TAUNTON EXTENDED DAY PROGRAM

PARENT/STUDENT HANDBOOK
Summer 2018
School Year 2018-2019

“LEARN, LAUGH AND PLAY EVERYDAY AT EXTENDED DAY”

SPONSORED BY THE TAUNTON SCHOOL SYSTEM

naeyc Accreditation
Taunton Extended Day Program
66 Summer St.
Taunton, MA 02780

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PROGRAM ORIGIN

The Taunton Extended Day Program is a non-profit, self-supporting program which operates under the auspices of the Taunton Public Schools. The Program was developed as a result of school community awareness of the need to provide safe, supervised recreation for children of working parents.

The Program operates in 9 Taunton Schools:

- Bennett School
- Chamberlain School
- East Taunton School
- Elizabeth Pole School
- Friedman School
- Hopewell School
- Martin School
- Mulcahey School
- Summer St. School (Preschool Childcare Program)

All elementary and middle school children who attend a Taunton school are welcome to participate in the morning and afternoon sessions, with the exception of Friedman and Parker Middle schools. Friedman school has an afternoon session only and Parker school children are transported to Martin School for the afternoon session. H & L Bloom will provide transportation between schools for Parker, Galligan, Leddy, and Mulcahey preschool students.

PROGRAM PHILOSOPHY

The goal of the program is to provide a safe and well-supervised environment that is both educationally enriching and fun. The program makes every effort to provide for individual needs and choices, which builds a happy cohesive group.

The program has a general schedule and plan for each day, which allows for large and small group activities, as well as individual time for each child's needs. The curriculum is balanced between outdoor play, academics, and enrichment activities such as art, cooking, community awareness, and dramatic play.

The program uses an open classroom team teaching approach. The teachers encourage the children to maintain open communication with adults and among themselves. Consideration for each other's feelings and respect for each other's gifts and talents are actively encouraged.

A ratio of one staff per 13 children will be provided for children in elementary and middle school and one staff per 10 children for preschool children. All children must be toilet trained.

EVALUATION PROCESS

An annual evaluation process soliciting feedback from participants, parents, and employees develops the basis for ongoing review and program development. The evaluations are given out in May and the results are shared with the parents in June.
STATEMENT OF NON-DISCRIMINATION

No person regardless of age, race, color, creed, sex, sexual orientation, handicap, religion, national origin, disability (physical, mental or educational), socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs or social/family background will not be discriminated against for either employment or admission to the program. Furthermore, we will follow all state and federal guidelines in these matters that are pertinent to the running of the program.

HOURS OF OPERATION

SCHOOL YEAR

The Taunton Extended Day Program operates from 7:00 A.M. until the opening school hour and from the close of school until 5:30 P.M. The Taunton Extended Day school year program will open on Wednesday, August 29, 2018 for children in grades 1-7 and on Wednesday, September 5, 2018 for kindergarten and preschool children.

The Preschool Childcare Program, located at Summer St. School, will have an open house on Thursday, August 30, 2018 at 1:00 P.M. to provide the parents with a brief introduction to the staff and the program, followed by a question and answer period.

PARTICIPATING SCHOOL                      EXTENDED DAY SITE

A.M. Session  
Galligan School  Mulcahey School Extended Day  
Leddy Preschool (4 year old children)  Summer St. School  
Mulcahey Preschool (4 year old children)  Summer St. School

Friedman and Parker schools do not have before school programs

P.M. Session  
Parker School  Martin School Extended Day  
Galligan School  Mulcahey School  
Leddy Preschool (4 year old children)  Summer St. School  
Mulcahey Preschool (4 year old children)  Summer St. School

Note: Sites that are not listed have Extended Day at their own school.
PRESCHOOL CHILDCARE PROGRAM

CHILDREN WHO ATTEND LEDDY SCHOOL IN THE MORNING:

**TIMES** | **EXTENDED DAY SITE**
---|---
Before School Care  (7:00 – 8:45) | Summer St. School
School Day  (8:45 - 11:30) | At School
After School Care  (11:30 - 5:30) | Summer St. School

CHILDREN WHO ATTEND LEDDY SCHOOL IN THE AFTERNOON:

**TIMES** | **EXTENDED DAY SITE**
---|---
Before School Care  (7:00 – 12:45) | Summer St. School
School Day  (12:45 – 3:15) | At School
After School Care  (3:15 - 5:30) | Summer St. School

CHILDREN WHO ATTEND FULL DAY PRESCHOOL AT MULCAHEY:

**TIMES** | **EXTENDED DAY SITE**
---|---
Before School Care  (7:00-8:00) | Summer St. School
School Day  (8:00-2:30) | At School
After School Care  (2:30-5:30) | Summer St. School

TAUNTON EXTENDED DAY SCHOOL YEAR (DAILY SCHEDULE)

7:00 A.M. – School Start
\- Quiet Games
\- Arts & Crafts
\- Free Choice time
\- Snack
\- Group Planning
\- Outdoor/Gym
\- Homework/Reading
\- Arts & Crafts
\- Individual and Group Project

Close of school till – 5:30
VACATIONS AND SUMMERS

The Taunton Extended Day Program will operate from 7:00 A.M. until 5:30 P.M.

VACATION SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>7:00 – 8:00</td>
<td>Arrival, Free Choice Time</td>
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<tr>
<td>8:00 – 8:15</td>
<td>Group Planning</td>
</tr>
<tr>
<td>8:15 –10:00</td>
<td>Small Group Activities</td>
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<tr>
<td>10:00 –10:15</td>
<td>Snack (parents must supply a snack)</td>
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<tr>
<td>10:15 –12:00</td>
<td>Outdoor/Gym (Free Choice)</td>
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<tr>
<td>12:00 – 1:00</td>
<td>Lunch (parents must supply a lunch)</td>
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<tr>
<td>1:00 – 1:15</td>
<td>Clean Up</td>
</tr>
<tr>
<td>1:15 – 1:45</td>
<td>Arts &amp; Crafts</td>
</tr>
<tr>
<td>1:45 – 3:30</td>
<td>Outdoor/Gym – Organized Activities</td>
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<tr>
<td>3:30 – 3:45</td>
<td>Snack</td>
</tr>
<tr>
<td>3:45 – 5:00</td>
<td>Free Play</td>
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<tr>
<td>5:00 – 5:30</td>
<td>Clean Up and Departure</td>
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</tbody>
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Weekly schedules are posted on the bulletin board with scheduled activities and times. Activities include: Gross motor activities, centers, computers, story, circle time, group activities, outside play, etc.

Note: Schedules and Activities are posted on Bulletin Board and are subject to change.

Field Trips will be planned during the summer months.

TUITION

The following tuition rates will be charged for the 2018-2019 school year and the 2018 summer, unless eligible to receive a voucher. (Contact P.A.C.E. Child Care Works at 1-800-338-1717 – dial 0 for operator and ask for assistance to pay for daycare).

TAUNTON EXTENDED DAY PROGRAM (Grades K-Middle School)

SCHOOL DAY COST

- Before School Care (7:00 until school day begins) $4.00 per day
- After School Care (school day closing – 5:30) $9.25 per day
- Before and After School Care $10.25 per day

VACATION PERIODS

- Full Day (7:00 – 5:30) $15.25 per day
PRESCHOOL CHILDCARE PROGRAM (TUITION)

Leddy School Preschool and the Taunton Extended Day Program offer a positive full day that features the highest quality preschool program and a supportive educationally based daycare setting. All children must be toilet trained.

Cost:  
- Under 3 hours with Leddy School/Mulcahey Preschool $7.25/day
- 3-5 hours with Leddy School/Mulcahey Preschool $14.50/day
- Over 5 hours with Leddy School $21.75/day
- Full day of daycare (No Leddy School) $29.00/day

P.A.C.E. vouchers are also accepted for pre-school children.

POLICIES AND PROCEDURES

There will be a $20.00 non-refundable registration fee at the time of registration to cover program administrative costs. Upon acceptance into the program, parents must pay the first and last week's tuition prior to attending the program. Tuition is due on Thursday or Friday for the following week. People who register during the course of the school year must register two weeks prior to the child starting in the program unless otherwise stated. To start the program on Wednesday, August 29, 2018, parents must enroll their child by Monday, August 6, 2018.

