



Providing Excellence in Education and Care Since 1985

18 Grafton Street Shrewsbury, MA 01545
Phone: (508) 842-0430 Fax: (508) 842-1857

Extended Day Handbook 2026-2027

Welcome to the Lilliput EEC Extended day program. This handbook is designed to outline our policies and procedures for the extended day program. The goal of this program is to provide early drop-off and extended day services to families registered for our regular school day program.

Half day students are eligible to register for our early drop off program only.

Full day students are eligible to register for our morning and afternoon extended day program.

Staffing:

Our high-quality educators will provide care and stimulating activities for students in the extended day program. Teachers are trained in first aid and CPR as well as EEC and Lilliput School policies and procedures, the same as school day teachers. All extended day staff undergo a background record check (CORI, DCF, SORI), and finger printing.

Drop Off and Pick Up:

Parents and caregivers should use the blue door labeled extended day for pick up and drop off from the extended day program. The extended day program is located in room 9 for preschool and Kindergarten and in room 2 for toddlers.

Early Drop Off: Starts at 7:30

Afternoon Extended Day: 2:30-5:00

Closures and Cancellations:

Once a month extended day will close for professional development. These dates will be posted on the school calendar which will be sent out to parents as part of school orientation and is also available on our school website.

Although we do our best to staff our program with high quality professionals and substitutes, there may be a time when we will need to close due to lack of



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staffing. In this event parents will be notified with as much advanced notice as possible.

When the school closes for inclement weather extended day will also close. If the school has early release due to weather, there will be no extended day service. Extended day follows the Lilliput ECC calendar and is not open during school vacations and holidays.

Please also note that we will close extended day once a month for professional development. Please see the school calendar for specific dates so you can plan for coverage.

Registration Process:

Parents will need to register for the extended day program on ProCare. www.myprocare.com. Space is limited and on a first come first serve basis. Registration will open to current lilliput families in November and then to the public in January. Please see the school calendar for specific dates.

Parents who want to drop a day need to provide 2 weeks' written notice. We cannot hold spots for any reason. Parents who wish to add on days will be added to the waiting list which is on a first come first served basis.

Program Deposit:

A \$200 deposit is required as part of the registration process. This \$200 will be applied towards families last extended day bill as long as the family participated in the extended day program for at least 4 months.

As space is limited, we will keep a waiting list open for families who didn't make it into the program. Preference will be given to currently enrolled families.

Tuition and Payments:

Tuition is based on the full school year and then distributed over the school year into 10 equal monthly payments. Extended day will be billed with your child's regular tuition invoice, sent 7-10 days before the due date (the first of the month). Invoices will be emailed to the primary account holder's email address.



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- Due date: the first of the month
- Late Payments: \$10 for payments made after the 5th of the month.
Applied each month it is late
- Non-Payment will result in termination from the extended day program
- There are no credits or refunds for absences, sick days, or inclement weather days.

Payment Options:

- Personal Check: checks may be made to Lilliput ECC. Please be sure to add your child's name to the memo section of your check.
- Cash: please bring cash to the office so we can provide a receipt
- Online: you can pay by credit or with debit card at www.myprocare.com for a 2.45% fee.
- Electronic Funds Transfer: there is no fee for EFT. Please call or email the office and we will send you a link to set up EFT.

Tuition Rated 2026-2027:

Early Drop Off	1 Day a Week	2 Days a Week	3 Days a Week	4 Days a Week	5 Days a Week
Toddlers	\$47	\$94	\$141	\$189	\$236
Preschool & K	\$43	\$86	\$129	\$172	\$215

After School	1 Day a Week	2 Days a Week	3 Days a Week	4 Days a Week	5 Days a Week
Toddlers	\$94	\$123	\$283	\$378	\$473
Preschool & K	\$86	\$117	\$258	\$344	\$430

*if you need 5 AM and 5 PM extended day you are eligible for a discounted rate of \$550 for preschool & K and \$650 for toddlers.

**Drop in Rate of \$15 per hour

Late Pick Up Pricing	Price Per Minute
1-3 rd Time Late	\$2.00
4 th time late and onward	\$6.00
Chronic late pick up are cause for suspension or termination from the extended day program.	



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*Families with multiple children enrolled in extended day will receive a 5% discount.

Late Pick Up:

There are times when, unexpectedly, parents cannot pick up their children at the appointed time. We understand that sometimes parents cannot help being late, and so we will provide care until you get here.

Please call to let us know you are running late and when to expect you.

Chronic late pickups inconvenience everyone; therefore, parents will receive a warning on the third late pickup. A 5th occurrence will result in notification to the Program Director and potential suspension of extended day privileges until a plan can be created to ensure timely pickup.

Please understand that to be fair to everyone, you will be charged if you are late, please log into ProCare to see any new charges added to your ledger.

Withdrawal or Reduction in Days:

If you need to withdraw from the extended day program or reduce your schedule please provide 2 weeks' notice in writing.

Approved Pick Up:

Please note that any individual picking up your child must be on the approved pick-up list. To add someone to your child's approved pick-up list please send us a message in writing to info@lilliputschool.com. Please also inform the individual who will pick up your child to bring their drivers license with them.

You can add individuals as a regular pick-up person or as a one time pick up. Please indicate your preference when you submit their name. Please also ensure the name you provide matches the name on their license, do not use any nick-names.