



Parent Handbook

Welcome

New Morning is committed to providing consistent, high-quality care for preschool and school age children throughout southern New Hampshire. Children are offered opportunities for academic growth, social development, and active play, and are cared for by educators who are valued, engaged, and supported with continuous professional development.

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Our Programs

The New Morning Preschool - 'Ready for Tomorrow'

Our preschool programs are based on the belief that learning is best accomplished when it is fun for the child. The school is filled with learning opportunities which are carefully conceived to arouse the child's interest in letters, numbers, and eventually all the readiness skills. The social aspects of learning are emphasized, such as how to play with peers, how to make good decisions, and how to respect others. It is a program designed to meet the needs of each individual child.

Full Day Preschool

We provide high quality full day preschool, pre-K and kindergarten programs for children aged 3-6. Bathroom independence is required before the child begins school. Registration opens to returning families in February for the following school year.

Our full day program begins the Tuesday after Labor Day and runs for 40 weeks, until early June. Our teacher to student ratio is 1:8.

Morning Preschool

Our Morning Preschool Program is open to 3 and 4-year-old children and follows the same school-year calendar. Parents may elect to enroll their children in afternoon enrichment to extend the school day.

Registration is ongoing for Morning Preschool, and tuition is billed weekly. Afternoon Enrichment may be added to your child's schedule on a month-by-month basis. A morning of school is often just right for a child beginning their school experience. As the child develops, afternoon enrichment adds extra time to socialize over lunch, a rest break, story time and an afternoon enrichment period.

Extended Care

Both full day and morning students may take part in our AM Extended Care program, with drop off beginning at 7:15 am. You may drop your child off early with no advance notice. Students staying for afternoon enrichment may join full day students in our PM Extended Care program, with pick-up by 5:30 pm. All children who are not picked up by 2:15 will be signed into the extended care program.

Transition to the IMAGINE After School Enrichment Program

Kindergarten students who are 5 years old and developmentally ready may be enrolled in the IMAGINE After School Enrichment Program, with pick-up by 6pm.

Preschool Camp

In addition to 10 weeks of Preschool Summer Camp, we offer Preschool Camp during the February and April Vacation camp weeks.

Preschool Camp is a full week program; we are unable to schedule care on a daily basis due to the developmental needs of young children.

New Morning Kindergarten students who are 5 years old and developmentally ready may attend our IMAGINE Vacation Day Camps, Vacation Week Camps and Summer Camp programs.

Please check our website for up-to-date camp sessions offered.

Preschool Wait List Requests

If you would like to put your child on a wait list for the current or next school year, please fill out a 'Choice of Days' form, available on our website. Each March, once the deadline has passed for currently enrolled students and alumni registration, new students will be admitted from our wait list. A tuition payment equal to 1/10 of the annual tuition is required to secure your child's spot in the full day program. One week's tuition payment is the required to reserve a spot in the morning preschool. Tuition payments are non-refundable.

Enrollment Confirmation Letter

Once we have a space for your child you will receive an enrollment confirmation letter from us to confirm the schedule and start date for your student. Full day students may choose any 2-5 days per week. Kindergarten students are required to attend at least 4 days per week, although 5 days are highly encouraged.

Morning preschool students may attend Tuesdays and Thursdays; Mondays, Wednesdays and Fridays; or all 5 days. Afternoon enrichment sessions must be scheduled on the same days your child attends AM preschool.

Once received, parents are asked to return the initial tuition payment and signed confirmation letter within 10 days. A complete registration packet is required upon acceptance.

The IMAGINE Programs - 'Healthy Bodies, Healthy Minds'

The Imagine After School Enrichment Program allows school aged children to choose from several clubs daily, designed to foster new interests, support advanced learning, promote independence and develop the skills necessary for active growth. Transportation is provided from Bedford Elementary Schools.

IMAGINE Camp

Our IMAGINE Summer and Vacation Camp programs are available to all New Morning families. Camps are offered throughout the summer, except for the week of the 4th of July, and the week before Labor Day. We offer camps during the February and Spring vacation weeks. We also offer camp days on holiday and teacher workshop days throughout the school year. Please check our website for up-to-date camp sessions offered.

