

Watertown Community Education
2025-2026 School Year
Extended Day Program (PreK-5) &
Before School Program (K-5)
Family Handbook
(Full Program Details)

Program Dates & Times

The first day of the 2025-2026 Extended Day and Before School Programs for students varies based on grade. Students can begin attending on their first *full day* of school which is as follows:

- Tuesday, September 2, 2025 - First day of the Before School and/or Extended Day Program for students in grades 1-5.
- Thursday, September 4, 2025 - First day of the Before School and/or Extended Day Program for students in kindergarten.
- Wednesday, September 10, 2025 - First day of the Extended Day Program for students in PreK.

The Extended Day Program runs from 2:30 pm - 6:00 pm. Parents/guardians may pick up their students at any time during the program hours.

The Before School Program runs from 7:15 am - 8:05 am. Parents/ guardians may drop off their students at any time during the program hours.

On early release days when the Extended Day Program is open, the program hours are 12:15 pm - 6:00 pm. Please note that your student must regularly attend the program on the day of the week that the early release day falls on to attend. We cannot accommodate additional drop in students on early release days.

[2025-2026 Before School & Extended Day Calendar](#) This calendar includes a full list of dates (including early release dates) when the programs are open and dates the programs are scheduled to be closed.

Attendance & Who to Contact

If your child is expected to be absent from our program for any reason, please notify your school's Extended Day Site and/or Before School Coordinator via email. If there is

a change in your student's dismissal plan, please email both your student's daytime teacher and the Extended Day Site Coordinator. Please do not send in a written note with your student to notify their teacher they will be absent from extended day as these written notes do not reliably make it to the Extended Day Program Site Coordinator.

Cunniff Extended Day Site Coordinator

Laureen Raftes

laureen.raftes@watertown.k12.ma.us

857-540-0690 (cell)

Cunniff Before School Site Coordinator

Floralee Riley

floralee.riley@watertown.k12.ma.us

617-839-7396 (cell)

Hosmer Extended Day Site Coordinator

Tommy Brennan

thomas.brennan@watertown.k12.ma.us

857-241-8067 (cell)

Hosmer Before School Site Coordinator

Stephanie Ferrelli

stephanie.poirier@watertown.k12.ma.us

857-241-8067 (cell)

Lowell Extended Day Site Coordinator

Adam Vachon

adam.vachon@watertown.k12.ma.us

857-241-8500 (cell)

Lowell Before School Site Coordinator

Patricia "Pat" O'Neill

patricia.oneill@watertown.k12.ma.us

857-241-8500 (cell)

Extended Day Snacks:

There is one scheduled snack period during the Extended Day Program. All students should bring a snack each day. Snacks will not be provided and we do not have snacks available for purchase. It is sometimes helpful for students if their afternoon program

snack is labeled, “after school snack” and/or placed in a separate compartment in their backpack.

What Your Student Should Pack/Bring With Them Each Day for Extended Day:

1. A snack
2. A refillable water bottle clearly labeled with their first and last name
3. Appropriate clothing, footwear, and outerwear - students will be spending time outside, daily during the Extended Day Program (weather permitting).
4. An extra change of clothes including shirt, shorts, underwear, and socks - please send these items in a gallon-size ziplock bag labeled with their first and last name on it. It is recommended that all students have a change of clothes with them in their backpack. A set of clothes can also be left in our program. It is strongly recommended that students in grades PreK-2 leave an extra set of clothes in our program. For all students, if their clothes become wet or soiled and they do not have extra clothes, parents/guardians will be required to bring clothes for their student or pick their student up.

Extended Day Pickup Procedures

Parents/guardians will be asked to walk to the designated dismissal doors for our programs when picking up their students. Please see below for specific pick-up instructions for each Extended Day Program school campus.

[Click here to view the Cunniff Extended Day Program Pickup Procedures](#)

[Click here to view the Hosmer Extended Day Program Pick-Up Procedures](#)

[Click here to view the Lowell Extended Day Program Pick-up Procedures](#)

Before School Drop Off Procedures

Parents/guardians will be asked to walk to the designated drop off doors for our programs when dropping off their students. Please see below for specific drop off instructions for each Before School Program school campus.

[Click here to view the Cunniff Before School Drop Off Procedures](#)

[Click here to view the Hosmer Before School Program Drop Off Procedures](#)

[Click here to view the Lowell Before School Program Drop Off Procedures](#)

Who can pick up your student/approved pick-up persons?

