



# PARENTS' HANDBOOK

## THE LAWRENCE EXTENDED DAY PROGRAM

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## TABLE OF CONTENTS

<b>WHO WE ARE</b>	<b>Page 5</b>
o Handbook purpose	
o What we are	
o Affirmative action statement	
o Relationship to town and school community	
o Vision	
o Mission	
o Values	
o Curriculum philosophy	
o Program staff	
o Board of Directors	
<b>HOW TO REGISTER</b>	<b>Page 11</b>
o Admissions	
o Enrollment	
o Waiting list	
o Deposit	
o Participation policies	
o Enrollment concerns	
<b>HOW TO PAY</b>	<b>Page 13</b>
o Tuition	
o Scholarships/financial assistance	
o Employer identification for tax purposes	
o Billing/payments	
o Late tuition payments	
o Returned checks	
o Late pick up fees	
o Billing concerns	
<b>HOW TO REQUEST A CONTRACT CHANGE &amp; ASSOCIATED FEES</b>	<b>Page 16</b>
▪ Schedule changes	
▪ Permanent withdrawals	

**TABLE OF CONTENTS - continued**

**WHAT TO EXPECT**

**Page 17**

▪ **Program Schedule**

- Hours of operation
- Calendar
- No LEDP days
- Early dismissal/release days
- Holiday/vacation care
- Emergency care
- Bad weather delays/closings

▪ **Program Design**

**Page 19**

- Age appropriate design by class
- LEDP core space
- Typical daily schedule
- Balance of structured & unstructured time (including quiet areas)
- Homework
- Snacks
- Field trips
- Special LEDP activities & social service fundraisers
- Celebrations

▪ **Parent Expectations**

**Page 26**

○ **COMMUNICATION**

**Page 26**

- Orientation meeting
- Annual meeting
- Primary teacher contact
- Notices/email/e-newsletters
- Emails/calls to LEDP
- Community bulletin board
- Progress reports & parent/teacher conferences
- Support service referral plans
- Parent concerns/grievances
- Annual parent surveys
- Donation of time & resources

▪ <b>SAFETY</b>	<b>Page 32</b>
• Health & safety	
• Playground safety	
• First aid	
• Allergies	
• Medication	
• Toileting	
• Illnesses	
• Accidents & medical emergency care	
• Emergency/disaster evacuation plan	
• Prevention of child abuse and neglect	
▪ <b>ATTENDANCE</b>	<b>Page 36</b>
• Sign in & out	
• Coordination with after school activities	
• Pick up	
• Late fees	
• Absences	
▪ <b>PROGRAM EXPECTATIONS</b>	<b>Page 38</b>
▪ <b>PARENT RESPONSIBILITIES</b>	<b>Page 38</b>
• What to provide for your child for full participation- weather related clothing/gear	
• What not to allow child to bring to LEDP - personal items & toys	
• Family transitions communication	
• Summary of responsibilities	
▪ <b>CHILD RESPONSIBILITIES</b>	<b>Page 41</b>
• Behavior expectations	
• Respect rules	
• Consequences of Disrespect	

<b>ACKNOWLEDGEMENT</b>	<b>Page 45</b>
------------------------	----------------

<b>INDEX</b>	<b>Page 46</b>
--------------	----------------

## WHO WE ARE

### HANDBOOK PURPOSE

This Handbook contains information that families with children in LEDP must understand in order to participate responsibly. **Please keep it as a reference.** If you have any questions, please contact the Director. **At the end of the handbook** there is a confirmation statement that acknowledges your receipt and understanding of the information contained within. **Please sign the acknowledgement statement and return it to the LEDP office.**

### WHAT WE ARE - Lawrence Extended Day Program, Inc.

Founded in 1974, the Lawrence Extended Day Program (LEDP or the Program) is a private, non-profit, parent-run after school program serving Kindergarten through fifth grade children who attend the Lawrence School, a public elementary school in Brookline, Massachusetts, under the auspices of the Office of Superintendent of Schools. The Massachusetts Department of Early Education and Care (D.E.C.C.) license LEDP.

### AFFIRMATIVE ACTION STATEMENT

LEDP prohibits discrimination against any child, director, employee, application for employment, parent, guardian, or any other person because of race, color, religious creed, marital status, sexual preference, cultural heritage, political beliefs, national origin, age, sex, or existence of handicap or disability.

### RELATIONSHIP TO TOWN & SCHOOL COMMUNITY

LEDP is one of a group of Extended Day after school programs operating independently within each Brookline elementary school with the support and approval of the Brookline School Committee. Each is a completely independent nonprofit entity, but is similar in concept to the other after school programs and in relation to their host schools and the Town of Brookline. The Town and School Committee provide free space and services under a general commitment to community use of school facilities and a specific policy of support for Extended Day Programs. School officials and School Committee members are not involved with the administration of our program. However, LEDP qualifies as a "school sponsored activity", so our children are covered by the "school time" accident insurance plan offered by the School Department each fall. In return, the program must conform to guidelines issued by the School Committee regarding the respective responsibilities of the parties involved, the use and maintenance of space and School Department's

equipment, health rules, insurance, and use of schools during vacations and holidays.

WORTHY OF NOTE: Started over 30 years ago, Brookline's extended day programs were the first *in-school* after-school programs offered in the United States.

## VISION

The Lawrence Extended Day Program is dedicated to stimulating our children's intellectual curiosity by exposing them to new ideas and a broader worldview; and by nurturing their character development through a broadening of their sense of community via opportunities to develop into community service leaders.

## MISSION

For the working families of Lawrence School, LEDP strives to provide a kids-focused, innovative, high quality after school program run by highly qualified and talented professionals who align programming with the in-school curriculum and a socially conscious service philosophy.

Critical to LEDP's success are:

**Best location** - LEDP is housed at Lawrence School allowing for a safe and smooth transition to after school programming and a strong collaboration with the greater Lawrence School community.

**Best people** - Parent-run board identifies, hires, guides and supports a Director capable of leading and managing LEDP to achieve its vision, mission and goals. The Director, under the oversight of the Board, identifies, hires, trains, nurtures and retains a broad range of talented after-school teachers who value and role model intellectual curiosity and service leadership. To tap expertise beyond the walls of LEDP, the Director actively accesses local museums, social service organizations, parks and open spaces, and arts community.

**Best program** - LEDP staff create age-appropriate innovative, enriching and engaging program designs, activities and field trips. A combination of structured, unstructured and homework support activities are offered in a safe, respectful and nurturing environment. LEDP's performance is measured annually through surveys of parents, teachers and kids; feedback is used to enhance the services offered.

**Best structure** - The Director, under the oversight of the Board, fosters a flexible, fluid and collaborative working climate both

within and beyond the borders of LEDP to maximize limited funds, space, staff and resources for the benefits of our children.

### **VALUES - Socially Conscious Character Development**

LEDP provides the opportunity for all children to participate in developmentally appropriate activities and play in a warm, helpful, respectful and safe atmosphere. One of our main goals is learning through play. Children learn respect, cooperation, conflict resolution and social skills through creative play. The Program's curriculum nurtures each child's capacity for social interaction, intellectual curiosity, and emotional/physical growth; as well as offers the opportunity to learn skills of interest. LEDP staff seeks to individualize the curriculum accordingly. An individualized program ensures successful esteem building experiences for all children.

Underlying each child's experience at LEDP is an emphasis on cooperation, sportsmanship, and respect. The program aims to increase the child's awareness of the rights of individuals and communities. LEDP values the differences and similarities among children and families. It also promotes developing knowledge and respect for all people. Community service is a big part of the curriculum at LEDP and children learn from a young age to give back to their community and help others who are less fortunate. Students are encouraged to help people both inside and outside their school community. For example, the older children read to and play with the younger children; and LEDP often organizes events to help out in the larger Brookline community (e.g., organizing and carrying out a playground clean up or participating in fundraisers to benefit an organization). Through these activities, our children are taught what it means to be a good citizen in a community, in our classroom and in the world.

