

EXTENDED DAY MANUAL

2024-2025



Landline: 203-261-8705
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203-650-3297
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WELCOME to the Easton Park & Recreation Extended Day Program! This program manual contains all of our program's procedures and policies.

Please create a family account at www.eastonrec.com.

Mission Statement

Extended Day is a recreationally based program offering participants an affordable before and after school program for all attendees of Samuel Staples Elementary School.

We offer participants the opportunity to spend their before and after school time in a safe and structured environment. Snack time and homework time will be offered, as well as numerous other recreational activities such as arts and crafts, sports, special guest entertainers, and much more!

Location

The program is held at Samuel Staples Elementary School in classroom #139, located in the kindergarten hallway.

Time

Morning – 7:00 am - 8:45 am (start of school) - Please note that staff is not allowed into the building until 7:00 am sharp, so please no early drop-offs.

Afternoons – 3:40 pm (end of school) - 6:00 pm*

***PLEASE NOTE THAT ON THE FOLLOWING DAYS EXTENDED DAY CLOSING AT 5:00PM, 11/22, 11/27, 12/20, 2/14, 4/11 & 6/13 (last day of school, TBD). PLEASE WRITE THEM DOWN!**

Parent Responsibilities

Parents are responsible for the following:

1. Maintaining appropriate and timely payment of fees
2. **Contacting the site Director if your child will be absent**
3. Keeping an open line of communication with the Director
4. Picking up your child on time

Registration

There is a one-time family registration fee of \$50 per family, (new families only).

Registration fees can be paid online or to the Extended Day Director.

Returning families must update ALL information online yearly and submit a NEW hardcopy Registration Form.

The registration process consists of:

- ✓ Read the “Extended Day Manual” CAREFULLY & COMPLETELY.
- ✓ COMPLETELY fill out and return a HARD COPY of the following:
 1. Registration form for the 2024-2025 school year
 2. Behavioral Agreement
- ✓ **Registering your family online at www.eastonrec.com**
- ✓ Paying the registration fee of \$50, if applicable (new families only).
- ✓ Update Dismissal Manager through the SSES website.

Monthly registrations must be done online BEFORE the 1st of every month. If not, your account will be subjected to a late fee.

NEW Registering for Individual Days/Drop-ins

Drop-ins must be requested 48-hours in advanced and are subjected to availability. You will be notified within 24-hours if your request is accepted. Please have a backup plan in place in case we are full.

Disputed Charges

If you have a dispute with a drop-in fee, it should be brought up in a timely fashion. **After 3 disputed charges, we reserve the right to ask families to pre-pay for drop-ins.** (Please allow up to 7 days, for drop-ins to be billed).

Outstanding Balances & Late Fee

All balances must be paid by December 20, 2024 in order to register for the remainder of the school year. If balances are not paid, a \$25 late fee will be applied & your account will be temporarily suspended until payment is made. Please make sure all balances are paid in FULL by the end of May 2025. **During the month of June, all monthly balances must be paid in full and drop-ins are to be paid before attendance.**

Monthly Program Fees 2024-2025: Options - AM, PM & *Half/Min Days

Payment can be made online or at the Easton Park & Recreation office.

*All monthly registrations must be added by the 1st of each month.

Drop-in rates: AM - \$20/\$15 & PM - \$25/\$20

***HALF DAYS ARE NOT INCLUDED IN MONTHLY FEE.**

		5 Days	4 Days	3 Days	2 Days	1 Day
1st Child Rate	Before School	\$176	\$150	\$123	\$83	\$51
	After School	\$289	\$234	\$179	\$126	\$73

		5 Days	4 Days	3 Days	2 Days	1 Day
2nd + Child Rate	Before School	\$137	\$114	\$90	\$66	\$44
	After School	\$255	\$209	\$161	\$115	\$68

***Half/Min Day Pricing: HALF DAYS ARE NOT INCLUDED IN MONTHLY FEE.**

Sept – Jan (5 days) \$125.00	Individual Days - \$30.00
Feb – June (7 Days) 176.00	Not Registered for Min Day - \$10 extra fee

Credit and Refund Policy – Absentee Call

There will be **NO CREDITS** given for any day that your child does not attend **Extended Day**. We require a phone call to the **Extended Day Director** to let us know if your child will not be attending at (203)650-3297 (this is a vm system, phone calls can be made at any time) or (203)261-8705 during program hours. Please remember it is not the school’s responsibility to contact us as we are a separate entity from SSES.

