



# PARENT HANDBOOK

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## **STATEMENT OF PURPOSE**

Medway Extended Day, Inc. (MEDI) is a nonprofit, parent cooperative program designed to enhance a child's social, emotional, intellectual, and physical development within an environment created especially for school-aged children during the hours before and after school. MEDI is fully licensed and operates under the guidelines of the Massachusetts Department of Early Education and Care.

## **PHILOSOPHY**

Medway Extended Day, Inc. strives to meet the needs of the community regarding the need for before and after school childcare. MEDI prides itself in being responsive to the community's requests, including those for expansion of enrollment, different programs, and sites for different age groups, etc. All requests should be given to the Director or one of the members of the Board of Directors.

The Program is designed to provide a less structured environment than the regular school day and offers various activities to enhance children's interests, talents, and values. The Program will provide a balance of being an environment for homework, relaxation, quiet time, and exploration through planned, group leader-initiated activities and supervised free play. The Program will make use of several areas at the Burke Memorial School including the gymnasium, outdoor playground, and classroom.

The curriculum at MEDI is based on the interests, abilities, and developmental needs of the children in the group. We offer a unique enrichment program that includes arts and crafts, sports, games, story time, science experiments, theme-based activities, cooking, clubs, and field trips. A daily program is planned to meet the needs of the individual, as well as the group. Children are encouraged to develop and pursue their own interests, while respecting the rights of others. Time is set aside for children to do homework, play outside, and choose free choice activities. Programs are based on educational, physical and social enrichment and support a child as they grow and mature.

## **REGISTRATION PROCEDURE**

Information about the Program may be obtained by contacting the Director at (508) 533-7395 or medwayextday@yahoo.com. Enrollment begins in April for the following September, with currently enrolled families taking priority over other applicants. Enrollment continues until the Program reaches full capacity. A registration intake will be scheduled with the Director or Assistant Director. Enrollment forms will be completed by the parent/guardian. At the time of intake, the enrollment forms, policies and procedures of MEDI will all be reviewed. A deposit will also be required at the time of intake.

## **NON-DISCRIMINATION**

Medway Extended Day, Inc. does not discriminate on the basis of race, religion, cultural heritage, political beliefs, disability, gender, sexual orientation, or marital status.

## **LICENSING AUTHORITY**

MEDI is licensed by the Massachusetts Department of Early Education and Care and adheres to its standards and regulations at all times. Parents may contact EEC for information regarding the program's regulatory compliance history.

Department of Early Education and Care, Central MA Region 10 Austin Street, Worcester, MA 01609  
Phone: (508) 798-5180

**ENROLLMENT**

The policy for determining priority in enrollment is as follows, until the Program reaches full capacity:

1. Current MEDI families
2. Siblings of existing students
3. Siblings of former students
4. Resident students who attend Medway Public Schools
5. Non-resident students who attend Medway Public Schools through School Choice
6. Students from neighboring towns

Final authority for enrollment decisions rests with the MEDI Director and/or Board of Directors.

**TUITION POLICIES**

Tuition is based on the number of days you utilize the program. Your monthly tuition rate is written on your enrollment contract. MEDI has established a scholarship program that is awarded based on family needs. If you are in need of tuition assistance, please contact the Director and request an application packet.

Tuition fees are based on your child’s contracted schedule and are not adjusted for absences due to illness, holidays, weather-related cancellations, or any other event that results in an absence.

Tuition statements are emailed on or before the 15th of the month from QuickBooks MEDI billing email address. Payment is due no later than the first of each month. (For example, the first bill of the year will go out on August 15 and payment is due to MEDI on or before September 1). Staff salaries and program materials rely on your tuition; therefore, it is essential that tuition be paid on time. Tuition that are not paid on time are subject to a late payment fee. Fees are listed below. Unpaid balances of more than 14 days may be subject to termination of the enrollment contract. Payments may be made online via QuickBooks; checks may also be left in the locked box in the MEDI office or mailed to:

Medway Extended Day  
P.O. Box 94  
Medway, MA 02053

If you would like your child to attend on a non-contracted day, you must contact the Director to ask if there is sufficient space.