When you registered your student(s) for the Extended Day and/or Before School Program, you listed each parent/guardian as well as approved pick-up contacts. Anyone picking up a student should have a government-issued photo I.D. on them at all times so our staff can verify approved pick-up persons. To add or remove an approved pick-up person for your student you must email the person's full first and last name to the Extended Day Site Coordinator in advance of them picking up your student and remind anyone picking up your student that they must have a government-issued photo I.D. on them. If there is someone who is not allowed to pick up your student due to a court order, you must provide the school and our program with a copy of that court order.

Are students allowed to walk or bike home and/or self-dismiss from the Extended Day Program?

Students in grade 4 and grade 5 can walk or bike home from the Extended Day Program with written permission from their parents and/or guardians. Parents/guardians are required to call the program cell phone each day when they are ready to dismiss their student, then the student is allowed to leave the program and walk or ride their bike home. Students are not permitted to self-dismiss at a time of their choosing. Blanket permission for a student to be dismissed to walk home at a specific time is not permitted.

Parents/guardians are responsible for their students once they call to dismiss them from the program each day and agree not to hold Watertown Community Education and/or Watertown Public Schools liable once their child has left the program.

Program Cancellation Notification:

If Watertown Public Schools calls an inclement weather day and/or the superintendent determines that it is not safe for students to attend school in person for any reason, our programs will not be open and will not run. If the superintendent makes the determination to close school early and Extended Day is affected, that messaging will be communicated with families via email with as much notice as possible.

If the superintendent announces a delayed opening for schools for any reason the Before School Program is canceled and does not run. There is no delayed start offered for this program if there is a delayed school opening for any reason.

Communication Regarding Our Programs:

Communication regarding our programs will primarily be done via email. Please make sure we have an email address on file that you actively check. **We are currently in the process of setting up ParentSquare as a primary method of communication for our programs with the goal of transitioning to this app sometime this school year (we will notify you ahead of the final transition and once we are up and running in ParentSquare - stay tuned!).** Watertown Community Education also updates information regarding our programs on our website at <https://www.watertown.k12.ma.us/extendedday> and our Watertown Community Education Facebook Page at <https://www.facebook.com/WatertownCommunityEducation>. We encourage you to Like and Follow our page and bookmark our website!

Student Eligibility:

The Before School and Extended Day Programs are programs offered by Watertown Community Education, a department of the Watertown Public Schools and operated under the auspices of the Watertown Public Schools. Watertown Community Education maintains a nondiscriminatory policy with respect to staff and student enrollment. The programs are open to all children enrolled in the Watertown Public Schools (grades PreK - 5 for Extended Day and grades K-5 for Before School) and does not exclude from participation or otherwise discriminate against, individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

In order to best serve a child with disabilities, the Community Education Director, Community Education Assistant Director and/or Extended Day Site Coordinator may meet with parents/guardians to identify specific accommodations required, if any, to meet the needs of the child in the program. The Assistant Superintendent of Schools and/or Director of Student Services and/or designee may also be consulted. If the accommodations required would cause an undue financial burden to the Program, the Superintendent of Schools shall provide parents with written notification and the reasons for this decision.

Tuition Payment Information:

What is the tuition amount?

- [Click here to view the Before School, Extended Day, Vacation and Summer Programs 2025-2026 Chart of Tuitions](#)

When is tuition due?

- Tuition for the Before School and Extended Day Programs is due on the 10th of the month each month for the upcoming month. If the 10th falls on a day that school is not in session, payment will be due on the school day preceding the 10th.
- Tuition for the Before School and Extended Day Programs is broken down into 10- equal monthly payments with the first payment due on Thursday, May 15, 2025 for students offered space during priority registration and Friday, June 6, 2025, for students offered space during new student registration (or within 2 business days of being offered a space in the program if offered a space after June 6, 2025). Since the tuition is broken down into 10 equal monthly tuition payments, the tuition amount remains the same each month, September through June, regardless of how many days the program(s) actually runs each month.
- Tuition will not be prorated due to absences, holidays, snow days, and/or any other days school is closed for any reason or a student is unable to attend.

What is the 2025-2026 Tuition Payment Schedule?

