



Northborough Extended Day Programs, Inc.

POLICIES and PROCEDURES 2011 – 2012

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Dear Parents/Guardians,

Welcome to the Northborough Extended Day Program (NEDP). Our private, non – profit organization provides After School Care for children in Kindergarten through Grade 5 in each of the four elementary schools and presently Before School Care at Lincoln Street and Peaslee Schools for the 2011 - 2012 school year.

NEDP has been in operation since September, 1987 and is governed by the NEDP, Inc. Board of Directors, which is comprised of dedicated parents and community members. NEDP provides care for approximately 200 children and serves an important need for parents in the community who may be working or seeking a social and play environment for their school-aged child.

Our programs are licensed by the Massachusetts Department of Early Education and Care (EEC). Parents may contact EEC for a licensing history. Our staff is chosen for their knowledge and experience in working with elementary school aged children. Staff is trained in CPR, First Aid and participates in educational trainings throughout the school year to enhance all aspects of the programming.

The NEDP programs provide a supervised safe and nurturing environment where children can socialize with their peers, engage in fun and enriching activities and participate in recreational programming. In addition, time is set aside each day for children to do their homework. Meeting the needs of children during out of school time affords parents and guardians “peace of mind” knowing that their child is being well cared for.

We strive for excellence in providing positive experiences within all aspects of our organization. We place a high value on communication to ensure the success of our family participants. We welcome and value your input as we continue to provide our community with the highest quality school aged before and after school childcare.

This handbook includes information regarding the policies and procedures for the NEDP programs. We require parents/guardians to read the handbook, sign the acknowledgement form and return it to the program Site Coordinator. Should you have questions or need further clarification, please do not hesitate to address this with the program Site Coordinator or the Co-Executive Directors of NEDP, Inc.

We look forward to continuing the valuable service we provide and the relationships that are formed with the families that support NEDP.

Sincerely,

Lois Kirk and Cindee Morin
Co-Executive Directors, NEDP, Inc.

ADMINISTRATIVE INFORMATION AND SITE LOCATIONS

CO-EXECUTIVE DIRECTORS:
FINANCE MANAGER:

LOIS KIRK and CINDEE MORIN
KELLY MCDONOUGH

ADMINISTRATIVE OFFICE:

Northborough Extended Day Programs, Inc.
Town Hall, 63 Main Street
Northborough, MA 01532
508-393-7020; Fax 508-393-6711

Department Website:

www.town.northborough.ma.us, click on Town Depts.
and NEDP

E-mail Addresses:

lkirk@town.northborough.ma.us
cmorin@town.northborough.ma.us
kmcdonough@town.northborough.ma.us

Northborough Extended Day Programs, Inc. Board Of Directors

President: Christine Gagne
Treasurer: Steven Haberman
Clerk: Dennis Maher
Board Member: Rose Di Benedetto

NEDP SITE LOCATIONS AND HOURS OF OPERATION

Lincoln Street School 76 Lincoln Street Northborough, MA 01532	508-393-3441	Site Coordinator: Before School: After School:	Dianne Prentiss 7:00am – Start of School 3:10pm – 6:00pm
Peaslee School 31 Maple Street Northborough, MA 01532	508-393-0090	Site Coordinator: Before School: After School:	Victor Navedo 7:00am – Start of School 3:10pm – 6:00pm
Proctor School 26 Jefferson Road Northborough, MA 01532	508-393-7932	Site Coordinator: After School:	Matthew Haranas 2:50pm – 6:00pm
ZEH School 33 Howard Street Northborough, MA 01532	508-393-8427	Site Coordinator: After School:	Alissa Sefton 2:50pm – 6:00pm

NEDP APPLICATION INFORMATION can be found on our website: www.town.northborough.ma.us
(Click on Town Dept. and NEDP)

MASS. DEPT. OF EARLY EDUCATION & CARE (EEC):
9 Walnut St., Worcester, MA 01608

Tammy MacIlvaane
508-798-5180 X 215

Northborough Extended Day Programs, Inc. is an affiliated agency of the United Way of Tri-County.

NEDP, INC. MISSION STATEMENT

The mission of Northborough Extended Day Programs, Inc. is to provide high quality before and after school programs, nurture growth and development of children, and support families and caregivers in their parenting roles. NEDP, Inc. supports our community to better understand the importance and value of constructive “out of school time” for Northborough’s school age population.

PROGRAM PHILOSOPHY

Children between the ages of 5 and 11 experience differences in their developmental stages. As a child grows and matures, their interests and abilities change. There is a common thread that links the various ages and that is the child’s need to play.

At NEDP we believe that *a child’s work is their play* and through play children learn about themselves, others and the world around them. We believe that by providing an enriching environment, children are afforded opportunities to help create their own curriculum. Through their use of fantasy and imagination, children develop and progress towards mastery of social skills, language and communication skills; while increasing their physical and cognitive development. Play is an important aspect of a child’s day not only for the learning that occurs but also for the total enjoyment that is felt when the child develops a sense of control of their environment and the feelings of competence that is ultimately gained.

GOALS AND OBJECTIVES

The goal of the NEDP is to provide a stimulating, safe and nurturing before and after school care program for children in grades K-5 that respects the integrity and individuality of each child. We are committed to the development of the “whole” child by building a community that cares for and nurtures children emotionally, provides an enriching environment that stimulates and challenges children educationally and teaches values that provide the opportunities for social development.

The various organized activities meet each child’s needs for recreation, cultural enrichment, cooperative play and social learning. There are opportunities for teacher led as well as child initiated activities. Our programs are designed to offer children highly interactive, engaging activities that stress skills acquisition, problem solving, exposure to new experiences and significant relationships with their peers and caring adults.

With the increased awareness of the childhood obesity issue, NEDP, Inc. is committed to address this community concern within our programs by providing an educational component, the CATCH (Coordinated Approach to Child Health) Kids Club. Children at NEDP participate in structured and unstructured physical activities and nutrition education.

Our staff members are mature, highly trained and chosen for their experience, creativity and sensitivity to the needs of children. They are present to attend to individual needs, lead activities and facilitate each child's physical, emotional and social growth. All NEDP staff meets the Department of Early Education & Care (EEC) requirements.

STATEMENT OF NON-DISCRIMINATION

The NEDP shall not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, special needs, sexual orientation or disability. Reasonable accommodations will be made according to state and federal guidelines.

