

Westport Community Schools

# Extended Day Program Parent Handbook 2021-2022

\*Subject to change



**\*Participation in the Westport Community Schools Extended Day Program is limited to Westport Public School K-6 students.**

**\*\*Westport Community Schools Extended Day Program is optional; participation is dependent upon students conforming to behavior expectations and parents making tuition payments in a timely manner.**

updated 08/16/2021

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# WELCOME

Thank you for choosing Westport Community Schools (WCS) Extended Day Program. We are committed to provide quality childcare and enrichment experiences that promote growth and success in a safe, compassionate and nurturing environment.

## WCS Extended Day Program

WCS Extended Day Program provides Westport Community School students in grades K-6 with extracurricular activities in a safe enrichment environment. The Extended Day Program is a self-supporting department of Westport Community Schools. We do not receive funds from Westport Community Schools or grants from the state or federal government.

## Extended Day Programs

- ☐ **Morning Care Program** -Monday -Friday at 7am
- ☐ **After School Program** -Monday -Friday. Starts at school dismissal and closes 6pm
- ☐ **Early Release Days** - Scheduled on half days and open for students registered and participating in the Extended Day Program. Closes 6pm
- ☐ **Vacation Week Camps**- February and April school vacation weeks. Tuesday- Friday from 7:00-5:30pm. You must sign up for these weeks, as space is limited! There is also an additional fee for full day.
- ☐ **Summer Camp** - Full-day summer program open to WCS students entering Kindergarten and up to 6th grade

## Our Staff

The Extended Day Program operates under the supervision of the Director, Lead Child Care Educator, Child Care Educators and Childcare Assistants who participate in Department of Early Education Care training and are very experienced working with youth. Several staff have earned their degree in Early Childhood Education as well as Elementary and Secondary Education.

## MORNING CARE PROGRAM

**Morning Care Program** helps students transition Monday through Friday to the school day with various activities – including seasonal arts, reading, puzzles, and board games. Morning Care Program opens at 7 A.M. at both the Macomber Primary and Westport Elementary Schools. Children can register for 1 to 5 days per week.

- **Parents MUST escort their children into the Morning Care Program and check in;** they cannot be dropped off outside of the building. If a child is dropped off, a parent/guardian will be called to come back.
- **Please note that there is no nurse available during Morning Care Program.** Students with emergency medication such as Epi- pen/Inhalers MUST have their parent/guardian give these medications to the Director in advance. Staff is not allowed to administer medications except for inhalers and epi-pens.

## AFTER SCHOOL PROGRAM

**AFTER SCHOOL CARE** prides itself on making the distinction that it is not simply a child care service, but in fact an optional, enrichment after school program that promotes learning and growth. The After School Program serves students attending Westport Community Schools in grades K-6 by providing physical activities, art projects, creative play, and social age-appropriate enrichment and recreational activities. Children can attend 1 to 5 days a week.

- After School Care starts right at school dismissal and is immediately followed by attendance.
- A Snack and beverage is given to each child and is approximately 20 minutes. Please send your child with a labeled water bottle. Our program is nut free, if your child has a snack that contains nuts, they will not be able to eat it at the program.
- Homework Help is available daily (see homework policy below).
- Closes at 6 pm

## TUITION RATES

Westport Community Schools is committed to continue to offer a quality enrichment program and a safe environment for everyone. Please understand the safety of your child is our first concern. Please note that when registering for our program, you are reserving a spot. Refunds will not be provided if you decide to take your child/children out of the program.

First payment is due before your child/children enters the program or at registration. Monthly payments are due Sept through May on the 5<sup>th</sup> day of each month (If the 5<sup>th</sup> falls on a weekend, payment is due the following Monday). Please note that the After School tuition DOES NOT include early release extended day (See Early Release Day policy)

### 2021-2022 Rates

**MORNING CARE- 12\$ PER MORNING (INCLUDES CEREAL AND MILK)**

**AFTER SCHOOL PROGRAM- 25\$ PER AFTERNOON (INCLUDES SNACK AND BEVERAGE)**

**EARLY RELEASE DAYS- \$35 PER EARLY RELEASE DAY (MUST BRING A PEANUT FREE LUNCH)**

**FEBRUARY AND APRIL VACATION CAMPS- 50\$ PER DAY (MUST BRING A PEANUT FREE LUNCH)**

*\* Current tuition fees are subject to increase by Westport Community Schools Committee*

**Sibling Discount:** Additional siblings will receive a 25% discounted rate for each additional child. **First child pays full tuition.**

### IMPORTANT:

- To start the first day of school, **registration paperwork must be submitted by September 1st.**
- Due to a large number of students and safety reasons, **registration on site and drop-ins are not allowed.**
- Recurring registration is offered on a monthly basis.
- Once capacity is reached, registrations will be accepted as spots become available through a waitlist

### How to Register: -

- You will receive an email with the registration attached. Once completed, you can email it to [jchaves@westportschools.org](mailto:jchaves@westportschools.org), or mail to:  
Westport Elementary School  
380 Old County Rd, Westport, MA 02790  
Attention: Extended Day Program
- First payment must be submitted in full for student to start
- Once your application is received, you will receive an email from the Director, confirming enrollment
- You will also receive a payment CONFIRMATION via email. This is your payment/registration receipt. Please keep it for your records

**Payments** are due the 5<sup>th</sup> day of each month Sept. through June and can be made online through *MySchoolBucks* (*administrative fees apply*) or by check. Money orders/checks are payable to [Town of Westport](#). Please make sure we receive your payment by the 5<sup>th</sup> of each month. **A \$25.00 fee will be charged for returned checks.**

**Late Payments:** It is the policy of Westport Community Schools Extended Day Program that all fees must be paid as agreed at registration. Students whose tuition is more than 15 days overdue are subject to a **\$15 late payment fee**. Students whose tuition remains in arrears after 30 days are subject to removal from the program.

