

TO: Parents of Students in the After-School Program  
FROM: Kevin Husson, After-School Program Director  
RE: After-School Program Information  
DATE: August 5, 2010

Welcome to all new After-School Students and welcome back to all veteran After-School Students. Please read this memo carefully, and save it for future reference as it contains important information. We ask that you refer to your After-School Program brochure for all details and policies pertaining to the After-School Program. You can download a copy of the brochure and all forms on the Middleton Public Schools website, [www.middletonps.org](http://www.middletonps.org)--click on the Extended Care box on the bottom of the home page to access all information.

Mrs. Janet Bilicki is the After-School Coordinator. In this position, she will work every day with a member of our teaching staff. She will be planning all activities and supervising aides, and she will be the main contact for parents on discipline issues or concerns. Please, however, do not hesitate to call me with any unresolved issues.

The following is a schedule of site coordinators and the primary activities that are planned:

Monday	Janet Bilicki	Tim McAndrew	Arts & Crafts/Organized Sports
Tuesday	Janet Bilicki	Kevin Husson	Arts & Crafts/Organized Sports
Wednesday	Janet Bilicki	Jeanne Bentley	Computers/Board Games
Thursday	Janet Bilicki	Dale Marshall	Arts & Crafts/Organized Games
Friday	Janet Bilicki	Paula Hamilton	Arts & Crafts/Organized Games

In addition to site coordinators, an appropriate number of aides will work with students at the After-School Program.

- The After-School Program is held Monday through Friday at the Fuller Meadow School, and it begins the first day of school. Students who attend the Howe-Manning School will be bussed via a shuttle bus to the Fuller Meadow School. The program is held in the cafeteria, computer lab, gymnasium, and the back playground, depending upon the activity for the day.
- Please be sure to send a note to your child's classroom teacher indicating the days your child will attend the After-School Program. Your child's teacher should be informed in writing any time there is a change to your child's schedule.
- Students have a snack upon arrival to the program followed by supervised outdoor play prior to the start of the daily activity. At least two different snacks will be available daily. Please send a note to the site coordinator if there are any snacks your child should not have.
- If you would like your child to complete his/her homework during the After-School Program, please be sure to send a note with your child on the first day.
- **If your child will be absent from the After-School Program on a regularly-scheduled day due to illness or a change in plans, it is very important that you call the Fuller Meadow School, 978-750-4756, to report such absence. This will alleviate the staff from looking unnecessarily for a child who appears to be missing from the program.**
- If you find you need to change your child's schedule, please complete the *Extended Day Care Change Notification Form*, and return it to Joan Garber, After-School Program Secretary, at the Fuller Meadow School. The *Extended Day Care Change Notification Form* can be found under the Extended Care box on the Middleton Public Schools website. If you do not have access to a computer, a copy can be provided to you upon request. Contact Joan Garber at 978-750-4756 with any questions or to request a copy of the form.
- If your child will be picked up on a particular day by someone other than those listed on your child's registration form, please be sure that you send a note with your child indicating to whom your child is to be released.

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- Field trips are planned on most early release days. Please note that there is an additional charge on early release days to cover the early release time through 3:00 p.m. This additional charge is necessary in order to hire coverage for the students. Tuition is based on the program start time of 3:00 p.m. Refer to the monthly tuition letter for the applicable rate. As much as possible, field trips appeal to all age levels of students enrolled in the After-School Program. **Please note:** it is assumed that all students who attend on an early release day will attend the field trip. Accommodations cannot otherwise be made for students to attend the program on an early release day but not the field trip.
- You will receive a field trip permission form that will need to be signed and returned with the proper field trip entrance fee (this fee is in addition to the early release day charge.) Permission forms and fees must be returned no later than one week prior to the field trip. Students who do not return their permission form and fee will not be allowed to attend the program on that day.
- Monthly tuition rates for the After-School Program are as follows:

Pick-Up Time	Days per Week	Cost per Month	Pick-Up Time	Days per Week	Cost per Month
4:30 PM	2	\$50	5:00 PM	2	\$64
	3	\$75		3	\$96
	4	\$100		4	\$128
	5	\$115		5	\$150
5:30 PM	2	\$ 80	6:00 PM	2	\$96
	3	\$120		3	\$144
	4	\$160		4	\$192
	5	\$190		5	\$230

A \$10 discount has been applied to all five-day programs. In addition, there is a 10% discount for each sibling attending the Program.

- You will receive a tuition letter on or about the 5<sup>th</sup> day of each month for the following month's payment. Tuition payments are due the 23<sup>rd</sup> day of the month. **A \$25 late fee will be charged for all payments received after the 23<sup>rd</sup> day of the month.** Late payment of tuition for two consecutive months may result in a child/children being dropped from the program. Tuition must be paid by check or money order to **The Town of Middleton.** *Cash is not an acceptable form of payment.*
- It is very important that you return your tuition payment with the tear-off sheet on the bottom of your tuition letter. **Payments will not be accepted without this form.**
- Tuition payments should be mailed to: Joan Garber, After-School Program, Fuller Meadow School, 143 South Main Street, Middleton, MA 01949. It is preferable that you mail your payment to ensure it is received in a timely fashion. If you must stop by the school with your payment, please be sure that your check is filled out properly and contains the tuition tear-off sheet.
- If you have any questions pertaining to tuition or payments, please contact Nancy Dellea, After-School Program Bookkeeper, at 978-887-0771.
- **Please Note: All unpaid balances must be reconciled prior to your participation in the program for the 09/10 school year.** Please contact me if you have any questions.

It is the hope that you and your child find your experience with the After-School Program to be an enjoyable one. If you have any problems or issues you would like to discuss with me, please be sure to contact me by e-mail ([khusson@middletonps.org](mailto:khusson@middletonps.org)).

Thank you.