We offer children meaningful choices and the opportunity to direct many of their own activities within a structure established by the staff. The staff also facilitates involving children in the planning of their activities, establishing rules, and maintaining the materials and space. The Program encourages children to make decisions and accept responsibility for their actions. As children grow older, they are given more responsibility to hone their leadership skills.

### **CURRICULUM PHILOSOPHY - Social Responsibility**

While LEDP is offers our children educational support, quiet relaxation and fun social interaction with adults and peers, its special emphasis on social responsibility is a long standing hallmark of the program.

Many opportunities for learning and enjoyment exist in the community surrounding LEDP. The Program strives to take advantage of these

resources through field trips, and inviting guests and families to become involved in the curriculum.

Our philosophy is to foster a sense of community and what it means to be a good citizen in your community. Being a good citizen entails being respectful and taking care of others, helping to keep your environment clean and safe, and doing your part to help out. Part of being a good citizen is working on having good conflict resolution skills and making an effort towards a peaceable environment. Many of the LEDP staff have participated in workshops in conflict resolution skills and peacemaking by an organization called Educators for Social Responsibility (ESR). Part of the mission of ESR is to " help educators work with young people to develop the social skills, emotional competencies, and qualities of character they need to succeed in school and become contributing members of their communities" (Educators for Social Responsibility, 2006. Available: <http://www.esrnational.org/home.htm>).

#### Developmentally Appropriate Learning Goals for a Tolerant Community

- o Everyone is worthy.
- o Everyone is lovable and capable.
- o Everyone is equal.
- o Everyone deserves respect.
- o Everyone is important.
- o Everyone has feelings.
- o People are similar.
- o People are different.
- o Some physical attributes stay the same.
- o Some physical attributes change.
- o It is important to try new experiences.
- o We can learn about the daily life of people we know.
- o Culture comes from parents and family.
- o There are different kinds of families.
- o Families live in different ways. Many different people live in our community.
- o Some things are pretend and some things are real.
- o Some things are fair and some things are unfair.
- o People have different points of view.

#### Social Skills

- |                                  |                            |
|----------------------------------|----------------------------|
| o noticing and labeling feelings | o showing pride in oneself |
| o being a friend                 | o being part of a group    |
| o decision making                | o problem-solving          |
| o working together/cooperation   | o protecting oneself       |
| o avoiding name-calling          | o resolving conflicts      |
| o helping others                 |                            |

#### Cognitive Skills

- |                         |                           |
|-------------------------|---------------------------|
| o observing             | o describing              |
| o matching              | o comparing               |
| o gathering information | o suggesting alternatives |

- o naming
- o predicting
- o problem-solving
- o classifying
- o explaining

**PROGRAM STAFF**

LEDP is currently led by a Director and three lead teacher/coordinators. Our staff is supported by students from local colleges, work study students from Brookline High School, substitute teachers and sixth, seventh, and eighth grade Lawrence School volunteers - most of whom are LEDP alums.

**Director** - Reporting to the Board of Directors, the Director is responsible for all aspects of leading and managing LEDP to achieve its vision, mission and annual objectives. This includes strategy and program development, staff management and development, administration, communications and relationship management, and financial oversight and planning.

**Lead Teacher/Coordinators** - LEDP currently has three Lead Teachers/Coordinators each of whom reports to the Director and has responsibility for overseeing one of our 3 teaching teams.

**Teacher** - All teachers supervise the children, plan and implement curriculum, and maintain the space.

LEDPS's staff has primary responsibility for the care of the children. They organize the environment, plan and carry out various activities, and work with individual children and families. The staff promote an atmosphere in which children feel safe and are encouraged to develop socially, emotionally and cognitively.

Biographies of the staff are distributed at the beginning of the year.

**BOARD OF DIRECTORS**

LEDP's Board of Directors of the Corporation is an entirely parent/guardian run volunteer board which meets approximately once a month to discuss any overall concerns and reviews and establishes corporate policies. Extra meetings may be called when warranted. LEDP is financed through tuition and fundraising. Members of the Corporation are parent(s) or guardian(s) of a child currently enrolled in LEDP (K-6) The Director also attends the board meetings to: 1) recommend changes in policy and advocate for teachers; 2) keep the Board appraised of progress, concerns and issues, etc.; and 3) bring information discussed in board meetings back to the staff.

Structure of the Board of Directors of the corporation and Active Committees:

**Officers:**

President  
Vice-President  
Treasurer  
Clerk

**Committees include:**

Scholarship  
Fundraising  
Finance  
Personnel  
Parent Outreach  
Community Outreach  
Website

We are eager for parents to learn about serving on the Board or joining a committee. For information, please contact the Director or Board President.

## HOW TO REGISTER

### ADMISSION

Preference is given to families whose children attended LEDP in the previous year and whose accounts are paid in full. Students may attend LEDP through sixth grade.

Attendance of at least two days per week is required. Enrollment is given to children attending the Lawrence School or children who live within the Lawrence School area but attend another Brookline Public School due to special circumstances.

Children are accepted on a first come first serve basis with a preference given to working parents, those who of necessity are students in schools or in employment training programs, and those who are referred by the Lawrence School's Pupil Support or the Principal

### ENROLLMENT PROCEDURES

All children must be registered in the Lawrence School before they can be registered in LEDP.

**Enrollment for K-6<sup>th</sup> grade students who have previously been a part of LEDP** is conducted EVERY YEAR in March. Open enrollment for new families grades 1-5 is held EVERY YEAR in April.

**Kindergarten enrollment** is conducted at the same time Lawrence School registration occurs. Open registration is continued until maximum enrollment is met. If the Kindergarten program is over enrolled, a lottery is held. Parents are notified of enrollment status immediately after.

### WAITING LIST

LEDP maintains a waiting list for those applicants for whom no space is available in the program. The waiting list is also used for children in the program who have requested more days than were initially available. Applicants on this list have priority over new applicants at the same grade level. Siblings of children already enrolled in the program, do have a priority over a new family. **If your child is on the waiting list, we encourage you to contact us periodically to inquire on your status, and if you no longer need a space in the program, please let us know.**

## **DEPOSIT**

Original Deposit Fee: There is a non-refundable \$50.00 Capital Improvement fee as well as a \$50 registration fee for each child payable at time of application for enrollment.

## **PARTICIPATION POLICIES AND ENROLLMENT FORMS**

There are several important forms that each parent must fill out before his/her child enters LEDP. The Confidential Intake form covers general data such as home address, telephone number, emergency number, name of the family physician, etc. The Field Trip Permission Form allows the child to participate in activities outside of the Lawrence School property.

Families of children in the program must provide us with Health Insurance information and ensure that emergency medical care costs are covered.

Families must follow medical procedures as outlined in the Health and Illness Policies section.

Please let the staff know about any changes at home that might effect your child's interaction with other children or staff (new siblings, divorce, etc.) While your child is at LEDP, parents must respect the LEDP guidelines for interacting with children.

## **ENROLLMENT CONCERNS**

Enrollment issues or questions should be directed to the Director. Please call the LEDP office at (617) 879-4379.

## HOW TO PAY

### TUITION

The Board of Directors monitors LEDP's program and financial performance each year and votes on tuition changes each spring prior to enrollment.

### SCHOLARSHIPS/FINANCIAL ASSISTANCE - Scholarships & Vouchers

#### Scholarship

Limited scholarships are available for the school year and are awarded strictly based on need. The total amount of scholarship money available is determined by the annual budget. Financial assistance forms are available from the LEDP office.

A completed scholarship application form must be submitted to the Director with the required documentation. *This information is held in strict confidence.* A small subcommittee of LEDP's Board reviews the required materials and certifies financial eligibility. Assistance is given on an annual basis and deducted monthly from the cost of tuition. **FAMILIES MUST REAPPLY EACH YEAR.**

Additional details are found in the scholarship application package.

