

Somerville Child Care Center Family Handbook

Updated July 2025

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Welcome to the Somerville Child Care Center,

A group of Somerville Public School (SPS) employees started the Somerville Child Care Center (SCCC) in 1993. SCCC is self-supporting and operates under the Somerville Public Schools (SPS). SCCC has an exemption from licensure from the Massachusetts Department of Early Education and Care (DEEC); however, license regulations are followed to the fullest extent possible. Please read through the handbook to become familiar with our policies.

We are a member of the Commonwealth Preschool Partnership Initiative (CPPI) Grant from the Massachusetts Department of Early Education and Care. The CPPI Grant supports the Somerville Partnership for Young Children (SYPC) to reach its goal of making sure that all young children in CPPI classrooms are ready and excited to learn. Screening tools that CPPI programs use are the Ages and Stages Questionnaire (ASQ) which is completed by families in the fall, The Early Screening Inventory Third Edition (ESI3) also completed in the fall and PELI (The Preschool Early Literacy Indicators – a tool used to assess children who will be leaving for kindergarten) which is administered three times a year. You will receive a packet from SYPC with information and permission forms. Screenings and referrals are only done if you give permission.

Meet our teachers:

Tricia

- grew up and lives in the Somerville area
- has a degree in Early Childhood
- when not working I like to take walks with some friends
- a book I like to read to children is *Flower Garden* by Eve Bunting

Sheila

- attended Somerville High School
- has an Early Childhood degree
- when not working I like to spend time with my family
- a book I like to read to children is *Grandpa's Slippers* by Joy Watson

Juliet

- received a master's degree in Education in 2021 from Lesley University
- currently attends Lesley University majoring in psychology
- has over 8 years of experience in the education field
- when not working you can see me walking with my dog or spending time with my daughter
- a book I like to read to children is *The Mitten* by Jan Brett

Olivia

- attended Somerville High School
- graduated Bunker Hill Community College
- currently attending Lesley University
- when not working I like to work on word search puzzles
- I like to read any book that children ask me to read

We collaborate with Somerville High School's Early Education and Care program and local colleges and accept student interns. These interns go through the same background checks that the teachers do. Student's placement at the Center allows interactions and observations of young children and compliments their classroom studies. Substitute teachers work under the supervision of a DEEC certified teacher.

We strive to provide an environment where children and adults:

- Feel safe
- Feel that they belong
- Build self-worth
- Appreciate differences
- Develop positive and trusting relationships
- Respect each other

Parking

When dropping off your child please adhere to Somerville High School's parking policy: Please use the two designated passenger plate 5-minute parking spots when dropping off your child. If these two spots are occupied, please continue driving on the right side in front of the building. You can park your vehicle on the right side and bring your child to the door for a teacher to take into the classroom.

Please know that 7:30am to 8:00am is a busy time when high school students are being dropped off. Please do not block this line of traffic.

Please take the time to review (and refer back to) the policies and procedures implemented at Somerville Child Care Center. We look forward to getting to know you and your family.

***IF THE PHONE LINES ARE DOWN OR YOU CANNOT GET THROUGH TO THE CENTER PLEASE GO TO THE MAIN OFFICE AND THEY CAN GET IN TOUCH WITH US.**

SCCC Teachers

Purpose

The purpose of SCCC is to provide quality care and educational services to preschool aged children (2 years and 9 months up to 5 years old).

Mission

The mission of SCCC is to prepare children for kindergarten by providing them with opportunities to develop their cognitive, language, physical, social, emotional and self-help skills.

Philosophy

Children learn and develop skills through their interactions with their environment and through their play. Our classroom is set up to support children in making choices and initiate activities. Active involvement and hands-on experiences allow children to acquire the skills and abilities needed for success in kindergarten and beyond. The classroom has a variety of materials and activities: math, science, literacy, sensory, fine motor...available to the children that encourage learning in all domains: social/emotional, cognitive, physical and language.

