

The Baker School Extended Day Programs

Parent/Guardian Handbook of Policies and Procedures

Baker Extended Day Programs, Inc.
Baker School
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Chestnut Hill, MA 02467
(617) 323-6661
Tax ID# 04-257-3747

BSED is licensed by the School Age Childcare Unit of the Massachusetts
Department of Early Education and Care
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Introduction

Baker School Extended Day is an after school program exclusively serving the Edith C. Baker School community in Chestnut Hill, MA. Our office and 3rd & 4th grade program is located in the basement of the school and our Kindergarten, 1st & 2nd, 5th, and 6th-8th share classrooms with Baker School teachers.

We believe that BSED should be a place where each child feels safe, secure, and provided with the nurturing necessary for their age. BSED is a diverse program with families and staff from varying backgrounds and we value the diversity and inclusivity our program offers. It is important to us to make sure students feel not only safe at our program, but also valued and celebrated for their individuality. We hope through our program each child can learn to be respectful to their peers and teachers, cooperative with all, and become caring, responsible individuals.

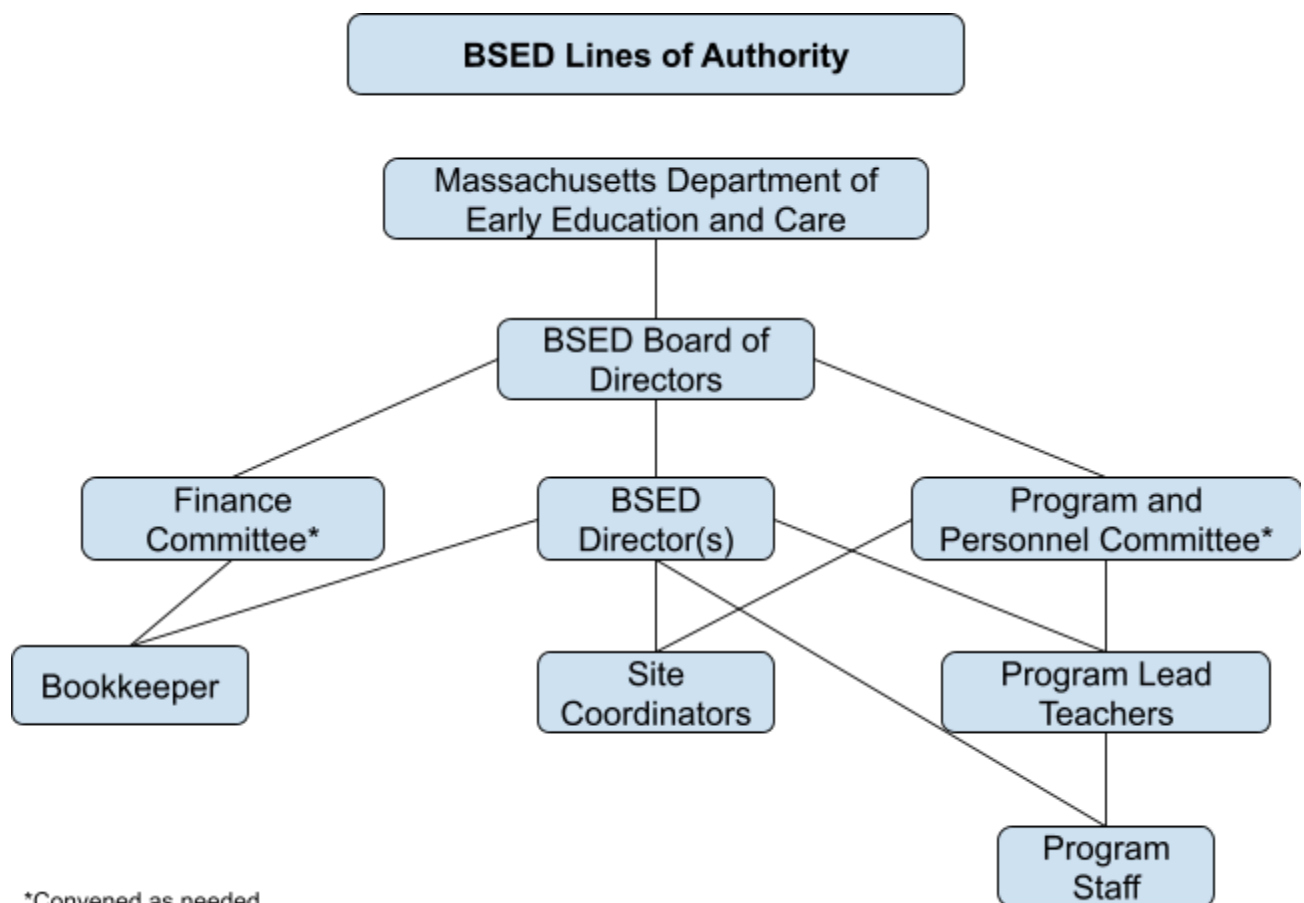
BSED staff come from various backgrounds, each bringing their unique skills to the program. This allows us to offer learning opportunities in creative writing, art, music, theater, woodworking, science, design, cooking, team sports, dance, community service, and more. We strive to offer activities every day that enrich our students' experiences at BSED and give children opportunities to try new things and build on skills that they have been practicing with us for years.

