

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT

Extended Day Program



2024-2025

Handbook & Pricing Guide

Should you need this information translated, please contact the principal of your child's school.

En caso de necesitar esta información traducida, por favor comuníquese con el director de la escuela de su hijo. 如果您需要翻譯此資訊,請與您孩子的校長聯繫

Rúguǒ nín xūyào zhèxiē xìnxi fānyì, qǐng liánxì nín háizi de xuéxiào de xiàozhǎng.

The North Middlesex Regional School District does not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities on the basis of race, color, national origin, sex, religion, gender identity, sexual orientation, disability, homelessness, or age.

INTRODUCTION	<u>4</u>
NON-DISCRIMINATION	<u>4</u>
STAFFING	<u>4</u>
ATTENDANCE	<u>5</u>
COSTS	<u>5</u>
EXTENDED DAY SESSIONS	<u>6</u>
Option A (Before School)	<u>6</u>
Option B (After School)	<u>6</u>
Option C (Vacation & Full PD Days - Not Included in Option A or B)	<u>7</u>
Option D (As Needed)	<u>7</u>
HOLIDAYS	<u>7</u>
ALLERGIES	<u>7</u>
PERSONAL BELONGINGS	<u>7</u>
REGISTRATION INFORMATION	<u>7</u>
SNOW DAYS/INCLEMENT WEATHER	<u>8</u>
ARRIVAL/DISMISSAL PROCEDURES	<u>8</u>
PICK UP/SIGN OUT PROCEDURES	<u>8</u>
ATTENDANCE PROCEDURE	<u>9</u>
ABSENCES	<u>9</u>
Search Fee	<u>9</u>
Absent/Dismissal	<u>10</u>
SCHEDULE CHANGES/WITHDRAWAL PROCEDURES	<u>10</u>
Withdrawals	<u>10</u>
Schedule Changes	<u>10</u>
HOMEWORK PROCEDURE	<u>11</u>
HEALTH & SAFETY	<u>11</u>
Illness	<u>11</u>
Injury	<u>12</u>
Medications	<u>12</u>

Epi-Pen/Inhaler	<u>12</u>
Abuse and Neglect	<u>12</u>
DISCIPLINE PROCEDURE	<u>13</u>
Behavior Management	<u>13</u>
Termination for Behavior	<u>13</u>
CAREGIVER RESPONSIBILITIES	<u>14</u>
TERMINATION FROM THE PROGRAM	<u>14</u>
COURT ORDERS/CUSTODY ISSUES	<u>15</u>
Pricing (Fees shown are a monthly cost and are based on 180 school days - Pricing does not include any additional fees associated with online payments)	<u>15</u>
ADDITIONAL COSTS	<u>16</u>
ACKNOWLEDGMENT SIGN-OFF	<u>17</u>

**NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
ASHBY - PEPPERELL - TOWNSEND, MASSACHUSETTS**

2024 – 2025-SCHOOL COMMITTEE MEMBERS

FIRST	LAST	POSITION	MEMBER	TERM EXPIRES	TOWN	DISTRICT EMAIL
William	Hackler	Member	Townsend	2025	Townsend	whackler@nmrsd.org
Lisa	Martin	Chair	At-Large	2026	At-Large	lmartin@nmrsd.org
Jill	Twigg	Pepperell	Pepperell	2027	Pepperell	jtwigg@nmrsd.org
Patrick	McPhillips	Member	Pepperell	2027	Pepperell	pmcphillips@nmrsd.org
Thomas	Casey	Pepperell	Pepperell	2025	Pepperell	tcasey@nmrsd.org
June	McNeil	Vice Chair	Ashby	2025	Ashby	jmcneil@nmrsd.org
William	Burg	Member	Townsend	2027	At-Large	wburg@nmrsd.org
Randee	Rusch	Member	At-Large	2026	At-Large	rrusch@nmrsd.org
Lisa	Bloom	Member	At-Large	2026	At-Large	lbloom@nmrsd.org

District Office Administration - 978-597-8713

Mr. Brad Morgan, Superintendent of Schools
Mr. Gary Burboa-Reese, Assistant Superintendent of Schools
Ms. Erin Upton, Director of Special Education

504 Coordinators

Special Education Director (978) 597-8713 X1501

Coordinators for the Homeless

Special Education Director (978) 597-8713 X1501

Title VI

Assistant Superintendent (978) 597-8713 X1301

Title IX

Assistant Superintendent (978) 597-8713 X1301
Director of Human Resources (978) 587-8713 X 1601

DISTRICT COMMITTEES

The following district committees have been developed over the years as vehicles to develop communication. They include Superintendent Parent Advisory Committee, Special Education Advisory Committee, School Councils, and numerous building and district curriculum committees. For further information, please contact the principal’s office.

