**LETTER FROM THE DIRECTOR**

On behalf of the staff at Mittineague Methodist Community Preschool (MMPS), I would like to welcome you and your children to our program. Please be assured that we recognize the importance of this time for each of you and will do all that is possible to help you enjoy your experience with us.

The school is a high quality preschool program accredited by the Department of Early Education and Care (EEC). The teachers are carefully chosen for their high standards and caring qualities. They are well trained in areas of child care, child development, certified in first aid, CPR, and are continuously involved in professional development and training.

You are welcome to visit your child during the day while the program is in session. I look forward to your opinions, feedback and suggestions for our program and I will try to incorporate them when possible. The school constantly strives for program involvement and with your help and input, I can assure you that your child will have an enriched, enjoyable learning experience during the time you must be away.

Parents are encouraged to become involved while your child attends the school by participating in various planned activities, parent meetings, social events, parent conferences, and perhaps helping on an events task group.

Lastly, I thank you for the privilege of working with and caring for your child. Should you have any questions or concerns at any time, please feel free to let me know.

Sincerely,

Julie Roit

Director MMPS

**PHILOSOPHY**

Mittineague Methodist Community Preschool is a child centered preschool program. The curriculum includes learning through teacher guidance, exploring the environment, socializing with peers and independent discovery. All which provide for the social, emotional, physical and intellectual development of each child. MMPS is a school where children’s social development is as important as their readiness for intellectual accomplishment. Where children can discover, use and develop their abilities. The school prides itself on a safe and supportive setting for each child and family to fully participate, and feel a part of the school’s community environment. Communication with parents is emphasized as an important component to the program.

Our goal is to see that children are engaged in age-appropriate activities. As three year olds, they are learning to listen to and trust another adult, to begin to share, take turns and play with other children, to use and experiment with science, music, art and movement. As four and five year olds, they are exposed to a more structured day and a curriculum which develops naturally from concrete experiences in their daily lives. Our goal is to allow children to develop initiative through exploring. This includes the opportunities to create and play, to imagine and wonder, to care and to share. Our approach is positive and our hope is to give each child the clear message: “I am lovable and capable”

**OBJECTIVES**

To foster positive self-concept

To develop social skills

To encourage language development

To enhance physical development and skills

To encourage and demonstrate sound health, safety and nutrition

To further self-help skills

To encourage creative expression and appreciation for arts

To respect cultural diversity

**PROGRAMS**

**Our Three Year Old Program**

The three year old program focuses on social skills such as gaining independence, group participation and playing with others. Identifying shapes, colors, numbers and written names, along with the development of both gross motor skills and fine motor skills. The three year olds problem solve and make comparisons as they engage in exploring the world around them. Our threes program is offered 5 days a week with a minimum of 2 days chosen being either Tuesday/Thursday or Wednesday/Friday. You may add a 3rd, 4th, or 5th day.

**Our Four Year Old Program**

The four year old program focuses on developing friendships, empathy for others and developing strategies to resolve conflicts independently. Kindergarten readiness is introduced with activities such as identifying both first and last names, making comparisons about our environment, retelling stories, observing nature and identifying upper and lower case letters. The curriculum introduces sight words-words that are commonly used in print, adding and subtracting items and collaborating with each other as they work on more complex projects.

The school offers a five day four-year old program as well as a four or three day four year old program. The five day program offers a more consistent schedule that is designed to engage children who are ready to attend school five days a week.

Whichever program you choose for your child, you can be assured that we strive to provide each child with the skills and confidence needed for Kindergarten and beyond.

**ADMISSION**

The school is completely non-sectarian/nondiscriminatory and open on a first come basis to all children of appropriate age regardless of race, color, sex, religion, cultural heritage, national origin, political belief, disability, sexual orientation, or marital status of parents. It operates under a license issued by the Department of Early Education and Care. It is suggested that parents visit the school with the child before actual enrollment.

