



# Greenwood Extended Day Parent Handbook

2011-2012 School Year



Greenwood Children's Center  
231 Maple Road  
Longmeadow, MA 01106  
(413)565-4163  
[kzieba@longmeadow.org](mailto:kzieba@longmeadow.org)

## Welcome to Greenwood Extended Day

Welcome to Greenwood Extended Day, a Town of Longmeadow Parks and Recreation program which is governed by the Park Board Commissioners. Greenwood Extended Day is licensed by the Massachusetts Department of Early Education and Care, referred to as EEC throughout this handbook, as a School Age Child Care Program. Please know that you may contact our licensor, Jim Baron, to inquire about any compliance history reports that are available regarding our program. He can be reached at (413)788-8401 or EEC, 95 Liberty St., Springfield, MA 01103.

Greenwood Extended Day's primary philosophy is to provide a "home away from home" for your child by allowing them a fair and full opportunity to reach their full potential within a warm and nurturing environment. The staff provides safe, age-appropriate activities each day that encourage positive self-esteem and, most importantly, FUN!

EEC requires that all staff obtain 10-20 hours of EEC qualified trainings that are specifically designed for the current trends in school age child care, throughout the calendar year. Longmeadow Parks and Recreation requires that all staff be Community CPR and First Aid certified. Both agencies require a background check involving CORI and DCF.

Communication with the families enrolled in our programs is essential. Please contact Kelly Zieba with any life or health changes, questions or concerns that occur so that we can consistently provide your child with the nurturing environment he or she may need. Kelly can be reached at (413)565-4163, (413)565-4167 or [kzieba@longmeadow.org](mailto:kzieba@longmeadow.org) between the hours of 8:30am and 4:30pm Monday through Friday. Your input is valuable to us in ensuring that we meet everyone's needs to our fullest potential.

Please take the time to familiarize yourself with the contents of this handbook and keep it for future reference. The Program Administrator, Kindergarten Coordinator, and After School Site Coordinator are available throughout the year to answer any questions or concerns you may have. Your support and cooperation during the school year will ensure that Greenwood continues to be an effective, high quality school age child care program.

### **Absences**

Absences need to be reported to the Greenwood Office no later than 1:00pm on the day of the absence to ensure the whereabouts of your child at pick up time from school. Schools do not report this information to Greenwood, it is your responsibility! Failure to report absences on a consistent basis will result in termination from Greenwood Extended Day. Refunds are not given for absences, holidays, vacation weeks, snow days, etc.

### **Building Security**

Greenwood Extended Day has a security system which allows the doors to be locked between the hours of 9:00am-6:00pm. Upon arrival, please ring the bell to be let into the building. A security camera is located in the main office so that office personnel can ensure the identity of each visitor. Visitors must sign in and obtain a visitor pass. Please inform everyone on your pick up list that they will need their photo ID with them to cross reference identification from the information in your children's file.

### **Child Abuse and Neglect Prevention Policy**

All children who attend Greenwood Extended Day shall be protected from abuse and neglect. Any suspected cause of abuse or neglect will be reported in writing with factual information and observation to the Program Administrator. Suspected cases of abuse or neglect will then be reported to the Department of Children and Families as well as the Department of Early Education and Care immediately. As mandated reporters, the Educators and Administrators of Greenwood Extended Day are required to inform the Commonwealth of any and all allegations or suspicions of abuse or neglect. Parents will be contacted if a concern is filed unless deemed dangerous to the child.

Any staff member who is under investigation will be removed from direct care responsibilities until the Department of Children and Families complete an investigation. The staff member may remain removed from direct care responsibilities under the Department of Early Education and Care. If the investigation proves that the complaint is valid, the staff member will be dismissed immediately.

### **Child Guidance Policy**

Greenwood Extended Day is committed to providing children and their families with quality childcare in a safe and loving environment. A major part of that obligation is focused on the importance of child guidance and its effect on the children in our care. The following guidelines comprise our philosophy.

