

PIERCE SCHOOL
EXTENDED DAY, INC.

PARENT INFORMATION
HANDBOOK

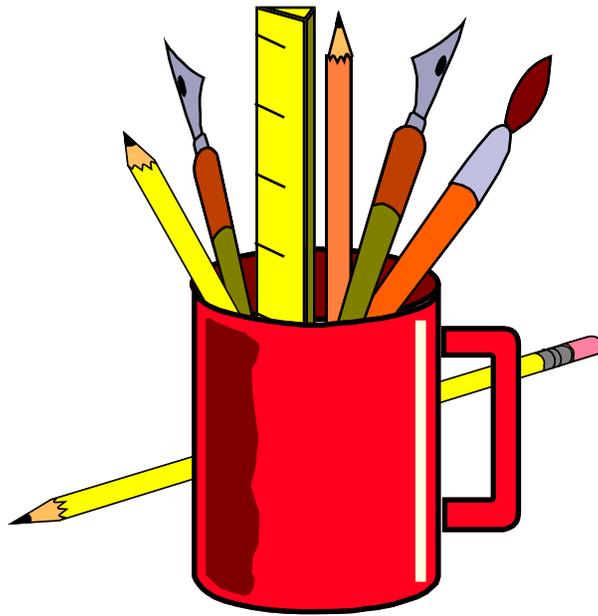


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1. INTRODUCTION

Pierce School Extended Day, Inc. (PSED), is a nonprofit, parent-administered organization that provides an after-school program for Pierce School students. Parental participation is the foundation of our program and is required of all parents. This ensures that the views of all parents are reflected in the operation of the program and that it is the best program we can provide for the children.

PSED is a Licensed School Age Program through the Commonwealth of Massachusetts, Department of Early Education and Care (EEC). Lori O'Brien is our licenser through EEC and can be reached at 617-979-8628. Lynda Womack is the contact person from the EEC Regional Office at 1250 Hancock Street, Quincy, Mass. 02169, 617-979-8603.

2. GOALS

PSED provides high quality, inexpensive after-school care for Pierce School students. Our goal is to contribute to the social and emotional development of children through a recreational focus. Self-confidence, self-respect and self-expression are encouraged. A balanced program of structured and free-choice activities provides opportunities for socializing, unwinding, and releasing energy. Each day the children choose a small-motor activity, a large-motor activity, or free play. These activities are age appropriate and appeal to many personalities. Homework time is provided in the upper grades.

3. RELATIONSHIP TO COMMUNITY

Pierce School Extended Day is one of a group of Extended Day programs operating in each Brookline elementary school. They are independent of each other, but are similar in concept and in relation to their host schools and the Town of Brookline. PSED pays a user fee to the Town of Brookline for the space and services that are provided by the Town and the School Committee. Brookline has a general commitment to community use of school facilities and a specific policy of support for Extended Day programs. The School Department maintains an Extended Day Advisory Committee whose membership includes the Superintendent of Schools, a member of the School Committee, a School Department staff member tasked with maintaining liaison with the Extended Day programs, and a Director and parent Board member from each program.

School officials are not involved with the administration of our program; however, we qualify as a "School sponsored activity". Our 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 equipment, User Fees, health rules, insurance, and use of schools during vacations and holidays. We would not be able to have a program without School Committee support and approval, but we operate our program independently of the town of Brookline and the School Department.

4. LOCATION

PSED is located on the second floor of the Pierce Historical Building, adjacent to the new main building; the Fourth and Fifth grade is located in the new building, in the Room 209 next to the art room. The Grade Three program is also in the main building in Room 110, next to the cafeteria. The Kindergarten Program is in the Main Building in the Basement, Room C2. At present in the Historical Building we have two large activity rooms and an office. The office is telephone equipped with an answering machine; the number is **(617) 730-2589**

PSED has a fax machine in the office, the number is **(617) 739-9797**. PSED's email address is, psedbrookline@gmail.com . **All staff carry walkie talkies and messages can be sent to all PSED classrooms during our hours of operation.**

5. CHILDREN SERVED

The children in the PSED program come from a variety of backgrounds, nationalities and living situations. Their parents work or attend school and need steady, dependable and creative care for their children. The children range from Kindergarten through fifth grade. There are approximately 120 children from K through 5th grade who attend daily. The program has a total of approximately 150 children enrolled, from approximately 125 families.