Before and After School – ‘Supporting Working Families’

Our school age before and after school programs are designed to allow children to practice and develop skills presented in the classroom in a low-stakes environment. Our curriculum allows children to practice academic and social skills in a group setting containing diverse age groups. Peer mentoring and community service projects are encouraged. We strive to teach children respect for themselves, their peers and adults on a daily basis. We engage in gym games, outside play and craft activities. Although we don't mandate homework, we have quiet time every day for homework if your child chooses to begin it. We include each child in every activity we do and we have A LOT of fun!

We currently provide both before and after school programs at Auburn's Village School, Hooksett's Underhill School (serving both Underhill and Memorial students,) at the Northwest, Parker-Varney, and Smyth Rd Schools in Manchester, and at Weare's Lower Elementary School.

We provide before school care at Jacques Memorial Elementary School in Milford (serving both Jacques and Heron Pond students.)

We provide after school care in Bedford, at the McKelvie, Memorial, Peter Woodbury, and Riddle Brook Schools, at Candia's Henry Moore School, Dunbarton Elementary, and Manchester's McDonough School.

Registration

Even if your child has attended our programs in the past, we must receive a new registration packet and your child's updated schedule each school year. You may register your child even if you are unsure if you will need the program, so that we can be there for you in an emergency.

It can take up to 2 weeks to process a registration. **We cannot accept registrations on the first day of school!**

Your child's complete registration packet contains three major components:

Child Registration Form

We require payment of a non-refundable registration fee before your child's first day at an on-site program. Registration forms are available on our website at www.newmorningschools.com

Each child must have a new registration form completed each year per childcare licensing. We try to make this process easier by sending out re-registration forms near the end of the school year. Emergency and alternate pick-up persons must be re-listed each year as these contacts often change. Include all numbers where you may be reached during program hours, and keep us up to date with changes, so that we are able to contact you quickly in the event of an emergency.

Family Billing Form, Tuition Agreement and Registration Fee

In addition to a completed registration form for each child, we require a billing form from each family. The tuition agreement contains the most up to date information on our daily rates, payment options, and the required registration fee.

Medical and Immunization Records/Medication Documentation

We also need a health form from your child's most recent physical, with a current list of immunizations. If your child has a physical during the school year, please submit a copy so that we are aware of any new health concerns. If your child has an allergy and/or medical condition that requires us to have medication on-site will need additional documentation on file, you will be notified by our office.

NOTE: Children under the age of six require a physical dated not more than one year ago.

Additional Forms

Each program requires additional paperwork necessary designed to keep your child safe. Don't worry, we will let you know what is needed during the registration process.

Your Child's Schedule

School Age Schedule Changes

If your child's schedule changes, whether permanently or just for the day, it's important to inform both your child's school and New Morning. To let us know about the change you may:

- Call the New Morning office at 603-669-3591. You may leave a scheduling message 24/7.
- Send an email to admin@newmorningschools.com
- Text the site cell phone. The preferred text format is YES or NO - The Child's Name - Today's Day and Date. For example, text YES Jane Doe Monday 9/14 if Jane is going to attend the program on 9/14/20. Text NO Jane Doe Monday 9/14 if Jane is scheduled on 9/14/20 but is not going to attend the program. Since cell phone service is spotty at some schools, call the office if you don't get a text reply prior to school dismissal time.
- Note that the staff don't check text messages until they arrive at the program, usually about 30 minutes before dismissal.
- You may also send an email directly to the site cell phone using vtext.

Don't forget to call the change in to your child's school! If your child is dismissed to the program by the school office, you will be charged for the day.

Schedule and First Day - Before/After School Programs

There is a separate page included with school age registration packets for your child's before/after school schedule and start date. If no schedule is specified, your child will be assigned a "Will Call" schedule, which means we will not expect your child to be at the program unless we receive a call from you. If a schedule is specified, but no start date is given, we will expect your child on the first day of school.

It is your responsibility to call the New Morning School office (669-3591) or call/text the program site cell phone with any changes to your child's attendance schedule at the after-school programs. Also, send a note to your child's teacher to alert them of the change.

Contact Us

If you have questions about registration or billing, please contact our business office.

Phone: (603) 669-3591

23 Back River Road

Fax: (603) 626-5377

Bedford, NH 03110

Email: admin@newmorningschools.com

Preschool Directors may be reached at Director@newmorningschools.com

The IMAGINE Director may be reached at Imagine@newmorningschools.com

If you need to reach the staff at the school age programs, you will use the site cell phone. This phone will be available during program hours but caring for your child is always our first priority.

