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### *Philosophy*

Lextended Day supports Lexington families and the community by giving school-age children the opportunity to play, explore, create and make friends in a healthy and stimulating environment. We are a choice and play-based program that encourages freedom of expression and provides a safe space for students to grow socially and emotionally amongst their peers. Our teachers are dedicated educators who bring their own experiences and interests into the program to the benefit of the students. Additionally rotating specialists enhance our programming with focused learning in STEM activities, Drama, Cooking and Outdoor education....

When students anticipate the opportunity to socialize and know they have something special at the end of school they are able to better focus on and enjoy their studies during the day. Our goal is to provide our students with a program they look forward to, to enhance and invigorate their interests while teaching skills to help navigate the social landscape of elementary school. [Research from various institutions](#), including the [Global Family Research Project](#), shows that participation in an afterschool program provides many additional benefits to students in a variety of areas including academic, social/emotional and health and wellness.

Every day at Lextended day is new and varied. Parents are updated on programming and important information by monthly emailed newsletter from each site and from the central office.

In addition to our activities and programming we also provide outdoor recreation and physical education opportunities. Licensing requirements state that we provide physical activity for children for at least 30 minutes of the day. We ask that parents provide suitable outdoor clothes, boots and jackets appropriate for the weather. Should your student have any medical issues or concerns that temporarily prevent them from going outside or being active we require a note to excuse them from these activities.

### *Statement of Purpose*

Lextended Day was organized and incorporated by parents to provide a program for children during the hours after school is dismissed. Lextended Day is governed by a board of directors made up of parents of students in the program.

Lextended Day is licensed by the Massachusetts Department of Early Education and Care (EEC), and conforms to its regulations. The student teacher ratio is no higher than 1:13. Lextended Day does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, marital status or sexual orientation.

### *Policies*

**Enrollment:** Children must be enrolled in Lexington Public Schools to use the program. Lextended Day needs a completed request for space, a child information form, and an application fee/deposit prior to the first day of care. Children with medical conditions, allergies or scheduled medication regimens cannot attend the program until an individual health care plan (IHCP) with doctor's signature and medicine is provided. Enrollment is done on a first come first serve basis. Children can only be enrolled at the site located in the school they attend.

**Schedule:** Students are scheduled under a block system. Each day is one block, (from school dismissal until 6 pm when the program closes) except Thursday, which is two blocks, due to the 12:15 pm school dismissal time. A full-time student is enrolled for six blocks a week. There is a two day a week minimum.

*Billing:* Checks must be received before the 15th of each month for the upcoming month, except for the September deposit to hold space. Automatic tuition withdrawal will be withdrawn on the last business day of the preceding month. Non-payment of fees will result in termination from the program. A late fee will be assessed for payments received after the due date. Occasional fees are collected for field trips or costume purchases.

*Schedule changes and withdrawals:* To honor our contracts with our staff, meet financial obligations, and build community, it is expected that parents will enroll for the **entire** school year. At the same time, we understand that circumstances change, and allowances are made for schedule changes and early withdrawal. Schedule changes and withdrawals go into effect on the first of the month, and a fee is assessed.

All schedule changes must be submitted by the 15th of the month preceding the change. Withdrawals need to be before the 15th of the month 45 days before withdrawal, for example before January 15 for an April 1st withdrawal. Forms are on our website.

*Closures:* Lextended Day closes when the school buildings are closed, including snow days, holidays, vacation weeks, full-day professional development days, and the day before Thanksgiving. Vacation programs occur, and are separate from normal monthly payments. Closed dates for each year are posted on the calendar on the website.

*Pick-Up:* You will be contacted by the program if we feel there is a pattern of late pick-ups. Ongoing issues will result in termination from the program. Please sign the sign-out sheet before taking your child home. An email or call is needed to release your child to an adult who is not on your pick up list or for any other change in routine.

*Absences:* If your child is not attending a day they are normally scheduled, we must receive a phone message or email well in advance of dismissal. Notes to your child's classroom teacher do not reach us. We need to account for every child every day. As it is essential to immediately locate missing children, we track down each missing child. When multiple children do not report to the program, it delays the ability to quickly find children who are truly missing. Therefore, parents who consistently fail to report planned absences compromise child safety and these families may be asked to leave the program.

*Illness:* Children with substantial fever or other symptoms of illness will need to be picked up immediately and will need to be symptom-free for 24 hours before returning to the program

*Financial Assistance:* Financial assistance, based upon demonstrated financial need, is available and is subject to confidential approval. The application is on our website.

### *Parent Communications*

Lextended Day maintains an open door policy to all parents at their child's program site and welcomes scheduled conferences. Lextended Day communicates through an emailed newsletters about programming, events, and weather and emergency closures. All parents are advised to give the program an email they check frequently. Conferences may be at the request of the parents or the site director. We encourage parent participation in serving as a member of the volunteer board of directors and attendance at events.