**REGISTRATION**

Children are registered annually and the registration fee for each child is nonrefundable. Forms are sent out after the first of the year for the following September. Children already enrolled as 3 year olds are registered first for our 4 year old classes. Once classes are full, a contact list is kept for openings which occur during the year.

**REQUIREMENT**

Massachusetts law requires that each child be immunized against diphtheria, whooping cough, and tetanus (DPT); polio measles, mumps, rubella, hepatitis, HIB, and varivax. Screening for lead paint poisoning is required once they turn nine months and annually until they are four. An immunization record must be completed and a health form signed by a physician. Exceptions to immunization requirements will be granted only for allergies or religious beliefs. The Department of Early Education and Care also requires an information sheet, developmental information and authorization/consent forms. Consent must be given for a child’s name, address and phone number to be on a class list as well as to be photographed/videotaped. These forms must be in the office prior to entering the program. A new set of forms is required each year. Physical exams are valid for one year from the date of examination and renewed yearly.

**PROGRESS REPORTS AND CHILDREN’S RECORDS**

Throughout the school year parents will receive reports of children’s progress. These reports will be in both written form, as well as in verbal conversations with the child’s classroom teachers. In the fall families receive a brief progress report for their child’s progress since the start of school. In January the school begins individual conferences with parents or caregivers to discuss a written assessment report. Please know that we are always available for conferences at the request of our families. At the end of the school year final assessment reports are sent home.

Families are encouraged to speak with teachers at any time to discuss concerns, questions, or comments they may have. Our calling-in hours are also available to parents, the days and times are posted outside the classrooms. It is not just these times you will hear about your child’s preschool experience. The teachers will speak with you daily to share any concerns, growth or notable experiences. Information in children’s files is held in the strictest confidence. Parents will be given access to their children’s file within two days from any written request.

**AMMENDING A CHILD’S RECORD**

Parents have the right to add information and comments, data or other relevant information to their child’s record. A parent may also request that information be deleted or amended from a child’s record. Such requests will follow the procedures below:

1. If parents are of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child’s record, he or she may request a conference with the Director to make the objections known.
2. The Director shall, within one week after the conference, render to the parents a decision in writing stating the reason for the decision. If the decision is in favor of the parents, steps will be immediately taken to put the decision into effect.

**TRANSFERRING RECORDS**

Upon written request of the parents, the Director shall transfer the child’s records to the parent or a designee, when the child is no longer in care. A copy will be maintained on site for the required amount of time per EEC Regulations.

**PARENT VISITS**

You have the right to visit your child’s classroom at any time, and we welcome you to do so. We do encourage you to speak with your child’s teachers ahead of time to make arrangements, or find out when the best time to visit would be. We are happy to have you share any special interests or talents with the children and we encourage your suggestions for the school. Parents are asked to share concerns for the school with the Director so they can be addressed immediately.

**INCLEMENT WEATHER**

On inclement weather days, the school follows the public school cancellations. In the event of a 1 hour delay MMPS will observe a 1 hour delay. In the event of a 2 hour delay, MMPS will be closed for the day.

**PLAYGROUND POLICY**

Families are invited to use our playground as a place to gather with each other and allow children to spend time with their friends. Our playground is open for a half hour following each dismissal time. Please be aware of our programs that are still in session during the school day. The teachers carefully plan activities and lessons for each of our programs, it can be challenging for children to participate in a well-planned activity or to focus on a lesson when friends outside are knocking on windows to say hello. We ask that families using the playground during program hours supervise children at all times to ensure that playground equipment is being used appropriately and the posted playground rules are being followed.

**FIRST AID EMERGENCIES**

All staff members working with children are required to complete a course in First Aid. We always have at least one staff member who is currently CPR certified in the building during school hours. Our first aid procedures are as follows:

1. We will notify you of any injury treated at the school in writing.
2. For more serious injuries, we will call you immediately so you can follow up with your own doctor. If you can’t be reached and there is a question of whether treatment can be safely delayed we will call the emergency number from your Enrollment Sheet. If no one can be reached, we will call your physician for consultation.
3. IN CASE OF SERIOUS ACUTE EMERGENCIES in which parents cannot be reached and/or delay would be dangerous, we will summon Emergency Services and the child will be taken to the hospital designated on his entrance form accompanied by the school’s director. In some cases, the EMT’s will make the decision of which hospital the child will be brought to. Parents will be notified to go directly to the hospital.