6. CALENDAR

After-school care is provided on all of the 180 days on which Pierce School is in session, including all early-dismissal days. If enough families need it, the Directors will arrange for day care on specific holidays and during February and April school vacations. There will be specific notices when PSED offers day care on days when Pierce School is closed; you must enroll for such days -- be aware that enrollment is frequently limited. Payments for these days will be arranged separately from regular tuition.

PSED is closed on the following holidays:

**New Year's Day
Martin Luther King Day
Washington's Birthday
Patriot's Day
Memorial Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving and the following day
December school vacation
Summer break**

7. ADMINISTRATION

7.1 Parent Participation

Parents are strongly encouraged to participate in the program, either as a member of the Board of Directors or as a member of a committee. The purpose behind parent participation is to supplement the existing resources of the program through the talents and energy of parents and to ensure continued support for achievement of the program's goals and objectives.

7.2. Board of Directors

Membership is open to all parents/guardians of children in the PSED program.

Size: Approximately 12

Election: Annually, by ballot in June. Vacant positions can be filled at any time by the Board.

Term of Office: July 1 through June 30.

Meetings: The first Wednesday of every other month (except in September, when there is no meeting held); extra meetings may be called when warranted.

Duties: Responsible for operation of the program, including budget preparation and oversight, and coordination and implementation of policies. A sheet describing the specific functions of officers and other Board members is available from the PSED office.

Board meetings are held every other month. The dates are announced by notices via email; all parents are encouraged to attend. Copies of the minutes of each meeting are available in the PSED office.

7.3. Committees

Parent/Guardians with a child enrolled in the program is sometimes asked to serve on a committee. Parents are asked to indicate their interests by responding to a questionnaire, and will either be called upon by the Board to serve on one of the committees they have chosen or may instead be asked to serve on an ad hoc, or newly formed, committee as the need arises. The committees encompass all areas of the program's operation, and work for the mutual benefit of children, staff and parents.

7.4. Parent Orientation meeting

A parent orientation meeting is held yearly for incoming Kindergarten families. At these meetings parents have the opportunity to meet the Administrative staff and each other, and to learn about the program.

7.5. Staff

The staff has primary responsibility for the care of the children. They organize the environment, plan and carry out various activities, purchase supplies, and work with individual children and parents on problems that may arise. The staff promotes an atmosphere in which children feel safe and are encouraged to develop socially, emotionally and cognitively. There is a staff of seventeen, consisting of a Program

Director, Administrative Director and 15 Group Leaders. We also utilize the services of assistants and substitutes. Biographies of the staff are posted on the PSED Website .

8. ADMISSION AND ENROLLMENT

Admission is granted on a first-come, first-served basis throughout the year, with the following qualifications:

8.1. Working parents

Preference is given to children whose parents work or are pursuing an education; other cases of special need must be certified to PSED by the Principal or guidance staff at Pierce. The Brookline School Committee requires that children whose parents do not meet these requirements cannot be admitted to the Program until after the first week of September.

8.2. Returning students

Preference is given to families whose children attended the program in the previous year and whose accounts are paid in full.

8.3. Pierce School students

Children who do not attend Pierce School are admitted only if there are openings that cannot be filled from within the Pierce School community.

8.4. Age

Students are expected to be of kindergarten age (age 5 by September 1). Students may attend through fifth grade.

8.5. Attendance

Attendance of at least two days per week is required. Preference is given to children requiring care for a complete school year, 5 days per week.

8.6. Waiting list

PSED maintains a waiting list for those applicants for whom no space is available in the program. The waiting list is automatically carried over each year. The waiting list is also used for children in the program who have requested more hours than were available. Applicants on the waiting list have priority over new applicants at the same grade level.

8.7. *Non discriminatory policy*

PSED does not discriminate on the basis of race, color, creed, religion, ancestry, national or ethnic origin, age, handicap, sex, marital status, affectual or sexual preferences or political or union affiliation.

9. REGISTRATION AND DEPOSITS

All applicants are required to pay a fee of \$25.00 per family when they first apply for enrollment. This application fee is not applicable to the tuition payments and is non refundable. This fee is not required of families already in the program.

Upon acceptance to the program, a deposit of one month's tuition based on the number of days attending per week. This deposit is non refundable unless (a) a child attends for the entire school year, in which case it is applied as a credit toward the final (June) tuition payment, (b) a determination is made that the program is not suited to the needs of a child, or (c) a child is withdrawn from the program, following procedures detailed elsewhere in this manual, and the child's space can be filled from the waiting list. In no case may this deposit be applied to or subtracted from any other tuition payments.

