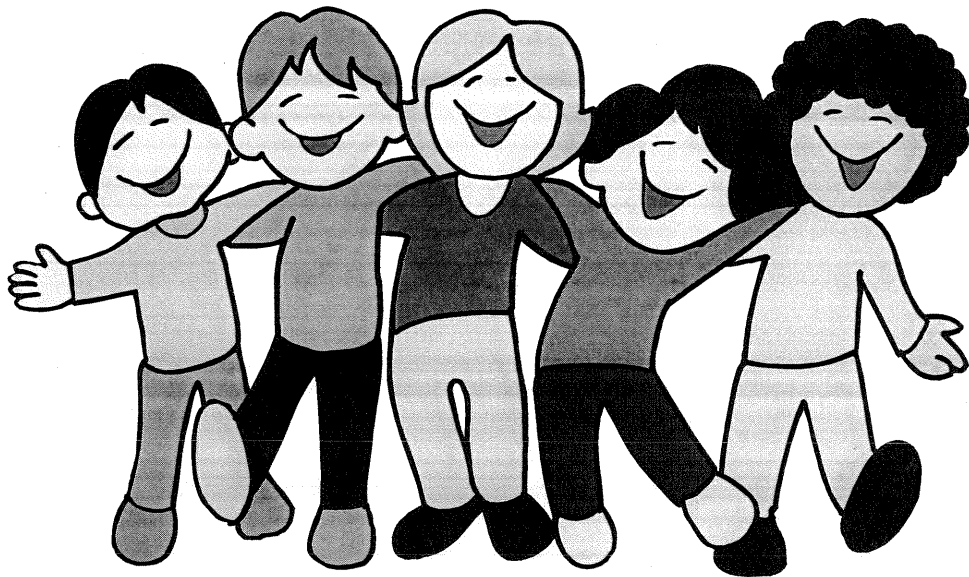


Town of Middleton
Extended Day Care Program
2011–2012



Handbook

Middleton Extended Day Care Programs
Fee Schedules
For the 2011-2012 School Year

After School Day Care
Monthly Tuition

Option #1 3:00 PM to 4:30 PM	Option # 2 3:00 PM to 5:00 PM	Option # 3 3:00 PM to 5:30 PM	Option # 4 3:00 PM to 6:00 PM
2 days per week \$ 50.00	2 days per week \$ 64.00	2 days per week \$ 80.00	2 days per week \$ 96.00
3 days per week \$ 75.00	3 days per week \$ 96.00	3 days per week \$ 120.00	3 days per week \$ 144.00
4 days per week \$ 100.00	4 days per week \$ 128.00	4 days per week \$ 160.00	4 days per week \$ 192.00
5 days per week \$ 115.00*	5 days per week \$ 150.00*	5 days per week \$ 190.00*	5 days per week \$ 230.00*

*A \$10.00 discount has been applied to all five day programs

Early Release Days (We run the program on early release days)

- 12:15 Early Release Days: Add \$ 12.00 to your monthly tuition check plus \$10.00 cash for field trip expenses.
1:15 Early Release Days: Add \$ 8.00 to your monthly tuition check plus \$10.00 cash for field trip expenses.

There is an additional charge for students attending Early Release Days that do not normally attend on the day of the early release. Please note we cannot accommodate your child if you don't wish them to attend the field trip.

12:15 Release

1:15 Release

4:30 Pick-up	additional charge of \$22.00 (per child)	(additional charge of \$18.00 per child)
5:00 Pick-up	additional charge of \$27.00 (per child)	(additional charge of \$23.00 per child)
5:30 Pick-up	additional charge of \$29.00 (per child)	(additional charge of \$25.00 per child)
6:00 Pick-up	additional charge of \$32.00 (per child)	(additional charge of \$28.00 per child)

Field Trips/Bus Charge

\$10.00 - \$20.00 per field trip (based on actual field trip charge)

Registration Fees

Registrations made before 8-1 \$25.00
Registrations made after 8-1 \$50.00
New Registrations \$50.00

Late Payments

Payments received after the 23rd of the month \$25.00

Returned Checks

Checks returned unpaid \$25.00 Fee

Over Contracted Pick-up Time

After three late pickups (Contracted time) in a trimester the student will be moved to the next pick-up time.
Students picked up after 6:00 will be charged \$15.00 for each 10 minutes.

