

RUNKLE EXTENDED DAY
PARENT HANDBOOK
2024-25



RUNKLE EXTENDED DAY
50 DRUCE STREET
BROOKLINE, MA 02445
617-879-4665

EXECUTIVE DIRECTOR: TOBY GREENFIELD
ASSOCIATE DIRECTOR: MATT D'AGOSTINO

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STATEMENT OF PURPOSE

IDENTITY: The Runkle School Extended Day Program (RED) is a non-profit, tuition-supported organization housed at the Runkle School in Brookline, Massachusetts. The program relies on parent volunteers for its Board of Directors and strongly encourages parental involvement in the various program activities. The program was established to provide quality after school childcare to Runkle School children in kindergarten through fifth grade. RED has approximately 150 K-5 students enrolled in the afternoon program, which meets from 2:30-6:00PM M-Th and 1:40-6 on Fridays. We have an overall teacher to student ratio of 1:11 for K-1 and 1:13 for 2nd-5th grade.

RED does not discriminate in providing services to children or their families on the basis of race, religion, cultural heritage, political beliefs, handicap, marital status, financial status, gender identity, or sexual orientation.

RED is located at the John D. Runkle School and is a member of the Runkle School community. The program shares the resources in the school as well as common concerns for the total developmental needs of children. RED is independent of the Brookline School Department and is licensed under the School Age Childcare Guidelines of the Department of Early Education and Care (EEC). The program does work closely with the Runkle School staff, administration, and PTO with a goal of maintaining a positive relationship with all members of the school community.

RED is a member of the Brookline Extended Day Advisory Committee (BEDAC). School age childcare programs in Brookline are celebrating 49 years of providing care to Brookline school aged children.

MISSION STATEMENT: Runkle Extended Day (RED) is dedicated to providing children in kindergarten through 5th grade a safe, nurturing, supervised, and stimulating environment that offers diverse opportunities for enrichment while ensuring a sense of security and consistency. The program focuses on each child's social, physical, and emotional development. Our goal is to encourage self-discovery and build self-assurance and self-esteem in every child attending our program.

CURRICULUM

Each month, a calendar of activities for each group will be uploaded to our website at www.RunkleExtendedDay.org. Below are general descriptions of the daily schedule for each group. In addition to this daily routine, the program gives children the opportunity to participate in annual theatre productions, special clubs, and many other unique projects and activities.

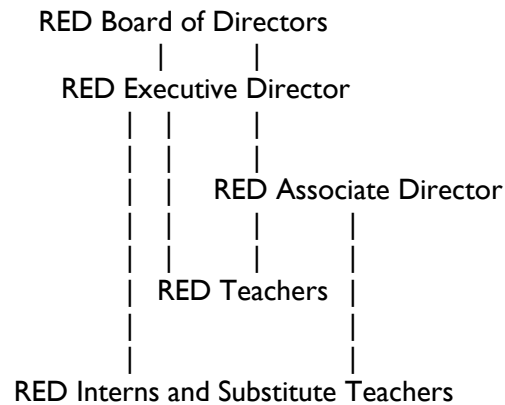
HONEYBEES PROGRAM (K-1): Children are picked up at their classrooms at 2:30 by RED teachers and brought to their home meeting space. Attendance is taken, along with quiet games and/or story time. At 3:00, children make choices such as: art, outside play, music, drama games, cooking projects, indoor free play. At 4:00 the group comes together for snack, quiet free play, and/or story time. At 4:30 a second activity period is offered.

CRICKETS PROGRAM (GRADES 2-3): Both grades meet at 2:30 in the cafeteria. Attendance is taken, and the group does quiet homework. At 3:00 children make activity choices such as: art, outside play, music, theater games, cooking projects, indoor free play. The Crickets then come back together at 4:00 for snack, and then at 4:30 a second activity period is offered.

DRAGONFLIES PROGRAM (Grades 4-5): Both grades meet in their assigned space at 2:30. The afternoon is structured the same way as the Cricket program above.

ADMINISTRATION

RED HIERARCHY



TOBY GREENFIELD, EXECUTIVE DIRECTOR: Assumes the leadership of RED, and oversees all aspects of the program – including curriculum development and implementation, budget, maintenance of the space, special education liaison, enrollment, staff hiring and supervision.

MATTHEW D’AGOSTINO, ASSOCIATE DIRECTOR: Works with the Director on the above administrative duties, helps to develop and implement program curriculum, structures the daily schedule for the program, and assists in supervising staff.