Goals

- provide an environment in which children feel safe and accepted
- facilitate and guide children in their learning
- provide a curriculum that is developmentally appropriate and aligned with the Somerville Public Schools' Early Childhood SEE Every Child Curriculum and the Massachusetts Guidelines for Preschool and Kindergarten Learning Experiences

Eligibility

Somerville Child Care Center enrolls children who are 2 years 9 months to 5 years of age. SCCC does not discriminate and accepts children and families regardless of race, color, sex/gender, gender identity, religion, socio economic status, cultural identity, national origin, marital/union status or political beliefs.

Admission

SCCC enrolls 18 full time children (5 days a week). Sixty-seven percent of the open slots are for Somerville Public School teachers. Teachers have the option of a 3 or 5 day enrollment for the summer months only (\$60 a day for 5 days and \$80 a day for 3 days). Teachers who want to discontinue services for the summer and resume services at the start of the school year are required to pay a non-refundable \$500 fee (\$250 per month) to retain the slot. This payment is due with the final payment in June. Thirty-three percent of the open slots are for Somerville municipal employees. Vacant positions that are not filled by these employees are offered to residents of the community first and surrounding communities second. Waitlists for all categories are maintained by the date the applications are received. Once accepted into the program, the child may stay until s/he ages out. Some restrictions apply: lack of payment, withdrawal, or the program is unsuitable.

Enrollment

Parent is notified of an opening

Parents visits the classroom and make a decision to accept or decline the opening

Parent receives the required packet of paperwork

Parent completes and returns the paperwork

Parents visits the classroom with their child and a start date is agreed on

Withdrawal

Please give a written notice with the final date. There are no refunds so please plan accordingly.

Transitioning to the Somerville Public Schools

SCCC shares information on Somerville Public School's preschool and kindergarten registration and related community events with families whose children are old enough. If you are not a resident of Somerville, please call your local school department for preschool and kindergarten registration information.

For children who are leaving SCCC for public school preschool and kindergarten, their last day of enrollment will be on the last Friday in August (if still enrolled at that time) before SCCC closes for the week to clean and prepare for the following year.

Children's Files

Paperwork that you complete/submit and assessment information from the teachers are kept in each child's file. SCCC employees have access to the files and are informed that the information is confidential. It is your right as a parent to have access to your child's file. Consent forms are valid for one year from the date of its execution unless it is withdrawn in writing. You may be asked to review the paperwork throughout the year. It is important to keep information current and accurate. The telephone numbers listed are the numbers that we use to contact you or an emergency contact when needed. ***Note: Any changes in telephone numbers must be updated immediately.**

Information regarding your child or your child's file will not be shared with anyone outside of the Somerville Public Schools without your written consent. Written requests for any records by any organization or person become part of your child's file. When your child leaves SCCC, a copy of your child's file will only be shared with a designated person or agency outside of SPS upon your written request. We retain your child's record for three years.

Child Custody/Restraining Orders

Copies of legal documents are required to enforce court decisions regarding custody and restraining orders. SCCC cannot withhold information from one parent/guardian when requested by the other parent/guardian without legal documentation. These documents become part of your child's file.

Social Media / Photographs

Families complete a form that allows or restricts SCCC, SPS and SPYC (Somerville Partnership for Young Children) to use photographs/videos of their children in their newsletters, classroom displays, classroom activities or websites. SCCC allows families to take photographs of their children only. Taking photographs of the other children is strictly prohibited. SCCC does not authorize families to take photos of children or to use any photographs shared by SCCC, SPS or SPYC.