During the school year, a minimum of a two-day enrollment each week is required. Parents must give a two-week notice to the Extended Day Director, in writing, if a child is being withdrawn from the program, or the deposit will not be applied to the final week’s tuition. Failure to pay weekly contracted fees will result in termination from the program. Parents who leave the program with an outstanding balance will be prosecuted to the full extent of the law.

SCHOOL VACATIONS & PROFESSIONAL DAYS

During vacations and professional days all sites will be combined, including the preschool program, due to lower enrollment of children at schools. (Sites will be consolidated depending upon the number of children enrolling for that week/day).

METHOD OF PAYMENT

The Taunton Extended Day Program accepts checks, cash, and money orders only. Anyone paying with a check must complete the specific form which is attached to the back of the enrollment application. The Taunton Extended Day Program cannot accept checks without the completed form, which includes your social security number or your driver’s license number. Parents are responsible for weekly payments of contracted fees, paid in advance on Thursday or Friday for the following week by check or exact change. If you do not have exact change, you will be given a credit. Parents who leave the program with an outstanding balance will be prosecuted to the full extent of the law.
CLAIMING DAYCARE

Parents are responsible for saving all of their receipts for tax purposes. The Federal ID # will be sent out in January to all parents. The Program is NOT responsible for tuition amounts. You must keep all your receipts for income tax purposes.

RETURNED CHECKS

City Hall’s policy states:

- When a check is returned to the Extended Day Program, we are required by City Hall to no longer accept checks from that account.
- The City of Taunton’s bank charges parents a $25.00 fee for all checks on accounts which have insufficient funds, accounts that have been closed, etc.
- If we receive a returned check and the check holder does not pay the amount of the check in addition to the returned check fee, it is considered larceny by check. This is a criminal offense and the check holder will be prosecuted to the full extent of the law.

ABSENCES

Credit will not be given for occasional absences beyond the control of the program including all contagious diseases. If there is an extended illness/absence of a child, parents are urged to contact the Extended Day Director with individual concerns/questions. It is imperative that parents notify the Extended Day Program (508-821-1224) in the event your child will be absent from the program. This will assure the staff of the safety and whereabouts of the child. Credit will only be given to parents who inform the program, 2 weeks in advance, in writing, that their child will be out of the program for a full week. (Credit will not be given if the child is out less than a full week)

REGISTRATION

Prior to a child enrolling in the Taunton Extended Program, the parent(s) and the child will be given the opportunity to meet with the Director of the program at the program site. The meeting will provide the necessary registration information, review of the program, and familiarize the child with the program surroundings.

The completed enrollment form, the registration fee, and the first and last week’s tuition will be required two weeks prior to the start date, unless stated otherwise. Failure to pay weekly contracted fees will result in termination from the program. All children must be enrolled by Monday, August 6, 2018, in order to start the program on Wednesday, August 29, 2018. There may be a longer wait period at the beginning of the summer program and the beginning of the school year program.

All information obtained through the enrollment forms or during parent conferences will be considered confidential. Access to this information will be limited to authorized personnel and will not be released without written permission from the parents concerned.

Parents must send a letter to their child’s school teacher indicating which days their child will be attending the program.
SWITCHING DAYS / SCHEDULE CHANGES

No person will be allowed to switch their child’s regularly scheduled days. If a child comes on a day he/she is not scheduled to attend, parents must pay a tuition fee for that day. To add a day parents must call the office to see if there is space available and pay tuition for that day. **Permanent changes must be given to the Extended Day Director in writing two weeks in advance.** Parents must also send a letter to their child’s school teacher informing him/her of the change. **Parents with a varying schedule need to call the office a week in advance with the schedule for the following week. If we do not receive the schedule in advance, parents will be charged for all 5 days.**

VACATIONS

Credit will be given for **full week** vacations (at any time during the 2018-2019 school year) **only if a two-week notice is given to the Extended Day Director in writing.** It is not the teachers’ responsibility to notify the Director of a vacation without a written notice from the parents.

