

# East Lyme Public Schools

## Extended Day Program Handbook

2019-2020

Before & After School Child Care



# Welcome to the East Lyme Public Schools

## Extended Day Programs!

Our extended day program thrives to provide a safe and enriching environment that allows students to feel welcomed and comfortable during their time with us. Students should be excited to come to our programs, as we strive to provide a secure and happy area for children to explore, discover, create, socialize and play.

Our programs communicate with building and district administrators, teachers, aides, building counselors, and parents, to ensure that every student enrolled is safe. We are constantly working to be the best that we can be as a program.

We greatly appreciate any comments or suggestions that could help better our programs.

Thank you for your support!

*Andrea J. Scott*

Extended Day Program Manager

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## **Extended Day Program Structure**

- Our programs adhere to building and district guidelines. More information about these guidelines can be found in your district and/or school handbooks.
- The school principal is the administrator of the individual programs. There is a district wide Program Manager who acts as a liaison to the building principals, parents, Assistant Managers and support staff. The programs are designed by the Manager and Assistant Managers and implemented by the Assistant Managers.
- Any child participating in one of our programs must be enrolled within the school that the program runs out of.
- The student/teacher ratio is one teacher per ten students. The teachers communicate by two-way radios.

## A Day in Our Programs

### Hours of Operation:

Elementary Schools:

Morning Care- 7:00am-9:00am

Afternoon Care- 3:30pm-6:00pm

### Location of Programs:

- Niantic Center Elementary and Lillie B Haynes Elementary programs run out of the school's cafeteria.
- Flanders Elementary programs run out of the Fun Club Room, located near the school's gym.

### Typical Activities:

Our programs find value in outdoor play, creative expression, and team play. Our programs serve a healthy afternoon snack, provide homework time for students, and promote safe and fun playtime. We have also began outside partnerships allowing us to bring in enrichment programming for the children to enjoy throughout the school year.

Morning Child Care offers a similar approach, allowing students physical play either in the school gym, or on the school playground. Although there is no designated homework time in our morning programs, our staff will provide a quiet place and supportive environment for students who wish to do homework/reading.

- There is no snack provided in our Morning Programs.

## Drop Off/Pick Up Procedures

**Niantic Center Elementary:** Drop Off, Parents can pull up along the school curb, walk their child into the building using the main entrance, and sign their child in with the program. For Pick Up, parents can pull up along the school curb, walk in through the main entrance, and sign their child out with our programs assistant manager.

**Lillie B Haynes Elementary:** Drop Off, Parents can pull up along the school curb, walk their child into the building using the cafeteria side door, and sign their child in with the program. For Pick Up, parents can pull up along the school curb, walk in through the cafeteria side door, and sign their child out with our programs assistant manager.

**Flanders Elementary:** Drop Off, Parents can park in the parking lot, and ring the doorbell that is located by the gym entrance, close to the soccer field. Once the staff unlocks the door for the parent, the parent can walk their child into the building and sign in with the program. Pick up procedures are the same as drop-off procedures.

If your child has been dismissed from school and does not return prior to the close of school, your child may not return for the after-care program that day.

## Billing and Payments

### Care Costs:

#### Elementary Schools:

Morning Child Care: \$8.00 per day

Afternoon Child Care: \$13.00 per day

***\*Drop-in Policy change:** Please note that we **no longer allow drop-ins to our program**. If you have not registered your child online, they may not come to the program. Add-ons may be allowed with prior approval with the program manager if staff to student ratio allow. Add-ons must be done by the Friday of the week prior to care needed.*

#### **District Discounts Given: Reduced rates do not apply to drop-in rates**

- **Sibling Discount:** Full Price for First Child, Morning Child Care \$5.00 per additional sibling attending the same school. Afternoon Child Care \$8.00 per additional sibling attending the same school.
- **Free Lunch Pricing:** Morning Child Care: \$4.00 per day; sibling rate: \$2.00 per day  
Afternoon Child Care: \$7.00 per day; sibling rate: \$4.00 per day
- **Reduced Lunch Pricing:** Morning Child Care: \$6.00 per day; sibling rate: \$4.00 per day  
Afternoon Child Care: \$10.00 per day; sibling rate: \$6.00 per day

- **How to Pay/Where to Pay:**

- 1) Our program only accepts payments through our new online website called RecDesk.