**ILLNESS**

Parents are responsible for notifying the school of any allergies, special medical procedures or other important health information. (See forms)

In case of mild illness during school hours, the child will be cared for separately in the office until a family member can come for him/her. Children who are ill in the morning before school must stay at home for the day. Children who have had a fever of 100 or higher must be fever-free for twenty four hours without the use of medication before returning to school. If your child has been diagnosed with, or exposed to a communicable disease such as: bacterial meningitis, chicken pox, diarrhea diseases, diphtheria, hepatitis A, measles, mumps, pertussis (whooping cough), pneumonia, epiglottis, infectious arthritis or rubella, please notify the school.

If your child has a fever, unusual spots or rashes, sore throat, trouble swallowing, infected skin patches, headache, stiff neck, vomiting, or unusual behavior such as crankiness, lowered activity level, or just seems unwell please keep your child home until symptoms disappear or your physician decides the child can return to school without endangering other children and staff.

If your child becomes ill with any of the above symptoms while at school, or is not well enough to participate in activities you will be contacted and asked to arrange for the child to be picked up from the school.

Please call the school office to notify staff if your child will be out due to illness or other circumstances.

**PREVENTION POLICIES**

To protect staff and other children from the risk of communicable diseases, we insist upon a rigorous hand washing routine. All staff and children must wash hands before they start their morning at school, after using the bathroom, after handling tissues and before snacks and meals. All staff must wash their hands after assisting children in the bathroom, handling tissues, and before handling snacks. Parents can help by teaching their children about the importance of proper hand washing. In addition, staff wear non-porous gloves when cleaning up bathroom accidents, bodily fluids, or administering first aid. Staff will also wear gloves when preparing snacks and handling food.

**MEDICATION OR NON-PRESCRIPTION**

Any prescription drugs or nonprescription items may only be administered according to the Department of Early Education and Care Regulations and require a physician’s authorization. Please speak to someone in the school office or the child’s teacher to obtain copies of the required forms.

**NEGLECT/ABUSE**

The school is responsible to protect children from abuse or neglect while in the program’s care. All adults involved with the school are mandated reporters and shall report any findings to the Department of Children and Families or to the program Director. In the event of an allegation that involves a staff member, that person will be asked to leave the program until the proper procedures have been taken. This may include an investigation by the school, the Department of Early Education and Care and the Department of Children and Families.

**PARKING**

Parents should use the large parking lot at all times. The area directly in front of the doors is reserved for staff and church personnel. Parking is not allowed in the circle outside the church entry. This is a fire zone and cars are subject to towing.

**ARRIVAL AT SCHOOL**

We ask that families park in the large parking lot and walk children into the building. Children and family members should enter the building through the front main entrance of the school, and family members should exit through the same door. We do not allow children to cross any part of the parking lot or driveway alone. We have a drop-off line for children who are ready and able to go to their classrooms by themselves. The Director or another staff member will be outside the door around 8:50a.m. to help children out of the car and into the building. Classroom teachers will be watching for children to arrive during this time.

Please do not leave cars parked in front of the walk, blocking the driveway or in the circle outside the front of the Sanctuary as this creates a hazard in the event of an emergency.

PLEASE DO NOT BRING YOUR CHILD TO CLASS BEFORE 8:50 as the teachers rely on this time before school to prepare for the school day.

**EARLY DROP-OFF**

The school offers an early drop-off to parents on a as needed basis for children enrolled in our program Monday – Friday beginning at 8:00. Your child will stay with a classroom teacher who will have activities available until it is time to transition to their classroom. There is an additional fee for this service of $20.00 per day and a monthly fee is available upon request.

