

**ACTON-BOXBOROUGH COMMUNITY EDUCATION  
EXTENDED DAY PROGRAMS POLICIES 2012-2013**

**REGISTRATION : The following needs to be completed.**

1. Registration forms (with the registration fee) must be received in our office prior to August 1, 2012 to avoid the late processing fee of \$25.00.
2. The parent portal for each child needs to be updated with all pickup and emergency information. Go to <https://absis.ab.mec.edu/public> and use your School District issued user ID and Password.

**PHOTO IDENTIFICATION WILL BE REQUIRED for all persons picking up children from Extended Day. This includes parents who are unknown to the staff. No exceptions will be made.**

**TUITION:** Tuition is based on a flat yearly rate, which is then divided into 10 equal monthly payments. The first payment for **August 2012 and June 2013 is due by August 1, 2012.** This tuition is non-refundable in the event that your child withdraws from the program prior to the end of the school year. Should your child increase their schedule you will be charged the incremental increase for June at the end of May 2013. **Tuition for the months of September- May is due by the last day of the preceding month.** Invoices will be emailed monthly. Please note that no tuition refunds are given for absence or illness. There will be a \$15.00 charge for checks returned from the bank. **Checks are payable to: Acton-Boxborough Community Education** and may be mailed or brought to: A-B Community Education, Administration Building, 15 Charter Road, Acton, MA 01720. **Late Payment Fees: \$10.00 for tuition unpaid two weeks after the due date, with an additional \$5.00 per week thereafter.** **All late payment fees not submitted will be added to the following month's tuition and fees.**

---

**ABSENCE:** If your child will not be attending Extended Day on a scheduled day, it is your responsibility to call the Extended Day program on the morning of the absence.

Ext. Day at Admin Bldg.: 978-266-2504 or 2505;    Ext. Day at Conant: 978-264-2096;  
Ext. Day at Gates:                    978-266-2624;                    Ext. Day at McT        978-264-4700 x3883

**BEHAVIOR GUIDELINES:** Our professional staff is experienced in handling various behavioral situations. We incorporate a variety of positive techniques - encouragement, problem solving conversation, "cooling off time," re-direction to a more positive activity, humor. It is anticipated that children will cooperate with our general rules of respect for self, others, and property, and will comply with teacher directions regarding safety issues. Refusal to do so may result in a child's having to be picked up immediately, and/or to miss at least one day of the program. Other actions that may result in missing at least one day of the program are hurting another child or a teacher, or endangering the well-being of him/herself or others, or leaving the program without a parent or specific permission from a parent. Chronic refusal to comply with the general behavioral expectations of the program may result in a temporary or permanent removal from the program. These matters are decided by the teacher and the program administrator, with input from the parent(s)/guardian.

**CHANGING SCHEDULE/ REDUCING DAYS:** >>> Notice to the office **via email** is required by the 10<sup>th</sup> of the month if you wish to reduce days in your child's schedule for the following month. **Please include child's name, program that they attend and the change requested.** Tuition adjustments then will be made only on the 1st of the following month, with appropriate notice to the Community Ed. Office.

-- One day before school "Early AM" registration is available at all extended day programs. Due to space constraints one day after school "Late PM" registration is available for Extended Day at the Admin Building and McT, only. Minimum registration of two late PM's is required at Conant and Gates. **You may add or increase days at any time, if space is available.** After Aug. 1st, if you drop/reduce a day, and later request it back, you will be charged a \$10.00 re-registration fee for adding that day back to your schedule.

**CREDIT CARD CHARGES:** If you wish to charge your child's tuition or change your credit card information, a credit card form is available on our website at: <http://comed.ab.mec.edu/extended.shtml>.

**EMERGENCY DAYS:** If you need a "drop-in" day in Extended Day (a day your child is not normally registered for), please contact the Community Education office (266-2525). If we are able to accommodate your child on the required day we will do so, depending upon our staff/student ratio. There is a charge for Drop-in days.

**FAMILY INVOLVEMENT:** Families are welcome to visit the program on any day that your child is registered. If you would like to visit, please call the office to set up an appointment. We encourage you to share your ideas or concerns with one of the staff, or with the program Coordinator.