INTRODUCTION

The goal of the North Middlesex Extended Day Program is to provide an invaluable service to working caregivers of children in the North Middlesex Regional School District. The early start (K-4) and after-school (K-6) sessions provide a safe and harmonious environment in which your child can make age-appropriate choices that lead to sound social, emotional, and physical development.

Our program is located in three buildings (provided numbers warrant it) for students entering Kindergarten through Grade 6: Varnum Brook, Spaulding, and Ashby. Elementary students will use their own buildings both before and after school. For the afternoon session (Grades 5-6), students from Nissitissit will be bussed to Varnum Brook, and students from Hawthorne Brook will be bussed to either Spaulding or Ashby.

Children must be potty-trained before attending our program. We do not have changing facilities.

The Extended Day Program is a self-supporting program that is funded solely by caregiver tuition and donations. The program receives no money from the regular school budget.

This handbook presents the policies and procedures of the Extended Day program. We follow the NMRSD Elementary Handbook for rules and regulations. (Knowing the policies and procedures will allow for a more beneficial experience for you and your child.

NON-DISCRIMINATION

The Extended Day program does not discriminate in its provision of services to children and their families on the basis of race, religion, gender, national origin, political beliefs, sexual orientation, gender identity, disability, or marital status.

STAFFING

The Director of Extended Day Services supervises the program. The Director is responsible for personnel assignment, training, supervision, and financial matters. Each location will have a Site Supervisor and at least one (1) Staff Assistant to maintain a 13:1 child/adult ratio. The Director is responsible for program philosophy, policies, and procedures, as well as communication with caregivers. Professional, caring individuals staff each site and are responsible for the planning of daily activities while ensuring the safety and well-being of the children.

The NMRSD Extended Day Program Staff looks forward to a successful and safe year working with you and your child. The staff is as follows:

Director of Extended Day Services: Anne Cromwell-Gapp
agapp@nmrsd.org

Administrative Assistant: Roxanne Webb
rwebb@nmrsd.org

Office Hours: 8:15 am-4:15 pm

Site Supervisors

Varnum Brook: Megan Balcher - AM/PM
mbalcher@nmrsd.org

Spaulding Memorial: Toby O'Brien - AM/PM
tobrien@nmrsd.org

Ashby: Barbara Iovino - AM/PM
biovino@nmrsd.org

ATTENDANCE

A major responsibility of the Extended Day Staff is to ensure the accuracy of attendance. In order to prevent interruptions in your workday and in order to minimize the time, the staff must be on the phone away from the children. Please email rwebb@nmrsd.org by 2:00 p.m. if your child is going to be absent. **Identify yourself, give your child's full name & school**, and state the reason why your child will not be at Extended Day. Do not call the Extended Day site to report absences.

Sending notes to the classroom teacher or school main office regarding Extended Day attendance is NOT sufficient; you must **also** contact the Director, Mrs. C, and the Extended Day secretary, Roxanne Webb.

COSTS

Monthly charges are based on the 180 school days and are broken down into ten equal payments made from September to June, due on the first day of the month for that month. It is presumed that your child is enrolled for the full academic year. September must be paid in full to attend the first day. AutoPay will be taken from your account on the first of the month or an HCA debit. The non-refundable registration fee is required for each child in addition to tuition. If you were enrolled in the previous school year through June, the registration fee is waived. Half days (early dismissal/late start) must be purchased separately and are not included in the monthly tuition.