### EMPLOYER IDENTIFICATION NUMBER

LEDP'S Employer Identification Number for Tax Filing: 04-257-5615

### BILLING/PAYMENTS - Monthly Installments

Tuition for the month of September (the first month of LEDP) is due the first week in September of the school year as well as your June payment. (As in the rental market, no June payment is due at the end of the year. After that, tuition is due monthly.) Thereafter, a coupon book for the coming school year is mailed to your home. **PLEASE NOTIFY LEDP OF ANY ADDRESS CHANGES SO YOU RECEIVE THIS COUPON BOOK IN A TIMELY MANNER.** Bills are **due on or before** the first of the month. The payments must be mailed to:

Linda Chessman  
LEDP Bookkeeper  
P.O. Box 244  
Bedford, Ma. 01730

### **LATE TUITION PAYMENT FEE**

A late payment charge of \$15.00 is assessed on all payments received after the fifth of the month. **There are no exceptions to this rule.** Tuition surcharges must be paid in their entirety with the late tuition. No family is allowed to carry any outstanding bill into the following month. Any family for whom payment is more than 30 days in arrears will be suspended from the program. If a tuition payment is late because of financial or other personal difficulties, the parent(s) or guardian(s) must contact LEDP's bookkeeper, Linda Chessman at (617) 325-0288 before that payment is due to negotiate a payment plan.

### **RETURNED AND BOUNCED CHECKS**

Due to the extra administrative effort it causes, we charge a fee of \$20 for returned checks. Our bookkeeper will call you to see if the check can be re-deposited or if it has to be replaced. If your check is returned for insufficient funds more than twice, we will insist on payment via money orders or certified checks from that point on.

### **LATE PICK UP FEES**

Late pick-ups are not only upsetting to your child but also an imposition on our staff, all of whom have family and other obligations. Therefore, we assess late fees as follows:

\$5.00 for the first ten minutes (6:01-6:10 pm)  
\$5.00 for each additional five minutes

The LEDP clock is used to determine the late fee. There is a Late Fee Chart hanging in the LEDP room. **This late pick-up charge is NOT OPTIONAL** and must be paid by cash or check (made out to the teacher on duty) at the time of the incident.

A log of late pick-ups is kept to track and identify patterns of tardiness.

To avoid undue upset of your child, we encourage you to have a number of people authorized to pick up your child(ren) at the end of the day so that one could be called in case you are going to be late. This does not affect the late fee, but may relieve your child's concern.

**BILLING CONCERNS**

Concerns addressing billing should go directly to our bookkeeper, Linda Chessman, at (617) 325-0288.

## **HOW TO REQUEST A CONTRACT CHANGE & ASSOCIATED FEES**

Your child is enrolled in LEDP for the days specified by your contract. Notice of intent to terminate or otherwise amend the days and times of this enrollment contract must **be made in writing to the Director at least one month in advance**. The parent(s) or guardian(s) remain responsible for the tuition unless LEDP can fill the child's space. If LEDP *can fill* the slot created by the reduction in the number of days, families are not obligated to pay tuition for the relevant period. In this instance, there is only a \$100 change fee. If LEDP is *not able* to back fill the space, families are obligated for the payment until the end of the relevant semester: either January or June.

The year is divided into two semesters: June 1 through December 31 and January 1 through the end of the school year. Thus, if you reduce the number of days after June, you are obligated to pay the higher rate through December. Similarly, if you reduce the number of days after January, you are obligated to pay your full tuition through June.

Please understand that LEDP hires staff on a school year basis to provide an appropriate child/teacher ratio for each program group. Therefore, we must require that tuition is paid as agreed at the beginning of the year in order to fulfill our employment obligations.

### **SCHEDULE CHANGES**

If you need to add days to your child's enrollment schedule, LEDP attempts to accommodate you based on space availability on any day given state-mandated child/teacher ratios. If this is possible, the Director approves increases in days. Reduction in days follows the policy outlined above.

### **PERMANENT WITHDRAWALS**

If you need to permanently withdraw your child from LEDP, your June tuition payment will not be refunded and LEDP will follow the policy outlined above.

## WHAT TO EXPECT

### PROGRAM SCHEDULE

#### HOURS OF OPERATION

LEDP runs for K through sixth graders between 2:20 pm and 6:00 pm

#### CALENDAR

LEDP is open on every day that school is in session - including early dismissal/release days - **EXCEPT the last day of school.**

On certain vacations and holidays, LEDP care is available. These include February and April vacation, Rosh Hashanah, Yom Kippur, and Good Friday. Enrollment for vacation, and holiday care is done separately and at an additional cost.

#### **NO LEDP DAYS - Holidays, Vacations and Last Day of School**

LEDP operates on the Brookline Public Schools Calendar and is closed on weekends and the following holidays and vacations:

New Years Day  
Martin Luther King Day  
Washington's Birthday  
Patriot's Day  
Memorial Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving and the day following  
December school vacation  
Summer school vacation  
Town Wide Professional Development Day, which our teachers attend  
(varies year to year)

LEDP is also typically closed on the last day of school. We use that day to pack up our materials so that our space may be used for Brookline Recreation summer camps.

#### **EARLY DISMISSAL/RELEASE DAYS**

On early dismissal days, the Extended Day Program begins at 12:00/12:30 pm. immediately after school ends.

There is no extra charge for the longer hours on early dismissal days. Your child can attend early release days for no extra fee if this is a day he/she normally attends LEDP. LEDP will close at 4:00p.m the day before Thanksgiving and Dec. 23, the day before Christmas Eve.

### **HOLIDAY/VACATION CARE**

Three weeks prior to a vacation or holiday during which care is provided (i.e., February and April vacation, Rosh Hashanah, Yom Kippur, and Good Friday), the Director sends all families an enrollment letter and form. Arrangements for care must **be finalized two weeks before** the holiday or vacation. The hours of vacation care are 8:30 am to 5:30 pm. The fees are stated in the enrollment contract. Vacation and holiday care is staffed by LEDP teachers and takes place at LEDP. Children need to bring a lunch and a drink. Often field trips are planned in which case families would be notified in advance of the field trip plans. Please note that late fees do apply for vacation and holiday care.

### **EMERGENCY BACK UP CARE**

If your child(ren) is/are not signed-up for LEDP on a given day, your child(ren) may not attend unless approved by the Director. The program is full most days and the state mandated student/teacher ratios must be adhered to. Thus, emergency care is offered to children enrolled in LEDP Monday -Friday on an as needed basis **ONLY if space permits**. The fee is \$25.00 and the Director or Asst. Director must approve attendance in charge at least 24 hours in advance.

### **BAD WEATHER -DELAYS/ CLOSINGS**

#### Delays:

If the school administration delays the beginning of the school day, LEDP opens at the regular time: 2:20 for Kindergarten through sixth grade.

#### Closing:

**If hazardous weather conditions or a State of Emergency occur, LEDP will close at 4:00p.m.** Our answering machine will be changed as well, and a blast email will be sent out to all families to ensure everyone receives the message. When families receive a phone call from the Superintendent regarding cancellation of afternoon activities, please note that LEDP will close at 4:00 on those days to ensure the safety of our students and families. If you cannot pick your child up by 4:00, we ask you to make arrangements for someone else to pick up your child and then inform the program. We want to ensure the safety of our students and teachers during inhospitable weather conditions.

## **PROGRAM DESIGN**

### **Kindergarten and First Grade**

The K-1 program design promotes skills that are essential for young children. LEDP believes that in order for children to be successful in other areas of their lives, they must possess strong social skills. Areas of the K-1 room, schedule, and teacher interactions are all geared to promote the development of such skills. Children are strongly encouraged to interact with their peers in a number of different settings. When conflicts arise, teachers act as facilitators in guiding the children to learn how to solve conflicts appropriately. Learning about the uniqueness of each child fosters children's self-esteem. The program supports the individuality of each child and helps them value their own unique talents and abilities.

### **Second and Third Grade**

The 2-3 program design provides a caring, safe, cooperative and stimulating learning environment. LEDP believes in a child-centered curriculum, where the teacher acts as observer, guide, role model and questioner. A large part of the focus in 2-3 is on learning through creative play. Emphasis is put on children developing strong conflict resolution skills so that they may learn to solve conflicts on their own. Teachers step into a conflict if we are needed or if asked for help by a student, but we encourage students to solve problems fairly and respectfully by themselves if possible. Teachers assist them by offering advice and scripting conversation, letting the students try to work through to a fair solution. Our focus at this age is on fostering social and emotional growth, self confidence, respect for oneself and others, and how to be a good citizen in one's community.