ADMINISTRATIVE OFFICE HOURS: The Administrators are in the office daily from 12:00pm – 6:15PM.

TEACHING STAFF: The RED staff is a group of professionals representing varied educational backgrounds including music, drama, children's literature, art, early childhood education, physical education, and a collection of other interests in creative and recreational areas.

BOARD OF DIRECTORS: The Corporation’s governing body is the Board of Directors, which help set policies and provides overall support for administrators of the program. Board meetings are typically held 3-4 times a year.

The Board represents you, the parents, and we welcome your input, suggestions, comments and concerns.

2024-25 RED BOARD OF DIRECTORS

Board Chair

Jonathan Miller

jbm2033@gmail.com

Vice President

Carolyn Chen

carolyn22@gmail.com

Treasurer

Jane Zhang

janejanchen@gmail.com

Secretary

Serena De Vita

sere.dev@gmail.com

Members at Large

Erik Eklund, tektus@gmail.com

Jeffrey Enos, Jeffrey.enos@gmail.com

PARENT INVOLVEMENT

PARENT-TEACHER COMMUNICATION: Communication with the teaching staff is always encouraged. In order to ensure minimal interruption to the program, unless it is an emergency, we prefer that you call the program administrators between 12:00PM and 1:30PM at 617-879-4665. Parent-teacher conferences can be arranged on an as-needed basis. RED teachers are available for telephone calls and conferences between 5:30-6:00PM. Feel free to communicate any concerns or problems with the directors. Be sure to check the RED website and read regular email correspondences from the director for important information and the dates of special events and activities.

TELEPHONE: Our telephone number is 617-879-4665. To leave a message concerning a change in a child's dismissal plans or attendance at RED, parents are asked to call RED as soon as possible or email the director no later than 1:30PM.

EMAIL

Toby: Toby_Greenfield@psbma.org/ Matt: Matthew_Dagostino@psbma.org

We ask that you do not telephone us to alert your child to meet you outside. We are fully responsible for all children, and will not leave a child unattended. Thus, an authorized adult must walk inside the building, make contact with a member of the RED Staff, and sign out the child. Additionally, children may not be picked up during a field trip.

Children will not be permitted to use the RED telephone to make play dates or alternative pick-up arrangements. All play dates and alternative pick-up arrangements must be arranged by parents beforehand, and RED must be notified by 12pm. Children must always ask an RED staff member before using the telephone, and they will not be permitted to use the telephone before 2:30PM to call their parents or caretakers, unless it is deemed an emergency.

ENROLLMENT

ELIGIBILITY: RED is open to students in kindergarten through fifth grade attending the Runkle School. Priority is given to:

1. Working single parent families (includes parents who are attending school or training programs).
2. Two-parent families where both parents work (or attend school or other training programs).

Because new families move into the Runkle area during the summer, additional eligible children may be added to the program based on the priority guidelines outlined above. Therefore, final decisions about enrollment for the children of non-working parents may be postponed until school starts in September.

APPLICATION AND ENROLLMENT PROCEDURE: Applications for the program are available every April. *Applications will not be accepted from families with delinquent accounts.* There is an annual non-refundable application fee of \$80.00 for the first child and \$20.00 for each additional child. Returning families must re-apply each year and priority will be given to those who submit their application and fees by the due date.

Contracts confirming the number of days the child is enrolled and enrollment packets will be sent out in July. Families who did not receive all of their requested days will be placed on a wait list and accepted into the program when space becomes available. Your September payment will include a deposit of one month's payment that will count as your June payment. It is **non-refundable**, except in cases of financial hardship at the discretion of the director.

PLAN FOR SERVING CHILDREN WITH DISABILITIES: RED accepts applications for any child with a disability. In determining whether to accept or serve a child with a disability, RED shall, with parent consent as appropriate, request information from the Runkle School, Brookline School Department, Early Intervention, and/or other health or service providers, in relation to the child's participation in RED. The accommodations related to the toileting needs of a child with a disability shall not be considered an undue burden to the child.

A. Based upon available information, the licensee shall, with the parents' input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program, including, but not limited to:

1. any change or modification in the child's participation in regular program activities;
2. the size of the group to which the child may be assigned and the appropriate staff:child ratio; and
3. any special equipment, materials, ramps and/or aides.