Search Procedure Policy

If a family fails to inform Extended day that their child will not be attending will have the following occur:

1st occurrence = email reminder

2nd occurrence (and each additional) = \$10.00 Fee Charged to Account

Late Pick-Ups

The Extended Day Program concludes at 6:00pm (***see below for days we close at 5:00pm**), and we ask that parents make every effort to pick up their child/children by that time. **Any child who is picked up after 6:00pm is considered a “late pick up” and will be charged a fee, \$20 for every 15 minutes starting at 6:00pm (a dollar a minute up until 6:15). If you know that you are running late, out of courtesy to the Extended Day Staff, please call (203)261-8705 to notify us of your approximate arrival time.**

****PLEASE NOTE - EXT DAY WILL BE CLOSING AT 5:00pm on 11/22, 11/27, 12/20, 2/14, 4/11 & 6/13, Last Day of School (TBD). Late fees for these days start at 5:00pm.***

Returned Checks

If we receive a returned check from the bank a \$25 returned check fee will automatically be added to your account. After 2 returned checks, all remaining payments for the school year must be made in cash.

Withdrawal or Change of Schedule

You must provide the Director of Extended Day with written/email notice **two weeks** prior to withdrawing your child/children from the program. Failure to do so will result in the charge of program fees for the two additional weeks from the date the Director receives a written/email notice of withdrawal. Please note, that two weeks written notice is also required to change your child’s set schedule. **All changes to schedules or withdrawals must be approved by and come from the Director of Extended Day.**

Parental Complaint or Concern Procedure

Many questions can be easily and completely answered by communicating directly with the Director of Extended Day. If further questions or concerns exist, the most effective communication contact should be made in the following order:

- 1) Extended Day Director, Keysha Evans
- 2) Easton Park & Recreation Programmer, Lisa Farasciano
- 3) Easton Park & Recreation Director, Danielle Alves
- 4) Easton Park & Recreation Commission (**monthly meetings are held on the third Tuesday of the month @ 6:30PM at the Park & Rec office**).

EVERYDAY DROP-OFF/PICK-UP – In the back of the school, kindergarten hallway. Parents are **NOT** allowed in the building at drop-off or pick-up (No exceptions).

- In the AM, please use the doorbell at the kindergarten hallway to announce your arrival, a staff member will meet you at the door and escort your child to Ext Day. **Please make sure to meet a staff member at the door, you may not stay in your car. Drop-off after 8:30 AM or pick-up before 4:00 PM must use the front door entrance, due to the bus loop.**
- In the PM, please call the Extended Day classroom at (203)261-8705 upon your arrival. An Ext Day staff member will meet you at the door with your child. **For safety reasons, you must get out of your car and meet a staff member at the door.** *If you are having someone other than yourself pick-up your child, please contact Ext Day and give the person's name. They will be asked for ID upon arrival.

Afternoon Dismissal Procedure – DISMISSAL MANAGER

- If your child is attending Extended Day in the afternoon, they must be entered into the SSES school dismissal manager by 2:00pm. This is a policy of SSES. School will announce for all Ext Day students to walk to the classroom at dismissal.
- **If children are not entered into the school dismissal manager, they are not permitted to attend the Extended Day Program.**
- If your child is attending any other P&R activity that is held at SSES the following procedure will apply; at 3:40pm children are dismissed from their classrooms and go directly to their proper location to begin their afternoon. An Extended Day staff member along with the instructor takes attendance and then dismisses to the activity. (i.e. Mad Science, Running, etc.).

Please Note: *Children who leave Samuel Staples Elementary School property at dismissal are not permitted back to the Extended Day Program on that school day.*

SECURITY PROCEDURES AT EXTENDED DAY

Notification is needed if someone other than those listed on your authorized pick up will be picking up your child, and proper ID must be presented. You must meet staff at the door for both drop-off and pick-up.

Disruptive Behavior

The Extended Day staff will do everything within reason to provide a positive experience for each child in the program. If at any time during the school year, your child's behavior interferes with the positive experience of the rest of the group, we must work together; the child, parents and the Extended Day staff to try to modify that behavior to better meet everyone's needs. The following is the procedure for dealing with disciplinary problems that may arise at Extended Day.

1st Offense – Verbal Warning and reflection sheet with child.