After-School Day Care Program Description **2011-2012**

Middleton's After-School Day Care Program is held at the Fuller Meadow School and is available to students in Kindergarten through Grade 6 on a user-fee basis. Students who attend the Howe-Manning School will take the first shuttle bus to Fuller Meadow at the end of the school day. The program is primarily held in the cafeteria, with the gym, computer lab, library, and playground used for additional activities.

The After-School Day Care Program offers snacks, crafts, and organized activities including sports, interactive games, and computer enrichment. Activities such as cooking, ceramics, painting and drama will occasionally be scheduled as well (according to student interest). Whenever possible, students in grades 3, 4, 5, and 6 will be grouped separately so that age appropriate crafts and activities can be planned. The After-School Day Care Program does not discriminate on the basis of race, religion, cultural heritage, national origin, political beliefs, or marital status.

Kevin Husson is the Director of the After-School Day care Program, Joan Garber is the Secretary, Janet Bilicki is the Head Coordinator and Administrative Assistant to the Director and Nancy Dellea handles the bookkeeping/accounts receivable for the program. In addition to the Head Coordinator, there will also be another school professional acting as a co-coordinator, as well as an appropriate number of program attendants on site each day.

The After-School Day Care Program will follow the Middleton School calendar and will not be in session on holidays, vacations, Teacher Professional Development Days, or snow days. On early-release days, the program will begin at the early-release dismissal time and will be offered to all enrolled students for a nominal fee (see cover page).

Philosophy

The After-School Day Care Program is designed to provide children with a warm, supportive environment where they have opportunities to enjoy activities, develop responsibilities, and stimulate their curious minds. Efforts are directed toward developing a strong sense of community, in which the program becomes like "a neighborhood" of sorts to which children enjoy coming after school. All children are treated with consideration and respect and, in turn, will be expected to treat peers and adults in the same manner.

Policies

Attendance: To ensure the safety of all children in attendance, please notify Joan Garber at the Fuller Meadow School of all dates that your child(ren) will not be attending. In the event that your child will be unexpectedly absent from the program (i.e. if your child is dismissed from school early or if he/she has alternative after-school plans) please notify Joan as soon as possible. Joan Garber can be reached at the Fuller Meadow School at (978) 750-4756.

**Please note that no credit will be given for students who do not attend the program on days which they are regularly enrolled.

Release of children: Children will arrive and leave the program according to the schedule outlined by parents on the registration form. If individuals other than a child's parents or guardians may be picking up throughout the year, the names of such individuals should be listed

on the student's enrollment form, thus granting program staff permission to release the child. If your child is to be picked up by someone who has not been authorized on the registration form, please send a note indicating the person picking up to your child's secretary (Joan Garber at Fuller Meadow / Terry Ellis at Howe Manning). All persons releasing a child who are not known to the staff will be required to show a driver's license upon arrival at the school. All students will be released from the cafeteria where the parent or person releasing the student will be required to sign the student out via the computer (instructions for signing a child out are posted on the After-School computer).

Forms: Family Registration forms, Medical Release forms, and Authorized Pick-Up Signature Forms must be completed and returned before your child enters the Middleton After-School Day Care Program. These forms must be updated if there are any changes. (i.e., telephone numbers, employment, emergency contacts, authorized pickup persons and changes in pickup time, etc).

Behavior/Discipline Policy: Our policy is to encourage positive behavior through reasonable rules and guidelines that are presented to the children. Students are entitled to a pleasant and harmonious environment in our program. Parents should review proper school conduct with their child at home. In the event that a child's behavior fails to follow the guidelines of respect and or safety within the program or activity, his/her parent will be consulted on the appropriate action to be taken. We reserve the right to dismiss any student from participation in the program if these guidelines are not met. In such events, there will be no refunds.

Family Changes: We ask to be kept informed of any changes or special situations at home. Since day-care children have long days, it is important for our staff to be aware of anything that may affect the child's ability to adapt to his or her surroundings, behave him or herself, or cope with everyday stressors. Communication between staff and guardians is paramount to providing quality care and meeting your child's needs. All shared information is kept strictly confidential and will be used for no other purpose than to help us care for your child.