Tuition is based on the following Monthly Fee Schedule:

Schedule	Fees	Schedule	Fees
1 morning per week	\$68.00/month	1 afternoon per week	\$111.00/month
2 mornings per week	\$110.00/month	2 afternoons per week	\$190.00/month
3 mornings per week	\$142.00/month	3 afternoons per week	\$266.00/month
4 mornings per week	\$178.00/month	4 afternoons per week	\$341.00/month
5 mornings per week	\$215.00/month	5 afternoons per week	\$406.00/month

Full Day Program:       \$60.00 daily fee  
Early Release Day Fee:   \$25.00

Annual Registration Fee: \$50.00 per family

**Late Payment Fee:** \$15.00 for the first 5 days, an additional \$35 after 5 days

**Late Pick-up Fee:** \$20 for the first 10 minutes, \$1 per minute after 10 minutes

**Unreported Absence Fee:** \$15 per incident

**Enrollment Change Fee:** \$15 after the first schedule change.

### **Early Release Days**

We provide a special activity, guest or performer, or field trip on early release days. If you are enrolled for a day of the week on which there is an Early Release Day, you will be automatically signed up and billed (\$25.00) unless you provide one week's notice that you do not need care.

### **Vacation Program**

We are open Tuesday through Thursday during the February school vacation week and Tuesday through Friday for the April school vacation week. These full-day programs include special guests and/or field trips. Families are notified via email when registration opens for each of these days. The program's hours are 7:00 a.m.- 5:30 p.m. The daily fee for the 2024-2025 full-day programs is \$60.00. A separate sign-up is required, and space is limited.

## **HOURS OF OPERATION/TRANSPORTATION**

MEDI offers before and after school care for school-age children. The before school program offers care from **7:00 a.m.** to the start of school. The afterschool program offers care from the close of school to **6:00 p.m.**

### **MCGOVERN SCHOOL**

#### **Before School Transportation for students attending the McGovern School**

Children are walked by two staff members to the front of the Memorial school where a public-school bus will pick the children up and take them to McGovern School

#### **Extended Day Transportation from McGovern School.**

Children will take the public-school bus as a group to MEDI at the end of the school day. MEDI teachers will greet the children and attendance will be taken immediately.

### **MEMORIAL SCHOOL**

#### **Before School Transportation for students attending McGovern School**

Children walk to the Memorial school with two staff members where children will proceed to their classrooms.

### **EXTENDED DAY TRANSPORTATION FROM MEMORIAL SCHOOL**

Students walk to the hallway that connects the Burke and Memorial schools where they are greeted by MEDI staff. Attendance is taken at this time. Children will be escorted to the MEDI classrooms by MEDI staff.

### **MIDDLE SCHOOL**

Students walk upstairs to the second floor at the Middle School to the MEDI classrooms. Attendance is taken at arrival time where students are greeted by the MEDI staff.

## **BEHAVIOR INTERVENTION POLICY**

Behavior intervention and guidance are based on an understanding of the needs and development of the child and the circumstances of the moment. What is effective in one situation may not be appropriate in another. Therefore, interventions are individualized to meet a child's needs if deemed necessary and available.

Our primary goals @ MEDI for behavior intervention and guidance are to:

1. Maximize the growth, learning, and development of the child.
2. Ensure the safety & protection of the group.

Techniques and strategies employed at MEDI are constructive and positive and balance the need for accountability to teach appropriate behavior. Behavior intervention at MEDI strives to enable the child to be actively involved in solving their problems in socially acceptable ways and to foster the child's respect for others, their rights, and their feelings.

MEDI works toward ensuring that others respect the child and their rights and feelings. Children will learn to develop their internal monitoring systems in time. In addition, behavior interventions encourage healthy self-esteem development within the child.

Techniques for building self-esteem:

- Role modeling
- Let children know they are valued; it's their behavior which may be inappropriate, include children in activities, decision-making, and problem-solving.
- Tell children their strengths, don't focus on their areas of growth.
- Treat each child with honesty and respect; and as an individual.
- Encourage children to take risks and gain confidence.
- Encourage achievements.
- Show understanding.
- Talk *with* children, not at them.
- Look for opportunities for success.
- Reward each child with statements and actions just because (s) he exists.
- Value children for whom and what they are, not for what they do.