<https://elschools.recdesk.com/Community/Page?pageId=22182>

We also do not accept Care 4 Kids or any state funded payments.

- Please contact the **Program Manager** if you have any questions.
- Special circumstances may be made with the Program Manager.
- You will be charged a \$25.00 fee for any payments returned to our program by the bank.

#### **Please Note: Payment is due on a prepaid basis, PRIOR to the time of service.**

Parents/Guardians have the option of choosing daily, monthly or yearly needs. Registration and Payment is due on/before the 25<sup>th</sup> of every month for services the following month through our website. If different payment arrangements need to be made, contact the Program **Manager**.

**\*Please note\* Registration for the month will close on the 25<sup>th</sup> of the month prior. You must register for care by the close of the 25<sup>th</sup> to ensure your child will receive the childcare you need for the following month.**

## Late Pick Up

- Students should be picked up promptly at 6:00 PM when the After School program closes.
- A fee is charged for any child picked up after the designated closing time. A fee of \$8.00 is charged for each accumulated 15-minute interval after the first 10 minutes. If there is an emergency and the child cannot be picked up on time, please call us immediately. A late pick up notice will need to be signed upon pick up.
- If the child is picked up late more than three times, alternate childcare arrangements may need to be made.
- If the child has not been picked up by the program closing time, a parent will be contacted. If no parent/guardian is reachable, all emergency contacts will be called. If no response within a half-hour, the local police will be called.

### Extended Day Program Late Pick Up Notice

\_\_\_\_\_ was picked up at \_\_\_\_\_ on  
(Name) (Time)  
\_\_\_\_\_  
(Date)

We understand when there are occasional emergency situations; however, we will be keeping track of re-occurring late pick-ups. Late pick-ups will be assessed and a fee will be charged to families per the Extended Day Program Handbook (Fee of \$8.00 for each accumulated 15 minute interval after the first 10 minutes).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

This form is to be kept by the program for records.

Parent copy provided upon request: \_\_\_\_ Yes \_\_\_\_ No



## Attendance Expectations

It is important for our staff, and for our schools to know which students to expect in our programs, and how many students to be expecting.

*Advanced notice of a change to schedule, is expected. This allows our programs to have the appropriate number of staff present, and design activities for the appropriate number of children.*

### Changes to Scheduled Days:

- If you need to adjust, or change the days that you have signed up for care, notice needs to be either hand delivered or called in, to our school's front office, if you have not already informed your program's assistant manager. This needs to be communicated to our programs as soon as possible. *\*Please see Payment expectations about schedule changes.*

### Absence Notification:

- If your child is going to be absent on days that they have been signed up for care, please inform your school's front office, as soon as possible, if you have not already spoken with the program's assistant manager.

### Payment Expectations:

- You will be charged for days signed up, regardless if your child is absent from our program on those days.
- Mandated removal from the program does not warrant a refund.
- If you choose to remove your child from our program prior to using the days signed up for, you will not be refunded.
- If you change your days, you will not be able to 'swap'.

**Example:** if you signed up for Wednesday, but need to use Thursday instead, you will be charged for the day you signed up (Wednesday), as well as the new day (Thursday).

### Inclement Weather

- If school is closed: Extended day programs are closed
- Delayed opening: The Before Care programs will open with the delay as follows: if school is delayed two hours the Before Care program will begin at 9:00 AM.
- Early dismissal of school or After school Activities: The After Care programs will be cancelled for the afternoon if school is dismissed early. Staff will notify parents and confirm alternate dismissal arrangements for each child. Please keep all contact information current with the program manager and/or assistant manager. If after school activities are cancelled, the program will follow activity cancellation schedule. If after school activities close early, then after care is cancelled.

- Any mornings or afternoons missed due to early dismissals or school closings will be credited to the next monthly bill.