2nd Offense – Child will be asked to write reflection of the misbehavior which will be shared with parents and saved in the Extended Day file.


3rd Offense – Incident Report

- Several incident reports will result in a one-day suspension from the program.
- If an unacceptable behavior continues expulsion from the program may be necessary.

If our joint efforts fail and the negative behavior continues, the Director of Extended Day reserves the right to dismiss your child from the program for all or part of the remainder of the school year.

Please note, if a behavior is deemed extreme and/or causes an unsafe environment, the Director holds the right to suspend and/or dismiss a child from the program without going through the 3 stages.

Extended Day Morning Schedule

Time	Activity
7:00 – 8:30 	Drop off any time after 7:00 am. Breakfast* served 7:45-8:15 am. <i>Please note the following breakfast options: Cereal, granola bars, and fruit cups.</i> Children are welcomed to bring their own breakfast items Organized games, outside time (weather permitting), arts & crafts, last minute homework help.
*Out of respect for our friends with allergies, <u>we are a Peanut Free Zone!</u>	
8:30 – 8:45	Clean Up Get School Things Together Dismissal

Extended Day Afternoon Schedule

Time	Activity
**3:40-4:00	Attendance & Announcements
4:00 – 4:20	Outside / Gym Time
4:20 – 5:00	Snack Time Homework Time/Help- Organized Activities
5:00 – 6:00	Program Enrichment Outdoor/Free Play Arts & Crafts, Board Games

******Please refrain from calling the Extended Day land line between **3:40 pm – 4:00 pm**, as this is dismissal time for the children. Unless it is an emergency situation, please wait until after 4:00 pm to call in.

Special Events on Minimum Days

Minimum days must be paid for separately and are not part of the monthly fee.

Our monthly newsletter will have any program updates and information about special events. Special events are included in the Minimum Day rate. These activities are behavior based, if your child does not follow the policies discussed in the behavioral agreement they will not be allowed to participate. **If your child is not registered and shows up on a Min/Half Day, you will be charged an extra \$10.00 fee. We book events based on numbers and your child may not be able to participate.**

Illness Policy & Administration of Epi-pens/Sunscreen

- ✓ If at any time you feel your child is experiencing any signs of illness, we do ask that you keep them home from the program as to not risk the health of other children.
- ✓ In the event of chicken pox, strep throat, mumps, conjunctivitis, or other communicable diseases, parents must notify the Extended Day Director. Children may not return to the program until a physician confirms in writing that all contagious conditions have cleared.
- ✓ In the event a child contracts head lice, the Extended Day Director must be notified immediately. The child may return to the program when medication has been administered, the child has been examined by the school nurse and no live lice are found on the child.
- ✓ The Extended Day Director will only administer Epi-pens with a current Park & Recreation Extended Day permission form, signed by **both the doctor and parent** giving the Extended Day Director permission. Parents must deliver the Epi-pen to the Extended Day Director in its original container with the child's name on the prescription label.
- ✓ You may deliver a container of spray sunscreen, clearly labeled with your child's name to the Extended Day Director. Do not send it in your child's backpack or by any other means. Before going outside the Director will monitor the child distributing the sunscreen on their own skin.

Communication/Newsletter

Throughout the school year, we will be sending important information home via email including newsletters, program receipts and other important information through our email account at www.eastonrec.com. It is very important that both the families of Extended Day and the Extended Day team keep an open line of communication. Failure to communicate with staff and/or Easton Park and Rec may result in your request and/or child's schedule being paused until communication is reached. **Please note time sensitive information should not be emailed but called into the Extended Day voicemail line at (203) 650-3297.**

Snow Days, Early Dismissals and Late Openings

- On days when school is closed Extended Day is closed.
- Early dismissals due to inclement weather, Extended Day ***will not*** be open. Please be sure to have an alternate dismissal plan for your child.
- On late opening mornings, Extended Day will run on a sliding schedule. I.e. if there is an hour and a half delay and school begins at 10:25am, Extended Day begins at 8:30am.

Weather & Going Outside

The staff and children of Extended Day always try to take full advantage of outside time, weather permitting. In order to provide a safe and fun environment we need the parent's cooperation.

- Please be sure your child is dressed appropriately for the current weather conditions, i.e., coat/gloves or shorts/t-shirts/sneakers if necessary.
- **Please be sure ALL of your child's accessories are labeled!**

Lost and Found

Extended Day Lost and Found is located right outside our room. Please feel free to check periodically for any lost items. Please note that at the end of each week, our Lost and Found will be combined with the SSES Lost and Found.