Infrequent or minor infractions of MEDI rules and regulations will generally be handled by the program teachers, while repeated minor infractions or serious infractions (i.e. bullying and/or harassment) will likely result in the involvement of the Assistant Director and/or Executive Director in the disciplinary process. MEDI views bullying as something that is deliberate, repeated, and/or involves a power imbalance. Therefore, bullying and/or harassment of any kind will not be tolerated.

This includes but is not limited to physical, verbal, social/emotional, and indirect cyber-bullying, as well as intimidation and retaliation.

Because of the legal requirements regarding the confidentiality of student records, MEDI cannot report specific information to the parent or guardian about the disciplinary action taken against a child in the program unless it involves a formal "stay away" order or other directives that the family must be aware of to report violations.

Strategies for handling various behaviors or conflict situations at MEDI include:

- Modeling and encouraging effective communication skills.
- Maintaining consistent rules
- Helping with decision-making and problem-solving by talking with the child, giving verbal reminders/warnings, and implementing appropriate consequences (e.g. natural, logical, loss of choices, privileges, etc.)
- Supporting and encouraging by discussing the concerns/behavior with program staff and the parents/guardians. Consulting with the child's schoolteachers, counselors, or psychologists. Assist families with referrals, if necessary.
  
- Using behavior modification techniques.

At MEDI and in accordance with *Massachusetts State Law 102 CMR 11.05:5*:

- No child shall receive corporal punishment, including spanking
- No child shall be subject to severe or cruel treatment, humiliation, or verbal abuse.
- No child shall be denied food as a form of punishment
- No child shall be punished for soiling or wetting.

While most children conduct themselves in an appropriate manner, there are instances in which established rules are not followed and for which proper consequences must be adhered to. If the above strategies are unsuccessful, MEDI may implement a suspension or termination from the program.

MEDI will try to resolve children's issues within the program day and inform parents of their child's actions and the consequences. We intend to avoid suspension or termination by meeting with parents to discuss options for change, offering referrals for services, and pursuing options for supportive services at MEDI, including possible ways to adapt to learning styles or social behavior in our settings. In our communication with parents, we will work in partnership to coordinate behavioral plans for home and MEDI. Some extreme circumstances that may result in suspension and/or termination follow.

1. Endangering self or others
2. Willful and repeated destruction of property
3. Non-payment of tuition.
4. Excessive lateness.

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### **SUSPENSION FROM THE PROGRAM**

Suspension is a serious consequence of inappropriate behavior. Depending on the severity of the behavioral incident, a student may have to be suspended. This determination for suspension will be made by the Executive Director. The Executive Director will also notify the assigned Board Member. If a student is suspended, his/her parents/guardians will be notified immediately. The parents/guardians will be informed of the infraction, the length of the suspension, and the date the student may return to the program. The President of the Board of Directors will also be notified about suspensions.

During the Suspension, the child will not be allowed to attend or participate in MEDI for a period of time, up to ten of their scheduled MEDI days. No credit or reduction in tuition will be permitted during a suspension. Prior to the child's return to the program, the parent or guardian will accompany the child to a reentry meeting with the Executive Director.

### **TERMINATION FROM THE PROGRAM**

MEDI or the Executive Director reserves the right to terminate a child's enrollment in the program if the child is suspended more than once or MEDI cannot successfully meet the behavioral needs or challenges of the child.

The President of the Board of Directors and the assigned Board member will be notified about the termination of enrollment when they occur.

Please note that MEDI may vary or waive the above process for behavior intervention at any time and makes all decisions in the best interest of the children, program, and families.

MEDI reserves the right to re-enroll a child with improved/changed behavior.

### **RESPONSIVE CLASSROOM**

Responsive classroom is an evidence-based approach to teaching and behavior management that allows for a successful robust curriculum, respectful classroom communities and effective classroom management. MEDI strives to implement the Responsive Classroom approach and has invested in ensuring all lead teachers and multiple group leaders have taken part in extensive Responsive Classroom training. Responsive Classroom is a child centered approach that works to develop a classroom community where students feel safe, respected and heard. Educators strive to ensure children's success during their time at MEDI, helping them achieve social competencies including cooperation, assertiveness, responsibility, empathy, and self-control (CARES.)