B. RED will provide written notification to the parent within 30 days of the receipt of the authorized and requested information. If the accommodations required by 102 CMR 7.10(2)(a) to serve the child would cause an undue burden to the program as determined by the director and the Board of Officers, the parent will be notified in person and via certified letter. The notification shall inform the parent that they may contact OCCS and request that the Office determine if the licensee is in compliance with 102 CMR 7.10(2)(a). RED will keep a copy of this notification on file.

In determining whether the accommodations required by 102 CMR 7.10(2)(a) are reasonable or would cause an undue burden to RED, the program will consider the following factors which include, but are not limited to:

1. the nature and cost of the accommodations needed to provide care for the child and the program;
2. ability to secure funding and/or service from other sources;
3. the overall financial resources of the program;
4. the number of staff employed by the program; and
5. the effect on expenses and resources, or the impact otherwise of such an action upon RED.

RED shall, with parent permission, participate in the development and review of the child's program plan in cooperation with the LEA, Early Intervention Program and/or other health and service providers. RED, with parent permission, will inform the appropriate Administrator of Special Education that we are serving the child.

The director will serve as liaison to each child with disabilities. If the director is not present at the application time, she will meet with the parents and child shortly after receiving the application. A liaison from the Runkle School community, who deals with the child's predominant disability, will be identified to communicate with other treatment providers. The director, acting as the RED liaison, will communicate with the community liaison on a regular basis. The director will plan parent conferences on a regular basis.

If after enrolling and attending RED a child has a disability identified by either the school or RED, a community liaison will be identified and the director will follow the above plan for communicating and conferencing with the parent(s).

TUITION: The annual tuition rates for 2024-25 are as follows:

Days per week	<u>K/1</u>	<u>Grades 2-5</u>
2 days	\$4050	\$3900
3 days	\$5250	\$5050
4 days	\$6500	\$6250
5 days	\$8100	\$7800

All payment are made through Blackbaud Tuition. Tuition is divided into nine payments (Sept tuition + June deposit), with a separate \$150 fee for Early Release Days and the \$80 application fee, which is due with the October payment.

TUITION ASSISTANCE: We have limited tuition assistance available to families who qualify based on financial need.

WITHDRAWALS: After you pay your deposit, if you wish to withdraw your child from the program or reduce their number of days, you will be required to pay tuition for your original number of days through December 31, 2024. You may withdraw/change enrollment for the second half of the year without penalty by filling out a change request form between January 1 – January 17, 2025. If you wish to withdraw/change enrollment **after** February 1, 2025, you will be required to pay tuition for your current number of days through the end of June 2025. All scheduling changes include a **\$25.00 processing fee per schedule change**.

PICK-UP POLICY: ALL PARENTS MUST SIGN CHILDREN OUT UPON PICKUP. You can sign out your child in their group's sign-out book. If you arrive before 5:30, sign-out books are located in the following spaces: Kindergartners and 1st graders in room 118, 2nd and 3rd graders in the cafeteria, and room 326 for 4th-5th graders. After 5:30, ALL sign out books will be in the cafeteria.

LATE PICK UP: RED ends promptly at 6:00pm. Parents picking up after 6:00PM will be assessed as follows:

6:01 – 6:05PM; 2:00 – 2:05: \$10.00
6:06 – 6:10PM; 2:06 – 2:10: \$10.00 additional
6:11 – 6:15PM; 2:11 – 2:15: \$10.00 additional

An additional \$10.00 is assessed for every 5-minute segment, or portion thereof, after 6:15PM. All late charges will be added to your Blackbaud Tuition account.

ATTENDANCE POLICY

1. Notify the RED Office if your child will not be attending or if there is a change in your pick-up plans.
2. Notification must be done before 12:00pm by telephone or email.
3. Make personal contact with a teacher when you pick up your child – **YOU MUST ENTER THE BUILDING!**
4. Sign out your child in their group's sign out book. After 5:30, ALL sign out books will be in the cafeteria.
5. Any person picking up a child who is not known to the program will need to provide a picture ID.
6. Inform all adults picking up your child about the RED pick-up procedures.
7. If you pick up your child from the classroom, please inform RED.
8. If you are returning your child to the program after an appointment, please inform RED.
9. All play dates must be made by calling the office no later than **noon**.
10. No child will be permitted to walk home unsupervised from RED without written consent and reviewed by the program administrators. Children must be in grades 4 and up to sign themselves out.
11. Please make an effort to get to know the staff throughout the year.
12. Read all correspondence including the Parent Handbook, calendars, email messages and posted signs.
13. Review all program policies and procedures with your child and make sure they understand their importance.
14. If you see an unfamiliar person in the building, or unsupervised children, please inform an RED Director.
15. All children are responsible for reporting to RED immediately at 2:30PM M-Th, and 1:40PM on Fridays.