- Payment #1 (September): Due on Thursday, May 15, 2025 for students offered space during priority registration and Friday, June 6, 2025, for students offered space during new student registration (or within 2 business days of being offered a space in the program if offered a space after June 6, 2025)
- Payment #2 (October): Due Wednesday, September 10, 2025
- Payment #3 (November): Due Friday, October 10, 2025
- Payment #4 (December): Due Monday, November 10, 2025
- Payment #5 (January): Due Wednesday, December 10, 2025
- Payment #6 (February): Due Friday, January 9, 2026
- Payment #7 (March): Due Tuesday, February 10, 2026
- Payment #8 (April): Due Tuesday, March 10, 2026
- Payment #9 (May): Due Friday, April 10, 2026
- Payment #10 (June): Due Friday, May 8, 2026

What form of payment is accepted?

- We are happy to announce that payments for the Before School and Extended Day Programs can now be made online, using City Hall Systems
<https://epay.cityhallsystems.com/selection>
- Payments for the Before School and Extended Day Programs can also be made via check and/or money order payable to the City of Watertown.

How do I make a payment online?

- To make a payment online, follow these steps:
 - City Hall Systems (CHS) <https://epay.cityhallsystems.com/selection>
 - Enter **Watertown, MA** as your municipality, then click '**View/Pay Bills**'
 - Select '**Community Education**' from the menu on the left [Click here for a helpful screenshot of this step - \(some people have a difficult time locating the correct selection here\)](#)
 - Select the program you are making a payment for either '**Extended Day Program Payments (PreK-5)**' OR '**Before School Programs (K-5)**'
 - Select the program you are making a payment for
 - Select the payment you would like to make using the options provided OR if the amount you are paying is not listed, select '**Custom Tuition Amount**' and enter the payment you are making into the '**Total Payment**' box below
 - Enter all information required in the **Student Information** section
 - Select '**Add to Cart**' at the bottom of the page
 - Once in your cart, you can add a payment for another student to your cart by selecting '**Add to Cart**' or you can select '**Checkout**' to proceed with and submit your payment
 - Payments for the Extended Day Program and the Before School Program must be made separately. Please make sure you are making Extended Day payments in the Extended Day payments screen and Before School payments in the Before School payment screen.

How do I make out my tuition payment check or money order?

- Check or money order should be made payable to the City of Watertown.
- Payments for the Before School and Extended Day Programs must be made separately.
- For all payments, **please make sure to include your student's full name and program code on the memo line.** Program codes are as follows:
 - Cunniff Before School Program - CBSP
 - Hosmer Before School Program - HBSP
 - Lowell Before School Program - LBSP
 - Cunniff Extended Day Program - CEDP
 - Hosmer Extended Day Program - HEDP
 - Lowell Extended Day Program - LEDP

Where do I submit my payments?

- Payment #1 can be made online using City Hall Systems <https://epay.cityhallsystems.com/selection> OR by check or money order. If submitting your payment via check or money order, your payment should be

dropped off in the payment box located in the Phillips Administration Building parking lot. You can find this parking lot by putting 31 Marshall Street into your gps. The payment drop-off box is located next to the stairs leading into the building from the parking lot. [Click here for a photo of the payment box outside of the Phillips Administration building.](#)

- Payment #2 - #10 can be submitted online using City Hall Systems <https://epay.cityhallsystems.com/selection> or by check or money order. If paying by check or money order, your payment should be submitted to your school program's Extended Day Site Coordinator when picking up your student from the program on or before the payment due date. You may also bring your payment to the payment drop box described above. Please do not put payments in your student's backpack and do not drop your payments off at the Early Steps Preschool main office or the Hosmer School main office.
- Please do not send payment in with your student and do not drop payments off in the school main office.

What if I make my payments using an automated bank check?

- If you will make your tuition payments using an automated bank check, your payment should be made payable to the City of Watertown and your student's full name and their appropriate program code must be included in the check memo line.
- Automated checks must be received prior to the monthly payment deadline in order to be considered on time. We recommend you schedule these to be sent at the start of each month to ensure they arrive on time.
- Automated checks should be sent to:

Watertown Public School Business Office CO/Program Code
30 Common St.
Watertown, MA 02472

****Please do not have your bank mail your payments to the individual school address****

- Program codes are as follows:
 - Cunniff Before School Program - CBSP
 - Hosmer Before School Program - HBSP
 - Lowell Before School Program - LBSP
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 - Hosmer Extended Day Program - HEDP
 - Lowell Extended Day Program - LEDP

Is it okay to submit payment for all of my students in one payment?

- Yes, it is okay to pay tuition for one or more students attending the same program on one check or money order. Please make sure to include each student's name on the memo line in addition to their program code.

Can I pay for more than one month at a time?

- Yes, tuition can be prepaid in advance for more than one month and up to the entire school year. Please make sure to note the months you are paying for on the memo line of your check or money order.