At MEDI and in accordance with Massachusetts State Law 102 CMR 11.05:5:

- No child shall receive corporal punishment including spanking.
- No child shall be subject to severe or cruel treatment, humiliation, or verbal abuse
- No child shall be denied food as a form of punishment.
- No child shall be punished for soiling or wetting.



### REFERRAL SERVICES PLAN

All staff are responsible for monitoring the normal development of the children in their classroom. Concerns will be brought to the Director and then shared with parents.

In the event that the Program is unable to meet the social, emotional, or physical needs of a child within the Program, the family will be referred to an agency appropriately qualified to provide assistance. At times, the Program may insist that parents seek outside screening and consultation in order to assist us in meeting a child's needs. The Program may not request screening for a child without parental permission. The child will remain in the program if a plan can be created that meets the needs of the child and the program. The Program Director has available a list of school support personnel and agencies available to families.

### ABSENCES

If for any reason your child will not be attending MEDI on their regularly scheduled day you must message us via brightwheel or email and let MEDI know that your child will be absent. This will ensure the staff of the safety and whereabouts of your child; absences without prior notice may cause concern that a child is missing, and unnecessary time will be spent in searching for the child.

Updating SCHOOL does not notify MEDI.

### GENERAL PICK-UP

Parents must pick their child up by 6:00 p.m. When picking up your child at Extended Day, you are required to check in with your child's educator before leaving the program. At that time, a staff person will sign out your child.

Once your child has been signed out of MEDI, it is important that he/she stay with you and not return to the playground or fool around in the hallways.

### PERMISSION FOR PICK-UP

Medway Extended Day, Inc. asks for the names of all persons whom parents will allow to pick up their child. All children's files must include at least one alternative pick-up person. The pick-up list may include everyone from grandparents to neighbors to other parents in the Program. If you want someone who is not on the form to pick up your child on a particular day, you can:

1. Add the person's name to the pick-up list; or
2. Write and sign a dated note or brightwheel message stating who the person is who will pick up the child.

**The staff must know in advance that someone other than the parent will be picking up a child.** Please provide the staff with a phone number for the designated person. When an unfamiliar person arrives to pick up a child, they will be asked for identification before the child is released. No child will be dismissed to take the bus/or go home with a friend without prior written notification from the parent.

We encourage you to consider alternative arrangements for your child's pick-up in case of emergencies and/or work/traffic situations which do not allow you to pick up your child by 6:00 pm. For example, ask another parent in your child's group to wait with your child until you arrive. This type of arrangement does require that you add the other parent's name to your child's 'Authorization for Pick-up' form, as well as informing the staff that such an arrangement is in effect. This can serve to help parents avoid late pick-ups.

If you need to make last-minute arrangements to have an alternative person pick up your child, you must call or message via brightwheel to the Program and inform us of these plans. The alternate must be someone who is already on the pick-up list. The Program is not able to accept additions to the pick-up list over the phone. In the event that a parent forgets to tell us that an alternate will be picking up their child that day, the staff will make every effort to contact the parent to confirm the alternate pick-up person. The child will be released only if the alternative is on the pick-up list.

If someone other than the parent/guardian shows up to pick up the child without prior notification, MEDI will attempt to contact the parent/guardian until authorization is given for the release of the child. MEDI requires that people picking up the child show some form of photo identification before a child will be released. We ask that families inform the person picking up of this requirement. Please be understanding of this policy. We do this for the protection and safety of the children. Both in the beginning and throughout the year, parents & guardians may be asked for identification until the educators become familiar. Thank you for your understanding.

In the event that MEDI believes any parent/guardian/authorized pick-up person appears to be incapacitated or unable to provide appropriate care and protection for that child the parent/guardian/ authorized pick-up person will be asked to provide for an appropriate alternative pick up of the child. MEDI shall determine the appropriateness of this alternative. MEDI reserves the right to call the Medway Police to ensure the safety of the child. MEDI will also consider this as a cause of suspected abuse and neglect and will follow the policy as outlined in the following Abuse and Neglect Policy.

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## **LATE PICK-UP POLICY**

This policy is designed to communicate the importance of picking your child up at the contracted time. While we recognize that due to circumstances beyond your control it is not always possible to be here on time, we want to remind you that the group leaders' school day ends at 6:00 p.m., and that they have other commitments after work. Consequently, when you are late, a fee is assessed to compensate the group leader.