## **East Lyme Public Schools – All-Day Childcare Program**

*Offered ONLY to student's k-4 on vacation days and full professional development days, not on holidays.*

**Program runs daily from 8:00 AM – 5:00 PM @ Flanders Elementary School**

**Drop-ins on these days will not be permitted**

**Fees:** Full day Program Cost: \$54.00/day per student. \$33.00/day for each additional sibling attending the same program.

**Free Lunch Discounts:** \$27.00/day per student. \$16.00/day for each additional sibling.

**Reduced Lunch Discounts:** \$41.00/day per student. \$24.00/day for each additional sibling.

- \* Field trip fees may apply (there is no discount on field trip fees).
- \*The deadline to register is two weeks prior to the program's date.
- \* All fees must be paid upon registering in order to attend the all day program.
- \* The program **must** have at least 20 students enrolled, two weeks prior to the program's date, in order to have the program. If the program is cancelled, and you have signed up, you will be notified two weeks prior to the program's date.
- \* If you have signed up and paid, but the program was cancelled, you will be credited that amount.
- \* If you have signed up and paid, you will not be refunded that amount, if your child does not attend the program.
- \*If you have signed up you are responsible for program payment after the deadline has passed despite any changes that you may personally make (i.e.: no longer needing the program).

Registration and payment must be done through our online registration website called RecDesk.

<https://elschools.recdesk.com/Community/Page?pageId=22182>

**Lunch/Snack:** All students are required to bring a packed lunch from home every day they attend the East Lyme Public School's vacation program. There is no Hot Lunch available.

A morning and afternoon snack will be provided. Students are also welcome to bring their own.

# Half-Day Childcare Program

*Offered ONLY to student's K-4 on half-day professional development days and conference days. Program is offered to students currently enrolled in our programs first. If room allows, other students will be allowed to enroll.*

**Drop-ins on these days will not be permitted**

**Program runs from 12:35 PM – 6:00 PM**

**Location: Individual Elementary School**

**Fees:** Half day Program Cost: \$28.00/day per student.  
\$17.00/day for each additional sibling attending the same



program.

**Free Lunch Discounts:** \$14.00/day per student. \$8.00/day for each additional sibling.

**Reduced Lunch Discounts:** \$21.00/day per student. \$13.00/day for each additional sibling.

- \*The deadline to register is two weeks prior to the program's date.
- \* All fees must be paid upon registering in order to attend the all day program.
- \* The program **must** have at least 10 students enrolled, two weeks prior to the program's date, in order to have the program. If the program is cancelled, and you have signed up, you will be notified two weeks prior to the program's date.
- \* If you have signed up and paid, but the program was cancelled, you will be credited that amount.
- \* If you have signed up and paid, you will not be refunded that amount, if your child does not attend the program.
- \*If you have signed up you are responsible for program payment after the deadline has passed despite any changes that you may personally make (i.e.: no longer needing the program).

Registration and payment must be done through our online registration website called RecDesk.

<https://elschools.recdesk.com/Community/Page?pageId=22182>

**Lunch/Snack:** All students will be served lunch during their half-day of school. They will be served a snack at our program in the afternoon. Students are also welcome to bring their own additional snack as well.

## Medical Illness and Safety Policies

- The school nurse is not available during the program operating hours. However, our Before and After Care staff are trained in CPR/First Aide, as well as Therapeutic Crisis Intervention (TCI), allowing our programs to have competent, compassionate and responsive personnel.
- Our staff will provide basic first aid if needed.
- If your child should fall ill in our program, a staff member will notify the parent/caregiver. Emergency contacts will be notified if the parent is not available. The child will be removed from the group and made as comfortable as possible until s/he is picked up. A staff member will remain with the child at all times.
- If an emergency should occur a parent/caregiver will be contacted. Emergency contacts will be notified if the parent is unavailable. 911 will be called and the child will be released to emergency personnel if a situation warrants emergency transport (please initial consent on enrollment form)
- At least one person within each program at all times will be certified to administer emergency medications (epi-pen/inhalers) to students if necessary. We do not have access to the school supply.
  - If your child has an allergy and/or needs emergency medication you must supply our program with it in its original package and with doctors order (appropriate paperwork must be filled out and handed in.) Please see program manager/assistant manager for more information.