Baker School Extended Day is a member of Brookline Extended Day Advisory Committee (BEDAC). The Extended Days of Brookline have been providing care to the students of Brookline public schools for over 30 years.

Organization and Administration

BSED is a private non-profit parent cooperative licensed by the Department of Early Education and Care of the State of Massachusetts. Under its bylaws, the Board of Directors are to include a president, vice president, secretary, treasurer, and at least two members at large. Elections are held each fall. Any parent of a BSED student is eligible to join the Board of Directors.

The Director(s) of Baker School Extended Day is hired by the Board and is responsible for hiring staff and the day-to-day administration of the program. The chart below illustrates the BSED lines of authority.



Enrollment

Eligibility

All students who are enrolled in the Edith C. Baker School or enrolled at another Brookline Public School but who live within the Baker School zone are eligible for enrollment. A student may be enrolled at any time, pending program capacity limits. BSED does not discriminate on the basis of a student's or parent(s') marital status, sex, race, color, national origin, citizenship status, religion, physical or mental disability, income level, cultural heritage, sexual orientation, gender identity, political beliefs, arrest record, or any other characteristic protected by applicable federal, state or local laws.

Enrollment Procedure

Enrollment in the Baker School Extended Day Program opens for current students and their families on the Monday following April vacation. Families who re-enroll their child before May 1st will be guaranteed a space for their child in the program for the following year. Enrollment in BSED is processed through MyProcure.com. A new enrollment form must be submitted annually for each child in our program or that child will not be able to attend the following year. There is a \$100 non-refundable enrollment fee (**see Tuition and Fees, pg 9**) per child. Enrollment is not guaranteed until this fee has been paid. Families will be reminded of enrollment procedures prior to April vacation via email. New families to the program may find enrollment information on bsed.org or contact the Director(s) for more information.

Children will only be enrolled when the enrollment forms are completed in their entirety and their current tuition balance has been paid.

Any student with a severe allergy or medical condition will also require an Individual Health Care Plan and their prescribed medication on file before their enrollment is complete. (**see Medical Conditions, pg 17**).

Open enrollment begins on May 1st of each year and continues until the program reaches its license capacity, at which point a waitlist will begin for the following school year.

Waitlist

When BSED has reached its license capacity (or max ratio if our expected staffing does not provide for us to accommodate our capacity), the Director(s) will begin a waitlist. Students will be admitted from the waitlist as space becomes available. No child who is on the waitlist is guaranteed a space in the program at any time. Waitlists are created for each school year and will not be rolled over to the following year. There is no fee for a child to be placed on the waitlist. To add your child to the waitlist, please reach out to the Director(s) of the program at bsedstaff@gmail.com.

Children with Special Needs

BSED is open to all students, including those with special needs and disabilities. BSED will make accommodations to ensure the safety and accessibility to the program for all students, so long as those accommodations do not place undue financial burden on the program or present a danger to the child or other enrolled students. If your child would benefit from or require accommodations to be successful at our program you must report the appropriate accommodations on their enrollment forms. We encourage parents/guardians to also contact the Director(s) with any relevant information.

If your child has an IEP or 504 plan with the Baker School, BSED will not have any access to that plan without your permission. If you give BSED permission to read your child's IEP or 504 plan when submitting their enrollment forms, we will not be given them automatically. Please be sure to send us a copy or reach out to their liaison to send us a copy if their experience at BSED would benefit from their after school teachers having access to the document.

Withdrawal from BSED

Any parent/guardian may withdraw their child from BSED at any time via the change of schedule request form found on bsed.org/schedule. Requests must be received by the 15th of the previous month or tuition for the upcoming month will be forfeited.

Confidentiality and Distribution of Records

All children's records are private and confidential. Parent/guardian consent must be obtained to relay any information to unauthorized individuals. A permanent record of all records released and to whom those records are released will be kept by the program.

Written parent/guardian permission is required for all program publicity, media interviews, and photography distributed outside the program.

Program Expectations

Parent/Guardian Expectations of BSED

Baker School Extended Day acknowledges that parents/guardians are entrusting our teachers with caring for the well being of their child(ren) while at BSED. Parents/guardians can expect that BSED will provide a safe environment for their child(ren) and BSED teachers will treat them and their child(ren) with respect and dignity.

Parents/guardians can trust that BSED will report if their child does not arrive as expected, and will ensure that they are safe before moving forward with the day. BSED will comply with all EEC rules and regulations for the safety of the students in our care.

If any notable conflict or injury should arise while at the program, BSED teachers will inform the parent/guardian at pickup, or sooner, if the situation warrants it. Should any BSED teacher have concerns that may affect your child(ren)'s physical or mental well being*, BSED will report their concerns to you. All parents/guardians are welcome to schedule a meeting with their child(ren)'s teacher and/or the Director(s) at any time.

BSED will communicate regularly about program activities through a weekly newsletter, informally at pickup time, and specifically about your child(ren) in a mid-year progress report.

***No BSED staff member is a healthcare or special education professional. Any concerns reported from teachers are suggestions that parents/guardians monitor or follow up with a professional.**

Student Expectations of BSED

BSED students can expect to have a safe, supportive, and consistent environment. They will be cared for and treated with respect and dignity by their teachers.

Any discipline will be fair and non-punitive. BSED students will not be held responsible for the actions of other students.

