

# Millis Extended Day - Preschool Wrap Program 2022-23

Clyde F. Brown School  
7 Park Road, Millis, MA 02054



April 15, 2022

Dear Preschool Families,

Attached is your enrollment application form for the 2022-2023 school year for our Preschool Wrap Program for children 3 and 4 years old. (Must be 36 months by 8/31.) Please take a moment to fill it out and drop it off at Clyde Brown or mail it to Jeanne Noonan at Clyde Brown School 7 Park Road, to arrive **on/before Friday, April 29, 2022**. Please be certain to fill in the days/sessions you are applying for. **PLEASE DO NOT SEND ANY MONEY AT THIS TIME**. Once your form is received it will be processed and you will be notified if your child was placed in the program or not. You will be informed of tuition due along with the registration fee of \$20.00 at that time. In the event that we receive more registrations than we can accommodate, those registrations will be prioritized as follows: children of staff members and those already in the program, siblings and then all new applicants.

**We cannot guarantee that any registration forms received after the April 29th deadline will be eligible for enrollment. They will be entered on a waitlist and we will contact you in the event that we are able to accommodate you at any point during the school year.**

This program is designed to meet the needs and schedules of parents and their children and runs in conjunction with the school calendar.

This program is offered Monday through Friday from 7:30 a.m. to 5:30 p.m. You may choose between 3 and 5 days/week. The days must be consistent from week to week.

**Please note that there will be no schedule changes processed between August 1, 2022 and September 30, 2022.**

Staffing for the **Extended Day Preschool Wrap Program** is by qualified personnel. The adult to child ratio is typically 1:10, to ensure proper supervision and to keep our children safe.

Once you have enrolled your child we will presume that s/he is enrolled for the full academic year. That said, we do understand that circumstances may arise that do require a change. If that occurs, please know that you must request that change on the change form provided, as soon as possible. **Please see the letter and schedule change form on our website for details.**

The Preschool Wrap program opens on the first day of the Millis Integrated Preschool Program and thereafter in accordance with the Millis Public Schools schedule. **The wrap program will not open prior to the first day of preschool.** There are ten (10) equal payments due for the school year. The first tuition payment is due on or before **August 1, 2022 and is nonrefundable**. This is Payment #1 of 10. Subsequent payments are due on the first (1st) of the month. The tuition cycles are as follows. They may be adjusted slightly throughout the school year for snow days and/or other unexpected closures.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| # 1 August 1st for opening day-9/27   | # 2 September for 9/28-10/25 | # 3 October for 10/26-11/21 |
| # 4 November for 11/22-12/19  | # 5 December for 12/20-1/23  | # 6 January for 1/24-2/16   |
| # 7 February for 2/17-3/21  | # 8 March for 3/22-4/14      | # 9 April for 4/24-5/17     |
| # 10 May for 5/18-last day of school depending on snow days. This is your last payment for the school year. |                              |                             |

Tuition rates are included on the attached registration form. The rates are divided into ten (10) equal payments. **Rates are subject to change.** Families will be given as much notice as possible. **PAYMENTS ARE DUE THE FIRST OF EVERY MONTH.** You are responsible for making sure your payment is sent in a timely manner. **We will not be sending monthly invoice reminders.** There will be a \$20.00 surcharge for all late payments received after the due date. Please see the parent handbook for further information. If you have any questions or concerns in the meantime, please email Jeanne Noonan at [jnoonan@millisschools.org](mailto:jnoonan@millisschools.org).

Very truly yours,

Jeanne Noonan, Director

**DEADLINE 4:00 p.m. Friday, April 29**

Please note: If enrollment in any program is not sufficient to maintain the cost of running the program, the program may not operate and your fees will be returned.

# MILLIS EXTENDED DAY PRESCHOOL WRAP PROGRAM 2022-23

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age as of 8/31 (Min 36 mos.): \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Non-Binary \_\_\_\_\_

First Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email (required): \_\_\_\_\_

Second Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Email (required): \_\_\_\_\_

Child lives with:  Both Parents  Mom  Dad Other \_\_\_\_\_

**Alternate pick-up/Emergency contact:** I authorize the following person(s) to pick up my child in the event that I am unable to do so. **(Photo ID required)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Please feel free to attach a separate sheet with others.

**Please Note:** You must provide at least one alternate pick-up who is within a 20 minute drive. Enrollment forms will not be accepted without one.

**If you send anyone other than those listed, you must call ahead to notify us.**

*Note: Are there any parental (or other) pick-up restrictions that we need to be aware of?*  YES  NO

*If yes please provide appropriate legal documents.*

**Release of Information:** The Millis Schools continually celebrate student achievements and talents. Students are frequently recognized in newsletters, on Facebook and on our website. If you give your permission for your child's picture being displayed on site, in the newspaper, on Facebook or on the website, please sign below.

Please note that children pictured on Facebook or on our website are NOT identified by name.

