BEFORE-SCHOOL PROGRAM

Parent Handbook

2019-2020

Medford Public Schools

489 Winthrop Street

Medford, MA 02155

(781) 393-2211

before-afterschool@medford.k12.ma.us

If a translation is necessary, please contact the ELL Office at 781-393-2348.

Caso necessite de um intérprete para traduzir esta informação, favor contactar the Escritório de ELL pelo número: 781-393-2348. (Portuguese)

Si un intérprete es necesitado a traducir esta información, por favor contacta la Oficina de ELL en numero: 781-393-2348. (Spanish)

Si w bezwen yon intepret pou tradui enfo mas yon sa a pou wou, souple rele nan nimewo telefon sa a: Bl wo ELL: 781-393-2348. (Haitian Creole)

Nếu quý vị cần thông dịch tiếng Việt, xin vui lòng liên lạc số 781-393-2341. (Vietnamese)

如果您需要翻譯，請致電 781-393-2348. (Chinese)
BEFORE SCHOOL PROGRAM – INFORMATION AND SIGNATURES FORM

PLEASE PRINT CLEARLY – COMPLETE IN FULL – RETURN BY JUNE 14, 2019

CHILD INFORMATION – DAYS IN ATTENDANCE: □ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY

Child’s Name: __________________________ Age: ______ Date of Birth: __________________________
Street Address: __________________________ Home Phone: __________________________
Cell Phone: __________________________
Eye Color: __________________________ Hair Color: __________________________ Gender: ______ Height: ______ Weight: ______ lbs.
Identifying Marks: __________________________ Ethnicity: __________________________
Grade in September 2019: __________________________ School: __________________________

HEALTH AND ALLERGIES

Please Note: The school nurse is not on duty during the Before School Program.

Name of child’s physician and/or clinic: __________________________
Physician Phone: __________________________

Please list any special limitations or concerns you or your child may have including dietary restrictions, allergies, chronic health conditions and medications. This information must correspond with school day information.

PARENT/GUARDIAN EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>PARENT/GUARDIAN #1</th>
<th>PARENT/GUARDIAN #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Relationship to Child:</td>
<td>Relationship to Child:</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
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<tr>
<td>Alt Phone:</td>
<td>Alt Phone:</td>
</tr>
</tbody>
</table>

If there is an emergency, which parent/guardian should be called first? __________________________
Preferred AM Phone: __________________________

If parent/guardian cannot be reached during an emergency please contact:
1) Name: __________________________ Phone: __________________________ Relationship: __________________________
2) Name: __________________________ Phone: __________________________ Relationship: __________________________

Please check:

□ I have read and agree to abide by the policies in the 2019-2020 Before School Program Parent Handbook. If I have any questions, I am aware that the director is available to help me better understand the handbook.

□ I agree to pay the monthly tuition for the number of days in which my child is registered in the Before School Program on the 20th of the prior month with the first payment due August 20, 2019 for the month of September. I understand the yearly Before School tuition is divided by ten months so that the monthly payment will remain the same throughout the school year, regardless of how many days the Before School Program is in session in a given month.

□ I give the Before School Program staff permission to administer first aid, or in the event of an emergency, to have my child transported to the nearest hospital for medical treatment. I also give the Before School Program staff permission to discuss any health issues or concerns with the school nurse (i.e. EpiPens).

Parent/Guardian Signature: __________________________ Child’s Name: __________________________ Date: __________________________
Welcome to the Before-School Program. Please carefully read all sections of the Medford Public Schools Before-School Program Parent Handbook for the 2019-2020 school year. Operating from 7:30 AM until the start of the school day, this program will be offered at the Brooks, Columbus, McGlynn and Roberts Elementary Schools beginning on the first day of school. The Before-School Program will be available during the 180 day school calendar year. The program will not be available on holidays, school vacation or days when school is cancelled. You may choose a three or five day program for your child.

The Before-School program is operated through Medford Public Schools. Regular school day policies and procedures are followed, as detailed in the respective elementary school handbooks.

CONTACT INFORMATION

Before School Office:
Megan Fidler-Carey
489 Winthrop Street
Medford, MA 02155
Tel: 781-393-2211
Email: before-afterschool@medford.k12.ma.us or mfidlercarey@medford.k12.ma.us

Program Sites:
Brooks Elementary School: Tel: 617-308-7648 Email: brooksbeforeschool@medford.k12.ma.us
Columbus Elementary School: Tel: 617-308-7952 Email: columbusbeforeschool@medford.k12.ma.us
McGlynn Elementary School: Tel: 617-388-9154 Email: mcglynnbeforeschool@medford.k12.ma.us
Roberts Elementary School: Tel: 617-233-7913 Email: robertsbefore@medford.k12.ma.us

ELIGIBILITY

Children enrolled at the Brooks, Columbus, McGlynn and Roberts Elementary Schools in grades K-5 are eligible to attend the Before-School Program. Children may only attend the Before-School Program at the elementary school in which they are enrolled.

FEE SCHEDULE

The tuition is based on a yearly enrollment fee (180 days), which is divided into ten equal monthly payments. Tuition must be received on the 20th of the prior month with the first payment due August 20, 2018 for the month of September.

