

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 2017 - 2018 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 250 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-age child.

Our programs are licensed by the Massachusetts Department of Early Education and Care (EEC). Parents may contact EEC for a licensing history. ***For your information the EEC regulations now refer to anyone working with school –age children as “educators” and therefore you will see all reference to NEDP staff in this handbook as NEDP educators.*** NEDP educators are chosen for their knowledge and experience in working with elementary school-age children. Our educators are trained in CPR, First Aid and participate 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.



Northborough Extended Day Programs, Inc.

**POLICIES and PROCEDURES  
2017 – 2018**

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# INTRODUCTION

## 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 Offices, 63 Main Street  
Northborough, MA 01532  
508-393-7020; Fax 508-393-6711

Department Website:

[www.town.northborough.ma.us](http://www.town.northborough.ma.us), click on Town Depts. And NEDP

E-mail Addresses:

[lkirk@town.northborough.ma.us](mailto:lkirk@town.northborough.ma.us)  
[cmorin@town.northborough.ma.us](mailto:cmorin@town.northborough.ma.us)  
[kmcdonough@town.northborough.ma.us](mailto:kmcdonough@town.northborough.ma.us)

### Northborough Extended Day Programs, Inc. Board Of Directors

President: Deborah Ballard  
Treasurer: James Kihungi  
Clerk: Carla McAuliffe  
Board Members: Susan Feeney, Christine Gagne, Steven Haberman

## NEDP SITE LOCATIONS AND HOURS OF OPERATION

<b>Lincoln Street School</b> 76 Lincoln Street Northborough, MA 01532	<b>508-393-3441</b>	<b>Site Coordinator:</b> Before School: After School:	<b>Beth McShane</b> 7:00am – Start of School 3:10pm – 6:00pm
<b>Peaslee School</b> 31 Maple Street Northborough, MA 01532	<b>508-393-0090</b>	<b>Site Coordinator:</b> Before School: After School:	<b>Victor Navedo</b> 7:00am – Start of School 3:10pm – 6:00pm
<b>Proctor School</b> 26 Jefferson Road Northborough, MA 01532	<b>508-393-7932</b>	<b>Site Coordinator:</b> After School:	<b>Sarah Domings</b> 2:50pm – 6:00pm
<b>ZEH School</b> 33 Howard Street Northborough, MA 01532	<b>508-393-8427</b>	<b>Site Coordinator:</b> After School:	<b>Patricia Bogosian</b> 2:50pm – 6:00pm

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

MASS. DEPT. OF EARLY EDUCATION & CARE (EEC): Tammy Smiley – Licensor  
10 Austin St., Worcester, MA 01609 508-461-1455

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 educators are mature, highly trained and chosen for their experience, creativity and sensitivity to the needs of children. They are present to attend to children’s individual needs, lead activities and facilitate each child’s physical, emotional and social growth. All NEDP educators meet 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.

## Organizational Structure of NEDP

NEDP is registered as a 501 I 3 non-profit organization in the Commonwealth of Massachusetts. We maintain a rental agreement with the Superintendent of the Northborough Public Schools for each of our four elementary school program sites and A Memorandum of Understanding with the Town of Northborough for rental of our Administrative Office space in the Town Offices Building.

The following is a description of our organizational structure, including lines of authority and supervision

- **Board of Directors:** NEDP is governed by a group of dedicated community members and parents who volunteer to work closely with the Co-Executive Directors to maintain a high quality program. Responsibilities include: organizational leadership and advisement, oversight of policies and procedures, financial management and fiscal review and review of organizational and programmatic reports. A list of the current Board members is listed on page 4 of this handbook.
- **Co-Executive Directors:** Maintains responsibility for the overall management of the organization including Board administration and support, Human Resource management, financial management, all aspects of program management including EEC licensing, educator supervision and training, communication with the schools, parent/guardians and community outreach. The Co-Executive Directors report to the Board of Directors, meeting with them quarterly, to assure the board is kept informed on the condition of the organization and all important factors influencing it.
- **Site Coordinator:** Each of the four elementary schools has a Site Coordinator who manages the overall operations at their program site and reports directly to the Co-Executive Directors. Responsibilities include adherence to the EEC Regulations, managing all aspects of finances for the daily operations of the program including snack, program supplies and equipment, child ratios (1 educator to 13 children), educator supervision, the safety and well-being of the children including behavior management, communication with parents/guardians, school personnel and the community.
- **Group Leaders:** Group Leaders assists in operations of the program and reports directly to the Site Coordinator. Responsibilities include: effectively working as a team member, working directly with the children providing social, emotional, physical and educational support and safety to each age group, participating in all aspects of curriculum planning and implementation, develop and maintain a rapport with parent/guardians, school personnel and the community.
- **Assistant Leaders and Volunteers:** The role of these individuals, usually high school students, is to provide additional valuable support to the program by following the daily schedule of events and actively participating in activities with the children as needed. NEDP participates in Algonquin Regional High School's Community Action Program (CAP). These volunteer students have the opportunity to earn course credit as they gain information on child development, learning age appropriate activities and the importance of positive reinforcement for children's behaviors. They always work under the direct supervision of a Group Leader or Site Coordinator and are not responsible for behavior management.
- **Student Support Aides:** The role and responsibility of these individuals is to provide one on one support for a special needs child who requires assistance to access the after school program.