- (1)** First Late Pick Up (prior to 6:15 pm): A warning is issued.
  
- (2)** Second Late Pick Up: A \$20 late pick up charge will be assessed for the first ten minutes or any portion thereof. After ten minutes, the rate will be \$1.00 per minute. The staff person at the Program with the child will determine the pick-up time based on the classroom clock. If on the first offense the child is picked up after 6:15 p.m., the late pick-up policy will be in effect and the family will be billed accordingly.
  
- (3)** Frequent tardiness will be brought to the attention of the Board of Directors. Such tardiness may result in a vote to immediately terminate the enrollment contract of the child. The parent(s) involved will be informed of the date and time of this review by the Executive Committee of the Board, and has/have the right to attend this meeting.
  
- (4)** At 6:15 p.m., if the staff has not heard from the parents of the child, the staff will begin calling people listed on the authorization form in order to locate someone who may be able to pick up your child.
  
- (5)** All late fees are billed by the Director and are due within twenty-four (24) hours.

## **PARENT RESPONSIBILITIES**

- Complete your child's enrollment packet prior to the start of school or prior to your child's first day in the Program.
- Let the staff know of anything in your child's life which might affect his/her behavior at Extended Day.
- **If your child must miss a session at Extended Day, please inform the MEDI staff/office either by Brightwheel, email, written note or by telephone call. When an absence is not reported, staff become concerned as to the whereabouts of the child. In addition, the staff suffers undue worry and time is taken away from the other children in the Program.** The first time an absence is not reported the family will receive written notification. The second time and any subsequent times an absence is not reported there will be a \$15 charge. PLEASE DO NOT ASK THE CLASSROOM TEACHER OR THE SCHOOL OFFICE TO NOTIFY MEDI OF A CHANGE IN ATTENDANCE.
- Students who are dismissed from school early or are absent from school may not be dropped off at MEDI for the afternoon.
- Send your child clothing appropriate for the season. If it is less than 20 degrees or there is significant wind chill, we will not go outside.
- Label all of your child's belongings such as: clothing, lunch boxes, backpacks etc.
- Do not allow your child to bring toys, games, and other personal items from home, unless otherwise specified during a special event.
- At the opening of school, notify your child's teacher of the days that your child is attending Extended Day.
- Escorting your child into and out of the Program, sign in/out will be conducted by the room teacher at arrival/departure times. Parents who drop their child off outside the school before the Program opens without signing in with the room teacher, will be fined an additional \$25 fee per occurrence.

### **OUTDOOR PLAY**

Every effort is made to go outside each day. If unable to go outside, children may be taken to the gym. Inclement weather, temperature, and condition of the playground are taken into consideration when deciding about outdoor play. We will not go outside if the temperature is below 20 degrees or if there is a significant wind-chill factor. While outside, staff take into consideration the children's requests to return inside. In the winter, children are required to have boots, snow pants, hats, and mittens to go outside in the snow. In hot weather, outdoor time may be shortened or broken up into two time slots to be sure the children do not get overheated.

### **SNACKS**

Healthy and nutritious snacks are encouraged. MEDI provides afternoon snacks and makes them available. To avoid difficulties, the snacks to be eaten at MEDI are what is served by the staff. In the event of dietary constraints, a child can bring his/her own snack and leave it with the staff for the appropriate time. All other foods should be eaten prior to arriving at MEDI. The snack menus are posted daily. Snacks will be served to the children prior to 3:45 p.m.

### **STRANGERS AROUND THE CHILDREN**

If someone other than an authorized person is observing the children, a regular staff person will monitor any interactions and ask the stranger if he/she needs any help. If the person remains and the group leader feels uncomfortable about his or her presence, the group leader or Director will ask the person to leave the area. If the individual persists, the Medway Police will be called. In general, any person coming into the Program must check in with a group leader.

### **FILES**

Children's files are kept in a filing unit or cabinet. Group leaders may review the children's files for general information. A child's folder must include current enrollment forms including, emergency permission form, photo release and internet release, alternate pick-up form, and fact sheet, allergy, and medical information. Information in children's folders is confidential and access to the file cabinet is restricted to regular staff members and the child's parents. Children's files are maintained at the program for five years and then destroyed.