Site Cell Phone Numbers:

Or you may email a short message directly to:

Auburn	714-5046	6037145046@vtext.com
Bedford		
McKelvie	714-1093	6037141093@vtext.com
Memorial	714-1126	6037141126@vtext.com
Peter Woodbury	714-1187	6037141187@vtext.com
Riddle Brook	714-1241	6037141241@vtext.com
Candia	714-5121	6037145121@vtext.com
Dunbarton	714-1282	6037141282@vtext.com
Hooksett	714-5452	6037145452@vtext.com
Manchester		
McDonough	714-8387	6037148387@vtext.com
Northwest	714-8611	6037148611@vtext.com
Parker-Varney	714-8693	6037148693@vtext.com
Smyth Rd	714-8951	6037148951@vtext.com
Milford	714-0179	6037140179@vtext.com
Weare Center Woods	714-1535	6037141535@vtext.com

Arrival and Dismissal

Preschool Programs

Valet Service

Preschool Students

Valet service is currently available all day beginning at 7:15 AM and ending at 5:30 PM. Please pull through to the preschool door and ring the doorbell if you are waiting.

AM Extended Care

You may drop your child early with no advance notice. The program is available to both AM and Full Day students. The earliest drop off time is 7:15 AM.

Regular Drop Off

Drop off for the regular school day is between 8:30am and 8:45am. Please pull into the valet lane and a teacher will help your child out of the car.

Regular Pick Up

Pick up for the regular school day is between 12pm and 12:15pm for AM Preschool students, and between 2pm and 2:15pm for afternoon enrichment and full day students not staying for Extended Care. Please pull into the valet lane and a teacher will help your child into your car.

PM Extended Care

All children who are not picked up by 2:15 will be signed into the extended care program. No advance notice is needed. Your children will be kept busy with extra outside play time, a healthy snack, stories, and a project each afternoon.

The IMAGINE Program

Imagine Students

Please park and walk into the reception area to sign your child in/out each day. If you need the valet service, pull into a valet spot in the parking lot and call the IMAGINE cell phone at 603 716-0434.

Children are released to Imagine After School Enrichment by school staff. Children meet an IMAGINE team member and other IMAGINE participants in a specified area within the NMS on-site afterschool program and then are bussed to the IMAGINE program. Our bus will not be able to leave the school until all students are accounted for.

School Age Programs

Before School Programs

The earliest drop off time for the before school programs in Auburn, Hooksett, Manchester and Milford is 7:00 am. The before school programs in Weare starts at 6:45am. Although our team arrives a bit earlier to set up, please do not walk your child inside until the program's start time. If you arrive close to school drop off time, you have the option of signing your child into the program (the full daily fee will be charged) or waiting until you are able to release your child to school staff.

After School Programs

Children are released to New Morning by school staff. We take after school attendance as soon as the children arrive.

If your child does not show up on a day we expect them, we will call you. We call both parent's cell phones first, then your work numbers, then home, then emergency contacts. If we cannot get in touch with a parent of a school age child, we will double check the absence with the school office. Please understand it is your responsibility to report your child's absence to both New Morning and your child's school.

If your child shows up on a day we do not expect them, we will call you to be sure you are aware of the schedule change. If possible, your child will be released back to school staff for bus dismissal or parent pickup. Otherwise, we will care for your child until you are able to arrive, and you will be charged for the day.

If your child waits with our staff, even if for a short time, you will be charged for the day. This is a service we are happy to provide, but we are unable to waive the fees.

After School Clubs and Activities

Preschool Extended Care

Children staying past the end of the regular school day will have lots of fun! Each day, we will provide an additional snack, a project, story time, and extra play time outside.

Students will have the opportunity to get to know a mixed age group of children, outside their classroom groups, during both the before and after school portions of the day.

We begin the after school portion of the day by playing outside in all types of weather. On particularly cold or wet times of year, please consider packing an extra set of outerwear so that your child may play comfortably throughout the day. Once we return inside, a healthy snack will be served. The children will play games and work on projects until pickup.

IMAGINE After School Enrichment

A variety of clubs and activities are planned for the IMAGINE programs daily. Your children will have the ability to choose between several activities, depending on their interests and energy level. There will be time to have a snack, and enjoy some quiet time to complete homework, read, play board games, or do a puzzle, or do a craft activity. We spend time outside or in the gym playing games every day. There is always something fun to do at IMAGINE. We also have a variety of enrichments available on a weekly basis such as yoga, sports skills and drills, dance, science and more.