10. TUITION

Tuition is normally determined each spring by the Board of Directors in conjunction with budget preparation for the following year. Tuition is based upon both the number of hours for which the child is enrolled each day and the number of days for which the child is enrolled. The enrollments daily rates tend to be lower as the number of days increases. The Board of Directors may adjust tuition rates during the year when necessary for the financial health of the program.

10.1. *Fee Schedule Base Monthly Rates*

The following chart outlines PSED's fee schedule for 2016-2017:

	5 Days	4 Days	3 Days	2
Days				
Kindergarten	\$605	\$538	\$414	\$295
2:20-6:00 M-Th				
1:40-6:00 F				
Grades 1-5	\$574	\$510	\$403	\$289
2:20-6:00 M-Th				
1:40-6:00 F				

10.2. *Scholarships*

Partial tuition scholarships are awarded by the Board of Directors on the basis of need. The total amount of scholarship money available is determined by the annual budget. Applications and financial assistance forms are available from the PSED Office to families wishing to apply for scholarships.

10.3. Sibling reduction

There is a 5% reduction of your full bill each month if you have more than one child in the program, provided their total enrollment is at least 3/4 time (e.g., at least 8 full days per week for two children).

10.4 Tuition payments

Your annual fee is based on the rate per day for the time slot your child is using and the number of enrolled days per week. This fee is divided into ten equal monthly payments. Siblings receive a discount, as noted above. A non refundable deposit of one month's tuition is required for enrollment; this is due with the Enrollment Agreement. The deposit will be credited to your last tuition payment in June if your child attends the entire year. The last payment of the year is made in May; at that time, you will be billed for May and June, but the deposit that you paid the previous spring/summer will be credited to your account and subtracted from the amount due in this last payment of the year.

Pierce School Extended Day is proud to announce we will be partnering with Smart Tuition for the processing and collection of our families' tuition and fees, for the 2016-2017 school year. By moving to a tuition management system, PSED joins the large majority of area private schools and other Brookline Extended Day programs utilizing such services to better serve families, while also improving our bookkeeping system.

With Smart Tuition you will be able to:

- Select a payment type that works best for you.
 - *Invoices can be sent monthly allowing you the option to mail in a check or money order.
 - *Setup reoccurring payments with the Automatic Debit Option
- Access your own Smart Tuition account online.
 - *You can edit your profile, including your username, password, contact information and payment method information
 - *You can review and print your monthly billing details and payment history
 - *You can make a onetime payment or setup monthly scheduled payments
- Receive payment and follow up reminders.
 - * If you setup to pay automatically, Smart Tuition will email you a reminder of your upcoming payment 7-10 days before your due date.
 - * If you happen to miss a payment or have an outstanding balance, they will kindly remind you by email or phone.
- Speak to a customer service representative.
 - *Have your questions answered by their friendly and helpful agents
 - *Or make a payment

Tuition for September is due by September 1 through September 15. All payments are due between the first and the fifteenth of the month. Failure to meet tuition payments will result in dismissal from the program; in particular, being two weeks in arrears for more than one month, unless arrangements are made with the Director, are grounds for dismissal from the program. Please refer to the Smart Tuition guidelines regarding late tuition payments. Parents may arrange with Smart Tuition a payment schedule that meets their particular needs. There are no refunds for absences.

Please notify the Administrative Director (617-730-2589) if, for any reason, you expect to have difficulty meeting a tuition payment. Special arrangements can be made if the program is notified.

DAILY SAMPLE SCHEDULE OF ACTIVITIES FOR CHILDREN IN GRADES K-2

11:00 Administrators arrive
2:15 Teaching Staff arrive
2:30 (M-Th) Students Arrive
Attendance, Grades K-2
2:40 Choice Time Number 1/ Homework for Grade 2 (only)
3:15 Outdoor Time (weather permitting)
4:15 Snack Time
4:30 Choice Time 2 Begins*
5:30 Clean Up and Quiet TableActivities
5:55 Children move Late Night Room
6:00 Children are picked up at PSED.
Assigned late night teacher will stay with any children picked up later than 6:00 and collect late fee.

