



MONSON PUBLIC SCHOOLS BEFORE AND AFTER SCHOOL PROGRAM

ADMIN CONTACT: 413.893.4643  
[Extend@MonsonSchools.com](mailto:Extend@MonsonSchools.com)

PAY EXTEND BILLS:  
[www.MySchoolBucks.com](http://www.MySchoolBucks.com)

ON-SITE PHONE NUMBER:  
413.206.6160

Dear Parents,

On behalf of the MPS Extend Team, I am happy to welcome you to the 2021-22 before and after school program!

This year, I am excited to announce that I will be taking over the reigns as Coordinator And Lead Instructor of the program. I was previously the Lead Extend Teacher for Full-Day PreK and Kindergarten as well as the assistant for grades 1-6 in the afternoons. I have missed your children and your families throughout our previous year and am excited and looking forward to seeing many of you again!

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,

Teresa Galarneau

Extend Programs Coordinator and Lead Instructor



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**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:** ECC Quarry Hill Community School located at 43 Margaret St. Monson, MA 01057

**SCHEDULE:** Monday-Friday on every day school is in session. Begins Monday August 30th, 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 the 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 - AVAILABLE FOR GRADES 1-6 ONLY:** 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, half day programs will be available from the end of school until 6:00 PM for additional registration and fee. Those enrolled in the Extend program will be sent registration in advance of any half days.

**TRANSPORTATION:** Participants must provide their own transportation to the morning session and from the afternoon session. Transportation from the ECC to Granite Valley will be provided in the morning and from Granite Valley to the ECC in the afternoon.

**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. The staff will request identification when someone other than a known parent or guardian picks up a student.
- You know your child will be absent on a particular day.

**SNACK:** A small snack will be provided to the participants every day in the school cafeteria. For those requiring a snack more than what is provided, please include a healthy drink and a light snack to be eaten at the beginning of the afternoon in the cafeteria. Breakfast is not served in the morning, but students may eat breakfast with the rest of the student body at 8:35AM.

**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](http://www.MySchoolBucks.com) with the option to pay for multiple weeks at a time. **Payments are due in advance** by Sunday evening at 4p.m. Invoices will be emailed monthly and always available at [MySchoolBucks.com](http://MySchoolBucks.com). Delinquent payments will forfeit your child's spot in the program. The fees are as follows:

	DAILY RATE <i>Full Cost</i>	DISCOUNT 1 - 10% <i>Siblings</i>	DISCOUNT 2 - 20% <i>Reduced Lunch</i>	DISCOUNT 3 - 30% <i>Free Lunch / Employee</i>
AFTERNOON	\$17.00	\$15.30	\$13.60	\$11.90
MORNING	\$8.00	\$7.20	\$6.40	\$5.60
HALF DAY	\$30.00	\$27.00	\$24.00	\$21.00

**\*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

**ABSENCES:** Please email us at [extend@monsonschools.com](mailto:extend@monsonschools.com) or call or text us at 413.206.6160 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 communication from the school nurse.

**DISCOUNTS:** Discounts are subject to change based on your child's free/reduced lunch status. The MPS Extend staff will coordinate with the Food Services Department for verification.



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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: [monsonschoools.com/parents/student-handbook/](http://monsonschoools.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.

#### **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 email 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.

#### **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.



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**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.