



Administration Phone Number: 413.893.4643 - EXTEND@MONSONSCHOOLS.COM - On Site Phone Number: 413.241.1311

Dear Parents,

On behalf of the MPS Extend Team, I am happy to welcome you to the 2018-19 before and after school program! Last year, we piloted a program that we called MADE Plus and we learned A LOT. We gathered some feedback, made some tweaks, and here are just a few new and exciting things about our revised program:

- ★ A new name! We thought MPS Extend better captured what we were going for.
- ★ A new location! We will now have our own designated classroom at Granite Valley Middle School.
- ★ A new curriculum! We have a lot of fun things in store...
- ★ A new payment method! Online and so easy.
- ★ A new program handbook! Ahhh...structure.

This year we would like to welcome back our MPS Extend Director, Tammy Desreuisseau and our new MPS Extend Assistant, Jessica Butler. We are extremely happy to have such a wonderful team on board and we are looking forward to great things this upcoming school year.

We are especially looking forward to a productive partnership with YOU to ensure each child can achieve their highest potential. We know a strong partnership with you will make a great difference not only in your child's experience, but in the experience of every student enrolled in the program. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child by ensuring that he/she:

- Is ready to complete all homework assignments given by teachers
- Behaves appropriately at the program
- Respects the staff, participants, materials, and the building itself
- Understands that behaviors must meet the expectations written in the Monson Public Schools Student Handbook as well as in this information packet

Attached you will find a general information sheet and highlights from the student handbook that you can review with your child together and keep at home. If you have any questions about the rules and expectations, please feel free to contact me. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive year.

The MPS Extend Team and I feel privileged to be a part of this excellent program and we hope you do too! We thank you for your support and look forward to seeing you and your child.

Sincerely,

Brianna Johnston
Communications and Programs Administrator
Monson Public Schools

MPS EXTEND - GENERAL INFORMATION SHEET

MISSION: *To provide an affordable, safe, educational, fun, and structured environment before and after regular school hours to students of the Monson Public School district.*

LOCATION: Granite Valley Middle School located at 21 Thompson St. Monson, MA 01057

AGES: Grades Kindergarten through 6th Grade

SCHEDULE: Monday-Friday on every day school is in session. Begins Wednesday, August 29th and ends on the last full day of school at 6:00 PM (exact date TBD.) MPS Extend follows the Monson School District Calendar.

- **Before School:** 6:30 AM until start of school. In the event of a delay of school, the start time will reflect the same district delay (1 hour delay makes start time at 7:30 and 2 hour delay would make start time at 8:30.)
- **After School:** end of school until 6:00 PM. In the event of an early dismissal - scheduled or due to weather - there will be no after school program unless otherwise noted.
- **Half Days:** On Teacher In-Service days only, after school program will be available from end of school until 6:00 PM for an additional \$20 per child.

TRANSPORTATION: Participants must provide their own transportation to the morning session and from the afternoon session. Transportation between schools for start and end of school day will be provided.

SIGN-IN AND SIGN-OUT PROCEDURES: A parent or guardian MUST sign-in upon drop-off and pick-up. For your child's protection, we ask that you provide us with advance written notice if:

- You plan to pick up your child early (there may be times when children are not in the designated classroom, but in the gym, on the playground, etc.)
- You authorize someone to pick up your child other than yourself.
- You know your child will be absent on a particular day.

The staff will request identification when someone other than a known parent or guardian picks up a student.

SNACK: A small snack will be provided to the participants every day. For those requiring a snack more than what is provided, please include a healthy drink and light snack. We do not refrigerate snacks, please plan accordingly.

BEHAVIOR: All children enrolled in MPS Extend are expected to behave in a proper and respectful manner that follows all school protocols. We will not tolerate any hitting, name-calling, foul language or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, MPS Extend reserves the right to dismiss any child from the program. No refunds will be made in these situations.