## **CONFIDENTIALITY**

Medway Extended Day, Inc. will not release any information about the children to anyone. If a participating parent of MEDI requests contact information for another family, that family will be given that request.

If a parent wants us to consult with or give information to someone outside the Program or have anyone come in and observe their child while at the Program (i.e. representatives from another school, doctor, psychiatrist), written permission must be given to Medway Extended Day, Inc. by the parent or guardian.

MEDI reserves the right to contact the school when needed regarding a child, an illness, or a discipline issue that may affect the child's school day or be disruptive to the learning environment.

The information on the permission/emergency form is critical in an emergency of any sort. Each child must have a completed form in his/her file before a child can be left in our care. The Program must have both work and home phone numbers for parents. We also need the number of an individual we can contact in case we cannot reach either parent during an emergency. This person should be local (able to get to the Program within 30 minutes) and we should have both home and work phone numbers for that person as well. Please be sure the alternative contact person is aware of their potential responsibility.

In the event of an accident or sudden illness the Director or the staff person in charge may take the following steps:

- Contact the parents to arrange for treatment or transportation.
- If parents cannot be reached, we will contact the person listed on the "emergency form."
- The staff in charge may contact the local ambulance service for transportation to the local hospital. The child will be accompanied by a staff member with the child's health record.
- An accident/illness form will be completed for the parents.

## **HEALTH AND SAFETY**

MEDI abides by the health policy set forth by the Massachusetts Department of Early Education and Care regarding dismissal from the Program as a result of illness. One of the biggest dilemmas we face is how to care for a child who becomes sick while at the Program. In many cases, it is not in the best interest of the child or the group for the sick child to remain at the Program. We also recognize that it is difficult for parents to miss work and school obligations. For this reason, it is important that parents set up alternative care arrangements for the days when their child cannot attend the Program due to illness. If a child is ill with a contagious disease (fever, strep throat, chicken pox, head lice, etc.) parents should let us know so that we may inform other families in the Program. Since we have no facilities for care of a sick child, we ask parents to be especially aware of impending illness. If your child has been out of school due to illness, s/he should not be brought to Extended Day in the afternoon. Parents will be asked to take their child home, if we feel that s/he needs to see a doctor, is contagious, or requires prolonged individual staff attention which interferes with the safety of the remaining children. The staff cannot determine the exact cause of an illness or its symptoms, and so is forced to take every precaution to protect the well-being of the overall population. Our complete health care policy manual is on file at the Program and can be made available to you.

### MEDICATION POLICY

Any medication to be administered by the staff must come in the original container labeled by the pharmacy with the patient's name, medication name, doctor's name, date, and the prescribed dosage. Parents must complete, sign, and date a medication form to authorize staff to give a child this medication. Medications should always be given directly to one of the child's group leaders so that they may be properly stored. Never leave medicines in the lunchbox. Authorization forms may be obtained from any group leader. If your child has an allergy or takes regular medication it is essential for the staff to be informed.

In accordance with State regulations, over-the-counter internal medications (Tylenol, Orajel, cough syrup, etc.) can only be administered by a regular staff person accompanied by a doctor's note which states the child's name, name of the medication, dosage, date, and purpose of the medication. Parents may come to the Program and administer these medications themselves if they do not wish to obtain a note from their child's doctor. Over-the-counter topical medications (bug repellent, sunscreen, Calamine lotion, etc.) may be applied by staff as needed once parents give written authorization, which should include the amount of the product to be used and the time to use it. At no time will the amount exceed the manufacturer's recommended dosage. Blanket release forms for medications will only be accepted if there is an ongoing medical condition which necessitates this, such as a doctor's note giving permission to administer Tylenol to immediately reduce the fever of a child prone to febrile seizures.

### MEDICAL EMERGENCIES

Parents must complete an authorization form that provides emergency information and authorization to transport children to the nearest hospital and to provide the necessary first aid and or CPR until medical help arrives. A staff person will accompany a child when an ambulance is necessary. Emergency number: 911 will be called first in an emergency and then the parents will be contacted. If the parent cannot be reached, emergency contacts will be notified while we continue to try and reach the parent. **Make sure your emergency contact numbers are accurate and updated when necessary.** Repeated failure to keep M.E.D.I. informed of emergency contacts may result in your child being unable to attend the program until such time as appropriate contacts are given.

