

Extended Day 2023-2024 Policies

General Information and Policies:

- Extended Day is available to all Brimmer and May students, Pre-Kindergarten through Fifth Grade.
 - The rate for Extended Day is \$17/hour for pre-registered students.
 - The rate for Extended Day coverage for students who are not pre-registered for a day will be \$20/hour.
 - For drop-in coverage, it is preferred that you email us that your child will be staying at Extended Day no more than one week in advance.
 - Students who remain at school after dismissal unexpectedly and are not registered for Extended Day will be billed at the drop-in rate of \$20/hour.
- Fall registrations must be finalized and balances must be paid prior to October 1, 2023. On October 1, 2023, 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.
 - Drop-in dates will be charged to the card on file on Ultracamp monthly.
 - Refunds and reservation modifications will be accessed on a case-by-case basis.
- **The Extended Day Program ends promptly at 5:30 pm each day.**
 - Please notify the program if you will be delayed in picking up your child (for pickup after 5:30 pm) by calling the front desk at 617-566-7462 **by 5:15 pm.**
 - Late pick up without notification will be assessed at the rate of \$60/hour per child in 10-minute increments.

- After School Clubs, Tutoring, and Music
 - Students enrolled in the After School Music or tutoring programs who wish to remain on campus before or after a session, **must** register for Extended Day outside of their session time.
 - Except for sessions lasting 1 hour, there is no prorating of fees for students who plan to stay at Extended Day outside of their tutoring or music session.
 - For all clubs and 4th/5th Grade athletics, any overlap in Extended Day fees will be prorated for students registered until 4:30 or 5:30.



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- 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 or telephone call to the Extended Day Director, Claire Harrison, (charrison@brimmer.org or 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.
- 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.
- In the case of an early dismissal due to weather, we ask that children be picked up promptly and without delay.
- 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 Extended Day program addresses discipline in accordance with the Lower School, based on expectations that reflect the Core Values. Students in Grades 1-5 will be asked to write a reflection about an incident when the student was involved and tie the reflection into the Core Values. If students have been fighting or have had inappropriate interactions with other students, they will see the Director of Extended Day and parents will be called or notified at pickup. The school has an anti-bullying policy and plan which can be found in the Student and Family Handbook. The Director of Extended Day and the Head of Lower School handle disciplinary infractions. When there are repeated offenses or a single major infraction of School rules, the Head of School, the Head of Lower School, and Director of Extended Day work with the family involved.

The school reserves the right to ask a student to not attend Extended Day until the Division Head and Director of Extended Day feel the student is ready to return and behave within the determined guidelines.

Additional Extended Day Coverage:



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- For any half-day or full-day Extended coverage (i.e. Conference Care, Professional Development), the deadline to register is **7 days before the date**. This is to give sufficient time to staff, program, and notify the kitchen of numbers and dietary considerations.

Technology Policy:

Students are expected to participate fully in Extended Day, whether playing indoors or engaged in an indoor activity. They are not permitted to use cell phones or other personal electronic devices until they leave school. If you need to get a message to your child, please call Extended Day at 617-566-7462.

School 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. During homework time, we ask students to start with written homework, followed by reading if time allows. If a student has left their written homework at home, we ask them to read during homework time.

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 the Director, email is preferred but you may also call the office line at 617-278-2301. To reach the Director or get a message to the program between 2 pm and 6 pm, you must call the front desk at 617-566-7462. The Director is sometimes able to check email during that time, but not able to answer the office line.