



Family Handbook

Table of Contents

Vision Statement.....	2
Mission.....	2
Philosophy.....	2
Enrollment and Lottery Registration.....	2
School Hours and Schedule.....	3
Tuition Fee Policy.....	3
Holding Fee.....	4
Lunch and Snacks.....	5
Birthday Celebrations.....	5
Nut Free Policy.....	5
Infant and Toddler Program.....	6
Toddler 1 Class Daily Class Activities.....	6
Snow Days and School Holidays.....	7
Professional Development Days.....	7
Parent Involvement.....	7
Communications with Parents.....	8
Child Educators Staff Qualifications.....	8
High School Student Assistance.....	8
Health Policies.....	9
Safety and Injury Policies.....	10
Evacuation Plan In Case of Emergency Crisis.....	10
Managing Child Dysregulation.....	11
Drop Off and Pick Up Procedures.....	11
What to Pack for the Day Care.....	12

Welcome to Framingham Public Schools Child Care Center

Vision Statement

Framingham Public Schools Child Care Center provides education and child care services to children of Framingham Public School employees. It is our ultimate goal to provide a high quality child care program where families are involved in children's education and care through various activities. It is our vision to build a community among families, child care providers and members of Framingham Public Schools so we can work together to create a safe and the best learning environment for the children.

Mission

The mission of FPS Child Care Center is to:

1. Provide child care services to FPS employees while they work during the school year.
2. Give children an excellent child care program through hands-on learning experiences and interesting activities following best practice in Early Childhood Education.
3. Provide a nurturing learning environment rich in a variety of activities that promote social-emotional, physical and cognitive growth and development.
4. Create a curriculum for older children that promotes cultural diversity and inclusion in the classroom.

Philosophy

- We believe that children grow and develop at their own pace. There is no need to rush each child's developmental pace as each child will blossom in his/ her/ their own time.
- We believe that children learn through all forms of play. Play has an important role in a child's development. The FPS Child Care Center staff work to provide fun play activities that stimulate cognitive, physical, literacy and social growth.
- We believe that young children learn and develop when provided with a nurturing environment that values their uniqueness, abilities, interests and cultural differences.
- We believe that children should be provided with opportunities to explore their indoor and outdoor environment as they use their five senses to discover and learn.

Enrollment and Lottery Registration

To ensure equal opportunity for all FPS employees, securing a spot at the Child Care Center is through lottery. We do not accept verbal reservations or enrollment on a first come first serve basis. However, once there are still open spots available after the lottery, this becomes first come first serve.

Communication for open spots for the upcoming school year will begin in January. A registration period will be established and the lottery form will be shared with all FPS staff. A lottery will take place in February. All families who enter the lottery will receive notification of placement or waitlist number. *You will have one week to confirm your child's placement. If we do not receive confirmation within the week we will move on to the next family. Once you let go of your spot, you can request to be included back at the bottom of the waitlist.

Once you confirm your interest, you will be sent the **Enrollment Packet** complete online through Arux online payment.

It is important for you to know that sibling preference will be available for currently enrolled students based on the availability of spots.

School Hours and Schedule

Program Hours for the 2026-2027 School Year

FHS Staff

Full-Day: 6:45am - 3:00pm

Extended Day / Late Pick Up: 6:45 am - 4:30 pm (Enrollment with this service is an additional \$78.00 payment every two weeks)

Non-FHS Staff

Full-Day: 7:30am - 3:30 PM

Extended Care Service: 7:30am - 4:30pm (Enrollment with this service is an additional \$81.00 payment every two weeks)

Note: If you are not enrolled in Extended Care / Late Pick Up and you are consistently late, you will be charged \$1/ min.

Extended Care option is offered depending on the availability of teachers. Some teachers have after work commitments. Parents will pay only for the period enrolled in Extended Care Service. It is important to note that you cannot pick up your child later than the regular dismissal time (FHS 3:00 pm/Non FHS 3:30 pm) if you are not enrolled in Extended Care. Otherwise, you will be charged \$1/ min. Pick up time is at Door 15. Please do your best to avoid lingering during dismissal to maintain a smooth transition between regular pickup and extended care time.

