

2019-2020

# Family Handbook



**NEEDHAM EXTENDED DAY PROGRAM**

Post Office Box 920520  
Needham, MA 02492

[NEDPKIDS.COM](http://NEDPKIDS.COM)



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## IMPORTANT PHONE NUMBERS

Please make every effort to call before 1:00pm if your child is going to be absent from the program. You do not need to call for Before School absences. Billing questions should be directed to the Central Office.

NEDP Central Office	781-444-NEDP (6337)
NEDP at Newman	781-444-3333
NEDP at Mitchell	781-453-0770
NEDP at Broadmeadow	781-444-9333
NEDP at Eliot	781-449-2635
NEDP at Williams	781-707-8026
Dept. of Early Education and Care	508-798-5180
Dept. of Children and Families Services (Formerly DSS)	800-792-5200

**For forms and information please visit our website:  
[nedpkids.com](http://nedpkids.com)**

## **ABOUT US**

Needham Extended Day Program (NEDP) is a school-age childcare program for children who attend the Needham Public Schools in grades K-5. We have an after school program in each elementary school and before school programs at all elementary schools (except Hillside). All programs provide a comprehensive STEAM curriculum, daily physical fitness curriculum, supportive homework time, and ongoing community service learning opportunities. Additionally, children may choose to participate in self-initiated activities such as reading a book or playing a board game.

NEDP is a private, non-profit organization founded in 1983. A Board of Directors consisting of parent volunteers make all policy decisions.

NEDP does not discriminate in providing services to children and their families on the basis of race, sexual orientation, religion, cultural heritage, political beliefs, national origin, toilet training status, disability or marital status.

The Department of Early Education and Care is our delegated licensor and can be reached for the program's regulatory compliance history.

EEC  
10 Austin St  
Worcester, MA 01609  
(508) 798-5180

### Organizational Information

NEDP has an organizational structure in place to support the students, families and teachers in our program. Educators are assigned to specific groups of children (K/1, 2/3, 4/5). Program activities, including specialized clubs and daily projects are planned and implemented by experienced and qualified staff members. Our educators are trained in CPR, First Aid, and Medication Administration and are provided with ongoing professional development.

Educators report to the Site Coordinator, the administrator on site daily. Site Coordinators report to the Assistant Directors. The Executive Director oversees operations and is available by email or phone at the office.

## REGISTRATION AND FEES

### Registration

A non-refundable one-time fee of fifty dollars per child must be sent with your completed enrollment form to NEDP. This does not guarantee your child a space in the program. Once in the program you will be asked to update your information any time you have a change and/or annually.

### Payment

Once families are offered a place in our Before or After School program, they must pay a deposit of one month's tuition. This is your FIRST month of tuition. This must be paid prior to the child attending the program.

Tuition is payable in advance on the first of the month, and is delinquent after the 10<sup>th</sup> (a \$25 late fee will be applied). Families are expected to remember their monthly tuition amount and due date without an invoice or reminder. Continued failure to pay tuition on time will result in the child being dropped from the program.

Tuition is based on the 180 days of school and then divided into ten equal monthly payments. There are no deductions for days missed due to illness or vacations. Early Release, Delayed Opening, and Full Days are not included in the monthly billing and must be paid for separately.

We are happy to provide receipts for your records upon request.

### **After School Rates 2019-2020**

<u>K/1<sup>st</sup> Grade Program</u>	<u>2<sup>nd</sup> - 5<sup>th</sup> Grade Program</u>
<b>2 days per week = \$287 per month</b>	<b>\$276 per month</b>
<b>3 days per week = \$420 per month</b>	<b>\$405 per month</b>
<b>4 days per week = \$542 per month</b>	<b>\$513 per month</b>
<b>5 days per week = \$640 per month</b>	<b>\$605 per month</b>

### **Before School Rates 2018-2019**

<u>Newman</u>	<u>All Other Schools</u>
<b>2 days per week = \$ 97 per month</b>	<b>\$ 87 per month</b>
<b>3 days per week = \$128 per month</b>	<b>\$108 per month</b>
<b>4 days per week = \$164 per month</b>	<b>\$133 per month</b>
<b>5 days per week = \$190 per month</b>	<b>\$159 per month</b>

### Sibling Discount

Families with more than one child enrolled for all 5 days in either Before or After School will receive a 10% discount off of ONE child's tuition (lower rate prevails).