Each day there is a variety of teacher-led as well as independent activities from which to choose from based on children's individual interests. There are chances to get one's energy out by being creative or playing, as well as time to rest and relax by reading quietly. We strive to teach the children in fun and meaningful ways, helping them to gain literacy, and skills in math, science and other areas through games, projects and hands-on learning experience. We work hard to recognize what each child needs.

Each day, we provide homework and reading support working with the special abilities and learning differences in each child. 2-3 teachers work in partnership with the classroom teachers to ensure each student receives the academic support he or she needs. We do our best to provide support to families and want families to feel comfortable talking with us so that their child may be successful and happy at LEDP.

#### **Fourth /Fifth/Sixth Grade**

The 4/5/6 program design provides a unique opportunity for older children to create an environment in which they can relax and feel at home, develop friendships and social skills and engage in things that interest them. The children are included in program and activity planning to give them ownership and make it truly their own program.

Each day, the children choose from a variety of teacher-directed activities or work independently. We strive to provide this age group with opportunities that develop confidence, independence, leadership and respect for themselves and others.

We provide a quiet space and ample time for children to work on their homework. While we do not offer academic tutoring or in any way substitute for school day teachers, teachers can provide some amount of assistance and redirection when necessary.

We provide special experiences that are exclusive to the 4/5/6 program. We offer special times to just "hang" and many other group programs and events that lead to the development of conflict resolution, peace-making skills, and independence. Community, environmental and multicultural activities are interwoven throughout the curriculum to foster an interest, concern and respect for people and their world while increasing the children's self-worth and self-reliance.

#### **LEDP CORE SPACE**

For the most part, LEDP operates in the lower level/basement of the Lawrence School. In addition to our "classrooms" we have access to the cafeteria and two gymnasiums. Increasingly, with larger school enrollments, LEDP's space may be shared with teachers (e.g. music teachers) during school hours and reciprocally; we may be given access to classrooms after school to accommodate our space needs. Typically this upstairs space is used for older children during homework time as it creates minimal disruption to the classrooms we use. LEDP also makes use of the Lawrence playground and athletic field.

## TYPICAL DAILY SCHEDULES

### Kindergarten / First Grade

2:20	Kindergartners are escorted from their classrooms by an LEDP teacher to the K/1 room and first graders check in there.
2:20-2:45	Meeting and choice time*
2:50-3:40	Indoor free play
3:40-4:00	Clean up- Use bathroom/wash hands
4:00-4:30	Group Story and Snack
4:40-5:30	Outdoor free play
5:30-5:55	Quiet Time in the room
5:55-6:00	Clean up and Quiet reading

### Second / Third Grade

2:20-2:45	Check in and homework in LEDP room
2:45-3:30	Choice time in LEDP room
3:30-4:00	Clean up, snack and Group Meeting time
4:00-4:30	Reading time in designated classroom (Sometimes in the winter, we go outside first, and then complete our reading at 4:30/4:45)
4:30-5:45	Outside time/gym time
5:45-6:00	Quiet activities in LEDP room and pick up

### Fourth / Fifth/Six Grade

2:20-4:00	Check-in in the designated classroom and homework time (As kids finish homework, groups begin to go outside), or quiet activities in room
3:30-4:30	Outside/Snack
4:00-4:15	Meeting time
4:15-5:30	Activity time in LEDP room (or gym/outside)
5:30-6:00	No mess activities and pick-up

## **BALANCE OF STRUCTURED & UNSTRUCTURED TIME**

Each day at LEDP, we offer structured activities, such as group meeting time or a kickball game, as well as unstructured choice times where children can decide what activities they want to do. Each group offers time during the day to simply rest and relax on couches or pillows, do quiet reading or homework, and sit back and enjoy a snack with friends.

## **HOMEWORK**

### **K-1 Homework Policy**

K/1 has allotted homework time for 1<sup>st</sup> graders and Kindergartners if needed. LEDP will supply all of the necessary homework supplies, and we encourage parents to look over their child's work at home.

If parents choose to sign-up their child for LSA activities, music lessons, any activities that coincide with the K/1 homework time, the teachers will find space for children to work on homework and have quiet time at the end of the day, however the K/1 team can not make special adjustments or accommodations to the entire group's schedule.

### **2/3 Homework Policy**

All second and third grade students are required to make a good effort at completing all written homework at LEDP. We provide general materials and a quiet workspace for them to work. LEDP teachers help clarify directions, provide motivation, and check to see that concepts are understood and offer any other support the children may need. We expect the children to work neatly and try to complete their work in a timely manner.

At the request of classroom teachers, LEDP teachers do not correct a student's homework. This is so that you and the child's teacher can evaluate your child's strengths and weaknesses. We encourage parents to review homework nightly to check on their child's progress and we highly encourage parents to communicate with LEDP teachers about any problems or concerns that they have.

### **4/5/6 Homework Policy**

All fourth, fifth and sixth graders are required to make a good effort at completing all written homework while in LEDP. LEDP provides a quiet atmosphere for homework time and LEDP teachers work closely with the classroom teachers to ensure that children are working to the best of their ability. We provide support and guidance to ensure the children understand their work, but the classroom teachers have asked the LEDP teachers not to correct homework as this allows your child's teacher to evaluate the assignments and your child's progress.

LEDP provides open communication with parents regarding their child's homework. Parents are encouraged to review their child's assignments on a nightly basis and to communicate any changes or expectations they may have to the LEDP teachers.

## **SNACKS**

We serve a nutritious snack to all LEDP children each afternoon, as well as cooking as a group periodically. Cooking projects may include sugar and other food ingredients that are restricted from your child's diet. **If your child cannot have sugar in any form, or is allergic to specific fruits, wheat, gluten or other food ingredients, you must indicate this in your enrollment packet. If children choose, they may also eat any food remaining in their lunch bag.**

**We are a peanut free environment!**

**PLEASE INFORM THE LEDP OFFICE OF ANY FOOD ALLERGIES OR DIET RESTRICTIONS.**

**WE WILL MAKE ALL REASONABLE EFFORTS TO ACCOMMODATE YOUR CHILD'S NEEDS.**

## **FIELD TRIPS - Activities, Transportation & Permission**

LEDP is always expanding its field trip ideas. Many trips are walking excursions to interesting spots in the neighborhood of the Lawrence School. Common destinations are Murphy Park, Stop and Shop (to buy groceries for the St. Paul's Church Food Pantry), the Muddy River, Brookline High School swimming pool and the MDC skating rink at Cleveland Circle. We always inform parents where a group is going ahead of time. If the trip is outside of the Lawrence School neighborhood, we ask parents to sign a permission slip. If you have any interesting ideas for field trips, we always welcome new ideas.

### **Transportation**

While most trips are by foot, longer trips are typically by Massachusetts's public transportation or, on occasion, school buses hired by the program. Children may not ride with staff members in personal cars. All drivers and all passengers shall be securely and individually fastened in safety belts while riding in a vehicle equipped with safety belts.

Any vehicle used by the Program for the transportation of children, and the operator thereof, must conform requirements of M.G.L. c. 90, Registry of Motor Vehicles (540 CMR 2.17.) In addition, the operator of any such vehicle shall be licensed in accordance with the laws of the State. No vehicle whether Program owned, leased or contracted

shall be used to transport children unless the licensee can provide evidence of the minimum amounts of liability insurance. Parents are notified of trips requiring transportation in advance and the transportation plans will be described in the permission slip.

#### **Field Trip Permission**

At all times, AND for all occasions, consent must be given in writing and filed in each child's folder before a child is allowed to go on a trip.

