

Millis Extended Day - Hybrid Model - Grade K-5 School Age Programs

Clyde F. Brown School
Park Road, Millis, MA 02054
(508) 906-3592



November 18, 2020

Dear Families,

Attached is the registration form for the 2020-2021 school year for our Before and After School - School Age Care Program for children in grades K-5. This form is adjusted to reflect the new hybrid school model. It is effective Tuesday, January 5, 2021 and is subject to change in terms of days and hours offered as well as tuition as we move forward and/or as the school responds to the current COVID 19 pandemic.

Please take a moment to fill it out and return it to the attention of Jeanne Noonan on or before Monday, November 30, 2020. Please be certain to fill in the days/sessions you intend to send your child. Your child is eligible for before and after school care on the days that s/he attends CFB for in person learning. Please choose carefully as a \$25.00 per child non-refundable registration fee is required. **PLEASE DO NOT SEND ANY MONEY AT THIS TIME.** Once all of the forms have been processed your enrollment will be confirmed with an email that will also include your tuition due.

We cannot guarantee that all enrollment requests will be accommodated. We will entertain requests based on space availability and safety requirements. Priority for placement will be as follows:

1. Children previously in the program
2. Siblings of children previously in the program
3. Children new to Extended Day

This program is offered Monday, Tuesday, Thursday and Friday from 7:00 a.m. to the start of school and again from school dismissal until 6:00.

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.

It is our intention that the K-5 before and after school programs open on Tuesday, January 5, 2021 provided we have enough interest, appropriate staffing levels, and we continue in the hybrid model, and thereafter in accordance with the Millis Public Schools schedule. For the time being tuition will be due every other Monday for a two week period beginning Monday 1/4. This may change to a monthly tuition depending on the status of the current pandemic.

Daily tuition rates are included on the attached registration form. (Tuition rates are currently under review and are subject to change.) You are responsible for making sure your payment is sent in a timely manner. **We will not be sending invoice reminders.** There will be a \$20.00 surcharge for all late payments received more than 7 days beyond the due date. If you have any questions or concerns or need help calculating your tuition due for any period, please don't hesitate to contact me at jnoonan@millisschools.org.

Very truly yours,

Jeanne Noonan, Director

DEADLINE 4:00 p.m. Monday, November 30, 2020

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

MILLIS EXTENDED DAY SCHOOL AGE K-5 PROGRAMS

Child's Name: _____

Address: _____

Phone: _____ Date of Birth: _____

Grade Fall 2019: _____ M _____ F _____

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 ☐ ☐

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 ☐

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 and CPR.

Extended Day staff are not licensed to make medical assessments and therefore cannot administer any medications, including inhalers, whether prescription or OTC.

*** 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 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 - Hybrid School Age K-5 Programs

Child's Name: _____

DEADLINE 4:00 p.m. Monday, November 30, 2020

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

DAILY RATE
\$7.20

Please Indicate with a Check Mark the Days & Times You Would Like Your Child to Attend

After School	CHECK ALL THAT APPLY				
	MON	TUES	WED	THURS	FRI
2:30-6:00					

DAILY RATE
\$18.40

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

Please Note that **we have temporarily changed from monthly rates to daily rates**. Please calculate your payment due for a two week period beginning Monday, January 4, 2021. (Program will start Tuesday, January 5) Tuition will subsequently be due every other Monday for the two week period that follows. **Rates are currently under review and subject to change** and we may return to a monthly tuition cycle as we move forward. You will be informed of any changes.

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.

Coming soon: We hope to 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 allow some time for your payment to be processed.*

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

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What is New at Extended Day this year?



Dear Extended Day Families,

During these challenging times, we have taken a number of measures to help keep your child safe while in our care. We are constantly reevaluating changes and adjusting to meet the COVID-19 safety protocols as well as the needs of our children and staff. Due to the distancing requirements, our returning families will notice differences in the general operation of our before and after school programs.

Some of the new aspects are as follows:

- ★ All children and staff must wear a face covering while in our care.
- ★ We have increased hand washing protocols.
- ★ Children and staff will follow distancing guidelines.
- ★ Children will have their own art supplies.
- ★ Cleaning is enhanced including disinfecting hard plastic manipulatives such as legos and doll houses between uses.

The most challenging aspect for a program that typically fosters social interaction is, of course, physical distancing. Safety requirements fundamentally change the way we play and interact with each other. I think the most important thing to remember is that this is a temporary measure to help to keep our children and staff safe. It is equally as important to reassure our children at home and at school if/when they are discouraged by these changes that:

1. We understand their disappointment about the things they cannot do right now,
2. These changes are temporary and are meant to keep us all safe, and
3. Help them think about what they can do, rather than what they cannot do right now.

We will be facilitating and encouraging both Individual Play and Parallel Play. One resource that we are looking at for ideas to keep the fun going while social distancing is:

<https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing>

We are happy that you will be joining us as we navigate these changes and work to continue bringing quality care to your children.

Best Regards,
Jeanne Noonan