Tuition Fee Policy

A seat reservation fee of \$60 is required for each child enrolled. This is non-refundable/non-transferable. Tuition fee is divided into 20 payments for the school year. You are required to pay two weeks in advance. The first payment for the first two weeks for the school year is due in June. The first payment is **non-refundable as well** in case you decide to cancel your enrollment on or before the beginning of the school year.

Tuition Fee schedules are aligned on FPS employee pay dates. Payment is online through Arux. Here is the link to Arux. [Arux Online Payment](#)

Tuition Fees for the 2026-2027 School Year

Two weeks of child care covered per payment. Payments due every two weeks = 20 Payments Per School Year

- 5 Days - \$914 (2 full time children from the same family \$1,736)
- 4 Days - \$749
- 3 Days - \$603
- 2 Days - \$439
- Seat Reservation Fee: \$60 (paid confirmation of spot)

Schedule of Tuition Fee Payments for SY 2025-2026

Note: Tuition Fees cover advance payment for two week child care services

Tuition Fee Due Dates (Updated)

Payment #	Due Date
1	June 6, 2025
2	Sept 12, 2025
3	Sept. 26, 2025
4	Oct. 10. 2025
5	Oct. 24, 2025
6	Nov. 7, 2025
7	Nov. 21, 2025
8.	Dec. 5, 2025

9.	Dec.19, 2025
10	Jan 2, 2026
11	Jan 16, 2026
12	Jan 30, 2026
13	Feb. 13, 2026
14	Feb 27, 2026
15	Mar 13, 2026
16	Mar 27, 2026
17	Apr 10, 2026
18	Apr 24, 2026
19	May 8,2026
20	May 22, 2026

***Late Fee Charges**

A late fee charge of \$ 25.00 will be applied if tuition fee payment is not received 5 days after the due date. As long as your child is occupying a seat, you are responsible for paying for the spot you reserved. [Failure to pay the tuition fee will result in termination of child care.](#)

***Online Payment**

Online payment of tuition fee is now available through Arux. Please register your child in a program you want to enroll in.

Holding Fee

The Child Care Center is open on the first FPS staff PD Day which usually falls on the last week of August. If you choose to delay your child's start date, you will be required to pay a holding fee equivalent to the tuition fee depending on the number of days your child is enrolled in. It will be calculated based on the period of time you are holding the spot until your child is ready to start. It is important to note that all spots need to generate income to support operating costs. Another option is to find a FPS staff member who is interested in child care to take your spot until the time starts Child Care.. However, please note that the onus of ensuring that the childcare spot is paid for (while your child's spot is being held) is on you.

Lunch and Snacks

The Child Care Center does not provide breakfast, snacks and lunches to the children. Parents are supposed to provide tree nut / nut free breakfast and afternoon snacks. Snacks are scheduled before they go for morning outdoor play and afternoon snacks before dismissal.

Lunch is served after morning outdoor play. You are welcome to bring any type of snacks and lunches for your child. If your child has food allergies or food sensitivities, please indicate it on the Enrollment form so we can make sure that your child is well supervised and will be put in a safer spot at the lunch table.

It is important to note that Child Care staff are not allowed to warm up lunches for the children. It is not safe to heat up food at the daycare due to the possibility of overheating that can cause scalds or burns. However, we suggest that parents send warm food from home and put it in a thermos container. Fresh milk, fruits and dry snacks should be brought to school everyday. We can not store extra solid and liquid food at the Child Care Center.

For infants, teachers can warm up bottles by carefully holding them under warm running water or they can use a bottle warmer. Please note that our bottle warmers have no built-in thermostat. All bottles should be premade and labeled ready for feeding.