TUITION INFORMATION

Most funding for the NEDP comes from tuition payments. Tuition pays for staff salaries, snacks, supplies, trips and activities, and staff training. NEDP, Inc. rents the space used by the programs from the Northborough School Department. NEDP, Inc. and the Town of Northborough have a written Memorandum of Understanding which includes a fee that is paid to the Town for shared administrative office space in the Town Offices. **Tuition is divided into 10 monthly payments based on the current Northborough public school calendar.**

The following are the tuition rates for 2011 - 2012:

2011 – 2012 Monthly Child Care Fees

<i>PROGRAM</i>	5 Days/Week	4 Days/Week	3 Days/Week	2 Days/Week	1 Day/Week	Drop In
<i>After School</i>	\$354/Month	\$312/Month	\$245/Month	\$170/Month	\$88/Month	Not Available
<i>Before School</i>	\$150/Month	\$132/Month	\$104/Month	\$72/Month	\$37/Month	\$10.00/Day

There is a 10% discount on each additional sibling

Drop in care for Before School Program ONLY - \$10.00/Day (child must be registered prior to first drop in).

TUITION PAYMENT SCHEDULE

Invoice Mailed to Parents	Payment Due to NEDP, Inc.	Payment Applies to
Mid July 2011	August 1, 2011	June 2012-Deposit
Mid August 2011	September 1, 2011	September 2011
Mid September 2011	October 1, 2011	October 2011
Mid October 2011	November 1, 2011	November 2011
Mid November 2011	December 1, 2011	December 2011
Mid December 2011	January 1, 2012	January 2012
Mid January 2012	February 1, 2012	February 2012
Mid February 2012	March 1, 2012	March 2012
Mid March 2012	April 1, 2012	April 2012
Mid April 2012	May 1, 2012	May 2012

Child care invoices will be mailed or e-mailed to parents early each month from July 2011 through April 2012.

Payments are due to NEDP, Inc. on the first of the month from August 2011 through May 2012.

The payment due on August 1, 2011 will be a deposit held as your June payment.

Parents/Guardians who **reduce the number of days** after October 1, 2011 will forfeit a portion of the June deposit. Parents/Guardians who **withdraw** after October 1, 2011 will forfeit all of the June deposit. The remaining other nine payments are due on the first of the month for that month.

You may drop your tuition payment at the NEDP site in the metal collection box on the parent table, mail tuition payment to: NEDP, INC. 63 Main Street, Northborough, MA 01532 or drop in the Town Offices drop box on the side of the building.

Tuition Payments

For parent's/guardian's convenience, **monthly invoices with tuition information** are either e-mailed (per parent/guardian request on the application form) or mailed to your home each month and **should be submitted with each payment**. Checks should be made payable to NEDP, INC. (Northborough Extended Day Programs, Inc.). A \$7.00 fee will be charged for checks returned by the bank. Please note that no refunds or credits are given for holidays, vacations, snow days, or occasional absences.

Admission After The School Year Starts

If entering the program during the school year, tuition will be assessed by the time of the month your child enters the program. If the date of admission is within the first 15 days of the month, the full month tuition will be due. If the date of admission is the 16th of the month or after, half-month tuition will be due. ***To make your account current according to our tuition payment schedule you will also need to include payment for June's deposit.***

Financial Aid

Financial Aid is available to families who complete a financial aid application, provide all documentation required with this application and qualify within the guidelines of the Department of Early Education and Care (EEC) Parent Co-Payment Table. Applications for financial aid are treated with the utmost respect and confidentiality for all involved. Applications are available at the NEDP, Inc. Administrative Office.

SCHEDULING ACCOMMODATIONS

Temporary Schedule Changes

To accommodate an occasional change in a parent's/guardian's work or travel schedule, conflicts, emergencies, etc., a child may attend NEDP on a day not originally enrolled for an additional \$25 per day, if there is available space. The extra day fee adjustment will be reflected in your next month's invoice. The parent/guardian must fill out the **Extra Day Request Form** and submit it to the Site Coordinator at least 24 hours in advance. You will be notified by the Site Coordinator if your request is approved or denied. The program will not be able to accommodate children who arrive at the program without the Extra Day Request Form approval. Forms are available at the program site or a copy may be downloaded from our website at www.town.northborough.ma.us; click on Town Departments and NEDP.

Permanent Schedule Changes

Withdrawal/Reduction of Days:

A “**Schedule Change Request**” form must be received on or before the first day of the month to be effective on the first day of the following month. ***Failure to provide the proper one month’s notice will mean you are financially responsible for your original payment for that given month.*** For example, if you are withdrawing on December 1, 2011, NEDP Administration Office must receive your schedule change request by November 1, 2011.

Please note: Parents/Guardians who withdraw from the program after October 1, 2011 will forfeit the entire June deposit. Parent/Guardians who reduce days after October 1, 2011 will forfeit a portion of the June deposit.

Adding Days:

Increase in days can happen within 24 hours if there is space available. For any changes occurring after the first day of any given month, a \$25.00 per day charge for after school care and a \$10.00 per day charge for before school care will be added for the additional days your child attends during that month of change. ***Your June deposit will also be increased to reflect your added days.*** All tuition adjustments will be reflected in your next month’s invoice.

It is the responsibility of the parent/guardian to submit the schedule change request form to the NEDP, Inc. Administrative Office for approval on or before the first day of the month. For your convenience schedule change request forms may be faxed to the administrative office at (508) 393-6711 with a follow up call to confirm receipt of fax to (508) 393-7020.

You may pick-up a schedule change request form at the program site or download a copy on www.town.northborough.ma.us click on Town Departments and NEDP.

Parents/Guardians must notify your child’s teacher and school of all schedule changes.

WAIT LIST

A wait list is available on a first come, first served basis. Families currently registered in the NEDP who request additional days or want to change days will also be added to the wait list if immediate spaces are not available. Parents will be notified as soon as spaces become available. Parents must respond within 24 hours to confirm the space. If confirmation of the space is not received within 24 hours of the notification, the space will be offered to the next person on the wait list.

PROGRAM FEES

Registration Fee

There is a \$40 non-refundable registration fee for the Before and After School application. There is a \$20 non-refundable registration fee for the Before School Care ONLY application.

Late Pick-up Fees

Late fees will be charged for children who are picked up after 6:00pm according to the school's clocks. Any parent who does not adhere to the policy will be charged a late pick-up fee as stated below:

Late Pick-Up: Parents/guardians will be charged **\$10.00 per child for the first five minutes and \$1.00 per child per minute from 6:06pm on.**

As of 6:00pm parents/guardians will be charged this fee regardless of the circumstances of the late pick-up. When you do arrive late, staff will give you a late pick-up form that you are required to sign and return to them. **The late pick-up fee will be added to your next tuition invoice.**

If you realize you are going to be late, please call NEDP to alleviate any anxiety your child or the staff may have. If you have not contacted NEDP by 6:15 PM, an emergency contact person will be called to pick-up your child. It is always a good idea to have a back-up person who is able to pick-up your child in the event you are running late. **NEDP staff is not permitted to transport your child from the program.**

In the event that no one is available to pick-up your child, the situation will be reported to the Northborough Police Department who will intervene as needed. **This late pick-up policy will strictly be enforced.**

Search Call Fees (for Unreported Absences)

Your child's safety is our main concern. When a child does not arrive at the program on his/her scheduled day without prior notification from parents/guardians, this is considered a safety issue. **Parents/Guardians of participants in the NEDP are required to call the program no later than 2:30 PM** of that day to report an absence due to: illness, parent pick-up, leaving school early due to illness, a doctor's appointment, play date, vacation, etc. If staff searches for your child, you will be charged a fee that will appear on your next tuition invoice.

