

Millis Extended Day - School Age K-5 Programs

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



May 31, 2023

Dear Families,

Attached is your registration form for the 2023-2024 school year for our School Age Care Program for children in grades K-5. Please take a moment to fill it out and **drop it off at Clyde Brown or mail it to Judy Reilly at Clyde Brown School 7 Park Road, to arrive on/before Thursday, June 15, 2023. (Please do not email your form.)** Please be certain to fill in the days/sessions you intend to send your child. Please choose carefully. Once all of the forms have been processed your enrollment will be confirmed with an email which will include your tuition amount along with a \$23.00 registration fee.

ALL enrollment requests received after the June 15th deadline, regardless of the reason it is late, 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 7:00 a.m. to the start of school and again from school dismissal until 6:00. You may choose between 2 and 5 days/week. If less than 5 days, the days must be consistent from week to week. There will be additional programs offered for some early release days and some no school days for an additional fee. We also intend to offer full day vacation programs for February and April vacations as well as summer.

Please note that there will be no schedule changes processed between August 1st and September 30th.

Staffing for the **Extended Day 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 your child has been confirmed (See last page) 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 in writing as soon as possible.

This program opens for Grades K-5 on the first day of school for your child's grade and thereafter in accordance with the Millis Public Schools schedule. There are ten (10) equal payments due for the school year. The first tuition payment is due on or before **August 1, 2023 and is nonrefundable**. This is Payment #1 of 10. Subsequent payments are due on the first (1st) of the month.

Tuition rates are included on the attached registration form. Please note that tuition rates are subject to review. You will be notified in advance of any changes. The rates are divided into ten (10) equal payments. **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. If you have any questions or concerns, please email Jeanne Noonan at jnoonan@millisschools.org.

Very truly yours,

Jeanne Noonan, Director

Please note: If enrollments at any individual site are not sufficient to maintain the cost of running the program, the program may not operate and your fees will be returned.

DEADLINE 4:00 p.m. Thursday, June 15, 2023

MILLIS EXTENDED DAY SCHOOL AGE K-5 PROGRAMS

Child's Name: _____ Grade **Fall 2023**

Address: _____

Phone: _____ Date of Birth: _____

M _____ F _____ 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. I will always call ahead to let you know if I am sending one of these folks to pick up. **(Picture 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.

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 approve of your child's picture being displayed on site, in the newspaper, on facebook **or** on our website, please sign below.

Please note that children pictured on our website and facebook page are NOT identified by name.

I give my approval to take pictures of my child for the 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 start of school. It is currently being updated and you will receive notification when it is posted.

I understand that it is my responsibility to read the policies and procedures in the Millis Extended Day Parent Handbook when it becomes available.

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 ☐

Inhaler: Yes ☐ NO ☐

Medical Alert/Needs _____

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

NOTE: There is no nurse on site for before and after school programs. Staff are trained in first aid, EPI Pen administration and CPR.

Extended Day staff are not licensed to make medical assessments and therefore cannot administer any medications, including inhalers, whether prescription or OTC. (The only exception to this is the administration of EPIPens.)

*** If your child has an emergency medical protocol, it must be provided to the Extended Day office on or before July 31st. All necessary meds must be provided to the School Nurse on the first day your child attends.

I have attached a copy of my child's most recent physical.



Does your child have any other needs other than medical?

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 the reverse of this form 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)

_____.
SIGNATURES: (Parents or Guardians)

PARENT

PARENT

Millis Extended Day - School Age K-5 Programs

DEADLINE 4:00 p.m. Thursday, June 15, 2023

Child's Name:

Before School	CHECK ALL THAT APPLY				
	MON	TUES	WED	THURS	FRI
7:00-8:15					

BEFORE SCHOOL MONTHLY RATES **				
5 days/wk	4 days/wk	3 days/wk	2 days/wk	1 day/wk
\$157.00	\$125.00	\$94.00	\$63.00	X

After School	CHECK ALL THAT APPLY				
	MON	TUES	WED	THURS	FRI
2:45-6:00					

AFTER SCHOOL MONTHLY RATES **				
5 days/wk	4 days/wk	3 days/wk	2 days/wk	1 day/wk
\$376.00	\$301.00	\$226.00	\$151.00	X

**** TUITION IS SUBJECT TO CHANGE ****

Please Indicate with a Check Mark the Days & Times You Would Like Your Child to Attend
(Please note that there will be no changes processed between August 1st and September 30th.)

Please be advised that we are unable to offer a staff or sibling discount at this time.

Coming soon: We will have a separate enrollment form available for no school and early release days for children regularly scheduled to come to afterschool on those dates. More information to follow.

Please make checks payable to: Millis Extended Day Program or pay online at <https://unipaygold.unibank.com/customerinfo.aspx> (Please choose the Extended Day option). Please allow some time for your payment to be processed.

Frequently asked question: Yearly tuition is divided into ten equal payments that cover the full school year.

Please note that *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 9/26/23 (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.

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

2023-24 Payment Schedule

- #1 August 1 for opening day - 9/26
- #2 September for 9/27 - 10/24
- #3 October for 10/25 - 11/20
- #4 November for 11/21 - 12/18
- #5 December for 12/19 - 1/22
- #6 January for 1/23 - 2/15
- #7 February for 2/16 - 3/20
- #8 March for 3/21 - 4/22
- #9 April for 4/23 - 5/16
- #10 May for 5/17 - last day of school depending on snow days. **This is your last payment for the school year.**

NOTE: These dates may be adjusted slightly during the school year to accommodate snow days.

**BEFORE YOU SUBMIT YOUR APPLICATION, DID YOU
REMEMBER TO:**

- ☐ Indicate if there are any pick up restrictions. If yes, please provide appropriate legal documentation.
- ☐ Indicate if your child uses an EPI Pen or an Inhaler.
- ☐ Indicate if there are any other medical needs (behavioral/emotional) that we should be aware of.

**INCOMPLETE APPLICATIONS WILL CAUSE A DELAY IN YOUR
ENROLLMENT FORM BEING PROCESSED.**

WHAT HAPPENS NOW?

Pre-pandemic, our practice was to accept or place all children for whom an enrollment form was submitted prior to the enrollment deadline. Unfortunately, the [staffing situation](#) continues to be very challenging for afterschool programs across the board.

While we continue to explore every avenue to find the kinds of quality staffing that we need to care for all of your children as requested, we are going to move forward with a “**rolling admission**” as we did for the current school year. What this means is that, shortly after the deadline we will begin to send confirmations to families based on the **priorities outlined below** until we reach capacity with current confirmed staff. As we are able to identify additional staff, we will add children.

Priority Acceptance:

1. Any Millis Public Schools’ staff children and their siblings regardless of grade.
2. Returning children from SY2223 starting with grade 5, then 4, then 3, 2, 1 & Kindergarten & their siblings regardless of grade.
3. Returning all other children from years prior to SY2223 starting with grade 5, then 4, then 3, 2, 1 & Kindergarten & their siblings regardless of grade.
4. New children starting with grade 5, then 4, then 3, 2, 1 & Kindergarten & their siblings.

NOTE: Each priority level will be done as a lottery, unless we are able to accommodate everyone on that level, until we reach capacity at a ratio of 8:1. This ratio may need to be adjusted depending on the needs of the students.

We understand the anxiety of the unknown when it comes to care for your child. While we don’t want to cause you angst at this time, we do want to continue to be as open as possible about the current situation so that you are able to make whatever adjustments that you feel are necessary for your family at this time.