<table>
<thead>
<tr>
<th>MONTHLY PAYMENT PLAN - 3 OR 5 DAY OPTION</th>
<th>3 DAYS PER WEEK</th>
<th>5 DAYS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 DAYS PER WEEK</td>
<td>$101.00 per month</td>
<td>$135.00 per month</td>
</tr>
</tbody>
</table>
BEFORE-SCHOOL PROGRAM REGULATIONS & PROCEDURES

I agree to follow the regulations and procedures of the Medford Public Schools Before-School Program as follows:

A. An annual $50.00 non-refundable registration fee is required at the time of registration for each following Medford Public Schools programs: After School, Before-School, Kids’ Corner, Make Way for Kids, McGlynn PreSchool and MEEP. Only one registration fee, per family will be charged. All additional registration fees will be credited to your account. Registration fees will only be accepted by check or money order made payable to City of Medford (Medford Public Schools). Cash will not be accepted.

B. As space is limited, registration for the Before-School Program will be accepted on a first come, first served basis. You will be informed during registration if your child is accepted into the program or placed on a waiting list. You must register in person in the Assistant Superintendent’s office at Medford High School. Registration will not be accepted via telephone, email or fax.

C. Tuition for the Before-School Program is based on a yearly enrollment fee (180 days), which is divided into 10 monthly payments of $135.00 for five days and $101.00 for three days for the first child with an 8% discount for each additional child.

D. All families are required to pay the monthly tuition electronically through Medford Public Schools third party billing provider, FACTS Management. Tuition will be debited or charged on the 20th of the month, August through May. A transaction fee for credit card payments will apply. Email reminders will be sent a few days before payment is due.

E. There is limited financial assistance available to qualified families on a first come, first served basis. For information regarding tuition assistance, contact the Assistant Superintendent’s office at 781-393-2310.

F. The Medford Public Schools Before-School Program reserves the right to terminate a child’s participation in the program if the monthly tuition is not paid by the 1st of each month.

G. Neither financial reimbursement, nor credit, will be given for a child’s absence due to emergency days, family trips, illness, religious events, snow days, vacations or failure to make full use of the program.
H. The Before-School Director must be notified in writing 30 days in advance of withdrawal from the program. Withdrawal with less than 30 days written notice results in an obligation to pay full tuition for the following month. The registration fees are non-refundable, and are not applicable to any tuition balance for any child leaving the program before the last of day the school year. Our program incurs staffing and other expenses based upon the total number of individual student enrollments, and operating costs associated with them for the full year.

I. Schedule changes are subject to availability. Request for schedule changes must be made in writing to the Before-School Director.

J. The Before-School program is not held when school is cancelled.

K. If your child will be absent from school, he/she will not be able to attend the Before-School Program for that day. Please call the Before-School Team Leader no later than 7:15 AM if your child will be absent.

   Brooks Before-School Phone Number: 617-308-7648
   Columbus Before-School Phone Number: 617-308-7952
   McGlynn Before-School Phone Number: 617-388-9154
   Roberts Before-School Phone Number: 617-233-7913

   You will also need to contact your child’s school if your child will be absent during the regular school day.

L. Parents/Guardians must comply with the schedule for the Before-School Program, that is, there will be no drop-off permitted prior to 7:30 AM. Only the Before-School Program personnel are responsible for your children, even if there are other school employees in the building.

M. There is a designated drop-off and check-in area for students attending the Before-School Program. Additional information regarding this matter will be forwarded to parents/guardians before the start of the school year.

N. Buses are not provided for students enrolled in the Before-School Program. Transportation is the responsibility of the parent/guardian.

O. Breakfast will be provided for all students who attend the Before-School Program through the Medford Public Schools Food Service Department.
HEALTH AND SAFETY

A. HEALTH INFORMATION
The Before-School Program follows the Wellness Policy of the Medford Public Schools. It is imperative that parents/guardians notify the school and before school program staff of all injuries or extended illnesses affecting their children's ability to attend the Before-School Program. All children attending the Before-School Program are expected to be well enough to participate in regular activities.

The health form provides space to report any child's allergies, dietary restrictions or chronic health problems so that an individual plan may be developed, if needed. Please make sure this information corresponds with the information shared with school day personnel.

B. ACCIDENTS AND EMERGENCY PROCEDURES
Minor Accident: Before-School staff members will be trained in First Aid and CPR. In the event of a minor accident, a staff member will administer first aid if necessary and notify the family.

Mildly Ill Child: If a child becomes ill while attending the program, a parent/guardian or emergency contact will be asked to pick up the child. It is policy to call a parent/guardian and request that a child is taken home if the child has a temperature of 100 degrees or any contagious illness or condition.

Major Incident: In the event of a medical emergency, a child will be transported by ambulance to the nearest hospital for medical treatment. Staff will notify the parent/guardian of the emergency and agree on a course of action. If a parent/guardian cannot be reached, staff will notify an emergency contact person on file. Staff will stay with the child until an authorized adult arrives.

C. MEDICATION PROCEDURES
As there is no school nurse on duty, medications are not administered during the Before-School Program with the exception of EpiPens. EpiPens submitted to the school nurse will be made available to the Before-School Program staff. Only in an emergency situation will our trained staff be permitted to use the EpiPen on previously diagnosed children.

D. SAFETY
In the case of fire or other emergencies, children will be evacuated from school buildings in accordance with the fire drill plans posted in each room.