Schedule Changes: All changes to the regular schedule must be made **in writing** two weeks in advance of the change, so that the accounting department may make the appropriate adjustments and proper staff can be made available. All changes to the regular schedule must be made on the change form in this manual.

Health: All health information and medication policies—as outlined in the Middleton Public School Parent and Student Handbook—will be in effect during the After-School Day Care Program; however, we do require medical authorizations to the program independent of the school.

Medical Emergency: In the event that a child is injured or becomes ill while participating in the program, the Coordinator will attempt to notify the child's parents/guardians or the emergency reference listed on the program registration form. If none of the aforementioned individuals can be reached, or, if in the judgment of the After School Coordinator, immediate medical attention is required to best treat the child, the After School Coordinator is hereby authorized to obtain medical assistance. Additionally, multiple staff members in the After-School Program are Red Cross certified in Child CPR and basic first aid.

Early Release Day Care: Early release day care is available to program participants only and at an additional cost. Scheduled early release days will include off-campus activities such as *Plaster Fun Time, Strike One, Chunky's Movie Theater, Hollywood Hits, and Sunnyside Bowladrome*, also at an additional cost. Payment and authorization forms must be received by the scheduled due date in order to insure that your child will be accounted for in the planned off-school activity.

Early Release Days Due to Inclement Weather Conditions: The After-School Day Care Program may need to be cancelled due to inclement weather conditions. Should school be dismissed early due to unsafe weather conditions it may be necessary to cancel the After-School

Day Care Program as well. Parents will receive a call through the connect Ed phone system notifying them of any such cancellations. It is also possible that at times the program will remain open during periods of inclement weather; however the Head Coordinator may request that your child/children be picked up at the earliest time possible.

Teacher Professional Development Days: There will be no After-School Day Care on full Teacher Professional Development days. This year's professional development day is January 23, 2012.

Vacation Weeks: There will be no day care on school vacation weeks.

Late Pick-ups: It is understood that from time to time parents may be late picking up a child, therefore, you will be allowed **three late pick-up days per trimester**. If a child is picked up later than his or her scheduled pick-up time more than three times in any given trimester, the child will be automatically moved to the next hourly payment option. Also, please note that there will be a \$15 surcharge for each (10) minutes or fraction thereof that the child is picked up past 6:00 p.m. **This policy will be strictly enforced.**

Issues: If you have any issues pertaining to the After-School Program, you may contact the Director, Kevin Husson on his cell phone @ (603) 380-8311 or you may reach Janet Bilicki on either the After School cell phone @ (978) 265-0042 or Janet's cell phone @ (978) 479-0249. You may also e-mail Janet or Kevin by using the school web site.

Confidentiality Concerns: All information of a confidential nature concerning a child enrolled in the After-School Day Care Program will be treated as such.

Updated Information: The After-School Day Care Program must be promptly notified **in writing** of any new significant physical conditions, personal problems, or changes in the information contained in the registration form that arise during the term of the child's enrollment in the program. Any changes to the child's pick-up times or days attending must be outlined in writing on the change form which can be found the end of this handbook. Please indicate if there is anyone who is not authorized to pick up your child (i.e. an ex-husband / ex-wife, or any other individual who may be a security risk).

Clothing: We try to go outside everyday with the exception of rainy, snowy, windy, or extremely hot or cold days. Please make sure your child has appropriate clothing—snow pants, mittens, boots, and hats during the winter, and cool, breathable clothing in the early fall and late spring. You may wish to write your child's name in all clothing, especially things which may be lost or misplaced easily.

After School Program Telephone Number: The direct line to the After-School Program is **(978) 265-0042**. This phone is turned on from 3:00 -6:00 P.M. on regularly scheduled days, and on early release days, the phone will be turned on at the time of dismissal. Janet Bilicki's cell phone number is **(978) 479-0249**. Kevin Husson's cell phone number is **(603) 380-8311**. To reach the Office of the Superintendent and the Accounting Office, please call **(978) 887-0771**.

