

Thomas Prince School

Extended Day Handbook

2024-2025

The TPS Extended Day Program is a non-profit organization that provides quality after school care for children in kindergarten through eighth grade. The program opens up on the first day of school and operates from 3:00 pm until 5:30 pm. It closes on the second to last day of school. We are closed for all school holidays, professional full and 1/2 days, snow days and vacation weeks.

Program Coordinator

Tracy Nourse (tps_extended_day@wrsd.net)

If you need to reach a staff member during the program hours please call the TPS main office at 978-464-2110 ext. 110.

Daily Schedule

Students enjoy a snack, work on their homework, have free playtime (outside when weather permits), and participate in fun activities.

Snack

A snack will be provided at the start of each session and children are also welcome to bring their own snack from home. In keeping with district policy, snacks will not be provided by staff members and we ask that families don't send donations for the program.

Code of Conduct

Our code of conduct is designed to protect the health, safety and well being of the children enrolled in our program. We feel that the children need to follow the rules in order to have a fun, safe and successful program. If a student is consistently having difficulty adhering to the code, parents will be consulted and every effort will be made to help the child become a successful member of the program. Unfortunately, if the behavior continues or is of an extreme nature, a

brief suspension may be considered and ultimately the child may be asked to permanently leave the program.

- Students are expected to respect peers, staff and property and refrain from insulting or abusive treatment toward others.
- Indoor and outdoor equipment must be used cooperatively, safely and appropriately.
- Students must speak appropriately to others and refrain from use of profanity.
- Students must remain in the designated areas of the program at all times.

Also note that the expectations in the Thomas Prince School handbook apply to the Extended Day program. This includes, but is not limited to:

- Dress code
- Electronics (including cell phones)
- General behavior expectations

Homework Policy

Homework time is included in the program and although staff is available to assist, we are unable to offer one-to-one tutoring service.

Dismissal Policy

Please enter the building via the main entrance. A staff member will be in the front lobby to monitor all dismissals. If everyone is outside, there will be a sign on the window directing you to the playground to sign your student(s) out. Students will only be dismissed to parents/guardians, approved people, or the emergency contacts listed on their registration sheet. Identification is required for any unfamiliar adult before the child is dismissed. A \$1 fee will be charged for every minute a student is here after 5:30pm.

Illness, Medical Emergencies and Accident Policy

If a child is injured while participating in the program, a staff member will give basic first aid if appropriate and the incident will be communicated to the parent during the pick-up process. If emergency care is deemed necessary, staff will contact 911 services and will notify parents or, if unreachable, the emergency contacts listed on registration form.

No medication other than emergency epi-pens will be administered by TPS staff. If your child has been prescribed an epi-pen, the doctor's orders must be on file in the Nurse's office and an epi-pen must be provided to Extended Day as we do not have access to the Nurse's office after school hours.

If your child does not attend school that day or is dismissed early because of illness, they are not allowed to attend Extended Day that day.

Tuition

Tuition is due on the 1st of each month for the upcoming month.

There is a non-refundable registration fee of \$25/family.

Tuition is a flat rate of \$15/student/day. There is no partial billing.

Family discount - there will be a 50% discount for each child after the second child.

All past due balances from the previous school year must be paid in full in order to register for the current school year.

Payments made after the due date will be charged a \$2 per day late fee. If tuition and any applicable fees are overdue by 30 days, services will be terminated. In order to resume services, the account balance, including late fees, must be paid in full. Tuition assistance is available for students on reduced or free lunch programs. Please contact Tracy for assistance (tps_extended_day@wrsd.net).

If you wish to suspend services for an extended period of time due to sports, extra curricular activities, etc., your spot will not be held. In order to resume services, you must re-register your student(s). If you'd like to hold your spot, tuition is still due even if your student does not attend.

Payment is accepted by check, made out to TPS Extended Day Program, or [electronically](#). This link can also be found on the Extended Day page of the Thomas Prince website.

Registration

Registration forms can be found [here](#).

There is a non-refundable registration fee of \$25/family.

Adding or Changing Days

No changes to days will be allowed before October 4, 2024. After that date, additional days can only be added if there is space available. Additionally, if your child doesn't attend Extended Day on one of their scheduled days, they may not attend on a different day to make up for the absence. To request a change in days, please email Tracy at (tps_extended_day@wrsd.net). A minimum of 2 weeks notice is required before the change in days can be implemented.

If a student takes an extended vacation, tuition will still be due in order to hold their spot.

Changing Dismissal for a Specific Day

If your child is scheduled to attend the program but you will be picking them up or having them take the bus instead, School Dismissal Manager must be updated to reflect that change by 1:00 pm. Teachers solely use School Dismissal Manager to determine how their students are being dismissed and will send them home according to the instructions in their daily School Dismissal report.

Please email Tracy (tps_extended_day@wrsd.net) if you have any questions.