1. No corporal/physical punishment will be used.
2. Limits and expectations that are developmentally appropriate will be set.
3. Consistency is important for success; practices implemented at school and reinforced at home are most successful.
4. Be patient and fair, encourage independence.
5. Children's daily experiences will be scheduled and age appropriate activities will be planned.
6. Praise and encourage good behavior, recognizing that you serve as a role model for appropriate actions.
7. State suggestions or directions in a positive form. Give choices only when you intend to accept the child's choice.
8. Remember to make children feel worthwhile, respected and safe.
9. Use a kind firm voice when redirecting a child. Only use words that will help a child to feel confident and reassured. Encourage problem solving.
10. Removing a child from one play area to another, limiting play in an area or using a thinking time is acceptable. Time-out and forcing a child against his/her own free will is not allowed.
11. Teachers will encourage the children to discuss their actions and possible resolutions.
12. Thinking time provides children with the opportunity to think about appropriate actions. Guidelines are one minute per year and in sight of the teacher.
13. Punishment will never be associated with food, naps or bathroom procedures.
14. Acts of misbehavior will be kept in perspective. Parents will be involved when behavior is excessive or continually harmful to others.
15. Staff will be consistent with the policy as outlined above.
16. All EEC guidelines regarding child guidance will be maintained.
17. Supportive hold will be used as outlined in EEC regulations.
18. There will be NO verbal or physical abuse allowed in the Center under any conditions.

19. Acts of severe or violent behaviors, as deemed by Greenwood Extended Day Administration, will result in the necessity of parent intervention. The parent will be required to arrange pick at that time.

Greenwood Extended Day staff and administrations provide the children with guidelines for appropriate behavior and rules to follow while enrolled at Greenwood Extended Day. Children select which activities they will participate in each day. Our theory is that this will allow the children to have ownership over their time spent at Greenwood and, thus, limit behavior problems from occurring.

**Please refer to the Suspension and Termination Policy for a description of steps followed to enforce a happy, safe, and secure program for all in attendance.**

#### **Child Pick up/Drop off Policy**

Picture ID must be shown at pick-up to ensure the safety of every child in attendance until staff members become familiar with you and the people you have authorized to pick up your child. Identification will be cross-checked with the information in your child's file. Your child will only be released to individuals listed on the release consent form. Please inform individuals picking up your child about the Photo Identification Policy. Any changes or additions to this policy must be in writing and dated. Please stop at the front desk to sign your child out each day.

#### **Clothing**

Accidents are bound to happen, whether it is a toileting issue, a spill, or snowy and/or wet clothing. Extra clothes must be kept at Greenwood Extended Day programs so we are prepared for such an event. Please bring in clearly labeled belongings so that identification is easy. Extra clothes can be left on your child's hook or in an assigned storage area.

Greenwood Extended Day continues to play outdoors throughout the year. Please make sure to dress your child appropriately for the weather. In the winter, children must have gloves or mittens, a hat or hood, boots, snow pants, and a winter jacket in order to play in the snow. If they do not have all of these items, they will play on the paved areas. The children are outside for 30-40 minutes, so they need to be dressed appropriately for all seasons.

## **Curriculum**

Greenwood Extended Day's goal is to provide Kindergarten through Sixth graders with a safe, secure, home-like environment before and after school. We provide daily activity choices that follow a weekly theme and special interest clubs that encourage positive self-esteem; physical, emotional and intellectual growth; positive social skills; problem solving skills; and creativity. It is our objective to provide activities that will enrich the areas of English and Language Arts, Mathematics, Science and Technology, Engineering, History and Social Sciences, Comprehensive Health, and the Arts. Quiet reading time is provided to the children after snack each day for ten to fifteen minutes.

## **Custodial Agreements**

Parents who have shared or joint custody must agree upon the persons allowed to pick up their child from Greenwood. Both parents' signatures are required on all registration forms in shared custody situations. Any changes made must have the signatures of both parents in shared or joint custody situations. If a change in your custodial situation changes, please provide the documentation for your child's file.