### INDIVIDUAL HEALTHCARE PLAN

A child with a chronic medical condition which has been diagnosed by a licensed health care practitioner must have an individual health care plan on file including: Description of the condition, symptoms, any medical treatment that may be necessary while the child is in care, potential side effects of that treatment, and potential consequences to the child's health if the treatment is not administered. The plan must also identify any training that MEDI staff will need related to the child's medical condition, medication and other treatment needs..

### **NO SMOKING POLICY**

Smoking is not allowed on the school grounds.

### **PARENT-STAFF COMMUNICATION**

Communication between home and school is essential for consistent care. The staff will make every effort to speak with you each day at drop-off and pick you up to gather and give information important to your child's life. Communication is a two-way process. Staff and parents must work together to find avenues of communication which are most effective. Phone calls, notes, conferences etc. have worked best for families when classroom communication is not possible. Please be sure to communicate any information which may help us in understanding behavior and helping your child to incorporate any changes in regular routines.

### **PARENT VISITS AND SUPPORT/CONFERENCES**

We encourage you to visit the site or to spend some time when picking up your child. MEDI welcomes the authorized parent/guardian of an enrolled child to visit the program unannounced, at any time while the child is receiving care. A parent/guardian may request a conference with the program staff, a meeting time will be planned.

### **PARENT COMPLAINTS**

Parents are asked to share their concerns and complaints with the Director or any of the Board of Directors, who represent the governing body and ultimate "Court of Appeals" for MEDI. Parents may arrange for time on the agenda at the monthly Directors' Meetings. If timing is urgent, parents may speak directly with any of the Board of Directors whose names are published after the election held at the Annual Meeting. The Board member contacted will have the responsibility for bringing the issue to the attention of the other Board members, addressing/resolving this issue and for communicating the outcome to the parent.

### **PROGRESS REPORTS**

MEDI must prepare progress reports periodically for children in care as part of the guidelines from the Department of Early Education and Care. Progress reports touch on various examples of how children in care are demonstrating their cognitive, social and emotional skills, and fine and gross motor skills. Progress reports are prepared every six months. All staff members working with the child in care will be offered an opportunity to contribute to the progress report. Parents will receive a copy of the progress report and a copy will be kept in the child's file. Parents are encouraged to request a conference to discuss the content of the report if there are any questions or concerns.



## VACATIONS, HOLIDAYS, SNOW DAYS

Holidays/Professional Development Days/Vacation Weeks:

MEDI provides optional full-day programming during February and April vacation. Full Day programs are also offered on professional development days when schools are closed. Enrollment capacity varies based on the day's activities and the number of staff available to work. Registration is taken on a first-come, first served basis. Parents will be notified of separate registration forms, activity schedules and fees at least two weeks prior to the event. We are not open on legal holidays and during the December holiday vacation week.

MEDI follows the public-school decisions on snow openings and closings.

- If school is closed, MEDI is closed.
- If the school opening is delayed, MEDI delays for the same amount of time.
- If afternoon and evening activities are canceled, MEDI closes at 4:30 p.m.
- If the school announces an early dismissal from school, MEDI **will not** open for the afternoon.

**If the Director closes the Program because of inclement weather arising after the close of the regular school Program, families will be notified via email or brightwheel by the group leader.** There will also be a message left on the Program's answering machine noting any closures or changes in hours for the day. If no phone call is received, assume the Program is open.

## EARLY RELEASE DAYS

MEDI provides additional care on early release days for an extra charge. Only the children who are regularly scheduled at MEDI on that day may attend. For example, if the early release day is on Thursday, only those children registered on Thursdays will be able to attend. You must send a nut-free lunch and a drink with your child on all early release days. A one week notice is needed in writing (via Brightwheel message or email) if you will not care on the early release day.

## **DAILY SCHEDULES**

### **Before School**

7:00-8:15 AM Quiet games, crafts, free choice play

8:05 AM MEDI staff escort students who attend Memorial school to the main entrance of the Memorial School

8:10 Students who attend the McGovern school are escorted to their bus by MEDI staff.

### **After School**

The program begins at dismissal time: 2:00 for middle school/2:25 for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> graders, 3:15 for kindergarten and first grade students.

