

Hartley Daycare Summer Program 2026 Parent Policy Packet

Dates of Operation: June 1 – August 21, 2026

Hours: Monday–Friday, 6:30 AM – 5:30 PM

We are excited to welcome your child to our 2026 Summer Program at our new Hartley Community Daycare facility. This program is designed to provide a structured, engaging, and fun summer experience through enrichment activities, outdoor play, and community-based field trips.

This policy packet outlines all expectations regarding enrollment, scheduling, payment, behavior, and daily procedures. These policies are in place to ensure a smooth, consistent, and high-quality experience for all children and families.

Please read this packet carefully. The final page must be signed and returned prior to your child's first day of care.

Sincerely,

Kaity Pedley
Executive Director

Program Overview & Schedule

Our summer program will operate from June 4, 2026 through August 14, 2026. Regular daycare hours remain 6:30 AM–5:30 PM Monday through Friday.

To maintain classroom routines, staffing ratios, meal schedules, and nap schedules, all children must arrive by 10:00 AM unless prior arrangements have been made for appointments or special circumstances.

Summer Rates and Attendance Options

Summer staffing and classroom planning are based heavily on enrollment consistency and contracted schedules.

No Attendance Hold Option

Families who wish to maintain enrollment while taking the summer off may choose our No Attendance Hold Option for \$275/month for June and July. This fee reserves your child's enrollment spot for the upcoming school year.

Two-Day Contract Option

Two-day contracts are available for children ages 0–4 at a rate of \$125/week.

Families must select either:

- Monday & Wednesday, OR
- Tuesday & Thursday

A combination schedule will not be permitted. Chosen days are locked in for the entire month and may not be changed except in special circumstances discussed with the director and only if staffing and ratios allow. Summer schedules and staffing are finalized the month prior and schedule changes may become increasingly difficult after that point.

School-Age Summer Program

Our school-age summer program is available for children who have completed TK or Kindergarten through 5th grade. Current rates are \$35/day and are subject to change based on transportation, staffing needs, and field trip expenses. You must pay for a minimum 2 days for care in order to hold the spot and to ensure staffing. Open enrollment for unenrolled school-age children will begin in May 2026.

Vacation, Illness, & Time Off

If care is not needed due to vacations, illness, holidays, or alternate caregivers, families will be charged an \$80 holding fee for the week to maintain their child's spot.

For families welcoming a newborn or new sibling, currently enrolled children may utilize the No Attendance Hold Option for one month to allow time for adjustment and bonding while maintaining enrollment.

After the one-month hold period, families may transition into a two-day schedule if space and staffing allow. Extended absences beyond the approved hold period may result in loss of enrollment and the spot being offered to a waitlisted family. The director reserves the right to approve or deny extended hold requests to maintain classroom stability and staffing consistency.

Meals and Daily Needs

Our summer program participates in the CACFP food program, and all children will be provided with breakfast, lunch, and a snack each day. Children do not need to bring food from home unless otherwise instructed for special field trips. A monthly menu will be available upon

request.

Each child is required to bring a refillable water bottle labeled with their name. Children should also bring appropriate outdoor clothing daily, including closed-toe shoes. On designated water or pool days, swimsuits, towels, and sunscreen should be sent to school in a labeled bag. Sunscreen and bug spray must be provided by parents, labeled with the child's name, and will be applied by staff as needed.

Personal electronics, toys, and valuables should not be brought unless explicitly permitted for a special event.

Field Trip Expectations and Guidelines

Field trips will take place regularly throughout the summer. Families will receive a monthly calendar outlining upcoming trips, special events, and any days that may require sack lunches or earlier drop-offs. On all field trip days, children must arrive no later than 8:00 AM to allow sufficient time for breakfast and preparation for departure. If your child arrives after 8:00 AM on a field trip day, they may not be able to attend and will need to remain at home for the day.

For certain field trips, children may be required to bring their own sack lunch. These days will be clearly marked on the calendar and communicated in advance. Children must dress appropriately for the weather and are expected to bring their water bottle.

Some trips may require parent chaperones. Sign-up sheets will be made available in advance. If you are interested in chaperoning, please communicate with the director.

Pool Attendance Policy

Pool days are tentatively scheduled for Wednesdays and Fridays throughout the summer, along with additional water activity days depending on field trips and special events.

Due to safety and supervision concerns, children must meet the following requirements to attend pool outings:

- Must have completed one full year of swimming lessons
- Must have completed four-year-old preschool

Children who do not meet these requirements will remain at the daycare for alternate activities.

Families must either:

- Provide a season pool pass, OR
- Provide admission money for each pool trip

If a family is unable to afford a pool pass, Hartley Community Daycare will work confidentially with families to help ensure children are able to participate whenever possible. We want all eligible children to have the opportunity to attend summer activities.

Children may bring money for pool concessions if desired. If money is not provided, daycare staff will provide a CACFP-approved snack and drink.

Pool behavior expectations are taken seriously due to safety concerns. Roughhousing, unsafe behavior, refusal to follow directions, refusing to exit the pool, or repeated behavioral concerns may result in temporary or permanent loss of pool privileges.

Behavior Expectations

Our daycare is committed to maintaining the highest level of respect and care for the building and grounds of all facilities we may visit this summer along with our own facility. Children are expected to behave respectfully and responsibly at all times. This includes using appropriate language, keeping hands to oneself, respecting staff and peers, and treating property with care.

Any of the following behaviors will result in a formal strike and parent contact: damaging or destroying property, using inappropriate or vulgar language, using the outdoors as a bathroom, aggressive behavior or physical altercations, and disrespectful or insubordinate conduct.

We will implement a two-strike policy for behavior violations. If a child receives two documented behavior strikes while attending programming, they will no longer be permitted to attend field trips or pool days.

Field Trip Behavior Policy

Children are expected to conduct themselves safely and respectfully during all field trips and public outings. All staff instructions must be followed immediately and without argument. Children who display disrespectful, disruptive, or unsafe behaviors may be excluded from future trips and subject to disciplinary action upon return. In extreme cases, such as aggressive behavior, running away, or endangering others, a parent will be contacted and required to pick up the child immediately from the field trip location.

We reserve the right to exclude a child from any activity or trip if prior behavior warrants concern for safety or supervision.

Signature Requirement

This policy packet is designed to ensure a safe, structured, and enjoyable summer for all families. We ask for your full cooperation in following the outlined procedures, respecting the space we are using, and supporting staff in maintaining clear expectations.

Please sign and return the attached agreement form by your child's first day of care. If you have questions, please reach out to Kaity Pedley directly.

Acknowledgment and Agreement

I have read and understand the policies and expectations outlined in the Hartley Daycare Summer 2026 Program Policy Packet. I agree to abide by the guidelines set forth and ensure my child understands the behavioral expectations and attendance procedures.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____