

# EXTENDED DAY MANUAL

2023-2024

## A SAFE PLACE TO GROW



**Landline: 203-261-8705**

**Voicemail/Cell (Cancellations/Changes/Drop In's): 203-650-3297**

**Email: [Extendedday139@gmail.com](mailto:Extendedday139@gmail.com)**

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## F.A.Q.

Here are some of the most frequently asked questions we get at Extended Day.  
All information can be found in this manual in greater detail.

**Parents are responsible for ALL information found inside this manual.**

**Q – If I forget to update dismissal manager for Ext Day, what will happen?**

A – We at Ext Day must go with the school’s policy of following dismissal manager, therefore if your child is listed as bus through dismissal manger they will be put on the bus. To avoid this, please make sure you update both Extended Day and the school of any last-minute changes.

**Q - If school is canceled, will I receive a credit?**

A - No. To ensure a low cost for *the Ext Day Program*, *Ext Day does not issue credits/refunds*. However, if during the school year there **are more than 5 school closings**, a general credit will be applied depending on each family’s schedule. Please see snow day credit info on page 8.

**Q - I registered my child for Monday through Friday PM care, does this mean my child is registered for the Half (Min) Days?**

A - No, half/minimum days are not included in the monthly schedule, and must be paid for separately. **YOU MAY NOT CALL THE VM LINE TO ADD CHILDREN ON HALF DAYS DUE TO MAX COUNTS!**

**Q- Does it matter how many times I pick up late, if I call ahead?**

A - Although calling ahead is appreciated and requested, we do have a “Late Pick-up Fee” that will be applied. See page 8. After the 3<sup>rd</sup> late pickup, Extended Day reserves the right to suspend your family’s participation.

**Q - Can I call and add my child for the same day? I.e., can my addition be a last-minute decision?**

A – Yes - if you are adding same day, you need to call the P&R office at (203)268-7200 by 2:00pm to add your child and **you have to notify the school office/update dismissal manager**. If it is not same day, you can call the Ext Day voicemail at (203)650-3297 and leave a message. Please note that if we are full and/or there is a problem with your request you will receive a phone call. **YOU MUST CALL THE P&R OFFICE TO ADD FOR MINIMUM DAYS, DUE TO RATIO’S.**

**Q- If I have a cancellation or time sensitive request, what procedure do I follow to make that cancellation/request?**

A – Please call in all cancellations or time sensitive requests to the Extended Day VM line (203) 650-3297. To ensure your request is received in a timely manner the voicemail line is the best and preferred option. If it is after 4:00 you may also call the Extended Day land line at (203) 261-8705.

**Q – Does Extended Day always close at 6:00?**

A – **NO**, on days before school breaks and holidays the Extended Day Program closes at **5:00PM! (11/17, 11/22, 12/22, 2/16, 4/12, and the last day).**

**Q – What if I sign up mid-way through a month for Extended Day?**

A – If signing up midway through the month you will be charged drop-in rates (\$14 AM/\$20 PM) until a new month begins.

**Q - What if a half day that I wish to register my child for is full?**

A – We strongly suggest registering for minimum days FAR in advance as these days tend to fill up. Also please keep in mind; registering for all minimum days is the most inexpensive option. If you wish to register and the day is full, you will be placed on a waitlist and notified as soon as a spot becomes available. Please note that most wait listed spots do not become available until the last minute so please have an alternate dismissal plan in place.

**Q – What do I do if I need to change my child’s schedule or remove him/her from the program?**

A – We require written/email notice **two weeks** prior to withdrawing your child/children from the program. Failure to do so will result in the charge of program fees for the two additional weeks from the date notice was given. **All changes to schedules or withdrawals must be approved by and come from the Director of Extended Day.**

**Q – Is it necessary to pre-pay for Extended Day?**

A – **We require families to pay at the time of registration for monthly set schedules but we also allow drop-ins.** We expect families to check their accounts frequently to be sure there are no outstanding balances. **If Outstanding balances are frequently occurring, without payment, Extended Day reserves the right to ask families to Pre-Pay for all Drop-ins.** Outstanding balances are emailed monthly, and you can always log in you MYREC to see your balance.

**Q – Whom do I speak with if I am unhappy with a situation at the program?**

A - On occasion, parents may have a concern or complaint related to an Extended Day Policy or incident. We kindly ask parents to please remain in a calm and respectful manner when speaking with our Extended Day staff. We ask that you speak to the Director away from the children. If further questions or concerns exist, then the next person in the chain of command should be contacted to aid in problem-solving. For the proper chain of command please see inside this manual under “Parent Complaint Procedure”.