Late Pick up Charge (applies to After School only)

Parents arriving after 6:00 pm will be charged \$1.00 per minute for every minute they are late. This fee will be kept by the teacher on duty as reimbursement for his or her time. If you know that you will be late we encourage you to contact your Site Coordinator as soon as possible. Calling does not exempt you from the late fee, but will reassure your child that things are fine and you are on your way.

Withdrawal

We request 30-day notice (in writing) to drop the program.

Joan Swartz Scholarships

Partial scholarships are available. A parent must submit financial statements (copy of tax return and pay stub) and a letter stating their specific needs to the Board of Directors for approval. Scholarships are limited. We also accept vouchers. If you believe you may qualify, please call Community Care for Kids at 617-657-5305.

**SCHEDULES AND SPECIAL DAYS**Operational Hours

BEFORE SCHOOL:

7:15 am- 8:20 am

**Newman:** 7:15 am- 8:45 am

AFTER SCHOOL:

Broadmeadow, Eliot, Williams & Mitchell: 2:45 pm-6:00

pm Newman: 3:10 pm- 6:00 pm

Both the Before and After School programs will follow the Needham Public Schools calendar.

Holidays

NEDP will be closed for the following days:

October:	Columbus Day
November:	Veteran's Day Thanksgiving and the following Friday
December:	Winter Break
January:	Martin Luther King Day
February:	Washington's Birthday
April:	Patriot's Day
May:	Memorial Day

A vacation camp will be offered for After School participants during February and April Vacation weeks (Tuesday – Friday). We are open for full days on many religious holidays and all Teacher Professional days. These require a separate registration and an additional payment of \$75 per day.

Early Release Day

When the Needham Public Schools have an Early Release Day, we are open from the close of school until 6 pm. Children contracted for that particular day of the week are guaranteed a spot and a fee of \$25 will be charged for the additional hours. The fee will not be charged for children that do not attend.

Space permitting, families who are not contracted for that day may add an additional day to their schedule. To add an Early Release Day, payment is as follows:

12:15-2:45 (3:10 at Newman) \$25

2:45 (3:10)-6:00 \$45 (standard additional day cost)

TOTAL: \$70

Delayed Opening

When the Needham Public Schools have a scheduled Delayed Opening, we are open from 7:15 am- the opening of school. Children contracted for that particular day of the week are guaranteed a spot and a fee of \$25 will be charged for the additional hours. The fee will not be charged for children that do not attend.

Space permitting, the Delayed Opening may also be offered to after school families. The fee is \$40 per child.

Additional Days

Space permitting, parents may request additional days in writing. The additional day fee of \$45 applies.

Snow Day Procedure

Needham Public Schools CLOSED: NEDP CLOSED

Needham Public Schools DELAYED OPENING: Before School CLOSED/After School OPEN

Needham Public Schools Afternoon Activities Cancelled: Parents will be notified, by email, what time we will be closing. It is imperative that parents leave work immediately and pick up at NEDP.

Schedule Change

Schedule changes occur weekly. A schedule change form should be submitted to the office via fax, email, or through your site coordinator one week in advance. All changes must be submitted in writing and will be confirmed via email. Forms are available on our website or from your Site Coordinator.

Minimum Enrollment Days

We have found that children who attend the program one day a week do not feel connected to the program and are not able to fully take advantage of our exciting



curriculum. There is a two-day per week minimum. Families who would like an exception to this policy may submit a request in writing to the office.

## **INFORMATION ABOUT YOUR CHILD'S DAY**

### Arrival

#### *BEFORE SCHOOL*

Children attending the Before School program may arrive any time after 7:15am.

**Children must be walked and signed into the classroom or cafeteria by a parent or guardian.** Staff members walk children to their school designated location 10 to 15 minutes before the start time of school. (Each school handles this differently. For information relevant to your child's school, please contact the Directors.)

#### *AFTER SCHOOL*

At the close of school, children are dismissed from their classrooms and walk to NEDP. We take attendance and any absence is reported to the Site Coordinator. **It is imperative that NEDP be informed by 1:00pm if your child will not be attending the program.**

#### A TYPICAL AFTERNOON AT NEDP:

K/1	2-5
Snack	Snack
Outdoor Play (30 minutes)	Outdoor Play (30 minutes)
Gym (30 minutes)	Homework, Gym, Activities, Choice Time
Story Time	(children choose how they spend their
Activities/Choice Time	afternoon and can move to different
	areas as they wish)

### Departure

Parent/guardian and/or someone from the child's authorized pick up list must sign their child out with the time on the Attendance/Sign-Out sheets. In case of a fire drill the Attendance/Sign Out Sheets are used for checking attendance, so it is imperative that you sign your child out and note the time on the Attendance sheet. We must have written AND verbal authorization from you for anyone picking up your child. Please notify everyone on your pick-up list that we will ask for photo identification before releasing your child. Minimum age requirement for pick-up is 12 years old.