Payments for the NMRSD Extended Day Program are required to be paid online through MySchoolBucks. To become a member of My School Bucks, you will need to have a My School Bucks account. My School Bucks offers an optional "ONEPAY" feature for \$12.95 per student or \$26.95 per family that covers one year (12 months) of payments. This "ONEPAY" feature applies to all MySchoolBucks payments, including cafeteria payments. Registration is mandatory and must be completed at least one month prior to the half-day. No exceptions will be made after that time. All pricing options can be found on pages [15-16](#).

EXTENDED DAY SESSIONS

Early Start Session (Grades K-4) 7:00 a.m. – 8:45 a.m.

The early start session provides before-school care to Varnum Brook, Spaulding Memorial, & Ashby Elementary students in grades K-4. Caregivers sign their children in at the drop-off center of their respective locations. The children enjoy a variety of activities. A light breakfast is offered. Elementary students are dismissed to their classrooms at approximately 8:45 AM

After School Session (Grades K-6) Dismissal – 4:30 p.m. or 6:00 p.m.

The after-school session provides after-school care to K-6 students district-wide at each elementary school location. Each location can make use of their location's gym, multi-purpose room, playgrounds, and fields. Children are offered a variety of activities, including homework supervision and arts & crafts. A snack and bottled water are provided.

As Needed (Grades K-6),

Drop-ins are available only if space permits (Grades 5-6 can only participate in the PM session). Students must be registered in the program and attend on a regular basis to participate. Prior permission from the Extended Day office is required with a minimum of 4 hours notice. Availability is not guaranteed.

The flexibility of the Extended Day Program allows you to design a program to fit your specific childcare needs. Pre-registration is required for the following options and can be combined to meet your needs:

Option A (Before School)

Your K-4 child may attend the Extended Day Before Program in the morning from as early as 7:00 a.m. until school starts. Your child may attend this program from one to five days a week. This program follows the regular school calendar and operates when there is a DELAYED START to school because of inclement weather. **We open at 8:00 a.m. when there is a delayed start.** This is subject to change based on weather severity or the discretion of administration.

Option B (After School)

Your K-6 child may attend the Extended After School Program in the afternoon, with dismissal times at 4:30 pm and 6:00 pm. Your child may attend this program from one to five days a week.

Option C (Full PD Days - Not Included in Option A or B)

Full Professional Development Days. The cost to attend is \$90 per day. This program operates at **one** location for all children: Varnum Brook Elementary School. We open at 7:00 a.m. and close at 6:00 p.m. YOUR CHILD MUST BRING A BAG LUNCH. **All children must be pre-registered one month before to ensure appropriate staffing levels. Walk-ins are not allowed.**

Option D (As Needed)

“As Needed” is a flexible option for caregivers that have a changing schedule. All “As Needed” dates must be prepaid at the time of registration. All days must be purchased at least three business days before the day needed. There are a limited number of “as needed” spots per site to ensure that we do not go over the staff ratio to students. Families who are “as needed” and require half days have the option to sign up. These spots are limited and available on a first-come-first-serve basis.

HOLIDAYS

The Extended Day Program does not run on any school holidays. The program is not open if there is no school due to a holiday. **If NMRSD schools are closed on the Wednesday prior to Thanksgiving, there will be no extended day.** If the Wednesday before Thanksgiving is an early release, there will be a morning program but no after-school program.

ALLERGIES - There is no nurse on site.

If your child has food allergies, you may supply snacks for him/her in a closed container that can be stored in the room your child attends. If your child attends on a half-day, it is the caregiver’s responsibility to provide a NUT-FREE bagged lunch. We do not have the resources to provide lunch if you forget to send one in.

PERSONAL BELONGINGS

Each student will have a space to store his/her personal items. Please label your child’s name on all items. Any item brought in by your child is the responsibility of the child. The program is not responsible for lost, stolen, or broken items. The use of electronic devices, including cell phones, are not allowed in Grades K-4. We suggest you keep a complete change of clothing in your child’s backpack during the winter months, as well as sending them to school with a snowsuit and winter boots.

REGISTRATION INFORMATION

Registration for the upcoming school year begins roughly around the middle of July through the end of August. You will be emailed the Registration/Handbook Packet. Copies will also be available in the lobby of each elementary school. Registration is on a first-come, first-served basis. Any outstanding balances or fees must be paid before your registration is accepted. If you have any outstanding balances or fees, your registration will be returned along with a copy of the outstanding invoices.