**Q – What do I do if I no longer need a day that I registered for and want to swap with another day of the week?**

A – Extended Day only allows swapping of days during PT Conference Minimum Days. You must give 24 hours’ notice and swap days within the same week, IF SPACE IS AVAILABLE. There is no other swapping of days allowed.



*WELCOME* to the Easton Park & Recreation Extended Day Program! This program manual contains all of our program's policies and procedures. **Please create a family account at [www.eastonrec.com](http://www.eastonrec.com). New families must pay a \$50 Family Registration Fee before attending. Returning families please review/update your account as needed from last year.** Online registration, Child Information Sheet and Emergency Contact Form must be completed before your child can attend the program.

### *Mission Statement*

*Extended Day is a recreationally based program offering participants an affordable before and after school program for all attendees of Samuel Staples Elementary School. We offer participants the opportunity to spend their before and after school time in a safe and structured environment. Snack time and homework time will be offered, as well as numerous other recreational activities such as arts and crafts, sports, special guest entertainers, and much more!*

### **Location**

The program is held at Samuel Staples Elementary School in classroom #139. This room is located in the kindergarten hallway.

### **Time**

**Morning** – 7:00 am - 8:45 am (start of school) - Please note that staff is not allowed into the building until 7:00 am sharp, so please no early drop-offs.

**Afternoons** – 3:40 pm (end of school) - 6:00 pm\*\*

**\*\*PLEASE NOTE THAT ON THE FOLLOWING DAYS (BEFORE BREAKS AND HOLIDAYS) EXTENDED DAY WILL BE CLOSING AT 5:00PM UNLESS OTHERWISE STATED, 11/17, 11/22, 12/22, 2/16, 4/12, Last Day of School (TBD).**

### **Parent Responsibilities**

Parents of participants are responsible for the following:

1. Maintaining appropriate and timely payment of fees
2. **Contacting the site Director if your child will be absent**
3. Communicating your child's needs to the site Director
4. Picking up your child on time

## Registration

There is an one-time family registration fee of \$50 per family, (new families only).  
**Registration fees can be paid online or to the Extended Day Director.**

**The registration process consists of:**

- ✓ Reading the “Extended Day Manual” CAREFULLY & COMPLETELY.
- ✓ COMPLETELY fill out and return a HARD COPY of the following: (pg. 15)
  1. Emergency Contact Form.
  2. Behavioral Agreement.
  3. Child Information Sheet.
- ✓ Registering your family online at [www.eastonrec.com](http://www.eastonrec.com)

**(Please note: if you are a returning family, you must update ALL information).**

- ✓ Paying the registration fee of \$50, if applicable (New families only).
- ✓ Update Dismissal Manager through the SSES website.

We prefer that parents register their child for the entire month but understand that this isn't always possible. **Monthly registrations should be done online before the 1<sup>st</sup> of the month.** If not, your child will be considered a Drop-in and be charged as so. Single day (Drop-in) registrations can be done at any time throughout the month, but we encourage parents to register their child as soon as possible as *children who are not registered will not show up on the Extended Day rosters. This only delays the time of attendance as we have to call the office and verify your child's Dismissal Plan.*

## Registering for Individual Days/Drop-ins

**This cannot be done on the public side of the online system. You must call in your request to the Ext Day Cell at (203)650-3297 with as much notice as possible. \*For same day additions, the request must be called in by 2:00pm.\* Due to a new “Max Count” policy your child may be placed on the waitlist. If this happens, we will notify you via email as soon as a spot becomes available.**

## Disputed Charges

We do everything in our power to take care of drop-in charges in a timely and accurate manner, and expect families to check their accounts frequently to be sure there are no outstanding balances or questions on charges. If you have a dispute with a drop-in fee, it should be brought up in a timely fashion. **After 3 disputed charges, we reserve the right to ask families to pre-pay for drop-ins.**

**Outstanding Balances & Late Fee**

All balances must be paid by December 22, 2023 in order to register for the remainder of the school year. If balances are not paid, a \$25 late fee will be applied & your account will be temporarily suspended until payment is made. Please make sure all balances are paid in FULL by the end of May 2024. **During the month of June all balances must be paid in full and drop-ins are paid same day.**

**Monthly Program Fees: Options - AM, PM & Half/Min Days**

The prices below are for the 2023-2024 school year. Payment can be made online or at the Easton Park & Recreation office. Drop-in rates: \$15/\$10 am & \$20/\$15 pm.