### **SPECIAL LEDP ACTIVITIES & SOCIAL SERVICE FUNDRAISERS**

Each year, LEDP offers program-wide parent events as well as events specific to each group. Parents will be notified through email and in person about upcoming events. We often organize various fundraisers for the children to participate in that benefit nonprofit organizations of special interest to them. In the past, we have held walkathons, art galas, and set up lemonade stands. We welcome new ideas from parents to continue to diversify our community service work.

### **CELEBRATIONS - Birthdays & Rewards For Good Behavior**

#### **Birthdays**

Instead of food treats, we encourage families to instead donate a "Birthday Book" for the LEDP library. We place a permanent card at the front of the book stating the child's name and birthday. Many of our children have food allergies and we must be careful of food that comes into the classroom. Thanks for your understanding.

#### **Rewards For Good Deeds**

While not a formal policy, our lead teachers often create incentives for their group to model good behavior and citizenship. Good deeds could be recognized with stickers, award certificates, or marbles in a marble jar. Often children nominate other children. Objectives may be set for earning a pizza, ice cream, a special event or some other special treat for the entire group when some number of accomplishments is obtained.

## **PARENT EXPECTATIONS**

### **COMMUNICATION**

#### **PARENT EVENTS**

Parents will be invited to a number of events to learn more about their child's day at LEDP. In the first few weeks of school, there will be an informal event for each group that will allow students to show their families the LEDP space and talk about things they do everyday. Families can take this opportunity to ask questions of teachers or the Director regarding program philosophies, homework concerns, or scheduling. During the year there will be other events so that parents, children and teachers can get together to play, talk and share ideas.

#### **ANNUAL MEETING**

The Board of Directors holds an annual meeting (typically in May) for parents each year. Parents are encouraged to come, ask questions, contribute thoughts and learn about ways to get more involved with LEDP.

#### **PRIMARY TEACHER CONTACT**

The staff of LEDP value frequent and thoughtful communication with families. In order to facilitate this process, each teacher is assigned approximately 15 contact families.

Each designated teacher is the key communicator between LEDP and a family with regards to your child. Any concerns you have may be discussed with your contact teacher at any time, or with other members of the LEDP staff when at the Program. In addition, your primary teacher contact writes your child's annual progress report in the Spring. We encourage the scheduling of parent/teacher conferences to discuss the report.

When calling the program to reach your child's primary teacher contact, please call the LEDP office at (617) 879-4379.

#### **NOTICES/EMAIL/E-NEWSLETTERS**

LEDP communicates with every family via email. All notices are through email, including vacation care information and information about special events. When requested, please download forms and return to the program office. **If you do not use email, please let the teachers know and we will place a hard copy of the emails in your child's backpack.** If you find that you are not receiving email from the program, please let the Director know as soon as possible so that we may check our records and systems.

Families in each group also receive a regular newsletter through email from your child's LEPD teachers familiarizing you with recent group highlights so that you are informed as to what's happening within your child's program. Many times when you ask your child, "What happened at school today?" or "What did you do?", the typical answer is "Nothing". These e-newsletters help you to discuss these activities with your child.

### **EMAILS/CALLS TO LEPD**

When contacting the program for any reason, please email LEPD at [elawrence@brookline.k12.ma.us](mailto:elawrence@brookline.k12.ma.us) or [mary\\_gardiner@brookline.k12.ma.us](mailto:mary_gardiner@brookline.k12.ma.us) or call the LEPD office at (617) 879-4379. **If the matter is urgent, calling us will get a quicker response than emailing us** since we cannot always guarantee timely email given our computer system.

### **COMMUNITY BULLETIN BOARD**

LEPD has a communication bulletin board outside of the main LEPD room on which we post notices regarding special events, deadlines, and other information for families here. If you would like to post a recipe, question, or other information, please first bring it to the Director for review.

### **PROGRESS REPORTS & PARENT/TEACHER CONFERENCES**

As previously stated, your child is assigned a primary teacher contact at the beginning of the school year. This teacher completes a written progress report on your child in the Spring and distributes it to the child's parent(s) or guardian(s). After you receive the written report, please feel free to schedule a follow-up conference with that teacher. Of course, teachers are available to meet throughout the year as concerns and issues arise. Please talk with your child's primary teacher contact to schedule meetings. We also encourage parents to feel free to talk to all of your child's teachers as needed. Keeping the lines of communication open between parents and teachers is important to us.

### **SUPPORT SERVICE REFERRAL PLANS - Behavior Management and Referral Services**

If a child exhibits inappropriate behavior or fails to respond to a teacher's direction, we will take the following steps:

1. A teacher gives the child one or two verbal warnings to behave as requested. In the instance of a dispute between two children, teachers model effective conflict resolution skills.

2. If this fails, the teacher may ask the child to find a calming down area where he or she can think about his or her actions. When the child is ready to have a conversation about what happened, the teacher reinforces correct behavior by discussing the incident with the child and/or mediating a discussion among the children involved.

When the incident or behavior is serious, other steps may be warranted. Behavior, which is considered "serious", includes:

- Behavior that interferes with the daily routine of and/or other children's full participation in the program
- Behavior that requires constant adult supervision
- Threats of physical violence
- Behavior that inflicts physical or emotional harm on the child, other children or staff
- Deliberate destruction of school or program property
- Leaving LEDP spaces without teacher permission
- Repeated violations of LEDP rules and policies
- Inappropriate behaviors that spread to other children
- Sexual Harassment

Other steps may include intervention by the Director, a written incident report placed in the child's file with a copy to a parent, a phone call to a parent /guardian, a parent / Director conference, suspension, and finally, termination from the program.

Prior to instituting the final step, the Director attempts to refer the parent to the appropriate outside agency to assist the parent in dealing with the child's behavior.

It is expected that all adults in contact with LEDP staff, program families, administrators and board members act respectfully and appropriately at all times, especially during these challenging behavior management situations.

In the event of inappropriate conduct, the following procedure is instituted: the individuals involved are asked to attend a meeting with the Director and a member of the LEDP Board Executive Committee in a timely manner to address the immediate concerns.

Documentation of the event(s) and meeting is placed on file. The LEDP Board is made aware of the situation and, when warranted, consideration for suspension, termination, or decline to re-enroll the family is determined. The families are informed in writing of the decision. This decision is made to insure the safety and well being of the program families, staff, administrators and board members.

**Referral Plan for Families**

LEDP uses the support services of The Lawrence School, which include but are not limited to:

Rick Rogers, Principal	(617) 879-4304
Monica Crowley, Vice Principal	(617) 879-4305
Usha Arthur, K-3 Sped.	(617) 879-4338
Lauren Nicoll, 4-6 Sped.	(617) 879-4349
Holly Corcoran K-4 Guidance Counselor	(617) 879-4341
Shaina Martinez, 4-8 Guidance Counselor	(617) 879-4342
Karen Miller, Nurse	(617) 879-4304
Robin Toback, Psychologist	(617) 879-4361
Debbie Caru , Occupational Therapists	(617) 879-4362

We also use the following support services, in making referrals:

The Department of Children and Families when filing a 51A Report of Abuse or Neglect

D.C.F. Main number	(800) 792-5200
Children's Hospital	(617) 355-6000
Brookline Health Department	(617) 730-2297
Brookline Mental Health	(617) 277-8107
Child Care Resource Center	(617) 547-9861

**Referral Plan Procedure**

After our ongoing observations of a child, or after severe or repeated incidents with a child, we may determine that a serious problem exists. The Director or contact teacher sets up a time to talk with the child's parents and classroom teacher to discuss the problem. If necessary, and with parental consent, the child's classroom teacher attends the arranged conference. At this conference the parent(s)/guardian(s) and the staff involved discuss the problem and review the available referral services. There is also a discussion of possible solutions and or changes that can be made on the part of the child, the family and or the program which may help alleviate the problem. We document all information within 48 hours. A copy is given to the parent(s)/guardian(s) and one is put into the child's file. The Program continues to monitor the child's progress through ongoing observations and a follow-up meeting may be arranged with the family to determine if there are any further steps, which should be taken in order to help the child progress. The Program also follows-up with school staff and other professionals involved, with parental consent.