For snacks, you are only allowed to send packed snacks for one day. Please do not send your child's snacks for the week in boxes to be stored in the classrooms. We do not store extra boxes of chips, crackers or any dry snacks in the classrooms. However, we have individual food containers labeled with your child's name where you can store liquid and other refrigerated items like pouches, juice and yogurts good for a day only. Teachers will clean and empty the containers in the refrigerators at the end of the day.

Here are sample snacks/lunches you can send to the Child Care.

Fruit and veggie pouches, crackers, milk, water, juices, cheese, slices of fruits and veggies (cut in small pieces especially grapes), cheerios, granola bars (no nuts please), applesauce pouches, muffins, mashed potatoes. If you are giving slices of meat, please make sure they are cut into tiny pieces to avoid choking.

Birthday Celebrations

Birthday parties are so much fun! We allow small birthday parties in the classrooms. You can bring special snacks like cake, cookies, muffins or ice cream or any baked goods as long as the items must be store bought and not homemade. Please send the ingredient label through email a day in advance so we can send ingredient contents of the food items to parents in case there are food allergies or sensitivities. Goodie bags are allowed if you choose to do so as long as it contains safe toys and peanut/ tree nut free food items.

Peanut /Tree Nut Free Policy

The FPS Child Care Center is strictly a **TREE NUT/PEANUT** free daycare. We do not allow products that contain peanuts or tree nuts as an ingredient to be included in the children's lunch boxes or bags. Peanuts and tree nuts are among the 8 food groups that cause the most serious allergic reactions in the United States (<https://www.cdc.gov/healthyschools/foodallergies/index.htm>.) Among others are milk, eggs, fish, crustaceans, shellfish, wheat and soy. For clarification, tree nuts include almonds, Brazilian nuts, walnuts, cashews, Macademina, hazelnuts, pecan, pine nuts and pistachios

Different people have different reactions to food allergies. Symptoms may be mild or severe. Serious allergic reactions can lead to anaphylaxis that may cause death. To promote the health, safety and well-being of our young children at FPS Child Care Center, nobody is allowed to bring any products containing nuts and tree nuts including teachers. Teachers and high school students working with children are required to wash their hands before they begin their work due to high possibility of cross contamination. Please know that your child's health and safety is our first priority.

Infant and Toddler Program

The primary goal of the program is to provide a safe and nurturing environment to children where feelings of security and trust among infants and toddlers and child care educators are considered highly important. We value the first three years of a child's life. We believe that the more we develop trust and emotional security, the more young children learn. At the FPS Child Care Center, we design a play based curriculum for infants and toddlers following best practices in Early Childhood Education. We create fun and exciting hands-on activities centered around monthly themes that are developmentally appropriate for infants and toddlers.

Activities for the school year includes outdoor play, indoor daily buggy rides, simple Science experiments, art projects, reading aloud, music and movement with *Mr. Hugh Hanley*, picnics, parade and more.

FPS Child Care Center follows MA DEEC policy on adult-child ratio:

- Infants I Class (2-6 mos): 2 teachers/ 7 infants
- Infant Transition Class (7-11 mos): 2 teachers / 7 infants
- Toddler 1 Class (12-24 mos, 1-2 years): 2 teachers / 9 toddlers
- Toddler 2 Class (24- 36 mos, 2-3 years): 2 teachers / 9 toddlers

Change of Schedule:

Children attend Child Care programs on different schedules- 5 days, 4 days, 3 days and 2 days a week. If your child is scheduled for specific days for example M-W- F, please keep your scheduled days consistently. We are not allowing switching days or adding a day/days since we follow teacher- child ratio strictly.

Toddler 1 Class Daily Class Activities

Please note that all activities and time are subject to change depending on the needs, interests of the children and weather conditions ex. Outdoor play time can be changed to an earlier time slot if the temperature is not safe for outdoor play.. Please follow the Child Care Weather Watch Chart (please click the link below.)

