

Welcome to Touchstone Extended Day Program (EDP)

The EDP Mission

To support Touchstone families by providing a safe and nurturing environment where children can enjoy intellectual stimulation, social interaction and emotional support.

EDP Contact Information

Thank you for taking an interest in our program; we look forward to seeing you and your child(ren) and anticipate an exciting new school year at Touchstone. If you have any questions or concerns, please contact Glynis Bylin, EDP Director, by email: edp@touchstoneschool.com. For same day changes, please call the office at 508-839-0038 before 2:30 p.m. For emergencies after 2:30 p.m., please call EDP directly at 508-331-2273. If you reach our voicemail, please leave a number where you can be reached, and your call will be returned. Please note, if emailing during EDP Hours or during non-EDP/non school hours, your emails and calls will be returned the next regular school day.

Program Overview

Touchstone's mission statement, philosophy, and guiding principles are used to create the EDP culture, and these principles are practiced daily. The EDP program offers a supervised, semi-structured environment and a variety of activities. It has been likened to a "neighborhood" where Touchstone children come to play with friends of all ages. They explore their own interests by being given the freedom and by taking responsibility to choose what to do every afternoon. Mutual respect between children and staff is expected and developed by building close, meaningful relationships throughout the year.

On all regular school days, EDP is open for early care from 7:30am to 8:15am and after care from 3:00 pm to 6:00pm. In addition, EDP is open on curriculum days, parent/teacher conference days, and half days.

All children participating in our Auxiliary and Extended Day Programs are offered a healthy snack at 3:00 p.m.

Sign out! Shake out!

At the end of EDP, all children must shake hands with a staff member, to let us know that they are leaving. **All parents MUST sign out** on the attendance sheet with the time and a signature. This is to protect your children. It is important that we know where they are at all times.

EDP Closures

EDP is not offered before the first day of classes nor on or after the last day of school. EDP is closed for some holidays and half-days; check the school calendar for specific dates.

When the school closes for snow days, EDP is also cancelled. EDP registrations are not refunded when school is cancelled (e.g. during weather emergencies)

Should we determine during the school day that EDP must be cancelled or must close before 6:00 p.m., we will contact a parent of registered students as early as possible to notify you and assist in making plans for pick-up. These situations are rare, but usually involve dangerous weather and/or driving conditions. It's a good idea to have backup plans for picking up your children in such instances.

If there is a delayed opening, Before School Care is not available. Students should not be dropped off any earlier than 15 minutes prior to the announced start time.

After-School Events

If your child attends EDP on a day when a school or class event is scheduled after 6:00 p.m., please arrive before EDP closing time to sign your child out from EDP care.

Special Events and Theme Days

Theme days, such as Beach Day (in the middle of winter), the Winter Celebration, or our Pajama Party, are scheduled during the year; all children registered for EDP that day are welcome to participate.

EDP Terms of Use Agreement

Use of the Touchstone's Extended Day Program (EDP) is available to the public as well as Touchstone students. Children are registered for EDP in advance by their parents, or automatically whenever students are not picked-up at the end of the school's dismissal period (3:15PM). By registering for EDP either way, parents agree to accept the terms of use as explained here, or as revised and communicated by the School. Parents are responsible for understanding the following policies and should contact the EDP Director if any further information is needed.

Registration Policies

- A. Plan Ahead Monthly Registration
- B Drop-In Registration

- C. Before-school Care
- D. Conference care

A. Plan Ahead Monthly Registration

An EDP Plan Ahead Monthly Registration allows families to choose their EDP coverage one month at a time. You may choose from the following:

EDP 3-4:00 PM, 3-5:00 PM or a full afternoon 3-6:00 PM.

- Please refer to the TCS Website to register and pay for Plan Ahead EDP after care.
- This is an irrevocable, prepaid registration received monthly..
- Dates may **not** be changed within the month of registration.
- No refund is offered when a student does not attend EDP on a day when registered for EDP.
- If you have registered for EDP and arrive later than 5 minutes late for pick-up, you will be charged an additional \$10.00.

B. Drop-Ins

- After Plan Ahead monthly registration closes, Drop-In care opens.
- Please refer to the Touchstone website for link to register and pay for Drop-In care.
- Drop-ins allow families to make decisions about after school care on an as-needed basis.
- **All requests for same-day EDP registrations MUST be communicated directly (in person or on the phone, not via email) with the office or the EDP Director.**

C. Before-School Care

Early morning EDP (7:30AM to 8:15AM) is an available option for regular school days, curriculum days and parent/teacher conference days. It is a drop-in only option and the rate is \$7.50 per morning per child. Families will be billed on a monthly basis and invoices are due net 15 days.

D. Conference care

If your child needs short-term care during your conference appointment, to register please contact the EDP Director (edp@touchstoneschool.com) or through Pick-A-Time. Families will not be charged for care during their conference appointment.

Payment Policies

- EDP Plan Ahead dates are payable at registration.
- EDP Drop in dates are payable at registration
- All EDP accounts must be paid in full by June 30, 2017

Refunds

Refunds are not available for unused days due to absence.

EDP registrations are not refunded when school is cancelled (e.g. during weather emergencies).

Late Payment Policy

We reserve the right to decline or suspend registration from the program whenever an EDP account balance remains unpaid for more than 30 days.

A finance charge of \$25.00 will be applied monthly to accounts for charges that are overdue.

Late pick-up after 3:15

Parents and carpool drivers arriving late for dismissal (after 3:15PM) may find their children in EDP. The driver should park and enter the building to sign-out students placed in EDP.

After 3:30, all children who have not yet been picked up will be registered for EDP and a drop-in registration fee will be applied. Families will be billed on a monthly basis and invoices are due net 15 days.