BSED students can expect to use the program equipment and materials equally with their peers.

BSED Expectations of Parents/Guardians

BSED expects that parents/guardians will abide by all the policies and procedures outlined in this handbook, keep their child(ren)'s file(s) up to date, and pay tuition and fees in full and on time.

Parents/guardians are expected to communicate any relevant information about their child(ren) to BSED including but not limited to serious allergies or health conditions, behavioral concerns, changes in home environment that may affect them, and custody arrangements. No personal information that is irrelevant to the care of your child(ren) should be discussed.

BSED parents/guardians are expected to participate in the cooperative by volunteering, serving on the BSED Board of Directors, or being a member of a committee when called upon.

Baker School Extended Day staff can expect that parents/guardians will treat them with respect and dignity. Any instances of intimidation or threats towards BSED teachers or students are grounds for discharge from the program (**see Discharge, pg 23**).

BSED expects that parents/guardians will speak with respect in regards to their child(ren)'s other parent/guardian when discussing any custody arrangements, visitation, or ongoing disputes.

BSED Expectations of Students

BSED expects that all enrolled students adhere to the rules of Baker School, the Town of Brookline Parks and Recreation Department, and Baker School Extended Day.

BSED students will be held responsible for their own actions.

Tuition and Fees

Tuition

Tuition for the Baker School Extended Day Program is set for the year and divided into 10 equal payments, due on the first of the month from August through May, applying to the following month (August 1st payment is for September, etc.). No tuition will be collected in June. Late, returned, or unpaid tuition payments may result in discharge from the program (**See Discharge, pg 23**).

The BSED Parent Board of Directors sets the tuition rate for the upcoming school year each June. At the time of enrollment, tuition costs will not be set. Parents/Guardians should review the current school year tuition rates and expect a 2% - 5% increase in tuition year to year. BSED is entirely funded by tuition and must consider salaries, supplies, insurance, space rental, and more when considering tuition rates.

The **2023-2024** monthly tuition rates are as follows:

5 days: \$670

4 days: \$580

3 days: \$460

2 days: \$330

1 day: \$180 (Enrollment for one day a week is limited to grades 3 and up)

Fees

In addition to tuition, there are several fees that may be assessed to your account throughout the school year. The possible fees are as follows:

1. **Enrollment Fee:** There will be a \$100 enrollment fee per child due annually. This fee is only refundable if your child never attends BSED.
2. **Extra Day Fee:** If an occasion arises where your child needs care on a day when they are not scheduled to attend BSED, they may attend with prior approval from the Director(s) (**see Student Schedules, pg 14**) for a fee of \$40 per child per day.
3. **Late Fee:** BSED tuition is due on the 1st of the month from August through May (**see above**). Any accounts where no payment has been made by the end of day on the 15th of the month will be billed a late fee of \$15.
4. **Returned Check/ACH:** If a check or ACH payment is returned, your account will be billed a processing fee of \$35.
5. **Field Trip Fee:** On occasion, BSED may offer optional field trips for a fee, to be determined by the Director(s) prior to the excursion. All field trip fees will go directly to the cost of transportation to and from the planned activity and to the activity itself.

Methods of Payment

BSED accepts tuition payments via check or automatic bank withdrawals through Tuition Express, a program owned by Procure.

Parents may request a sign up link for Tuition Express from the Director(s) at bsedstaff@gmail.com. By signing up for Tuition Express, you agree that BSED has permission to withdraw tuition and fees from your bank account as your Procure account is billed.

You may also mail a check or arrange for your bank to mail a check to our bookkeeper. Checks can be mailed to:

**BSED % Estha Blachman
P.O.Box 233
Arlington, MA 02476**

If you have a health care benefits card through your place of business, please contact the Director(s).

No BSED staff members can accept payments on behalf of the program.

Tuition Assistance

Limited tuition assistance is available for families who qualify. In lieu of an application process, BSED accepts the Brookline Public School Letter of Financial Aid Eligibility as determination of BSED's tuition assistance eligibility. **Parents/Guardians may have to request a letter from the school.** Letters must be submitted to the Director(s) of BSED via mail or email **no later than July 1st**. Strict confidentiality will be maintained.

Email documents to: bsedstaff@gmail.com

OR

Mail documents to: BSED
675 VFW Parkway
Chestnut Hill, MA 02467

BSED is a private, non-profit program with limited funds available. The maximum tuition assistance granted to any one family will be 50%, regardless of the financial aid determination of Brookline Public Schools.

BSED does not accept vouchers.

Donations

BSED is a 501(c)(3) non-profit and all donations are tax deductible. Donations are primarily used to support our scholarship fund unless otherwise indicated at the time of donation. BSED hosts an annual fundraiser, The Sharon B. Corliss Turtle Walk to appeal for contributions to the scholarship fund. BSED's Bookkeeper will acknowledge all donations to the program with a letter for tax purposes.

Tax Statements

You can access a summary of your payments on MyProcare.com via the "reports" tab. The report will be generated with BSED's contact information and Tax ID # at the top of the page. BSED's Tax ID # is 04-2573747. If you have any concerns about the report generated, please reach out to our bookkeeper at bsedbookkeeper@gmail.com.