SPECIAL CALENDAR DAYS

OPENING / CLOSING: For children in grades 1-5, RED begins September 3, 2024 and Kindergarten begins on September 5, 2024. **The LAST day of RED is June 18, 2025. However, this date is subject to change.**

SCHOOL CLOSURE: If the Brookline Public Schools decide to close school due to weather or any other emergency during the school day, RED will be closed. Administrators will contact parents by email and information will also be posted on our website. Please listen for the Brookline Public School “no school” announcements on television and radio to determine if RED is open.

EARLY DISMISSAL: Students in Brookline Public Schools are dismissed at 12:40PM eight times during the academic year to allow time for teacher meetings and parent-teacher conferences. RED sponsors performances, field trips and special activities on these days from 12:40-2:30 for children if they attend on the days they fall. If it is not their regular RED day, parents need to arrange for pick up at 2:30pm. **If your child is not attending on an early release day, please notify RED in accordance with the absentee procedures.** Please refer to the Brookline School Calendar for the 8 Early Release Days.

DAY BEFORE THANKSGIVING

RED will be open from **12:00 – 4:00PM** on Wednesday, November 27, 2024, for children who attend RED on Wednesdays.

VACATION DAYS AND LOW ATTENDANCE DAYS

RED will be closed for school vacation weeks in December, February and April. We *may* be open from 8:30-5:30 for some of the school's low attendance days for a separate fee. The director will inform you of possible openings at the beginning of the school year.

ADDING EXTRA DAYS: When our enrollment and staffing allows, we do our best to accommodate parent requests for adding extra days. The fee for children in kindergarten through 5th grade is \$50 per day. We understand that emergencies arise, but we ask that parents give the program as much notice as possible when requesting to send their child for an extra day.

TRANSPORTATION

FIELD TRIPS: RED will use the MBTA, the bus company used by the Town of Brookline, or a private transportation company on all field trips not accessible by walking. Medical release authorization, medical information cards, a cellular phone and a first aid kit will be taken in compliance with the Emergency Procedures. In case of an emergency on field trips, 911 or an emergency ambulance will be called. The teacher will contact the parents to inform them of illness or injury. A teacher will make every effort to accompany the injured child in the ambulance.

Some field trips may involve walking. Proper safety procedures will be used for crossing all streets. Field trip permission forms must be completed for all walking trips outside a one-mile school radius. Trips within a one-mile radius will be noted on the website. **Children must wear their RED t-shirts on off grounds field trips. T-shirts will be given out to every child in the program by October.**

HEALTH & SAFETY

HEALTH REQUIREMENTS FOR ADMISSION: Before a child can be admitted to RED, a parent must provide written documentation that immunization and physical examination according to Brookline Public School health requirements are on file at the child's school. Children under the age of 7 years must also provide the program with written documentation of lead screening completed within the past three years.

ILLNESS: If your child is absent due to illness, please call the Extended Day before 12pm. It is important that the program be notified of any contagious or infectious disease (such as strep throat, measles, mumps, chicken pox, head lice, or conjunctivitis). A email will be sent informing you of the presence or outbreak of such diseases. Please be considerate of the health of others -- keep your sick child at home. ***If a child is too sick to attend school, (s)he cannot attend RED.*** A child may return to RED once (s)he is free from fever for 24 hours without the aide of a fever reducer; FREE of head lice and their nits; or 24 hours after the first administered dose of a prescribed antibiotic.

ALLERGIES, DIETARY RESTRICTIONS, & CHRONIC HEALTH PROBLEMS: Each year, parents are required to complete medical information on their enrollment forms. Parents are also required to inform Runkle Extended Day of any allergies, dietary restrictions, or chronic health conditions that their child may have.

MEDICATIONS: Medications, either prescription or non-prescription, will not be administered without written permission by your child's physician or the parent. Prescriptions must be labeled by the pharmacy with the child's name, medication name, and the directions for administration. Unused medication will be returned to the parents or disposed of. Parents must complete a medication form for the administration of any medication. The program keeps a written record of the administration of all medications in a logbook. The log record becomes part of the child's file.