**EARLY DISMISSAL**

If children are to be picked up before the regular dismissal time, we ask parents send a note in to the teacher, or call the office in the morning so we are able to have the child ready to go home at the appropriate time.

**DISMISSAL**

When picking children up at the end of the school day please enter through the main door and exit through the same door. This allows for easy monitoring of who is coming in and out of the building. It is important that you pick your child up on time, as a late pick-up causes undue anxiety for a child, and staff may not always be able to stay late. Please call the office if you expect that you will be delayed. If you are over 15 minutes late, please pick up your child in the school office.

**PICK UP POLICY**

Children will remain in their classrooms with their teachers until a family member or designated adult picks them up. The Department of Early Education and Care requires that we have a release in writing prior to letting a child leave with someone who is not on their emergency pick-up list. In the event that there is a court ordered custody arrangement that does not allow for both parents to pick up a child from school, the school will need a copy of the court order which will be kept in the child’s file.

We will not release a child into the care of anyone who appears to be intoxicated or under the influence of drugs. If the method of transportation appears to be unsafe, and the child’s wellbeing is in question we will not allow the child to leave the school. A parent or other person on the child’s emergency contact sheet will be notified and alternate arrangements will be made. In the event that any adult is picking up a child for the first time a valid, state issued photo ID must be shown to the teacher or Director.

**LATE PICKUP POLICY**

If a parent finds that they are going to be late to pick up their child, we ask that they notify the school office as soon as possible. The classroom teachers will be notified and a designated teacher will stay with the child until the parent arrives. If a phone call has not been received and the child has not been picked up on time, the teacher will notify the office and a phone call will be made to the child’s parent at work or at home. If there is no contact, the people on the child’s emergency list will be contacted until someone is reached who can pick up the child. A message will be left at the child’s house informing the parent of who picked up the child. If two hours have passed and the child has not been picked up the Director will then notify the Department of Children and Families.

***WORKING TOGETHER***

**THE SEPARATION PROCESS**

Not all children react to coming to school in the same way. Some have no difficulty leaving home and joining in school activities while others cling to a family member and refuse to leave to join the other children or explore the classroom. Some children start out the school year excited to come to school and become reluctant later one. Whatever reaction your child has to their school experience, we want you to know that these behavior patterns are normal for preschoolers. No matter what your child’s approach to starting school may be, you can help.

The first two days of school at MMPS begin as an orientation to the program, and an opportunity to meet the teachers and the child’s classmates. In the event that a child is enrolled in our programs after school has begun for the year, we encourage our families to visit our program with the child, allowing for time in the child’s classroom to meet the teachers and the other children, as well as to become familiar with the surroundings and class routines.

On the first day, allow extra time to stay at school if your child wants you there. This may need to continue for the first week or so, until your child becomes familiar with the school, classmates and teachers.

When you do leave, don’t ask if you may go as your child is apt to feel insecure if asked to make this decision. A matter of fact “good-bye” with the reassurance that you will pick him up at the end of school is best. Even though your child may seem busy with some activity, you should not assume “he’ll never miss me” and sneak away. This can sometimes cause unnecessary anxiety and loss of trust. Even if your child has a reaction to cry when you are out of sight, our teachers are skilled at helping children make the transition from home to school. If you want help in leaving, just ask. Be assured that we will not let your child cry all morning. If he/she needs you, we will call.

**COMMUNICATION**

Please tell us about any concerns you have in regard to your child – physical problems, questions about vision, hearing, a return to bedwetting, nightmares, a new baby on the way, etc. so that we can help address these concerns at school. Be especially sure to tell us if your child seems unhappy about school or has had an upsetting experience, which may affect behavior. We want to do all we can to make your child happy.