On ALL Fridays students arrive at PSED at 1:40pm

*Examples of daily choices of activities: outdoor or indoor gym games, drawing, crafts, cooking, science activities table and board games, Clubs or Special Themed Days

12. DESCRIPTION OF AND SAMPLE OF DAILY SCHEDULE FOR 3/4/5 PROGRAM

The 3/4/5 Program is located in its own room located in the main building next to the cafeteria and upstairs next to the Art Room . The afternoon is divided into three time blocks. During these periods children may participate in a PSED club, quiet/homework time, an enrichment course, or free play and outdoor activity.

Teachers will assist children in choosing well-balanced daily schedules that best suit their needs.

The following is a sample of daily activities in the 3/4/5 Program:

2:15	Teaching Staff arrive and set up
2:30	(Mon.-Thurs.) Children arrive and attendance is taken
2:40-3:15	Outdoor Time
3:15-3:30	Snack time
3:30-4:15	Quiet Homework Time All Grades
4:15-5:15	Activity Time (Children choose daily)
5:15-5:45	Late Choices: Gym or Free Play
5:45-5:55	Clean up, Move to Late Night Area
6:00	Children are picked up at PSED.

Assigned late night teacher will stay with any children picked up later than 6:00 and collect late fee. The children are being picked up late in Grade 3/4/5 will wait with a staff member outside the Pierce School Main Office

Examples of daily choices of activities: Cooperative gym games, drawing, knitting, cooking, science activities table and board games, and Community Service Projects

13. POLICIES AND PROCEDURES

13.1. Mail

Mail is distributed electronically. A hard copy of each email is also available, if you are unable to receive mail via the Internet.

13.2. Kindergarten children

Afterschool typically begins for kindergartners on the first full day of kindergarten. On the first day or two of school the kindergarten program may have reduced hours -- you will receive a notice from the School -- and PSED may not be able to provide coverage for these atypically short days. Kindergarten children are picked up at their classrooms daily by the Extended Day Staff.

13.3. Older children

During the days of parent conferences at Pierce Elementary, children in grades K - 6 are dismissed at 12:30. On these days, after school care is provided by the Program and you are NOT required to pay any extra tuition, if it is a day your child regularly attends. First graders will be picked up at their classrooms on the first day of school, to familiarize them with the route; thereafter, they are responsible for arriving at PSED promptly. Sometimes there will be other activities at Pierce that your children will want to attend. They should report to PSED first, if possible; most after school activity leaders are willing to accommodate PSED children in this way. The Program must have a note/email from the parents of any children who will come late to the program on certain days, or who will want to leave the program temporarily for other activities; there are special Consent to Leave Program forms available from the PSED office and the Coordinators in the classrooms.

13.4. Picking up your child

You will fill out forms in which you specify how your child is to be dismissed from the program at the end of the day. Children in grades K-3 will not be permitted to walk home alone or remain unsupervised in the School Buildings while waiting for pick up. Children in grades 4 and 5 may walk home alone only with written permission, specifying time, day and specific destination. Verbal permission via telephone or conversation will NOT be accepted. **PERMISSION MUST BE IN WRITING.**

At the end of the day, all children must take home all of their belongings and sign out. At pickup time (6:00) your child is your responsibility. It is important to inform a Director immediately of any changes to the list of persons permitted to take your child from the program. These changes must be made in writing,

13.5. Fee for Late Pickup

PSED enforces a very strict late pick-up policy. If your child is not picked up by pick-up time (6:00) a late fee of \$1.00 per minute is charged; The PSED clock is used to determine the late fee. The fee must be paid directly at pick-up to the staff person who has remained late. The fee must be paid whether the child is picked up by you, a sibling or another designated person. A log of late pick-ups will be kept. Children who are repeatedly picked up late may be asked to leave the program. It may be helpful for you to have a number of people authorized to pick up your children at the end of the day, so that one can be called in case you are going to be late. It is always helpful to notify the office if you are going to be late; this does not affect the late fee but may relieve your child's anxiety.

13.6. Early pickup

The children are frequently taken out of our space for field trips or to a park. If you come early, they may not be in our space; if you plan to come before 5:00 p.m. please check with the staff about that day's schedule and tell a staff member beforehand or call the office. Notices are posted on the parent board in each room (outside the PSED office for grades 1 and 2) when the teachers take the children outside of their homeroom space or the building.