## **Customer Service**

In an effort to become a greener community, newsletters, notices and reservation forms are emailed to the email provided on your registration form at the time of enrollment. Please check your file daily as well for announcements, policy updates, newsletters, injury/incident reports, invoices, and items of general interest. Please contact Kelly Zieba with any questions, concerns, or suggestions you may have about our program or your child's participation. Kelly can be reached at (413)565-4163, (413)565-4167 or [kzieba@longmeadow.org](mailto:kzieba@longmeadow.org) between the hours of 8:30am and 4:00pm Monday through Friday.

## **Daily Program Procedures**

**After School:** Greenwood Extended Day transports children to the Center from Longmeadow Schools by either the LPRD Program Van or a LPVEC school bus. The children arrive at Greenwood at approximately 3:15pm each day.

3:15pm: Arrival

3:15-4:00: Kindergarten and First Grade- Snack

Second through Sixth Grade- Large Motor Activities

4:00-4:30 Kindergarten and First Grade- Large Motor Activities

- Second through Sixth- Snack and Reading Time
- 4:30-5:30 Daily Activity Choices: Gym, After School Room, Arts and Crafts, Special Interest Clubs, Homework
- 5:30-6:00 End of Evening Activities- in the After School Room

**Early Risers:** Early Risers meets from 7:15am- the start of school in the cafeteria at each Longmeadow Elementary School. Children enjoy self directed activities including arts and crafts, board games, Legos, and homework.

**Kindergarten:** The Kindergarten Coordinator creates an enriching classroom curriculum which encourages physical, intellectual, emotional, social well-being, and growth. Child sized equipment allows for investigation, discovery, learning, and most of all FUN! Activities include, but are not limited to, Arts and Crafts, Cooking, Stories, Music, Dramatic Play, Science and Gym. Special Interest Clubs are also available on certain days of the week throughout the year. Progress reports are done annually so that parents can have record of their child's growth and development while in our care. Children need a bagged, nutritious lunch each day. Greenwood Children's Center is a Peanut, Tree Nut and Shellfish Free Zone.

**56 Club:** The 56 Club was created in the Fall of 1994 to meet the specific needs of 5<sup>th</sup> and 6<sup>th</sup> graders. The 56 Club has its own space to do homework, chat with friends, listen to music, play games, and work on community service projects throughout the year. Club members gain independence while still being in a safe, home-like atmosphere.

### **Emergency Procedures**

Emergency Procedures will be followed in the event of a missing child, emergency evacuation, or emergency care for an injury of a participant that requires medical attention. Please note that proactive measures are followed to ensure the safety of all participants.

**Missing Child:** Attendance is taken several times throughout the day. Attendance checks are done while at the elementary and middle schools, upon arriving to Greenwood, at snack time, at activity choice time, and at 5:30 group time. Bathroom sign in/sign out sheets are posted in every After School Room.

If a child is expected to attend Greenwood Extended Day on a certain day but does not appear at the specific meeting spot at the school, educators call the Program Administrator or Site Coordinator who then call the parents to confirm the child will be in attendance. If the child is attending, an all-call will be done at the school, the child's teacher will be contacted, and one educator will stay at the school until the whereabouts of the child is confirmed. The program van will pick up the child and educator at that time. If the child is not located, the Program Administrator or Site Coordinator will contact the Longmeadow Police Department and the child's parents immediately.

If a child is missing from an activity that he/she has signed up for while at Greenwood Children's Center, the educator assigned to that room will alert the office. The Program Administrator, Site Coordinator and floater will check all points in the building. Bathrooms will be checked first. Other areas of activities will be checked. All educators in the building will be alerted to contact the Office if the child appears in their activity. If the child is not located, the Program Administrator or Site Coordinator will contact the Longmeadow Police Department and child's parents immediately.

If a child is missing from Early Risers, the staff will alert the main office at the school. The Site Coordinator will check all bathrooms and classrooms with additional staff. The Program Administrator will be contacted. If the child is not located, the Program Administrator or Site Coordinator will contact the Longmeadow Police Department and child's parents immediately.

