



Spaulding schools Before/After school program

Mission

Our Before-After School program will offer a safe, caring, supportive and enjoyable learning environment to families with children in grades K - 5. This quality program will utilize a flexible student-centered design that offers an array of learning opportunities where children can flourish beyond our typical school hours.

Guiding Principles

- Our program supports the mission of the Suffield Public Schools and upholds the same values for student behavior.
- Our experienced staff is trained to meet the physical, social, emotional and cognitive needs of students.
- Our program provides a substantial amount of health-enhancing physical activity in a safe and age appropriate manner.
- Our program provides enriching learning opportunities that will complement the school day.
- Our program has a continuous evaluation component built into the design so that its success can be objectively measured based on clear program goals.

Before-School Program Design

- The program, located A. Ward Spaulding School, will operate from Café B.
- Registered McAlister students will be transported from Spaulding by bus at the beginning of their school day.
- The program will be available 5 days per week for up to 1 hour and 20 minutes per day: Before School 7:00 am to 8:20 am.
- Fees for the program are outlined in a payment schedule.
- A “Drop-In” contract can be arranged with pre-paid fees.

Daily schedule

- A cold breakfast option will be available for students at a minimal added cost.
- The program will follow the Spaulding School/District calendar.
- In the event of an unscheduled/emergency delayed opening, the program will begin at 8:30 am for that day.
- Communication with parents about student participation and behavior will be provided upon request.
- Policies and procedures for the program will be consistent with those followed by other students attending Spaulding School. This information will be available in the Spaulding School Parent Handbook.

Budget/Fees

- Use of the Before/After-School Program requires a once-a-year enrollment fee of \$10 per family. Enrollment costs are based on daily rates.
- We offer discounts for families with more than one child enrolled in the program. The discount is 15% off the second child's tuition rate.
- Payments are to be made by the first of the month or prior to enrollment. Checks should be made payable to Spaulding Before-After School Program.

Before-School Program

Payment Schedule per Child:		Due by the first of the month prior to care
Number of Days per Week:	1-3 Days	\$8.00 per day
	4-5 Days	\$7.00 per day
Drop In Contract:	Prepaid Contract for 5 days	\$10.00 per day
Initial Enrollment Fee:		\$10.00 per year

After-School Program Design

Daily schedule

- The program is located at A. Ward Spaulding School, and will operate from Café B and utilize additional space including the Gym, Auditorium, and Outdoor Areas.
- Registered McAlister students will be transported to Spaulding by bus at the end of their school day.
- The program will be available 5 days per week for up to 3 hours per day. The hours will coincide with the school day: 3:05 pm to 6:00 pm.
- Parents can choose to enroll their child in the program using one of these options:
 - *Full program - 5 days per week; 3 hours per day
 - *Partial program - 5 days per week; 2 hours per day
 - *Partial program - 4 days per week; 3 hours per day
 - *Partial program - 4 days per week; 2 hours per day
 - *Partial program - 3 days per week; 3 hours per day
 - * Partial program - 3 days per week; 2 hours per day
 - *Partial program - 2 days per week; 3 hours per day
 - *Partial program - 2 days per week; 2 hours per day
 - *Partial program - 1 day per week; 3 hours per day
 - * Partial program - 1 day per week; 2 hours per day
- Fees for a full or partial program schedule are outlined in a payment schedule.
- The program will follow the Spaulding School/District calendar.
- In the event of an unscheduled/emergency early release, the program will be cancelled for that day.
- In the event that after school programs are cancelled, the program will be cancelled for that day.
- Parents are expected to pick-up their child(ren) within 10 minutes of the contracted time or a late fee will be assessed.
- Policies and procedures for the program will be consistent with those followed by other students attending Spaulding School.
- This information will be available on our school website and in the Spaulding School Parent Handbook.
- A Program Coordinator will oversee all functions of the program, schedule activities, monitor program budget, maintain communication with the school administration and provide direct supervision of staff and students.
- Each day, the After school program will include a period for snack, supervised physical activity, homework time and an enrichment component that complements the school day.