## Educator Qualifications

The Department of Early Education and Care (EEC) sets the standards for educator qualifications for each position. NEDP employs educators who have documented prior education, training and/or experience working with school-age children. Our educators are chosen for their demonstrated ability to meet the physical, social, emotional, and intellectual needs of the children. In addition they must also be able to work as a team to provide the best possible programming for the children they serve and their parents/guardians.

Prior to employment, all employees and volunteers must complete a background check, including a Criminal Offender Record Investigation (CORI), a Department of Children and Families (DCF) check and at least two professional/personal reference checks. In addition, all staff maintains current First Aid and CPR certification and are required to participate in annual training and professional development.

# ENROLLMENT

## 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 educators.

### **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 care and first aid
4. Permission for photographs
5. Transportation consent
6. 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).

A copy of the NEDP Policy and Procedures Handbook is available at each program site or it may be viewed by visiting our website: [www.town.northborough.ma.us](http://www.town.northborough.ma.us), click on Town Departments and NEDP.

**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 any time.**

## 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 any time 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**

**Children who are absent from, school, regardless of the reason, may not attend NEDP on their scheduled day.**

## 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.

## 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](http://www.town.northborough.ma.us); click on Town Departments, NEDP, then NEDP forms.

### 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, NEDP Administration Office must receive your schedule change request by November 1.

***Please note: Parents/Guardians who withdraw from the program after November 1, will forfeit the entire June deposit. Parent/Guardians who reduce days after November 1, 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](http://www.town.northborough.ma.us), click on Town Departments, NEDP, then NEDP forms.

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



## TUITION and PROGRAM FEES

Most funding for the NEDP comes from tuition payments. Tuition pays for educators' salaries, snacks, supplies, trips and activities, and educators 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 2017 – 2018:

### 2017 – 2018 ~ NEDP Monthly Tuition Rates

Before School	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
<b>1 Child</b>	<b>\$41</b>	<b>\$80</b>	<b>\$115</b>	<b>\$146</b>	<b>\$165</b>
<b>*2 Children</b>	<b>\$78</b>	<b>\$152</b>	<b>\$218</b>	<b>\$277</b>	<b>\$313</b>
<b>Drop-in</b>	<b>\$10 per day</b> (Your child must be registered prior to the first drop-in).				

After School	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
<b>1 Child</b>	<b>\$97</b>	<b>\$188</b>	<b>\$270</b>	<b>\$344</b>	<b>\$390</b>
<b>*2 Children</b>	<b>\$184</b>	<b>\$357</b>	<b>\$513</b>	<b>\$654</b>	<b>\$741</b>

NEDP reserves the right to adjust tuition rates.

**\*Includes 10% discount on each sibling.**

#### Tuition Payments

- ❖ Payments are due on the first of the month from August 2017 through May 2018.
- ❖ The payment due on August 1, 2017 will be a deposit held as your June 2018 payment.
- ❖ The tuition per month reflects 180 school days, prorated into 10 equal monthly payments.

#### Additional Fees

- ❖ \$25.00 per day for an extra day request. (24 hour advanced notice is required).
- ❖ \$25.00 per day for each of the half days for parent teacher conferences/open house. (This includes the extra 3 hours of child care plus the cost of activities).
- ❖ February & April vacation weeks each require a separate sign-up. There are two choices for vacation enrollment: 2 days for \$130 and 4 days for \$260. There is a 10% sibling discount for vacation weeks.