Search Call Fees: **First Search:** You will be charged \$5.00
 Subsequent Searches: You will be charged \$10.00 for the second, \$15.00 for the third, \$20.00 for the fourth and \$25.00 for the fifth no call, and so on.

If staff searches for your child a fifth time, you will receive a phone call suspending your child from the program beginning the next day. The suspension will continue until you meet with the Co-Executive Directors to discuss and resolve the situation.

Please be aware that the schools are not responsible for informing NEDP of the absence of your child.

For your convenience, a message may be left on the answering machine anytime prior to 2:30 PM.

Lincoln Street School 508-393-3441

Procter School 508-393-7932

Peaslee School 508-393-0090

Zeh School 508-393-8427

Credit will not be given for occasional absences. If a child is absent for an extended period of time due to illness, a conference will be held with the parents/guardians and Co-Executive Directors to make necessary programming arrangements

Late Tuition Fee

Tuition is due on the first of every month for the next month, if your payment is received 10 or more days after the due date a \$25.00 late fee will be charged to your account. This charge will be reflected on your next monthly invoice.

If tuition payment cannot be made, the parents/guardians must call our Finance Manager, Kelly McDonough, at 508-393-7020 to discuss the situation and payment options. **Failure to respond and/or adhere to the options agreed upon will result in the child's suspension from the program, which will occur on the eleventh day of each month.** The child may return to the program once all financial obligations have been met. A child's space will be held for one week only. After one week, readmission to the program will be contingent upon availability of the space.

Before School Drop-In Fee

There is a \$10 per day drop-in fee for any parent/guardian registered for before school drop-in care. All drop-in fees for any given month will be reflected in your next monthly invoice.

Vacation Week Fee

There is an additional fee for the two vacation weeks that are offered, February and April vacation. The fee is \$260 per week, per child. There is no sibling discount for vacation weeks. Vacation weeks require a separate sign-up form that will be available at the start of the academic year.

Early Release Day Fee

NEDP is open on the three early release days scheduled for parent/teacher conferences. There is a separate fee of \$25.00 per day, per child in addition to the monthly tuition. All early release day program fees will be reflected in your next monthly invoice.

Return Check Fee

There is a \$7.00 fee for any returned checks for insufficient funds.

ACADEMIC YEAR SCHEDULE

The NEDP follows the Northborough Public Elementary School calendar. The program opens the first day of school for Grades 1-5 and the second day of school for Kindergarten children. NEDP closes on the last full day of school. We are open for Before School ONLY on the last day of school, which is a half day. We are open only on days when school is in session including three early release days for parent/teacher conferences. We are closed on legal holidays, snow days, professional development days, the December school vacation and half days before Thanksgiving and December vacation.

Professional Development Days

All NEDP staff are required by the Department of Early Education and Care (EEC) to complete a certain number of training hours per calendar year. For this reason NEDP, Inc. provides trainings on professional development days as well.

THEREFORE, NEDP DOES NOT OFFER CARE ON THE FOLLOWING PROFESSIONAL DEVELOPMENT DAYS:

Monday, November 28, 2011
Tuesday, January 17, 2012
Friday, March 16, 2012

Early Release Days

NEDP offers extended care on the early release days scheduled for Parent/Teacher Conferences for regularly scheduled children only. The program operates from 11:30 AM to 6 PM. Early release days have a separate fee of \$25.00 per day in addition to the monthly tuition.

A sign up sheet will be available at each program site during the half-day month. Parents must sign their child up in order for them to attend even though he/she ordinarily attends that day. The \$25.00 fee will be added to the following months invoice. Cancellations made on that day will not be credited.

Field trips may be planned for the early release day. Information regarding the field trip and permission slips will be available prior to that day.

Children are required to bring a bag lunch with a beverage, unless otherwise specified.

Early Release Days Schedule for the 2011-2012 academic year are as follows:

Tuesday, November 1, 2011
Thursday, November 3, 2011
Wednesday, March 14, 2012

Vacation Weeks

February and April vacation programs are held for four days (closed on President's Day and Patriot's Day) at one of the program sites and encompass participants from all sites for an additional \$260 per week. **Due to the limited space for these programs, sign up for both weeks will begin on September 1, 2011 on a first come first served enrollment.** You will be notified in January 2012 to confirm February vacation enrollment and in March 2012 to confirm April vacation enrollment.

Vacation Weeks Schedule for the 2011 – 2012 Academic Year are as follows:

Friday, December 23, 2011 – Monday, January 1, 2012
NEDP is closed for the winter break

Monday, February 20, 2012 - Friday, February 24, 2012
(NEDP February Vacation Week available 2/21 – 2/24)

Monday, April 16, 2012 – Friday, April 20, 2012
(NEDP April Vacation Week available 4/17 – 4/20)

The February and April vacation weeks operate from 8am – 6pm. Staff will not accept children prior to 8am.

PARENT/GUARDIAN INFORMATION, RIGHTS AND RESPONSIBILITIES

Registration Information

Prior to a child being enrolled in the NEDP, the parent/guardian and child will meet with the Site Coordinator at the program site. The meeting will provide the necessary registration information, review of the program and to familiarize the child with the program surroundings and staff.

The following information is required at the time of admission:

1. Application along with the non-refundable Registration Fee
2. Background information
3. Permission for emergency medical cares and first aid
4. Permission for photographs
5. Current photograph
6. Transportation consent
7. Verification of current health records on file at school

A **non-refundable** fee of \$40 is required upon receipt of your child's After School registration form.

A **non-refundable** fee of \$20 is required with your child's Before School **ONLY** registration form. (This \$20 fee will be refunded if the before school program does not operate).

Parents will receive this NEDP Policy and Procedures Handbook at the open house prior to school opening or will find it in their child's folder. **Parents/Guardians are required to sign, date and return the acknowledgement form on the last page of this handbook indicating that the Parent Handbook has been received.**

Notes To Classroom Teachers

Parents/guardians must send a note to the child's teacher at the beginning of the school year informing him/her of the days the child attends NEDP. The teacher will abide by that information specifically. **The teacher is not responsible for notifying NEDP of your child's daily attendance.** If a child has a change of plans (i.e. doctor appointment, plans to visit a friend or a change in participation in the NEDP), a dated note must be sent to your child's teacher and another note/phone message to NEDP so that your child can be directed accordingly at the end of the day. **Parents/guardians must call NEDP if their child is going to be absent at anytime.**

Absence Notification

Parents/guardians are responsible for notifying NEDP of their child's absence from the program. For your convenience, a message may be left on the answering machine anytime prior to 2:30 PM.