School Age Programs

After the school day, students are ready for fun at the New Morning After School Program. We will take attendance, then have a snack and have quiet time to complete homework, read, play board games and puzzles, or do a craft project. Depending on the children's needs, we will go outside and engage in gym games throughout the program time.

If your school age child will be attending a club or activity after school, then later released to the New Morning After School program, please let our staff know. Keep in mind that if your child does not show up after the scheduled club or activity, we will not know until well after the usual dismissal time. We encourage you to communicate with the adult responsible for the activity to ensure that your children are safe and where they need to be.

If you would like us to release your child to an after school activity that begins after regular school dismissal time, please let us know. Your child cannot be released from the program and to an activity without your written permission. A responsible adult must sign your child out of our program. If the activity ends before you are able to pick your child up, he/she may be signed back into the program by the adult responsible for the activity.

Curriculum

Preschool Programs

We strive, on a daily basis, to teach the children respect for themselves, their peers, and adults. Our mixed age classrooms allow children to learn from older peers, and to support and encourage those who are younger.

New Morning preschool students spend their days in developmentally appropriate class cohorts, rather than being grouped simply by age. Within the class cohorts, and with the guidance of a consistent teaching team, students are exposed to a balance of learning activities in the areas of literacy, seasonal lessons, math, science, independence, and citizenship.

IMAGINE Programs

Children that attend the IMAGINE program are given the tools and freedom to become the person they want to be and to be that person with confidence. We offer students the chance to explore different opportunities through quality enrichments and activities. The children in the IMAGINE Program can choose from daily activities in the areas of Art, STEAM, and Physical Education. Every day, children are guided to try new things, while also building on foundations that the children have learned. During art, we focus on showcasing children's natural abilities by teaching them about different artists, techniques, and styles, as well as by engaging in dramatic play. The art enrichments aim to show children that "art" is self-expression and is different for everyone. STEAM projects help children to learn how things work while offering them a space to work through challenges to design, engineer and create. In our gym and outside areas, we offer children a chance to run and play and try new ways of being physically active with different energy levels and abilities. We focus on the importance of being healthy, active, and happy.

We also help guide children to help others with our Community Service projects. Monthly, we work together to help in different ways. We aim to show children that not every act of kindness must be a huge gesture to be appreciated.

School Age Programs

We strive to make our programs fun and enjoyable for everyone. We have a mixed group of highly skilled and educated professionals that create a curriculum that best suits each program. Together they use intentional planning to develop and enhance our curriculum book each year to meet developmentally appropriate practices. This curriculum book is used as a tool by our programs to plan their monthly STEAM activities, arts & crafts, gym games and other fun activities.

Meals and Snacks

Preschool Programs

Lunch

Morning preschool students who are picked up at noon should bring a snack and water bottle to school. Morning preschool students who stay for enrichment should bring a snack, water bottle and lunch to school. All full day preschool and Kindergarten students should bring a snack, water bottle and lunch to school.

We try to send home the uneaten portions of food so that you'll know what your child ate. If food goes uneaten, try cutting back on the amount you send. Please do not send in food that requires heating or staff preparation. The teachers eat lunch with the students every day and can give some helpful suggestions of food for your child to bring to school.

Snacks

The children will have a morning snack from their own lunch box in class each day.

If your child is staying for extended care, we will provide an afternoon snack. We will serve a snack that will give them the healthy energy boost needed for extended play time.

If your child has a food allergy, please send in a morning and afternoon snack clearly labeled every day. Students with allergies will only be allowed to eat food brought from home.

IMAGINE Programs

An afternoon snack is provided every day at the IMAGINE After School Enrichment program.

Campers bring their own lunch in an insulated lunch bag. We provide two snacks on camp days.

School Age Programs

Send a snack for your child to eat at the program every day. They are usually very hungry, and we do not have kitchen privileges at the public schools. It is a good idea to pack a snack in a bag separate from your child's regular lunch. While we have snack available daily for children who arrive without their own snack, we have very limited storage space and appreciate your willingness to provide a snack your child prefers. We will occasionally bring in a special snack for all the children to enjoy. Please let the staff know if your child has any dietary or other restrictions that we should be aware of.

Birthday and Holiday Celebrations

We celebrate holidays throughout the year with the goal of deepening each child's understanding of the diverse nature of our world while connecting to and sharing their own family's traditions.

Preschool Programs

We invite each child to celebrate his/her birthday by sharing a special snack with their class. Please communicate with the directors about the best date for your child's birthday snack.