13.7. Absences

If your child is going to be absent from school, you are responsible for notifying the PSED staff. If your child will not be attending Extended Day, you must notify the program by calling, sending an email or writing a note. Without such notification the staff will assume that your child will be coming to Extended Day; if your child does not show up, the Extended Day staff and the Pierce School personnel will be compelled to institute a search.

13.8. Exceptions to Schedule/Supplemental Care

PSED is not able to provide daycare for days on which your child is not enrolled in the program unless Supplemental Care arrangements have been made with the Program Director or Administrative Director in advance. Price for Supplemental Care is \$35.00 per day. Please see the Program or Administrative Director for further information.

13.9. Schedule changes

Any family wishing to drop days may only do so on the two dates that have been designated by the PSED Board of Directors as Change of Schedule Dates. We are asking families to make a firm commitment to the days that are requesting at the time of enrollment and holding them responsible for paying for those days until they have been officially dropped. As always, adding days can happen at any time based on availability of space in any given room. The Administrative Director must be notified in writing by: October 1, for a schedule change of November 1, February 1, for a schedule change of March 1

13.10. Withdrawing your child

If you need to withdraw your child prior to the end of the year, you must give one month's notice, in writing, by the first day of the month, preceding the termination. We will attempt to fill the space with another child, in which case we will return your deposit and any unused tuition; however, if the space you contracted for cannot be filled, you are responsible for the full tuition.

13.10. Holiday and vacations

PSED is officially closed when school is not in session, with exception of the February and April Vacations and some religious holidays. Payments for Holiday/Vacation care will be arranged separately. There is no tuition refund for snow days, however, there is no additional payment required for extended day on any snow make-up days at the end of the school year.

13.12. Medical emergencies

The program needs to know how to reach each parent 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 will try to contact you first, and then will try to contact the other people you have listed. However, if the situation is sufficiently critical that it is not appropriate to wait to contact a parent, the Director will call 911 to get an ambulance to transport the child to the hospital; a parent will be called once the ambulance is called and the immediate needs of the child have been attended to.

Medical attention will be given to your child by the Pierce School Nurse, Brookline Health Department just across from Pierce, or at Children's' Hospital. Your child's doctor will also be notified, and a staff member will stay with your child until you are present.

13.13. Medication

PSED must comply with the Commonwealth of Massachusetts, EEC School Age Regulations for administering medication. **Only prescription medications will be administered.** The medicine must be in its original prescription container with direction from the physician. It must be accompanied by a Medication Consent form, available in the PSED office. No medication will be given unless these requirements are met. Children with severe allergies that are prescribed epi-pens or children with asthma that use inhalers, MUST have a Medical Action Plan completed by the child's physician and a completed EEC form which is available in the PSED Office. Both of these documents must have a Physician's signature and must be updated yearly.

13.14. Health policy

13.14.1. Health Requirement for Admission

Before a child can be admitted to the program, the parent(s) must provide written documentation that immunization and physical examination histories and lead test results, which comply with public school health regulations, are on file with the school; a form for this purpose is part of the enrollment package.

13.14.2. First Aid

Staff who care for children are required to be certified in Basic First Aid. In addition, at least one staff member who is certified in cardiopulmonary resuscitation (CPR) must be on-site when the children are at the program. There is a First Aid kit in each of the major activity areas. When children are taken off the premises one staff person assumes responsibility transporting a First Aid kit. First Aid will only be administered by teachers certified in First Aid.

If First Aid is administered to your child you will be notified in writing within 24 hours of the incident. Any injury that requires emergency care beyond First Aid will be 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 PSED office.

13.14.3. Allergies

Parents are responsible for informing PSED in writing of any allergies the child has. Please keep PSED informed if the situation changes in any way. Allergy lists are posted in each activity room.

13.14.4. Illness

If your child is going to be out sick, you are asked to call. It is particularly important that we be notified of any contagious illnesses, to prevent further spread of the disease. You will be notified if there is a possibility that your child has been exposed to any contagious diseases at PSED.