## TUITION PAYMENT SCHEDULE

Invoice Mailed to Parents	Payment Due to NEDP, Inc.	Payment Applies to
Mid July 2017	August 1, 2017	June 2018-Deposit
Mid August 2017	September 1, 2017	September 2017
Mid September 2017	October 1, 2017	October 2017
Mid October 2017	November 1, 2017	November 2017
Mid November 2017	December 1, 2017	December 2017
Mid December 2017	January 1, 2018	January 2018
Mid January 2018	February 1, 2018	February 2018
Mid February 2018	March 1, 2018	March 2018
Mid March 2018	April 1, 2018	April 2018
Mid April 2018	May 1, 2018	May 2018

**Child care invoices will be mailed or e-mailed to parents early each month from July 2017 through April 2018.**

Payments are due to NEDP, Inc. on the first of the month from August 2017 through May 2018.

**The payment due on August 1, 2017 will be a deposit held as your June, 2018 payment.**

Parents/Guardians who **reduce the number of days** after November 1, 2017 will forfeit a portion of the June, 2018 deposit. Parents/Guardians who **withdraw** after November 1, 2017 will forfeit all of the June, 2018 deposit. The remaining other eight 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 16<sup>th</sup> 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.

## 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 6:00 pm 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 6:00 PM parents/guardians will be charged this fee regardless of the circumstances of the late pick-up. When you do arrive late, an educator 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 educators may have. If you have not contacted NEDP by 6:00 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 educators are 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 an educator 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 an educator searches for your child a fifth time and/or if you have picked up your child late for a fifth time during the academic year 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 Site Coordinator and/or 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 any time 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 \$15.00 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.

**If your child is registered for the following year and you have a past balance due by the eleventh day of June your child will be suspended from the program at that time and if the balance is not paid within that one week period after suspension your child will be removed from the following year's registration attendance. If this happens and you make a payment after the one week period, your application will be received at the time and day you make your payment. This may mean that your child will be placed on a wait list if the program is full.**

## **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 each vacation week that is offered, February and April vacation. There are two choices for enrollment each week: 2 days for \$130 and 4 days for \$260. There is 10% sibling discount for vacation weeks. Vacation weeks require a separate sign-up form that will be available prior to each vacation week.

## **Early Release Day Fee**

NEDP is open on the three early release days scheduled for the elementary school 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 the elementary school 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.

## Early Release Days

NEDP offers extended care on the early release days reserved for the elementary school Parent/Teacher Conferences. First priority is given to regularly scheduled children. If space allows, unscheduled children may be signed up on a first come, first served basis. The program operates from 11:30 AM to 6 PM. Early Release Days have a separate fee of \$25.00 per day for those children regularly scheduled for that day, in addition to the monthly tuition. For those children not scheduled for the day and have signed up on the Waiting List, there is a fee of \$50.00. The additional fee will be added to the following months invoice.

**Parents/Guardians who cancel their child's/children's attendance after the deadline date will be financially responsible for the Early Release Day fee.**

The Early Release Day process is as follows:

1. Parents/Guardians will be notified as to the sign-up week and will have 5 program days to sign their child/children up.
  - **Parents whose children attend on the scheduled Early Release Day must sign their child/children up** (even though he/she normally attends that day) **by the deadline date.**
  - Parents whose children **do not regularly attend** the scheduled Early Release Day may sign up on the Waiting List section of the sign-up sheet. Parents will be notified as to the status of their child/children's enrollment for that day at least 3 program days prior to the early release day.

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*

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**Early Release Days NEDP is OPEN for the 2017-2018 academic year:**

**Monday, NOVEMBER 6<sup>th</sup>**  
**Wednesday, NOVEMBER 8<sup>th</sup>**  
**Wednesday, JANUARY 24<sup>th</sup>**  
**Thursday, MARCH 8<sup>th</sup>**

On the following half days NEDP is only open for **before school care only, not after school care**: 11/22/17, 12/22/17 & the last day of school in June 2018.

## **Professional Development Days**

All NEDP educators 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 and NEDP is CLOSED.

### **NEDP DOES NOT OFFER CARE ON THE FOLLOWING PROFESSIONAL DEVELOPMENT DAYS:**

**Tuesday, October 10, 2017**  
**Monday, November 27, 2017**  
**Tuesday, January 16, 2018**

## **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 cost: **\$260 per week for four days or \$130.00 per week for two days. (School location TBD)**

### **Vacation Weeks Schedule for the 2017 – 2018 Academic Year are as follows:**

Friday, December 22, 2017 – Monday, January 1, 2018\*

**NEDP is closed for the winter break**

\*On the half day Friday 12/22/17 NEDP is open for before school care but not for the after school care.