What is needed from you

- *Label all of your child's belongings: water bottles, back pack, lunch box, blanket, jacket, clothes...
- *Extra sets of season appropriate clothes (at least 2 - more if your child has frequent accidents)- you will be called if your child has an accident and does not have extra clothes to change into.
- *A nutritious lunch and at least three snacks **that are nut free (peanuts, tree nuts, coconut...– please check all labels** especially when putting it into a snack/sandwich bag - **some products may have traces of peanut depending on the facility they are made in and are not allowed.**
- AN ALLERGIC REACTION MAY RESULT IN DEATH.**
- *We do not heat nor refrigerate children's food; a thermos helps hot foods stay warm and ice packs help with the cold foods.
- *Practice with your child opening and closing containers/lunch boxes that you send in with their food.
- *Let your child know what you expect him/her to eat for snack and lunch.
- *Wash lunch boxes when soiled.
- *Bring in a water bottle filled with **water only - no juice** -for your child- this allows your child to get a drink when thirsty during the day and children bring their water bottles outside in the warm weather.
- *A small blanket and small stuffy for rest time that your child can put into his/her cubby.
- *We send the blanket and stuffy home weekly to be washed – please send in a bag for the blanket or make sure it fits into your child's backpack.
- *One family photo to be displayed in your child's cubby.
- *Carriages- If you bring your child in a stroller you must take it with you when you leave.
- *Payment for services are due in advance-there is a charge for late payments.
- *NO GLASS BOTTLES OR CONTAINERS***

Transition from Home to School

When you and your child are saying good-bye, both of you need to feel safe and comfortable. Set up a morning routine to help your child with this transition. Let a teacher know if you want help.

Toileting

Toileting is part of our daily routine. Children who are not toilet trained will also participate and practice this important self-help skill. Dress your children in clothing that they can do on their own: pull up and pull down. Please bring in the required items if your child is not in underwear: pull ups with Velcro sides, non-powdered latex free gloves, wipes, and storage bags to discard soiled pull-ups (please communicate with teachers to ensure that your child has adequate supplies at all times). Children are changed while standing up. They will be using/working on developing their self-help skills when toileting during the day. We ask that you support us by encouraging your child to use the toilet when at home. *Please ensure that your child has several changes of clothes and an extra pair of footwear.*

When soiled clothes are sent home please send in a clean set on the following day. * If your child does not have extra clothes to change into you will be called and asked to bring a set of clothes for your child.

Hours of Operation – Somerville Public School Year

SCCC is open 7:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, public school snow days and one week in August (the week before Somerville Public Schools returns back to school). Emergency

and additional closings are made by the SPS administration and unfortunately come with little to no notice.

Hours of Operation – Somerville Public School Vacations and Summer Months

SCCC is open 7:30 a.m. to 3:30 p.m. Monday through Friday. This schedule starts on July 1st and ends in August, on the Friday before SCCC closes for one week.

IF THE PHONE LINE IS DOWN, PLEASE GO TO THE MAIN ENTRANCE DOOR # 1A. EXPLAIN TO THEM THAT YOU CANNOT GET IN TOUCH WITH US AND ASK THEM TO CALL US.

Arrival

When you arrive at door 29, call the center 617-625-6600 ext. 611101 and a teacher will come get your child. SCCC asks that you adhere to a regular schedule of arrival so that your child can adjust to his/her routine. Inform a teacher if you plan to arrive after 8:30 a.m. due to an appointment. Please call or email SCCC when your child is not attending. * If you want to walk your child into the classroom please let a teacher know. You can also enter the building by checking in at the main office.

***IF THE PHONE LINES ARE DOWN OR YOU CANNOT GET THROUGH TO THE CENTER PLEASE GO TO THE MAIN OFFICE AND THEY CAN GET IN TOUCH WITH US.**

Departure

When picking up your child, call the center 617-625-9900 ext. 611101 and a teacher will bring your child out to you. *Let the teacher know if you want to come into the classroom when picking up your child. You can also enter the building by checking in at the main office. We close at 4:00 p.m. (3:30 during vacations and summer), however, you can pick your child up at any time before then. If you anticipate that you will be late, call the Center. Letting SCCC know that you will be late allows us to prepare your child and to make personal arrangements. There is a late fee charge of \$25 for each 15 minute increment. Only authorized adults (18+ years of age) listed on the forms in your child's file can pick up your child unless you call to inform us that someone who is not listed will be picking up. This person will be required to show a picture ID. **Once a child is released to an appropriate adult, s/he is signed out for the day and cannot return for additional services on that day. Children are not temporarily dismissed so please plan appointments accordingly.**

