

## Acton-Boxborough Community Education

### Extended Day Programs “Drop-In” Policy

A-B Community Education will allow daily “drop-in” care in our programs at the Administration Building, at Conant School, and at Gates School for our before and after care school programs. Each day there will be a number of spaces available at each program. The number of spots available will vary by program and by day to ensure that Extended Day maintains appropriate staff/student ratios. Fees are somewhat higher for this service as it requires additional oversight and families who access it are not committing to year round care.

Special Note: Children in Grades 1-6 from any school may “drop-in” to Extended Day at the Administration Building, however “drop-ins” at the Admin. Building won’t start until after the second week in September due to Transportation requirements. Kindergarten children need to follow Bus Pass policy and cannot bus to the Administration Building. Please check with the school as to their policy. Merriam and McT children have a walking bus from the Admin Building Extended Day in the morning and also in the afternoon.

Please follow these procedures:

1. 2 Business Days prior to needing care, contact the Acton-Boxborough Community Education office to ascertain whether there is a space available. Email the Extended day Coordinator, Kate Murray at [kmurray@abschools.org](mailto:kmurray@abschools.org) or call her at 978 266-2525.
2. Tuition is due immediately upon requesting the space and is not refundable . You may pay by in person (cash or check) at the Community Ed. office or over the phone using a credit card. The Drop-In Form and credit card authorization form can also be faxed to our office. A confirmation that there is or is not availability will be emailed upon receipt.
3. Update your child’s Extended Day Permissions on the Powerschool parent portal at <https://absis.ab.mec.edu/public>. This will provide Extended Day with permission to view the child’s Emergency Medical Information, Pick up and Release contacts, and Photo and Walking permissions. Your user name and password are the ones you created when you linked to your child’s account. This must be completed 24 hours prior to the drop-in. This needs to be done annually.
4. Notify your child’s school of the schedule change and send in the bus pass.