What happens if I am late submitting my tuition payment?

- If your student's first tuition payment, payment #1, due Thursday, May 15, 2025 for students offered space during priority registration and Friday, June 6, 2025, for students offered space during new student registration (or within 2 business days of being offered a space in the program if offered a space after June 6, 2025), is not paid in full, it will be assumed that you have forfeited your student's space and your student's registration will be canceled. They will no longer have a confirmed or saved space in the program and their initial lottery number (or priority status if they initially registered during the priority registration period for returning families) will no longer apply if you choose to submit a new registration.
- If tuition (payment #2 - payment #10) is not paid in full by the listed due date, a late fee of \$10 per student will be charged the next school day. If tuition has not been received within 5 school days of the original payment due day, a second \$10 per student late fee will be charged 5 school days following the original payment deadline. If tuition has not been received by the last school day of the month of the original payment due date, your student(s)'s enrollment in the program will be canceled and their space in the program will be offered to the next student on the waitlist. If you wish to re-enroll them in the future, the past due tuition must be paid and a new registration fee per student will be assessed. Your student will no longer have priority in the program and will be placed at the end of our program waitlist.

Will I receive a monthly bill for tuition?

- Watertown Community Education does not issue monthly invoices.

Will I receive a receipt?

- Watertown Community Education does not automatically send payment receipts. If you need a receipt you can reach out to your school's Extended Day Site Coordinator or the Director of Community Education in writing (email is fine) to request a receipt.

Is there any financial aid, scholarships, or tuition assistance available?

- Watertown Community Education does not offer sliding fee scales, financial aid, or scholarships. Childcare vouchers are no longer accepted.

What is the tax ID# for the Before School and Extended Day Programs?

- City of Watertown - Watertown Public Schools - #04 6001 340

What is the process to request a schedule change?

We cannot honor schedule changes for the Extended Day Program:

- Your student is confirmed for the schedule you registered for. The schedule you registered for is the schedule that was formally offered to you and the schedule you formally accepted by leaving your deposit of the first month's tuition. Schedule changes (from one set schedule option to another set schedule option) cannot be made.
- If you are interested in a different schedule for your student than the schedule you were offered and accepted, you would need to withdraw your student from their current schedule and submit a new registration form for the new schedule you are interested in. If you would prefer, you may also submit a new registration request for the desired schedule change and continue with your original schedule until you are offered the new schedule (please note there is no guarantee the new schedule option will become available). Your initial registration date, lottery position, and space confirmation will no longer apply. New registrations are accepted on a first-come, first-served basis and a waitlist may apply. Please see the required notice period and process for withdrawing from the program detailed below.

The Before School Program only offers 5-day enrollment. No other schedule options are available.

What is the process to cancel my student's enrollment/withdraw from the program?

- If you wish to cancel your student's enrollment prior to the first day of school, you must submit your request to withdraw from the program in writing via email to

both Debi Cornelius debora.cornelius@watertown.k12.ma.us and Jeff Bodner jeffrey.bodner@watertown.k12.ma.us, no later than **Friday, August 15, 2025**, to receive a full refund of your first month's tuition payment you left to secure your student's enrollment. If you do not provide written notice by August 15, 2025, your student's enrollment for September cannot be canceled for any reason including if your student is moving out of Watertown or no longer planning to attend Watertown Public Schools. Requests to withdraw from the program effective during the month of September 2025, will not be accepted. Any requests to withdraw received between August 16, 2025, through September 17, 2025, will go into effect beginning October 1, 2025. Requests to withdraw received on or after September 18, 2025 will follow the standard program cancellation/withdrawal policy.

- Beginning September 18, 2025, you must provide 10 school days' notice prior to ending your student's enrollment. You must submit your request to withdraw from the program in writing, via email, to both Debi Cornelius debora.cornelius@watertown.k12.ma.us and Jeff Bodner jeffrey.bodner@watertown.k12.ma.us. "School days" are defined as days in which school is in session (weekends, holidays, school vacation weeks, etc. are not considered "school days.") You are responsible for the full program tuition through the final date of enrollment.
- After providing your request to withdraw from the program in writing, you will be sent a *Closing Out Your Student's Enrollment* email. This email will detail the cost of the scheduled days during your period of enrollment and the balance or refund due. This is needed because our tuition is charged in 10 equal payments, while each month has a different number of school days. After providing your request to withdraw from the program in writing, you will be sent a *Closing Out Your Student's Enrollment* email. This email will provide a detailed breakdown of the cost of your student's enrollment period using a daily rate calculation. The number of days your student was enrolled in the program will be multiplied by a daily rate and then subtracted by the total cost of the tuition paid to determine if there is a balance or refund due based on your student's end date in the program. This calculation is necessary as the tuition is paid in 10 equal monthly payments but each month has a different number of school days, therefore students who enter or exit the program throughout the year need to have their

enrollment prorated. In the case that you have 2 enrolled students and are withdrawing one, it will be assumed that the one who is being withdrawn has been paying the sibling rate, and the one remaining will continue with the full tuition rate.