Lincoln Street School 508-393-3441
Peaslee School 508-393-0090

Procter School 508-393-7932
Zeh School 508-393-8427

Your Child's Record

Information contained in your child's record is privileged and confidential. The program staff may not distribute or release information in your child's record to anyone not related to implementing the program plan for your child without written consent. The parent/guardian will be notified if your child's record is subpoenaed for any reason.

Access to the record:

Access to information in a child's file will be limited to authorized staff and will not be released without written permission from the parent/guardian concerned. Parents/guardians will have access to their child's records no later than two business days after a request.

Amending the record:

A parent/guardian has the right to add information, comments, data or any other relevant materials to the child's record.

Deleting or amending information in the child's record:

If a parent/guardian requests deletion or amendment of any information contained in the child's record, the parent/guardian must have a conference with the Co-Executive Directors to detail his/her specific request. The parent/guardian must document why adding information is not adequate to clarify or correct material in the child's folder. Following this discussion, the Co-Executive Directors will have one week to render a written decision regarding deletion or amendment of information and state the reasons for the decision. If the decision is in favor of the parent/guardian, steps will be taken immediately to put the decision into effect.

Parent/Guardian Communication And Involvement

The NEDP values the partnership and relationships that are developed between the staff and the parents/guardians. We feel that our communication with you concerning information about your child is a key component in providing the best possible care.

The staff of the NEDP is committed to open communication with parents/guardians. Parents/guardians or staff may initiate conferences, on an as needed basis, when either believes that an in-depth discussion of a child in the program would be helpful. In addition, NEDP has an "open door" policy and parents are welcome to visit the NEDP at any time.

During the program year parents/guardians are encouraged to share their thoughts relating to programming ideas, behavior management, our organization's policies etc. Each program has a Suggestion Box located on the parent table for your comments. Once a year, a program evaluation is available to each family so that you

can offer feedback about the program's strengths and areas for improvement and any other suggestions you may have.

There are opportunities for parent/guardian involvement including attending parent/guardian events, potluck suppers, parenting workshops, fund-raising and volunteering of their time, talents and resources with the children. Parents/guardians receive a monthly newsletter with program information, resources and areas of interest.

Line Of Authority For Parental Complaints And Concerns

If a parent/guardian and/or child have a complaint about a staff person or a program issue, the parent/guardian should bring the matter to the attention of the Site Coordinator. Complaints or concerns are taken very seriously whether they are of a mild or a serious nature. Should the parent/guardian be unsatisfied with the response of the Site Coordinator, the parent/guardian should file a complaint with the Co-Executive Directors. The Co-Executive Directors will investigate the concern within 24 hours. The Co-Executive Directors will contact the parent/guardian by phone or in person within one week in order to resolve the complaint or concern. If the matter continues to be unresolved, parents may appeal to the President of the Northborough Extended Day Programs, Inc. Board who will convene a special subcommittee to respond to the complaint/concern.

NEDP'S RESPONSIBILITIES TO THE PROGRAM

Providing Information to the Department of Early Education and Care (EEC)

It is the responsibility of the licensee (the Co-Executive Directors of NEDP, Inc) to make available to Department of Education and Care any information that is required to be maintained under the EEC regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records.

Reporting Abuse and Neglect

All NEDP staff are mandated reporters. They are required by law to report suspected abuse and neglect to the Department of Children and Family (DCF). Please refer to the complete Abuse and Neglect Policy provided in this parent handbook.

Notification of Injury

Program staff must notify you immediately of any injury which requires emergency care. You will be notified verbally, at the time of pick up, of any first aid treatment given your child. Parents/Guardians will receive, within 24 hours, written documentation of the injury and treatment.

Availability of the EEC Regulations

A copy of the "Standards for the Licensure of Group Day Care and School Age Child Care Programs" is available upon request. If you have questions concerning any of the regulations or would like to review the regulations, please see the program Site Coordinator. Parents/Guardians can contact EEC for a licensing history of NEDP. Please refer to page 4 for the contact number.

Availability of the Health Care Policy

A copy of the Health Care Agreement and Policy will be furnished upon request. Please see the program Site Coordinator for a copy of the policy.

YOUR CHILD AT NEDP

Child's Arrival

Before School

The viability of NEDP to offer before school care at any of the four elementary schools is dependent on enrollment numbers. Parents/Guardians have the option to participate in a regular schedule of days or Drop-in Only. NEDP presently operates before school programs at the Lincoln Street and Peaslee Schools. If enrollment numbers warrant the opening of programs at the Proctor or Zeh Schools, parents/guardians will be notified.

The Before School program opens at 7:00 am. Parents/Guardians are required to sign their child in on the sign-in sheet. During program time children may be engaged in quiet games, reading, homework or free choice play. Children are dismissed and released to the school personnel as soon as the other children arrive.

Before School care is available only on days when school is in session. The programs begin the first day of schools for grades 1-5 and on the second day of school for kindergarten children. The programs close on the last day of school in June, which is a half day.

The programs do not meet on school holidays, snow days, February and April Vacations weeks.

After School

Children are dismissed from their classroom and are required to come directly to the cafeteria. For the safety of the children, attendance is taken as soon as each child arrives. For the first few months of the program, Kindergarten children are escorted from their classroom by NEDP staff.

If your child is participating in an activity that is taking place at the school (i.e. Brownies, Cub Scouts, etc.) during program hours, your child is expected to check in with NEDP staff and wait for the authorized adult to sign him/her out and escort him/her to the activity site. At the completion of the activity the authorized adult will escort him/her back to NEDP and sign him/her in. If the staff are not in the cafeteria, the adult will escort the child to the changed location i.e. outdoors or gym.

If your child is attending an activity away from the program site, the parent/guardian must arrange transportation. NEDP is not responsible for a child while they are participating in another activity, either away from or on school property, even though they are enrolled for that day with NEDP.

Parents/guardians must complete a **Consent for Child to Leave the Program** form (available on the NEDP website or at the program site) prior to the start of any approved outside activity letting NEDP staff know:

- 1. Who will be signing the child out/in**
- 2. When, where and the time the activity takes place**
- 3. Method of transportation**
- 4. What time the child will be arriving at NEDP**
- 5. Starting and ending date of the activity**

It is the parent's/guardian's responsibility to keep staff informed of any changes.

DAILY SCHEDULE

The following is a general schedule of the day at NEDP. The Site Coordinator at the individual program sites can provide you with the schedule of their particular program

Before School:

7:00am - Start of School Children may be engaged in quiet games/reading/homework/free choice play. A special activity may be set up for the children to engage in. Children are dismissed to the school faculty either outside or to their classroom.