ARRIVAL

Before school and during the school vacations, parents are required to **accompany their child into the Extended Day Room.** After school, children are required to come directly to the Taunton Extended Day Program and remain there until a parent or authorized person signs them out. Parents of children involved in other after school activities must make individual arrangements with the program teachers.

DEPARTURE

At the end of each day, **children must be signed out by parents,** by other authorized persons who are listed on the child’s enrollment form, or by adults specified in a letter to the Group Leader for the particular day in question. Parents or authorized adults picking up children at the end of the day will be asked to show their ID on a daily basis. Children will not be permitted to walk home or leave in the company of an adult not authorized by the parents to pick up their child. **If there is a custodial issue or dispute at any time during the school year or during the summer program while your child is enrolled in the Extended Day Program, please provide the Extended Day Program with court documents.**

LATE PICK UP AND FEES

Parents are asked to pick up their children by the program’s closing time. The 5:30 P.M. deadline is a firm one! Picking up children after this time is considered taking advantage of the good will of the teachers and is usually upsetting to the child at the end of a long day. **A late fee of $1.00 per minute will be charged on the second occasion and thereafter,** for children who are picked up after the program’s closing time. Parents who are consistently late will be asked to consider an alternative childcare program. **Parents who pick up their child 30 minutes late will be charged on the first occasion and thereafter!**

NATURE AND ME (4TH GRADE STUDENTS)

Any child attending the school trip for Nature & Me **must** give the Taunton Extended Day Program a two-week written notice. Parents who do not give the proper notice will be charged their regular weekly tuition. **If your child only attends one day that week, we will only charge you for one day. Nature & Me is the only exception to the minimum 2-day attendance policy.**
HEALTH REQUIREMENTS

Parents are required to complete a health history form on their children regarding up to date immunization and physical examinations. Kindergarten and Preschool parents are required to bring a copy of their child’s health record for the Taunton Extended Day Program.

AUTOMATED MESSAGE SYSTEM

The Taunton Public Schools has an emergency phone call system in place that has the capability of calling all families in a matter of minutes. Families wishing to receive an automated voice message for cancelations and other emergencies are advised to make certain that their child’s school has the correct phone numbers at all times. Changes in your phone service or phone numbers should be shared with your child’s school immediately.

School may be cancelled due to snow or other weather related emergencies. If school is cancelled for the day announcements are made on a number of area radio and television stations. A list of these stations appear below:

Television: Channels 4, 5, 6, 7, 10, 12, 25, 56 and local channel 9 (Comcast); local channel 23 (Verizon)
Radio: WBZ 1030 AM, WRKO 690 AM, WVBF 1530 AM, WSNE 93.3 FM
Website: www.tauntonschools.org
Use of the district’s automated message delivery system

SNOW EMERGENCIES

The Extended Day Program will not be open when school is closed due to inclement weather. If school is closed early due to inclement weather, parents will be notified whether or not the program will be cancelled through the Automated Message System. If the weather situation is such that the regular school day can be completed but the forecast is for deteriorating conditions, the Extended Day employees will contact all parents and request that they pick up their child as soon as possible. In the event that parents cannot be reached, emergency numbers will be utilized. Credit will be given for snow days. If the PM Session is cancelled for pre-school children, the parents will be notified what time they need to pick up their child at Summer St. School.

DELAYED OPENINGS (LATE STARTS)

The Extended Day morning program will be cancelled when delayed openings occur for school, due to the weather conditions. Announcement of a Late Start Day will broadcast on the same radio and television stations that announce “No School Days”. They are:

Television: Channels 4, 5, 6, 7, 10, 12, 25, 56 and local channel 9 (Comcast); local channel 23 (Verizon)
Radio: WBZ 1030 AM, WRKO 690 AM, WVBF 1530 AM, WSNE 93.3 FM
Website: www.tauntonschools.org
Use of the district’s automated message delivery system

If there is a 90 minute delay, the preschool childcare program, located at Summer St. School, will open at 8:30 a.m. for those children who are scheduled to attend.
PROGRAM CLOSINGS