**CLASSROOM RULES**

At the beginning of the school year, the classroom teachers will talk about classroom expectations and review safety on the playground. Together the children our teachers will create a set of rules to guide and foster positive behaviors. The teachers will also introduce MMPS Manners. They will be posted in each classroom and are as follows:

Please

Thank You

Excuse Me

You Are Welcome

I would like a turn with that when you are finished, please

I am sorry if I hurt your feelings

Be kind to one another

Keep your hands to yourself and use your words

You can go first, thank you

**DRESS**

We suggest dressing your child for school in clothes that are suitable for New England weather as we like to spend time outdoors daily. Label boots, mittens, hats, etc. Inside clothes should be washable and suitable for play – WE ENGAGE IN MESSY ACTIVITIES! Lestoil and several washings should remove most painting stains. Independence and feeling competent are closely connected with being able to “do it myself”. Clothing should be manageable for toileting needs. Your child’s teachers will let you know if there are any special needs or instructions.

**DAILY SNACKS AND LUNCH**

Parents provide snack for their child. The school encourages healthy eating choices. Some examples of nutritious choices are 100% juice, water, or milk along with graham crackers, fruit, vegetables, cheese, granola bars, yogurt, etc. For children who stay for our extended day programs, we ask that items for lunch are nutritional and well balanced. An example of a well-balanced lunch might include a sandwich, drink, fruit or vegetable, yogurt, cheese or an alternative nutritional treat. All items requiring refrigeration should be brought in with an icepack.

**TOYS**

We ask that toys from home not be brought to school. It can sometimes be difficult for children to share items brought from home with their friends at school, and it keeps children from discovering the new items being offered in the classrooms. At times a special “comfort” item may be needed if there is a separation anxiety or a trying time at home. If this is the case, please speak to your child’s teacher.

**A MORNING AT PRESCHOOL**

There are many components to our days at school. During arrival time children are greeted by their classroom teachers. They may either walk into school from the drop-off line outside, or be accompanied by a parent. As they enter the room they will be asked to hang up their coat and back pack then add their name to the daily attendance. They will wash their hands and be ready to start the day.

**CIRCLE TIME**

Circle time provides an opportunity for learning games and group activities that are designed to promote language skills, reading readiness and number recognition. Children learn to take turns speaking, to develop self-confidence in oral expression, to learn beginning sounds and letters, and to strengthen visual skills. We also take advantage of this time to learn new songs, finger plays, poems, and use musical instruments.

**FREE PLAY**

During free play children may choose from a variety of activities including block play, dramatic play, puzzles, art, play dough, science, math and writing opportunities.

**INSIDE OR OUTSIDE GYM TIME**

Gym time takes us outdoors or to our inside gym. The children play active games that are designed to strengthen their large muscles and get them ready to use their small muscles or fine motor skills. They have time to ride bicycles, use balls, climb, balance, or learn new skills on obstacle courses.

**SNACK TIME**

Snack provides time for children and teachers to spend talking together and practice setting the tables, serving and pouring and cleaning up. Sometimes snack time includes preparing a special treat.

**ARTS AND CRAFTS**

The classroom teachers work on developing the basic skills of cutting, coloring and proper pencil grips, painting and pasting while encouraging independent creative abilities and a beginning understanding of color, shape, texture and design.

**MUSIC**

Music is more than singing and listening to music. Children use rhythm instruments, march, dance, listen to CD’s, play music games and participate in creative movement activities.

**STORY TIME**

The children are read to daily. Teachers often use story boards, puppets, and dramatization to enhance a story. The children also help to write their own stories.

**SCIENCE AND WONDER TIME**

This is a time for weighing and measuring, visiting animals, growing plants, taking nature walks, collecting items, discovering what can be done with a magnet, creating experiments and exploring their five senses.

Children will naturally gravitate toward what they need and are interested in. We encourage children to explore all activities we offer, but children are never forced to participate in activities that make them uncomfortable or cause anxiety. Our teachers create learning opportunities by observing the children and creating a variety of activities to address each child’s individual need.