		<b>5 Days</b>	<b>4 Days</b>	<b>3 Days</b>	<b>2 Days</b>	<b>1 Day</b>
<b>1<sup>st</sup> Child Rate</b>	<b>Before School</b>	<b>\$166</b>	<b>\$140</b>	<b>\$113</b>	<b>\$73</b>	<b>\$41</b>
	<b>After School</b>	<b>\$279</b>	<b>\$224</b>	<b>\$169</b>	<b>\$116</b>	<b>\$63</b>

		<b>5 Days</b>	<b>4 Days</b>	<b>3 Days</b>	<b>2 Days</b>	<b>1 Day</b>
<b>2<sup>nd</sup> + Child Rate</b>	<b>Before School</b>	<b>\$127</b>	<b>\$104</b>	<b>\$80</b>	<b>\$56</b>	<b>\$34</b>
	<b>After School</b>	<b>\$245</b>	<b>\$199</b>	<b>\$151</b>	<b>\$105</b>	<b>\$58</b>

**\*Half/Min Day Pricing: HALF DAYS ARE NOT INCLUDED IN MONTHLY FEE.**

<b>Full Year – \$240</b>	<b>Sept – Jan (4 days) \$88</b>	<b>Individual Days - \$25.00</b>	<b>Not Registered for Min Day - \$10 extra fee</b>
	<b>Feb – June (8 Days) \$176</b>		

**\*HALF DAYS ARE NOT INCLUDED IN MONTHLY FEE.**

### Credit and Refund Policy

There will be **NO CREDITS** given for any day that your child does not attend **Extended Day**. However, if during the school year there are **more than 5 inclement weather school closings**, a general credit will be applied, see chart below. **We require a phone call to the Extended Day Director to let us know if your child will not be attending. Please remember it is not the school's responsibility to contact us as we are a separate entity from SSES.** All calls must be made to the Extended Day Director at (203)650-3297 (this is a vm system, so phone calls can be made at any time) or (203)261-8705 during program hours.

### Inclement Weather Credits

<b>1-5 Days</b>	<b>6-9 Days</b>	<b>10+ Days</b>	<b>Min/Half Day</b>
No Credit	Missed Day Credit. 1 <sup>st</sup> child \$4am/\$6pm 2 <sup>nd</sup> child \$2am/\$4am	½ of Missed Day Credit 1 <sup>st</sup> child \$2am/\$3pm 2 <sup>nd</sup> child \$1am/\$2pm	\$9/child

### Swapping Minimum Day - PT Conference Week ONLY

Swapping days are allowed during Parent Teacher Conference weeks (if there is availability). **\*\*Please note**, 24 hours' notice is required and the "swap day" must be used within the same week for another Minimum Day PM.

### Missed Day Credits

When registering for months with school vacations, days off, or half days you will receive an automatic discount off the total cost of your payment.

**Missed Day Credit - 1<sup>st</sup> Child: \$5 am, \$7 pm, 2<sup>nd</sup> Child: \$3 am, \$5 pm**

### Search Procedure Policy

Whenever an addition and/or cancellation is not called in by 2pm that day, the following may occur.

**1<sup>st</sup> occurrence = email reminder**

**2<sup>nd</sup> occurrence (and each additional) = \$10.00 Fee Charged to Account**

### Late Pick-Ups

The Extended Day Program concludes at 6:00pm (**\*see below for days we close at 5:00pm**), and we ask that parents make every effort to pick up their child/children by that time. **Any child who is picked up after 6:00pm is considered a "late pick up" and will be charged a fee, \$10 for every 15 minutes starting at 6:00pm.**

**If you know that you are running late, out of courtesy to the Extended Day Staff, please call (203)261-8705 to notify us of your approximate arrival time. (cont.)**



***\*PLEASE NOTE – that on the following days, EXT DAY WILL BE CLOSING AT 5:00pm, 11/17, 11/22, 12/22, 2/16, 4/12, Last Day of School (TBD)***  
***Late fees for these days start at 5:00pm.***

### **Returned Checks**

If the Extended Day Program receives a returned check from the bank, an \$25 returned check fee, will automatically be assessed to your account. After 2 returned checks all remaining monthly payments for the school year must be made in cash.

### **Withdrawal of Child From Extended Day/Change of Schedule**

You must provide the Director of the Extended Day Program with written/email notice **two weeks** prior to withdrawing your child/children from the program. Failure to do so will result in the charge of program fees for the two additional weeks from the date the Director receives a written/email notice to withdraw the child. Please note, that two weeks written notice is also required to change your child's set schedule. **All changes to schedules or withdrawals must be approved by and come from the Director of Extended Day.**

### **Parental Complaint or Concern Procedure**

On occasion, parents may have a concern, complaint, suggestion, or request related to an Extended Day Policy. Parents are asked to speak with the Extended Day Director first. Many questions can be easily and completely answered by communicating directly with the Director in charge of the program. If further questions or concerns exist, then the next person in the chain of command should be contacted to aid in problem-solving. For the most effective communication, contact should be made in the following order:

- 1) Extended Day Director, Keysha Evans
- 2) Easton Park & Recreation Programmer, Lisa Farasciano
- 3) Easton Park & Recreation Director, Danielle Alves
- 4) Easton Park & Recreation Commission (monthly meetings are held on the Third Tuesday of the month @ 6:30PM at the Park & Rec office).