### Personal Belongings

Children should be adequately dressed for indoor and outdoor activities. Outerwear (boots, jackets, rainwear, etc.) should be labeled with the child's name. Space is provided for the children's outerwear and school materials. ***It is requested that all personal items and toys be left at home.*** Our staff cannot be responsible for lost or

damaged belongings. A lost and found is available at NEDP and we urge you to check it periodically.

#### Meals/Snack

NEDP provides a nutritious snack daily for children that attend the After School Program. Menus are posted at each site. On Early Release Days and Full Days parents are required to send a peanut/tree nut free lunch with their child. Water and snacks are provided on these days. For a list of lunch suggestions please see your Site Coordinator.

## **EMERGENCY PROCEDURES, MEDICAL AND ILLNESS**

### Illness

If your child is too sick to attend school or is sent home from school, then he/she cannot come to NEDP. The following list describes some of the most common illnesses that we see and the NEDP policy on care and treatment. In addition to the following examples, if your child seems mildly ill, unusually irritable, lethargic or generally “not themselves”, but shows no other symptoms, we will notify you and a joint decision will be made about whether your child should remain at the After School. While your child is waiting, we will provide necessary food, drink, rest, play things, comfort and appropriate indoor activities.

**Contagious Diseases:** If your child is exposed to or contracts a contagious disease, you need to report this to the Site Coordinator so that other parents can be notified.

Contagious diseases tend to have incubation periods. For example, the incubation period for chicken pox is two weeks. Children who contract a contagious disease must stay at home until all danger of contagion has passed. They can return to the After School Program when they return to school.

**Fever:** A child with a fever (101° F +) should be kept home until the child has been fever free for at least 24 hours. (Although your child may have a normal temperature in the morning, body temperatures at that time tend to be normally low, and fevers usually return during the day.) If a child develops a fever while in the program, parents will be called to take the child home.

**Vomiting:** A child who is vomiting will be sent home. The child should not return to the program until the vomiting has stopped for at least 24 hours.

**Rashes:** Rashes may be caused by a variety of things. If your child develops a rash we will call to talk to you about it, and possibly advise you to contact your pediatrician. A child with a communicable rash should be kept home until the rash has subsided.

**Head Lice:** Incidence of head lice is common in school systems. If we find nits on your child, we will call you to take your child home. Your pediatrician can recommend treatments for head lice. Children may return to the After School when they are nit free.

We should be informed immediately if a child has contracted a communicable disease. Absence from the program to prevent the spread of the disease should be based on the advice of the child’s doctor or the school nurse.

### Medication Policy

We prefer the school nurse administer all medication before the child arrives at our program. However, if this is not possible, both an Individualized Health Care Plan and Medical Consent form must be submitted. These both require a physician's signature. All medications must be in the **containers in which they were originally dispensed and with their original labels affixed.** Over the counter medications must be in the original manufacturer's packaging. NEDP will not administer the first dose of any medication to a child. When your child is finished with a medication or at the end of the year all remaining medications and containers will be returned to you. All medication and forms are kept away from children. Medication forms can be found on our website or with your Site Coordinator.

**Allergies:** Parents must notify NEDP, in writing, of their child's allergies. For children who require emergency medicine on site, (i.e. an Epi-Pen for a bee sting allergy) parents must submit both an Individualized Health Care Plan and Medication Authorization form before they can attend the program. Both of these require physician's signatures. These forms are available on our website. It is extremely important that these forms are filled out in detail as we use them as a guide to treat your child in an emergency situation. All medications must be **in the containers in which they were originally dispensed and with their original labels affixed.** Please check the expiration dates on all medication and prescription labels before handing them in to the program.

### Program Emergency Procedures

If during the year a building must be evacuated for any reason the program will inform parents via an email and/or phone call. Children will be evacuated due to loss of electricity, loss of heat, fire, or other situation deemed dangerous by the Needham Fire Department. If programs are evacuated they will either be bused to Newman or they will walk to the following locations:

Broadmeadow to Grace Lutheran Church at 543 Greendale Ave.