**Emergency Evacuation:** Evacuation routes are posted in each facility and Greenwood's educators are trained in evacuation as recommended by the Longmeadow Fire Department. Evacuation drills are conducted and evaluated by the LFD as well as the Program Administrator.

In the event an emergency caused Greenwood Children's Center or Early Risers to be unsafe we would transport the children by Greenwood Van or by community safety vehicles to the Community House, 735 Longmeadow Street, 565-4160. Should weather conditions require immediate shelter educators and children will wait in the locker rooms at Greenwood pool. Parents would be contacted to pick their children up as soon as possible. Educators will bring emergency evacuation bags that contain basic needs if extended emergency care was needed.

Classroom educators shall be responsible for maintaining attendance and consistent supervision of the children. Roll call will be taken immediately after evacuating the building to ensure all children and staff have made it safely out of the building. The Program Administrators will check all points in the building to double check that everyone has made it out in a timely and safe fashion. Every effort will be taken to prevent a child or staff from being left behind. In extreme conditions, should a child or staff be unaccounted for, emergency medical personnel would be informed. Parents would also be informed by what means remain available. Cell phones or land lines would be used as long as available.

Should typical means of communication not be available local media posting would be put into effect. In extreme emergencies parents should check all local media outlets for information.

In the Spring of 2010 Greenwood Children's Center received an emergency radio which is monitored by the Longmeadow Police and Fire Department.

Evacuation drills shall be documented as required by EEC.

In the event of loss of power, heat or water the Program Administrator will take the following under consideration

- Weather conditions
- Duration
- Resolution time

Basic guidelines for loss of power will be after 2 hours without power parents would be required to pick up.

Basic guidelines for loss of water will be 1 hour without water and parents will be required to pick up.

Long term persistent emergency conditions will be handled on a per situation basis with the support of the Emergency Management Director.

All decisions regarding loss of heat, power or water shall be made by the Program Administrator in conjunction with the LPRD Director and Town Manager.

### **Enrollment Meeting**

Before registration of your child is considered complete, an enrollment meeting must take place between the family and the Program Administrator or the Site Coordinators. The meeting will consist of a tour of the program, an overview of the philosophy of the program, and a question and answer portion.

### **Equipment Policy**

If a child intentionally breaks or damages Greenwood property through improper use, the Site Coordinator or Program Administrator will meet with the parents and discuss one of the following consequences:

1. The child will purchase a replacement item.
2. The child will replace the item with something similar from home.
3. The item is sent home for repair.

### **Evacuation Routes**

Monthly evacuation drills are done while the children are in attendance so that the route of evacuation from various points in the building will be familiar to them. Each program area has a door leading to the outside as well as to the hallway. The primary exit, the door leading outside, will be used in the event of an emergency unless blocked. Evacuation routes are posted in each of the program areas.

### **Fees and Billing**

Greenwood Extended Day tuition is based on monthly fees. Payment is due the first Friday of each month for that month. Overdue bills of more than one month may result in termination. Please note that invoices are not prorated.

For your convenience, you may set up an account by visiting [www.lprd.net](http://www.lprd.net). This will allow you to pay online, view your account information, and register for other programs offered by Longmeadow Parks and Recreation in

the convenience of your own home. Automatic withdrawal forms are also available at the Greenwood Office if you would like to set up a payment plan. Payments can also be left in the tuition box outside of the Greenwood Office.

Children must be enrolled for at least one set day a week. Changes in schedule must be made at least one week in advance. Withdrawal from Greenwood Extended Day requires one week's notice.

**Deposit:** Registration paperwork must be submitted one week prior to your child's start date with a deposit of one month's tuition. The deposit will be retained and may either be applied to your last month's tuition or rolled over for the deposit for the following year. Deposits are non-refundable.

