



Dear Parents and Guardians,

As your child begins the Extended Day Program (EDP), we would like you to have an understanding of the expectations that our staff will have and the behavior plan that will be in place for your child. These expectations were developed to help your child have a positive and successful experience with the EDP.

EXPECTATIONS

1. **BE PREPARED:** Each student is expected to bring homework and all resources needed to work on homework, such as handouts, textbooks, paper, pens, pencils, calculators, etc. Students may not participate in daily activities until homework is complete.
2. **BE RESPECTFUL:** Each student is expected to be respectful and kind to all staff, adult volunteers, high school volunteers, peers and property.
3. **WORK QUIETLY:** During homework time, students should work quietly to complete their work and if they finish early, they should provide other students the same opportunity for a quiet work time. If homework is finished, students may read quietly or complete an enrichment activity.
4. **FOLLOW DIRECTIONS:** Students will participate in numerous activities on a weekly basis, which range from board games to arts and crafts to science experiments. It is important that students follow directions and safety procedures to ensure everyone's safety.
5. **BE RESPONSIBLE:** Each student will learn the necessary skills to be independent citizens of the school, their homes, and communities. Each student will be responsible for their own cleanup, pack up, and interactions with others.

In the event that your child is having a difficult time meeting the program expectations, the following behavior plan will be implemented to help create the best possible environment for your child and the other students in the program.

BEHAVIOR PLAN

1. **WARNING:** If your child is not following the directions of a staff member, a verbal warning will be given to your child indicating they have a choice to follow directions or "take five" where they will sit apart from the group for five minutes. Sometimes a little break from the activity will help students regroup and regain focus.
2. **TAKE FIVE:** If your child continues to choose not to follow the directions of a staff member, the staff member will let your child know that he or she needs to take five minutes apart from the group to regroup and try again.
3. **TRY AGAIN TOMORROW:** If after a verbal warning and a "take five" your child is still not following directions, your child will be asked to try again



tomorrow. At this point, the student is not working on his or her own work and has become a distraction to others trying to work. Your child will be sent home if you can be reached for permission. If a parent cannot be reached to give permission, your child will be separated from the rest of the group until the program is over. By using the “try again tomorrow” plan, we hope to create a calm and positive working environment for all students in the program, while assuring your child that he or she can come back the next day and try again.

Our goal is to provide a supportive environment for all children. Please be assured that every effort will be made by staff to encourage positive choices by your child, and all staff members hope to work with you to create the best possible experience for your child at the Extended Day Program.

Note: The Behavior Plan is not exhaustive. Every incident will be treated as a case-by-case basis. Repeated use of the Behavior Plan may result in temporary suspension or indefinite termination from the program.

Parent/Guardian Expectations

Students who attend the morning program may not be dropped off before 7:00am. Should a student be dropped off before this time, they will be unsupervised until the program begins. A parent/guardian must sign out students who attend the Extended Day Program. Someone designated by the parent/guardian as an emergency contact, with written permission, may pick up the student. Identification is required to release the student to the emergency contact. Students must be picked up promptly at 6:00pm. If a student has not been picked up by the end of the program, staff will try to contact the parent/guardian and/or those individuals designated as emergency contacts. Three (3) late pick-ups will be cause for dismissal from the program.

Sincerely,
Amanda Gaudreau
Extended Day Program Coordinator

By signing below, you agree to the above expectations and use of the Behavior Plan in the Extended Day Program at Collegiate Charter School of Lowell.

Parent Signature

Date