**HANDWASHING TO PROMOTE WELLNESS**

* Use SOAP and WARM RUNNING WATER
* Scrub hands, back of hands, wrists, between fingers, under fingernails
* RINSE WELL
* DRY hands with a paper towel
* Use the PAPER TOWEL to turn off the water rather than bare hands

**CHILD GUIDANCE POLICY**

Child guidance at MMPS is consistent and based on an understanding of the individual needs and development of a child. Our most important job as teachers is to help each child feel good about him/herself. Keeping in mind that all feelings are permitted, we guide children in a positive manner by using the following formula:

1. Describe what you see – “I see sand all over the floor”
2. Describe what you feel – “ I am worried that someone might slip and fall”
3. Describe what needs to be done – “the sand needs to be swept up, here is a broom and a dust pan”

Often these types of requests are the most effective tool in discipline, and can be used in many instances. We model polite and friendly behavior for the children, reward behaviors we want to encourage, and ignore behaviors we like to discourage whenever possible, keeping the safety and well-being of all the children in mind at all times.

Sometimes limits have been made clear and children can remain defiant. In this case we will try redirecting the child toward a more suitable activity with a teacher and if necessary, time away from the group with a teacher or the Director. Corporal punishment is not used; children are never subjected to severe punishment, verbal abuse, or humiliation. Food is never used as a punishment, and children are not punished for soiling, wetting or not using the toilet, nor are they forced to eat.

We always start each day with a fresh slate and describe behaviors we see without evaluating, always keeping in mind “Good discipline is a series of little victories in which a teacher, through small decencies reaches a child’s heart.” Ginott

**REFERRAL POLICY**

When children’s behaviors are a concern at school, teachers will document behaviors that are observed. The Director and/or designee will also conduct an observation of the child. The Director will then meet with the teaching team to develop strategies that can be implemented to assist the child. If these steps are not successful, a conference will be requested and the concerns will be shared with the parent.

Together with the family we will seek information and feedback that will maximize the chances of addressing these problems within the program. Teachers or the Director will refer the parents to the appropriate agencies when the needs of the child are beyond the scope of MMPS. If necessary, MMPS will offer to arrange for consultants to observe and evaluate a specific child on site at the school. The parents’ input and permission will always be obtained before engaging such consultants. If it becomes necessary, MMPS will refer the family to other consultants or specialists outside of the program.

**POLICY FOR TERMINATION AND SUSPENSION**

A child may be terminated from the school under the following circumstances:

* The health and safety of the child at the school cannot be assured
* The child’s developmental needs are not being met at the school
* The safety and welfare of the other students is in jeopardy
* Failure to meet tuition after all other means have been presented
* Failure to provide the school with required information for the child’s file after two written requests have been made

The school will take all steps possible to avoid the termination of any child from our programs. The Referral Policy will be followed and all attempts will be made to support both the child and the family with the goal of keeping the child enrolled in our programs, including referrals to consultants or specialists outside the program, as well as any necessary training and support for staff.

Suspension may be used as an alternative depending on the situation.

**CHURCH AND SCHOOL**

The church relates to the school through an Advisory Board, which is made up of the Director, Minister, Administrative Assistant, a member of the Pastor Parish Committee, a teacher, a member at large and parent representatives.

**FIRE DRILLS**

Emergency fire drills are practiced on a monthly basis. Fire drills are unannounced and conducted at different times of the day. The local fire department also visits the preschool quarterly during the school year and conducts a fire drill using the building’s alarm system. At the beginning of the school year classroom teachers speak to the children about exiting the building, show them the route they will use, any alternative routes, and where to gather outside of the school. Teachers will bring attendance books with them and once they are outside, will conduct a roll call. The Director and a designated staff member will ensure that all children and teachers have left the building.

**EVACUATION/EMERGENCY**

If there is an emergency situation that requires us to evacuate the building such as lack of heat, hot water or event of a like nature before school starts, parents will be notified that school will be closed for the day. If any such occurrence happens during the school day the situation will be evaluated and if necessary outside information will be used to determine the course of action. If it is determined that the school must be evacuated and we are unable to return the children will be brought to Fausey Elementary School located across the street, as pre-arranged each year prior to the start of school. Classroom teachers will bring their attendance books that contain parent’s phone numbers, required medications, and cell phones. Parents will be called and informed of the situation and where they may pick up their child. The director and one other staff member will remain until all children have been picked up, the school will maintain proper teacher/child ratios at all times.