IMAGINE Programs

Birthdays are also celebrated at the IMAGINE program. We will celebrate as close to your child's birthday as possible and ensure that they have a fun filled day.

School Age Programs

We celebrate birthdays monthly at most after school programs. Check with the staff during the weeks leading up to your child's birthday. If possible, we will schedule the celebration on a day your child attends. The staff may also plan holiday parties. Again, please let the staff know if we need to be aware of any restrictions.

Full Day Preschool Field Trips

Skiing

New Morning partners with the Pats Peak Learn to Ski Program each January. The program runs for five consecutive weeks. Parents provide transportation for participating students and their teachers. Participation is limited to 30 students, who must be 4 years old by December 1st, enrolled in the full day program, and have a parent or guardian who is able to attend all 5 weeks. This field trip is optional, and class will be held as usual for non-skiing students.

Preschool Mega Unit

Our entire preschool takes part in a mega curriculum unit each spring, culminating in our Spring Open House Week. We have studied the Human Body, Farm Life, the Ocean, and Outer Space in recent years.

Electronics

We do not allow the use of electronics at any of our programs. They may be stored in your school age child's backpack, but we cannot be responsible for loss or theft of your child's belongings. The Site Director may allow approved devices in certain circumstances, but we do not allow any devices that can access the internet. If your child needs an electronic device to complete homework, we can make arrangements for this to occur. The device must be a school issued device with the proper restrictions in place.

Newsletters

We aim to keep parents informed by sending regular emails and/or newsletters containing parent reminders, upcoming special events, and our calendar of fun. Emails are sent directly from our registration and billing software. If you are not receiving the monthly newsletter, please check your spam folder and adjust your settings to receive them. If you are still not receiving them, please email admin@newmorningschools.com with your email address, your child's name, and the school your child attends.

Late Pickup

We are licensed and insured to care for your child until the regular pickup time. Parents who do not arrive before then will be charged a fee of \$2 per minute late. Please call the site cell phone if you anticipate a late pickup so that we may reassure your child that you are safe and on your way.

Late pickup charges apply to all New Morning programs.

Early Release Days

We provide coverage for most Early Release Days in Dunbarton and Weare. An additional \$8 will be charged on Early Release Days, in addition to the regular daily fee, regardless of pickup time. We are not able to provide after school coverage for Early Release Days in Manchester schools. We do not provide care for Early Release Days preceding major holidays or for Early Release Days on the last day of the school year.

Billing and Payment

Registration

All families are required to fully register their child each school year. A copy of our Tuition Agreement, with registration fee amounts, is included with your registration packet. It is also available on our website.

Auto Payment with Tuition Express

To receive an auto-pay discount, please set up a Tuition Express account by filling out either the Credit Card or EFT section on the back of the family billing form, found on our website. Busy parents love the convenience of Tuition Express, but you still have the option of paying by cash or check. If you would like to make a credit card payment by phone, please call our office at (603) 669-3591 weekdays from 7:00 am - 6:00 pm. Please note that payments dropped off at the program may not be received in our office for several days. Check your email for your weekly statements to be sure payments have been applied.

Payment using Tuition Express will be processed each Tuesday. If you wish to use auto-payment, but require processing on an alternate schedule, please contact our office to request special payment arrangements.

Shared Payments

If two parents wish to split payments between them, please let us know what percentage each parent is responsible for. Each parent must fill out a separate Family Billing Form, sign up for Tuition Express, and pay the full deposit. We are unable to split payments by the day attended, only by a percentage of the weekly fees.

If a separate Family Billing Form is not filled out by each parent, the parent registering the child in our program will be charged the full amount, regardless of custody arrangements.

If either parent account becomes delinquent, the child will not be able to attend until full payment has been made. The co-parent will be notified of the delinquent status and will become responsible for paying the full amount due.

Statements

We send out statements electronically each week, generally on Monday afternoon. Please provide us with up to two email addresses so that you may receive regular statements.

You have the option of managing your Tuition Express account at tuitionexpress.com. Register for online access using your Tuition Express ID (available from our office.)

Registration Fees

Your child may not begin attending until the registration fee has been paid. If you have Tuition Express auto payment set up, your child may attend beginning after the fee has been collected on the next regular billing day. To avoid a delay to your child's start date, you have the option of sending in a check for the deposit amount with the registration or calling in a credit card payment over the phone.