## Student Safety

### **District Policy for Bullying:**

- Students are expected to exhibit respect, compassion, understanding, and responsibility for themselves and others
- The East Lyme Board of Education promotes a safe and caring school climate that is free from threat, harassment, and any type of bullying behavior. The Board believes that a school environment in which students feel safe, supported, engaged and challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe, and is free from harassment, intimidation and bullying. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.
- Students who engage in any act of bullying on school grounds; at a school-sponsored or school related activity, function or program; whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the Board of Education (including students in transit from Salem); or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education; or outside of the school setting are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials.
  - More information can be found in your district's handbook.

## Disciplinary Actions

### Logical Consequences

- Our program uses *Responsive Classroom* techniques, where the staff uses respectful and positive language with the children. The staff reminds, redirects, and then removes a child displaying inappropriate behavior. Behavior that fails to respond to Responsive Classroom techniques is followed by completion of a Behavioral Referral form, parent/caregiver contact and further actions described in the discipline procedure flow chart on page 16.
- Any threats to a child's emotional or physical safety will not be tolerated. If an incident occurs during the hours of childcare, the parents of the child will be informed as soon as possible and asked to pick the child up immediately.

### Communication

- Our programs strive to have an effective communication flow with our building and district administrators, parents, staff, and students.
- If a student's behavior fails to respond to Responsive Classroom techniques, our assistant manager will contact the family and follow up with the program manager. This will be documented via the Before and After Care Behavioral Referral form. The parents will get a copy to sign and return (see page 15).
- Our assistant manager will explain the events that had taken place and interventions used. The program manager will discuss the plan of action moving forward and consequences of the behavior requiring a referral.
- We often work with building counselors and teachers, to help gain insight into how to better communicate and follow through with the student; providing a more positive outcome for our programs and families.

### Program Suspension

- A program suspension will occur with a major Behavioral Referral (three minors equal one major). \*Please note that at any time the administrators and managers have the right to agree to remove a child from the program.
- A Suspension from our programs will result if a child is incapable of appropriately participating within our programs. This includes, but is not limited to, physically harming another student(s) or staff, verbally threatening other students or staff, or if repeated inappropriate behaviors have not been resolved through parental/staff communication and logical consequences. Please refer to Page 16 Discipline flow chart and Page 15 Before and After Care Referral Form.
- Please note: Mandated removals from our programs do not warrant a refund.
- Upon returning to the program, the student will be on a "one strike" policy. If that student gets a Behavior Referral for a major incident, s/he will automatically be removed from the program and not allowed to return.

# East Lyme Before/After-School Referral Form

Name: \_\_\_\_\_

Location

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Playground | <input type="checkbox"/> Library           |
| <input type="checkbox"/> Cafeteria  | <input type="checkbox"/> Bathroom          |
| <input type="checkbox"/> Hallway    | <input type="checkbox"/> Arrival/Dismissal |
| <input type="checkbox"/> Gym        | <input type="checkbox"/> Other _____       |

Grade: K 1 2 3 4 School: \_\_\_\_\_

Referring Staff: \_\_\_\_\_

Minor Problem Behavior	Major Problem Behavior	Assistant/Program Manager Response
<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Property misuse <input type="checkbox"/> Teasing <input type="checkbox"/> Lying <input type="checkbox"/> Theft I <input type="checkbox"/> Other _____	<input type="checkbox"/> Intensive/Inappropriate language <input type="checkbox"/> Fighting/ Physical aggression towards staff/another student <input type="checkbox"/> Theft II <input type="checkbox"/> Threat <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Fleeing/leaving the group <input type="checkbox"/> Disruptive Non-compliance <input type="checkbox"/> Other _____	<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Given a break <input type="checkbox"/> Review of rules <input type="checkbox"/> Parent Contact <input type="checkbox"/> Warning <input type="checkbox"/> Individual modified participation _____ _____ <input type="checkbox"/> Other _____
<b>Program Manager and Administrative Decision</b>		
<input type="checkbox"/> Program suspension (_____ days) <input type="checkbox"/> Program removal		