FIRST AID: Parents will be informed in writing within 24 hours of any accident, or first aid administered to a child. Any injury that requires attention beyond first aid will be reported to the parent immediately. Injury Reports will be kept in the child's file. All RED Staff are certified every year in Basic First Aid and CPR/AED.

EMERGENCY PROCEDURES: In the event of an emergency, the following steps will be taken:

1. Staff will provide immediate attention and care to the child using Basic First Aid and CPR training. An immediate attempt to contact a parent will be made.
2. If additional medical attention is needed the parent will be contacted to pick up the child.
3. If an emergency ambulance is needed, 911 will be called, and the child will be taken to Children's Hospital. If we are on a field trip, we will go to the nearest hospital.
4. A staff person will always accompany the child to the hospital.
5. If a parent cannot be reached, emergency release procedures will be followed to contact designated family or friends.

Parents are required to complete a form listing emergency contact phone numbers. Signed authorization for transporting your child to an emergency care facility is also required. It is extremely important that parents keep us up-to-date on all information. **Children will not be permitted to attend RED until their enrollment forms are submitted.**

EMERGENCY EVACUATION PLANS: Separate evacuation plans are posted for each activity area (room). Teachers are trained in the evacuation procedure. Practice evacuation drills are conducted quarterly and are reviewed with children at meeting times. RED follows the school department policies for emergency evacuation.

PROCEDURES FOR REPORTING SUSPECTED ABUSE OR NEGLECT: All staff members of RED shall report suspected child abuse and neglect to the Department of Children and Families (DCF). When or if a staff member suspects abuse or neglect, it shall be reported to the program administrators as well as to DCF. The director will also notify the Brookline Health Department immediately after filing a 51A Report alleging abuse or neglect of a child while in the care of the program or related activity.

REFERRALS

The following list of agencies is provided to our families through the Brookline Health Department.

FAMILY SERVICES

Parents Anonymous	1-800-882-1250
Parental Stress Line	1-800-632-8188
Alcohol and Drug Education Program	617-623-2080
Pregnancy Hotline	1-800-322-5014

HEALTH CARE

Brookline Health Department	617-730-2300
Child Health Services and Lead Testing	617-730-2332/2334
Child Dental Clinic	617-730-2323
Alcohol/Drug Program	617-730-2326
The Brookline Center (Brookline Community Mental Health Center)	617-277-8107
Brookline Visiting Nurse Service	617-232-1675
Joseph Smith Health Clinic, Allston	617-783-0500
Mass Health	1-800-841-2900

EARLY INTERVENTION/SPECIAL ED (NEEDS)/SCHOOLS

Brookline School Department	617-730-2400
Special Ed. Administrator	617-730-2440
Coordinator of Early Childhood Education	617-264-6408
Mass Advocacy Center	617-357-8431
Department of Social Services	617-727-0900

CHILD CARE/DAY CARE

Parents in a Pinch	1-800-688-4697
Child Care Resource Center	617-547-9861
WarmLines	617-244-4636
Office for Children (state office)	617-727-8900
Brookline Health Department, Day Care Licensing Unit	617-730-2297

EMERGENCY/CRISIS

Red Cross	1-800-564-1234
Salvation Army	617-542-5420
Good Samaritan Hot-Line (suicide prevention)	617-247-0220
United Way First Call for Help	1-800-231-4377
Battered Women's Hotline	1-800-992-2600

ECONOMIC/FINANCIAL SUPPORT

Department of Transitional Assistance	617-348-8500
Application Information	1-800-249-2007
Food Stamp Hotline	1-800-645-8333
Allston/Brighton WIC (food vouchers)	617-789-2439
Fuel Assistance Hotline	1-800-632-8175

LEGAL SERVICES

Mass Commission Against Discrimination (MCAD)	617-727-3990
Lawyer Referral Service	617-542-9103

BEHAVIOR MANAGEMENT POLICY

RED provides a relaxed and caring atmosphere that encourages children to experience autonomy, cooperation, responsibility, and to treat others as they would like to be treated. Teachers convey clear expectations to the children about appropriate behavior and deal with problems directly and positively. This document outlines the Behavior Management Policy:

If a child exhibits inappropriate behavior or fails to respond appropriately, the following steps will be taken:

1. The teacher will give the child a verbal warning that the next incident or misbehavior will result in a “time out”.
If the child fails to respond as requested, then:

2. The child will be given a “time out” period of quiet time in a seat within view of the teacher, who will tell the child how long the time out is for and explain the reason. When the “time out” is over, the teacher will talk with the child about the problem to be sure that the child understands the behavior that is expected.