The program will be closed on the following days:
- On all school holidays (see below)
- Before the school year begins (Monday, August 27 and Tuesday August 28, 2018)
- Friday, August 31, 2018
- The day after the school year ends in June (subject to change pending snow days)
- Tuesday, November 6, 2018 (Election Day)
- Snow Days

HOLIDAYS

- Independence Day       July 4, 2018
- Labor Day              September 3, 2018
- Columbus Day           October 8, 2018
- Veteran’s Day Observed November 12, 2018
- Thanksgiving & The Day After November 22 and 23, 2018
- Christmas Eve Day      December 24, 2018
- Christmas Day          December 25, 2018
- New Year’s Eve Day     December 31, 2018
- New Year’s Day         January 1, 2019
- Martin Luther King Day January 21, 2019
- President’s Day        February 18, 2019
- Patriot’s Day          April 15, 2019
- Good Friday            April 19, 2019
- Memorial Day           May 27, 2019

FULL DAY OPENINGS

- Tuesday, June 26 – Friday, August 24, 2018 (Subject to change pending snow days)
- Wednesday, November 21, 2018 (Day before Thanksgiving)
- December 26-28, 2018 (Christmas Vacation)
- February 19-22, 2019 (Winter Vacation)
- Professional Day - Friday, March 15, 2019 (Depending upon enrollment and staff availability)
- April 16-18, 2019 (Spring Vacation)

These are optional days for all enrolled children. In order for a child to attend, the parent/guardian must register/sign up the child. During full days, sites will be consolidated.
The completed enrollment form, registration fee, first and last weeks’ tuition will be due on Monday, June 4, 2018, in order to start on Tuesday, June 26, 2018 (subject to change pending snow days). Parents who register during the course of the summer must turn in the completed packet (registration form, $20.00 non-refundable registration fee, first and last weeks’ tuition) two weeks prior to the child starting in the program unless otherwise stated. **Depending on enrollment the wait period will be longer at the beginning of the school year and the beginning of the summer program.** Any child going into the fifth grade in September will attend a middle school for the summer program.

- **Hours** 7:00 A.M. - 5:30 P.M.
- **Costs** $15.25 per day per child
- **Dates** Tuesday, June 26 – Friday, August 24, 2018 (subject to change pending snow days). (Closed Wednesday, July 4, 2018)
- **Activities:** Arts and crafts, physical education, singing, cooking, dance classes, karate classes, entertainers, water activities, field trips, and much more.

During the summer months, parents are able to take vacation days (tuition free) only if a two-week notice is given to the Director in writing. During the summer months, a minimum of a two-day enrollment each week is required. A list of field trips will be given to parents at the beginning of the summer. Those who register after the summer program begins will be given the field trip list at the time of registration; there may be an extra fee for summer field trips. If you do not wish your child to attend a scheduled field trip, you must notify us in writing **two weeks** in advance and make alternate arrangements for your child.

**MEDICAL EMERGENCIES**

In the event your child becomes ill or injured, and is in need of medical attention, the following procedures will be followed:

1. The Extended Day employees will try to contact you. If you cannot be reached, the employees will attempt to contact the people whose names are given as emergency contacts on the registration form.
2. In the event that neither you nor the other contacts listed are available, the employees will call for emergency assistance from the City of Taunton, and will ask the police or ambulance responding, to transport your child and a teacher, with the child’s records, to Morton Hospital.
3. From the hospital, the teacher will again attempt to contact you or an emergency contact.
4. Failing to reach anyone, decisions regarding proper medical treatment will be left solely to the professional staff at the hospital.
ORAL MEDICATION

During the school year

The Taunton Extended Day Program staff will not administer any scheduled medications. There is no nurse on site before and after school, therefore scheduled medications cannot be administered during this time. The school nurse will administer the medication during the school day only.

During vacations/summer months

A nurse is available 10:00 a.m. – 1:00 p.m. during vacations and summer months to administer scheduled medications and will visit sites on an as needed basis. School guidelines relating to oral medication will be followed. Medication must be brought in by the parent/guardian in a prescription bottle with a doctor’s order and a completed parent/guardian Medication Authorization Form. Parents are responsible for transporting their child’s medication to the extended day site their child attends. Parents must call the Extended Day office 2 weeks in advance to let the Director know what medication their child will need between the hours of 10:00 a.m. – 1:00 p.m., when the nurse is available.

