

Before/After School Care Program Handbook

Program Directors: Pattie Romer promer@bbrsd.org and Linda Checola lchecola@bbrsd.org

Program Hours:

Before School Program: The program runs daily from 7:00am until the start of school. Students can be dropped off at any time, using the front door entrance. The door will be locked so you need to knock to alert the staff in the library.

After School Program: The program runs from dismissal to 6:00 PM following the school calendar. It will open on the first day of school and closes on the second to last day of school. **We are closed for all school holidays, professional full days, early release days, snow days and vacation weeks.**

Daily Schedule

The students will have a snack at the beginning of the session, followed by free play, outside when weather permits. Homework/quiet time will begin at 4 pm and students will have the opportunity to participate in group/fun activities once homework is completed.

Please note: we will be going outside daily, weather permitting. Please be sure that your child has weather-appropriate clothing. (An extra pair of mittens/gloves during snowy months is a good idea.)

Snack

A healthy snack is provided during the program. To maintain the safety of students with food allergies, students are not allowed to share food brought from home.

Code of Conduct

Our code of conduct is designed to protect the health, safety and well being of the children enrolled in our program. We feel that the children need to follow the rules in order to have a fun, safe and successful program. If a student is consistently having difficulty adhering to the code, parents will be consulted and every effort will be made to help the child become a successful member of the program. Unfortunately, if the behavior continues or is of an extreme nature, a brief suspension may be considered and ultimately the child may be asked to permanently leave the program.

- Students are expected to respect peers, staff and property and refrain from insulting or abusive treatment toward others.
- Indoor and outdoor equipment must be used cooperatively, safely and appropriately.
- Students must speak appropriately to others and refrain from use of profanity.
- Students must remain in the designated areas of the program at all times.

Homework Policy

Homework time is included in the program and although staff is available to assist, we are unable to offer one-to-one tutoring services. Students are expected to work on homework during the allotted time unless permission is granted from parents to work on homework at home.

Dismissal Policy

Parents access the school via the front door, which is locked so you need to ring the bell or lock to gain the attention of the staff member in the library. You must sign them out on the book in the library and meet your child in the cafeteria to collect their belonging. Children will be dismissed only to adults listed on the registration form. If the designated adult is unfamiliar to the staff, identification will be required before the child is dismissed. Please tell them to have the identification with them to avoid any delays.

A \$5 fee will be charged for every 10 minutes after 6pm.

(Please refrain from entering any classrooms or talking with teachers during the dismissal process.)

Illness, Medical Emergencies and Accident Policy

If a child is injured while participating in the program, if appropriate, first aid will be by certified staff and the incident will be communicated to parent during the pick-up process. If emergency care is deemed necessary, staff will contact 911 services, notify parents or emergency contact listed on registration form if unreachable.

Please make arrangements to have your sick child stay home, for their benefit and to minimize exposure of the other children in the program.

MONTHLY TUITION FEES

For the 2023-2024 school year

In order to plan efficiently, be more budget friendly by keeping the monthly fees consistent, and reduce the cost of the program for all by making our revenue more stable, families must choose one of the following options. You must specify which day(s) of the week your child is coming when you register.

Monthly Tuition

	BEFORE SCHOOL	AFTER SCHOOL
1 Day/week	\$31	\$68
2 Days/week	\$61	\$137
3 Days/week	\$91	\$205
4 Days/week	\$122	\$273
5 days/week	\$144	\$315

Annual tuition is based on the 180-day school calendar and divided into 10 equal monthly payments for convenience (September - June). Some months have more school days than others, but monthly fees do not vary. The five early release days have been taken into account. Credit is not given for snow days because those days will be made up in June. We are unable to give credit for absences from the program.

Family Discounts: 2nd child is 20% discounted, 3rd child is 30% discounted, etc.

Free and Reduced Lunch Discount: Families qualifying for Free and Reduced Lunch assistance will receive a discount. Please contact the program administrator if you meet the requirements.

Early Release Days

The program is not open.

Full Day Professional Development Day

The program is not open.

Registration

Registration forms are available on the website or by contacting Pattie Romer, promer@bbrsd.org or Linda Checola, lchecola@bbrsd.org. The student may participate in the program once the registration process is complete.

Schedule Changes

- Any reduction in schedule or withdrawal from the program must be made in writing one month in advance and continued tuition payment will be expected for that time period.
- Any daily changes to your child's dismissal must be entered into "School Dismissal Manager" by 1pm the day of the change. Your child will be dismissed following the procedure outlined in the "School Dismissal Manager". Any questions about the system should be directed to Judy Rapa, School Secretary.

Inclement Weather Policy

- Morning and afternoon sessions of Extended School Care will not be in operation during snow days called by the Berlin-Boylston Public Schools.
- In the case of a delayed start of school the Extended School Care morning sessions will also be delayed. For example, a 2 hour delay will result in the before school program opening at 9 am. Our afternoon sessions will be open as usual.
- If it becomes necessary to dismiss the schools early, you will receive a telephone call from the school department outlining the new dismissal time and procedures. Due to the concerns over worsening conditions and for the safety of staff and children, the Afterschool Program will not open. Students will either need to take the bus home or be picked up at school at the new dismissal time. Please have an alternate plan in place for these rare occasions.
- If the schools do not dismiss early but it becomes necessary for ASP to close before 6:00 pm parents will be notified by telephone. Please make sure we can reach you on such occasions.