13.14.5.Symptoms of illness

If your child exhibits any of the following signs of illness, we request that the child be kept at home. If a child develops any of these symptoms during the day, you will be called so that you may take the child home:

- Fever of 100 degrees or higher
- Wheezing
- Inflammation of the eyes (conjunctivitis)
- Rash that may be a symptom of an illness such as roseola or Measles
- Head lice that has been untreated
- Diarrhea
- Vomiting

13.14.6.Returning after an illness

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

- Free of fever for 24 hours without the use of fever- reducing medication
- No symptoms of diarrhea or vomiting for 24 hours
- After 24 hours of the first administration of a prescribed antibiotic
- Treated for head lice and nits

However, a physician's release is required in the following situations before the child may return to PSED:

If the child had symptoms of impetigo, contagious rashes or parasitic disease -- the child may not return until all symptoms of the disease have cleared up
After the period of contagion has elapsed 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
- Lice -- after treatment has been completed and nit removal has begun.

13.15. *Snacks and lunch*

One nutritional nut free snack is provided daily except during Holiday/Vacation Daycare when two snacks are given. You are responsible to provide your child with a lunch and beverage, unless your child will be purchasing school lunch (school lunch is not available during Holiday/Vacation daycare). A suggested lunch menu includes a high protein sandwich (meat, cheese, eggs, tuna), fresh fruit or vegetables, hot soup or

spaghetti (placed in thermos), milk or fruit juice (placed in thermos). Carbonated beverages should never be put in a thermos and are not recommended. High calorie or foods high in sugar should be avoided. Cooking projects may include sugar ingredients. If your child cannot have sugar in any form, you must indicate this in your enrollment packet. Please inform the PSED office of any food allergies or diet restrictions.

13.16. Accident insurance

The Town of Brookline requires that children be accepted in the program only if they are covered by an accident insurance policy that will pay medical bills due to accidents. PSED carries liability insurance, but to ensure adequate coverage you should determine your child's accident insurance needs, independent of PSED.

13.17. Emergency plan for evacuation of the Program

Separate evacuation plans are posted for each major activity area. Teachers are trained in the evacuation procedures prior to employment. Practice evacuation drills are conducted monthly and reviewed with the children during snack time at various occasions. A PSED Emergency Procedure Manual is located in every extended day classroom and all staff are required to read and comply with its content.

13.18. Prevention of abuse and neglect

All staff are required to report suspected child abuse or neglect. The report may be made to either Director or directly to the D.C.F. (Massachusetts Department of Children and Family). The Director will immediately report suspected abuse or neglect to D.C.F. The Director will notify E.E.C. immediately after filing a 51A report of suspected abuse or neglect with the D.C.F, 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 will be directly removed from direct contact with children until the D.C.F. completes its investigation, and for such further time as the Department may require. The staff member may be subject to disciplinary action as explained in the Personnel Manual.

13.19. Visiting

Parents are encouraged to visit the program. If you have a hobby, skill or occupation the children might enjoy, you are urged to participate in the program. Please arrange all "Sharing Visits" with the Program Director.

13.20. Conferences

Once a year you will have the option of a conference with a staff member familiar with your child. Additional conferences may be requested at any time by you or by the staff. In February of each year, a conference report is created for every PSED student.

13.21. Problems

PSED encourages prompt and direct resolution of parental concerns. If you have a problem with your child's treatment, please discuss your concerns directly with the staff member involved. You may request a conference with a Director if the problem is not resolved. If still dissatisfied, notify the President of the Board.

13.22. Program evaluation

During the course of the year parents may be asked to take part in an evaluation of the after school program. It is one way that parents and staff learn how to make a better program. Please participate if you are asked.

13.23. Policy making

Policies are set at our monthly Board meetings. Meeting times are sent out via email. Meetings are open to all PSED interested parents.

13.24. Donations

The program is always in need of supplies and recyclable materials. Think twice before you throw anything out, since we may be able to use it. If you know where we can find free or inexpensive equipment or materials, tell a Director. Donations of time, on projects to improve our space or to share a special skill or interest with the children are always welcome.

13.25. Disciplinary guidelines

The role of PSED in disciplining a child is directed towards helping children learn appropriate behaviors and how to apply them in peer group situations. In cases where a child's behavior requires correction, the staff will talk with the child, explaining both the problems caused by the child's behavior and the expected behavior in similar circumstances. If necessary, the child will be separated from the group for a short time. In no cases will the staff abuse a child, either physically or verbally, or withhold food, bathroom privileges or other necessities as punishment.

13.26. Disciplinary procedures

In any case where the staff of PSED experiences difficulties with a particular child the parent(s) will be notified; the Program Director may hold a meeting with the parent(s) to work out a resolution to the problem.