FEE SCHEDULE: Payments will be accepted online only at www.MySchoolBucks.com with the option to pay for multiple weeks at a time. Payments are due within 14 days of receiving an emailed invoice with the option to pay in advance. Delinquent payments may forfeit your child's spot in the program. The fees are as follows for full week attendance:

- \$125.00/ week for both before and after school care
- \$85/week for after school care only
- \$45/week for before school care only

Individual days are also available for the following fees:

- \$20/day for after school care
- \$10/day for before school care

Please Note: A late fee of \$10 per child per every 10 minutes will be invoiced for any child not picked up by 6:00pm

ABSENTEES: Please email us at extend@monsonschoools.com or call or text us at 413-893-4643 if your child will not be attending the program on their regularly scheduled day.

REFUNDS: Unconditional full refunds will be granted if more than 7 days' notice is given prior to the start of the program. If less than 7 days' notice is received, refunds will be given for medical reasons only upon the receipt of a doctor's note or note from the school nurse.

DISCOUNTS: Discounts are available for families with multiple children enrolled in MPS Extend and for those currently receiving free or reduced lunches. To check eligibility, please write to extend@monsonschoools.com.



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HIGHLIGHTS FROM THE MPS STUDENT HANDBOOK

As MPS Extend is a school program and held on school grounds, the general student handbook is still in effect. Below you will find some important excerpts and highlights of the handbook we find most relevant to the MPS Extend program. The handbook in its entirety can be found on our school website here: www.monsonschools.com/parents/student-handbook/

NON-DISCRIMINATION

Students will be treated without discrimination based on sex, age, marital status, race, religion, sexual orientation, gender identity, disability or handicap, national origin or pregnancy in compliance with State and Federal laws. Equal educational opportunity is available to all students with respect to enrollment, programs, and participation in school, athletic, and extracurricular activities, including those students who are pregnant or parenting. In addition, the District believes that students should learn in an atmosphere free of harassment or bullying, and will take affirmative steps to eliminate any inappropriate conduct brought to its attention.

TRANSPORTATION AND BUS POLICY

The bus driver is in charge of the bus and the passengers. He/She is responsible for the safety of the pupils and for their conduct on the bus. The bus driver will report all violations of rules. Bus transportation can be denied temporarily or permanently, if a pupil's behavior warrants it.

WEAPONS

Students are not allowed to have in their possession knives or any other article which could be considered a weapon. Violations of this rule will result in confiscation of the weapon, parent notification and possible suspension or expulsion.

RESPONSIBILITY / LIABILITY

Schools will assume no responsibility or liability for the loss or damage to a device or for the unauthorized use of any such device.

NETWORK, INTERNET, E-MAIL, AND ACCEPTABLE USE POLICY

The Monson Public Schools District Technology Network, which includes access to the World Wide Web and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, career and professional development and high quality self- discovery activities of an educational nature.

SAFETY AND EMERGENCIES

School Cancellation

The following procedures apply for the opening and closing of schools during winter storms or emergency situations:

1. When weather conditions warrant, school will be cancelled. "No School" announcements will be made via Admin Notify; the automated e-mail notification system, the district website, on social media and on local radio and television stations. When school is cancelled, school activities, school related meetings and athletic events are also cancelled.
2. When morning weather conditions are improving, the schools may open on a "delayed opening" basis. On these days, schools will start between 1 to 2 hours later. Consequently, all activities, commencing with the start of the bus runs, will follow a 1 to 2 hour later pattern.



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BULLYING, HAZING, AND INTIMIDATION POLICY

It is the policy of the Monson Public Schools District to provide a learning and working atmosphere for students, employees, and visitors free from bullying, hazing, and intimidation. Such action may constitute discriminatory harassment when it occurs on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability, as defined above.