## **PARENT CONCERNS/GRIEVANCES - Addressing Service Issues**

Should an issue arise, parents are encouraged to bring it to LEDP's attention as soon as is practical. We are committed to meeting the needs of both parents and children in the Program. We ask that you approach staff in a manner that supports their professionalism and maintains general safety and confidentiality. It is not always possible to discuss the problem "on the spot" when staff is involved in supervising the group of children. In order to maintain confidentiality at all times, LEDP teachers suggest the following procedures:

- A. Let your child's primary contact teacher know that you want to set up a time to talk. She/he will try to arrange to speak with you right away, by getting another staff member to cover for them. If this is not possible, they will set a time to meet with you or arrange a time to talk on the phone. During this meeting or phone conversation, we work together to brainstorm and problem-solve, maintaining a positive, mutually supportive relationship.
- B. If your concerns remain unresolved, you may make an appointment with the Director who will work with you as well to address your concern. The Director will consider all of the facts and circumstances involved and give an appropriate response within a reasonable period.
- C. If you remain unsatisfied with the situation, you may contact LEDP's President, Vice President, Treasurer or Secretary. They will review the grievance and make a final resolution.

## **ANNUAL PARENT SURVEYS**

Each year LEDP surveys parents on several elements of the program to ensure program quality and service delivery. The survey is short, online, and important to ensuring we're aware of your thoughts on the program - both good and areas we could improve. Please answer this survey when it arrives. We value your input and will share the results and any changes that are planned based on parents' thoughts.

## **DONATION OF TIME & RESOURCES - INCLUDING PARENT INVOLVEMENT IN CLASSES, ACTIVITIES**

### **Donations**

We are a registered 501c3 so are therefore able to accept tax-deductible financial contributions and are happy to work with you to obtain matching gifts from your employer to double your contribution.

In addition to financial contributions, LEDP can always use in-kind donations such as scrounge material (e.g. shells, nuts and bolts,

newspaper, magazines, posters, burlap, boxes, scrap wood (without nails), costume jewelry, old telephones, paper towel / toilet paper rolls) computer paper, fabric, paper, games, Lego's, Hot Wheels, manipulatives and puzzles.

**Parent Involvement**

Parents are always welcome to visit their children at LEDP and join their daily activities - we especially encourage parents to join us for special events. The Director or Coordinators are able to guide you in the participation of the children's activities.

The Board also welcomes new members when positions open as well as participation on its various committees.

## **SAFETY**

### **HEALTH & ILLNESS POLICY**

Before we can admit a child to the program, the parent(s)/guardian(s) must ensure that immunization and physical examination histories which comply with public school health regulations are on file with the school. A form for this purpose is part of the enrollment package.

### **PLAYGROUND SAFETY**

Your child's safety while in LEDP's care is of utmost importance - whether inside or out. Children are told LEDP's playground rules at the beginning of each year and the rules are reviewed periodically. Children must always stay within view of a teacher while outside and must ask to go inside to use the restroom, water fountain, etc. Pre-K children do not go inside unsupervised. With older children, we control the number of children that can go inside to the bathroom at one time and/or send a staff member with them. We work hard to ensure the safety of each child at all times while in LEDP.

### **FIRST AID**

All staff are required to be certified in Basic First Aid. In addition, at least one staff member who is certified in Cardiopulmonary resuscitation (CPR) is required to be on-site when the children are in the program. There is a First Aid Kit in each major activity area. When children are outside or taken off the premises, one staff person assumes responsibility for transporting a First Aid Kit and a cellular phone. Only teachers certified in First Aid apply First Aid.

If First Aid is administered to your child, you are given an injury report. Any injury that requires emergency care beyond first aid is reported to you immediately. An injury report for each incident is maintained in the child's file and in a central log located in the LEDP classroom.

### **MINOR INJUIRES**

When a child sustains minor injuries that result in observed or reported pain, swelling or discomfort, staff or the school nurse administer first aid immediately. The injury and staff response is documented. You are provided with a copy of this report. You are contacted immediately if there is any head injury. The child is not allowed to engage in physical activity following such an incident.

## **ALLERGIES AND CHRONIC ILLNESSES/CONDITIONS**

At registration, parents are responsible for informing LEDP, in writing, about the presence of any allergies and/or chronic medical illnesses/conditions presented by their child. We will make every reasonable effort to accommodate your child's needs. Please keep LEDP informed, with as much advance warning as possible, if your child develops an allergy or chronic medical condition.

Allergy lists are posted in each room by the snack area.

**Please remember that we are a peanut free environment!**

## **MEDICATION**

LEDP must comply with the D.E.C.C. guidelines for administering medication. Only prescription medications are administered. The medicine must be in its original container with directions from the physician. A MEDICATION CONSENT form must accompany it. Please ask the director for a copy.

When your child requires medication, please give the completed form and the medication directly to one of your child's teachers. If refrigeration is necessary, then please place it in the nurse's office and we will pick it up. Parents may come to LEDP to administer medication. No medication will be given unless these requirements are met.

## **TOILETING**

We observe the following guidelines in all our toileting procedures. All children are encouraged to request toileting whenever they feel the urge. However, no child shall be punished or verbally reprimanded for soiling, wetting or not using the toilet.

Kindergarteners at the beginning of the year are also escorted until they feel secure and comfortable going to the bathroom in pairs. When children are escorted by a teacher, the teacher respects the individual needs for privacy. Children and adults shall wash their hands with soap and running water after toileting and before snack and meals or handling food. Staff members also wash their hands after assisting children with toileting or toileting themselves. Individual disposal towels are used to dry hands.

## ILLNESS

**If your child is going to be out sick, please call LEDP AS SOON AS POSSIBLE** to report all pertinent information. It is particularly important that you notify LEDP in cases of contagious illness to prevent further spread of the illness. Please notify LEDP if your child has been exposed to a contagious or infectious disease. If we receive notice that a child in LEDP has been exposed to a contagious illness, you will be notified and alerted to watch for the symptoms.

If your child exhibits any of the following signs of illness, it is important that you keep your child at home. LEDP's staff is trained to continually observe the children in their care for signs of illness. If, upon arrival, we note any of the following signs of illness, you will be contacted to take your child home immediately:

- Fever of 100 degrees or higher
- Wheezing
- Inflammation of the eyes (Conjunctivitis)
- Rash (other than simple dermatitis) that might indicate illness such as measles, roseola, etc.
- Head Lice
- Diarrhea
- Vomiting

If you are called, we expect you to arrive at LEDP **within one hour**. If you cannot make it within that time period, please make arrangements for someone else to pick up your child. Until you arrive, they will be placed on a resting mat isolated from the other children.

Your child may return to LEDP under the following conditions without a physician's release:

- Fever: 24 hours without a fever-reducing medication.
- Diarrhea or vomiting: Your child may return to LEDP if all symptoms of illness have disappeared for 24 hours.
- Antibiotics: 24 hours after first administration of medication.
- Free of Head Lice and nits.

It is very important that parents inform staff members of any medicine that has been administered to their child so that staff can be alert to any unusual signs or symptoms the child may exhibit and keep you informed. If you would like up to date information about flu symptoms, please visit [www.brookline.ma.gov](http://www.brookline.ma.gov).

A child may return to LEDP under the following conditions with a physician's release:

- After symptoms of impetigo, contagious rashes or parasitic diseases have completely cleared.
- After the period of contagion is over for the following diseases:

- Chicken Pox - after all spots have crusted
- Measles - 5 days after rash begins
- German measles - after rash disappears
- Hepatitis - 3 weeks after onset of jaundice
- Mumps - 9 days after onset of swelling

**If your child is not in school due to illness, they may not come to LEDP. If they were at a dentist / allergist, etc. in the morning, please send a note as the school's attendance list will indicate an absence.**

### **ACCIDENTS & MEDICAL EMERGENCY CARE**

The Program needs to know how to reach each parent / guardian in case of emergency. You will be given a form asking for this information. Please keep the office up to date with this information. In an emergency, we try to contact you first, and then try to contact the other people you have listed. However, if the child is involved in an accident that results in serious traumatic injuries, the Director will call 911 so an ambulance can transport the child to Children's Hospital. We will call the parent once the ambulance is called and we have attended to the immediate needs of the child. We also notify your child's doctor, and an LEDP staff member stays with your child until you arrive. Any injury that results in loss of consciousness (or potential loss of consciousness as with head injuries), loss of mobility, or loss of large amounts of blood is included in this category. Parents are responsible for costs incurred in obtaining emergency care.