Late Pick up Policy

You will be called immediately if your child is not picked up on time. If you cannot be contacted, the names listed in your child's files will be called and they will be asked to pick up your child. The adult picking up the child will be asked to sign the late pick up form which has the following information: the late fee amount and the time the child was picked up. If there is no contact with any adult, Somerville Public School's Central Administration will be called and we will follow their instructions.

Social/Emotional Guidance

Children are in the process of developing emotional and social skills. We support children's social and emotional growth in various ways. One way that we do this is through a social and emotional learning curriculum called Second Step. We present a poster with a social conflict and have discussions with the

children. Children help to identify and name how the children and adults in the poster are feeling, what the conflict might be and possible solutions. In real situations we assist the children. For example, when feeling angry, one strategy that we encourage the children to use is: smell the flowers and blow out the candles. Once they are calm we talk about their feelings and try to come up with solutions. Other strategies we encourage them to use are: have looking eyes, listening ears, quiet voices and calm bodies. Our goal is to reduce impulsive and aggressive behaviors and increase children's social competence.

Guidance/discipline techniques used in the classroom are: set limits that are consistent and enforced, allow children to talk about their feelings, provide spaces for children to be alone, provide choices when available/acceptable, redirect or remove children from the problem, suggest alternatives/solutions when needed, prepare for transitions, communicate to children what they can do, role model positive behaviors, intervene when children tease or reject others, provide guidance when a child needs to regain self-control, use time out only when necessary. SCCC follows the state regulations and prohibits the following forms of discipline: spanking or other corporal punishment, subjecting children to cruel or severe punishment (such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical action inflicted in any manner upon the body, i.e. shaking), threats or derogatory remarks, depriving children of outdoor time, excessive time outs, withholding meals or snacks or force feeding them, otherwise, making them eat against their will, or in any way using food as a consequence, disciplining a child for soiling, wetting, or not using the toilet or forcing a child to remain in soiled clothing or forcing a child to remain on a toilet, or using any other unusual or excessive practices for toileting.

Challenging Behaviors

When a child's behavior is causing harm to themselves or others, is disruptive to the classroom routine or interferes with their development you may be notified and if needed you may be asked to pick up your child. You may be required to meet with the teachers to develop a behavior action plan. If needed, the teachers will contact the Somerville Public Schools Early Education team for guidance. SCCC will strive to assist your child with challenging behaviors. If your child is a continuous threat to others or your child's needs becomes an undue burden on the program, SCCC may need to terminate services. SCCC is responsible for keeping all children and staff safe.

Physical Restraint

If needed, we will remove either the child or the group of children from the classroom when a behavior is posing a risk to others. We need to ensure children's and teacher's safety and physical restraint (holding a child on one's lap) is only used in extreme situations that jeopardize a child or teacher's safety.

Referral Service Procedure

When there are concerns about a child's behavior SCCC may implement some of the following actions:

- *discussions and meetings amongst the teachers,
- *develop a plan to document/record observations if needed,
- *schedule a meeting with the parents/guardians to share the concerns
- *make a decision to determine if the child should be referred for further evaluation, contact the SPS Early Childhood Director
- *decide if an outside referral needs to be made
- *decide if SCCC is the right fit for the child...

All information will become part of the child's file.

Assessments / Conferences

Initial assessments are completed on children within two months of enrollment. A full assessment is completed on your child two times a year. Assessments are confidential and not shared with anyone from outside agencies (SPS is not an outside agency) without your permission. Copies of assessments are sent for you to read over. At these times, you have the option to meet with the teachers to discuss your child's growth and development. Please know that you may request to meet with the teachers at any time.