Once payment is received, your registration will be processed. If you submit incomplete forms, your registration will be returned. Space will not be held for you if your registration is returned. You may want to keep a copy of the forms you submit as well as this handbook for future reference.

Completed packets and a non-refundable registration fee of \$30 for new families is due at the time of registration, along with your first month's tuition deposit. Any schedule changes or withdrawals before the start of school must be made by submitting the Withdrawal/Schedule Change form no later than August 15th. If you change your schedule or withdraw from the program after August 15th, you will not be refunded your tuition deposit payment, so please select your days carefully.

A tuition worksheet is provided in the registration packet. Please use this form to determine your first month's tuition deposit. A copy of the enrollment agreement and confirmation of placement will be sent via email.

SNOW DAYS/INCLEMENT WEATHER

Snow days are added to the end of the school year and not made up during the week/month they occur. You may not substitute another day for a snow day. When there is a delayed opening due to inclement weather, the early start session begins at **8:00 am**. **If, by chance, that changes to a no school day, then all students must be picked up by noon. When there is an early release due to inclement weather, the after-school session closes at 4:30 pm;** we ask caregivers to pick up at that time so our staff may get home safely. You will be assessed a late fee if you don't pick up by 4:30 pm, so please have a plan ready if you will not be able to pick up your child. If you choose to pick your child up at school or have them go home on the bus, please let the extended day office know as soon as possible so our staffing can be adjusted and unneeded staff can go home. Adjustments to the program schedule due to weather does not impact the fee and warrant a credit for any lost time.

ARRIVAL/DISMISSAL PROCEDURE

Early start students are brought to their designated location's Extended Day room and must be signed in by a parent or caregiver. Caregivers and students may not enter the building before 7:00 am. Any caregiver who drops their child off at the door before 7:00 am will be charged a \$5 fee for the first occurrence; a \$25 fee for the second and third occurrences; after the 3rd occurrence your child may be terminated from the program.

After school, students will be dismissed to the cafeteria where they are signed in by our staff.

PICK UP/SIGN OUT PROCEDURE

Caregivers (or authorized persons) must sign their children out at the end of the day. It is extremely important that you sign your child out when picking up. In cases of emergency, when every child must be accounted for, if you picked your child up but did not sign out, emergency personnel waste valuable time searching for a child that is not here. If you fail to sign your child

out, you will be charged a \$5 fee for the first occurrence; \$25 for the second & third occurrences; after the 3rd occurrence, your child may be terminated from the program.

Caregivers must submit a pick-up/release form, which lists only those individuals who have been authorized by the caregiver to pick their child up. No child will be released to any individual, not on the list without the caregiver's consent. If you send an adult to pick up your child who does not have a written note and is not on the pick-up/release form, staff will contact a caregiver to get verbal permission. If no caregiver can be reached, your child will not be released.

ATTENDANCE PROCEDURE

Absences

Absences from Extended Day may not be replaced with another day. Caregivers are responsible for notifying the extended day office no later than 2:00 pm if their child will not be attending. Failure to do so will result in a search fee. Late notification may result in a search fee. Please see pricing on page [13](#).

A major responsibility of the Extended Day staff is to know the whereabouts of every child at all times. When a child is absent from school, dismissed during the day, attending an after-school activity, or will not be attending the program for any reason, it is the caregivers' responsibility to notify the extended day office. Do not assume that if you notify the school, we will be notified. It is not the responsibility of your child's teacher, the school office, or other staff to notify us that your child will not be attending Extended Day.

To report absences, please email no later than 2:00 pm on a regular day; or 11:00 am on a half-day. Emailing the address(es) below is preferred. Remember to identify yourself, give your child's full name and school.

Email - rwebb@nmrsd.org

Search Fee

Notes to your child's classroom teacher do not reach us. We need to account for every child every day. As it is essential to immediately locate missing children, we track down each missing child. When children do not report to the program, it delays the ability to quickly find children who are truly missing and compromises the safety of all children in the program. If a child fails to arrive for Extended Day, staff will:

- Contact the school office to check absentee reports
- Contact the child's classroom teacher for possible information
- Check the child's bus
- Call the caregiver
- Contact the local police department if no caregiver can be reached

This process is time-consuming and takes staff away from the group during the busiest time. Failure to notify the extended day office of your child's absence by 2:00 pm will result in a search fee (per child). Please see the pricing page. After the third occurrence, you may be terminated from the program.