Unforeseen Closures

In the event that BSED is closed suddenly due to pandemic, war, epidemic or any other unforeseen circumstances, BSED will cease to collect tuition for future months until the reopening of the program. BSED can issue a tuition refund for any months where a student was unable to attend the program on any days of that month **as a result of the aforementioned circumstances**.

Program Information

Daily Schedule

Our programs differ slightly, but all include time for a snack, free time, and teacher-led activities.

Kindergarten

2:30-2:45 - Check in, hand washing (Teachers pick up directly from classrooms)

2:45-3:15 - Snack

3:15-4:30 - Alternating activity time/recess

4:30-5:30 - Alternating activity time/recess

5:30-6:00 - Clean up, quiet reading

First and Second Grades

2:30-2:40 - Check in, hand washing

2:40-3:00 - Snack

3:00-3:45 - Recess (indoor recess only when weather does not allow)

3:45-4:15 - 1st grade read aloud, 2nd grade homework time

4:15-5:30 - Activity time

5:30-6:00 - Clean up, quiet reading

Third and Fourth Grades

2:30-2:40 - Check in, hand washing

2:40-3:15 - Recess or indoor free play (student option)

3:15-3:45 - Snack

3:45-4:15 - Homework time

4:30-5:30 - Activity time

5:30-6:00 - Clean up, quiet reading

Fifth Grade

2:30-2:40 - Check in, hand washing

2:40-3:00 - Snack

3:00-3:30 - Homework

3:30-4:15 - Recess or indoor free play (student option)

4:15-5:30 - Activity time

5:30-6:00 - Clean up, quiet reading

Sixth to Eighth Grade

2:30-2:40 - Check in

2:40-3:30 - Student options: snack, recess, off campus time (with parental permission)

3:30-4:15 - Homework

4:15-5:30 - Activity time

5:30-6:00 - Clean up, quiet reading

Hours of Operation

Baker School Extended Day is open Monday through Thursday from 2:30PM-6:00PM and Friday from 1:40PM-6:00PM following the Brookline Public School Calendar. BSED always opens when Baker School is dismissed unless otherwise specified. Alternate start times when **BSED will be open** are:

Four Fall Early Dismissals: 12:40PM

Four Spring Early Dismissals: 12:40PM

The Public Schools of Brookline will occasionally have a planned holiday dismissal for 12:00PM. In those instances, BSED will open pending building availability, staff availability, and parent interest. **BSED is always closed on the Wednesday prior to Thanksgiving.**

BSED closes promptly at 6:00PM. A late fee of \$1 per minute will apply to any family who picks their child(ren) up after 6:00PM. Late fees are payable directly to their teacher to compensate for their time. Please call to notify us if you find that you are going to be late. Notice will not negate the fee.

A second instance of late pickup in one month will be \$2 per minute; a third will be \$3 per minute, etc. Repeated tardiness at pick up time may result in discharge from the program (**see Discharge, pg 23**).

Brookline Public School Closures

BSED is not open for any school vacations or federal holidays. Schools may be closed for “days of low attendance” (Yom Kippur, Rosh Hashanah and Lunar New Year) observed by the Town of Brookline. If any of those holidays falls on a **Tuesday, Wednesday or Thursday**, BSED will make every effort to staff a program from 9:00AM-5:00PM for an additional fee. A minimum of 25 students must sign up for the day in order for the program to run.

If Brookline Public Schools are closed for a snow emergency, BSED will also be closed.

If Brookline Public Schools are closed due to an emergency prior to the scheduled dismissal time, BSED will also be closed.

If Brookline Public Schools are closed due to pandemic, war, epidemic or any other unforeseen circumstances, BSED will also be closed.

If Brookline Public Schools cancels after school activities, BSED will be open until 4:00PM.

Student Schedules

At the time of enrollment, parents/guardians will select a schedule for their child. **All students in grades K-2 must be enrolled for a minimum of 2 days per week.**

In the event that your child's schedule must be changed, a request must be submitted to the Director(s) via the "Change of Schedule" request form found on bsed.org/schedule. Requests may be submitted as permanent changes, a one week change, or a temporary change. Schedule change requests must be made at least 48 hours in advance. If your child will be reducing their number of enrolled days, requests must be submitted by the 15th of the previous month. No tuition will be refunded for requests submitted after the 15th. Any schedule change requests within 48 hours should be made directly to the Director(s) in person, by calling 617.323.6661, or by emailing bsedstaff@gmail.com. **All schedule changes are pending until they are approved by the Director(s) in writing.**

Requests may also be made for an additional day via the "Additional Day" request form found on bsed.org/schedule. Any additional day requests within 48 hours should be made directly to the Director(s) in person, by calling 617.323.6661, or by emailing bsedstaff@gmail.com. **All schedule changes are pending until they are approved by the Director(s) in writing.** Additional days are subject to a \$40 additional day fee (**See Fees, pg 9**) that will be billed to your account. If you are enrolled in Tuition Express at the time of scheduling, the fee will be processed immediately.

Early dismissal days are frequently requested as additional days. Parents may send their children to BSED **with prior notice** from 12:40-2:30PM for no additional fee when school is dismissed at 12:40PM, as long as BSED has not reached its maximum license capacity for that day. If you can not pick up your child by 2:30PM, you will be charged the \$40 additional day fee.

No schedule changes will be accepted between September 1st and October 1st.