Monday, February 19, 2018 NEDP Closed for holiday

**NEDP February Vacation Week Program Available 2/20/18 – 2/23/18**

Monday, April 16, 2018 NEDP Closed for the holiday

**NEDP April Vacation Week Program Available 4/17/18 – 4/20/18**

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

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<b>YOUR CHILD AT NEDP</b>
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## **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 Vacation 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 educators.

**Consent for Child to Leave the Program**

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 educators 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 educators are not in the cafeteria, the adult will escort the child to the designated 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 educators know:

1. **Who will be signing the child out/in**
2. **When, where and the time the activity takes place**
3. **Method of transportation (if leaving the premises)**
4. **What time the child will be returning to NEDP**
5. **Starting and ending date of the activity**

**Please Note:** No child will be released to an outside activity without the written **Consent for Child to Leave the Program** form completed prior to the day's activity.

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**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. Until the program educators become familiar with the parents/guardians and others authorized for receiving your child at the end of the day, picture I.D.'s will be required and verified on the child's application form. Once children have been signed out, they become the responsibility of their parents/guardians. **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 educators 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 educators at NEDP are not, and cannot, be authorized to sign a child in or out of the program at any time.** Also, your child cannot 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 educators 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. educator suspects a parent/guardian is under the influence of drugs or alcohol, or in another way appears incapacitated to drive, the educator will not release the child to the driver. The educator 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.

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## 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:

2:15 – 2:45      Educators preparation time (Proctor and Zeh Schools)  
2:45 – 3:00      Educators preparation time (Lincoln Street and Peaslee Schools)  
2:45 – 3:15      Children check in, free play time  
3:30 – 3:45      Snack time  
4:00 – 4:30      Homework time for grades 1-5    Kindergarteners – Special activities  
4:30 – 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



## 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 are 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.

Educators monitor 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.

<b>MEAL TYPE</b>	<b>Age 3-5</b>	<b>Ages 6-12</b>
<b>Breakfast</b>		
Milk, fluid	¾ cup	1 cup
Juice or fruit or vegetable	½ cup	½ cup
Bread and/or cereal		
enriched or whole grain bread or	½ slice	1 slice
Cereal: Cold dry or	1/3 cup	¾ cup
Hot cooked	¼ cup	½ cup
<b>Midmorning or Midafternoon Snack</b> (Select 2 of these 4 components)		
Milk, fluid	¾ cup	1 cup
Meat and Meat Alternates or	½ ounce	1 ounce
Yogurt: plain or sweetened/flavored	2 ounces or ¼ cup	4 ounces or ½ cup
Juice or fruit or vegetable	½ cup	¾ cup
Bread and/or cereal		
enriched or whole grain bread or	½ slice	1 slice
Cereal: Cold dry or	1/3 cup	¾ cup
Hot cooked	¼ cup	½ cu
<b>Lunch or Supper</b>		
Milk, fluid	¾ cup	1 cup
Meat and Meat Alternates		
Meat, poultry or fish, cooked (lean meat without bone)	1 ½ ounces	2 ounces
Cheese	1 ½ ounces	2 ounces
Egg	1	1
Cooked dry beans and peas	3/8 cup	½ cup
Peanut butter or other nut or seed butters	3 Tbsp.	4 Tbsp.
Nuts and/or seeds	¾ ounce	1 ounce
Vegetables and/or fruits (two or more)	½ cup (total)	¾ cup (total)

## CATCH KIDS CLUB (CKC)

In keeping with the national initiative to combat childhood obesity, NEDP offers an educational component to our curriculum that addresses the need for children to be engaged in physical activity each day. The CATCH (Coordinated Approach to Child Health) Kids Club is a program that includes at least 30 minutes of structured physical activity two days per week. The program consists of a wide variety of non-elimination games and activities that give children the opportunity to practice and develop multiple movement skills and teaches about the importance of physical activity. During the other 3 days of the week children are afforded unstructured activity in the gym and on the outside playground areas.

Keeping children moving with our structured and unstructured activities delivers a coordinated message that being physically active everyday can be FUN.

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## 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 educators 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 educators 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, parents/guardians and, if warranted, school personnel. 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, there will be a discussion with the Co-Executive Directors and the parents/guardians to determine whether or not NEDP, Inc. can continue to meet the needs of the child. Referral services will be discussed with the parents/guardians.

In addition, no educators 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 educators and the other children. If a child can not demonstrate safe and appropriate behavior despite all interventions, termination from the program will occur.