- Registration fees are not refundable once your student is enrolled in the program.

Student conduct expectations:

1. At all times, students will be courteous and respectful towards other students and adults.
2. A student's behavior must not disrupt activities, endanger other students or adults, or interfere with the rights of others to participate freely.
3. A student's behavior must not endanger his or her own safety.
4. Students must show respect and care for school and program property.

Behavior Management, Discipline, and Consultation:

The purpose of behavior management at the Before School and Extended Day Program is to support students in acquiring self-regulation and successful conflict resolutions skills. Staff use age-appropriate, positive behavior management techniques such as frequent reminders, breaks, redirection to another activity, de-escalation strategies, non-verbal signs and picture aides, and positive reinforcement of desirable behaviors/safe choices. Staff assist in mediating conflicts that may arise between peers and model restorative practices as applicable and appropriate.

In the event that a student is repeatedly disruptive and/or exhibiting unsafe behaviors, Before School and/or Extended Day Program staff and administrators will take the following action steps:

- If a child is repeatedly disruptive and/or exhibits unsafe behaviors directed towards other students, staff members, or themselves, parents/guardians will be notified.
- If the disruptive and/or unsafe behavior continues the Extended Day Site Coordinator and/or Community Education Director or Assistant Director will reach out to the parent/guardian to set up a meeting with the parent/guardian, student, and program administrator to discuss expectations and implement a safety plan.
- If, at any point, a student is being unsafe and is not responsive to program staff's attempts to de-escalate them, a parent/guardian will be called and

asked to pick up their child as soon as possible and no later than 30 minutes from the time of outreach by the program. The student may be suspended from the program for one or more days and a re-entry meeting with the student and parent/guardian will be required before the student may return to the program.

- If unsafe behavior continues the student's enrollment may be terminated from the program and their space in the program will be offered to another student on the waitlist. If Watertown Community Education administrators determine that a student's enrollment in the program is terminated, the student is not eligible to participate in any programs offered through Watertown Community Education for the period of one year from the date of their enrollment termination. Future enrollment in Watertown Community Education programs will be on a trial basis.
- Watertown Community Education, the Before School Program, and the Extended Day Program reserves the right to terminate a student's enrollment from the program immediately if it is determined by the Director of Community Education that their presence in the program is such that the program cannot reasonably guarantee the safety of staff and/or other program participants.
- There will be no tuition refunds or proration for suspensions from the program or on days where a student is asked to be picked up early due to unsafe behavior. In the event that a student's enrollment in the program is terminated, a prorated refund will be issued effective on the first school day following their termination from the program.

Before School and Extended Day Program administrators may consult with a student's school day team including but not limited to their teacher, counselor, special education team, and/or school day administrators as needed to determine appropriate supports and strategies to help the student be successful in the program(s).

Process to request drop-in care for the Extended Day Program:

Drop-in care is defined as care requested for a student who is not enrolled to attend the program on the desired date of care. Drop-in care is based on availability and must be approved by your school's Extended Day Site Coordinator in advance. Requests for drop-in care must be submitted in writing via email at least one full school day in advance of the requested drop-in care date and cannot be requested more than 14 calendar days in advance. Students may not attend the program for drop-in care without an email from the Extended Day Site Coordinator approving the drop-in care request.

Drop-in care is not available on early release days. Requests for drop-in care on early release days will not be accepted or approved.

Drop-in care will not be approved if a group is enrolled at capacity, if the program's staffing on the particular date does not allow for additional students, and/or if there is an active waitlist for the group in which the drop-in care is requested. The drop-in care rate can be found in the [Before School, Extended Day, Vacation and Summer Programs 2025-2026 Chart of Tuitions](#).