**Withdrawals/Refunds** Notice of withdrawal from the Extended Day Program is due two weeks in advance in writing to the [jchaves@westportschools.org](mailto:jchaves@westportschools.org) Once a student is registered, he/she will remain in our records until you notify us. Please note that once a request of withdrawal is effective, the spot(s) will be open to the next student in the waitlist. Families re-joining would either need to re-register or be added to the waitlist

### Program Closings

The Extended Day Program is not held on holidays, snow days, or on days the Westport Public Schools are closed. You will receive the school calendar with all of these closure dates.

**Inclement weather:** please be aware and mindful of changing weather conditions while the Extended Day Program is in session, and please plan travel time accordingly. As we care about the safety of your children and their families, we also care about the safety of our staff.



### Emergency Contacts

In the event of an emergency, parents/guardians will be called first. When parents are unavailable we will rely on the emergency contacts that you have listed on your child's registration.

The information provided for Emergency Contacts is taken seriously. Contacts must be people other than parents and must be able to arrive on site within 20 minutes. By being listed as an Emergency Contact, parent/guardians are designating the contact as 'approved for pick-up'. To complete the Registration, 2 Emergency Contacts is required.

### Behavior Policy

**Westport Community Schools is an optional program** and participation is dependent upon acceptable behavior by students and a working partnership with parents.

- Behavior expectations are that students respect the staff, demonstrate respect for other students, respect for school property and for the property of others. We do not allow fighting or harming others, or disruptions like using profanity, yelling, throwing things, etc.
- We believe the role of staff is to help your child grow towards self-discipline and self-direction. We will use a cool down time as a means of allowing the child to calm down and talk to them. If two or more children are involved, a conflict resolution practice will be used.
- Attendance at the Extended Day Program is dependent upon students using appropriate and respectful language, respecting staff, and refraining from verbal, emotional, or physical bullying. Consequences for failure to meet these expectations include sitting out from activities, suspension and/or possible removal from the program, depending on the frequency and/or severity of the behavior. Safety and respect for self and others are priorities.

### Accessibility & Inclusion

Westport Community Schools welcomes students with disabilities who will be provided an equal opportunity to participate in the Extended Day Programs. All children participating in the Extended Day Program either with the provision of additional supports or independently, need to be able and willing to:

- Participate in group activities
- Follow program expectations and conduct themselves safely and appropriately in a group setting, in accordance with the program's Behavior Policy
- Successfully transition from one activity to another

Reasonable accommodations for students with a disability may include reasonable modifications to the program's expectations, provided that the proposed accommodation does not fundamentally alter the nature of the program. If the proposed accommodation would fundamentally alter the program, Westport Community Schools reserves the right to deny participation in this voluntary program. All requests for an accommodation will be evaluated on a case by case basis.

## AFTER SCHOOL POLICIES

### Signing Out:

- **We take safety very seriously.** Our security protocols require that children will only be released to those you have authorized on your child's registration. Please be prepared to show a photo ID if your child is new to the program and our staff. Please understand the safety of your children comes first.
- If there is any change in pick up arrangements the Director must be notified.

## Absences

**IMPORTANT-** Parent notes to teachers do not always get to the Extended Day Program. If your child will not be attending, you must notify the Director at [jchaves@westportschools.org](mailto:jchaves@westportschools.org) or call 774-309-4359. When a student is not accounted for, the resulting search is very staff-intensive and time-consuming, and easily avoided by a phone call or email in advance. Please understand the safety of your child is our first priority. You must understand emergency procedures are immediately set in motion when your child is not accounted for, this involves staff, school staff, bus company etc. Safety is our number one priority. Please do your part in helping to avoid unnecessary alarm, by contacting the Director by 2pm.

## Late Pick-Up Fee

An automatic \$5.00 fee per child will be charged if late. After 5 minutes, an additional \$1.00/minute will be added and it is payable at pickup. To avoid costly fees, parents should call their local emergency contact person to pick up their child if they will be late. Calling the Director will not excuse the late pickup fee. Late fees must be paid within one week by check or money order. Repeated late pick-ups could result in removal from the Extended Day Program.

## Allergies, Inhalers

If your child has an EpiPen or inhaler, you must provide one for the Extended Day Program and supply us with the Authorization for Prescription Medication Administration from your child's physician. We do not have access to the nurse, her records, her office or medications during program hours.

*Children will not be allowed to stay in our program without their medication and consent to administer. Please understand the safety and health of your child is our first concern.*

## Other Agreements

- We do not permit toys, collectible card games and electronic devices during the school year. Toys from home often cause arguments among the children, and become lost or stolen. We have a variety of equipment and activities to keep children happy and enriched. The Extended Day Program is not responsible for lost, stolen or broken personal items or toys.
- Children are encouraged to participate in all planned indoor/outdoor activities and special events. Our program curriculum allows for lots of choice and variety. If a child tries an activity and is unable to continue, an alternative enrichment option will be offered.

**Early Release Days- Early Release Days are only open for students registered and participating in the Extended Day Program.**

- **You will be asked if you would like to sign up for Early Release Day(s) approximately 3 weeks before. The cost is \$35.00 per child** and covers the time from school dismissal until 6pm. It is NOT included with your tuition.

## Early Release Dates (2021-2022) \*

- **November 18**
- **November 24**
- **December 23**
- **January 27**
- **March 10**
- **June 9**
- **June 17**

**\*\* Calendar is subject to change, please check calendar updates on the Westport Community Schools website.**

*Your support and cooperation with Westport Community Schools' policies to create a happy and safe environment for our students and staff is greatly appreciated.*