**ILLNESS/EMERGENCY:** If your child is ill in any way, s/he should not attend Extended Day. If your child becomes ill while at Extended Day, it is your responsibility to see that s/he is picked up immediately. If your child does not attend school during a particular day, s/he may not attend Ext. Day on that day. The program has a nurse on-call for emergencies during the school day. There is no nurse on call before or after school hours. In an emergency, 9-1-1 will be called.

**LATE PICK-UP:** Extended Day closes promptly at 6:00 p.m. After 6:00 p.m., you will be charged a late pick-up fee of \$2.00/minute. Chronic lateness--more than 5 late pick-ups--will result in late pick-up fees of \$3.00/minute. Continual chronic lateness--more than 7 late pick-ups-- will result in a charge of \$4.00/minute. Late pick-ups that occur after the final June tuition has been paid will be billed and must be paid before June 30. Failure to do so may jeopardize registration for the following year.

**MEDICATION:** If your child must take medication while at the program, it must be in the original prescription container and be accompanied by a Physician's Order, and a program form signed/dated by the parent giving the child permission to administer his/her own medication under the DIRECT supervision of an adult staff member. Please contact the program for a Medication Permission form **BEFORE** sending in medication. There is not a nurse on duty during Extended Day hours.

**MISCELLANEOUS:** Parents should send a note to the school office stating that your child will be attending Extended Day and what his/her schedule will be. Parents also must contact the Transportation Department (978-264-4700 x3228) with schedules or changes to schedules.

**NON-DISCRIMINATION POLICY:** The Acton-Boxborough Community Education Program does not discriminate on the basis of race, color, national origin, gender, age, religion, sexual orientation, veteran status or handicap in admission or access to, or treatment or employment in, its programs and activities.

**PARENT CONFERENCES/INPUT:** Extended Day does not plan regular conferences to discuss your child's progress, etc. Please be sure to contact your child's Extended Day teacher if you ever wish to schedule a formal conference or meeting. Daily conversation at pick-up or drop-off time also is encouraged. A survey is given to parents each June, and we encourage parents to give us their input.

**PERMISSION FORMS:** Permission request forms will be given to parents whenever a field trip is planned, or if there is special research that the program may consider participating in.

**RATIOS:** Our student: staff ratios generally vary from 8:1 to 11:1. Our maximum ratio is 13:1. Our field trip ratio is 10:1, or lower.

**RECEIPTS:** We will issue two statements annually; one in June for Jan- June and one in Dec. for Aug –Dec. Requests for additional statements or receipts will result in an administrative fee of \$10 per receipt. If you pay the tuition via credit card, the paid invoice will be emailed at the end of each month. Please retain these to avoid an additional administrative fee.

**STAFF:** Our staff is comprised of Head Teachers, all of whom have, a Bachelor's degree in Education or a related field, or Associates Degree; Assistant Teachers (adult); and High School aides work with the adult teachers. All adult staff members are required to have current First Aid/CPR certification.

**TRANSPORTATION:** Transportation between home and Extended Day is the responsibility of the parents. Transportation between school and the Administration Building Extended Day Program will be by school bus. Conant Kindergartners who are half day Extended Day may travel to or from home and Extended Day; (no other location) at the beginning or end of the school day.

**For the safety of your child:** If anyone arrives to pick-up a child and appears to be under the influence of alcohol or drugs, the staff will offer to contact someone else to pick up. If the driver refuses, the staff member is required by law to contact the Dept. of Social Services and the Police Department.

**VACATIONS / HOLIDAYS / SNOW DAYS:** We follow the school calendar; therefore, Extended Day will not be open during school vacations, on school holidays or on days when school is canceled due to weather, etc. Should there be a delay in the opening of school; the opening time of Extended Day will be delayed by the same amount of time. If schools close early due to inclement weather, etc., Extended Day will remain open until 3:00 for children registered for that day. **Wednesday prior to Thanksgiving, Extended Day closes at 3pm.**

**WITHDRAWAL OR LEAVING FROM PROGRAM:** If you plan to entirely leave or withdraw your child from the program, one month's notice to the Community Education office (978-266-2525) is required. You will be responsible for 30 days of tuition from the date of notice of withdrawal.