

Warren-Prescott Extended Day Program

Extended Day Program Policies and Procedures for 2021-2022

Mission:

The primary purpose of Warren Prescott School Extended Day (ED) Program is to provide Pre-Kindergarten through 2nd Grade Students a place where they can participate in activities such as, arts & crafts, games, story time, and unstructured play with their peers, all within the safety of the school and under the supervision and guidance of WP teachers and administrative staff.

The ED Program is for Pre-Kindergarten (K1), Kindergarten (K2), 1st Grade and 2nd Grade Students from 3:10 -6:00 PM Monday through Friday.

Policies and Procedures:

- 1) The ED program runs when school is in session from 3:10 to 6:00 PM.
- 2) The teachers receive a list of participating students so that they know which children will walk down to the ED Classroom at 3:10 Dismissal
 - a. There is no ED if the school is closed (Holiday, Snow Day, After School Activities cancelled by BPS, etc.) NO REFUNDS.
 - b. If there is an unscheduled BPS early release day (i.e., snowstorm), BPS will cancel all afterschool programming, (ED), due to BPS liability policies. The teachers will expect that you will come to the school by 3:10 Dismissal to pick up your child (children). NO REFUNDS
 - c. If they are participating in the program and need additional days (and it is available), they would get first choice.
 - d. For ED: The parents can pick up earlier than 6:00,
 - e. **The pick- up time is no later than 6:00. If the parent violates that provision, then Ms. Davis will be notified, and you might be asked to leave the program.**
- 3) Sign up is first come, first served.
- 4) Financial stability of the program is paramount, as it is funded by parent participation. We are committed to providing fairness in the ED programs and will provide ED slots to students who need BPS Reduced Rate option. This is to be determined each year between Program Coordinator, Teacher in Charge and Principal.
 - a. Full pay for the program is currently \$24.00 per day (ED) - this is subject to change.
 - b. BPS Reduced Rate pay for the program is half the amount of the Full Pay price: \$12.00 per day (ED) *this is subject to change.
This is based on BPS Reduced Rate criteria, which is determined by BPS every year so it will be fair and unbiased.

- c. All families requesting BPS Reduced Rate must submit a letter, in writing, to the Principal, explaining why you are requesting the BPS Reduced Rate. **This letter must be provided prior to the reduction so it can be appropriately processed and reviewed. Those who do not submit it will be required to pay full price until their request is granted.**
- 5) Mrs. Elias is the Teacher in Charge of the entire Extended Day Program. She works as the liaison to the Principal for any issues that are necessary.
 - a. All questions/suggestions are generally first run by Mrs. Elias by the Program Coordinator (PC).
 - b. She assists us in maintaining teachers for the program.
- 6) Lindy Williamson is the Program Coordinator (PC):
 - a. The PC will collect the applications, control the schedule and the wait list, if any, and answer questions about the process
 - b. The PC will collect the payments.
 - c. If there are any issues with payment, after initial emails, the issue will be brought to the attention of Mrs. Davis, as non-payment is grounds for termination.
- 7) Expectation of Parents/Guardians
 - a. Be on time for pick up OR call the school office to explain the emergency. 617-635-8346
 - b. You pick up through the front door and ask the person in the office to call your child down. Parents/Guardians must wait for their child to come to the front door for release.
 - c. Payments are due on time. If a parent/guardian bounces a check, there will be a fee assessed and only cash or money order for each additional payment will be accepted. No exceptions will be made to this requirement.
 - d. For the first day of ED, please pack an extra set of clothes. Mrs. Elias will maintain the extra set of clothes so please make sure it has your child's name somewhere on the garments.
 - e. There is an ED Snack Provided by the school each afternoon. If your child wants to bring a snack from home, please label it as "ED Snack".
- 8) Expectation of the Students
 - a. Due to the criteria and financial constraints of the program, the child must not create an undue burden on the teacher for need of attention in the performance of tasks.
 - b. The child must be behaviorally appropriate, or they will be terminated from the program.
 - c. Entrance to the program will be optional at the discretion of the Teacher in Charge (Mrs. Elias) Program Coordinator (Lindy Williamson), and Principal (Mrs. Davis) based on previous behavior during school day.

- 9) The ED Program will have the ability to generate funds for the school.
- a. The money raised for the ED Program is to be used for the programs first.
 - i. Teacher salaries are first to be funded.
 - ii. Teachers can buy supplies that they deem necessary and be reimbursed by the Foundation by submitting receipts.
 - b. There are NO REFUNDS for cancelled days.
 - c. There are NO REFUNDS if your child does not attend the program for any reason, with the exception of a medical condition. If a serious medical condition develops, Mrs. Davis and Mrs. Elias can determine if a credit can be provided for other sessions.
 - d. If your child does not attend due to a vacation that is not a school holiday, there are NO REFUNDS or credits.
 - e. If payment is not made as specified, Mrs. Davis will provide an email confirming termination from the program

Any questions, please contact Lindy Williamson at lindywilliamson@comcast.net
or 617-538-3517

I have read the Extended Day Policy Manual 2021-2022 and agree to the terms.

Signature: _____

Date: _____

Warren-Prescott Foundation

501(c)(3) nonprofit