Absent/Dismissal

Any student absent during the day, who leaves the school grounds and does not return to school, may not attend the after-school session. Students must come directly from school or a school-sponsored activity located on school grounds to attend the extended day program.

SCHEDULE CHANGES/WITHDRAWAL PROCEDURE

Withdrawals

ALL withdrawals must be made via the Withdrawal Change Form provided in this packet.

Withdrawals before the start of school must be submitted no later than August 15th. As the district is holding a spot in the program for your child, no refunds will be given for September if withdrawal is made after August 15th.

Withdrawals for October through May must be submitted no later than the 15th of the previous month (*ex: for withdrawal effective Oct 1st, notification must be given by Sept 15th*).

Withdrawals for the month of June must be submitted by April 15th. The completed form must be submitted to the extended day office. Withdrawals are not finalized until the extended day office receives this form. If you fail to notify the office by the deadline, you will be responsible for payment of the next month's tuition.

If you request re-admittance after withdrawal, there is a processing fee, and re-admittance will only be allowed if space permits.

Schedule Changes

ALL schedule changes must be made via the Schedule Change Form provided in this packet.

Schedule changes before the start of school must be submitted no later than August 15th. No tuition adjustments for the month of September will be made for changes made after August 15th.

Schedule changes for October through June must be submitted no later than the 15th of the previous month (*ex: for changes effective Oct 1st, notification must be given by Sept 15th*).

Adding additional days to your child's schedule will only be allowed if space permits.

Temporary schedule changes may be made on a case-by-case basis and only if space allows. Requests for temporary changes must be made no later than the 15th of the month. In order to hold your child's spot, no adjustments to tuition will be made if you are dropping days and wish to return to your regular schedule.

HOMEWORK PROCEDURE

Grades 3 – 6 have a designated time for homework in the afternoon. A sign-up list is provided at the start of the school year. If you would like staff to encourage your child to do their homework, you may add their name to the list. Please explain your expectations with your child before signing up. It is the student's responsibility to make good use of this time and to make sure all their homework is completed. Homework time is not intended to provide one-on-one tutoring nor replace a caregiver's role in homework responsibility. Homework assistance is provided as time allows, but staff cannot be put in a position of forcing a child to do their homework.

HEALTH & SAFETY - There is no nurse on site.

Illness

If a student is ill, he/she should not attend the program. If your child is absent or dismissed from school and does not return, he/she cannot attend the program. If a student should become ill while in our program, caregivers will be contacted to pick up their child. If a caregiver does not return a call within 15 minutes or cannot be reached, we will use the emergency contact/release person(s) designated on your emergency forms.

Recommend adding: Return to the program after illness follows all of the District return to school after illness protocols. The student needs to stay/remain home if they have:

1. Fever of 100 degrees or more, and until the child has had a normal temperature for 24 hours; without the use of Tylenol, Advil. or any fever-reducing medications
2. Vomiting or diarrhea during the previous 24 hours
3. Uncontrollable cough
4. Abdominal pain lasting more than 2 hours
5. Rash of unknown cause
6. Signs of infection of the eyes, ears, nose, throat, skin, or scalp. For example, conjunctivitis or pink eye, open sores in the mouth, untreated strep throat, impetigo, or open weeping wounds
7. If on antibiotics for less than 24 hours for infectious conditions such as strep throat, conjunctivitis, or impetigo

If you are not sure whether your child should return to Before School Care after a dismissal the day before, please keep them home and check in with the school nurse to see when they should return.

Injury

If a child is injured while in our program, staff will administer basic first aid. If the situation is urgent or life-threatening, the child will be transported to the nearest hospital by ambulance, and caregivers will be notified.

Medications

Extended Day staff may not administer medication other than emergency medication (Epi-Pen). If your child requires an afternoon dose of medication, please work with the School Nurse to have it administered before your child comes to Extended Day. In accordance with school policy, children may not carry their own medication at any time. *(Exceptions are made for epinephrine auto-injectors, inhalers, and diabetic supplies)*. If you feel your child may require medication during the after-school hours or vacation weeks, please contact the Director and the School Nurse so that we may evaluate the most appropriate course of action for your child's safety & well-being.