An additional registration fee will not be charged for subsequent school years as long as a re-registration packet has been received in our office by June 30th of the current year. Registration fees are not refundable.

Declined Payments

If charges are declined for any reason, auto-pay discounts will be forfeit. A \$25 decline fee will be charged for declined ACH or credit card charges. Please ensure that funds are available as charges are incurred.

If funds will not be available to cover the charges, please let us know by 2 pm on your scheduled billing day. We are able to stop the charge as long as we know in time. Payments that cannot be processed as scheduled will have the auto-pay discounts removed. Once payment has been received, your child will be able to resume attending the program.

Returned Checks

There is a \$30 fee for returned checks. Full payment, including decline fees, must be paid before your child will be able to resume attending the program.

Payment Plans

If your account falls behind due to a temporary setback, contact our office to set up a payment plan. Please let us know as soon as possible so that we can work with you to keep your child in attendance.

Late Payments

To keep our fees affordable for working families, we cannot allow payments to fall behind. All past due balances, decline charges, and/or late fees from the previous school year must be paid before your child may re-register for the next school year.

Each Wednesday morning, a \$10 fee will be added to all accounts with outstanding balances. Your child will not be allowed to return until full payment, including all late and decline fees, plus advance payment for the next five days, is paid by cash or credit card.

NH Child Care Scholarship

If you need help paying for child care, you must apply and be found eligible for child care scholarship. You must apply for this help, even if you are already receiving or applying for other benefits. Application information can be found at

<http://www.dhhs.nh.gov/dfa/apply.htm> You are responsible for filling out Form 2530, having it signed by either the Site Director or our office staff in Bedford, and getting the completed form uploaded to your portal.

Once your child is 'linked' to us electronically we can begin billing the state for your child's care. Each day your child attends a New Morning program, you will be asked to sign an alternate funding attendance sheet. We use this sheet to bill the state. **You must make arrangements to sign the alternate funding sheet each day your child attends.** By signing, you are indicating that you are working, going to school or in an approved training activity that is preparing you for work. If you become unemployed, current rules allow you to use childcare for up to 40 days in a 6-month period to look for work. You may not use childcare any time you are not attending your activity. If you do, the state will not pay for your childcare, and you will be responsible for the full cost.

The required registration fee must be paid before your child begins attending the program. We can bill for partial credit towards your registration fee, but we are not allowed to bill in advance of service. The following is from the New Hampshire Child Care Provider Billing and Payment Handbook:

Q: My payment policy is that families pay before services are provided. Can I bill DHHS for services on Monday for the following week, as I do for families?

A: No. The Child Care Scholarship Program reimburses child care providers for services they have already provided. Billing before services are provided is improper billing, which could result in you being disqualified from the Child Care Scholarship Program.

The portion of your child's bill that the scholarship program has paid will be deducted from your ledger as soon as it is received. If you have provided us with an email address, we will provide you with a weekly statement showing all payments received from the state. If you have set up a Tuition Express account, your cost share and co-pay amount may be discounted, reducing your 'out of pocket' expense.

Safety

Identification

We will ask for a picture ID if we do not recognize or remember someone coming to pick up your child. Please understand this is for your child's safety. We will NOT release the child if we do not know the person picking up and they cannot provide an ID. Please make sure all your contact information and alternate pick-up authorizations are up-to-date on your child's registration. We will use this information to verify that the pick-up person has parental permission.

Allergies/Medications

If your child has any allergies or medical conditions, please mention this to our staff in person, as well as listing them on your child's registration. We do not have access to the nurse's records, therefore if you did not list your child's allergies or medical conditions on their registration or health form, we will not be made aware of them.

If your child needs ANY type of medication, we need to have it at the program. The medication **MUST** be labeled with the child's name & have the pharmacy label on it. Along with the medication we must have a document with your doctor's signature as well your child's dosage schedule. We must have an "Authorization to Administer Medication" form filled out. For children with severe allergies that require rescue medication we must also have an Action Plan on file. Place the medication and paperwork into a Zip Lock bag and include a photo of your child. The medication must be brought to the program and given to the Site Director. Please remember that all forms expire one year from the dated signature.

All medications should be picked up by the last day of school in June. Remaining medications will be discarded. We are unable to store them over the summer.

