) for pick-up</b>   |
| <b>6:00</b>        | <b>Regular day is over</b>   |

### **Special Events and Programs**

- Gym Program with Dick Samaria (45 minutes for K/1, 45 minutes for grades 2-4) on Wednesdays.
- We have special programs and field trips on early release days.
- We have theme days throughout the year. Some from past years include: a snow day in spring, beach day (in winter), pajama party, Chinese New Year, Red Sox opening day at Fenway, the BEDP carnival and the Little BEDP (K/1) Royal Birthday Party.
- The K/1 annual penny drive to benefit Toys for Tots
- The 4<sup>th</sup> Grade “Goodbye Party”

### **After School Karate at BEDP**

BEDP sponsors an after school karate program, run by the Shorin Ryu Karate Academy of Waltham. There are generally three 10-week sessions in a school year. Families enroll their children and pay a fee which goes to Shorin Ryu. Enrollment forms for session one are available the second week of September. All grades and levels are welcome.

### **Homework Club**

Big BEDP (grades 2-4) has homework club Monday through Thursday. Families with children in Big BEDP will receive homework club enrollment forms at the beginning of the school year. Parents decide whether their children must participate in homework club. Children who are not enrolled as mandatory participants may choose to attend.

### **Other Activities**

In the past four years, BEDP has offered various extra optional classes for the children. These have been available at no extra charge to parents. Past offerings have included drama, yoga, gym programs and electrical engineering.

### **BASEP**

After school enrichment classes are sponsored by the Butler PTA during the school year. Enrollment in these activities is separate from BEDP. Families will receive information on the BASEP activities from their child’s classroom teacher. Many BEDP families have children attending enrichment activities. They generally run from 3:00 – 4:00. BEDP children return to BEDP at the conclusion of an activity or class. While a child is at a BASEP activity, he or she is the responsibility of the BASEP staff. All questions about BASEP, including availability of classes, dropping a class and payment for classes should be directed to the enrichment coordinator. There should be a link to this program on the Butler School website.