Photography Usage

Photographs may be taken of your child/children, which may be used in Park & Recreation brochures, newsletters, P&R's Facebook page, and local newspaper articles. If you **DO NOT** want photographs taken, you must notify Extended Day by sending an email to the Extended Day email at extendedday139@gmail.com.

Thank you for being part of our Extended Day Family!

Extended Day 2024-2025 Registration Form

2024-2025 SCHOOL YEAR ENROLLMENT FORM

Anticipated start date: ____/____/____

Yearly registration fee: \$50.00 per NEW family.

ALL RETURNING FAMILIES - NO FEE, MUST SUBMIT A NEW FORM

GUARDIAN INFORMATION:

Guardian #1 _____
Relationship to student: _____
Home Phone _____
Employer _____
Work-Phone _____
Cell-Phone _____
Email _____

GUARDIAN INFORMATION:

Guardian #2 _____
Relationship to student: _____
Home Phone _____
Employer _____
Work-Phone _____
Cell-Phone _____
Email _____

AUTHORIZATION LIST FOR STUDENT PICK-UP: Other than Parents/Guardians, the following adults are authorized for student pick-up.

Name: _____

Phone: _____ Relationship: _____

Name: _____

Phone: _____ Relationship: _____

****Adults authorized for student pick-up will be asked for a picture ID upon arrival.***

MEDICAL INFORMATION:

Please list any known allergies and/or medications for your child:

Allergy:

Medication: _____

Accommodations:

Special personal/medical needs for your child:

Will an Epi-pen or Inhaler be needed while at Extended Day?
(Circle one): Yes No

****Please note the following about medications: • If an Epi-pen or inhaler will be needed at Extended Day, we must have a copy of the Doctor's Orders on file.***

MEDICAL TREATMENT AUTHORIZATION:

Please read the following statement and complete the following information:

"In case of an accident or serious illness, I request that Extended Day contact me. If Extended Day is unable to reach me, I hereby authorize their personnel to call 911"

Dentist's Name: _____

Hospital: _____

Physician's Name: _____

Phone: _____

Insurance: _____

Group #: _____ Policy/ID#: _____

"I hereby release the Easton Park and Rec Extended Day Program from any claim arising from the actions of medical personnel or Extended Day staff."

****All medical, and /or transportation expenses are the responsibility of the parent****

I plan to put all of our fees here (A quick Box)

Late Payment Fee	
Late pick up	A \$1/min up to 6:15, then \$20 every 15 minutes.
No show without cancelation	
Half Day show without registering	
Not registering before the 1 st of the month	

HOMEWORK CLUB

(For children in grades 1st– 5th ONLY)

_____ I would like my child to do their H.W at Extended Day.

_____ My child will do his/her homework at home

Please note that although staff will check over H.W, we encourage parents to be the final eyes to catch any mistakes.

ADDITIONAL ENROLLMENT

INFORMATION:

How does your child relate to other children/adults?

Behavior Management techniques used at home:

Specific interests/hobbies:

How does your child feel about being enrolled in Extended Day?

Is there any additional information that you would like to share with us about your child?

_____.

Please provide the name of the person(s) responsible for Tuition Payments: *If you have two households, you must specify which account you would like billed when adding and/or registering.*

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Completion of Registration:

I have had the opportunity to read and understand the "2024-2025 Extended Day Program Manual". I agree to pay all tuition and fees, noted above and in the handbook, to "Easton Park and Rec" in consideration of my child's enrollment in Extended Day for the 2024-2025 school year. I also understand that my child is not officially **enrolled** in Extended Day until the completion of all registration materials, including the Behavioral agreement, and payment of registration fees. (For New Families). If you feel that your child will need any extra accommodations, please contact the Director to set up a meeting to discuss.

Parent/Guardian Signature: _____ Date: ____/____/____

Printed Name: _____

The registration packet and registration fees must be handed in 24 hours before a child can attend the program.

Register today at www.eastonrec.com!



Easton Park & Recreation
652 Morehouse Rd
Easton, CT 06612

☎ (203) 268-7200 ✉ extendedday139@gmail.com

Ext Day Classroom: (203)261-8705

Ext Day Cell: (203)650-3297 (VM Line)