<https://www.c-uphd.org/documents/wellness/weatherwatch.pdf>

Sample Daily Schedule

- Arrival
- Free Choice / Play
- Breakfast
- Diapering
- Circle Time: Greetings/ songs when Hugh Henley is at the daycare, he does the Circle Time 2x a month (alternately we do story time or project based on the theme for the week)
- Buggy Walk- indoor during cold weather and outdoor walk during warm weather
- Snack Time
- Outdoor Play (playground)
- Handwashing
- Lunch
- Handwashing & Diapering
- Rest Time
- Snack Time
- Diapering
- Dismissal / Pick up Time

Toddler 2 Daily Activities

- 6:45-8:00 Arrival /Morning Greetings and Free Play
- 8:00-8:30 Circle Time/ Breakfast
- 8:30-10:40 centers play, Art activity, Sensory play, Bathroom and Diapers
- 10:40-10:45 Transition to Playground
- 10:45-11:45 Outdoor play
- 11:45-12:00 Toileting, Diapering and Handwashing, Sing a songs
- 12:00-12:30 Lunch time
- 12:30-2:30 Rest time
- 2:30-3:00 Toileting/Diapering and Snack
- 3:00 Dismissal

Snow Days and School Holidays

The FPS Child Care Center follows the Framingham Public School holiday schedule.

FPS Calendar

[School Year 2025-2026](#)

The FPS Child Care Center will be closed during snow days and holidays.

The schedule for Early Release days is as followed;

FHS Staff: Half days and Early Release at 10:45 am

Pick Up Time : 11: 30 am

Non-FHS Staff: Half days and Early Release at 11: 40 am

Pick Up time : 12: 40 pm

Professional Development Days

The Child Care Center is open during FPS Professional Development Days. We follow regular Child Care hours 6:45 am -3:00 pm for High School Staff and 7:30 am -3:45 pm for Non-High School Staff. Extended Care Service is offered during PD days.

Parent Involvement

FPS Child Care Center supports home-school partnerships. We value each family as we aim to build a community of child care educators, parents and caregivers who provide a loving, caring and nurturing learning environment for Infants and Toddlers. We encourage parents to be a part of the Child Care Center's activities throughout the school year. We are committed to address issues and other concerns regarding child care services. If you have any questions or concerns, feel free to reach out to the Program Coordinator or to the Director of Partnerships of Framingham..

Communications with Parents

Parents are notified immediately in case of the following situations:

- If there is an injury which requires any medical care beyond minor first aid or any emergency administration of non- prescription medication.
- Of any allegation of abuse or neglect involving children while in the Child Care Center
- If there is any change of Child Care Educators or additional or substitute teaching/ non-teaching staff in the classroom.
- If there is an emergency or school crisis.
- You will also be notified within 24 hours if a communicable disease, sickness or condition has been identified in the program.
- You will be notified if there are any temporary emergency situations eg. closing a classroom due to a breakout of illness or any deviation from the program activities.

Every month, we release a newsletter highlighting the Child Care Center's activities, latest news and reminders for upcoming events. It will be in your inbox as soon as it is available.

Child Educators Staff Qualifications

All Child Educators are MA EEC certified and some are working on their certification. The Child Care team has Early Childhood Education training and has experience working with children in various child care settings in Massachusetts. They are trained in CPR/ First Aid and continue to renew their certifications every two years. Teachers also update their knowledge in Early Childhood Education by attending online and in person training. In addition, the Child Care Center team has undergone ALICE (Alert Lockdown, Inform, Counter Evacuate) training in case of emergencies and crisis situations.

High School Student Assistance

FPS Child Care Center works in partnership with the high school's Department of Family and Consumer Sciences. The liaison is Lisa Barnes, Department Head. The students who are enrolled in Child Growth and Development classes assist in Infant 1, Infant 2, Toddler 1 and Toddler 2 classes. The students provide assistance to the teachers with classroom activities, watching after the children during outdoor play and napping time. The High School students are not allowed to change diapers or assist children in toileting. The students will complete observations and evaluations as required by the course requirements. The students are supervised by their teacher and Head of the Department of Family Life and Consumer Science and the Child Care Program Coordinator. High School students doing their practicum at the Child Care Center and are required to attend ALICE training to help assist teachers in case of emergency crisis.