Parents are encouraged to call anytime with questions or concerns. Concerns should first be brought up to the site director, and if not resolved to the executive director, then the board member for the site.

### *Food Allergies*

Food allergies need to be disclosed at enrollment, and children are required to have an Emergency Treatment Plan in their file. Some staff are Epi-Pen trained. All children are required to wash hands before eating and after eating if their food contains any peanut butter, a nut product, or sesame product. Children are instructed to let a teacher know if they are eating anything with peanut or other nut product and instructed never to share food. If a child has an allergic reaction, staff will follow procedures as outlined in the child's file. If an Epi-Pen is used, staff will immediately call 911 and then the parent.

Lextended Day does not offer snacks/food that contain nuts or sesame, and we inspect all food packages for information regarding processing and other allergy information.

### *Policy for Children with Challenging Behaviors*

Lextended Day staff work to maintain an after-school environment where children feel welcome and where their individual needs are met. At the same time, we must recognize the organization's limitations. The program is not able to provide the same level of staff support as the schools. Our space constraints are also challenging. As many as 100 students share the same space, creating an environment that may be overstimulating for some children. Lextended Day makes decisions regarding participation in the best interest of all of the children.

Eligibility for the program is at the discretion of the program. Site space, group size, and group dynamics are all taken into consideration and may change from year to year. Lextended Day staff may develop individual behavior plans and consult with public school staff and other professionals familiar with the child's needs.

Lextended Day cannot accommodate children who exhibit the following:

- behavior (verbal or physical) that threatens the safety or well-being of the child or others,
- disregard for the physical boundaries of the program (leaving assigned indoor or outdoor space, running from teachers),
- on-going refusal to follow directives or submit to consequences,
- behavior that requires one-on-one supervision,
- behavior that requires restraint.

Parents with concerns are encouraged to schedule a visit to the program before registering their child. Parents may share details of any Individual Education Plan (I.E.P.) they and the school have come up with. After the child begins the program, a meeting may be called to review the child's adjustment to the program.

### *Health*

All teachers are first aid certified and all supervisory teachers have CPR training. All accidents and incidents are logged, dated and signed by a teacher, shared with the parent, and sent to the EEC as required.

Medicine is dispensed only by a teacher, and only when there is a current prescription in the name of the child. All medicine given will be logged in the child's record, dated and signed. Medicine is stored in the refrigerator or secured in first aid drawer. Leftover medication is returned directly to the parent. We cannot administer the first dose to the child.

Upon written request of a parent, the child may be permitted to administer his/her own prescribed medication, under the supervision of staff. Authorization from a physician is required for a child with asthma to carry an inhaler.

The closest parent will be called in case of illness or accident unless otherwise specified by the parent.

### *Transportation*

Children will come directly from their classrooms to the program at dismissal time.

### *Behavior Management*

Although Lextended Day is a private organization governed by state law, we strive to employ rules and consequences consistent with those of the Lexington Public Schools. Disciplinary action will be uniform, appropriate and reasonable.

No child will be subject to abuse, neglect, cruel and unusual, severe or corporal punishment, spanking, physical hitting, verbal abuse, ridicule and humiliation, denial/force of food, rest, or bathroom facilities. Children will not be given excessive time outs. Timeouts will take place within staff view.

Children are encouraged to solve conflict, and the staff will set positive examples to help the children achieve this goal. Physical incidents between children will result in separating children with a verbal request and a cooling off period. Staff discuss with the children what went wrong and how to avoid the conflict in the future.

*Suspension and Termination Policy:* Lextended Day will take every step reasonable to try to prevent the suspension and/or termination of a child. We will provide on-going communications with the parents and child to help avoid suspension or termination. We seek input from staff, the child's classroom teacher, the school counselor, nurse and/or principal. We also, within reason, provide training to educate staff in specific behavior diagnosis and interventions.

Prohibited behaviors include

- a violent or destructive act, or a threat to perform a violent or destructive act,
- stealing,
- making false accusations against another student or staff member,
- violating a student or teacher's civil rights,
- causing another student or staff member harm or placing a student or staff member at risk of harm,
- damage or destruction to the property of Lextended Day or the host elementary school,
- use of force in dealing with conflict,
- possession of controlled substance (drugs or alcohol) or weapon.

To keep all children safe, immediate termination may occur depending on the severity of the situation.

Initially, staff speak to the child about the prohibited behaviors and parents are notified of the incident. Depending on the severity of further incidents, an immediate suspension and termination may occur. In the case of a suspension, upon return, the child's behaviors will continue to be closely monitored by the director and staff. *Due Process:* Children are informed of issues and so they can share their perspective on the incident.