Epi-Pen/Inhaler

If your child requires an Epi-Pen or inhaler, please provide these for our staff. Please note that inhalers cannot be self-administered without written authorization from your doctor. Staff cannot administer inhalers. Please see the School Nurse for more information.

Children with Disabilities

If your child is an individual with a disability, we can meet to discuss whether any accommodations need to be implemented in accordance with Section 504 of the Rehabilitation Act to meet your child's needs.

Abuse and Neglect

All children in the care of the extended day program shall be protected from abuse and neglect. All members of the staff are state-mandated reporters of suspected abuse or neglect. Mandated reporters are persons who, as a result of their profession, are more likely to be aware of abuse or neglect. Mandated reporters are required by law to report cases of suspected abuse to the Department of Families and Children (DCF) when they have suspicion that a child is suffering from a reportable condition of abuse or neglect. If a staff member should suspect child abuse or neglect, the Director will be immediately notified, and DCF may be notified.

Staff will not release a child to anyone who is suspected to be under the influence of alcohol or drugs or seems impaired in any way. An alternate caregiver/guardian or the child's emergency contacts will be contacted. If safe transportation arrangements cannot be made, the police will be contacted.

DISCIPLINE PROCEDURE

Behavior Management

As a program established by and operated through the North Middlesex Regional School District, every effort will be made to maintain the same standards of discipline and behavior as in the schools.

The major goal of the extended day program is to provide a supportive and safe environment for each child. In order to achieve this goal, children are expected to act in a considerate and cooperative manner.

Children are expected to:

- Follow directions and respond to staff requests
- Respect other people, their feelings, and belongings
- Use equipment safely and properly
- Remain at the site until released to a caregiver/guardian
- Notify a staff member if they have been subjected to unwanted, inappropriate behavior or bullying

Children may not:

- Use physical contact (hitting, biting, kicking, etc.) with any other child or adult
- Use profane language or verbally abuse any other child or adult
- Willfully destruct any extended day or school property
- Leave the site without permission
- Endanger self or others
- Bring weapons, drugs, or alcohol to the program
- Display violent or uncontrollable behavior

The above list is not a complete list of every type of possible misconduct. When intervention by staff is necessary:

- The child will be reminded of what behavior is expected
- The child will be removed from the situation if necessary
- If inappropriate behavior continues, the child will meet with the Director
- If deemed necessary, a caregiver/guardian will be called to pick the child up
- At the discretion of the Director, the child may be suspended from the program

Termination for Behavior

If a child continues to do harm or display inappropriate behavior after discussions with the

caregiver/guardian and implementation of a behavior management plan has not rectified the problem, and serious safety issues or defiant and aggressive behavior continues, the child will be withdrawn from the program. A serious disciplinary problem is defined as one in which a child is disruptive to the daily activities of the other children and/or staff by either requiring one-on-one attention, inflicting physical or emotional harm on other children and/or staff or is otherwise unable to follow the rules and guidelines of the program. No tuition refunds will be given if your child is terminated from the program.

CAREGIVER RESPONSIBILITIES

The extended day program expects that all adults in contact with the staff and children act respectfully and appropriately at all times. Behavior that is abusive, disruptive, belittling, or uncooperative will not be tolerated. Such inappropriate behavior is grounds for termination from the program.

When you enroll your child in the extended day program, you are agreeing to the following responsibilities:

- Reading the registration/handbook packet in full and abiding by the policies as outlined
- Submitting all completed registration forms along with registration fee and tuition deposit
- On the first day of school, or your child's first attendance day at the program, sending a note to your child's classroom teacher indicating which days he/she is attending
- Paying your tuition by the due date; payments received after the due date are considered late
- Notifying the extended day office every time your child will be absent from the program
- Notifying the extended day office of any after school activity that will affect your child's attendance
- Picking your child up on time and signing him/her out on the sign-out sheet
- Submitting a withdrawal or schedule change form by the 15th of the month
- Agreeing that your child live up to the behavior requirements of the program
- Paying any fees or invoices upon receipt
- Having a pick-up plan in place in case of emergency or inclement weather

