

Elementary Early Morning Program  
Newton Public Schools  
100 Walnut Street  
Newtonville, MA 02460



**INFORMATION PACKET**

**September 09, 2019 through June 24, 2020  
7:30 AM – 8:25 AM**

**Dear Parents/Guardians:**

***Registration for the 2019-2020 Early Morning Program will start on August 1, 2019 until August 16, 2019. If you do not sign up during this window you must call the Business Office at 617-559-9025 to check for availability. Applications sent in beyond this timeframe may not be accepted into the program due to availability.***

**Information**

The Newton Public Schools offers an Early Morning Program for students in Grades K through 5 in each of the elementary schools. The program provides supervised care for students prior to the start of the school day. Program hours are 7:30 a.m. - 8:25 a.m. The first semester is September 9, 2019 through January 31, 2020. The second semester is February 3, 2020 through the last day of school (additional days added due to snow are covered within the program cost and operation.) The program does NOT operate when school is not in session (vacation weeks, holidays, religious observances.)

**Program Cost**

The cost of the program is \$211.20 per semester for each weekday chosen, based on a fee of \$12.00 per day. The program is divided into two semesters. On the Application Form you will find a chart with the cost of the program per semester. Please check off all days that apply. You may choose a single day of the week, multiple days, or all of the days of the week. It is important to note that once you have chosen your days, you may not change them without consent of the program administrator.

You may register for the Elementary Early Morning Program and pay with a credit card online through the NPS UniPay system. **The UniPay payment system acts as an online application.** You will provide the same information as you would with the paper application and then submit payment with your credit card.

Payment for semester one is due by August 16, 2019. Payment for semester two is due by January 10, 2020. If you know your student will be attending both semesters you may send payment for both semesters at once. ***You will not receive a bill for the second semester, please remember to pay promptly.***

## Frequently Asked Questions

### ***Who is eligible to sign up for the program?***

Any child registered at any Newton Public elementary school may apply to attend this program. **However, enrollment is contingent upon space available. Registration fills up quickly. If you do not register before August 16, 2019 you must check with the Business Office for availability.**

### **What are the hours?**

You may drop your child off at 7:30 a.m. at his or her respective elementary school. At 8:20 a.m., he or she will be brought to their regularly scheduled class.

### **What is the cost?**

The cost of the program is \$211.20 per semester for each weekday chosen. This is based on a fee of \$12.00 per hour multiplied by 176 days (the number of days the program will run), divided by 5 (cost per weekday), and divided by 2 (cost per semester).

### **Is financial assistance available?**

Yes; all waiver requests must include an Early Morning Program Financial Assistance Application. The form is available online, or you may call 617-559-9025 to request a hard copy. The Assistant Superintendent/Chief Financial and Administrative Officer will review all applications and determine eligibility.

### **Can my child attend the morning program at a different elementary school than the school they attend for class?**

No. There will be no transportation available to take the children from one school to the other.

### **How many days do I have to sign up for?**

You may sign up for a single day of the week, or as many as five days a week (Monday thru Friday) However, the days are not transferable and your child will only be allowed to attend the program on the days for which you pre-registered.

### ***Why must I sign up in the summer?***

Staffing for this program is contingent upon the number of students registered. Accurate numbers are necessary in advance to insure a proper staff to student ratio from the onset of this program. If the deadline has passed and you still wish to enroll, please contact the program administrator at [617-559-9025](tel:617-559-9025).

### ***May I sign up for a single semester?***

Yes. You may sign up for the first semester, the second semester, or both. However, you must state on the form which semester(s) you are enrolling in.

### **Will I need to sign up again in January 2020 if I want to continue?**

No. There will be one registration and two payments per year. Payment will be collected at the beginning of each semester. Payment for semester one is due August 16, 2019. Payment for semester two must be received by January 10, 2020 in order for your student to remain eligible for continued admittance in this program. **An invoice is not sent out for the second semester so please put a reminder on your calendar.** If you did not enroll your student in the first semester, and wish to enroll your student for the second semester, please call the Business Office at 617-559-9025 to check availability.

**If I do not sign up for the program in advance, may I drop my student off on sporadic days when assistance is needed?**

No. There will be no one available to collect a daily fee, and we cannot guarantee the program will be properly staffed for additional children who are unregistered. If circumstances arise mid-semester where weekly early morning care becomes necessary, please contact the Department of Business, Finance and Planning. If space remains at your child's school, it is possible that your student can be added after the program has begun for a prorated fee. This is strictly subject to availability and the discretion of the program administrator.

**What if there is a delayed start?**

The program will not operate on days with a delayed start due to inclement weather or other unforeseen circumstances. The delayed start is designed to give the city time to prepare the schools. There will be no refunds for delayed starts.

**Will I receive a refund if there is a snow day?**

No, there will be no refunds. However, if snow days cause the last day of school to be after June 24, 2020, the program will run on those days with no additional charge.

**Will breakfast be available?**

Breakfast will not be provided, but your child is welcome to bring a small snack to eat.

**Who will be watching my child?**

The program will be staffed by trained Newton Public Schools personnel.

**What will my child be doing for the duration of this program?**

Depending on the age of your child and the school they attend, students will spend their time reading, playing games, doing homework, or working with staff members on a variety of other projects.

***Can I register and pay on-line?***

You may pay online using your checking account or by MasterCard and Discover. There is no charge to pay by electronic check. There is a convenience fee for online credit card payments from your credit card service provider. Please follow this [Link](#)

**Who can I speak with if I have further questions?**

Please contact the Department of Business, Finance & Planning at 617-559-9025.

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**Enrollment Application 2019-2020**

**September 9, 2019 through June 24, 2020  
 7:30 AM – 8:25 AM**

<b>STUDENT DATA:</b>		
Child's Name: _____		
Last	First	Middle Initial
Child's D.O.B: _____	Phone: _____	Email : _____
Elementary School as of Sept. 2019: _____		Child's Grade as of Sept. 2019: _____

Semester 1 September 9, 2019 – January 31, 2020	
<b>Check Day(s) Needed:</b>	
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Total Number of Days Checked (Up to 5) _____	
<b>Cost Per Number of Days Checked:</b>	
1 Day.....	\$211.20
2 Days.....	\$422.40
3 Days.....	\$633.60
4 Days.....	\$844.80
5 Days.....	\$1056.00

*Payment for Semester 1 due 8/16/19*

Semester 2 February 3, 2020 - June 24, 2020	
<b>Check Day(s) Needed:</b>	
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Total Number of Days Checked (Up to 5) _____	
<b>Cost Per Number of Days Checked:</b>	
1 Day.....	\$211.20
2 Days.....	\$422.40
3 Days.....	\$633.60
4 Days.....	\$844.80
5 Days.....	\$1056.00

*Payment for Semester 2 due 1/10/20*

**Check Number:** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_

Please Make Check Payable To: **Newton Public Schools - Early Morning Program** and mail to address listed above **Attention: Janelle Sutherland – Business, Finance and Planning, Room # 200**

**OR**

Register & Pay Online at <http://www3.newton.k12.ma.us/domain/66>