Absences

If your child will be absent from BSED for any reason, please inform us directly via the procare messaging app, by emailing bsedstaff@gmail.com, or by calling 617.323.6661. **No messages sent to the school office or your child's classroom teacher will reach the BSED staff.** Any student who is absent or dismissed from school due to illness may not attend BSED on that day.

Absences that are not reported may be mistaken as a missing child and the program may spend unnecessary time and concern searching for your child. If expected children do not arrive at the program by 2:40PM (1:50PM on Fridays) staff will contact parents. If we are unable to confirm the child's absence, by any means, the Director(s) will contact the police.

Communication

BSED relies on parent communication for our days to go smoothly. Please report any expected absences by 12:00PM so that our staff can be sure to receive the message. The Director(s) can be reached by phone at 617.323.6661, by email at bsedstaff@gmail.com, or by messaging in the procare app.

We ask that you please do not call or message us to have your child ready to go unless it is an emergency. Our staff are all engaged in day to day program activities from 2:30PM-6:00PM.

We understand that many of our students have a smart watch or phone with which they are able to easily communicate with parents/guardians. We ask that you please communicate with BSED staff directly with any change of your child's plans. **We will not accept any messages from a student's phone/smart watch as parent/guardian confirmation.**

Snack

BSED provides an opportunity to eat a snack from home everyday. In the event that a child does not have a snack, BSED may offer them a cheese stick or piece of fresh fruit. **BSED does not serve snack.**

Personal Property

BSED provides cubbies for all students in K-4. Unlabeled personal property that remains in the cubbies or the classroom at the end of the day will be placed in the BSED lost and found in lower BSED. Unclaimed items left in the lost and found will be donated after 1 month. BSED is not responsible for lost or stolen property.

Arrival and Departure Procedures

Children arrive to and leave from BSED according to the transportation plan indicated on their enrollment forms. Any deviation from that plan must be communicated to the Director(s) in writing. If your child attends any extra curricular activities that will delay their arrival to BSED, please be sure that their BSED teachers know.

Sign Out Procedure

The Department of Early Education and Care requires BSED to have an accurate record of when children are picked up and by whom. Any person who picks up a student from BSED must sign them out using the Procare parent app, or by connecting directly with a teacher and asking them to sign out the student in the app. Students who are authorized to walk home (grades 3 and up) will be signed out by their teachers, who will record that they signed themselves out.

Health and Safety Policies

BSED's full Health Care Policy is available for review by all parents/guardians. It is posted on the bulletin board outside the 1st & 2nd grade classroom and in lower BSED and linked [here](#). Below are important pieces of the policy for families to be aware of.

Illnesses

Parents/guardians may not send their child to BSED if the child has:

- Not attended school that day for medical reasons
- Symptoms of influenza or COVID-19 not related to a previously diagnosed condition
- Strep throat that has not been treated with an antibiotic for at least 24 hours
- Any rash of acute onset associated with fever or symptoms of illness
- An oral temperature of 100°F or higher within 24 hours
- Persistent vomiting and/or diarrhea within 24 hours
- Impetigo that has not been treated with an antibiotic for at least 24 hours
- Conjunctivitis that has not been examined by a physician approved for re-admission
- Chicken pox which has not completely scabbed over
- Any contagious disease
- Evidence of lice or lice eggs (nits) that has not been treated

When a child becomes ill during BSED hours, the parents/guardians will be contacted and must pick up their child within an hour. Failure to comply could result in discharge from the program (**see Discharge, pg 23**). The following are reasons a child will be considered ill:

- Exhibiting one or more symptoms of influenza or COVID-19 not related to a previously known condition, including fever.
- Any rash of acute onset associated with fever or symptoms of illness
- Vomiting once
- Diarrhea
- Persistent and uncontrollable coughing
- Evidence of lice or lice eggs (nits)
- Appearance of acute illness, complaint of severe pain
- Accidental injury requiring further medical attention

A child experiencing a fever of 100.5°F or more will be sent home and may not return to Baker School until they have been fever free for 24 hours without the aid of fever reducing medicines. BSED will inform the school nurse of any student sent home due to fever.

Notification of Contagious Disease

Parents/guardians will be notified by email of the presence or outbreak of certain diseases. In order to provide families with accurate information, please be diligent in reporting any contagious disease or condition including but not limited to: COVID-19, influenza, strep throat, lice, impetigo, conjunctivitis, or persistent vomiting or diarrhea.

Medical Conditions

If your child has a known allergy or medical condition (including but not limited to asthma, diabetes, a seizure disorder, etc.), this information must be disclosed at the time of enrollment. If your child's allergy or medical condition is not listed on the enrollment form, please write it in the field provided for other allergies or chronic health conditions.

An **Individual Health Care Plan** (IHCP) is required to be on file for all students who have a severe allergy or chronic health condition. If your child has been prescribed an emergency medication such as an Epi-pen or inhaler, BSED must also have a **Medication Administration Consent form and the medication in its original box**. BSED does not have access to the Baker School nurse's office and will require a separate medication for the program. Both the IHCP and the Medication Administration Consent form must be signed by your child's physician.

BSED's Health Care Policy is available for review by all parents/guardians and is posted on the bulletin board in lower BSED. Please keep this policy in mind when considering whether a child is well enough to attend the program.