Please be advised that each individual child and situation is different. The incident/behavioral report process may be modified to adapt to a child or situation. **A child may be immediately terminated from NEDP, without adherence to the above process if their behavior endangers his or her own safety or the safety of others in the program, including educators, as determined by the Site Coordinator and Co-Executive Directors.**

### **Children may be immediately terminated from NEDP for:**

- Bringing weapons, drugs or alcohol to the program
- Physically threatening and/or harming an educator (staff) or another child
- Displaying violent, uncontrollable behavior
- Leaving the group without permission from an educator (staff)
- Abuse or destruction of school and/or NEDP property
- Harrassment, verbal abuse and/or intimidation (bullying behaviors)
- Theft
- If a child cannot be kept safe by refusing to remain in a supervised area
- If a child exhibits chronic negative behavior which disrupts the program activities. Chronic disruptive behavior includes, but is not limited to: interfering with other children so they are not able to take part in activities; inappropriate language which includes, but is not limited to: foul and/or abusive language; any unacceptable behavior that consistently requires one-to-one attention by an educator.
- Parents' refusal to seek outside help, in accordance with an agreed-upon referral plan. Parents who do not work together with educators for the benefit of the child.

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## **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. Educators 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.

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### 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.

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### LOST AND FOUND

A Lost and Found box for items left at the program will be provided. Check with the program Site Coordinator as to the location. Parents/Guardians and children are responsible to check this box periodically for missing items.

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## HEALTH AND SAFETY PROCEDURES

### ILLNESS POLICY

NEDP follows the same illness procedures as the Northborough Public Schools. **Children absent from school due to an illness must also be excluded from attending NEDP.**

Children who are mildly ill may remain in the program if they are able participate in the daily activities including outdoor time. If a child's condition worsens during program time or, if it is determined that the child poses a threat to the other children due to the nature of the illness, **the parent/guardian will be contacted to come and pick the child up within 30 minutes. If the parent cannot pick up within that time period the parent must contact their emergency contact person. A call then needs to be made back to the program informing the educator of who that person will be picking up their child.** A reminder that the person picking up must have a picture ID if new to educators. The NEDP educators will provide the necessary accommodations to make the child comfortable including food, drink, play materials and a designated quiet area, until the parent/guardian or emergency contact person arrives to take the child home.

**Children may not return to the program if the following symptoms exist:**

- a fever that exceeds 100 degrees
- vomiting two or more times in the previous 24 hours at home or once at the program
- diarrhea
- strep infection, until 24 hours after medical treatment and the child has been fever free for 24 hours
- contagious illnesses such as conjunctivitis, impetigo, rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease
- head lice, free of all nits or scabies and free of all mites
- the child has the following conditions: unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of a serious illness

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.

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

**Common Illness:**

Educators 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 degrees, is vomiting, has diarrhea, an allergic reaction, excessive pain, or at the educator'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.

**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 educators know of a contagious illness that their child has contracted.

**Chronic Illness:**

It is the policy of The Department of Early Education and Care (EEC) that **Individual Health Care Plans (IHCP)** are required for children with chronic medical conditions that have been diagnosed by a licensed health care practitioner. A chronic health condition is defined as an allergy, asthmatic condition that requires the use of an inhaler, Epi-Pen or other prescribed medication, children that have been diagnosed with ADHD, diabetes or any other diagnosed medical condition.

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. Educators 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 care consultant, that specifically addresses the child's medical condition, medication and other treatment needs. NEDP educators 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.*

**PLEASE NOTE: Children will not be able to attend NEDP until the EEC required IHCP and/or Medication Consent Form(s) and any medications are received and approved by a Co-Executive Director at the Administrative Office prior to the start of enrollment. Please refer to the complete medication policy located under Medication Procedure and Policy in this handbook.**

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**Plan For Meeting Individual Children's Specific Health Needs**

At the time of registration, parents/guardians are required to list the health history of their child including chronic health conditions, allergies and dietary restrictions on the application form. The information is updated yearly or as necessary throughout the program year.

All medical information and dietary restrictions are posted at each of the program sites in the educators cabinet and in the snack storage cabinet. The lists are updated as necessary, i.e. when new children enroll, unknown allergies become known.