**Drop in Fees:** If your child attends Greenwood on an unscheduled day or attends for an extended portion of a day he or she normally attends, this is called a drop in. Examples of this would be on half or no school days. Fees are based on a block schedule. Our day consists of three blocks. You will be billed \$40.25 for your first block and \$20.13 for each additional block if your child does not normally attend on that given day. On a scheduled day should additional care be necessary, the first block is accounted for in your monthly invoice, so you will be charged \$20.13 for the additional blocks needed.

Block 1: 7:15am-11:30am    Block 2: 11:30am-3:00pm    Block 3: 3:00-6:00pm

**Field Trip Fees:** Fees for field trips and special events will be added to your monthly invoice. Fees will be based upon the charge of the vendor for services rendered.

**Late Pick up Fees:** Greenwood closes promptly at 6:00pm. Pick ups that occur after 6:00pm will be charged as follows on your next invoice:

- \$10 fee for pick-ups between 6:05-6:10pm
- \$1.00 additional fee for every additional minute after 6:10pm.
- Emergency contacts will be called at 6:15pm to pick up.
- The Department of Children and Families will be called at 7:00pm to resolve the situation.
- Consistent lateness will result in termination.

**Program Fees:**

**Before and After Kindergarten-** transportation included

8:30am-12:00pm  
11:30am-3:00pm

with Extended Hours  
from 3:00-6:00pm

	Monthly:	Monthly:
1 set day/week	\$161	\$241.50
2 set days/week	\$250	\$375
3 set days/week	\$278	\$417
4 set days/week	\$331	\$496.50
5 set days/week	\$356	\$534

Early Drop off for Kindergarten from 7:15am-8:30am: \$68 per month

**After School and 56 Club-** transportation included

2:45pm-6:00pm

	Monthly:
1 set day/week	\$161
2 set days/week	\$250
3 set days/week	\$278
4 set days/week	\$331
5 set days/week	\$356

**Early Risers**

	Monthly:
1 set day/week	\$68
2 set days/week	\$77
3 set days/week	\$93
4 set days/week	\$115
5 set days/week	\$136

**Sibling Discount:** Discount rates for families with more than one child enrolled in any Greenwood Children's Center program are calculated according to the following outline:

1. The full rate will be applied to the child with the most expensive tuition.
2. Additional children will receive a 25% discount off of their tuition.
3. Kindergarten children attending both the Kindergarten and After School programs already receive a 50% discount. No other discount applies.
4. Early Risers participants receive a sibling discount only if siblings are enrolled in Early Risers.

**Field Trips**

Permission slips are required when your child is attending a field trip off site. Field trips are generally taken during vacation weeks and on full days. Permission slips not returned to the office by the registration deadline will result in a \$10.00 late fee. The possibility exists that there may not be space for your child to attend.

### History

In the Autumn of 1989, the Longmeadow Parks and Recreation Department implemented Greenwood Extended Day to provide child care for Kindergarten through Fourth graders. In the Autumn of 1994, Greenwood Extended Day added a segment called the 56 Club to meet the needs of Fifth and Sixth graders. The 56 Club is operated in conjunction with the Extended Day Program at Greenwood Children's Center.

### Holiday/Vacation Weeks/Early Release Days

Greenwood Extended Day is closed on the following holidays: **Columbus Day, Thanksgiving, the day after Thanksgiving, Christmas, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, and Labor Day.** Greenwood remains open from 7:15am-6:00pm on **Rosh Hashanah, Veteran's Day, Yom Kippur, Good Friday, and all scheduled Professional Development Days.** Please note that we may close early on **Christmas Eve and New Year's Eve.**

**Early Risers is closed on all scheduled days off from Longmeadow Public Schools. If school has a delayed opening due to inclement weather, Early Risers will meet at Greenwood Children's Center. The children will be transported by Lower Pioneer Valley Collaborative transportation to school.**

Greenwood Extended Day is open during December, February and April vacations from 7:15am-6:00pm unless otherwise noted.

Greenwood Extended Day is open from 11:30am-6:00pm on all Longmeadow Public Schools Early Release Days.

