

GENERAL INFORMATION

The Extended Day Program opened in September 1995 to provide quality Before and After school care for children attending Groton Dunstable Regional Schools. In September 1997, with the opening of the Peter Twomey Youth Center, the program was able to expand to include a Mid-Day Kindergarten Program and a Youth Club for Middle School students. In 2004 we expanded again to the Swallow Union School, in Dunstable. In 2008 the Extended Day Program saw another addition with the introduction of the Extended Day Mid-Day Program at the Boutwell School. The program is a non-profit, self-supporting program sponsored by the Groton-Dunstable Regional School District. It is designed to provide exciting and enriching activities in a supportive and nurturing environment.

EXTENDED DAY PROGRAM

The Groton Dunstable Extended Day Program was established to provide quality, before and after school care, in an atmosphere that was friendly and with supervision by a caring staff. The program is sponsored by the Groton Dunstable Regional School District and is administered by the office of Community Schools and Services. The program is located in Groton, at the Peter Twomey Youth Center and Dunstable, at the Union Building.

Students that are enrolled in the Groton-Dunstable Regional School District, from preschool to grade eight are eligible to attend. The Extended Day Program does not discriminate on the basis of race, creed, sex, and religion or disability.

The program is open from 7:00 a.m. to 6:00 p.m. and follows the school calendar except for the day before Thanksgiving and the last day of school. The program may be available during December, February, April, and summer vacations for an additional cost. The program **is not open on holidays or on days when school is closed due to inclement weather.** Snow days are made up at the end of the year.

When there is a **delayed opening**, the Early Start Program **does not** take place & the Mid-Day program starts at 11am. For **early school closing due to inclement weather**, the center closes at 3pm.

PROGRAM ATTENDANCE

Please call 448-0398 (Groton) or 649-4191 (Dunstable) if your child will be absent from the Extended Day Program on a day he/she is scheduled to attend, an answering machine is accessible if the staff is unavailable, or if you call during off-hours. Absentees without prior notification can be mistaken for a missing child, with time spent searching for that child. This scenario can be eliminated, by a phone call. If the parents are unavailable, we will notify your emergency numbers.

On a day your child is absent from school, they may not attend the Extended Day Program. Please notify the program before 2:00 p.m. with any changes in attendance.

PICK-UP RESPONSIBILITIES

The parent or guardian is responsible for picking up the child at the **time specified in the tuition agreement, and must sign the child out in the log.** Written notice must be given for a person other than the parent/guardian to pick up the child. Please be considerate of the staff's time; **all children must be picked up by their scheduled pick-up time or a \$2 per minute late fee will be charged, payable to the staff member present at the time of pickup.**

HEALTH

If your child is ill (sore throat, temperature, etc.) he/she should not attend the program. If your child is absent from school he/she cannot attend the program. If the child becomes ill while at the program, a parent will be called to pick up the child. Parents will be informed, within 24 hours, of any first aid treatment administered to the child. Parents will be notified immediately of any emergency treatment administered to the student.

EARLY START PROGRAM PRE-SCHOOL TO GRADE 8 7:00 A.M. – 9:00 A.M.

The program is located in Groton, at the Florence Roche School cafeteria and Dunstable, in the Union Building. This program begins at 7:00 a.m. in the Florence Roche/Swallow Cafeterias and ends at 8:45 a.m. Breakfast and activities are provided. Children will be brought to the program by their parents but will be transported to their appropriate school for the start of the school day.

MID-DAY PRE-SCHOOL & KINDERGARTEN PROGRAM - PTYC-Boutwell – Swallow Union 9:00 A.M. – 12:00 & 12:00 – 3:00 P.M.

The hours for this program are 9:00 a.m.-12:00 p.m. OR 12:00 p.m.-3:00 p.m. The Mid-Day Program is under the supervision of coordinators who will plan activities specifically designed for the kindergarten aged child. The Mid-Day Program is a compliment to the Kindergarten and enhances social interaction. It provides time for outdoor and indoor play, arts, crafts, music, story time, games, science, and nature. There are also opportunities for children to rest and/or have quiet time to read a book. This program will enhance the child's kindergarten experience and will provide additional opportunities for social interaction and for independent growth. Students' attending this program **must be toilet trained.**

EXTENDED DAY PROGRAM

FROM SCHOOL DISMISSAL TO 5:00 OR 6:00 P.M.

