

# Chelmsford Community Education

EXTENDED DAY 2021-2022

## PARENT HANDBOOK



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# Chelmsford Community Education Parent's Guide 2021 - 2022

## **\*\*NEW INFORMATION FOR 2021/2022\*\***

**Half Days:** Half Days for the Elementary schools will take place off site. The students will eat lunch in their school cafeteria, then be sent by bus to either Roller Kingdom or Littleton's O'Neil Cinema from 12:00-3:30. All field trips will be mandatory, there will be no staff staying at the site. \*Please see below for more information.

**NEW THIS YEAR:** Half Days are now included in your schedule. There are no additional fees for half days. Ex. If you are scheduled Monday Tuesday Thursday FOR PM, and the half day falls on a Tuesday, you are registered for the Half Day. **As Needed Spots will only become available if space allows.**

### **IMPORTANT-Please Read**

Thank you for registering your child for Extended Day!

At this time, due to the staffing shortage felt in our area, all openings in the Extended Day program are subject to our ability to secure staffing. You will be notified before your child's start date if we are unable to accommodate your full registration. This notification will go out by August 20<sup>th</sup>. We will work to accommodate the maximum amount of days that we can within your schedule. If we are unable to secure enough staff for all requests, we will accept students based on their time of registration. Refunds will be given if we cannot accommodate your child's schedule. If a maximum capacity number is added for an Extended Day site, a waitlist will be added. See Schedule Changes for additional information.

## **INTRODUCTION**

The goal of the Chelmsford Extended Day Program is to provide an invaluable service to working parents of children in Chelmsford Public Schools. The staff will make every effort to provide a safe and harmonious environment in which your child can make age appropriate choices that lead to sound social, emotional, and physical development.

Our program is for students entering Kindergarten through Grade 6 and is located in five buildings: Byam, Center, Harrington, and South Row Schools for both the morning and afternoon sessions and the Parker Middle School for just the afternoon session. Elementary students will use their own buildings both before and after school. For the morning program, middle school students can be dropped off at their neighborhood elementary buildings and transportation will be provided to the two middle schools. McCarthy students will be transported to the Parker Middle School in the afternoon.

This handbook presents the policies and procedures of the Extended Day program. Knowing the policies and procedures will allow for a better experience for both you and your child.

The Chelmsford Extended Day Staff look forward to a successful and safe year working with you and your child.

The numbers listed below are only monitored when our staff is on duty. We suggest programming these numbers into your cell phones.

Byam School	978-788-6445
Center School	978-251-0933
Harrington School	978-788-6154
South Row School	978-788-6746
Parker School	978-251-5133 x6679

## **ATTENDANCE**

Our top priority is the safety of your child and assuring the accuracy of our attendance keeps all children accounted for after school. In order to prevent interruptions in your work day, and in order to minimize the time the staff must be on the phone away from the children, **please email [commedattendance@chelmsford.k12.ma.us](mailto:commedattendance@chelmsford.k12.ma.us) or call (978-251-5151) by 3:00 p.m. if your child is going to be absent.** Identify yourself, give your child's name & school and state the reason why your child will not be at Extended Day. **Do not call the Extended Day site to report absences.**

**Sending notes to the classroom teacher or school main office regarding Extended Day attendance, is NOT sufficient; you must also contact the Community Education office. If our office is not notified of the absence in advance, you will be charged a \$25 finder's fee. (See 'Costs' below.)**

## **COSTS**

Monthly charges are based on the 180 school days and are broken down into ten equal payments made from September to June due on the first day of the month for that month. It is presumed that your child is enrolled for the full academic year. September must be paid in full to attend the first day. We prepare and email your next month's bill on the 25<sup>th</sup> to 26<sup>th</sup> of each month. A \$25 nonrefundable registration fee is required for each child in addition to tuition.

**Vacations, and full professional days are not** included in your regular monthly fee - there is an additional charge of \$54 per day if you choose to send your child on those days.

-There is a \$25 fee for insufficient funds.