All educators 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/guardians 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 designated educators 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 educators receive appropriate training to handle emergency allergic reactions

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## **MEDICATION PROCEDURE and POLICY**

The nurse at each of the four elementary public schools is not available to administer medications to children during NEDP program hours. Therefore it is NEDP's responsibility to comply with the Department of Early Education and Care's (EEC's) regulations regarding: (1) Individual Health Care Plans (IHCP), if the child has been diagnosed with a chronic health condition and (2) Medication Consent Forms for administration of any medication(s) to children while in care at NEDP.

The application process includes information, provided by the parent, documenting any medical conditions their child may have. If indicated that the child and has been diagnosed with a chronic health condition, has developed an allergy or condition that that requires the use of an inhaler or other prescribed medication, has been diagnosed with ADHD, asthmatic conditions, allergic reactions or diabetic conditions, the parent/guardian must follow the EEC guidelines for the required paperwork and medication(s) that must be available on site for the safety of their child during program hours.

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### **MEDICATION PROCEDURE**

The following procedure has been established to assure that the educators at each of the program sites will be aware and trained to respond to any child's medical condition.

- Step 1: Once a child's application has been received and reviewed and a medical condition has been indicated, one of the Co-Executive Directors, (Cindee Morin or Lois Kirk), will send the parent/guardian a letter regarding the steps necessary to complete the process and the EEC required paperwork.
- Step 2: The required paperwork and medication(s) **must be dropped off at the NEDP Administrative Office** to be reviewed by Cindee Morin or Lois Kirk (Co-Executive Directors).

**PLEASE NOTE: NEDP educators have been instructed not to accept paperwork and/or medication(s) at your child's program. Parents/Guardians must first drop these items off at the NEDP Administrative Office.**

- Step 3: Once reviewed and approved by the Co-Executive Director, the medical information and medication(s) will be reviewed with the NEDP Site Coordinator prior to being sent to the program.
- Step 4: The Site Coordinator will then review the paperwork and medication(s) with the parent/guardian for any clarification regarding the instructions.

Step 5: The parent/guardian will be required to sign their name on the IHCP Form in the section: Person who trained the educator, indicating that they have had a conversation with the Site Coordinator regarding the information on the form.

Step 6: The Site Coordinator will then review the child's medical information and medication(s) with all educators responsible for the safety and care of each child with a medical condition.

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## MEDICATION POLICY

### Prescription and Non-Prescription Medication:

**School regulations prohibit any child from carrying medicines on his/her person (i.e. backpack, lunchbox).**

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

1. The parent/guardian and child's Health Care Practitioner must complete the **NEDP Medication Consent Form** in order for educators to administer any medication to their child. Forms are available at the NEDP Administrative Office, program site or on our website at [www.town.northborough.ma.us](http://www.town.northborough.ma.us), click on Town Departments, scroll down to NEDP, then NEDP forms.
2. **Educators may not administer the first dose of any medication to a child.** Parents/guardians must administer the first dose outside of program hours to assure the child has no adverse reaction to the medication.
3. All **prescription medications** must be in the containers in which they were originally dispensed and with their regular labels affixed to include the name of the drug, physician's name and phone number, name of the child, directions for its administration, dosage and storage. ***It is recommended that the parent/guardian request an additional container from their health care practitioner or pharmacist to be left at NEDP.***
4. All **non-prescription** medications (i.e. Tylenol, Benadryl) must be in the original manufacture's packaging and requires a health care practitioner's signature before our educators can administer the medication to your child.
5. Educators cannot administer any medication contrary to the directions on the original container unless there is written authorization by the child's health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written health care practitioner or pharmacist's descriptive order.
6. A child 9 years or older may be permitted to administer his/own medication (such as inhalers, Epi Pens) if so designated on the child's Individual Health Care Form (IHCP). Written parental consent and authorization of a health care practitioner is required for a child with asthma to carry their own inhalers and use them as needed without direct supervision of educators. Whenever an IHCP provides for a child to carry his or her own medication, NEDP must maintain, on site, a back- up supply of the medication for use as needed.
7. Each time medication is administered to a child, the educator will document on the child's record the name of the medication, the dosage, the time, method of administration and who administered the medication.

8. All unused, discontinued or outdated prescription medications will be returned to the parent/guardian. When return to the parent/guardian is not possible or practical (i.e. the child has left the program) the medication will be destroyed in accordance with Department of Public Health Drug Control Program. The destruction will be recorded by the Site Coordinator or Co-Executive Director. All returned or destroyed medication will be documented on the child's record.