Eliot to Newman Elementary School at 1155 Central Ave.

Williams to Needham High School at 609 Webster St.

Mitchell to Needham High School at 609 Webster St.

Newman to Presbyterian Church at 1458 Great Plain Ave.

In the case of a town wide emergency (decided by the Needham Fire Department) all programs will be bused to Pollard Middle School.

## NOTIFICATIONS TO PARENTS

NEDP is licensed in accordance with the regulations set by the Department of Early Education and Care (EEC). We are required to notify parents of the following policies:

### Discipline

NEDP follows the guidelines for disciplining a child as established by the Department of Early Education and Care (EEC). These guidelines are as follows: “No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment including: any type of hitting inflicted in any manner upon the body; punishment which subjects a child to verbal abuse, ridicule, or humiliation; denial of food or bathroom facilities, punishment for soiling, whether or not using the toilet, or punishment related to eating or not eating food.”

### Behavior Management Plan

NEDP’s behavior management plan is set forth in order to maximize the growth and development of the children while protecting the group and individuals within it. NEDP believes that the social and emotional learning of children is extremely important. To that end we utilize the Responsive Classroom® approach to behavior management. Teachers are encouraged to provide positive and consistent guidance to children based on their individual needs and development. Children are held responsible for their own actions.

### Termination and Suspension Policy

Needham Extended Day Program will make reasonable accommodations to avoid termination and suspension including training and supporting educators. Parents are encouraged to speak to staff daily at the program or to request a meeting with educators and/or administrators at any time. The termination and suspension policy applies for extreme situations such as the ones described below.

REASONS FOR SUSPENSION AND TERMINATION INCLUDE BUT ARE NOT LIMITED TO:

1. Physical or verbal abuse towards staff or other children.
2. Willful destruction of NEDP or school property.
3. Leaving program without permission
4. Endangering self or others.
5. Nonpayment of tuition as determined by the Board of Directors
6. Continued arrival at the program after 6:00 pm.

If a child is suspended or terminated from the program, NEDP will prepare the child for termination in a manner consistent with the child’s ability to understand.

Every effort will be made to help the child, parent, and educators find ways to manage the child’s behavior through referrals for evaluations, diagnostic or therapeutic services, management plans including a plan for behavioral intervention at home and in the

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Last update: 2/22/16

program and referral for guidance. After careful review, if the program and/or parents feel that the child is a risk to either him/herself or to others in the program they will be suspended or terminated. This will be worked out with the Site Coordinator, Directors, and Board of Directors.

## **REFERRALS**

We make every effort to meet the social and emotional needs of all children through our behavior plan and communication with parents/guardians. If concerns remain after speaking with parents/guardians, or the concerns are beyond our means to help, our recommendation will be to seek the appropriate professional help.

### Procedure for Referrals

A written statement will be provided to parents including the reasons for referral, a summary of observations, and efforts made to accommodate the child's needs. The Director will assist the child's parents and have parental consent before making the referral. A written record including a record of the parent conference and results will be kept in the child's file.

### Health and Medical Services

As stated in our emergency procedures our health care consultant is Dr. Alan Stern. Dr. Stern is available to the staff for consultation in case of injury or emergency. If a child is transported to the hospital, Dr. Alan Stern will be informed and may act as the attending physician.

Dr. Stern (781) 444-7186, Beth Israel Deaconess Medical Center (781) 453-3000.

### Mental Health

If concern is expressed regarding a child's mental health, parents will be referred to either the school guidance counselor or social worker or to Dana Group Associates at (781) 455-0282.

### Child Abuse or Neglect

Massachusetts's law 119-51A states that professionals who interact with children are considered mandated reporters. As mandated reporters the NEDP staff must immediately make an oral report to the Department of Children and Families when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse or neglect. If a report is filed, alleging abuse or neglect by a staff person, that person may not work directly with children until the outcome of the 51A investigation is determined, or for such additional time as required by EEC. To make a report of possible abuse or neglect, call your local DCFS office. The hours are 9:00am – 5:00pm Monday through Friday. The telephone number is (781) 641-8500. After 5:00pm or on weekends call the AT RISK HOTLINE (800) 792-5200 or DCFS HOTLINE at (800) 769-4615.