**Reservation Forms:** You must submit a Reservation Form and/or Permission Slip by the deadline in order to ensure that your child may attend on a full day or half day. Staff schedules are made for these days in accordance of the total enrolled for that given day so that we maintain the 13:1 staff:child ratio.

**Lunch:** A nut free and shell fish free lunch is needed on each half or full day. If your child forgets a lunch, a cheese or jelly sandwich will be provided and \$5.00 will be charged to your next month's invoice.

### **Health Care Policy**

If you would like to receive a copy of the Greenwood Extended Day Health Care Policy, please inquire at the Greenwood Office.

### **Health and Wellness Policy**

Greenwood Extended Day adheres to the policies of Department of Public Health. You will be called to pick up if your child displays a fever of 100.4 or higher, has an unidentified rash, your child has diarrhea or vomits, or we are notified by the School Nurse that your child has been ill at school. Your child will rest in the Program Office or classroom until he/she is picked up.

Parents are asked to report all communicable diseases to the Greenwood Office so we can post a mandated notice to alert other program participants. These postings are confidential and never contain names of children.

**Illness/Accident/Emergency Care:** Sick children may not be brought to our Center for care. Should your child become ill while in our care, we will follow our sick policy. Children will be made to feel as comfortable as possible. If an accident occurs that requires attention beyond normal first aid, you or your authorized emergency contact will be called. In the event that we are unable to reach any contact people, we will access the problem and consult the necessary emergency personal. Should the injury be severe enough that time may be important, 911 will be called first. All first aid administered to your child will be accompanied by a written report.

EEC shall be notified of any accident or injury requiring medical treatment.

**Medication:** The Program Administrator, or other authorized personnel, will administer prescription medication upon the return of the Medical Consent Form, which are available in the Program Office. The medication must be in its original container with the child's name, picture, address, and dosage instructions listed. Non-Prescription medications will be administered with a physician's authorization and parental consent. Children with asthma inhalers may carry their own inhalers and self administer the medication as needed if the Medical Consent Form has been completed by the parent with the dosage instructions and the inhaler is in its

original container with the prescription intact. Epi-pens will be transported by the educators to the activities in which the child is involved in.

Educators will be trained on the proper method of distributing the medication. Our Health Care Consultant will be consulted on any new methods. If you would like to train the staff on how to properly distribute your child's medication, please see the Program Administrator.

**Oral Health:** EEC mandates that any participant that eats a meal while in attendance must brush his or her teeth. Parents are expected to provide a tooth brush and tooth paste every three months.

### **Individual Health Care Plan**

If your child has a health condition that requires treatment or medication, an individual health care plan completed by your child's pediatrician must be submitted. This includes, but is not limited to, allergies and illness.

### **Open Door Policy**

Greenwood Extended Day has an Open Door Policy which welcomes parents to visit our programs at any time. We encourage parent involvement, participation, and suggestions.

### **Parental Input**

Your input is valuable to us. If you have a compliment, concern, or question, please contact either the Program Administrator or Site Coordinators. If you feel further assistance is necessary, the Assistant Director or Director of Parks and Recreation may be consulted.

Longmeadow Parks and Recreation Director- Bari Jarvis, (413)565-4160, bjarvis@longmeadow.org

Longmeadow Parks and Recreation Assistant Director- Mary Hannigan, (413)565-4166, mhannigan@longmeadow.org

Director of School Age Services- Kelly Zieba, (413)565-4163, kzieba@longmeadow.org

Kindergarten Coordinator- Karen Fitz-Gibbon, (413)565-4163

Early Risers Coordinator- Donna Mante, (413)565-4160, parksguest@longmeadow.org

### **Parental Rights**

As a parent, you have the right to request a copy of the contents of your child's folder, visit the program, and request referral information, and contact the Program Administrator with any questions or concerns.