Distribution of Medications

Any medication - whether prescription or nonprescription - can not be administered by BSED staff without written permission from the child's physician. Medication Administration Consent forms can be downloaded from bsed.org/enrollment. Prescription medications must be given to BSED in their original box and with the original prescription from the child's doctor. Nonprescription medications must also be in their original box. Medications will be administered according to the physician's instructions on the Medication Administration Consent form by a staff member who has completed the EEC Medication Administration training.

Please be sure to provide medications directly to the program staff. Students may not carry and distribute their own medications while at BSED. Medications will be stored in a space that is off limits to children. A written log of all medication administrations will be kept throughout the year. Unused medications will be returned to the parents/guardians at the end of the school year, along with the log of medication administration.

Any child over nine years old who may need an inhaler during the program may carry and use their inhaler as needed, with the authorization of their physician and the supervision of BSED staff.

Staff Training

All staff will be CPR trained annually and First Aid trained bi-annually. The Department of Early Education and Care also requires that all staff participate in a minimum of 20 hours of professional development each year, with a minimum of 6 hours addressing diverse learners.

Emergency Medical Procedures

In the event of a medical emergency, BSED uses the following procedures:

- Render First Aid
- Call 911 for an ambulance if necessary or poison control if a poisoning has occurred.
- Call the parents/guardians and request that they meet the staff person immediately at an appropriate medical facility
- Accompany the child to the medical facility

If this is a non life threatening emergency that would require a hospital visit, a parent/guardian will be contacted to immediately transport the child to an appropriate medical facility. If a parent/guardian or emergency contact can not be reached within 15 minutes of the initial call, the BSED Director(s) may call for an ambulance transport or drive the child themselves to an appropriate medical facility and continue to call the child's parents/guardians. The BSED Director(s) will wait with the child until their parent/guardian arrives.

Building Security

All doors to Baker School are locked by the Town of Brookline. Please only enter the building through the cafeteria or lower BSED doors. The cafeteria doors will be unlocked at 4:00PM daily. At other times, BSED staff will open the door for familiar pickups and ask for identification from unexpected pickups. No person will be permitted to enter the building without specific BSED business.

Visitors and Observations

Parents/guardians and community members who are screened by the Director(s) are welcome to observe BSED. For liability and supervision reasons, no children visiting BSED who are not enrolled will be able to participate in planned activities.

Pets

Due to health implications to the children and the physical space, no pets are allowed to enter the program unless they are being physically restrained by their owner. The owner may be asked to keep the pet outside, at the discretion of BSED staff. No students will be permitted to touch a visiting pet.

Fire Drills

All fire drills during the regular school day are planned and executed by the Baker School Principal and Brookline Fire Department. BSED is required to follow those plans and participate in them fully. In the event of a fire alarm after school hours, BSED will use the same procedures as the regular school day. BSED schedules ten evacuation drills of its own during the school year. All evacuation procedures are posted in each BSED classroom and approved by the Brookline Fire Department.

Lockdown/Evacuation Procedures

BSED is prepared for situations that require students to be restricted to the Extended Day classrooms or evacuated to another facility for their safety. These situations include but are not limited to violent threats, armed intrusions, natural disasters, building search, injuries to staff or students, or police activity in the neighborhood. Any staff member who observes any crisis situation will immediately contact the Director(s).

The Director(s) will:

- Decide the appropriate action, either lockdown or evacuation.
- Call 911
- Coordinate all actions with the police
- Contact the the parents/guardians of the students present in the program
- Signal “all clear” to all staff and students when appropriate

When the director deems a lockdown necessary, BSED staff will:

- Immediately require all students in areas of outside Extended Day rooms to go to the first supervised and lockable room. Their primary responsibility is the students in their care.
- Close and lock all doors in the rooms that students are occupying
- Turn off all lights and children and have children sit on the floor away from the windows and doors
- Take attendance
- Only open the door for students and staff known to not be involved in the reason for lockdown.
- Keep children in the lockdown area until after the “all clear” signal has been given by the Director(s)*

***In the event of a violent and dangerous situation unfolding inside the Baker School, staff are encouraged to evacuate their students IF possible to safely do so.**

When the Director(s) deems an evacuation necessary, BSED staff will:

- Line up students and take attendance
- Walk the students in the program to Temple Emeth, our local evacuation site, in an orderly fashion
- Carry their cell phones
- Transport medications
- Transport emergency water and supplies
- Take attendance at the site

The Director(s) will:

- Transport the master list of student enrollment
- Be in contact with emergency personnel if necessary
- Contact parents/guardians from the evacuation site

Institutional Abuse

All parents/guardians or BSED staff who suspect abuse and/or neglect should report it to the Director(s) of BSED or to the Department of Children and Families (DCF). Should any staff member file a 51A report on behalf of a child suspected of being a victim of child abuse or neglect occurring during the program, DCF and the Department of Early Education and Care will be notified immediately. The telephone number for reporting at risk children is 800-792-5200.

In the event allegations involve a staff member, the Director(s) will give the staff person the opportunity to discuss the allegations with the appropriate persons. The staff person will be relieved of teaching duties and direct contact with children until the DCF investigation is complete. BSED will cooperate fully with the investigation.

Non-Institutional Abuse

All BSED staff are mandated reporters and must report all suspected child abuse or neglect. The report will be made to the Director(s) or to DCF in the form of a 51A report immediately upon suspecting abuse or neglect. BSED staff are all trained in identification and procedures for reporting any suspected abuse.