**Others involved in incident:**  None  Peers  Staff  
 Unknown  Other

**Short description of what occurred (do not use other student's names):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Assistant Manager/Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

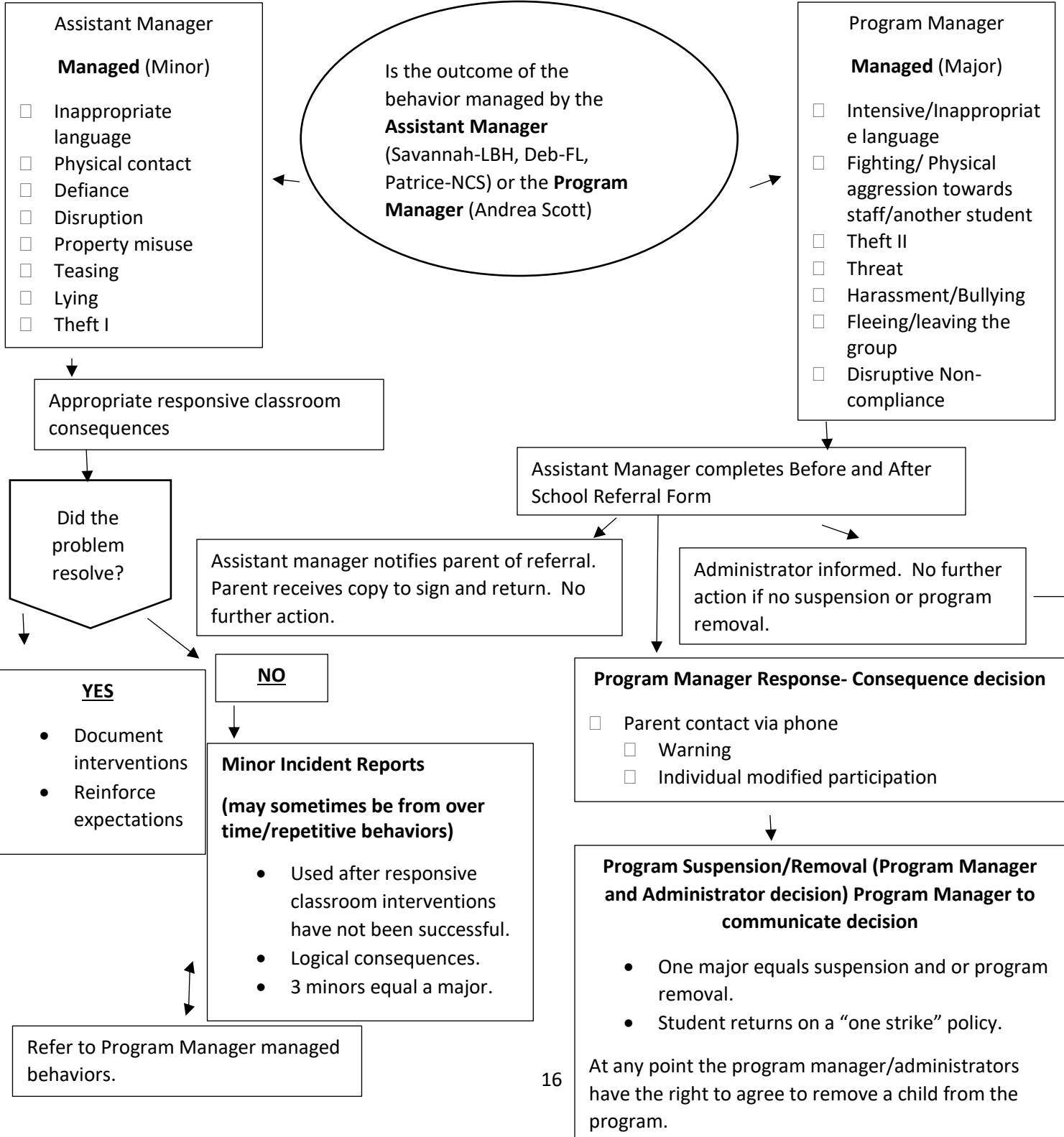
**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All minors are filed with program manager and parent is contacted. Three minors equal a major. All majors require Program Manager consequence, parent contact, and signature.

