

EXTENDED DAY MANUAL

2026-2027



Landline: 203-261-8705
Voicemail (Cancelations/Changes/Drop-ins):
Email: Extendedday139@gmail.com



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

At Extended Day, we believe every child deserves a safe, joyful place to begin and end their school day. Our before and after school program at Samuel Staples Elementary School is designed to feel like a second home — where students are supported, seen, and celebrated. With a balance of structure and fun, we offer time for snacks, homework help, creativity through arts and crafts, active play, special visitors, and moments to just be kids. Our mission is to nurture the whole child — heart, mind, and spirit — while giving families peace of mind and support they can count on.

Location

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

Time

Morning – 7:00 am - 8:40 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 CLOSES AT 5:00PM, 11/20, 11/25, 12/22, 2/12, 4/9 & 6/14 (last day of school, TBD). PLEASE WRITE THEM DOWN!**

Parent Responsibilities

Parents are responsible for the following:

1. Registering on time.
2. Maintaining appropriate and timely payment of fees
3. **Contacting the site Director if your child will be absent. This is required by SSES, to avoid us calling the main office daily for attendance updates.**
4. Keeping an open line of communication with the Director
5. 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 Registration Packet
- ✓ **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 and/or charged as individual days. **No back dating will be allowed and or adjustments.**

AFTERNOON (PM) Monthly Registration Policy

To provide safe, consistent staffing and ensure availability for families who rely on Extended Day on a regular basis, Extended Day will use a two-phase monthly registration process.

Phase 1: Set Schedule Registration (also see Full Year Registration)

Families requesting a consistent monthly schedule will receive priority registration.

This registration process helps Extended Day maintain appropriate staff-to-child ratios, provide a safe and well-supervised program, and better serve families who depend on consistent childcare.

Priority Registration will be open the 1st through the 15th of every month.

During this registration period, families may choose a consistent schedule of:

- 1 day per week
- 2 days per week
- 3 days per week
- 4 days per week
- 5 days per week

The selected schedule will remain the same for the entire month and **may not vary from week to week.** For example, if a family registers for Mondays and Wednesdays, those will be the scheduled days for the entire month. Extended Day requires 2 weeks’ notice, for all schedule changes. **You are allowed 1 change of schedule per year.**

Phase 2: Individual Day Registration

After Priority Registration closes, any remaining openings will be made available for individual day registrations on a **first-come, first-served basis from the 16th through the end of the prior month.**

Availability for individual days will depend on:

- The number of students already enrolled with consistent monthly schedules.
- Available staffing.
- Program capacity for each day of the week.

Individual day registrations are not guaranteed and may fill quickly.

Waitlist

Once a day reaches capacity, families may choose to join the waitlist. If a space becomes available, families will be contacted in the order they were added to the waitlist. This may be the same day, as we often don't get cancellations until the morning of. You **MUST** receive confirmation, before changing Dismissal Manager to reflect Extended Day.

Full Year Registration

Extended Day is offering families who have a set schedule for the year the opportunity to register from August 2026-January 2027, and secure their schedule. Please note that, we require that families pay for the upcoming month by the 28th of each month prior or you will lose that month's registration spot. We understand things happen and life brings about changes, please let us know 2 weeks in advance for any schedule changes. **You are allowed 1 change of schedule per school year.** February through June will be open from January 1st-15th.

Disputed Charges

If you have a dispute with a fee, it should be brought up in a timely fashion. **After 2 disputed charges, we reserve the right to ask families to pre-pay.** (Please allow up to 7 days, for drop-ins to be billed).

Outstanding Balances & Late Fee

All balances must be paid by December 29, 2026 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 2026. **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 2026-2027: Options - AM, PM & *Half/Min Days

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

Drop-in rates: AM - \$25/\$20 & PM - \$35/\$30

***HALF DAYS ARE NOT INCLUDED IN MONTHLY FEE.** Please note Half Days fill up very quickly. Everyone is encouraged to book the day(s) they need in advanced to avoid not obtaining a spot. The half days are all posted on the school calendar in advance. Please make a note.