Court Orders

A copy of any court order issued for the protection of a child enrolled in BSED should be immediately given to the Director(s). The Director(s) will ensure that any necessary safety protocols are enacted and relevant staff will be informed of any need to know information for the protection of the child. Strict confidentiality will be maintained by all BSED staff.

Health and Accident Insurance

BSED carries liability insurance, but as a non-profit, has limited financial resources. Families are encouraged to provide their own Health Insurance and Accident Insurance.

Weather Safety

Outdoor play will not be allowed when temperatures (including wind chill) fall below 18 degrees. The presence of thunder and lightning will also disallow outdoor play.

Child Safety

BSED will not release any child to anyone who they believe to be under the influence of drugs or alcohol. BSED staff will stop them from getting into a car and will call the police to give the child and parent/guardian a ride home. Under no circumstances will any BSED staff give transportation to a parent/guardian who appears to be impaired by drugs or alcohol.

Behavior Management

Conflict Resolution

All children enrolled in BSED are entitled to a positive and safe environment. It is inevitable that some children in our care will experience conflict with their peers and BSED will engage in conflict resolution with the involved children. BSED staff will make every effort to discover who was involved in the conflict, what happened, and what is the proper resolution for all children to move forward from the incident. More often than not, students only need a reflective and calm moment away from the conflict to empathize with the other student(s) and apologize for their actions. BSED teachers will be there to help guide the students through this conversation.

Multi-Student Conflict

It may come that some students may not be able to come to a resolution through teacher-guided conversation with each other. In those instances, the aggressor(s), if clear, will be asked to take a break from their current activity and take a seat. A teacher will then follow up with the child(ren) and set the expectations for them returning to play. If it is unclear to the teacher(s) who is the aggressor, all students will be separated and spoken to independently.

A second occurrence of the same behavior on the same day will result in the child(ren) losing the privilege of continuing the activity that they had been engaged in, the child(ren) will be redirected to a different activity, and in turn, given an opportunity to change their behavior.

A third instance will result in the child being sent to the Director(s) office, or another space, separating them from their group and the ability to engage in the unwanted behavior.

BSED will always keep parents/guardians informed of concerning behaviors a child is displaying or being affected by. Most often, communication will happen at pick up time, in person. In cases where a child's behavior is especially concerning, BSED staff may call either the parent/guardian of the aggressor or target to inform them what their child is experiencing that day.

Disruptive or Dismissive Behavior

BSED students are expected to adhere to the rules of Baker School, the Town of Brookline Parks and Recreation Department, and Baker School Extended Day.

Any student who is disruptive to the program by disregarding the rules for safety or disruptive to the group in an intentional way, will be spoken to by a teacher regarding their behavior. Expectations will be reestablished by the conversation and the child will return to the group.

Repeated Behaviors

Children are humans and, on occasion, their behavior may be affected by circumstances beyond their control. Unusual conflicts will arise or untypical behaviors may present themselves.

If, however, a child is chronically disruptive to the program with repeated and purposeful conflicts with other students or the disregard of program safety, a student's parent/guardian will be contacted for a conference. BSED may also choose to reach out to their teacher and/or counselor for support. BSED is lucky to have a supportive relationship with the Town of Brookline and Baker School but **Baker School Staff are under no obligation to support behaviors that are occurring after school hours.**

BSED and the parent/guardian will reestablish the program expectations for the child with the parent/guardian and create a behavior plan if the circumstances call for it. **No BSED staff is a professional healthcare or special education professional and no suggestions for the child's physical or mental health will be given.**

If a child's behavior continues to be disruptive to the program after the conference, the child may be subject to suspension.

Aggressive Behavior

Any aggressive physical or emotional attacks on another student will be stopped immediately. An aggressor may be separated from their group for the safety of others or themselves and a parent/guardian will be called.

Students who show acute or repeated disregard for other children's physical or emotional safety will be subject to suspension or discharge (see Discharge, pg 23).

Discharge

BSED will make every effort to accommodate any student and their family in the program, but may elect to discharge a child(ren) from the program in certain cases.

A child may be discharged if they are picked up later than 6:00PM three times in one week, or is consistently picked up later than 6:00PM throughout the month. After the second offense, the parent/guardian will be verbally reminded that repeated tardiness will result in discharge.

A child may be discharged for non-payment of tuition. Tuition is due on the 1st of the month. A late fee will be applied if payment is not made by the 15th of the month. The BSED bookkeeper will send a reminder notice of any missed payment. Failure to pay tuition within 30 days may result in discharge. *Any family who is struggling to make payments should apply for financial aid (see **Tuition Assistance, pg 10**). BSED makes no guarantee to be able to accommodate your family's needs.*

A child may be discharged for chronically disruptive or aggressive behavior. BSED will, as a last resort, discharge a student who has not shown improvement in their disruptive or aggressive behavior when BSED staff and the parents/guardians have been working together to resolve the behavior.

A child may be discharged for endangering the safety of students or staff in the program. In this rare case, the discharge would be effective immediately.

A child may be discharged for inappropriate parent/guardian behavior. Any attempts at staff or student intimidation or behavior that is disruptive to the program by a parent/guardian will result in a warning of possible discharge. A second offense will be grounds for discharge. Threats of violence toward BSED staff or students will result in immediate discharge from the program.