After School:

2:30 – 2:45 Staff preparation time (Proctor and Zeh Schools)
2:45 – 3:00 Staff preparation time (Lincoln Street and Peaslee Schools)
2:45 – 3:15 Children check in, free play time
3:30 – 3:45 Snack time
3:45 – 5:30 Group Activities (choices)/Special project options
5:30 – 6:00 Quiet games and projects, and clean up – PARENTS/GUARDIANS SIGN
CHILDREN OUT
6:00 pm Program Closed

Additional programming information:

- A half hour homework/quiet activity is scheduled Monday – Thursday.
- A 30 minute CATCH Kids Club **structured** physical activity is planned for a minimum of two days per week
- A minimum of 30 minutes of **unstructured** physical activity is planned for gym time or outdoor play
- A minimum of once a month will be devoted to a CATCH Kids Club Nutrition education lesson

SIGN-OUT and AUTHORIZATION FOR CHILD PICK-UP

At the end of each day, children may leave the program only after parents or authorized persons have signed them out on the provided form. Once children have been signed out, they become the responsibility of their parents. **Children will only be released to persons other than the parents/guardians if they have been designated to do so on the registration form and the program has been notified by phone or in writing.** If there is a change, parents must notify staff by phone or in writing prior to the child being picked up. When a child returns to NEDP after an outside activity, the child must be SIGNED IN on the sign-out sheet by the adult bringing the child back with the return time noted.

The staff at NEDP are not, and cannot, be authorized to sign a child in or out of the program at any time. Also, your child can not be released to any school faculty without written or telephone permission from the parent/guardian. When permission has been granted, the school faculty must sign your child in and out from the program. NEDP is not responsible for the child while signed out to school faculty.

Your child will not be released to any unauthorized person without written or telephone instruction. In the event that there is no instruction and a parent/guardian cannot be reached to verify the unauthorized person, the staff will contact the people on the authorized or emergency list in the child's file. In the event that no one is available for pick up, the situation will be reported to the Northborough Police Department who will intervene as needed. The notification to the Police Department is not to request transportation but to relay information that might be critical in relation to the welfare of the child.

Your child will not be released from the program to anyone under the age of 16. No child will be released to a person who is suspected of being under the influence of drugs or alcohol. In the event an NEDP, Inc. staff person suspects a parent/guardian is under the influence of drugs or alcohol, or in another way appears incapacitated to drive, the staff person will not release the child to the driver. The staff person will call the alternate authorized persons from the emergency list in the child’s file and the Northborough Police Department will be notified.

Should there be a restraining order in place for a specific person(s); the program will need a copy of the court document in order to comply. If we do not know an authorized person, we will check the driver’s license.

CHILD’S PROGRESS REPORT

Staff are now required to provide parents/guardians with a progress report of their child annually and must offer parents/guardians a conference to discuss the contents of the report. The parents/guardians will receive a copy of the report and a copy will be retained in the child’s folder. You can expect this progress report mid year. It will be the decision of the parents/guardians as to whether or not you would like to schedule a conference time with the Site Coordinator to discuss the report.

SNACKS

In keeping with our commitment to make a positive contribution to the children’s diets and health, snacks served during the NEDP day will place emphasis on serving fruits and vegetables, whole grains and low-fat dairy products as the primary snack and water as the primary beverage. Juices offered will be 100% fruit juice and milk will be 1% or non-fat. A snack menu is posted at each program so that parents/guardians are informed as to the additional nutritious options made available. Parents/guardians may send a nutritious snack as an alternative with their child.

The education component of the CATCH Kids Club Nutrition program that is offered aims to equip the children with the knowledge, self –efficacy and intentions to make healthy dietary choices. The purpose of the snack activities is to introduce children to tasty and healthful foods and to teach and enable them to select and prepare snack foods for themselves. The nutrition education lessons are taught a minimum of once a month

Staff monitors snacks for children with food allergies. Children are expected to bring lunches on early release days.

To comply with EEC regulations, a list of nutritious items, which may be included in a bag lunch, is provided for your information below. These are general guidelines that may be helpful in providing your child with a nutritious lunch.

MEAL TYPE	Age 3-5	Ages 6-12
Breakfast		
Milk, fluid	3/4 cup	1 cup
Juice or fruit or vegetable	1/2 cup	1/2 cup
Bread and/or cereal		
enriched or whole grain bread or	1/2 slice	1 slice
Cereal: Cold dry or	1/3 cup	3/4 cup
Hot cooked	1/4 cup	1/2 cup

Midmorning or Midafternoon Snack	(Select 2 of these 4 components)	
Milk, fluid	3/4 cup	1 cup
Meat and Meat Alternates or Yogurt: plain or sweetened/flavored	1/2 ounce	1 ounce
	2 ounces or 1/4 cup	4 ounces or 1/2 cup
Juice or fruit or vegetable	1/2 cup	3/4 cup
Bread and/or cereal		
enriched or whole grain bread or Cereal: Cold dry or Hot cooked	1/2 slice	1 slice
	1/3 cup	3/4 cup
	1/4 cup	1/2 cup

Lunch or Supper

Milk, fluid	3/4 cup	1 cup
Meat and Meat Alternates		
Meat, poultry or fish, cooked (lean meat without bone)	1 1/2 ounces	2 ounces
Cheese	1 1/2 ounces	2 ounces
Egg	1	1
Cooked dry beans and peas	3/8 cup	1/2 cup
Peanut butter or other nut or seed butters	3 Tbsp.	4 Tbsp.
Nuts and/or seeds	3/4 ounce	1 ounce
Vegetables and/or fruits (two or more)	1/2 cup (total)	3/4 cup (total)

TOYS FROM HOME

Children **will not** be allowed to bring any electronic devices to NEDP, including but not limited to items such as cell phones, Game Boys, hand held computer games, ipods, etc.

The Northborough Public Elementary Schools do not allow children to bring electronic devices into the school during the day and NEDP is continuing this policy during it's before and after school hours in order to be consistent with the schools.

We know that children love to bring objects from home to play with while at NEDP and therefore the program does allow items that do not fall into the electronic devices category. Staff will not be held responsible for lost or broken items. If differences should arise among children with items brought from home, they will be encouraged to settle their disputes or put the items away.

EQUIPMENT POLICY

If a child has maliciously destroyed or damaged any NEDP property through improper uses, the Site Coordinator will meet with the parents and child to agree on one of the following consequences:

1. He or she may repair the item if repairable.
2. He or she may replace the item with one of similar or equal value.
3. He or she may return the monetary value for the item.
4. If agreed upon with the parent/guardian, he or she may "work" at home to earn enough money to replace the item.

This policy will give the children an opportunity to be responsible for their actions. The toys, equipment, and furniture are all property of NEDP and should be treated with the same care and respect as they treat their own possessions.