Termination from the program is permanent. The board of directors will adjudicate appeals at the next scheduled board meeting. All decisions of the board are final. Non-payment of fees and failure to report child absences to the program are also grounds for termination from the program.

### *Progress Reports*

Lextended Day completes annual progress report for the children. These reports are based on observations and provide documentation of the child's developmental growth within the program. Parents may request a copy of the report. Parents will also have the opportunity for a conference if desired.

### *Possible Abuse and/or Neglect*

All staff are mandated reporters. If abuse or neglect is suspected, staff reports it to the site director who will check for

- consistency in marks or bruises,
- anything unusual or suspicious that the child indicates verbally or in some other way,
- discussion with a parent that might indicate (as a follow up to physical evidence) something unusual occurring at home.

If an employee is under suspicion of abuse or neglect they will be suspended without pay until the investigation is complete. Any staff member who suspects another staff member should report that suspicion to the site director. Any staff member who suspects the site director of abuse or neglect should report that suspicion directly to the executive director, who will notify the board. Teachers are discouraged from 1:1 contact with students outside of the program.

The Department of Early Education and Care (EEC) and the Department of Children and Families are notified immediately if abuse is suspected. The suspension of an employee, intern, or volunteer suspected of abuse or neglect will continue until the investigations is complete and for such further time as the EEC requires. At no time will the staff member have contact with children until the investigation is complete.

Lextended Day does background checks on all staff.

### *Children's records*

Information contained in a child's record is privileged and confidential. Lextended Day staff do not release information in a child's record to anyone not directly related to implementing our program without written consent.

Parents or legal guardians are entitled to access a child's record within two business days of a request unless consenting to a longer period. Parents are allowed to view the entire record, even if it is in more than one location. Parents may add information, to the child's record. Parents may request an amendment of any information contained in a child's record.

### *Emergency Management Plans*

Parents are informed via email in an emergency.

In the event of an **on-site** emergency during program time the program evacuates the school. Each school has an onsite meeting location where attendance is taken. Evacuation drills are held with the students so that they are familiar with the process and which doors to use in the event of an emergency.

If the children are in **need of transportation**, a licensed bus company is called and the children are transported to another Lextended Day site or to a municipal building. The principal or other administrative contact is notified immediately to confirm that the site is available. Permission has been asked and granted at the sites below. If no transportation is available, children are walked to a site designated for emergencies. These are Bridge-Temple Isaiah, Bowman- Clarke Middle School, Fiske- Diamond Middle School, Estabrook-Boston Sports Club, Hastings-Methodist Church and Harrington-Central Administration Building. In the event of a major environmental non-confined emergency children will be transported to a Red Cross Designated shelter.

In a **medical emergency**, staff immediately call 911 and describe the injury and give location of the school. Injured children are transported by ambulance to local hospitals. The hospital used is at the discretion of emergency medical professionals. If allowed Lextended staff will accompany the child in the ambulance. Parents are notified immediately. The injury is reported within 24 hours to the EEC, who follow up with the program.

In an emergency requiring the **Police and Fire departments**, staff immediately calls 911, describes the situation, and gives the location of the school. Staff follow instructions of emergency personnel both on the phone and in person. Depending upon the situation, the site director may decide to evacuate or shelter in place. Most site directors have been trained in the ALICE protocol when invited by the principal of their schools.

In case of **severe weather** emergency that closes school for the day, Lextended Day is closed. If the superintendent closes school at the end of the day, it is announced in the robocall to the parents. Lextended Day also emails parents. Lextended calls parents until all children are picked up. Lextended Day encourages parents who must travel a distance to plan for these occasions by linking up with another family, and by being vigilant about communications on severe weather days.

### ***Referral Services***

Lextended Day works in cooperation with the teachers, principals and school specialists, including guidance counselors to help ensure the best program and resources for the students enrolled. If staff determine a referral is necessary, information will be provided to parents including the reason for the referral.

Medical: Lexington Pediatrics, P.C. (781) 862-4110

Vision: Gordon Optical, (781) 861-8814

Dental: Drs. Coppee - Pediatric Dentistry (781) 861-6120

Speech & Language: Children's Speech and Language Services, (781)-862-8085

Psychological: Psychological Care Associates, (781) 646-0500

Housing Assistance: Lexington Housing Assistance Board, (781) 863-6735

Abuse and Neglect: Commonwealth of MA Department of Children and Families Hotline, 1-800-792-5200

Financial Assistance: Lexington Department of Human Services, (781) 698-4840

### ***Licensure***

Parents can contact the regional EEC office at 360 Merrimack Street, Lawrence, MA 01843 - (978) 681-9684 for information on Lextended Day's regulatory compliance history.