Injuries

We provide Band-Aids and cold packs for those minor bumps and scrapes that sometimes happen when children are at play. Our staff are trained in both child and adult first aid and CPR. If your child is injured, an accident report will be filled out for your review. If your child cannot be comforted, or follow up care might be needed, we will give you a call. Emergency services will be called if any of the following occur: Head injury with loss of consciousness or altered behavior, chest pain, severe shortness of breath, severe abdominal pain, unexplained or severe headache, seizures, or difficult to control bleeding.

Building Access – School Age Before and After School Programs

We work with your child's school to develop safety procedures. Procedures for dropping off and/or picking up children from our programs will be communicated to parents by each program. The procedures are developed with input from NH Safety officials, Child Care Licensing, and school administration. Please keep in mind that school administration control building access, and we must work within their rules. Schools are used by many groups other than New Morning, and we cannot be responsible for those not connected to New Morning.

Emergency Preparedness

We perform fire drills every month at all of our programs. Drills are practiced on different days of the week and at different times. We have an emergency procedures document posted at each program and maintain an emergency response plan that includes off site evacuation, drop and cover, secure campus, bomb threat/scan, lockdown, reverse evacuation, and shelter in place. We will perform unannounced emergency safety drills throughout the year with and without the children present to ensure our teams are ready for any type of emergency.

Weather Related Cancellations

New Morning schools considers many factors when deciding if a program should be cancelled. On afternoons that inclement weather is predicted to be the worst during program hours we reserve the right to cancel our programs to ensure the safety of the children, families, and our staff. We will email parents as soon as a decision is made, but no later than 1:00pm.

If a program loses power at any time during our operating hours, we will call families to pick up their children. We are unable to operate without the availability of water, lights and heat.

Access to Children / Orders of Protection

If a certain person is not allowed access to your child per court order, court documents and a photo of the restricted person must be provided to New Morning Schools staff. The staff may be reached at the New Morning office at 603 669-3591. If you have any concerns about a non-custodial parent, please communicate directly with the Site Director. We will do all we legally can to keep your child safe.

If our staff are concerned about any person interacting with the children attending the program, they will take appropriate steps to ensure the safety of the children in their care.

Inclement Weather

School Closings and Delays

Preschool and IMAGINE Programs:

If Bedford schools are cancelled the preschool and IMAGINE programs are also closed. If Bedford schools are delayed, the preschool will open at 10am. A delay indicates that the roads are not safe to travel during the early morning hours.

Before School Programs:

If school is cancelled OR delayed, the before school program will also be cancelled. A delay indicates that the roads are not safe to travel during the early morning hours, and that we will not have access to the school building.

After School Programs:

If school is closed for the day, there will be no before or after school program.

If school is released early due to worsening road conditions, or the children are released before regular dismissal time due to weather or another emergency, there will be no after school program.

If after school activities are canceled, we WILL still hold the after school program, if possible, but we encourage parents to leave work early so that everyone can get home safely.

School closings and delays are announced on WMUR and local radio stations.

Outerwear and Footwear

Please send your child with appropriate outerwear and footwear every day. Sneakers are best both in the gym and on the playground. Please send your child with the outdoor clothing necessary to play outside. We go outside every day, although we may limit our time outside on cold days or adjust our schedule to take advantage of gaps in the rain on wet days. If the weather is just not cooperating, we will make use of the indoor spaces. Sneakers are best both in the gym and on the playground.

Snow Clothes

When the snow falls, children must have all "5" things to play in the snow, winter jacket, snow pants, winter boots, hat/hood and gloves/mittens. If it is very cold, we will limit our time outside, but your child must be prepared with appropriate outdoor clothing. We are unable to remain inside with children who are not appropriately dressed.

Sun and Rain

We take the children outside every day we can. Please provide proper protective gear, including sun hats and raincoats so that your child may safely participate. If you would like your child to be able to apply sunscreen and/or bug spray while at the program, please reach out to our main office so the proper form can be filled out.

Sick Policy

If a child is sent home from school or from our program due to vomiting, diarrhea or a temperature over 99.4 they must be fever free for 24 hours before returning to our program without fever reducing medication. Children with treatable illnesses may not attend until 24 hours after treatment is received to reduce the risk of transmission. We will update our policy as needed based on any guidelines or recommendations from the CDC.

Behavior Policy

It is our goal to provide a safe and fun environment for every child that attends our program. To ensure a safe environment, children and parents are expected to follow the New Morning Schools Behavior Policy.