Daily Schedule

TOILETING AND HANDWASHING BREAKS OCCUR THROUGHOUT THE DAY

Electronic Media - We will sometimes access age appropriate songs, stories and movement activities to use with the children

7:00 – 8:30 Arrival-Center opens; children put their belongings away, wash their hands and Free Play.

8:30 – 9:00 Clean up, wash hands, eat snack

9:00 – 9:20 Morning meeting: greeting, message, read the anchor text on Mon, Wed and Friday – read the focus letter texts on Tuesday and Thursday

9:20 – 9:40 Morning work – children spend time on a fine motor activity: tearing, cutting, writing, stringing

9:40 – 10:40 Area time – free play - individual/small group learning time with a teacher with a math, letter or EEC guideline focus. The other teachers move around the classroom and spend time interacting with the children.

10:40-10:55 Word Letter Play – letter recognition, letter sounds, word segmentations, rhyming.

10:55-11:15 Learning shelf time - – children select activities from the shelves and work on literacy, math, science and fine motor activities related to the theme/unit that we are learning about

11:15 – 12:00 Outside - children go to the playground or for a walk (weather permitting).

12:00 – 12:30 Lunch-children eat (at their table) and participate in conversations.

12:30 – 2:30 Rest-all children nap or rest quietly on their assigned mat. Sleeping children are not woken up before rest time is over.

2:30 – 4:00 Snack/free play/ departure.

Outside Play

SCCC will attempt to go outside daily (weather permitting). Please dress and apply sunblock on your child according to the season. Sneakers and closed shoes are **strongly** recommended as children run and climb the structures at the park.

Holidays/Closings

The Center closings / Holiday schedule for the upcoming year is shared with you at enrollment or in September. Unfortunately, emergency closings are given little to no notice.

Snow Days

SCCC is closed when the Somerville Public Schools (Somerville Community Schools during school vacations) are closed. SCCC will close early if Somerville Community Schools is cancelled on school days due to inclement weather. When this happens, we will call you to pick up your child. If there is a delayed Somerville Public School opening, SCCC will also have a delayed (same time) opening.

Parent Communication and Involvement Plan

We strive to develop positive relationships with each family. Communication between teachers and parents and being involved in your child's education is important in helping your child succeed.

***Confidentiality:** Children's files, assessments and other pertinent information are confidential.

Information on your child may be shared with the SCCC teachers and departments within the Somerville Public Schools as needed. Information is not shared with anyone outside of SPS without your written consent except for court subpoenas.

***Monthly Happenings:** The monthly happenings give an overview of what we have worked on for the month.

***Daily Communication:** Conversations at arrival and departure times are a time to share information and ask questions about your child. You can also call SCCC 617-625-6600 ext. 611101 or email ssousa@k12.somerville.ma.us, joleary2@k12.somerville.ma.us, and tkennedy@k12.somerville.ma.us to speak or correspond with a teacher.

***Meetings:** Meetings can be scheduled with the teachers at any time to discuss your child or to address any concerns that you may have – call or email the teachers to set up a time

***Concerns/Suggestions:** Share any concerns or suggestions that you may have to help us better serve you and your child.

***Group Emails:** Center information is sent home via group emails. Please use the group email to communicate and reach out to each other as needed.

***Center Donations:** SCCC is self-supporting and will sometimes ask for donations

***Classroom visits:** We are open to families coming into the classroom to visit, read a story, or do an activity with the children or anything else that is appropriate.

- ***i.e. Holidays/Celebrations*** - SCCC does not encourage or discourage the observance of holidays or celebrations. Families are unique and have their beliefs, ideas and expectations. SCCC welcomes you into the classroom to share your holidays/celebrations. Sharing your culture builds self-worth, exposes children to new experiences and teaches acceptance.
- ***i.e. Birthdays***: We understand how children feel when it is their birthday and will acknowledge their birthday by singing "Happy Birthday" to them. If you want your child to celebrate his/her birthday at SCCC, you may donate or come in and read a book honoring your child's birthday. *If your family does not celebrate birthdays, inform SCCC staff so arrangements can be made for your child.