CLEAN UP

Children are required to clean up their own space when finished with their snacks, before moving on to another activity, and before leaving at the end of the day. Please encourage your child to do so when picked up.

LOST AND FOUND

A Lost and Found box for items left at the program will be provided. Put by the entrance, parents and children are responsible to check this box periodically for missing items.

BEHAVIOR MANAGEMENT POLICY

Behavior management in the NEDP will reflect measures that are based on respect and is consistent, reasonable, and appropriate to each child's understanding and needs. Measures are taken to maximize the growth and development of the children and for protecting the group and individuals within it. Behavior management techniques will include setting reasonable and positive expectations, offering choices and providing children an opportunity to verbalize their feelings. Positive reinforcement is always our most important tool. In a conflict situation, the children are encouraged to work out their differences using verbal skills with staff intervention and guidance as needed. Every effort is made to help each child reach a satisfactory solution. **1-2-3 MAGIC**; by Thomas Phelan, PH.D. is the basic guideline for discipline and "Self Control Time" is used when a child needs quiet time away from a difficult situation. The length of time for a "Self Control Time" will be no more than 1 minute per age of the child.

When appropriate, children will participate in the establishment of rules, policies and procedures. NEDP staff will be available for any questions regarding the above behavior management plan. As outlined in the EEC regulations, children will not be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including: any type of physical hitting inflicted in any manner upon the 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 and there is no confining children to a piece of equipment in lieu of supervision.

Children who do not respond to the above methods of behavior management for inappropriate behaviors and who display and exhibit behaviors that are maladaptive and inconsistent with developmental appropriateness may be identified as needing an alternative behavior management plan. The process by which an alternative behavior management plan will be developed and implemented will be determined through a collaboration among the Site Coordinator, Co-Executive Directors and parents/guardians. A behavior report will be written to the child's parents/guardian specifically informing them of the concerned behavior and the consequences if the behavior does not improve as determined by the Site Coordinator.

In addition, no staff member shall be subject to verbal or physical abuse by a child enrolled in NEDP. This includes cruelty, humiliation, foul language and ridicule.

TERMINATION/SUSPENSION POLICY

In the event that the child's behavior poses a threat to him/herself, others and/or property, parents/guardians will be notified of the incident immediately. An incident/behavior report will be filed in the child's folder and a copy will be given to the parents/guardians within the same day. The Site Coordinator will meet with the parents/guardians within 24 hours of the incident. If the parent/guardian is unable to meet within the 24 hour period of time, the child may be suspended until the meeting occurs. At this meeting, the child's behavior will be evaluated and discussed. A plan of action may include establishing a plan for positive redirection of the behavior, implementing a behavioral plan, or making a referral to appropriate public school special education personnel and/or outside services. Parents/guardians will be expected to meet with the Site Coordinator as needed following this meeting to discuss and review the child's progress in the program.

If the child's behavior continues to pose a threat despite the established interventions, immediate suspension from the program will occur. The child will be suspended from the program for a minimum of one day. Readmittance into the program will only occur following a meeting with the parents/guardians, the Site Coordinator and the Co-Executive Directors. This meeting will specifically document the child's readiness to function within the NEDP setting. The child's behavior will not compromise the safety of the staff and the other children.

If a child can not demonstrate safe and appropriate behavior despite all interventions, termination from the program will occur.

FIRST AID, MEDICAL EMERGENCIES AND MEDICATION

First Aid:

The NEDP staff will administer First Aid to your child in the event of an injury while participating at the program. Each staff person holds current certification in First Aid trainings. Staff will use their judgment as to whether further medical treatment is necessary, whereby medical emergency procedures will be followed.

Medical Emergencies:

In the event your child becomes ill or injured and is in need of medical attention; the following procedures will be followed:

1. The NEDP staff will try to contact you. If you cannot be reached, the staff will attempt to contact the people whose names are given as emergency contacts on the registration form.
2. In the event that neither you nor other persons listed are available, the staff will call 911 for emergency assistance from the Town of Northborough, staff will ask the police or ambulance responding to transport your child and one staff person with the child's records and the responding professionals will make the final decision as to which hospital will be utilized after assessing the situation.
3. From the hospital, the staff person will continue to attempt to reach you or an emergency person.
4. Failing to reach anyone, decisions regarding proper medical treatment will be left solely to professional staff at the hospital. This would include the administration of anesthesia and any other steps considered necessary by the attending medical personnel.

Prescription and Non-Prescription Medication:

School regulations prohibit any child from carrying medicines on his/her person. Therefore, if medication is needed during the program hours, parents/guardians will need to drop off the medication at the school Nurse's Office, in the morning, with instructions for NEDP staff. A parent/guardian must call and leave a message at the program site to let staff know the medication is in the nurse's office.

NEDP staff can administer prescription and non-prescription medication to children **ONLY** under these specific guidelines:

1. A parent/guardian must complete the **NEDP Medication Consent Form** in order for staff to administer any medication to their child. Forms are available at the program site or on our website at www.town.northborough.ma.us, click on Town Departments, NEDP and NEDP forms.
2. All medication **MUST** be in its original container with the name of the drug, physician's name and phone number, name of the child, directions for its administration, dosage and storage on the label. Staff cannot administer any medication contrary to the directions on the original container unless there is written authorization from the physician. *It is recommended that the parent/guardian request an additional container from their doctor or pharmacist to be left at NEDP.*
3. The child may be permitted to administer his/own medication under the supervision of staff (such as inhalers, Epi Pens). All requests will be kept in the child's folder. Written parental consent and authorization of a physician is required for a child with asthma to carry their own inhalers and use them as needed without direct supervision of staff.
4. All **non-prescription** medications (i.e.; Tylenol, Benadryl) require a physician's signature before our staff can administer the medication to your child.

PROCEDURES FOR EMERGENCIES AND ILLNESS

First Aid And Transportation To The Hospital

1. In the event of an emergency or illness (such as a seizure, a serious fall or serious cut), the Site Coordinator or designated staff in charge will begin administration of emergency first aid while another staff escorts the children to another area. Staff members are trained to respond in a calm and reasonable manner.
2. Another staff will contact the parent/guardian and alert them of the situation so they can come and pick up the child. If response time is a factor, the parent/guardian may have to meet the child and the accompanying staff at the emergency room of the hospital utilized in emergencies. A staff member must call one of the Co-Executive Directors to apprise them of the situation.
3. In the event a situation arises that is life threatening, an ambulance will be called immediately. The parent/guardian will be called to meet the child and staff at the hospital. The Site Coordinator or designated staff in charge will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information, if available, and a working cell phone.