### **EMERGENCY/DISASTER EVACUATION PLAN**

Separate evacuation plans are posted in each major activity area. Teachers are trained in the evacuation procedures prior to employment. Practice evacuation drills are conducted quarterly and reviewed with the children at these times. The evacuation site for Lawrence School, and LEDP, is St. Paul's Church on the corner of St. Paul and Aspinwall Streets.

### **PREVENTION OF CHILD ABUSE AND NEGLECT**

All staff are required to report suspected child abuse or neglect to the Director. The Director immediately reports the suspected abuse or neglect to the Department of Social Services. The Director notifies the D.E.E.C. immediately after filing a report of suspected abuse or neglect with the Department of Social Services, or learning that such a report has been filed. In cases when a member of the staff is suspected of child abuse or neglect, the staff member is directly

removed from contact with children until the Department of Social Services completes its investigation, and for such further time as the Department may require. The staff member may be subject to disciplinary action.

## **ATTENDANCE**

### **SIGN IN & OUT - Arrivals and Departures**

Children in grades 1-5 generally walk to LEDP from their classrooms. Kindergarten children are picked up from their classroom by the LEDP staff in their classrooms and walked to their LEDP room. Teachers in each class have a sign in clipboard to check off which students have arrived and signed in.

Children are released to their parent(s) or guardian(s) or an authorized pick-up person any time between 2:20 pm and 6:00 pm. Children must pack up and take home all of their belongings, and sign out with a teacher. The pick-up person must meet the child on the LEDP premises and announce themselves to the child's primary teacher contact. Children may not wait on the street or in other places unsupervised by a staff person. Children in grades 4/5/6 may walk home alone only with written permission stating a specified time, day, and destination.

In the event that a parent or guardian cannot pick up their child, they may authorize another person to do the pick-up. Parent(s) or guardian(s) may grant authorization to another person by having his/her name on file as a designated alternate. If the pick-up person's name is not on file, we require a note signed by the parent/guardian designating who and at what time the child is to be picked up. A phone call with this information is accepted in lieu of a written notice. Phone calls are documented at LEDP. It is important to inform the director immediately of any changes of the list of persons permitted to take your child from the program. These changes must be in writing. Those children in grades 1-5 who attend special activities on the school premises during the Extended Day Program (i.e. music lessons, chess, sports, etc.) and have parent / guardian consent forms on file may walk to and back to LEDP.

### **COORDINATION WITH LAWRENCE AFTER SCHOOL ACTIVITIES & EXTRA CURRICULAR SPORTS**

Lawrence School runs after school activities and sports programs that are independent of LEDP and require an application, fee and consent form before the child joins the activity. When a child in grades 1-5 has also signed up for participating in a Lawrence School Special Activity, he/she should report to the LEDP room first and return there after the class is over. The Kindergarten children are escorted from

the LEDP room to their designated activity and later picked up from their classes and escorted back to LEDP by extended day staff.

The LEDP staff ensures that children are reminded to go to their special activities. However, to ensure your child's participation in these special activities, the staff asks that parents please make every effort to have your child's instructor or coach for their special activity pick up your child from LEDP as it is extremely difficult to remember each child's scheduled lessons or practices while still maintaining the LEDP schedule and working with the rest of the students.

### **PICK UP TIME**

Children are released to their parent(s) or guardian(s) or an authorized pick-up person any time between 2:20 pm and 6:00 pm.

**Final pick up is by 6PM - NO EXCEPTIONS. If you are late, a fee is charged at time of pick up.** (See the How to Pay section for fee details.)

### **ABSENCES**

If your child is going to be absent from school, or not attending LEDP on one or more days, you are responsible for notifying the LEDP AS SOON AS POSSIBLE by either calling (617) 879-4379, writing a note, or sending an email. We discourage last minute email notification as we cannot ensure timely email retrieval given our computer system. Without such notification the staff assumes that your child is coming to Extended Day. If your child does not arrive, LEDP staff will search for your child in the school then, if necessary, contact you at work.

## **PROGRAM EXPECTATIONS**

### **PARENT RESPONSIBILITIES**

#### **WHAT TO PROVIDE FOR YOUR CHILD FOR FULL PARTICIPATION- WEATHER RELATED**

##### **Clothing/Gear**

LEDP children in our care go outside every day, except in cases of very unfavorable weather. Please make certain that your child has clothing appropriate to the season (e.g., raincoat, boots, mittens, hat, snow pants, etc.) in his/her cubby. Additional mittens, hats and socks are a good idea.

Younger children (five and six years old) should always have a complete change of labeled clothes in their cubby. Please pack these in shoeboxes for easy storage.

##### **Personal Items**

All classroom doors are locked when teachers leave, so we encourage children to remember to bring their items down from their classrooms.

#### **WHAT NOT TO ALLOW CHILD TO BRING TO LEDP - PERSONAL ITEMS & TOYS**

Please deter your child from bringing toys from home. The staff cannot be responsible for lost or broken items and sharing of personal items is sometimes challenging for children.

#### **FAMILY TRANSITIONS - Custody & Visitation Agreements**

LEDP strives to be supportive to families and to promote positive development for children. We recognize that many families are in transition and have experienced divorce and separation. In order to provide the best possible care for your child(ren), our main priority, it is vitally important that we maintain good relations with all significant adults in his/her life.

LEDP teachers are sensitive to the issues faced by these changing family structures. To best serve your child's development through these often-difficult transitions, we ask that you make an appointment to meet privately with the Director and/or the Assistant Director in order to discuss any matters of importance in relation to the divorce/separation and any other issues that may help us in the care of your child(ren).

We need you to be very clear in regard to the following information:

- Details on physical and legal custody and visitation arrangements

- Which parent to contact first for general questions and in an emergency
- Whether duplicate program information should be sent to both parents
- Who is responsible for LEDP tuition payments
  - Who is or is not authorized to pick up after LEDP
  - Which parent picks up on which days
- If your child(ren) is sick, but LEDP can not reach you, may we contact the non-scheduled parent to pick-up
  - Who the other significant adults are in the child's life and their relationship to the child, especially if we are to have contact with them as well.
- It's also helpful to discuss the child(ren)'s general feelings regarding the transition so we may be appropriately responsive to your child(ren) when he/she is with us.

In an effort to minimize situations which may be uncomfortable for you, your child and our teachers, we ask that parents refrain from talking about custody issues, visitation disputes and problems, or talking negatively about the child's other parent in front of the child.

**Please note, we cannot deny a parent access to their child upon the word of the other parent unless we have a copy of a court order stating that this is the case. Further, consistent with Massachusetts's law G.L. c. 71 §34H (access to student records by non-custodial parents), all legal custodial parents have the right of direct access to LEDP records.** If there are concerns of which we need to be aware, please arrange to meet privately with the Director and/or Assistant Director. Once again, it is the child(ren)'s well being that is our main priority and we need to be able to maintain good relations with both parents.

#### **SUMMARY OF RESPONSIBILITIES**

- Provide accurate information to LEDP at enrollment and re-enrollment.
- Pay tuition and late fees in a timely manner.
- Attend fall open houses.
- Notify the program of allergies, contagious diseases, chronic illnesses or conditions or other health problems that are pre-existing or develop during the school year.
- Read and respond to all LEDP emails and requests.
- Check LEDP bulletin board and read and respond to emails in a timely manner.
- Review your child's annual progress report.
- Attend conference(s) to discuss your child's progress in the program.
- If your child is not attending LEDP for any reason, please call or send a note.
- Keep sick children at home.
- Pick up your child at the appointed time.