Bullying, cyber-bullying, hazing, intimidation, and retaliation are prohibited:

1. At school and at all school facilities.
2. At school-sponsored or school-related functions, whether on or off school grounds.
3. At school bus stops and on school buses or any other vehicle owned or used by the school district.
4. Through the use of technology or an electronic device owned, licensed or used by a school.
5. At non-school-related locations and through non-school technology or electronic devices, if the bullying creates a hostile environment at school; infringes on the rights of the victim at school; or materially and substantially disrupts the education process or the orderly operation of a school.

PHYSICAL CONTACT, THREATS, HARASSMENT, AND BULLYING

Students have the right to attend school without the fear of physical harm, threats or harassment. Fighting, pushing, tripping or hitting another student or staff member is not allowed and may result in a suspension or expulsion.

POLICIES RELATING TO STUDENT CONDUCT AND DISCIPLINE

The school's primary goal is to educate, not discipline. When the behavior of individual students comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual as well as the school as a whole. The conduct of students shall be governed by the policies, regulations and rules of Monson Public Schools. These rules are applicable in school, on the school grounds, at a school activity away from school, on the way to and from school, and on a school bus. Students who become involved in behaviors that are beyond the scope of the above area, which adversely affect the continuity and/or quality of school operations, and/or the effectiveness and well-being of school personnel (to include the harassment of school personnel, bomb threats, and vandalism to school property and buses, etc.) will be subject to disciplinary action.

BEHAVIOR RULES SPECIFIC TO MPS EXTEND

MPS EXTEND TERMINATION AND SUSPENSION POLICY

Any participant inflicting harm to himself/herself or in any way becomes an uncontrollable danger to the program, the other participants or staff, will be terminated immediately from the MPS Extend program. A child may be suspended for one or more days, depending on the severity of the incident. In the case of a suspension, a conference with the MPS Extend Administrator may be necessary before the child may return to the Program.

It is never an intention or goal to have a child go without before and after school care, thus the following steps will be taken and recorded to facilitate positive outcomes:

- A phone call to parent / guardian to inform of incident.
- An in person conference with parent / guardian.
- A written plan of corrective action signed by student, parent, and instructor.
- Possible suspension.
 - Enlistment of school specialist.
 - Possible termination.



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PERMISSIONS AND ACKNOWLEDGEMENTS

Child's Full Name: _____ Child's Grade: _____

TRANSPORTATION:

My child will arrive at the BEFORE school program by parent drop-off no earlier than 6:30 AM. They will be provided transportation, if necessary, to their school by Monson Public Schools Transportation.

My child will be provided transportation, if necessary, by Monson Public Schools Transportation to the AFTER school program. My child will depart the program by parent pick-up no later than 6:00 PM.

Parent / Guardian Name: _____ Signature: _____

Date: _____

EMERGENCIES:

I authorize staff of MPS Extend, who are trained in the basics of first aid/CPR, to give my child basic first aid/CPR when appropriate. I understand that a nurse will not be present during MPS Extend. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and to secure necessary medical treatment for my child. **I have brought up any and all health and safety concerns with the MPS Extend Staff and indicated on page one of this form in the box provided.**

Parent / Guardian Name: _____ Signature: _____

Date: _____

SHARING OF PERTINENT INFORMATION

I authorize staff of MPS Extend to consult with educators and faculty of Monson Public Schools to share pertinent information with other education professionals, issues that concern my child's welfare and being.

Parent / Guardian Name: _____ Signature: _____

Date: _____

ACKNOWLEDGEMENT OF POLICIES

I have read through the entire contents of this information packet and understand my responsibilities for enrollment in MPS Extend for the 2018-2019 school year. I understand that I can reach out to the MPS Extend team at any time should I have any questions or concerns, and in turn, I know that the MPS Extend team will communicate with me should there be any updates or concerns.

I promise to do my part to ensure the safety and wellbeing of all involved with the MPS Extend program.

Student Name: _____ Signature: _____

Date: _____

Parent / Guardian Name: _____ Signature: _____

Date: _____



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