### **Philosophy**

Greenwood Extended Day believes that children are happiest when they choose which activities they partake in while at the program. Child centered curriculum is provided that offers age appropriate activities that is appealing to school age children. Children are encouraged to participate in activities that allow them to explore their surroundings in a relaxed, trusting atmosphere where they are encouraged to pursue their own interests, develop friendships, gain self-confidence, gain independence, and become more respectful and aware of themselves and others. To provide the highest quality school age child care program where parents feel confident that their child is safe, healthy and happy during their out of school time. To provide all children with a fair and full opportunity to reach their full potential.

### **Progress Reports**

Progress Reports are done on an annual basis in the Spring so that parents can assess their child's growth and development over the school year. Conference times will be available for any parent who requests it.

### **Referrals**

Greenwood Extended Day will provide families with assistance for social, emotional, mental, educational or medical issues, including but not limited to dental check-up, vision, or hearing screening for their child, should the program staff feel that an assessment for such additional services would benefit the child. Greenwood Extended Day is prepared to offer you a list of agencies or individuals who may be able to help. Please see the Program Administrator or Site Coordinators at any time concerning your child.

Educators will express their concerns to the Program Administrator or Site Coordinator by providing written documentation and examples of their concerns for the participant. A meeting will be requested with the parent/guardian to discuss concerns.

Greenwood Extended Day also works in conjunction with the Department of Children and Families and the Department of Early Education and Care. Either or both of these agencies may be called upon for advice or suggestions.

Susan Bertrand, Director of Pupil Services for the Longmeadow Public Schools, will be consulted if further evaluation concerning your child's emotional, social, physical, or cognitive development is deemed necessary by either party.

### **Longmeadow Community Services**

- Chapter 766 Longmeadow Contact, Susan-Bertrand, Pupil Services 565-4210
- Baystate Medical Center 784-0000
- Baystate Medical Center Speech Therapy 784-4279
- Weldon Hearing Center 748-6840
- Massachusetts Home Page, [www.mass.gov](http://www.mass.gov). This site lists EEC recommended sites for additional services.

All referrals will be conducted in a confidential manner.

### **Snacks/Lunches**

Greenwood Extended Day is a Nut and Shell Fish free facility. Greenwood Extended Day encourages healthy eating habits. Healthy snacks are provided at the Before and After Kindergarten and After School programs. Please visit [http://www.usda.gov/news/usakids/food\\_pyr.html](http://www.usda.gov/news/usakids/food_pyr.html) for examples of healthy lunch ideas.

Early Risers participants may bring in a peanut, nut and shell fish free snack.

### **Snow Days**

**Greenwood Extended Day is closed** whenever Longmeadow Public Schools are closed due to inclement weather or an unscheduled closing such as pipes bursting, flooding, etc. Parents will be contacted when an early closing will take place.

**Delay Days-** Early Risers will meet at Greenwood Children's Center when school is delayed due to inclement weather. Children will be transported to school for the delayed opening by Lower Pioneer Valley Collaborative.

### **Statement of Non-Discrimination**

The Longmeadow Parks and Recreation Department, along with Greenwood Extended Day, does not discriminate in providing service to children and

their families on the basis of disability, toileting, race, religion, cultural heritage, political beliefs, marital status, sexual orientation, national origin, or primary language spoken.

### **Suspension and Termination Policy**

The following conditions warrant a suspension or termination from Greenwood Extended Day. All efforts are made to redirect participants so that suspension and/or termination is avoided. Please note that the Program Administrator reviews all incidents and may suspend or terminate a participant depending on the severity of the situation. Parents will be informed in writing of specific examples via an incident report. The Program Administrator will summarize the meetings between parents in writing.

1. Three Incident Reports on file in a calendar school year warrants a one-day suspension.
2. Four Incident Reports on file in a calendar school year warrants a three day suspension.
3. Five Incident Reports on file in a calendar school year warrants termination.
4. Two Incident reports filed in one month warrants termination.
5. A participant threatens to bring harm to another individual.
6. A participant brings harm to another which results in medical attention.
7. Weapons are brought to Greenwood Extended Day.
8. Two months or more of unpaid tuition.
9. Failure to follow van rules on a consistent basis.
10. Consistent late pick-ups.
11. Consistent unreported absences.
12. Interferes with the program structure and/or other participants' enjoyment of the program.