-Please be aware that if your payments become delinquent for two consecutive months, your child will no longer be able to attend the Extended Day Program and you will be denied admittance into any future Community Education programs. We reserve the right to refer any delinquent accounts to a collection agency. Payment is due on the first of the month.

**Finder's Fee:** A \$25 finder's fee will be charged in the event that the CommEd office has not been properly notified of a change in schedule and staff must locate your child.

Please adhere to your morning drop-off and afternoon pick-up schedule. **THERE IS A \$10.00 PER FAMILY FEE FOR EACH ADDITIONAL 15 MINUTES OR FRACTION THEREOF BEYOND YOUR SCHEDULED TIME. This includes 4:30 Pick-Up.** This fee will be added to your monthly statement.

**Half Days** will now take place Off-Site from 12:00-3:30, and then return the child to their home school from 3:30 until their normal pick up time. November 24<sup>th</sup> and June 22<sup>nd</sup> are excluded. All Half Day Field Trips will be mandatory. There will be no staff or children left at the school.

The cost of the Half Day for children with "As Needed" schedules will be \$49. As Needed Spots will only open if staffing/spaces allow. This will be a separate registration on a first come first serve basis.

There are no additional spots for the Elementary Only half day in November.

*\*\*\*There will be no credits given if you are absent for a half day\*\*\**

**Schedule Changes (both increases and decreases) in your next month's schedule, must be received in writing to CommEd@Chelmsford.k12.ma.us no later than the 15<sup>th</sup> of the prior month.** After the 15<sup>th</sup> there will be no credit for unused days. Schedule changes can only be accommodated if staffing allows.

**As Needed:** We do realize that there can be emergency/unplanned situations requiring additional day(s). These will be added at the "As Needed" cost based on availability.

To sign up for an "As Needed" spot, please email us at [commmed@chelmsford.k12.ma.us](mailto:commmed@chelmsford.k12.ma.us) at least 3 business days before the needed date. We will register you for that day if there is availability. You are not registered until you have made your payment and received confirmation, from your initial email to CommEd.

**'Switching days'** is not allowed. If you are planning a vacation for a week or more during regular school days, we will adjust that month's tuition if notification is received by the 15<sup>th</sup> of the preceding month. Only 1 vacation period will be waived each school year (**Not valid for June**).

**To Withdraw** your child from our program, email [commmed@chelmsford.k12.ma.us](mailto:commmed@chelmsford.k12.ma.us) by the 15<sup>th</sup> of the previous month. Please be sure to get a response to your email to verify that you have been withdrawn. Withdrawals can only be made by email to the CommEd office.

## **EMERGENCY CLOSURE**

In the event that afternoon Extended Day is cancelled due to an emergency or unsafe conditions (weather, loss of power, snow, water main break, etc.) a notification will go out immediately, and we will ask for an immediate response. If PM Extended Day is cancelled, there will be no staff on site. Please make sure your child's contact form is up to date at all times so that we are able to reach you or their emergency contacts.

**There are no refunds for emergency closure dates.**

## **BUS TRANSPORTATION (MIDDLE SCHOOL ONLY)**

The Extended Day bus number is usually different from the regular bus number that your child takes to and from school. The staff asks your cooperation in teaching your child the correct bus numbers.

The school principals have been notified of the days on which your child attends Extended Day; but, if applicable, please review with your child each morning whether or not he/she is going to the Extended Day Program and the bus he/she should get on in the afternoon. The staff will place the children who attend the AM Extended Day Program on the correct bus in the morning if they are going to the middle schools.

### **CHILD'S RECORD**

All documentation for allergies (Snack Form, Med Orders for Epi Pen, Asthma Action Plan etc.) must be on file before your child's first day.

It may be necessary to contact you during your workday in case of emergency. It is imperative that you keep your child's record updated. **If you move, change positions, change email or your emergency phone number, contact the Community Education Office in writing at [CommEd@Chelmsford.k12.ma.us](mailto:CommEd@Chelmsford.k12.ma.us) IMMEDIATELY.**

### **COURT ORDERS**

If families wish us to observe orders or restrictions such as court-ordered custody/guardianship or temporary/permanent restraining orders, please be sure we have an up-to-date copy of the document on file at the CommEd Office.