Health Guidelines

A yearly health examination with a lead test result is a requirement for enrollment at SCCC. Children must have had a physical exam within one year of admission or obtain one within one month of admission. Families who do not have their child immunized must complete the exemption form (yearly) from SPS before starting. Physical exams are valid for one year and shall be repeated annually. The Massachusetts Department of Public Health requires the following immunizations: *Hepatitis B – 3 doses *DtaP/DTP/DT/Td >4 doses *Polio >3 doses *Hib >3 doses *MMR-1dose *Varicella – 1 dose *Yearly Flu shot - optional

*If your child has a chronic medical condition you will be asked to complete a health care plan form and to bring in the necessary medication to keep on site.

Health

SCCC follows the Somerville Public Schools' and the Somerville Board of Health's regulations, guidelines and suggestions.

Hand Washing

Children are asked to wash their hands throughout the day to decrease the spreading of germs. i.e. arrival, coming in from the outside, before and after eating, when putting hands/fingers in the mouth, after toileting, blowing their nose, coughing/sneezing on their hands. We remind children to rinse the soap from their hands and to dry them thoroughly to help prevent dry, chapped hands. We suggest that you follow this routine at home. When children's hands are dry and they need a special soap or lotion, please bring in a doctor's stating the information/plan for us to follow. The first application needs to be applied by you at home to watch for allergies.

Illness Policy

You are asked to perform a daily screening to determine if your child can attend for the day. To protect other children and the teachers; you may not bring a sick child to the Center. Please follow our exclusion policies on page 15. The Center has the right to refuse a child who appears ill. Children who come to school sick or become sick in school will be sent home. You will be notified and required to pick up your child **immediately**. Teachers are responsible for providing care to an entire group of children and cannot care for sick children. When a child is sent home ill our exclusion guidelines (refer to page 15) will be enforced. **Medicating children to mask the symptoms and sending them to school puts them and others at risk.**

Medication

All teachers complete a Department of Early Education and Care online training in administering medication. SCCC will assist in administering prescription and non-prescription medications to children only when these conditions are met: **a.** you administer the first dose. **b.** there are written orders from the physician (medication must be in its original container and have the prescription label with the date that the prescription was filled and the name of the health care provider, or a doctor's note, child's first and last name, the dosage, instructions on how to administer the medication, number of times per day, the number of days to be administered and the expiration date of the medication). Non-prescription medications can only be administered when accompanied with a doctor's note and packaged in its original packaging with the same information as above. **c.** a medication form is completed and signed by you. **d.** the medication is in its properly labeled container and is stored under proper conditions, in the refrigerator, locked cabinet or first aid bag, unless otherwise specified in a child's individual health care plan.

Allergies/Chronic Illnesses

It is important that you share your child's allergies or chronic illness on your child's developmental form. If needed an Individual Health Care Plan will be completed. Health Care Plans are posted in the office for

teachers to follow and are confidential. **At this time, we are an all nut free classroom: peanuts, tree nuts, coconuts..... Please remember some products may have traces of peanut depending on the facility they are made in, so please check ingredients on the package. AN ALLERGIC REACTION MAY RESULT IN DEATH.**

Sunscreen

Please apply sunscreen on your child daily, especially during the good weather, a time when we spend more time outdoors. We do not apply sunscreen.

Hand Soap /Lotions/Chapstick

SCCC will follow the medication policy. Non-prescription medications can only be administered when accompanied with a doctor's note and packaged in its original packaging. A written order from the doctor with the following information is needed: child's name, the dosage, instructions on how to administer the product, the number of times per day and the number of days to be administered.