TERMINATION FROM THE PROGRAM

Conditions for termination from the program may include, but are not limited to the following:

- Failure to comply with all policies as outlined in the Registration/Handbook Packet
- Repeated failure to pay tuition on time (3 or more occurrences)
- Repeatedly picking up after scheduled pick-up time (3 or more occurrences)
- Repeatedly failing to notify the extended day office of your child's absence (3 or more occurrences)

- Failure to pay invoiced fees for late payment, drop-ins, late pick, search, etc. manner within 7 calendar days of receipt

COURT ORDERS/CUSTODY ISSUES

In the event there are any custody disputes, it is the caregiver /guardian’s responsibility to notify the Director. The caregiver/guardian must bring in a legible copy of any court order. Legally, without a hard copy of documentation, we must release the child to the caregiver that is picking up. In the absence of a court order, the program cannot deny access to the child.

For issues of payment, whether tuition or assessed fees/fines, the caregiver responsible for payments will be the caregiver who signed the registration form and/or enrollment agreement.

Pricing (Fees shown are a MONTHLY and are based on 180 school days - Pricing does not include any additional fees associated with online payments). Payments for the NMRSD Extended Day Program are required to be paid online through MySchoolBucks. To become a member of My School Bucks, you will need to have a My School Bucks account. My School Bucks offers an optional "ONEPAY" feature for \$12.95 per student or \$26.95 per family that covers one year (12 months) of payments. This "ONEPAY" feature applies to all MySchoolBucks payments including cafeteria payments.

	1 Day	2 Days	3 Days	4 Days	5 Days
AM Session 7am-9am	\$70	\$145	\$165	\$185	\$215
PM Session 4:30pm Pick-Up	\$70	\$145	\$165	\$185	\$215
PM Session 6:00pm Pick-Up	\$115	\$205	\$300	\$380	\$460
Combo A AM/PM Session 4:30pm Pick-Up	X	X	X	X	\$405*
Combo B AM/PM Session 6:00pm Pick-Up	X	X	X	X	\$600*

* No additional discounts are offered

*** Each sibling receives a 10% discount (Combo A & Combo B not included)

ADDITIONAL COSTS

Registration Fee	\$30 (non-refundable)
Search Fee	\$5 first occurrence, \$25 second and third
Insufficient Funds	\$30
Late Payment Fee - Any unpaid tuition payment older than 10 days will be assessed a late payment fee.	\$35
Late Pick-Up	A \$15.00 PER FAMILY FEE FOR EACH ADDITIONAL 10 MINUTES OR FRACTION THEREOF BEYOND YOUR SCHEDULED TIME. This fee will be automatically added to your monthly statement.
½ Professional Development Day (AM) (Weekly Program Members)	\$50 per day - Free if you are already paying for that day in your enrollment
½ Professional Development Day (AM)	\$60 per day Free if you are already paying for that day in your enrollment
(As Needed) / Manual Billing	\$30 per morning, \$30 per day / 4:30 pm Pick-Up \$60 per day / 6:00pm Pick-Up
½ Professional Development Day (PM) (Weekly Program Members)	\$50 per day / 4:30pm Pick-Up \$60 per day / 6:00pm Pick-Up
½ Professional Development Day (PM) (As Needed)	\$60 per day / 4:30pm Pick-Up \$70 per day / 6:00pm Pick-Up
Full Professional Development Day (Weekly Program Members) (If there is enough interest)	\$70 per day / 4:30pm Pick-Up \$85 per day / 6:00pm Pick-Up
Full Professional Development Day (As Needed) (If there is enough interest)	\$90 per day / 4:30pm Pick-Up \$105 per day / 6:00pm Pick-Up

Please be aware that if your payments become delinquent for two consecutive months, your child will no longer be able to attend the Extended Day Program. We reserve the right to refer any delinquent accounts to a collection agency.

Adjustments to the program schedule due to emergency closures (ie. weather, state of emergencies, etc.) does not impact the fee and warrant a credit for any lost time.

Acknowledgment Sign- Off

Please sign here acknowledging that you have read and understand the Extended Day Care Program Handbook.

Name

Date