Registration Fees: There is a non-refundable registration/re-registration fee per family that is due upon registration. This fee guarantees that your child/children will be part of the program in the fall. Registration begins in May. For students who are being **Re-Registered in the program, the registration fee will be \$25.00 if submitted before August 1, 2011. For all students who are being re-registered after August 1, 2011 the fee will be \$50.00 per family. For all students who are new to the program, the registration fee will be \$50.00, regardless of the date of registration.** Re-registrations will not be accepted unless all tuition

from the current/previous year has been paid. The registration form and the accompanying check (made payable to "The Town of Middleton") should be mailed to or given to:

**Mrs. Joan Garber
Fuller Meadow School
143 South Main Street
Middleton, MA 01949**

Registrations can also be sent to the Principal's Office in each school in an envelope addressed:

**Joan Garber
After-School Day Care Program**

Sliding Fee: There is no sliding-fee schedule based on income, and the program does not accept vouchers.

Discounts: There is a 10% discount for each sibling attending the program **after** the first child has been enrolled.

There is a 5% discount when paying for a half year in advance (September through January or February through June.)

There is a \$10.00 per month discount for students who are enrolled five days a week.

Exploration Station: Exploration Station is an after school enrichment program. Students who attend MCAS Prep at Howe-Manning School and/or Exploration Station classes will only be required to pay for the portion of the After School program that they attend.

Field Trips: There will be a \$10 - \$20 cash fee for all field trips on Early Release days. This is in addition to any tuition fee for the increased number of hours at Day Care. See fee schedule for more information.

Important Notice: Because the After-School Day Care Program is solely dependent on tuition revenue, the following conditions will be strictly enforced:

Tuition Payments: Tuition is to be paid one month in advance. Tuition for September must therefore be paid by August 23rd. Tuition for all future months must be paid by the 23rd day of the preceding month. Tuition must be paid by check or money order and should be made payable to "The Town of Middleton." **Cash will not be accepted as a form of payment.**

Tuition checks and changes in monthly schedules are to be mailed to or presented in an envelope to:

**Middleton After-School Program
Attention Joan Garber
Fuller Meadow School
143 South Main Street
Middleton, MA 01949**

Monthly Notices: Parents will receive a monthly notice for tuition on the 5th day of each month.

***We will not accept enrollment for 2011—2012 school year until/unless all tuition for the 2010—2011 year has been paid.

Late Payments: Tuition received after the 23rd of the month will be subject to a \$25 late charge.

Returned Checks: Checks returned to the program by your bank as unpaid are subject to a \$25 fee and will be charged to your After-School Day Care Account.

Failure to make Payment: If you fail to make a payment by the last day of the month, your account will be referred and termination is likely.

Changes to After-School Day Care Schedule

Students Name: _____

Date Submitted: _____

Please make the following changes to my child's after school program:

Change in days attending

Change in pickup time

Change days attending to:

Monday

Tuesday

Wednesday

Thursday

Friday

Change pick-up time to:

4:30

5:00

5:30

6:00

Effective Date: _____

Parent's Signature: _____

Copy to: Joan Garber Janet Bilicki Nancy Dellea

Date changed: _____

****Changes will not be acknowledged without this form.**

Changes to After-School Day Care Schedule

Students Name: _____

Date Submitted: _____

Please make the following changes to my child's after school program:

Change in days attending

Change in pickup time

Change days attending to:

Monday

Tuesday

Wednesday

Thursday

Friday

Change pick-up time to:

4:30

5:00

5:30

6:00

Effective Date: _____

Parent's Signature: _____

Copy to: Joan Garber Janet Bilicki Nancy Dellea

Date changed: _____

****Changes will not be acknowledged without this form.**

**Town of Middleton
After-School Day Care Program
Student Registration Form
2011 - 2012**

<u>Childs Name</u>	<u>Teacher</u>	<u>Grade</u>
Address	Home Telephone #	Date of Birth
Parent/Guardian 1	Home Phone if different	Work Number
Employer	Cell Phone	Will Pick-up Yes ___ No ___
E-Mail	Drivers License #	
Parent/Guardian 2	Home Phone if different	Work Number
Employer	Cell Phone	Will Pick-up Yes ___ No ___
E-Mail	Drivers License #	

Tuition

Please check your option and the days your child will attend per month

**Option #1
3:00 PM to 4:30 PM**

- ___ 2 days per week \$ 50
- ___ 3 days per week \$ 75
- ___ 4 days per week \$100
- ___ 5 days per week \$115

