



Before School Care Program: Parent Handbook



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Welcome to the Before School Care Program

We are delighted that you have chosen our before school care program for your child and family. We recognize the importance of quality care for all children and we also value partnership with families.

Admission and Registration

All families applying to our before school care program must submit a registration form. Once the registration form is received, parents will be contacted to let them know if their student was accepted into the program.

Parents will receive a registration packet, which needs to be returned prior to the child attending. If forms are not returned within two weeks, your child will be dropped from the roster in order to make space for other children who may be on a waiting list. Completed registration forms can be dropped off at the SAU 56 Office at 51 West High Street, Somersworth NH 03878.

Tuition

Before School Care is being offered three days a week or five days a week. The cost for the program is \$5.00 per day. Parents will be billed by the SAU office on a monthly basis based on the attached payment schedule. Payment is due prior to the 1st of each month. If payment is not received, your child's last day will be the previous day to the 1st. Families will be asked to sign a Payment Schedule agreement attached to this packet.

Programs

Our Before School Care Program will be located at Idlehurst Elementary School and serves children who are registered in grades K-2.

Hours

Monday through Friday 7:00am-8:45am (Students will be dismissed to their classroom)

Information

The before school care program will follow the Somersworth School District Calendar. A copy of the calendar is included in the packet.

No School Procedures

Somersworth School District uses the ALERTNOW communication service. This automated calling system will notify families and staff when there is a school emergency, such as a snow day. Caller ID will display the school's main number when a general announcement is delivered. If it is a dire emergency, called ID will display 411. ALERTNOW will leave a message on any answering machine or voicemail. If the ALERTNOW message stops playing, press any key and the message will replay from the beginning. No school and delayed openings is also given out on WMUR. Before school care will be canceled if there is a delayed opening.

Discipline

The Somersworth School District uses PBIS (Positive Behavior Interventions and Supports). PBIS is a proactive and interactive approach to establish a social culture in a school that supports social, emotional, and academic success. It uses data-based decision making to align curriculum and behavioral supports for students and staff. It is aimed at supporting safe and effective school environments while preventing behavior problems with students.

In the event that PBIS is not successful with your child; a meeting will be held to discuss continued attendance in the program.

Contact Information

Program Coordinator:

Jessica Cox

Phone: 603-692-2435

Email: jcox@sau56.org

Billing:

Katie Krauss

Phone: 603-692-4450

Email: kkrauss@sau56.org

Registration Form

Parent Name:

Address:

City, State, Zip:

Phone:

Email:

Student Name:

Grade:

Full Time Program (5 Days a week):

Part Time Program (3 Days a week):

Before School Care Payment Schedule

All Payments are due by the 1st of the month

<u>Month</u>	<u>Part Time (3 days week)</u>	<u>Full Time (5 days a week)</u>
September	\$75	\$110
October	\$75	\$105
November	\$45	\$90
December	\$45	\$70
January	\$75	\$105
February	\$45	\$80
March	\$60	\$95
April	\$45	\$80
May	\$75	\$105
June	\$30	\$45

Before School Care Payment Schedule Agreement

All Payments are due by the 1st of the month

<u>Month</u>	<u>Part Time (3 days week)</u>	<u>Full Time (5 days a week)</u>
September	\$75	\$110
October	\$75	\$105
November	\$45	\$90
December	\$45	\$70
January	\$75	\$105
February	\$45	\$80
March	\$60	\$95
April	\$45	\$80
May	\$75	\$105
June	\$30	\$45

I hereby agree to pay my child's tuition to the before school care program **before the 1st of each month.**
I have been provided a copy of the payment schedule. I understand that if payment is not received by the 1st of the month; my child's last day in the before school care program will be the day before the 1st and my child's place will be given to the next child on the waitlist.

Parent Signature

Date

2018-19 SOMERSWORTH SCHOOL CALENDAR

AUGUST/SEPTEMBER-22

M	T	W	T	F
TW	TW	29	30	31
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER-21

M	T	W	T	F
1	2	3	4	TW
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER-18

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	TW	22	23
26	27	28	29	30

DECEMBER-14

M	T	W	T	F
3	4	5	6	7
10	11	12	13	TW
17	18	19	20	21
24	25	26	27	28
31				

JANUARY 2019-21

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY-16

M	T	W	T	F
				TW
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH-19

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	TW
25	26	27	28	29

APRIL-16

M	T	W	T	F
1	2	3	4	5
8	9	10	11	TW
15	16	17	18	19
22	23	24	25	26
29	30			

MAY-21

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE-9

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- August 27 & 28, 2018 Teacher Workshop (TW)
- August 29, 2018 1st Day of School
- September 3, 2018 Labor Day
- October 5, 2018 Teacher Workshop (TW)
- October 8, 2018 Columbus Day
- November 12, 2018 Veterans Day (Observed)
- November 21, 2018 Teacher Workshop (TW)
- November 22, 23, 2018 Thanksgiving Recess
- December 14, 2018 Teacher Workshop (TW)
- December 24-January 1, 2019 Holiday Recess
- January 21, 2019 Martin Luther King, Jr. Civil Rights Day
- February 1, 2019 Teacher Workshop (TW)
- February 25-March 1, 2019 Winter Recess
- March 22, 2019 Teacher Workshop (TW)
- April 12, 2019 Teacher Workshop (TW)
- April 22-26, 2019 Spring Recess
- May 27, 2019 Memorial Day
- June 13, 2019 Last Day of School

Blue/First and Last Day of School

Yellow/Holidays

Red/TW-Teacher Workshop

Green/Recesses