Process to request drop-in care for the Before School Program:

Drop-in care is defined as care being requested for a student who is not enrolled to attend the program on the desired date of care. Drop-in care is based on availability and must be approved by your school's Extended Day Site Coordinator in advance. Requests for drop-in care must be submitted in writing via email at least one full school day in advance of the requested drop-in care date and cannot be requested more than 14 days in advance. Students may not attend the program for drop in care without an email from the Extended Day Site Coordinator approving the drop-in care request.

Late pick-up policy and fees:

It is the responsibility of the parent/guardian to pick up their child no later than 6:00 pm. Three (3) late pick-ups and/or failure to pay late fee may result in exclusion from the program. The late pick-up fee charge is \$15.00, per student, for every 15 minutes late (cell phone time).

Late Pick-up Fees

6:01-6:15PM \$15
6:16-6:30PM \$30
6:31-6:45PM \$45
6:46-7:00PM \$60

The late pick-up fee will be charged the next school day following your late pick-up and is due within 3 school days. Payment can be made online via City Hall Systems <https://epay.cityhallsystems.com/selection> or by check or money order payable to the City of Watertown. Refusal to pay late fees may result in termination of services. If a parent/guardian is late for pickup two times in one year (September-June) and receives a third notice, the family may be asked to leave the program either temporarily or permanently until a plan is made for timely pick up.

*****NOTE** Please help us by calling if you have an unavoidable emergency, providing responsible people on your emergency pick-up sheet, and most of all by thinking of your child. A child left behind when everyone else has gone home often feels anxious.

A member of our staff will remain with your student until they are picked up.

Can my student wear a smartwatch and/or bring a cell phone to the program?

Use of personal student cell phones and/or smart watches during Watertown Community Education Programs is not permitted. Cell phones must remain in the student's backpack. Smartwatches can be worn during the program but cannot be used to make calls, send or receive text messages, and/or for internet access of any kind.

If a parent/guardian needs to reach their student at any time, they should call the program cell phone and ask to speak with the site coordinator or administrator on duty. We kindly ask that parents/guardians do not engage with their students via cell phones or other devices during the program. This causes confusion for the student regarding our policy. If a student is experiencing a personal emergency, they should inform a teacher or staff member in the program who will help them to contact their parent or guardian if appropriate using a program and/or school phone or their own personal device only if necessary.

If the smartwatch policy is not being followed, the program site coordinator and/or Community Education administrator will inform the student and their parents/guardians that the student will be required to keep it in their backpack at all times moving forward. Refusal to follow this policy may result in termination of enrollment.

Watertown Community Education is not responsible for lost, stolen, and/or damaged devices.

Nurse Coverage, Medication, and Emergency Care Response Plans:

Watertown Community Education will make every effort to staff a nurse onsite each day for emergencies. It is possible that a nurse may not be available each day for either the full program hours or partial program hours. In the event that a nurse is not staffed or is unavailable, Watertown Community Education staff will respond to all medical emergencies by immediately calling 911. Non-emergency needs such as small cuts, bumps, and bruises will be managed by a staff member who is certified in first aid and CPR. There will be a first aid and CPR-certified staff member on-site at all times. Students with special health care needs including but not limited to allergies, diabetes, and seizure disorders will check-in with a school nurse prior to any gaps in coverage. Watertown Community Education staff are not permitted to administer medications of any kind with the exception of prescribed Epi-Pens. Staff trained in Epi-Pen administration will be on-site for the full duration of the program. In the event of an emergency, students with prescribed inhalers may self-administer their inhaler. If the inhaler does not provide relief to their breathing difficulties, 911 will be called.

immediately. Staff will not administer any prescription or non-prescription medications. Children will only be allowed to self-administer inhalers prescribed to them with written parental/guardian permission. If needed, EpiPens will be administered by trained staff. It is the parent/guardian's responsibility to ensure that inhalers and EpiPens are with the child during the program and are not expired.

Who to contact if you have questions or concerns:

Questions regarding your student and your student's program should be directed to your school's Extended Day Site Coordinator. If you have questions or concerns regarding Watertown Community Education Programming in general or would like to escalate your questions or concerns, please reach out to the Director or Community Education and/or the Assistant Director of Community Education.

Cunniff Extended Day Site Coordinator

Laureen Raftes

laureen.raftes@watertown.k12.ma.us

857-540-0690 (cell)

Hosmer Extended Day Site Coordinator

Tommy Brennan

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857-241-8067 (cell)

Lowell Extended Day Site Coordinator

Adam Vachon

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Director of Community Education

Debi Cornelius

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857-241-8499

Assistant Director of Community Education

Jeff Bodner

jeffrey.bodner@watertown.12.ma.us

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