Health Policies

Health policies are created to protect the health and well-being of infants and toddlers, highschool students and teaching staff. Families are expected to follow the health care policies and protocol to keep the children safe, healthy and help to control the spread of virus.

Parents will be notified through a phone call, text or email and required to *pick up your child immediately*. The following symptoms require immediate isolation and exclusion from child care.

fever (100.0 F degrees and higher, feverish and chills)
diarrhea (uncontrolled)
cough (continuous heavy)
ear infection/ ear ache
bad cold (constantly runny nose)
nasal congestion/ difficulty breathing
vomiting
HFMD
rash

pink eye
head lice
stomach pain
pale appearance
fatigue/ lethargic
asthma attack
RSV (Respiratory Syncytial
Virus)

If a child's temperature is 100.0 F and higher, we reach out to the parents and send the child home immediately. However, to be on the safe side, we follow MA EEC directives that

If a child has 100.0 and higher, the child may have other health issues and needs to be checked by a health practitioner. Therefore, the child should stay at home 24 hours to avoid the spread of infectious diseases and to maintain a safe and healthy environment. If the child is brought to the doctor to rule out other infectious diseases, then please ask for a note from the doctor.

Once you pick up your child, the teacher will give you a Child Illness Report that needs your signature. In accordance with our policies, a child may return when he/she is **symptom free for 24 hours without the use of fever reducing medication.** If your child has been isolated or excluded from child care for more than 3-5 days because of illness, you must submit a doctor's note for return to child care clearance.

Illness Report

Covid 19 Guidance (CDC MA Guidance for Children and Staff in Child Care)

- Infants and toddlers who test positive must be isolated for at least 5 days. If they are asymptomatic or symptoms resolving and they are fever free for 24 hours without the use of fever-reducing medicine, they may return to programming after day 5.
- However, members of the staff (adults) are not required to be isolated for 5 days. A staff member can return back to work as long as he/she is symptom free for 24 hours. Mask is not required but it can be requested to do so.

Safety and Injury Policies

While your child is at the FPS Child Center, your child's safety is our priority. In cases of any accidents at the playground or in the classroom, we will do the following procedures:

- We will notify the parents immediately.
- We will bring the injured child to the school clinic.
- We will call 9-11 for emergency cases.

For non-emergency cases, FPS Child Care Educators will administer first aid and prepare an Accident Report to be given to the parents at the end of the day.

Examples of non-emergency cases or common injuries: bruises, scratches, carpet burns, bumps, small cuts, nose bleed, bite marks among others.

Examples of emergency cases: head trauma, broken bones, falls, dislocated joints/ shoulders, choking, seizures among others.

Evacuation Plan In Case of Emergency Crisis

(ALICE Training, March 9, 2023)

1. Staff in the Child Care Center will barricade during lock down.
2. Staff are not supposed to open the doors for anybody while locked down.
3. Framingham Police Officers will go immediately to F Hall to check on the rooms.
4. Staff are using a two way radio or a group text system to communicate with each other.
5. Classroom phones have access to PA system using 411#00 as code for an emergency. We have the option to call 911.
6. VPs have access to cameras and PA. They can give us an update with what is happening.
7. Each class has a key to the playground to lock/unlock doors in case there is a need to evacuate from the playground.
8. All 4 exits from the playground are accessible. Door # 15 is a point of exit when the children in strollers or buggy rides can get through the ramp.
9. In an emergency, we will evacuate through the door in the closest proximity to the children's location.
10. Straps and wedges are distributed in each classroom to help lock the doors.
11. Evacuation maps are posted in each classroom.
12. Bolts are installed in all classroom doors.

Managing Child Dysregulation

It is not uncommon to see children dysregulation within a child care setting. At a Child Care Center, where we deal with very young children, it is our priority to meet each individual child's developmental needs.