### **ARRIVAL AND DISMISSAL**

**Doors open at 7:00 a.m. NO EXCEPTIONS.**

Parents must bring their children directly to the staff member in charge of attendance when they arrive in the morning; they cannot be dropped off. If you have any special instructions or information that would help us to make your child's transition from home to school smoother, please inform us at this time.

The entrance for both the Byam and Harrington Extended Day Programs is the door located off the parking lot on the right side of the school. Admittance to Center is through the front door. The entrance for South Row is the cafe door to the left of the front door. The entrance for the Parker Middle School Extended Day Program is on the right wing as you face the building.

Parents must report directly to a staff member in charge of dismissing your child from Extended Day. Students are not allowed to leave on their own. Dismissal time is a good time to check on your child's progress and leave any special instructions which would help with proper adjustment.

We ask that when picking up your child, you check in with the staff to dismiss your child. For the safety and comfort of the other students, we ask that you take your

child at the time you come to pick up to make for a smooth transition.

Please adhere to your morning drop-off and afternoon pick-up schedule. **THERE IS A \$10.00 PER FAMILY FEE FOR EACH ADDITIONAL 15 MINUTES OR FRACTION THEREOF BEYOND YOUR SCHEDULED TIME.** This fee will be added to your monthly statement. If your child is consistently late, it is up to the directors discretion to terminate your registrations.

It is our policy to dismiss students to a parent, guardian or an authorized person as indicated on the online registration process or by an email to the CommEd office. **If someone else is picking up your child, you must notify the CommEd Office at 978-251-5151 by 2:00 p.m. or call your elementary childcare location after 3:00 p.m. (after 2:30 for middle school students).** Give the name and phone number of the person who will be picking up your child - they will be asked to show a photo ID and must be 18 or older. Note: siblings may pick up if they are 16 or older. Please send an email with this information to [CommEd@Chelmsford.k12.ma.us](mailto:CommEd@Chelmsford.k12.ma.us) as well.

### **CLOTHING AND PERSONAL BELONGINGS**

Please label your child's clothing (hat, mittens, coat, jacket) and personal belongings (lunch box, backpack, books) with his/her name, school, and grade. Do not send toys to school or Extended Day. The staff cannot be responsible for lost or broken items. During the year the staff collects many lost items, which are placed in the 'Lost and Found' box.

In the cold weather children must be dressed properly before they can participate in outdoor activities. At the staff's discretion, your child may or may not go out without weather appropriate clothing (mittens/gloves and hats).

### **BREAKFAST, SNACKS, AND BAG LUNCH**

Your child is offered a morning and/or afternoon snack. Afternoon snack time is a time for nourishment, communication, and relaxation. It is a transitional time from the school day to play and is a regular part of each child's day. Each student is provided 1 snack and 1 drink. Special dietary restraints or supper time limitations must be communicated to the staff by note or discussion when you pick up your child. Children are allowed to choose their own snack. Those with allergies are monitored by the staff. Snacks provided by CommEd must be eaten at the Extended Day Program. They are not to be taken home.

**YOU MUST PROVIDE YOUR CHILD WITH A BAG LUNCH ON DAYS WHEN SCHOOL IS NOT IN SESSION AND ON EARLY RELEASE DAYS.** Food delivery from area restaurants is not allowed. Extended Day will provide drinks and snacks only.

### **ACTIVITIES**

Many play activities are offered to your child. Free, relaxed, cooperative play is encouraged to develop socialization skills. Every attempt is made to have worthwhile, age appropriate activities and play. The activities may be individual, small group, or large group. Each child is encouraged to make choices regarding the activities in which he/she participates. Arts and craft activities are also offered. There are a variety of board games available and sports activities are conducted in the gymnasium and on the playground. Movies with "G" and "PG" ratings may be shown during inclement weather, vacation weeks and half days.