A disciplinary problem is deemed serious when a child interferes with the smooth flow of the program by requiring constant individual attention, by inflicting physical or emotional harm on other children (or staff), or by being unable in other ways to conform to the rules and guidelines of the program.

Once a parent is notified that a meeting is required to work out a disciplinary problem, an appointment with the Program Director and any other staff involved must be made and met within one week. If, after consultation with the parent(s), school counselor, or outside agencies, the problem cannot be satisfactorily resolved, the Program Director

and parent(s) shall review the specific needs of the child and come to a conclusion as to whether the child and PSED are suited to each other.

13.27. Grievance procedures

Families who receive extended day services may from time to time have complaints concerning services received or staff. When such grievances arise, they will be addressed promptly.

The following are the procedures to be used when dealing with a family that has a grievance:

You may present your concerns to your child's group teacher. He/She will review the circumstances and give an appropriate response in a timely manner.

If your concerns remain unresolved, you may call to make an appointment with the appropriate Director. Issues related to your child's experience, staff, curriculum or other programmatic issues, should be directed to the Program Director, while issues related to tuition billings, fees, enrollment, licensing procedures, or other administrative matters should be directed to the Administrative Director.

The appropriate Director shall consider all of the facts and the circumstances involved, and then provide a formal response within a reasonable time period.

If you are still dissatisfied with the response, you may contact the Executive Committee of the PSED Board of Directors. Their decision will be final.

If your concerns pertain to one of the Directors, you should present them to him/her. If your concerns remain unresolved, you may contact the Vice President of the PSED Board of Directors, who is in charge of personnel matters. Similar to other issues directed to the Board or any of its members, decisions rendered will be final.

13.28. Behavior management

All children have the right to participate in extended day care if they are able to keep themselves and others safe at all times and by following the PSED Bill of Rights:

- Act safely
- Treat people with respect
- Be responsible
- Cooperate and follow directions

If children are unable to follow all of the above guidelines, the following consequences and procedures shall become effective:

The teacher will speak with the child/children regarding inappropriate behavior.

The teacher will remind the child/children of appropriate behavior rules.

The child/children will be separated from the group.

The child will be sent to the PSED office for a time out and will speak to one of the Directors.

The parent will be made aware of the situation.

If problems persist, a behavior contract will be developed between the child/parent of the child and PSED.

The child may lose a daily choice or special privileges.

The child may be asked to spend time away from PSED.

13.29. Multicultural curriculum statement

PSED strives to meet the cognitive, social, emotional and behavioral needs of all children through the development and implementation of curriculum. An important area of curriculum is multicultural education.

The goals in presenting multicultural curriculum are as follows:

- Affirm the strengths of cultural diversity and discover parallel experiences.
- Encourage awareness and appreciation of many cultures and ways of life.
- Nurture students' self-esteem and ethnic pride.

The PSED professional staff meets these goals by developing all aspects of curriculum including art, cooking, games, literature, language, history, science and technology. We focus our areas of learning on ethnic groups represented in the program as well as those not represented. Each year we strive to strengthen our curriculum by presenting a holiday or culture not previously explored.

The curriculum is presented in a manner appropriate for each particular age group. The children have choices in the activities they wish to participate in. No one holiday is a focus for more than a one week period; no one culture is a focus for more than a one month period.

Through play and structured learning we strive to educate our children about ourselves and our community in order to create an atmosphere of tolerance and acceptance.

13.30. Biting policy

Due to the serious nature of children biting, PSED staff will request that parents of children involved in biting take their child home for the remainder of the day when a biting incident has occurred. This policy shall apply in the event of a child or staff person being bitten.

The following are the procedures to be used when a child has bitten someone at PSED:

Medical attention will be given immediately, if necessary.

The incident will be discussed among the individuals involved, including the details of the event and an explanation of why it occurred.

Alternative actions such as using words or asking for help will be talked about with the child who has bitten another child or staff member, and he/she will be asked to wait in the office while his/her parent is called.

The parent of the child who was bitten will be notified, regardless of the seriousness of the bite.

An accident/incident report normally will be completed, depending upon the severity of the bite.

A copy of the report will be given to the parents of the children involved in the incident, or to the parent of the child who bit the staff member if staff was involved.

13.31. Parent behavior policy

It is expected that all parents in contact with the program, including its staff, families, and directors, will act respectfully and appropriately at all times.