If there is a presence of child dysregulation that can manifest safety challenge to the dysregulated child themselves, other children in any given class or adults in the classroom, the Child Care Center staff will do its best to provide all the support to the child in collaboration with the family to help mitigate the dysregulation. In order to provide help with the family, here are the steps we follow:

1. The CCC will document the dysregulation that includes frequency, time, management and other detailed information needed for evaluation.
2. Invite the parents for an initial conference with teachers to present the case, discuss evaluation or observation of teachers, provide suggestions and strategies to manage the behavior.
3. Document and monitor the progress of the child.
4. Invite the parents for the second time for a follow up conference to discuss the progress and suggest an initial screening (if needed) before seeking professional help/service.

5. Once the parents agree to seek professional help/ services for their child, the Child Care Center will invite parents, specialists and teachers for the 3rd time to reassess and reevaluate the overall progress of the child.

In the event that despite best efforts to provide support, CCC still can not meet the child's developmental needs and keep him/herself and other children safe in his/her learning environment, the CCC reserves the right to terminate services to the child and his/her family.

Drop Off and Pick Up Procedures

- Children should be picked up and dropped off by an authorized person(s) listed on the enrollment form.
- For the safety and supervision of the children, **parents and caregivers will sign their child in/out** each day on the attendance sheet located on the wall next to each classroom door.
- When your child is being picked up by the authorized person listed on the form, please ask the person to bring his/her identification card and present it to your child's teacher.
- If there are changes with the time or person to pick up your child, please inform your child's teacher and the Program Coordinator in advance. You may call, text or email us before dismissal time.
- When you drop off your child, use door 15. If you are a non-FHS employee you may call the Program Coordinator's work phone number: **508-782-7552 Ext. 27552/ District Cell: (774)-505-3029** or **use the intercom by the door** when you arrive. In case the Program Coordinator is not in the building, you can reach the classroom phones by dialing 508-78 + (extension number.) Here are the extension numbers: Infant 1 27526, Infant Transition 27529, Toddler 1 27002 and Toddler 2 27003.
- During pick up time, the use of the playground is not allowed. All families are expected to leave the premises after dismissal. Playground is closed at 12:00 pm.
- If your child is not enrolled in the Extended Care Services, and you are late to pick up your child, you will be charged \$1/ min. The teacher will record the time your child gets picked up. You will be given a late pick up bill.

What to Pack for the Day Care

Please put your child's name on all the items listed below!

Infant Class

- pre-made bottles for the day (3 or 4 bottles depending on your child.)
- pacifier (if your child uses it.)
- crib sheet or blanket
- diapers
- wipes
- 2 sets of extra clothes

- socks
- clothes for outdoor activity
- sunscreen lotion for summer
- hats and mittens for winter

Toddler 1

- Extra clothes (2 pairs of pants, 2 shirts, 2 pairs of socks and 1 sweater)
- Nap mats
- Rubber bibs
- Binky or pacifier (if they use one)
- 2 packs of wet wipes
- 1 pack of diaper (every 2 weeks)
- Lovie or snuggle buddy
- Nap blanket
- Diaper cream (if needed)
- Bottle of milk (fresh milk should be bought everyday)
- Food (premade morning/ afternoon snacks and lunch)

Toddler 2

- 2 Extra outfits including socks
- Extra sets of shoes and sweatshirts
- Jacket for cool mornings
- A sheet and blanket or sleeping bag for napping
- A big tote bag to contain all the sleeping items
- Pre-made food (breakfast, lunch and snacks)
- Lunch box with ice pack with your child's first and last name
- Water bottle and milk

We send home nap mats every Friday for you to wash. Water bottles need to be cleaned every day.

Parent Handbook Signature Page

We have read and understand the contents of the Parent Handbook. We agree to abide by the policies written in the Parent Handbook. Framingham Public School Child Care Center reserves the right to amend the policies and procedures when necessary. The Child Care Center will inform parents of any changes made to the Parent Handbook.

Signature of Parent / Guardian _____
Signature over printed name

Date _____

Signature of Parent / Guardian _____
Signature over printed name

Date _____

Note: Both parents / guardians are required to sign as applicable.