**Expired Medication and Expired Medical Documentation Procedures:**

1. Parents/Guardians will receive an email reminder one month prior to their child's medication/medical documentation expiration date.
2. Parents/Guardians will receive a second email, mid-month of the expiring month, reminding them that their child's medication/medical documentation will expire on the last day of that month.
3. Parents/Guardians may drop off the renewed medication/medical documentation to the Site Coordinator at their child's program and the Site Coordinator will return the child's expired medication/medical documentation.
4. **Failure to return the renewed medication/medical documentation by the last day of the expired month will result in suspension from the program until the renewed medication/medical documentation is received by the Site Coordinator.**

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**MEDICAL and EMERGENCY PROCEDURES**

**First Aid:**

The NEDP educators will administer First Aid to your child in the event of an injury while participating at the program. Each educator holds current certification in First Aid trainings. In the case of an injury requires more than basic first aid, parents/guardians will be contacted and informed of the situation as soon as possible. An example of such an instance is a cut that might require stitches. Parents/guardians will also be notified if there is an injury to the head or face, as soon as possible. Educators will use their judgment as to whether further medical treatment is necessary, whereby medical emergency procedures will be followed.

**Emergency Procedures:**

1. In the event of an emergency or illness (such as a seizure, a serious fall or serious cut), the Site Coordinator or designated educator in charge will begin administration of emergency first aid while another educator escorts the children to another area. Educators are trained to respond in a calm and reasonable manner.
2. Another educator 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 educator at the medical facility. An educator will contact the Co-Executive Directors to inform them of the situation and request additional assistance, if deemed necessary.
3. In the event a situation arises that is life threatening, a 911 phone call will be made for immediate emergency assistance. The parent/guardian will be called immediately to inform them of the situation. The Site Coordinator or designated educator in charge will accompany the child to the medical facility. 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 educator 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 educator may call 911 for emergency assistance from the Town of Northborough to help locate the parent. Responding professionals will make the final decision as to which medical facility will be utilized after assessing the situation.
5. From the medical facility, the educator 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 medical facility. This would include the administration of anesthesia and any other steps considered necessary by the attending physician.

*Please remember that each situation will be handled on an individual basis depending on the severity of the medical situation.*

**It is essential that you report any changes regarding phone numbers and or emergency contacts so that we may keep your child’s file current throughout the program year.**

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### **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 educator 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 educator 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 educator in charge will accompany the child to the hospital and notify parents/guardians. The other educators and children will remain at the trip site and will be transported back to the program site.
3. If the school bus hired becomes disabled, the bus driver will notify the NEDP educators of the problem and location. The NEDP educators will call the NEDP, Inc. administration office. The children and educators will stay in the bus until another bus arrives to transport them back to NEDP.
4. The Co – Executive Directors will be contacted by the Site Coordinator or designated educator in charge as soon as possible and informed of the nature and extent of the injury and/or other circumstances and the proposed plan of action.
5. As a preventative measure, prior to the departure from the program site, the Site Coordinator or designated educator 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 educators 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 educators 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.**

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### **Plan For Injury Prevention**

- A. To prevent injury and to ensure a safe environment, NEDP educators are responsible upon arrival each day for monitoring the environment and for the removal of any hazards. Any needed repairs or unsafe conditions will be reported to the Site Coordinator. If necessary, the Site Coordinator or designated educator in charge will bring the repairs needed or unsafe conditions to the attention of the school principal.
- B. All educators will monitor the outdoor playground area and remove, if possible, any hazards. Repairs or unsafe conditions will be reported to the school principal. Educators will check children’s clothing to ensure that it is free of strings, laces or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard. Decisions for outdoor play will be dependent on the weather conditions as to protect the children against cold, heat and sun injury.
- 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. Educators will use the Accident/Injury Report Form to record the above information. Educators are required to submit the completed form to the Site Coordinator for review.

Once the Site Coordinator has reviewed the Injury/Illness 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 educator will log the report in the Central Log of Injuries and then file the report in the child’s file.

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

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### **ABUSE & NEGLECT POLICY**

NEDP educators are mandated by the Massachusetts Department 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 educator 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.

NEDP educators 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 an educator, he/she shall be relieved immediately of any responsibilities requiring direct contact with children. Following the investigation by the Department of Children and Families (DCF) 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 educator'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 educator's orientation to the program.