The following is a guideline – please see your child’s teachers for more details on daily schedules and planned activities.

- Arrivals & Attendance
- Children wash their hands and have a snack.
- Group meeting - Staff will review scheduled activities and make announcements.
- Homework time (grades 2<sup>nd</sup> & 6<sup>th</sup>) and other quiet activities
- Clubs/Activities/ Free choice – including outside play, gym, board games, arts & crafts, special projects.
- 5:30-6:00 – students return to their MEDI class for free choice and quiet activities while waiting to be picked up

## **ORGANIZATIONAL INFORMATION**

MEDI is a non-profit corporation run through the cooperation of the Director and the Board of Directors. The Board of Directors is a body of parents, staff, and advisors working together to formulate Program policy. The positions on the board of Directors include three Officers named President, Treasurer, and Secretary, and four Directors. There are also two Alternate positions. The Officer and Directors positions shall be held for a two-year term. The Alternate positions shall be held for a one-year term. The Board of Directors maintains the authority to hire and fire the Director.

The Program Director supervises all staff. Site coordinators, Group Leaders, Assistant Leaders, Aides, and substitutes are supervised and evaluated. Site Coordinators assist in the training of Group Leaders, Assistants, and substitutes.

## **PARENTAL INVOLVEMENT AND RIGHTS**

*Chapter 28A, Section 10 of the General Laws* of the Commonwealth of Massachusetts mandates to the Office of Child Care Services the legal responsibility of promulgating rules and regulations governing the operation of school aged child care centers. In accordance with this law, the Office of Child Care Services published the requirements now in effect on May 1, 1997. These regulations must be complied with by the licensee in order to ensure a minimum level of care for the children serviced by the school aged childcare Program.

The licensee (Medway Extended Day, Inc.) is required to inform all parents of "the rights of parents" as stated in the regulations at the time of admission of their child to the Program. These rights are as follows:

**Parent Visits.** The licensee shall permit unannounced visits by the parents to the Program and their child's room while their child is present.

**Parent Input.** The licensee shall have a procedure for allowing parental input in the development of Program policy and Programs. The licensee shall provide an explanation to the parent(s) when a parent makes suggestions as to the Program or policy of a Program and the suggestions are not adopted by the licensee. If the parent requests a written response, the licensee shall respond in writing to the parent.

**Confidentiality and Distribution of Records.** Information contained in a child's record shall be privileged and confidential. The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the Program plan for the child without written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record regardless of the physical location of its parts shall be made available. The licensee shall establish procedures governing access to, duplication of, and dissemination of such information and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall, upon each instance of dissemination or release, enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of the record which was disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent.

Charge for Copies. The licensee shall not charge an unreasonable fee for copies of information contained in the child's record.

Amending the Child's Record.

- a) A child's Parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record.
- b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such a request shall be made in accordance with the procedures described below:
  1. If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, he shall have the right to have a conference with the licensee to make his objections known.
  2. The licensee shall, within one (1) week after the conference, render to such parent(s) a decision in writing stating the reason or reasons for the decision. If his decision is in favor of the parent(s), s/he shall immediately take steps as may be necessary to put the decision into effect.

Transfer of Records. Upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies, when the child is no longer in care.

Notification to Parents. The licensee shall notify the parent(s) in writing of these provisions at the time of the child's admission to the Program and thereafter, in writing, at least once a year.

## **INFORMATION REQUIRED BY EEC**

Availability of Information to the Office. Notwithstanding 102 CMR, upon request of an employee, authorized by the Director and involved in the regulatory process, the licensee shall make available to the Office any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the office shall not remove identifying case material from the Program's premises and shall maintain the confidentiality of individual records.

Meeting with Parents. The licensee shall assure that the administrator (Director) or his designee shall meet with the parent(s) prior to admitting a child to the Program.

- a) At the meeting, the licensee shall provide the parent(s) the Program's written statements of purpose, services, procedure for parent conferences, visits and input to Program policy. Procedures relating to children's records; and procedures for providing emergency health care.
  
- b) The licensee shall provide the opportunity for the parent(s) to visit the Program's classrooms at the time of the meeting or prior to the enrollment of the child.

A copy of the Department of Early Education and Care regulations are on file at MEDI and available upon request.