Since many of our students go directly from Extended Day to other activities, homework may need to be done during Extended Day hours in the afternoon. Parents should remind their children to do their homework that afternoon. It is the student's responsibility to know their schedules and complete their work. Extended Day staff will assist when appropriate and provide a quiet corner for students to work for a short period of time, on most days.

### **ILLNESS / ACCIDENT REPORTS**

Reports are filed with the Community Education Office explaining a child's accident or behavior incidents.

If your child should become ill while at Extended Day, you will be notified at work. If you are unable to leave work, please make sure arrangements have been made so that someone is available to pick up your child. Contact the person who will be picking up your child. If the person is different from the one listed on your child's record, give sufficient identification to the Extended Day staff. Children must be fever-free for 24 hours without Tylenol before returning to the program.

If an accident occurs which requires first aid rather than "TLC," first aid will be administered by a certified staff member. Staff with CPR and basic first aid certifications are present at our sites. Nurses may not be on site at your child's assigned building. You will be notified at work if it appears that further medical attention is needed.

### **DISCIPLINE / BEHAVIOR**

Following are some of the expectations we have for children attending our program. Most of these are the

same ones your children are familiar with during the school day.

1. We expect that children will be courteous and respectful toward adults and other children.
2. We expect that children will not run in the building except in the gym when appropriate.
3. We expect that children will not deface or destroy any school property, that they will not fool around in the restrooms, and will help keep our buildings clean and neat.
4. We expect that children will seek the assistance of a staff member when having problems with another student. Fighting, pushing, rough play, tackling, shoving, bullying, etc. will not be allowed. These types of behaviors could result in a request to pick up your child immediately from our program. (Please have alternate arrangements in place if you are unable to leave your job.)
5. We expect that children will not throw any objects, such as rocks, dirt, pebbles, toys, etc. that could cause injury to another person or property.
6. We expect children to follow all the basic rules of good manners when eating in the cafeteria.
7. We expect children to use appropriate language at all times.
8. We expect that children will not bring unsafe objects to our program, such as matches, knives or other objects which may be considered or used as a weapon.
9. We expect that students will not leave the grounds at any time during the day except at such obvious time as pick-up.
10. We expect that children will give a courteous response to any direction or request from a staff member in the program.
11. We expect that children will not exhibit behavior that could disrupt activities.

We believe in positive guidance for our children. Our main techniques will be the use of positive reinforcement, redirection to another activity, and discussion. If a student's behavior is detrimental to themselves or to the individual or group with whom they are playing, staff will discuss and explain to the child why the behavior is unacceptable. Persistent misbehavior will be discussed with a parent at dismissal time and a cooperative plan of behavior modification will be agreed upon, which could include withholding privileges (such as a special activity). Severe or continued problems may result in removal from the program. If your child has difficulty in adjusting to a specific situation, a daily log will be kept. The daily log will be used in making a decision concerning continued participation in the Extended Day Program. The Director of Community Education reserves the right to remove a child if necessary, for the safety of staff, other students, or the child in question.



Children must be potty-trained before attending our program. We do not have changing facilities.

### **DELAYED OPENINGS & EARLY DISMISSALS**

As of 7/30/2021, in the event of a **DELAYED OPENING** of school, our Extended Day Program will open at 8:00 a.m. at the regular locations. This is at the discretion of administration and could be subject to change due to the severity of the weather. For days when schools close for **EARLY DISMISSAL** because of inclement weather, we ask that children be picked up as soon as possible, so that our staff can get home as well. We reserve the right to close early. Late Fees will apply for late pick up on these days.

#### **EARLY RELEASE DAYS** (afternoons):

The **Early Release Days for Elementary Schools** are mandatory field trip days. Students will be off site from 12:00-3:30 at either Roller Kingdom or Littleton's O'Neil Cinema, then returning to their home school from 3:30 to their normal pick up time.

*\*\*\*Half Day Field Trips are subject to enrollment. If the minimum number of students is not met, alternative activities will be provided.\*\*\**

Early Release days are covered if the day falls on your registered PM schedule.

All cancellations or As Needed sign ups must be finalized one month before the Half Day.