Accidents/Injuries

All teachers are trained in First Aid and CPR and will treat minor injuries/accidents. A report stating the information will be shared with you at the end of the day. If we feel that you should be notified in advance we will call you. Examples of when we may call are when a child has a noticeable mark on the face or a child hit his/her head fairly hard. For more serious injuries or medical situations, your child will be brought to the School nurse (if available) or 911 will be called. If needed, your child will be taken in an authorized emergency vehicle to the hospital: your hospital preference will be shared with them. A teacher will remain with your child until you arrive. You will be notified immediately of any injury which requires any medical care beyond minor first aid. If you cannot be reached the emergency contacts in your child's file will be called. Your child is our primary concern.

Emergency Procedure: One adult attends to the injured/sick child, one to two adults stay with the group, one adult makes the necessary telephone calls and if a child needs to go to the hospital, the child will be transported in an authorized emergency vehicle and a teacher will accompany him/her.

Contacting Parents/Guardians/Emergency Contacts

When there is an emergency concerning your child SCCC will call the first parent listed on the forms. If contact is not made additional calls will be made – 2nd parent, emergency contact #1, emergency contact #2, and emergency contact #3 until an adult is contacted. **It is important to keep all information and telephone numbers up to date.**

Child Abuse and Neglect

Childcare professionals are mandated reporters of child abuse and neglect. Teachers complete an online training yearly and follow the policies and procedures of the Somerville Public Schools and the Department of Children and Families when they suspect abuse on a child. Accusations of abuse or neglect against an employee will be reported to SPS and their policies will be enforced.

Release of a Child

In order to protect your children, they can only be released to an authorized adult who is 18+ years of

age and whose name is on file at SCCC. Teachers will ask unfamiliar adults for identification and check to see if they are listed in the child's file. In emergencies when someone not listed on file has to pick up your child, call the center to inform the teachers. Give the teacher the person's name and have that person bring a form of identification. **Once a child is released to an appropriate adult, s/he is signed out for the day and cannot return for additional services on that day.** If for any reason a teacher believes that the person picking up the child is under the influence of any substance Somerville Public School's Central Administration will be informed and we will follow their instructions.

Fire Drills/Evacuation/Shelter in Place/Lock Downs

Fire drills occur throughout the year and the teachers and children practice getting out quickly and safely. We (teachers and children) are not allowed to stop to get any belongings. If SCCC is evacuated, Somerville Public Schools will inform us of a safe evacuation site to use. We bring our first aid bag with pertinent information with us during a drill or evacuation.

SCCC practices and follows Somerville Public School's Shelter in Place and Lockdown procedures when deemed necessary.

Lost Child/ Missing Child

A picture and copies of information from a child's file are put into the first-aid bag and are taken with us any time we leave the building. Children's arrival and departure times are documented. Frequent head counts are done throughout the day and when entering and leaving the classroom, building, and parks. If a child is missing, one teacher will search the premises and surrounding areas and the other teacher/s will stay with the group. If the child is not located, 911 and SPS administration are called immediately and then you will be called. SCCC will follow instructions from the local authorities and Somerville Public School administration.

Tuition

SCCC is self-supporting and yearly financial evaluations determine the tuition rates/fees. The current tuition is \$60.00 a day. Payments for services are required in advance. Late payments will result in a \$35.00 late fee charge. Lack of childcare payments will result in immediate termination from the program.

*You are required to pay for the following: registration fee, absences for any reason, vacations, late pick-up, children's regular scheduled days, snow days, holidays, full day and early closings due to emergencies, early releases/closings, delayed openings, late payments and returned checks. SPS teachers who want to discontinue services for the summer and resume services at the start of the school year are required to pay a non-refundable \$500 fee (\$250 per month) to retain the slot. This payment is due with the final payment in June. If this payment is not received you are forfeiting your child's space for the upcoming school year.

*You are not required to pay for the following: the last week in August when SCCC is closed for cleaning.

***Payments are to be made with a personal check, a bank check or a money order and made out with blue or black ink.** We do not accept cash for tuition payments. The charge for a returned check is \$40.00. If two checks are returned all future payments are to be made with a money order or bank

check. *If you leave SCCC with an outstanding balance, enrollment in the future will not be allowed and the information may be forwarded to the Somerville Public School Finance Department. The monthly tuition amount for the year is shared with you at enrollment or in September.