Students who are involuntarily discharged for the above reasons will not be eligible for any tuition refunds.

In the event that a student's needs are unable to be met by the program, either by undue financial burden or that remaining in the program will present a danger to themselves or others as a result of special needs or disability, the student will be discharged from the program. Tuition will be refunded for any months where the child was unable to attend.

If a time comes where the aforementioned danger or financial burden are no longer obstacles for the program, BSED will contact the family and re-enroll that child if the family so chooses.

Miscellaneous

Telephones

BSED's primary phone number is 617-323-6661, which will reach the BSED Office and 3rd-4th grade classroom. Any messages for the program should be left on this machine. Staff may call from Baker School phones as a matter of convenience due to their proximity to their classroom, but calls back to those numbers may not be answered and no messages will be received from those numbers.

Please call BSED's primary phone number to report any absences

Calls to the program requesting that children be ready and waiting at the end of the day should be **limited to emergencies only**.

Cell Phones

Students with cell phones should keep them in their backpack or with the Director(s) for safekeeping. Use of a cell phone during program hours is prohibited. Please call 617.323.6661 with any information for or regarding your child(ren). No messages relayed from a child using a cell phone will be accepted as parent/guardian consent.

Parking

Parent parking is permitted in the Baker School parking lot **after school hours**.

Photography

BSED requires parent/guardian consent to photograph their child while at the program. All photos taken by BSED employees will be exclusively used for program purposes. Any non-BSED staff seen photographing your child(ren) will be immediately asked by BSED staff to delete the photo, regardless of your child(ren)'s photograph permissions or the child(ren)'s relationship to the photographer, excepting their own parents/guardians.

Computer Use

All computer use at BSED is supervised. BSED allows students to use our computers for homework, research purposes and teacher directed activities. Limited use of approved games is allowed during free time in the 6th-8th grade program. All students using BSED/Baker School computers must sign the Brookline Public Schools Computer Use Agreement. Any inappropriate use of our computers will result in parent/guardian and school administration notification and loss of privilege to use the computers. Parents/guardians are welcome to add further restrictions to their child's computer use.

Research

Written parent/guardian consent must be obtained for the rare occasion of any outside research project being conducted at BSED. Written consent must also be given from all members of a group when observations of said group is being made. In these instances, there will be no interactions between child and observer and no identification of individual child(ren) made.

Marketing

Parent/guardian consent to photograph their child(ren) is required for any student photo to be used for social media or marketing purposes. Permission can be granted or denied at enrollment and updated at any time by contacting the Director(s).

Multi-household Families

BSED serves families where not all parents/guardians live in the same household. Upon enrollment, please include the email addresses of any parent/guardian who should be informed of happenings at BSED. BSED will assume that all emailed correspondence reaches all relevant parents/guardians, either directly, or by communication between the parents/guardians. To provide the best care for your child(ren), please report any barriers in communication between parents/guardians to your child's teacher. BSED will be sure to provide deliberate separate communication to all parents/guardians when necessary circumstances arise.

Middle School Off-Campus Time

Students in grades 6-8 are able to earn privileges, including unsupervised time off campus. Written parental/guardian consent must be given in advance before any student is granted that privilege. Students are expected to return to BSED by 3:30PM and will be signed out of the program for the duration of their time off campus. BSED has one cell phone to provide to students going off campus who do not have their own, and will maintain contact with the students via a dedicated program cell phone, held by their BSED teachers.

Off campus privileges can be revoked for reported inappropriate behavior while off campus or failure to return by 3:30PM.

Conferences

Parents/guardians may request a conference with a BSED staff member and/or the Director(s). Conferences may be conducted between 1:00PM-2:00PM or between 5:00PM-6:00PM and should be pre-arranged by phone or email.

Independent After Hours Care

Baker School Extended Day does not provide child care outside the hours outlined in this handbook.

Parents may choose to engage current or former BSED employees to provide child care services outside of BSED's hours. The BSED Board of Directors wants to be certain that parents/guardians understand that these services are independent from the operation of Baker School Extended Day.

BSED does not represent, warrant, or affirm the competence, fitness, skills, or appropriateness of their employees for after hours duties, including babysitting, coaching, or providing child(ren) transportation.

Any BSED employee who accepts a babysitting job or provides other after hours care does so on an independent basis and not as an employee, agent, or servant of BSED.

Parents/guardians assume all risk in engaging BSED employee for after hours care. Baker School Extended Day will not be held liable for any acts or omissions that occur when an Extended Day teacher is engaged in any work or services beyond BSED's normal hours of operation.

No BSED employee may use BSED facilities, material, or equipment when providing child care or other services outside of their contracted hours at Extended Day. No BSED employee may be engaged in outside child care services on BSED's premises during BSED's normal hours of operations.

Any Parents/guardians that request any BSED employee to provide any babysitting or other after hours care agree that they are making such request solely based on their personal assessment of the employee, and not as a result of any statements or evaluations by BSED regarding any such employee.

For any further clarification, parents/guardians can request the full policy from the Director(s).

The policies outlined in this handbook have been reviewed and approved by the Baker School Extended Day Board of Directors. If you have any questions, please contact the BSED Director(s).