**I give permission for pictures of my child to be used as described above:**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

If you give permission for Millis Public Schools staff members and Extended Day staff members to share information relative to the care and/or education of your child, please sign and date here.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Parent Handbook:** It is the parent/guardian's responsibility to be sure that they have read and understand all policies and procedures in the Millis Extended Day Parent Handbook prior to registration. You can find it on our website.

**I have read and understand the policies and procedures in the Millis Extended Day Parent Handbook.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

# MEDICAL/EMERGENCY INFORMATION

Child's Name \_\_\_\_\_

Health Insurance \_\_\_\_\_

Name of Child's Physician \_\_\_\_\_

Phone \_\_\_\_\_

Hospital Physician is affiliated with \_\_\_\_\_

Allergies \_\_\_\_\_

EPI Pen:  Yes  NO

Medical Alert/Needs \_\_\_\_\_

As safety is our priority, please be sure to indicate **EACH INDIVIDUAL** allergy/medical need.

**NOTE: There is not a nurse on site for all hours of operation.**

**\*\*\* If your child has an emergency medical protocol and/or medical forms, they must be provided to the Extended Day office (Park Road) on or before July 31<sup>st</sup>.**

***If your child does not attend Clyde Brown Preschool, you must attach a copy of your child's most recent physical.***

Does your child have needs other than medical that we should know about to help him/her have a positive experience at Extended Day?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain on back of form. \_\_\_\_\_

In case of accident, illness or other emergency, the staff at the Extended Day Program will try to immediately locate the parent or person responsible for the child. In the event of an emergency requiring immediate attention, if neither you nor the person(s) you designate can be reached, the School Nurse (if available), or Extended Day staff will institute emergency procedures. If you do not wish to authorize hospital treatment you may cross out the following paragraph before signing below.

"In the event of an EMERGENCY during which neither I, nor my spouse, nor the person(s) I have designated on my emergency contact list can be reached, I hereby give permission to the staff of the nearest medical facility to administer an anesthetic and perform such emergency procedures as may be necessary to aid my \_\_\_\_\_ son \_\_\_\_\_ daughter \_\_\_\_\_ other (Please specify)

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Parent or Guardian

# DEADLINE 4:00 p.m April 29

## Millis Extended Day - Preschool Wrap Program 2022-23

Child's Name: \_\_\_\_\_

	CHECK ALL THAT APPLY				
	MON	TUES	WED	THURS	FRI
7:30-9:00					
7:30-12:30					
11:30-4:00					
11:30-5:30					
3:00-4:00					
3:00-5:30					
7:30-5:30					

DAILY	MONTHLY RATES (SUBJECT TO CHANGE)				
	5 days/wk	4 days/wk	3 days/wk	2 days/wk	1 day/wk
\$10.80	\$194	\$156	\$117	\$78	X
\$35.95	\$647	\$518	\$388	\$259	X
\$32.50	\$585	\$468	\$351	\$234	\$117
\$43.15	\$777	\$621	\$466	\$311	\$155
\$7.20	\$130	\$104	\$78	\$52	X
\$18.00	\$324	\$259	\$194	\$130	X
\$71.90	\$1,294	\$1,035	\$777	\$518	\$259

New Tuition rates are effective with tuition due January 1, 2023. Tuition Rates do not include the registration fee of \$20.00. Rates above are for your child's regular schedule. If we are open for additional hours on early release days or no school days, additional fees will apply. More information on these opportunities will follow.

**Please Indicate with a Check Mark the Days & Times You Would Like Your Child to Attend**  
(Please note that the schedule blocks offered and tuition are subject to change.)

**Special Tuition Discounts:** Please note that, due to extenuating circumstances, we are unable to offer staff and/or sibling discounts at this time. We hope to be able to do so again at some future time.

**Priority Information:**

Does one or more parent work for Millis Public Schools? YES \_\_\_\_\_ NO \_\_\_\_\_  
 Did this child attend PS Wrap during 2021-22? YES \_\_\_\_\_ NO \_\_\_\_\_  
 Does this child have a sibling who attended Extended Day? YES \_\_\_\_\_ NO \_\_\_\_\_

Please pay online at <https://unipaygold.unibank.com/customerinfo.aspx> (Please choose Extended Day Option not Preschool Option.) Or make checks payable to: Millis Extended Day Program 7 Park Road Millis, MA 02054

**Please Note:** Yearly tuition is divided into ten equal payments that cover the full school year. Each payment is for a period of about 18 days which usually fall in more than one month. The first payment due August 1st, covers the first day of school through 9/27/22 (not the month of Sept.). The second payment is due September 1st. The final payment due on May 1st is for the last 18 school days (not the month of June). **Tuition is due the 1st of every month. No reminders or invoices are sent out. It is the parent/guardian's responsibility to make payments on-time.** There is a \$20.00 late payment fee assessed for tuition paid after the due date..

**NOTE:** Please make a copy of your entire enrollment form for your records.