In the event of severe weather such as tornado or hurricane, the children will be evacuated to a safe spot in the building – the hallway between the Sanctuary and the Parlor. Teachers will bring emergency kits, attendance books, cell phones and any other provisions that can be collected.

Classrooms as well as inside and outside play areas used by the children are supervised at all times. Teachers count their students when moving from one area to another, and conduct a face to name attendance check if the situation warrants, such as when more than one group is present. If a child is found to be missing the Director will be notified and along with a designated staff member, will search the areas both inside and outside of the school. If the child is not found local authorities will be contacted immediately, and a call will be made to the parents. In the event that any child is left unattended by a staff member, the program will report such an event to both EEC and DCF, and the proper investigations will be conducted.

**INSURANCE**

We are concerned about children’s safety, whether coming to school or returning home, on field trips and at the school. Although we purchase a school accident policy, which covers each child, it provides only secondary coverage. We recommend that you check with your insurance to see if you are adequately covered before offering to drive children other than your own to or from school, or on a field trip. We urge you to see that each child is buckled up in a proper safety restraint.

**LICENSE**

We are licensed by the Massachusetts Department of Early Education and Care for ages 2.9 years to 7. Copies of our regulations can be viewed at Department of Early Education and Care’s website: <http://www.eec.state.ma.us> and can also be reviewed in the school office.

Location: 1441 Main Street, Springfield, MA 01103

Telephone: 413-788-8401 X113

Information about our compliance history can be obtained from Oly Wallenfels, our Licensor at EEC. Ms. Wallenfels can be reached at 413-788-8401 or at the Department of Early Education and Care, 1441 Main Street, Springfield, MA 01103.

**TUITION**

Annual Registration Fee First child $75

Registration Fee for siblings $25

**9:00 – 12:00**

3 Year Old Program Tues/Thurs $205

3 Year Old Program Wed/Fri $205

3 Year Old Program 3 Days $308

3 Year Old Program 4 Days $410

4 Year Old Program 3 Days $290

4 Year Old Program Tues – Fri $325

**9:00 – 1:00**

3 Year Old Program Tues/Thurs $250

3 Year Old Program Wed/Fri $250

4 Year Old Program Tues – Fri $363

4 Year Old Program 3 Days $318

Before School Drop Off rate $20/day

Before School Drop off (8:00-9:00) is offered Monday-Friday for those enrolled in our program. A minimum number is required for this program to be held. Monthly rates are available.

**Full Day, 8:00-4:30**

Monday- Friday, 5 days $230.00 per week

Choice of 3 days per week $150.00 per week

**TUITION IS DUE ON THE FIRST SCHOOL DAY OF EACH MONTH.**

Although some months have vacations, we have taken these into account when setting our tuition rates. Full time tuition is due on Friday for the coming week. Tuition is due in full regardless of absences. Checks may be made payable to MMPS and brought to the office. Cash payments must be made in person to either the Director or the Office Administrator. It is our policy to issue a receipt for cash payments in order to avoid bookkeeping errors.

**CHECK RETURN POLICY**

If a check is returned because of insufficient funds, the payment must be made in cash for the sum of the tuition plus the bank charge. In the event that two checks have been returned to the school in a given year, the school may request that future tuition payments be made in the form of cash, bank check, or money order.

**INFORMATION REQUIRED BY THE OFFICE**

Each new family, upon entering the school will receive a handbook. Returning families will receive updates and amendments to the handbook each year, or as necessary. All parents are invited to an orientation session that takes place prior to or during the first week of school. In the event that a child is enrolled in the program during the school year, the parent will meet with the Director prior to the child’s enrollment in order to review the policies as stated in the handbook. All paperwork must be complete and turned in to the office before the child may begin school at MMPS.