**1st Child
Rate**

	5 Days	4 Days	3 Days	2 Days	1 Day
Before School	\$186	\$160	\$133	\$93	\$61
After School	\$299	\$244	\$189	\$136	\$83

***2nd +
Child
Rate**

*Must be same schedule	5 Days	4 Days	3 Days	2 Days	1 Day
Before School	\$147	\$124	\$100	\$76	\$54
After School	\$265	\$219	\$171	\$125	\$78

***Half/Min Day Pricing: HALF DAYS ARE NOT INCLUDED IN MONTHLY FEE.
Please see pricing options below.**

Sept – March (6 days) \$270.00	Individual Days - \$50
Feb – June (6 Days) \$270.00	Not Registered for Min Day - \$10 extra fee

Credit and Refund Policy

There will be NO CREDITS given for any day that your child does not attend Extended Day.

Absentee Call

We require an email to the Extended Day Director (extendedday139@gmail.com) or phone call to the P&R Office (203)268-7200 to let us know if your child will not be attending. **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 program concludes PROMPTLY AT 6:00. Any child that is picked up after 6:00pm is considered a "late pick up". **The late pick-up fee is \$20.00 for each 15 minutes or part of 15 minutes after 6:00.** This fee is automatically charged to your account. After 3 late pickups, we reserve the right to ask you to make other childcare arrangements for your child. **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.**

****EXT DAY WILL BE CLOSING AT 5:00pm on 11/20, 11/25, 12/22, 2/12, 4/9 & 6/14 (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 or online.

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

Drop-Off /Pick-Up & Security Procedures –

- Drop-off/Pick-up is 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 you do not update Dismissal Manager, whatever your default plans are, they must be followed. No exceptions.
- 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.

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.

Special Events on Half Days

Half/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, and be asked to pick up your child. We book events based on numbers and your child may not be able to participate.**

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:</i> <i>Cereal, granola bars, and fruit cups.</i> <i>Children are welcomed to bring their own breakfast items</i> *We are a peanut free program Organized games, outside time (weather permitting). Free play
*Out of respect for our friends with allergies, <u>we are a Peanut Free Zone!</u>	
8:30 – 8:40	Clean Up Get School Things Together Dismissal

**Extended Day
Morning
Schedule**

**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.

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 immediately. Children may not return to the program until all contagious conditions have cleared. A doctor's note may be requested.

- ✓ 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.
- ✓ Parents need to notify the Extended Day Director of any new medical conditions. It is not the school's responsibility to inform us. If children go home sick from school, they are not allowed at Ext Day that afternoon. We ask that you inform us that your child is home sick and not attending.
- ✓ If a child's activities need to be modified or monitored due to recent surgery, a broken limb etc., you will need to contact the Extended Day Director prior to the child attending.

Communication/Newsletter via Email

Throughout the school year, we will be sending important information home via email including monthly 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 & Rec may result in your request and/or child's schedule being paused until communication is reached. **Please make sure that you let us know ASAP, if you are not receiving emails.** Extended Day relies on this form of communication throughout the years. It is your responsibility to make sure your account has the most checked and update email on file. **(Please also check spam) Please note time sensitive information should not be emailed but called into the Easton Park & Rec office at (203)268-7200.**

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 begin at 10:25am, Extended Day begins at 8:30am. **If the school calls a delay and the roads are not yet safe for Extended Day Staff to travel, Extended Day reserves the right to alter the delay to ensure staff arrive safely and doesn't interfere with the school's ice removal/cleaning measures. Please check your email that morning, periodically.**

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!**
- **Extended Day can not apply sunscreen. If your child requires Sunscreen they must self-administer. Let staff know so that we can support.**

Lost and Found

Extended Day Lost and Found is located inside our room. Please feel free to have your child 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 and Easton Park & Recreation's Facebook page. 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!

Register today at www.eastonrec.com!



Easton Park & Recreation

Extended Day

652 Morehouse Rd

Easton, CT 06612

☎ P&R Office (203) 268-7200 ✉ extendedday139@gmail.com

Ext Day Classroom: (203)261-8705