4. If the parents/guardians cannot be reached, the staff will attempt to contact the people whose names are given as emergency contacts on the registration form. In the event that neither parents/guardians nor other persons listed are available, the staff will call 911 for emergency assistance from the Town of Northborough. Staff will ask the police or ambulance responding to transport the child and one staff to Marlboro Hospital or the requested hospital on the registration form. Responding professionals will make the final decision as to which hospital will be utilized after assessing the situation.
5. From the hospital, the staff person will continue to attempt to contact the parent/guardian or an emergency contact person.
6. Failing to reach anyone, decisions regarding proper medical treatment will be left solely to professional staff at the hospital. This would include the administration of anesthesia and any other steps considered necessary by the attending physician.

Emergency Procedures When Off The Premises (including walks off the premises, field trips, and participation at off-site facilities).

1. In the event that an accident or acute illness occurs while on a field trip or other off site activity, the Site Coordinator or designated staff in charge will assess the situation and give first aid as needed. The method and urgency of transportation for the child to receive medical treatment will be determined by the Site Coordinator or designated staff in charge based on the severity of the emergency or illness. If necessary, an ambulance will be called.
2. If the ambulance is needed to transport the child for medical treatment, the Site Coordinator or designated staff in charge will accompany the child to the hospital and notify parents/guardians. The other staff and children will remain at the trip site and will be transported back to the program site.
3. The Co – Executives will be contacted by the Site Coordinator or designated staff in charge as soon as possible and informed of the nature and extent of the injury and the proposed plan of action.
4. As a preventative measure, prior to the departure from the program site, the Site Coordinator or designated staff in charge will determine appropriate guidelines to be followed during the field trip or off site activity to insure continuity and safety of the children including:
 - A first aid kit will be taken in all vehicles or carried by staff on all field trips or off site activities.
 - Emergency information, including contacts and telephone numbers will be taken on all field trips and off site activities.
 - On a field trip or off site activity must know the location of a telephone or have a working cell phone available

The program Site Coordinator will immediately report the situation to the Co – Executive Directors. The Co-Executive Directors will inform the Department of Early Education and Care(EEC) of any serious injury, illness, death or in-patient hospitalization of a child which occurs during the hours the child is enrolled in care and send a written report within 48 hours.

Plan For Injury Prevention

- A. To prevent injury and to ensure a safe environment, the staff members are responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions should be reported to the Site Coordinator. If necessary, the Site Coordinator or designated staff in charge will bring the repairs needed or unsafe conditions to the attention of the school principal.

All staff will monitor the outdoor playground area and remove any hazards. Repairs or unsafe conditions will be reported to the school principal.

- B. No smoking is allowed on the premises.
- C. Toxic substances, sharp objects and other hazardous items will be stored out of the reach of the children.
- D. A first aid kit and emergency contacts and telephone numbers for the children will be taken on all field trips and off site activities. A working cell phone will also be available.
- E. An injury report for any incident which requires first aid or emergency care will be maintained in the child's file. The injury report includes the name of the child, date, time and location of the accident or injury, description of injury and how it occurred, name(s) of witnesses, name(s) of person(s) who administered first aid and first aid required. Staff will use the Accident/Injury Report Form to record the above information. Staff members are required to submit the completed form to the Site Coordinator for review.

Once the Site Coordinator has reviewed the Accident/Injury Report form and has signed, the form is given to the parent/guardian at the time of pick-up. The parent/guardian reviews the information and signs the form. The parent/guardian will receive a copy.

The staff member will log the report in the Central Log of Injuries and then files the report in the child's file.

Only staff who have current First Aid will be allowed to administer first aid no matter how minor the injury.

Plan For Mildly Ill Children

Children who are mildly ill may remain in the program if they are not contagious and they can participate in the daily activities including outside time.

If a child's condition worsens or, if it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the program staff, the Site Coordinator or designated staff in charge will contact the child's parent/guardian. The parent/guardian will be asked to pick the child up. The child will be cared for in a designated quiet area by a staff until the parent/guardian arrives to take the child home.

Children may return to the program when they return to school. If the child still seems unwell due to the length of the child's day, parents/guardians may be called for an earlier pick-up time.

Any toys, blankets, or mats used by an ill child will be cleaned and disinfected before being used by other children.

Plan For Meeting Individual Children's Specific Health Needs

At the time of registration, parents/guardians are required to list any known allergies on the application form. The information is updated yearly or as necessary throughout the program year.

All allergies or other important medical information are posted at each of the program sites in the staff cabinet and in the snack storage cabinet/container. Allergies lists are updated as necessary, i.e. when new children enroll, unknown allergies become known.

All staff and substitutes are kept informed by the Site Coordinator so that children can be protected from exposure to foods, chemicals, pets or other materials to which they are allergic.

For a child with food allergies, a list of acceptable snack items will become part of the NEDP grocery list and/or parents will be asked to provide their child's snack. A "peanut free" table will be provided for those children needing this accommodation.

The names of children with allergies that may be life threatening (i.e. bee stings, peanut allergies), will be posted in conspicuous locations with specific instructions, if an occurrence were to happen. Epi Pens, provided by parents/guardians, are readily accessible in the event a treatment is needed. The Site Coordinator will be responsible for making sure that staff receives appropriate training to handle emergency allergic reactions.

Common Illness:

Staff will be aware of each child's well being and will call the parent/guardian if a child appears ill. **Children who develop fevers at home, school, or at the program must be fever free for 24 hours before returning to the program.** An early pick-up will be warranted if the child has a fever equal to or greater than 100.5 degrees, is vomiting, has diarrhea, an allergic reaction, excessive pain, or at the staff's discretion. A quiet area is provided for children to rest if needed. A health consultant is available on an on-call basis for necessary consultations.

In the event an emergency occurs on a field trip, one staff person will call an ambulance to transport the child to the hospital and then notify parents/guardians. The other staff and children will remain at the trip site and then be transported back to NEDP by bus.

Contagious Illness:

The program will post and inform parents/guardians of any contagious illness within the program (ex. Strep, conjunctivitis, chicken pox, etc). The NEDP also requires that parents/guardians let the staff know of a contagious illness that their child has contracted.

Chronic Illness:

Individual Health Care Plans (IHCP) are required for children with chronic medical conditions that have been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment and the potential consequences to the child's health if the treatment is not administered. Staff are required to have successfully completed training, given by the child's health care practitioner, or with his/her written consent, given by the child's parent/guardian or NEDP's health consultant, that specifically addresses the child's medical condition, medication and other treatment needs. NEDP staff may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.

The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

EMERGENCY CONTINGENCY PLAN AND WEATHER RELATED EMERGENCIES

The Town of Northborough has requested that NEDP participate in a town wide Emergency Management Plan. This plan provides information regarding the procedures that would be followed in the event of a natural or technological hazard and the protective actions staff would take in order to protect the children in their care. The plans will be reviewed and updated on an annual basis and submitted to the town. The goal of the emergency plan, in conjunction with the town, is to provide the best possible response in an emergency situation. **All NEDP staff are trained to respond in such situations.**

EMERGENCY CLOSINGS/SNOW EMERGENCIES

1. No program will be held on days school is closed because of inclement weather.
2. If school dismisses early because of inclement weather, the program will also be cancelled, as staff are not available. Participants will be sent home on the school bus at the dismissal time according to the school's emergency plan.
3. If the weather deteriorates and school is not dismissed, but safety remains a problem because of the late time of the program dismissal, parents/guardians will be called. An earlier pick-up time may be necessary or the program may be cancelled for the day. In the event those parents/guardians cannot be reached, emergency numbers will be utilized. No child will be left unattended.

