



FKO Brown Peabody School Year 2025-2026 (AFTERSCHOOL)

Information and Reminders

Contact Information

Name	Position	Phone Number	Email
Melissa Ehlers-Prata	Brown Site Director	978-998-2702	mehlers@fkoafterschool.org
Patricia Namey	District Director	978-778-0189	pnamey@fkoafterschool.org
Suelen Francisco	Admin Assistant	857-201-1125	sfrancisco@fkoafterschool.org
Kelsey Magoon	Behavioral Health Coordinator (BHC)	781-808-7512	kmagoon@fkoafterschool.org
Felicia Rocha	Family Access & Enrollment Specialist	978-778-5032	frocha@fkoafterschool.org

Dismissal

- Pick up is between 4:30pm and 5:30pm at door 5 (located in the rear parking lot by the rainbow steps). Please ring the black bell. (\$2/min late pick up fee after 5:30pm).
- Please notify site if you are running late.
- Children MUST be picked up by somebody 16 or older and authorized in registration. No child can walk home.
- Parents/guardians must sign their child in and out of the program each day.
- Please have your ID ready, especially if it is not the typical adult picking up.
- Absent Call Out Policy: Please remember to call, email or text us prior to the program start time if your child will be absent for any reason.

Meals and Snacks

- Afternoon snack is provided daily (menus available on site).
- FKO IS PEANUT FREE - children should not be bringing peanut products from home.
- Please let us know if your child has any dietary restrictions.
- If children choose to bring snacks from home, reminder that FKO can not re-heat childrens food.

Items from Home

- Children should not be bringing items from home. In the event they do, FKO is not responsible for anything that is lost, stolen, traded or damaged.
- All children's cell phones must be kept away during the program day. Families are asked to utilize the site phone if you need to reach your child.

Health and Wellness

- **Medication Requirement:** If your child takes medication (at home, at school or at FKO), you must complete an [FKO Medication Packet](#) prior to your child's first day. Any medication that will be administered on site at FKO also requires a physician's signature.
- **Individual Health Care Plan:** If your child has a chronic health condition, an [Individual Health Care Plan](#) must be completed before their first day.



FKO Brown Peabody School Year 2025-2026 (BEFORE THE BELL)

Information and Reminders

Contact Information

Name	Position	Phone Number	Email
Denise Lemanger	Brown Before the Bell Lead	978-854-2904	btbbrown@fkoafterschool.org
Patricia Namey	District Director	978-854-3356	pnamey@fkoafterschool.org
Suelen Francisco	Admin Assistant	857-201-1125	sfrancisco@fkoafterschool.org
Kelsey Magoon	Behavioral Health Coordinator (BHC)	781-808-7512	kmagoon@fkoafterschool.org
Felicia Rocha	Family Enrollment Specialist	978-778-5032	frocha@fkoafterschool.org

Reminders

- Children must be dropped off at door 5 (located in the rear parking lot by the rainbow steps) between 7:15 - 8:15am. Please ring the black bell.
- Absent Call Out Policy: Please remember to call, email or text us prior to the program start time if your child will be absent for any reason.
- Children should not be bringing items from home. In the event they do, FKO is not responsible for anything that is lost, stolen, traded or damaged.
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