3. As an alternative to “time out” the teacher may discuss the problem with the child, then direct the child to a different activity area. The teacher will tell the child how long the new activity choice is for and the reason for changing.

The teacher will try to help the child resolve the behavior problem without having to notify the parent. The teacher will aim to settle the child down and resolve the problem with time and opportunity to discuss the incident again when ready. The teacher will communicate with the parents about ongoing or serious problems.

SERIOUS BEHAVIOR PROBLEMS: In cases where the directors consider the behavior problem to be serious or persistent, a meeting will be arranged with the parents, directors and appropriate teaching staff to discuss it and work on a plan to resolve it. At the discretion of the directors, a member of the Board of Directors or the Runkle School personnel may be invited to attend the meeting.

At the meeting with the parents, the directors will discuss the targeted behavior, steps needed to change the behavior issue(s), and who will be involved with the process. The directors may refer the family to an outside agency for additional professional help. The directors will determine a trial period in which the steps will be implemented and the child’s behavior monitored and may schedule a follow up meeting with the parents and teacher(s) to take place at the end of that period. The directors and parents will inform the child about the decision of the meeting and may have the child participate in the meeting.

Some Examples of serious behavior problems are:

1. Consistently not listening to and/or following teacher directions and instructions
2. Behavior that interferes with the daily routine of the program
3. Behavior that requires constant adult supervision
4. Behavior that inflicts physical or emotional harm on other children, staff, or self; bullying
5. Stealing
6. Deliberate destruction of property belonging to the program, school, or another individual

SUSPENSION: In some cases, a child may be suspended from the program until a meeting with the administrators, teachers and parents can be arranged to develop a behavioral plan to address the problem. Suspensions will be limited to less than three days provided that a meeting can be scheduled within that time. If a child is having acute behavioral problems during the afternoon and staff have exhausted all efforts to resolve the issue, the parents may be called to pick up their child for an immediate suspension. Children given an immediate suspension will need to have a meeting with the directors before returning to the program. If a child is suspended from the program more than three times in a school year, termination will be discussed with the parent.

TERMINATION: If at the end of the trial period outlined in the behavioral meeting, the child's behavior problem has persisted or become more serious, the follow up meeting will aim at helping the parent find an outside agency to deal professionally with the child. In addition, after reviewing the specific needs of the child and of RED, the administrators may determine that the child should take a temporary or permanent leave from the program. If the child's enrollment is terminated for behavior reasons before May 1 of the academic year, the balance of tuition will be suspended. Decisions about a child's leave from RED due to behavioral problems are at the discretion of the directors.

In rare circumstances, the directors may conclude that the parent(s) of a child in the program is (are) being so uncooperative, disruptive, or abusive of staff, other parents or other children that continued participation of the family is not in the best interests of RED or the child. In such instances, the directors may initiate a suspension or termination of that family from RED or may decline to re-enroll the child. Prior to instituting such steps, the directors and a member of the RED Board will meet with the parent(s) to review and attempt to resolve the problem behaviors. If the parent(s) is (are) dissatisfied with the directors' decision or any conditions placed upon that decision, s/he (they) have the right to meet with the Board of Directors. The parent(s) and the directors may each explain their positions at the meeting. The Board of Directors will decide whether to uphold, modify, or overrule the directors' decision.

HELPFUL HINTS

CLOTHING: During the winter and early spring months, your child should have the appropriate clothing for outdoor activities. Please be sure your child has boots, snow pants/snowsuit, hat, mittens, extra socks and pants. Properly mark all clothing with his/her name. RED accepts donations of clothing. If your child borrows clothing due to soiling, please launder and return the following day. RED encourages kindergarten parents to supply the program with a clearly labeled extra set of clothing, which the program will store for the child until needed.

SNACKS: RED provides a dedicated snack time every day. Please remember to pack a **nut-free** snack each day. RED will have extra snack on hand for any children without snack.

A LAST WORD

Runkle Extended Day Program meets all of the requirements for school-age programs established by the Commonwealth of Massachusetts and the Town of Brookline, but more importantly, it has earned the trust and respect of the parents, teachers, and administrators in the Runkle community.