There are several communication tools for notifying parents/guardians of school closings:

1. The school district's website @ <http://www.nsboro.12.ma.us/>
2. Phone Notification via the Automated Call System
3. The local television stations, Channels 4, 5, 7
4. The following radio stations will announce the closing of the Northborough Schools –
WSRS @ 96.1 FM; WAAF @ 107.3 FM and WBZ @ 1030 AM

FIRE AND EVACUATION DRILLS

Fire and evacuation drills are conducted on a monthly basis. Each program must post the Fire and Evacuation schedule and the evacuation plan.

TRANSPORTATION

When transportation is required, NEDP, Inc. will reserve a school bus that will safely transport the group of children, typically we book our bus from First Student Bus Company.

Emergencies:

The bus driver will notify the NEDP staff of the problem and location. The NEDP staff will call the NEDP, Inc. administration office. The children and staff will stay in the bus until another bus arrives to take them back to NEDP.

The NEDP staff will administer First Aid to a child in the event of an injury while on a field trip with supplies brought with the staff. In the event of a medical emergency on a trip, a staff person will call an ambulance and accompany the child to the hospital and will notify parents/guardians as soon as possible. The other staff and children will remain at the trip site and be transported back to NEDP.

ABUSE & NEGLECT POLICY

NEDP staff is mandated by the Mass. Dept. of Early Education and Care (EEC) to report suspected child abuse and neglect to the Department of Children and Family (DCF).

NEDP will make every effort possible to prevent child abuse and neglect. The procedure for reporting any suspected incident of abuse and/or neglect shall be as follows:

1. Any staff person who suspects child abuse and/or neglect shall report his/her suspicions to the Site Coordinator and/or Co-Executive Directors.
2. The Site Coordinator will consult with the NEDP, Inc. Co-Executive Directors who will further assess the information and report suspected abuse or neglect to the Department of Children and Family (DCF) pursuant to M.G.L. C 119, S51A. This includes making an oral report and a subsequent written report within 48 hours.
3. It will be the responsibility of the NEDP, Inc. Co-Executive Directors to maintain 51A report records.

The program staff shall cooperate in all investigations of abuse and neglect. When necessary and after consultation with the NEDP, Inc. Co-Executive Directors, the Site Coordinator shall identify parents of children currently or previously enrolled in the program; provide consent for disclosure to the EEC and allow the EEC to disclose information to any person and/or agency the EEC may specify as necessary to the prompt investigation of allegations and protection of children.

If a 51A report is made alleging abuse or neglect by a staff person, he/she shall be relieved immediately of any responsibilities requiring direct contact with children. Following the investigation by the Department of Social Services and any further investigation by the EEC, the NEDP, Inc. Co-Executive Directors in consultation with the NEDP, Inc. Board shall make a determination as to the staff person's employment status. Furthermore, the Co-Executive Directors will make recommendations as to any programmatic changes that might prevent similar incidents in the future. This policy shall be part of every volunteer and paid staff person's orientation to the program

COMMUNITY ACTION PROGRAM (CAP)

The NEDP gives Algonquin Regional High School students the opportunity to earn course credit through volunteering their time, energy, and talents for one day each week. Skills learned include leadership, communication, problem solving skills, and knowledge of child development. Ongoing training and supervision by staff are provided to enhance their experience.

REFERRAL SERVICES

We are fortunate to have the Northborough Family & Youth Services as a resource of referral to families. Parents/Guardians may call the Office confidentially to inquire about services such as counseling, educational/vocational, legal, fuel assistance, food stamps and health care. For further information, call the

Northborough Family & Youth Services at (508) 393-5020. You may also find Northborough Family & Youth Services on the town web site at: www.town.northborough.ma.us, click on Town Departments.

All staff shall have the responsibility to inform the Site Coordinator of concerns for any participant. Staff will record their observations regarding a need or lack of appropriate social, mental health, educational, and medical services on a Referral Form. Depending upon the urgency of the issue, but not to exceed three Referral forms in a child's folder, the Co-Executive Directors will contact the parent(s)/guardian(s) to request a conference. At this conference, the Co-Executive Directors will discuss the observations made at the program site and provide a written statement detailing the reason for the referral, a brief summary of observations made by the staff, and an explanation of ways in which the staff has tried to accommodate the child. The Co-Executive Directors will also supply the parent/guardian with pertinent referrals, and will assist the parent in making the referral as needed. Parental consent will be obtained before any referrals are made, and a written record will be maintained in the child's folder detailing the entire process. These referrals may include, but will not be limited to, the following:

Northborough Public Schools:

Special Education and Student Support Services:

Barbara Goodman, Director 508-486-5115 x 253
Linda Andrews, Assistant Director 508-486-5115 x 237

School Psychologists:

Kim Spiliakos 508-351-7035 (Peaslee); 508-351-7048 x 109 (Zeh)
Monique Cloutier 508-351-7040 (Proctor)
Lisa Arpino 508-351-7030 (Lincoln Street)

Northborough Family and Youth Services:

Northborough Town Hall, 63 Main Street June David-Fors, LICSW - Director
508-393-5020

Other Resources:

www.mass211.org (Mass 2-1-1)	Just dial 211
National Information System for Health-Related Services	1-800-922-9234
Alcohol & Drug Helpline	1-800-ALCOHOL
Asthma & Allergy Information Line	1-800-822-ASMA
Better Hearing Institute	1-800-EAR-WELL
Children's Medical Security Plan (Provides low cost health insurance for children)	1-800-909-2677

Final decisions on any NEDP, Inc. policy interpretations will be determined by the Co-Executive Directors.

Should you have further questions, please speak to the NEDP Site Coordinator at your child's school or the Co-Executive Directors, Lois Kirk and Cindee Morin at (508) 393-7020.

Please sign and return this form to the NEDP SITE COORDINATOR to acknowledge the reading and understanding of the NEDP, Inc. Policies and Procedures Handbook.

**NORTHBOROUGH EXTENDED DAY PROGRAMS, Inc. (NEDP, Inc.)
2011-2012
POLICIES & PROCEDURES**

PARENT HANDBOOK ACKNOWLEDGEMENT

**My child, _____, attends the NEDP. I
have read the NEDP, Inc. Policies & Procedures Parent Handbook
and understand it in its entirety.**

Parent/Guardian Signature

Date