ILLNESS

For the protection of all school age childcare children and teachers, sick children must be kept home. The teachers will be aware of each child’s well-being and will contact parents if a child appears ill. An early pick-up may be warranted. The CDC recommends that children stay home 24 hours after they no longer have a fever, without using fever-reducing medicines. If your child has a communicable disease, such as strep throat or conjunctivitis, please notify the program.

DISCIPLINE POLICY

All children will be expected to behave in an appropriate manner at the Taunton Extended Day Program. All school rules will be in effect. Every effort will be made to ensure that each child has the right to safe and non-abusive play from other children enrolled in the program. If inappropriate behavior by a child enrolled in the program is noticed, the adult will speak to the children involved. If the inappropriate behavior still continues, the children will be asked to leave the activity or the room for a time out period. In instances where the Extended Day employees are experiencing serious disciplinary problems with a particular child, the teacher will, at her own initiative, set up a meeting with the parents of the child to work out a solution. If a serious safety issue or concern occurs, the child or children will be withdrawn from the Taunton Extended Day Program immediately. A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program, by either requiring constant one-on-one attention, is inflicting physical or emotional harm on other children or the employees, or is otherwise unable to conform to the rules and guidelines of the program as established by the Director. Once a parent is notified that such a meeting is required to work out a disciplinary problem, he/she shall agree to make an appointment with the teacher at a mutually convenient time within a week of first being notified. After consultation with the parents, if the problems cannot be satisfactorily resolved, the teacher shall consult with the Director to review the behavior of the child. The decision will be made on whether the Extended Day Program satisfied the needs of the child. A child shall be removed from the program only after every reasonable effort has been made to accommodate his/her needs within the program.
PARENT MEETINGS

The employees of the Taunton Extended Day Program are committed to keeping the lines of communication open with parents. Parents or Extended Day employees may initiate conferences when either believes that an in-depth discussion about a child or the program would be helpful. In addition, parents are welcome to visit the program at any time during operating hours.

PREVENTION OF ABUSE AND NEGLECT

State Law establishes the employees of the program as mandated reporters. The Taunton Extended Day Program is required to report any suspicion of abuse or neglect of children. The Taunton Extended Day staff will not relinquish a child to a parent or authorized persons who are suspected of being under the influence of drugs and alcohol. If there is a disagreement the police will be called.

SOCIAL SERVICE REFERRAL PLAN

Each school’s guidance counselor, principal, and the Director of the program will determine if any such social referrals may be needed. The expertise of these individuals will then determine the appropriate services or agencies needed (if any). In all cases, parents will be notified of any decisions, except that of suspected child abuse. The Department of Children and Families will be notified and will handle these particular cases. Since the program is located in the schools, and since all students receiving services in the program are registered at the schools, the mechanisms that are already in place for these matters will be used.

SNACKS / MEALS

The program will provide a daily snack for all children. Preschool children who attend 1/2-day sessions must bring a bag lunch from home. For full day sessions, children must bring a bag lunch from home as well as a morning snack and drinks.

BIRTHDAYS

Birthdays are a time for celebration. Parents may provide snacks for the children in the program on a child’s birthday. Snack should NOT consist of peanut butter or any kind of nut. Please notify the teachers in advance.

BRINGING TOYS FROM HOME

The use of electronic devices (DSI’s, IPod’s, cell phones, etc.) are not allowed in the program. These devices have the potential to be uploaded to any computer and sent through all social networks and internet. This is an intrusion of the children’s privacy. This is strictly forbidden. Any device that takes pictures and/or audio are not allowed in the Extended Day Program. Any and all electronic devices that are brought to the Extended Day Program must be kept in the child’s backpack or it will be confiscated.