The goals of our programs are to help children:

- Develop a sense of caring and respect for one another
- Build caring and co-operative relationships with other children and adults
- Develop a range of social skills and help them learn what constitutes acceptable behavior
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement

We aim to encourage appropriate behavior through:

- Praise for positive behavior
- Non-intimate touching such as side hugs, high fives, and hand holding when appropriate
- Talking to children with the courtesy and respect that we expect from them
- Redirecting, teaching, or guiding the child towards a different activity choice

Childcare personnel shall not abuse or neglect children, use any form of corporal punishment, or attempt to control children's behavior by actions which are humiliating, threatening, shaming, frightening, or otherwise damaging to children. When confronted with negative behavior staff will be clear to distinguish between disruptive and inappropriate behavior.

Inappropriate Behavior

'Inappropriate' behavior refers to non-negotiable actions such as, but not limited to, the use of profane language, violence, physical or emotional bullying, destruction of property, unsafely leaving program space, or causing harm to his or herself, another child, or a staff member.

Children who engage in behavior which New Morning staff characterizes as inappropriate, will result in a call home with an immediate pickup from program required. This will prompt that start of our behavior policy which includes up to a 3-day suspension period and a scheduled call with the child's parents or guardians and the NMS Behavior Specialist. At that time a decision will be made whether the child will be able to rejoin the program or if care must be discontinued.

Disruptive Behavior

'Disruptive' behavior prevents other children from enjoying themselves. If a child behaves in a way that is disruptive while at the program, staff will identify problem behavior with the child in an age-appropriate manner. Some staff interventions used include verbal redirection, teaching alternative behavior, or redirection to another activity choice.

Program Behavior Specialist

New Morning employs a Program Behavior Specialist to identify and support ways that the programs can address behavioral issues that may be present. The Program Behavior Specialist works directly with the Site Director and program staff to identify ways to accommodate behavioral issues through minor program changes or slight modifications to program routines.

It is important to note the following:

- The Program Behavior Specialist is not a licensed clinician and does not provide any child with individual therapeutic support but rather helps staff identify program changes that can be made to help support the child.
- If the child continues to engage in choices that include but are not limited to; use of profane language, violence, physical or emotional bullying, destruction of property, unsafely leaving program space without permission or causing harm to themselves, another child, or a staff member may still result in discontinuation of care from the program per our established behavior policy.
- The Program Behavior Specialist does not guarantee any child's continued enrollment in the program.

Procedure for Addressing Disruptive Behavior

New Morning staff are trained to address behaviors in the moment. If warranted, a parent or guardian will be informed of disruptive behavior at pick up. New Morning team members utilize a communication log to document behaviors and conversations with parents.

If the behavior continues consistently or appears to be intentional, or is categorized as inappropriate behavior the program staff will complete a problem-solving report, supply a copy to the child's parents or guardians, and inform the Program Behavior Specialist of their concern. The behaviorist will schedule a visit to the program to speak with staff and observe the program. The behaviorist will work with the staff on a plan to address the behaviors. The behaviorist may request that a release be signed to allow our staff to speak with the child's school to gain insight into the school's behavior plan.

Children with Developmental Needs

We accept children with developmental needs if they can safely and successfully function in a group setting, including bathroom independence. The Program Behavior Specialist, Site Coordinator, and Site Director will work together with families to provide slight accommodations that are within the program's ability. If we are unable to meet the developmental needs of your child or provide reasonable accommodation(s), we will recommend alternate care.

Discontinuation of Care

If your child will no longer be attending New Morning programs, please let us know. Your child will in most cases be moved to a 'will call' schedule for the remainder of the school year for your convenience.

We recognize that our programs may not be a good fit for every child. We reserve the right to discontinue care if any of the following occur:

- Required registration, billing or medical paperwork has not been received.
- Payment for services is not received per our Payment Policy.
- The child's behavior continues to disrupt programing or is inappropriate per our Behavior Policy.
- The child does not attend, or no longer attends, the school our program serves.
- The child has been suspended, or expelled from, the school our program serves.
- The child is repeatedly picked up after the program end time.
- Repeated failure to update the child's attendance schedule.
- Lack of cooperation from parents or guardians in resolving differences or meeting the child's needs.
- Abusive, intimidating, or threatening behavior of parents, guardians or alternate pick-up persons toward program staff, other parents, or any child attending the program.
- We feel that we are unable to meet the developmental needs of your child.

It is our goal to provide a safe and fun environment for every child that attends our program. To ensure a safe environment, children, parents, and staff are expected to follow the New Morning Schools Handbook policies.