Late pick-up from EDP

EDP closes at 6:00PM., and all children should be signed out before that time. At 6:00PM late pick-up fees accrue at \$25.00 for each 15 minutes overdue.

Carpool drivers arriving late for pick-up from EDP (after 6:00PM) will be responsible for all incurred late fees, due at pick-up.

Late pick-up from Enrichment programs

Parents arriving late for enrichment dismissal will find their children automatically registered for EDP at the drop-in rate.

Limitations of EDP Service

EDP services may be suspended at the discretion of the EDP Director and Head of School. Parents will be notified and asked to meet with school staff to resolve the problem, which may include:

- Non-payment
- Excessive late pick-ups
- Inappropriate student conduct

EDP reserves the right to send a student home early should his or her behavior:

- Create a safety risk for self or others;
- Make it difficult for EDP staff to properly supervise all of the registrants;

The School reserves the right to withhold EDP services should the staff decide that attendance in the program is not in the best interest of the student.

AUXILIARY PROGRAMS

Enrichment Programs

The school invites vendors to use space in the school to run enrichment programs such as art, theater, science and music. Use of Touchstone's Enrichment Program is available to the current Touchstone students, parents, family members, and alums, and to the public.

If a child is registered for both an auxiliary program and EDP, we will supervise his/her movements back and forth. It is the parent's responsibility to supervise his/her child after participating in these programs. If a child is not registered for EDP, it is the parent's responsibility to pick up his/her child directly after the program.

TCS Enrichment Programs Registration Policy

To guarantee enrollment for our enrichment programs and out of respect for the teachers, registration for all auxiliary programs will be by prepaid, irrevocable contract of 2- or 3-month sessions, operating from the beginning of October to the end of May. There is no refund if a student does not attend a lesson or if classes are cancelled because of snow or emergency school closings. Classes cancelled by the teacher, will be re-scheduled by the teacher.

School Vacations

Touchstone offers child-care programs during some school vacations. To ensure the comfort and safety of the children, all rules and policies of the Extended Day Program apply to the vacation programs. The programs are prepaid with registration, which must be submitted by the due-date preceding the program.

Snacks and Food in EDP

Touchstone is a Nut Aware School. EDP (Before and After Care), the gym and the common room are three of the areas in the school that are Nut free locations. Please do not supply your child with peanut or tree nut products as a snack/lunch for their time in EDP.

Pack extra snack food. Even though we provide a snack, many children like to eat frequently, and enjoy going to their lunchboxes for small snacks throughout the afternoon. This is especially true for Curriculum and Conference Days when you should send in enough food and drinks for lunch and a few snacks. Please remember that although we do our best to offer child-friendly snacks and accommodate dietary restrictions, we can't please everyone all of the time.

General EDP Helpful Hints and Tips

Assume your child will get messy. We love to play outside and dig into messy projects. We suggest you leave an extra change of clothes in your child's cubby (locker). Also, if you are leaving EDP to go directly to a place where your child needs to be clean, we encourage you to bring clothes for the occasion with you.

The pick-up plan. Make sure your child understands the pick-up plan, who is picking up and at what time. If you are not sure about the time, say so. If you will need a quick transition when you arrive, let your child know this too.

Call us if you are experiencing a delay that will make you late enough to cause your child to be concerned. Children take comfort in knowing you are safe. The emergency EDP Direct Line: (508) 331-2273

Don't be surprised if your child is upset that you are picking up "too early." Children often enjoy EDP so much that they are upset about being asked to leave. We suggest you set up a routine that suits your needs. Some parents announce a five-minute warning, upon their arrival. Please remember that, as important as you are to your child, you are entering his or her world when you arrive, and some children need time for this important transition.

Join in. If you have time, you are welcome to join in your child's activity for a few minutes before packing up to go. Often children are excited to share what they have been doing, and this can create a natural bridge for your departure.

Use the EDP staff to help you with transitions. Call beforehand if you need your child ready for departure when you arrive. Often we can help you get the cooperation you need if your child is tired and therefore acting out by resisting you. EDP Direct Line: (508) 331-2273

Keep us informed about what's going on in your child's life. For example, your child may be concerned about a parent's upcoming business trip, or the health of a loved one or of a pet. Sometimes this information helps us to understand the behaviors we are observing. We strive to maintain open communication with parents and with the child's classroom teacher.

"I don't want to go to EDP today!" Many children will say this once in awhile, but take comfort: we have lots of experience dealing with this. Ask your child the reason for this statement. You may find that your child has an unfounded concern (something that you can address). On the other hand, you may find that the reason cannot be explained so easily. Mention the statement to your child's classroom teacher and/or leave a note for the EDP Director. Frequently the reasons for your child's feelings will become apparent during the school day or EDP. We always provide special attention to children who are feeling anxious; being forewarned helps us identify this sooner. (Many times we have seen the anxiety disappear during the school day, and parents arrive to find their child happily engaged!) If you hear continued complaints from your child about going to EDP, talk with us to see if there is an important issue to address.

Get the whole story. Children will often recount their afternoon adventures to you or express concerns over something that happened during EDP. If your child tells you something you find potentially upsetting, we ask that you listen to your child's perspective, and then discuss the matter with us to see if more information is available. We often find that getting a more complete picture allows us (and you) to help the child learn from such experiences.

Sign-out! We emphasize with the children the importance of our knowing their whereabouts during the afternoon, and how that knowledge reinforces relationships built on trust and responsibility. Developing a regular routine of signing out at departure enforces this notion; it is very important that we have your sign-out daily and in writing.

Thank you for reading about the Extended Day Program at Touchstone, please do not hesitate to contact the EDP Director, Glynis Bylin (edp@touchstoneschool.com), or the office, if you have any questions.