Registration Fee

There is an initial, non-refundable \$100.00 registration fee due when your child is accepted into the program. The payment of this registration fee confirms your child's enrollment into SCCC and does not go towards tuition.

Late Pick Up Fee

If your child is picked-up late, you will be charged a late fee of \$25 for each 15-minute increment.

Termination of Services: Some causes for termination are: continuous late tuition payments, family refuses to seek services for a child who is displaying unusual or difficult behavior; SCCC and family agree that a child's needs are not being met or intervention services for a child are not working.

Immediate Termination: Your child may be terminated immediately if threats are made to another family, another child or teacher in the program by you or a family member.

Financial Agreement – this form is included with your child's enrollment packet – no need to print

_____ is enrolled in the Somerville Child Care Center. The daily cost is \$60.00. I agree to make (circle one) weekly (due Monday morning), bimonthly (due the 1st and 15th of each month) or monthly (due the 1st of each month) payments.

Payments for services are required in advance.

I will be assessed a late fee charge of \$35.00 when the payment is late. Lack of payment will result in immediate termination from the program. If a check is returned I will be assessed a \$40.00 return check fee. After two returned checks, I will be required to make future payments with a bank check or money order. If I leave SCCC with an outstanding balance, enrollment in the future will not be allowed and the information may be forwarded to the Somerville Public School Finance Department. When withdrawing my child from the program, I will plan accordingly as there are no refunds.

Signature_____Date_____

I have received, read, understand and reviewed the policies of the Somerville Child Care Center.

Signature_____Date_____

Somerville Child Care Center Organization Chart

Somerville Public Schools – Central Administration -617-625-6600 ext. 6005
Somerville Public Schools – Director of Early Education – 617-625-6600 ext. 3656
Somerville Child Care Center – Director – 617-625-6600 ext. 61101
Somerville Child Care Center – Lead Teachers – 617-625-6600 ext. 61101
Somerville Child Care Center – Assistant Teacher – 617-625-6600 ext. 61101

Somerville Child Care Center Exclusion Policies

(Updated July 2025)

Covid	May return upon following state / CDC guidelines
Fever – 100 (99 axillary) or above	May return after 24 hours fever-free without medication and must be able to actively participate in school activities
Vomiting	May return after 24 hours without any vomiting
Diarrhea – more than 1 watery stool	May return after 24 hours without any diarrhea
Ear infection	May return when fever free and able to participate in school activities
Pink eye - conjunctivitis	May return after 24 hours on the antibiotic medication or written clearance from a doctor
Mouth sores	May return after the sores have healed or written clearance from a doctor
Rash with a fever or behavior change	May return with a written clearance from a doctor and be fever free for 24 hours without medication
Cocksackie A – hand, foot and mouth disease (sores/blisters)	Child may return when fever free for 24 hours without medication and all sores are scabbed over
Strep infection – common throat infection	May return when fever free for 24 hours without medication and on the antibiotic for 24 hours
Impetigo – skin infection	May return after 24 hours on the antibiotic medication and infected areas must be covered
Head lice	May return after one complete treatment and removal of all nits – head check clearance by a SCCC teacher
Chicken pox – state regulations require that prior to school entry, children must receive the varicella vaccine or provide documentation of chicken pox immunity	May return after all the blisters have scabbed over <i>Per the DPH, if there is a case of chicken pox at SCCC, non-vaccinated children who have been exposed to the virus must remain home from the 10th through the 21st days after their first exposure</i>
Shingles	May return after the sores have healed or with written clearance form a doctor to return with or without treatment
RSV	May return when fever free for 24 hours without medication and after the wheezing and coughing have subsided
Any other symptoms of communicable disease	May return when symptom free for 24 hours with medication or with written clearance by a doctor to return with or without treatment so long as there is no fever, diarrhea or vomiting.