EEC will be notified of any and all incidents in which medical attention is sought.

Greenwood Extended Day will work in collaboration with the parents/guardians of the participant, and any outside agency/service that may be involved with the participant's well being, to avoid the participant being suspended or terminated from the program. All efforts will be made to work with the parents and child on their behavior issues. The following guidelines will be followed:

1. After the participant has received one incident report, a meeting will be requested with the parents/guardians in order to collaborate solutions and/or methods that the educators may use with the child to prevent the said behavior from being repeated.
2. After the second incident report, a meeting will be required between the parents/guardians and Greenwood Extended Day in order to establish a collaborated individualized behavior management plan for the participant. The participant will be involved in the meeting so that he/she is aware that all parties are working collectively to prevent suspension and/or termination. It is essential that the participant communicate why the said behavior may be occurring, what he/she feels the consequence should be, and how he/she feels it could be prevented. An action plan will be formulated.
3. If the participant receives three incident reports, he/she will be suspended for one day. Tuition will not be reimbursed or pro-rated for that day. A meeting between the participant's parents/guardians and Greenwood Extended Day staff involved with the participants' direct care will be requested again at this point. The previous action plan will be reviewed to re-evaluate and implement any necessary changes to the action plan.
4. Four incident reports will constitute a three day suspension. Tuition will not be reimbursed or prorated for this period. A meeting will be required with the participant, parents/guardians, Greenwood Extended Day staff and any outside agency/service involved in the participant's well being to review the action plan and deem what changes may be necessary.
5. The fifth incident report will result in termination. The participant will no longer be enrolled in the program and is not eligible to return during the current school year unless documentation is provided that measures were taken to change the said behavior. Reimbursement will not be provided for lost time at the program.
6. In order to be eligible for re-enrollment, a meeting must take place between the parent/guardian and the Program Administrator to review the cause of termination. A contract will be developed between the two parties with the intention of proactively ensuring that the participant's behavior continues to improve.

The Program Administrator shall review all incident reports before submitted to the parents.

### **Toys and Belongings**

Greenwood Extended Day does not allow outside toys or belongings to be brought into the programs. This will prevent loss, damage, and arguments. Electronic devices such as cell phones, video games and Ipods are prohibited while at the program.

### **Transitioning to a new classroom or a new program**

Greenwood Extended Day shall communicate with parents verbally regarding transition and shall, with parental consent, communicate with each other and the administrator. Children shall be prepared for transition in a manner in which they are able to understand.

Greenwood Extended Day snack groups typically move at the beginning of the school year. All transitions shall meet EEC requirements for maintaining ratios. Children transitioning to a new program, regardless of the reason, shall be supported by educators in a manner consistent with the child's ability to understand.

### **Transitions within the classroom**

Greenwood Extended Day plans out daily routines to limit transitional times. Although at times it may be "soft", routines are consistently followed. Children have the opportunity to become familiar with the routine creating a sense predictability and security while in our care. Children are informed when one activity time is coming to an end and the new activity is approaching. Children are not expected to wait for unreasonable periods of time. Should a situation occur to cause an extended wait, children will be given a transitional activity. Children are given opportunities to transition in various ways, including but not limited to, with the group. Transition times shall be smooth and safe. Educators shall support children's transitions with a variety of cues including both verbal and nonverbal.

### **Volunteers**

Greenwood Extended Day may invite volunteers to participate within the program should the administrator deem it in the best interest of the children and an over all benefit to the program. Volunteers who consistently participate shall undergo an EEC Background Check in accordance with

regulations. Volunteers will not have unsupervised contact with the children. Volunteers will be orientated to the program by the EEC qualified educator they will be interacting with. EEC qualified educators whom volunteers are directly working with shall supervise and train said volunteers. The supervising EEC qualified educator shall document service and verbally outline responsibilities.

**Greenwood Children's Center reserves the right to change existing policies or introduce new policies with a two-week notice.**