# East Lyme Before and After School Discipline Procedure Flow Chart

Set students up for success by reviewing rules and expectations.

OBSERVE problem behavior and IMPLEMENT responsive classroom techniques. If ineffective...





# BEHAVIOR DEFINITIONS

## MINOR BEHAVIOR PROBLEM and DEFINITION

**Inappropriate Language:** Unkind or inappropriate words that are not necessarily directed at another individual.

**Physical Contact:** Inappropriate physical contact with another individual without intent to cause harm.

**Disruption:** Student engages in an inappropriate activity which interferes with the flow of the before and after school environment. (This includes fleeing within the room and going under furniture.)

**Property Misuse:** Student engages in inappropriate use of personal or school property. (For example: student kicks table)

**Teasing:** Unkind words (profanity not included) that **are** directed at another individual or purposefully leaving someone out.

**Theft (level 1):** Student takes property that does not belong to them. (Situation specific and age specific)

**Lying:** Student is untruthful about events or property.

**Defiance:** Student refuses to follow rules, ignores redirection from adults.

**Other:** Student engages in any other minor problem behaviors that do not fall within the above categories.

# BEHAVIOR DEFINITIONS

## MAJOR BEHAVIOR PROBLEM and DEFINITION

**Harassment/Bullying:** Student delivers disrespectful messages (verbal or gestural) more than one time to another person that includes threats and intimidation, obscene gestures, pictures or written notes. *\*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.*

**Intense Inappropriate Language:** Student directs verbal messages that can include loud profanity, toward a student and/or adult. (Intent is to lash out.)

**Fighting:** Student engages in actions with another student including serious physical contact where injury may occur (e.g. Biting, punching, hitting with an object, kicking, hair pulling, scratching etc...)

**Physical Aggression:** Student engages in actions including physical contact or destructive behavior of high intensity and/or with the intent to harm others. (e.g. throwing furniture, kicking/hitting an adult or other student)

**Disruptive Noncompliance:** Student engages in refusal to follow directions, verbal protest and/or delivers socially rude interactions that stops instruction and/or does NOT respond to any form of redirection.

**Theft (level 2):** Student deliberately takes property that does not belong to them and is of high monetary or personal value.

**Threats:** Student delivers aggressive message or gesture to another with intent to harm, frighten or intimidate.

**Fleeing:** Student leaves immediate area in which they are expected to remain. (Outside the room or leaves school grounds.)

**Other:** Student engages in any other major problem behaviors that do not fall within the above categories.

**East Lyme Public School Before/After School Care Program Registration is now solely done through our new online portal with a software called RecDesk.**

<https://elschools.recdesk.com/Community/Page?pageId=22182>

Parents/gaurdians must create an account, fill out their registration form online and sign up for the childcare they need all through this new program. Parents/gaurdians will have the option of choosing daily before or after care, monthly or yearly care.

Program registration must be done by the 25<sup>th</sup> of the month prior to care needed. This registration will close at the end of that day and you will not be able to sign up after that date without prior approval from the program manager. Drop-ins are no longer permitted.

Should you have any questions, require assistance or need to request an alternate way of payment please contact the Program Manager, Andrea Scott at

[Andrea.Scott@elpsk12.org](mailto:Andrea.Scott@elpsk12.org)

# Contact Information

## District Program Manager

Andrea J. Scott  
Andrea.Scott@elpsk12.org  
(860) 334-0553  
7 West Main St.  
Niantic CT 06357

## Program Assistant Managers

### Niantic Center Elementary

Patrice Rando  
7 West Main St  
Niantic, CT 06357  
Primary Contact: (860) 334-1174  
Secondary Contact: (860) 739-3961

### Flanders Elementary

Deb Dwyer  
167 Boston Post Rd  
East Lyme, CT 06333  
Primary Contact: (860) 334-0761  
Secondary Contact: (860) 739-8475

### Lillie B. Haynes Elementary

Savannah Bedard  
29 Society Rd  
Niantic, CT 06357  
Primary Contact: (860) 334-1150  
Secondary Contact: (860) 739-2922