

Before School Day Care Program Description

Middleton's Before School Day Care Program will be held at the Fuller Meadow and is available to students in Kindergarten through Grades 6 on a user-fee basis. The program will be housed primarily in the cafeteria with the gym, computer lab, and playground used for some activities. Kindergarten students are only eligible to participate on the full days (Tuesday/Thursday or Wednesday/Friday) they attend school. On Monday, Kindergarten students attending the Monday-A.M. session are eligible to participate.

The Before School Day Care Program will offer breakfast or students can bring their own breakfast. There are no scheduled activities but students will have materials to play games, do their homework and on occasion use the playground for before school recess or computer enrichment. The Before School Program does not discriminate on the basis of race, religion, cultural heritage, national origin, political beliefs, or marital status.

The Director of the Before School Day Care Program is Kevin Husson, Teri Ellis is the Secretary, and Nancy Dellea will handle the bookkeeping/accounts receivable for the program. On site each day there will be at least two coordinators.

The Before School Extended Day Care Program will follow the Middleton School calendar and will not be in session on holidays, vacations, or snow days.

Philosophy

The program is designed to provide children with a warm, supportive environment where they have an opportunity to relax and enjoy down time with others to enjoy activities. Efforts are directed toward developing a strong sense of community with our environment becoming "the neighborhood" to which children come to before school. Your child will be treated with consideration and respect and, in turn, will be encouraged to treat peers and adults in the same manner.

Policies

Attendance: If your child/children will not be attending the Before School Program on a morning they are schedule please contact the coordinator. Monthly fees cannot be adjusted for either sick days or vacations that differ from the school schedule.

Arrival of children: Children will arrive at the program according to the schedule written by parents on the registration form unless they are doing so on a drop-in basis. In all cases a parent must sign them in.

Forms: Registration forms and Medical Release forms must be completed and returned before your child enters the Middleton Before School Day Care Program. These forms must be updated if there are any changes. (i.e., telephone, employment, emergency contact, etc. in writing.)

Behavior/Discipline Policy: Our policy is to encourage positive behavior through reasonable rules and guidelines that are presented to the children. Students are entitled to a pleasant and harmonious environment in our program. Parents should review proper school conduct with their child at home. In the event that a child's behavior fails to follow the guidelines of respect and/ or safety within the program or activity, his/her parent will be consulted on the appropriate action to be taken. We reserve the right to dismiss any student from participation in the program if these guidelines are not met. There will be no refunds.

Family Changes: We ask to be kept informed of any changes or special situations at home. Since day-care children have long days, it is important for our staff to be aware of all changes.

Communication is essential in providing for your child's needs. All shared information is kept strictly confidential.

Schedule Changes: All changes to the regular schedule must be made in **writing** two weeks in advance of the change, so that the accounting department may make the appropriate adjustments and proper staff is available.

Health: All health information and medication policies as outlined in the Middleton Public School Parent and Student Handbook will be in effect during the Before School Day Care Program. However, we do require medical authorizations to the program independent of the school.

Medical Emergency: In the event a child is injured or becomes ill while participating in the program the coordinator will attempt to notify the child's parents/guardians or the emergency reference given in the application. However, if none of the foregoing can be reached or if in the judgment of the Before School Coordinator, immediate medical attention is necessary, the Before School Coordinator is hereby authorized to obtain medical assistance as it may deem necessary or proper. Additionally, staff members are Red Cross certified in Child CPR and basic first aid.

Vacation Weeks: There will be no day care on vacation weeks.

Issues: If you have any issues pertaining to the Before-School Program, you may contact Kevin Husson at the Howe-Manning School, 978-774-3519.

Confidentiality Concerns: All information of a confidential nature concerning a child enrolled in the Before School Day Care Program will be treated as such.

Updated Information: The Before School Day Care Program must be promptly notified in writing of any new significant physical conditions, personal problems, or changes in the information contained in the registration form that arise during the term of the child's enrollment in the program.

Before School Program Telephone Number: The Director can be reached at the Howe Manning School at **978-774 3519**. The Superintendent's office telephone number is **978-887-0771**.

Registration Fees: There is a non-refundable registration/fee of \$10.00 **per family** that is due upon registration. This fee guarantees that your child/children will be part of the program in the fall. Registration Fees must be paid by August 25th along with the first month's payment. The registration form with the accompanying check made payable to "**The Town of Middleton**" should be mailed or given to

**Teri Ellis
Howe-Manning School
26 Central Street
Middleton, MA 01949**

Registrations can also be sent to the Principal's Office in each school in an envelope addressed

**Teri Ellis
Before School Program
Howe-Manning School**

Financial Help will be made available to qualified families. Please contact the Office of the Superintendent of Schools at 978-887-0771 for information and an application.

Important Notice: Because the Before School Program is solely dependent on tuition revenue, the following conditions will be strictly enforced.

Tuition Payments: Tuition is to be paid one month in advance. Tuition for September must be paid by August 25th. Tuition for all future months must be paid by the 25th day of the preceding month. Tuition must be paid by check or money order payable to "**The Town of Middleton**".

Cash is not an acceptable form of payment.

Tuition checks and changes in monthly schedules are to be mailed or presented in an envelope to:

**Middleton Before-School Program
Attention: Teri Ellis
Howe-Manning School
26 Central Street
Middleton, MA 01949**

Returned Checks: Checks returned to the program by your bank unpaid are subject to a \$25 fee and will be charged to your Before-School, Day Care Account.

Failure to make Payment: If you fail to make payment your account will be referred to the Director. **If you owe back tuition from the school year 2010/2011 this must be paid before your child/children will be allowed to participate in the upcoming school year 2010/2011.**