At the Extended Day Program, we recognize that older students desire more independence and we encourage them to make their own decisions about the use of their time while participating in this supervised program. With prior approval from parents and staff, students are encouraged to participate in after school activities. Our staff will help to facilitate their arrival at the Extended Day Program. Our staff also provides homework support. The Extended Day Program will begin immediately after school and end at 6:00 p.m. Children will be transported to Extended Day by bus. Children will be divided into age appropriate groups. Students will be given the opportunity to choose from a variety of activities: arts and crafts, and outdoor play. Time and place is set aside to encourage students to do their homework and several hobby clubs are available. The program provides a snack and drink.

MIDDLE SCHOOL YOUTH CLUB

This program is available to Middle School students after the school day and ends at 6:00 p.m. It provides students with a supervised environment at the Peter Twomey Youth Center. Time and place is set aside for homework, and involvement with the Extended Day Program will be encouraged. However, independent, age appropriate activities will also be available. The program provides a snack and drink.

TUITION

The Groton Dunstable Extended Day Program is non-profit and self-supporting. Operating funds are derived from tuition fees, grants, and fund raising efforts. The monthly tuition fee is based upon a 182-day school year & divided into ten equal payments. **Full payment for the month is due by the 1st of each month. A \$10/month late payment charge will apply if payment is received after the 15th of the month, \$20 after the 30th.** It is presumed that the student is enrolled for the full academic year. If withdrawal is necessary, **one month's written notice** to the Director is required. No refunds will be made for the unused tuition.

STAFFING

The Director of Community School and Services supervises the program. The Director is responsible for personnel assignment, training, and supervision, along with food services, financial matters, and health. The Director administers program philosophy, policies, and procedures. Professional, caring individuals staff each room and are responsible for the planning of the daily programs and activities. while ensuring the safety and well-being of the children, maintaining attendance, and communication with parents.

SNACKS AND DRINKS

Morning and afternoon snacks are provided daily for students. Cafeteria services are not available; however, a refrigerator and microwave are available for students who bring a lunch. **If your child is attending on a half day, he/she will need a bag lunch**

PARENTAL INVOLVEMENT

The Extended Day staff recognizes that parents may also have expectations of the program. We welcome the opportunity to work together with parents, to provide the best possible care for your children. Frequent communication between staff and parents is extremely important in achieving this goal. Parents are invited to visit the program whenever they wish.

Parents need to complete all necessary emergency and medical forms and permission slips, for their children to participate in the program activities.

Parents must notify the Director when any changes occur in address and/or telephone numbers, both home and work.

Parents must be considerate of other participants in the Extended Day Program. If your child has a serious or contagious illness, he/she should not be attending the program. If your child is absent from school they cannot attend the program.

BEHAVIOR MANAGEMENT

The major goal of the Extended Day Program is to provide a supportive and safe environment for each child. In order to achieve this goal, children are expected to act in a considerate and cooperative manner while attending the program. Children will be expected to:

1. Follow directions and respond to staff requests.
2. Respect other people, their feelings, and belongings.
3. Use equipment safely and properly.
4. Remain at the site until dismissed to a parent/guardian.
5. Absolutely **NO** unsafe physical contact (hitting, kicking, or biting), using profane language and/or spitting will be permitted at any time.

When intervention is necessary by a staff member, positive behavior modification techniques will be used.

1. The child will be reminded of what is expected of him/her.
2. The child will be removed from the activity, if necessary.
3. If further intervention is needed, the child will be sent to the Director's office and a time out from the program will occur.
4. In extreme cases, the parent, child and Director will agree to a plan that will prevent future incidents.
5. Repeated behavioral problems may constitute dismissal from the program.

PERSONAL BELONGINGS

Each student will have an assigned space to store his or her own personal items, such as outerwear, school materials, lunch boxes, etc. Please label your child's name on all items. A "lost and found" box is provided. A "special item" is the responsibility of your child. It is strongly suggested that a change of cloths (including underwear) be kept at our facility for emergency use.

ENROLLMENT

Enrollment will be on first come first served basis and is open to any child enrolled in the District. This program is Chapter 766 supported and Handicapped accessible.

For more information, call Karen Tuomi, (978) 448-0398.

Extended Day Program

The Program Locations:

*Peter Twomey Youth Center &
Swallow Union School*

GROTON-DUNSTABLE REGIONAL SCHOOL
DISTRICT

EXTENDED DAY PROGRAM

Karen F. Tuomi, Director

348 Main Street, P.O. Box 426

Groton, MA 01450

Phone: (978) 448-0398 FAX: (978) 448-1214

Tax ID # 042-432-094

Parent Handbook