Children will be responsible for toys brought from home to the program. The Extended Day employees will not be held responsible for lost, stolen or broken items. If differences should arise among children with items brought from home, they will be encouraged to settle their disputes or put the items away and the items will not be allowed back. Guns and war related toys will not be permitted in the program. All Extended Day sites will follow their school’s policies regarding bringing toys, cards, etc. from home. The Extended Day Program assumes no financial liability for lost, stolen or damaged articles.
CLEAN UP

Children are required to clean up their own space when finished with their snacks, before moving on to another activity, and before leaving at the end of the day. Please encourage your child to pick up his or her area before leaving the program for the afternoon.

LOST AND FOUND

A lost and found box/bag for items left at the program will be provided. Parents and children are responsible to check this box periodically for missing items.

TRANSPORTATION

Transportation to and from home is the responsibility of the parents. H & L Blooms will provide transportation between schools for the morning and afternoon sessions for children who attend a school that does not have an Extended Day site.

QUARTERLY EVACUATION DRILLS

Evacuation drills will be held during the following months:

- April
- July
- September
- December

All evacuation drills will be held on or as near to the first day of the above months as possible. Additional drills will be held as the need for them may arise, such as sufficient numbers of new children and/or new employees to the program.

PHONE NUMBERS AND E-MAILS:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Day Office</td>
<td>508-821-1224</td>
<td><a href="mailto:zchaves@tauntonschools.org">zchaves@tauntonschools.org</a></td>
</tr>
<tr>
<td>Donna Ross, Director</td>
<td>508-821-1220</td>
<td><a href="mailto:dross@tauntonschools.org">dross@tauntonschools.org</a></td>
</tr>
<tr>
<td>Carol Duarte, Assistant Director</td>
<td>508-821-1270</td>
<td><a href="mailto:cduarte@tauntonschools.org">cduarte@tauntonschools.org</a></td>
</tr>
<tr>
<td>Preschool Childcare Program</td>
<td>508-821-1225</td>
<td></td>
</tr>
<tr>
<td>Nurse</td>
<td>508-821-1381</td>
<td></td>
</tr>
</tbody>
</table>
BEEPER NUMBERS:

Bennett Extended Day Program: 508-600-3167
(Available 7:00 – 8:30 A.M. & 3:00 – 5:30 P.M.)

Chamberlain Extended Day Program: 508-600-3158
(Available 7:00-8:00 A.M. & 2:30 – 5:30 P.M)

E. Taunton Extended Day Program: 508-600-3159
(Available 7:00 – 8:30 A.M. & 3:00 – 5:30 P.M.)

Friedman Extended Day Program: 508-600-3161
(Available 2:00 – 5:30 P.M.)

Hopewell Extended Day Program: 508-600-3162
(Available 7:00-8:30 A.M. & 3:00 – 5:30 P.M.)

Martin Extended Day Program: 508-600-3164
(Available 7:00-8:00 A.M. & 2:30-5:30 P.M.)

Mulcahey Extended Day Program
(Available 7:00 – 8:00 AM & 2:30 – 5:30 PM)

Pole Extended Day Program: 508-600-3157
(Available 7:00 – 8:30 A.M. & 3:00 – 5:30 P.M.)

Donna Ross, Director 508-600-1875
(Available 7:00 A.M. – 6:30 P.M.)

HOW TO USE A BEEPER:
Dial beeper number on a push button phone

- Listen for three beeps
- Enter your telephone number where you can be reached
- Press the # sign
- Wait for the beeps
- Hang up
<table>
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<tr>
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<td>9/10-11 Rosh Hashanah</td>
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<td>9/19 Yom Kippur</td>
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<td>9/24-31 Sukkot</td>
<td>12/3-10 Hanukkah</td>
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<tr>
<td>6   7   8   9   10   11   12 Jan 1 New Year's Day</td>
<td>The above days indicate religious holidays. All Jewish</td>
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<tr>
<td>13  14  15  16  17  18  19 Jan 21 Martin Luther King Day</td>
<td>holidays begin at sundown, the evening prior to the day of the</td>
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<tr>
<td>20  21  22  23  24  25  26</td>
<td>holiday. These dates are regular school days and staff</td>
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<td>27  28  29  30  31</td>
<td>members are to avoid scheduling significant events on those</td>
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<td>dates.</td>
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Outlined dates indicate no school for students
Start/end dates for students

School Committee Approved 2.13.2018