

Extended Day 2022-2023 Policies

General Information and Policies:

- Extended Day is available to all Brimmer and May students, Pre-Kindergarten through Fifth grade, at a rate of \$16/hour for pre-registered students.
- New for 2022-2023: The hourly rate for Extended Day Coverage for students registering within 5 business days of needing coverage will be \$20/hour.
- Students who remain at school after 3:15 (3:00 for Pre-K – Grade 2) Monday – Thursday or 2:45 (2:30 for Pre-K – Grade 2) on Fridays and are not registered for Extended Day will be billed at the drop-in rate of \$20/hour, with a minimum fee of \$10.
- Drop-in rates will be charged at the time of pick-up.
- Students enrolled in the After School Music or tutoring programs, **must** register for Extended Day if they remain on campus for a lesson that begins after 3:15 (3:00 for Pre-K – Grade 2) Monday – Thursday or 2:45 (2:30 for Pre-K – Grade 2) on Fridays.
- For lessons and clubs, including Lower School Athletics, lasting 45 minutes or more, any overlap in Extended Day fees will be prorated.
- All balances must be paid prior to October 1, 2022. On October 1, 2022, we will charge any remaining balance to the credit card on file. Families with outstanding balances will not be able to sign up for additional Extended Day hours until the balance is cleared.
- Refunds and reservation modifications will be accessed on a case-by-case basis.
- Each family must submit the Pick-Up Authorization available on the registration website. Children will be released from the program only to the individuals listed on the Pick-up Authorization form, and only with photographic identification. Individuals who are not listed on the authorization form will not be allowed to pick up children. Changes to the Pick-Up Authorization may be made via email



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or telephone call to the Extended Day Director, Claire Harrison, (charrison@brimmer.org) at 617-278-2301.

- The parent / guardian is responsible for making alternative arrangements in the event of emergency or change in circumstances and for informing the Director of these arrangements.
- The Extended Day Program ends promptly at 5:30 pm each day. Late pick up will be assessed at the rate of \$60/hour per child in 15-minute increments.
- Please notify the Director if you will be delayed in picking up your child (for pickup after 5:30 pm) by calling the Extended Day Director at 617-278-2301.
- In the case of an early dismissal due to weather, we ask that children be picked up promptly and without delay.
- Parents/guardians must notify the Director of any changes to a student's schedule that will affect the child's attendance or participation in the Extended Day program.
- Children spend a portion of every day, weather permitting, outside. Please send appropriate clothes and shoes for your child to wear outside each day. Children in all grades should have an extra set of clothing in their backpacks.

Behavior Management:

The following behaviors are unacceptable and may result in the immediate suspension of a student for the remainder of the current day, the next day, and if necessary, for a longer period, at the Director of Extended Day's discretion.

- Endangering the health and safety of others
- Biting or striking another student or staff member
- Bullying another camper or staff member
- Using profanity, vulgarity, obscenity, or otherwise abusive language
- Acting in a lewd manner
- Refusing to follow the Behavior Guidelines of Brimmer and May School



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Technology Policy:

Students are expected to participate full in Extended Day, whether playing indoors or engaged in an indoor activity. If you need to get a message to your child, please call Extended Day at 617-278-2301.

iPads are to be used for homework, and in some cases, special projects.

Homework Policy:

Students in grades 2-5 have a designated homework period during Extended Day. Students who stay later than 4:30 are expected to complete all their written homework. In addition, students staying until 5:30 are expected to complete their daily reading requirement.

While homework time is supervised, we do not offer academic support at Extended Day. Please contact Kim Tolpa, Director of Academic Services, if you are interested in academic support for your child.

Contact Information:

If you need to reach me between 1 p.m. and 6 p.m. (or noon and 6 p.m. on Wednesdays), please call the office line at: 617-278-2301. I am not able to check email during Extended Day hours.