**Option #2
3:00 PM to 5:00 PM**

- ___ 2 days per week \$ 64
- ___ 3 days per week \$ 96
- ___ 4 days per week \$128
- ___ 5 days per week \$150

**Option # 3 *
3:00 PM to 5:30 PM**

- ___ 2 days per week \$ 80
- ___ 3 days per week \$120
- ___ 4 days per week \$160
- ___ 5 days per week \$190

**Option #4
3:00 PM to 6:00 PM**

- ___ 2 days per week \$ 96
- ___ 3 days per week \$144
- ___ 4 days per week \$192
- ___ 5 days per week \$230

_____ Mondays _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Parent's Signature _____ Date: _____

Parent/Guardian Information

Registration Date: _____

Mother/Guardian First Name: _____ M.I. _____ Last Name: _____
Address: _____
Occupation: _____ Home Phone: () _____
Employed By: _____ Office Phone: () _____
Work Address: _____ Work Hours: _____ Cell Phone: () _____
 Custodial Parent (If married, mark both parents) Mother's SS#: _____
Email: _____ Driver's License #: _____
Preferred PIN number for checking in/out (4 digits, numbers only) 1st choice _____ 2nd Choice _____
Marital Status: Married Single Divorced Separated Widowed Other _____

Father/Guardian First Name: _____ M.I. _____ Last Name: _____
Address: _____
Occupation: _____ Home Phone: () _____
Employed By: _____ Office Phone: () _____
Work Address: _____ Work Hours: _____ Cell Phone: () _____
 Custodial Parent (If married, mark both parents) Father's SS#: _____
Email: _____ Driver's License #: _____
Preferred PIN number for checking in/out (4 digits, numbers only) 1st choice _____ 2nd Choice _____
Marital Status: Married Single Divorced Separated Widowed Other _____

Child Information

1st Child First Name: _____ M.I. _____ Last Name: _____
Name child prefers to be called: _____ Grade/Class: _____
Child's Address: _____
Gender: Male Female Date of Birth: _____ Child's S.S. #: _____
List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____
Pediatrician's Name: _____ Phone: () _____
Address: _____

Photographs: May we take and maintain a photo of your child for security purposes? Yes No

Child Information - Continued

2nd Child First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ Grade/Class: _____

Child's Address: _____

Gender: Male Female Date of Birth: _____ Child's S.S. #: _____

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

Pediatrician's Name: _____ Phone: () _____

Address: _____

Photographs: May we take and maintain a photo of your child for security purposes? Yes No

3rd Child First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ Grade/Class: _____

Child's Address: _____

Gender: Male Female Date of Birth: _____ Child's S.S. #: _____

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

Pediatrician's Name: _____ Phone: () _____

Address: _____

Photographs: May we take and maintain a photo of your child for security purposes? Yes No

4th Child First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ Grade/Class: _____

Child's Address: _____

Gender: Male Female Date of Birth: _____ Child's S.S. #: _____

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: _____

Pediatrician's Name: _____ Phone: () _____

Address: _____

Photographs: May we take and maintain a photo of your child for security purposes? Yes No

Emergency Contacts & Authorized Pickup Persons:

1st Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____ PIN for check in/out (4 digits, numbers only) _____

Able to pick up all children in the family

Not able to pick up the following children: _____

2nd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____ PIN for check in/out (4 digits, numbers only) _____

Able to pick up all children in the family

Not able to pick up the following children: _____

3rd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____ PIN for check in/out (4 digits, numbers only) _____

Able to pick up all children in the family

Not able to pick up the following children: _____

4th Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____ PIN for check in/out (4 digits, numbers only) _____

Able to pick up all children in the family

Not able to pick up the following children: _____

Tuition / Payment Information:

Current Tuition Amount: _____ Weekly Bi-Weekly Monthly Other _____

Please outline below whom is responsible for payment of tuition and fees. Please fill out if parents are divorced and split tuition payment or if tuition payment is the responsibility of an adult other than the parents listed above.

Additional Comments & Information:

Is there is any other information that that would be helpful to our management and teaching staff?

Signature:

Parent's Signature: _____ Date: _____

Thank You!