Behavior that is abusive, disruptive or uncooperative will not be tolerated. Inappropriate behavior will be grounds for review by the PSED Board of Directors. This behavior includes parents arriving on the premises under the influence of drugs or alcohol.

In the event of inappropriate conduct, the following procedures will be instituted:

The individuals involved will be asked to attend a meeting in a timely manner to address the immediate concerns.

Documentation of the event and meeting will be placed on file. Executive Board members will be made aware of the situation.

When warranted, consideration for suspension, termination, or denial of privileges to re-enroll the family regarding the program will be determined by the Board of Directors.

Families will be informed in writing of the decision made by the Board of Directors.

If the staff and Directors feel that a child's safety is being compromised in any way, help will be sought out in identifying alternative transportation for the child. PSED reserves the right to call the appropriate authorities if necessary. Such decisions will be made to ensure the safety and well being of the program's families, staff, directors, and Board members.

13.32. Sexual harassment

PSED's sexual harassment policies and procedures are in accordance with those in effect for the Brookline Public Schools and as prescribed by state and federal laws such as MGL Chapter 151C, Title VII of the Civil Rights Act of 1964, and court decisions and administrative rulings as rendered by the Office of Civil Rights, EEOC, and MCAD regarding prohibition of sexual harassment.

Sexual harassment is defined as *any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement of services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment (per MGL, c. 151C, s.1(e)).*

When anyone believes they have been sexually harassed or have personal knowledge of the sexual harassment of another, the matter should be reported to an adult member of the school community or a school official, such as the Principal or a School Board Member. All complaints should be taken seriously and addressed immediately. Retaliation in any form against a person who makes a complaint alleging sexual harassment is forbidden.

Reports of sexual harassment shall be kept confidential and involve as few people as possible, with the goal of protecting the privacy of those involved and stopping the behavior, rather than punishing anyone. However, in the event there is an allegation or finding of blatant and severe and/or repeated incidents of sexual harassment and the complainant has suffered substantial emotional and/or physical harm, the parents of affected students and other appropriate individuals, as indicated, shall be notified.

After an allegation of sexual harassment has been made to a school official, he or she shall help a complainant consider options and implement appropriate actions. Affected staff, students and, in some cases, parents of students will be advised of how to file and respond to a complaint. Resolutions of complaints may range from an informal meeting or letter to a formal investigation. In response to a finding of sexual harassment or a finding that retaliation against a complainant has taken place, any one or more sanctions as set forth in the Brookline Public Schools Code of Discipline may be imposed.

13.33 Changes to Policies

Note that changes to policies and procedures are announced from time to time in the Board minutes, which are distributed to all families each month.

13.34 Withdrawal Requested by Board of Directors

Our after school program may not be appropriate for a particular child or parent. For example, the program might not provide an environment suitable to meet a child's particular developmental needs, or a parent may not be able to participate in the program. Under such circumstances the Board of Directors reserves the right to ask a child to be withdrawn from the program. In such an instance, the Directors will help the parent arrange alternate care. If a child is asked to withdraw, tuition charges will cease from that day forward, and any advance tuition payments and deposit will be refunded.

14. ENRICHMENT CLASSES

Enrichment classes are sponsored by PSED for all Pierce School children. New and exciting classes such as chess, painting, dance, karate, science and many more are offered during three sessions each school year lasting an average of eight weeks. A modest tuition and registration fee is requested for participation. Registration forms are made available through the Pierce School Extended Day website.

15. EARLY RELEASE DAY SPECIAL EVENTS

Early Release Day Special Events take place in the Pierce School auditorium each day designated as an early dismissal day for grades K-6. Children(grades 1-5) not enrolled in PSED are invited to meet in the cafeteria for attendance and performance at the conclusion of the school day. Wonderful entertainers have joined us to share their magic, music, storytelling, dance and humor. A fee is requested to cover the artist's fee and supervision of children during the 2 hours. Financial assistance is available. Please look for registration forms on the PSED website. Please note, we are unable to accept kindergarten children on early release days unless they normally attend PSED.

PSED Key Personnel and Telephone Numbers

PSED Main Office (617) 730-2589

- Jean Day, Administrative Director
- Ellen Lench, Program Director

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Administrative Staff

Jean Day
Ellen Lench

Administrative Director
Program Director

PSED Board of Directors: Executive Appointees

Sherilyn Sawyer
Priscilla O'Reilly
Jean Kane

President
Vice President
Treasurer