**Daily Drop-off/Pick-up Procedure** - Please note, our drop off/pick up system may change depending on current restrictions, we will keep you informed.

**EVERYDAY DROP-OFF/PICK-UP** – In the back of the school, kindergarten hallway. **Parents are NOT allowed in the building at drop-off or pick-up (No exceptions).**

- In the AM, please use the doorbell at the kindergarten hallway to announce your arrival, a staff member will then meet you at the door and escort your child down to Ext Day. Please make sure to meet a staff member at the door. You may not stay in your car.
- In the PM, please call the Extended Day classroom at (203)261-8705 upon your arrival. An Ext Day staff member will get your child and meet you at the door. For safety reasons, you must get out of your car and meet a staff member at the door. \*If you are having someone other than yourself pick-up your child, please contact Ext Day and give the person's name. They will be asked for ID upon arrival.

**Afternoon Dismissal Procedure – DISMISSAL MANAGER**

- If your child is attending Extended Day in the afternoon, they must be entered into the SSES school dismissal manager by 2:00pm. This is a policy of the school. School will announce for all Ext Day students to walk to the classroom at dismissal.
- **If children are not entered into the school dismissal manager, they are not permitted to attend the Extended Day Program.**
- If your child is attending any other P&R activity that is held at SSES the following procedure will apply ; at 3:40pm children are dismissed from their classrooms and go directly to the double doors by the big gym to begin their afternoon. An Extended Day staff member along with the instructor takes attendance and then dismisses to the registered activity. (i.e. Mad Science, Running, etc.).

**Please Note: *Children who leave Samuel Staples Elementary School property at dismissal are not permitted back to the Extended Day Program on that school day.***

## **SECURITY PROCEDURES AT EXTENDED DAY**

Notification is needed if someone other than those listed online will be picking up your child, and proper ID must be presented. **Drop-off after 8:30 AM or pick-up before 4:00 PM must use the front door entrance, due to the bus loop.**

## **Disruptive Behavior**

The Extended Day staff will do everything within reason to provide a positive experience for each child in the program. If at any time during the school year, your child's behavior interferes with the positive experience of the rest of the group, we must work together; the child, parents and the Extended Day staff to try to modify that behavior to better meet everyone's needs. The following is the procedure for dealing with disciplinary problems that may arise at Extended Day.

1<sup>st</sup> Offense – Verbal Warning

2<sup>nd</sup> Offense – Child will be asked to write a written description of the misbehavior which will be shared with parents and saved in the Extended Day file.

3<sup>rd</sup> Offense – Incident Report



- Several incident reports will result in a one-day suspension from the program.
- If an unacceptable behavior continues expulsion from the program may be necessary.

If our joint efforts fail and the negative behavior continues, the Director of Extended Day reserves the right to dismiss your child from the program for all or part of the remainder of the school year.



Please note, if a behavior is deemed extreme and/or causes an unsafe environment, the Director holds the right to suspend and/or dismiss a child from the program without going through the 3 stages.



## Extended Day Morning Schedule

Time	Activity
7:00 – 8:30 	Drop off any time after 7:00 am. <b>Breakfast* served 7:45-8:15 am.</b> Organized games, outside time (weather permitting), arts & crafts, last minute homework help. 
*Out of respect for our friends with allergies, <u>we are a Peanut Free Zone!</u>	
8:30 – 8:45	Clean Up Get School Things Together Dismissal

## Extended Day Afternoon Schedule

Time	Activity
<b>**3:40-4:00</b>	Attendance & Announcements
4:00 – 4:20	Outside / Gym Time
4:20 – 5:00	Snack Time Homework Time/Help Organized Activities
5:00 – 6:00 	Program Enrichment Outdoor/Free Play Arts & Crafts, Board Games 

**\*\***Please refrain from calling the Extended Day land line between **3:40 pm – 4:00 pm**, as this is dismissal time for the children. Unless it is an emergency situation, please wait until after 4:00 pm to call in.