- Ask special activity instructors and coaches to help LEDP escort your child to and from non-LEDP activities.
- When picking up your child, ask him/her to clean up or put away what he /she is using.
- Clean out your child's cubby or locker weekly.
- Provide extra set of clothing and hats/mittens during winter months.
- Properly mark all clothing, jackets, coats, hats, etc. with child's name.
- Communicate with your child's teachers about any issues you may have regarding the program and/or any issues that may arise about separation issues, academic problems or changes at home.
- Work closely with LEDP staff to ensure your child follows the program's behavior expectations and respect rules.
- Acknowledge your review and acceptance of LEDP's policies by signing and delivering Acknowledgement statement at back of handbook to LEDP office.

## **CHILD RESPONSIBILITIES**

### **BEHAVIOR EXPECTATIONS - Behavior Management Policies**

Behavior Management at LEDP is carried out in accordance with the D.E.E.C. regulations. In following these regulations, LEDP staff:

- Will not subject a child to cruel or severe punishment
- Will not hit, verbally abuse, or humiliate a child
- Will not deny a child food, rest, or bathroom facilities as a means of punishment
- Will not punish a child for soiling or matters relating to eating or not eating food.

It is of utmost importance that all children both enjoy their time at LEDP and feel that they are safe.

Only in rare cases where a life-threatening or dangerous threat to a child or other children exists, a staff member may need to supportively hold a child. In such circumstances, the staff may only hold the child long enough to remove him/her from the dangerous situation and, when appropriate, return him/her to safety.

The staff will focus on teaching children to respect themselves, other people and our shared environment.

LEDP's respect rules are in place to ensure that everyone feels comfortable in their environment and knows that the teachers are there to keep them safe. We will all work together to create a respectful environment free of bullying, which frees the children to have fun, learn and grow!

## RESPECT RULES

Respect is doing the right or appropriate thing so that our bodies and feelings are safe.

Children will learn to:

- Respect themselves
- Respect their feelings
- Respect other people's bodies
- Respect the environment
- Respect their bodies
- Respect other people
- Respect other people's feelings

### Three Types of Respect:

**SELF:** Be kind to yourself and give yourself a chance to learn.  
Do activities you enjoy with people who treat you well.  
Keep your body safe.

**PEOPLE:** Be kind to other people and give them a chance to learn.  
Express yourself using language and your body in positive ways.

**ENVIRONMENT:** Keep the indoor and outdoor environments clean and organized. Treat materials well.

### Consequences of Disrespect

- Child will be given a verbal warning.
- Child may lose certain privileges
- The child is redirected or loses a privilege.
- The child may be asked to leave the situation and find a place to calm down and think about their actions. They may then be redirected to other choices.
- If disrespect continues or includes being physically unsafe, the child may be sent to the office.
- If a child has been sent to the office, the parent is made aware of the situation. An incident report may be filled out, with a copy being placed in the child's file and a copy given to the parent.

In order to help prevent these actions from recurring, staff will:

- Praise appropriate behaviors
- Consistently apply consequences for rules
- Meet with director and classroom staff to discuss how to promote positive behaviors

### SUSPENSION/EXPULSION POLICY

LEDP is designed to provide a safe, cooperative and stimulating environment for each and every child in the program. It is important that children display safe behaviors while at LEDP. Examples of unsafe behaviors include:

- Biting
- Fighting
- Causing property damage
- Physically causing harm to others/self
- Uncontrollable outbursts/running from the group

If a child exhibits unsafe behaviors, LEDP will:

- First Incident: The Director will be informed about the situation from a staff member and the child will be asked to sit out of the classroom until back in control.
- Second Incident: Meeting will be scheduled with child's parents. Depending on the severity of the incident, suspension may occur at this time.
- Third Incident: Suspension will occur and can last from 1-3 days. Child may return to LEDP only after a re-entry conference between the parents, child, teacher and director has occurred.

-If the behavior occurs again, expulsion will occur and will be final.

For each incident, a report will be completed, placed in the child's file and provided to the parents. Because each child and therefore each incident are unique, the Director will view each case individually. A parent may be called to pick up the child immediately and suspension may be immediate at the discretion of the Director.

Immediate suspension will occur if a student makes any verbal or physical threat against another person. Lawrence School has a zero tolerance policy against threats and LEDP follows the same policy.

There are some cases in which actions on the part of a parent could have an impact on the child's enrollment at LEDP. The following actions could result in suspension of LEDP services:

- Failure to pay/habitual lateness in payments
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Lack of cooperation on the part of the parent to help solve any behavioral problems their child may have
- Lack of parental adherence to program policies and procedures

**ACKNOWLEDGEMENT OF HAVING READ  
THE LAWRENCE EXTENDED DAY PROGRAM'S PARENT HANDBOOK**

This signed statement affirms that you have read the Parent Handbook and agree to comply with the rules and regulations outlined within it.

This statement will be added to your confidential folder for our records. Please **DETACH THIS PAGE**, and return it to the Director within three weeks after your child(ren) starts attending the program.

---

I / We \_\_\_\_\_ have read the LEDP Handbook and  
parent(s) / guardian(s)

understand my / our obligations as parent(s) / guardian(s) for the duration that our / my child(ren) maintains enrollment in the Program.

---

Parent / Guardian Signature / Date

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Parent / Guardian Signature / Date

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LEDP Representative \_\_\_\_\_ Date \_\_\_\_\_

## INDEX

o absences	Page 36
o accidents & medical emergency care	Page 34
o acknowledgement	Page 42
o admissions	Page 11
o affirmative action statement	Page 5
o allergies	Page 32
o annual meeting	Page 25
o annual parent surveys	Page 29
o attendance	Page 35
o bad weather delays/closings	Page 18
o balance of structured & unstructured time	Page 22
o behavior expectations	Page 39
o billing concerns	Page 15
o billing/payments	Page 13
o board of directors	Page 9
o calendar	Page 17
o celebrations	Page 24
o child responsibilities	Page 39
o clothing/gear	Page 37
o communication	Page 25
o community bulletin board	Page 26
o coordination with After School activities & sports	Page 35
o curriculum philosophy	Page 7
o deposit	Page 12
o donation of time & resources	Page 29
o early dismissal/release days	Page 17
o emails/calls to LEDP	Page 26
o emergency care	Page 18
o emergency/disaster evacuation plan	Page 34
o employer identification for tax purposes	Page 13
o enrollment	Page 11
o enrollment concerns	Page 12
o family transitions communication	Page 37
o field trips	Page 23
o first aid	Page 31
o handbook purpose	Page 5
o health & illness policy	Page 31
o holiday/vacation care	Page 18
o homework	Page 22
o hours of operation	Page 17
o how to register	Page 11
o how to pay	Page 13
o how to request a contract change	Page 16
o illnesses	Page 33
o late pick up fees	Page 14
o late tuition payments	Page 14
o LEDP core space	Page 20
o medication	Page 32

o mission	Page 6
o no LEDP days	Page 17
o notices/email/e-newsletters	Page 25
o parent events	Page 25
o parent concerns/grievances	Page 29
o parent expectations	Page 25
o participation policies	Page 12
o parent responsibilities	Page 38
o permanent withdrawals	Page 16
o pick up times	Page 36
o playground safety	Page 31
o prevention of child abuse and neglect	Page 34
o primary teacher contact	Page 25
o program design	Page 19
o program expectations	Page 37
o program schedule	Page 17
o program staff	Page 9
o progress reports & parent/teacher conferences	Page 26
o relationship to town and school community	Page 5
o respect rules	Page 40
o returned/bounced checks	Page 14
o safety	Page 31
o schedule changes	Page 16
o scholarships/financial assistance	Page 13
o sign in & out	Page 35
o snacks	Page 23
o special LEDP activities & social service fundraisers	Page 24
o summary of responsibilities	Page 38
o support service referral plans	Page 26
o toileting	Page 32
o tuition	Page 13
o typical daily schedule	Page 21
o values	Page 7
o vision	Page 6
o waiting list	Page 11
o what we are	Page 5
o what not to bring to LEDP - personal items & toys	Page 37
o what to expect	Page 17