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<b>EMERGENCY CONTINGENCY PLAN and WEATHER RELATED EMERGENCIES</b>
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**EMERGENCY MANAGEMENT PLAN**

NEDP, in collaboration with the Northborough Elementary Schools and the Northborough Fire Department has developed an 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 educators would take in order to protect the children in their care. NEDP will comply with all instructions issued by the Northborough emergency response team regarding decisions to evacuate or shelter in place. If the decision has been made to evacuate, the First Student Bus Co. will be contacted and the children and educators will be transported to the Town Offices gymnasium. Parents will be notified, as soon as possible, of the relocation of the children.

The Emergency Management Plan is 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 educators are trained to respond in such situations.**

*A copy of this plan is available at each program site.*

**INCLEMENT WEATHER POLICY**

1. No program will be held on days school is closed because of inclement weather.
2. If there is a school delay due to inclement weather there is no before school care.
3. If school dismisses early because of inclement weather, NEDP will also be cancelled. Participants will be sent home on the school bus at the dismissal time according to the school's emergency plan.

4. 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 at different times of the program day. Children and educators practice using different evacuation routes so that they become familiar with the procedure. Each program must post the Fire and Evacuation schedule and the evacuation plan near the exits.

In the event of a real emergency situation, NEDP educators will put the Emergency Management Plan in effect.

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<b>PARENT/GUARDIAN INFORMATION – RIGHTS &amp; RESPONSIBILITIES</b>
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### **Parent/Guardian Communication And Involvement**

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

The educators of the NEDP are committed to open communication with parents/guardians. Parents/Guardians or educators 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/guardians 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. 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.

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### **NEDP FORMS**

Written communication and documentation is vital to the operation of our programs. Therefore parents are required to utilize the following forms:

- **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) Adding days can happen within 24 hours if space available.
- **Extra Day Request Form** (24 hour notice required – subject to available space)
- **Medical Consent Form** (for a child requiring medication administered during program hours)
- **Release of Information Form** (grants permission for NEDP educators to talk with the child’s teacher and other support educators)
- **Consent for Child to Leave the Program Form** (must be completed in order for child to leave program for a rec. activity, in school activity, etc.)
- **Individual Health Care Plan Form** (must be completed for a child with a chronic illness)

**Forms are available at the program site or a copy may be downloaded from our website at: [www.town.northborough.ma.us](http://www.town.northborough.ma.us); click on town Departments, NEDP, then NEDP forms.**

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## **CHILD’S PROGRESS REPORT**

NEDP educators are 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.

## **YOUR CHILD’S RECORD**

Information contained in your child’s record is privileged and confidential. The program educators 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 educators 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.

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## **Line Of Authority For Parental Complaints And Concerns**

If a parent/guardian and/or child have a complaint regarding an educator or 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.

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## **ADDITIONAL INFORMATION**

### **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 educators 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 located under Health and Safety Procedures in this parent handbook.

### **Notification of Injury**

Program educators 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 or you may review the Health Care policy on our website: [www.town.northboro.ma.us](http://www.town.northboro.ma.us) , click onto Town Departments and NEDP.

## **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](http://www.town.northborough.ma.us), click on Town Departments.

All educators shall have the responsibility to inform the Site Coordinator of concerns for any participant. Educators 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 educators, and an explanation of ways in which the educators 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:**

Marie Alan, Director 508-486-5115 x 221  
Deb Lemieux, Assistant Director 508-486-5115 x 221

#### **School Psychologists:**

Kim Spiliakos 508-351-7035 (Peaslee);  
Victoria Sokoly 508-351-7048 (Zeh)  
Anya Samuels 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:**

<a href="http://www.mass211.org">www.mass211.org</a> (Mass 2-1-1)	Just dial <u>211</u>
Alcohol & Drug Helpline	1-800-784-6776
Asthma & Allergy Information Line	1-800-727-8462
Better Hearing Institute	1-800-327-9355
Children's Medical Security Plan (Provides low cost health insurance for children)	1-800-909-2677



**Northborough Extended Day Programs, Inc.**

## **PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT FORM**

The Northborough Extended Day Program provides a policies and procedures handbook each year to our families. Please refer to the contents of this handbook to answer any questions you may have regarding your child's/children's participation in NEDP.

**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.**

Copies of the handbook will be available at the program sites (upon request) or you may view the contents on our website: [www.town.northborough.ma.us](http://www.town.northborough.ma.us) Click onto Town Departments for the NEDP link.

EEC regulations mandate that each parent/guardian complete the acknowledgment form which will be filed in your child's records. For compliance, this must be update annually.

I am aware of the information contained in the NEDP, Inc. Policies & Procedures Parent Handbook.

**Child's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

Please sign and return this form to your program Site Coordinator as soon as possible.