### Special Events for Minimum Days

**Minimum days must be paid for separately and are not part of the monthly fee.**

Our monthly newsletter will have any program updates and information about special events. We have had many different in-house performers such as jugglers, magicians, etc. These activities are behavior based and if your child does not follow the policies discussed in the behavioral agreement, they will not be allowed to participate. Special events are included in the Minimum Day rate. **If your child is not registered therefore is not on the roster for an Ext Day Min/Half Day, you will be charged an extra \$10.00 fee. The total for the day will be \$35.00.**

### Illness Policy & Administration of Epi-pens/Sunscreen

**If your child is not feeling well in the morning, please observe them closely before sending them to school and risking the health of other children.**

- ✓ **If at any time you feel your child is experiencing any signs of illness, we do ask that you keep them home from the program.**
- ✓ **In the event of chicken pox, strep throat, mumps, conjunctivitis, or other communicable diseases, parents must notify the Extended Day Director. Children may not return to the program until a physician confirms in writing that all contagious conditions have cleared.**
- ✓ **In the event a child contracts head lice, the Extended Day Director must be notified immediately. The child may return to the program when medication has been administered, the child has been examined by the school nurse and no live lice are found on the child.**
- ✓ **The Extended Day Director will only administer Epi-pens with a current Park & Recreation Extended Day permission form, signed by **both the doctor and parent** giving the Extended Day Director permission. Parents must deliver the Epi-pen to the Extended Day Director in its original container with the child's name on the prescription label.**
- ✓ **You may deliver a container of spray sunscreen, clearly and permanently labeled with your child's name to the Extended Day Director. Do not send it in your child's backpack or by any other means. Before going outside the Director will monitor the child distributing the sunscreen on their own skin.**

### Communication

Throughout the school year, we will be sending important information home via email including newsletters, program receipts and other important information through our email account at [www.eastonrec.com](http://www.eastonrec.com). **Please note time sensitive information should not be emailed but called into the Extended Day voicemail line at (203) 650-3297.**

### Snow Days, Early Dismissals and Late Openings

- On days when school is closed Extended Day is closed.
- Early dismissals due to inclement weather, Extended Day ***will not*** remain open. Please be sure to have an alternate dismissal plan for your child.
- On late opening mornings, Extended Day will run on a sliding schedule. I.e. if there is an hour and a half delay and school begins at 10:25am, Extended Day begins at 8:30am.
- **Please see page 8 for inclement weather day credit info.**

### Weather & Going Outside

The staff and children of Extended Day always try to take full advantage of outside time, weather permitting. In order to provide a safe and fun environment we need the parent's cooperation.

- Please be sure your child is dressed appropriately for the current weather conditions, i.e., coat/gloves or shorts/t-shirts/sneakers if necessary.
- **Also please be sure ALL of your child's accessories are labeled!**

### Lost and Found

Extended Day Lost and Found is located right outside our room. Please feel free to check periodically for any lost items. Please note that at the end of each week, our Lost and Found will be combined with the schools main Lost and Found.

### Photography Usage

Photographs may be taken of your child/children, which may be used in Park & Recreation bulletins, brochures, newsletters, P&R's Facebook page, and local newspaper articles. If you **DO NOT** want photographs taken, you must notify Extended Day by sending an email to the Extended Day email at [extendedday139@gmail.com](mailto:extendedday139@gmail.com).

*Thank you for being part of our Extended Day Family!*



## Extended Day - In Case of Emergency Contact Form

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies/Medical Condition: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Authorized Pickup:** \_\_\_\_\_

## Getting to Know You!

Please fill out with your child so that we can learn more about them.

1. I Like to: \_\_\_\_\_
2. I do not like: \_\_\_\_\_
3. When I'm upset, to calm down I like to: \_\_\_\_\_
4. My favorite activities are: \_\_\_\_\_
5. One fun fact about me: \_\_\_\_\_

**Behavioral Agreement** (Please read with your child and have then place a check after each expectation then sign below)

1. Be kind, polite and courteous to others. The Golden Rule! \_\_\_\_
2. Keep your hands and feet to yourself. \_\_\_\_
3. **Be respectful** of classmates, teachers, and property. \_\_\_\_
4. Listen to the teacher and classmates, and follow directions. \_\_\_\_
5. Be honest. Tell the truth the first time. \_\_\_\_
6. Always ask permission to leave the classroom, gym, or group. \_\_\_\_



Childs signature \_\_\_\_\_ Parents signature \_\_\_\_\_

Register today at [www.eastonrec.com](http://www.eastonrec.com)!



Easton Park & Recreation

652 Morehouse Rd

Easton, CT 06612

P: (203) 268-7200

Ext Day Classroom: (203)261-8705

Ext Day Cell: (203)650-3297