"As Needed" spots will only be offered based on availability and are based on a first come first serve basis. This will be a separate registration on a first come first serve basis.

"As Needed" students are NOT eligible for the Elementary-Only Half Day.

### **SUMMARY OF EXTENDED DAY OPTIONS**

The flexibility of the Extended Day Program allows you to design a program to fit your specific childcare needs. Pre-registration is required for following options and can be combined to meet your personal schedule need.

#### **Option One**

**Before School:** Your child may attend the Extended Day Program in the morning from as early as 7:00 a.m. until school starts. Your child may attend this program from one to five days a week. This program follows the regular school calendar and operates when there is a DELAYED START to

school because of inclement weather. As of 7/30/21, we open at 8:00 a.m. when

there is a delayed start. This is subject to change based on weather severity or the discretion of administration.

#### **Option Two**

**After School:** Your child may attend the Extended Day Program in the afternoon from the time school is dismissed until as late as 6:00 p.m. Your child may attend this program from one to five days a week.

The program follows the regular school calendar and operates when there is a scheduled EARLY RELEASE DAY.

#### **Option Three**

**Vacation/PD:** You may need childcare services during February and April school vacations and the Full Professional Day. The cost to attend is \$54 per day. This program operates at one location for all children: The CommEd Building. We open at 7:00 a.m. and close at 6:00 p.m. **YOUR CHILD MUST BRING A BAG LUNCH. All children must be pre-registered one month before** to ensure appropriate staffing levels. Walk-ins are not allowed.

#### **Option Four:**

"As Needed" is a flexible option for parents that have a changing schedule. All "As Needed" dates must be pre-paid at the time of registration. There are a limited amount of "As Needed" spots per site, to make sure that we do not go over ratio of staff to students. "As Needed" requests must be emailed to [commed@chelmsford.k12.ma.us](mailto:commed@chelmsford.k12.ma.us) 3 Business Days before the date of care needed, and you are not fully registered until payment is received and you have received a confirmation to your initial request email.

### **REGISTRATION REQUIRED:**

#### **Register online at: ChelmsfordCommunityEd.com**

To attend the first week of Extended Day (August 31<sup>st</sup>) you will enroll and turn in all forms by Monday, August 16<sup>th</sup>. All forms will be required at the time of Registration.

After that, please allow 3 business days from when you register your child to their start date.

must be SCANNED to be uploaded. A picture of the form is not acceptable. **NOTE:** This form must be turned in to CommEd before your child's start date.

## **FORMS:**

- **Emergency Health and Medical Info Form:** Required for every child attending Extended Day. This form must be filled out and uploaded onto your account before you can register.
- **Extended Day Application Form:** Required for every child. This form must be completed online on your child's account before you can register.
- **Extended Day Contact Form:** Required for every child. There is an optional area for Additional Pick Ups for your child. This form must be completed online on your child's account before you can register.
- **Extended Day Registration Policy:** Required for every child. This form must be completed online on your child's account before you can register.
- **Allergy Snack Form** (required if your child has food allergies only) **NOTE:** This form must be turned in to CommEd before your child's start date.
- **Medication Order Form** (required for children with prescriptions only), signed by doctor and parent. This

## **COVID-19 Policies:**

This Handbook is subject to change due to the current state of the COVID-19 Pandemic.

**COVID-19 Closure Policy:** If Chelmsford Community Education must cancel a program due to an onsite COVID exposure, or your child is sent home because they were a close contact to a positive COVID case at one of our programs, you will receive a refund for any unused days during the mandatory closure or quarantine period (excluding registration fees if applicable). If your child is deemed a close contact or is diagnosed with COVID from exposure outside of Chelmsford Community Education programs, no refunds will be issued. All COVID-19 protocols set forth by the state and federal government will be enforced.

Activities are subject to change if the state or local BOH updates or revises any COVID-19 guidelines, policies, or restrictions during the school year.

*We look forward to having you join our program!*

*Robyn Adams, Stefanie Fields, Colleen Smith,  
Michele Walsh, and Linda Westland*