



Studio Before and After **School Program**

A hundred hands, a hundred thoughts, a hundred ways of thinking, of playing, of speaking.



Family Handbook
School Year 2024-2025

**Updated and revised yearly as needed*



STUDIO COORDINATOR: Dianna Stewart

Office phone: 860-709-6818 | Studio phone: 860-449-4518

Email: Dstewart@goodwinmagnetsystem.org

The building phones will be off at 4:30, please call the Studio phone number:
Studio cell phone: # 860-449-2518 | School Front Desk: # 860-709-6800

Welcome to the Riverside Magnet School at Goodwin University, RMS Before and After School Studio Program. The Studio Program is designed to offer enrichment activities to children in Pre-K to Fifth Grade. The parent handbook is an integral part of the enrollment agreement between RMS Studio Program and the caregivers of the children enrolled in the program.

The Studio Program will offer children a variety of Reggio Emilia inspired enrichment opportunities, including, but not limited to literacy, musical exploration, physical development experiences, outdoor learning time, time with construction materials and opportunities to explore a variety of art materials. Children will be able to pursue their own interests in a safe, friendly environment, which supports the development of the “Hundred Languages of Children”.

Registration, Enrollment and Hours of Operation

The Studio Program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

During Studio children will be offered a variety of enriching activities and experiences. Throughout the year in Studio, we plan to spend some quality time exploring and getting to know our community. One of the ways we will learn about our community is through walking trips to the Goodwin University Campus /Field and The Connecticut River Academy (CTRA). We would encourage you on those days, to pick your child up after any planned walking trips so your child can participate fully in our planned program.

Eligibility and Openings:

The Riverside Magnet School Studio Program accepts children who are enrolled



at RMS. All openings and enrollment is based on staff coverage and available space in the school. **Family accounts MUST be in good standing to enroll.** If families have an outstanding balance from a previous year, they will have to pay it prior to being cleared to enroll (open spots dependant). This includes families who were here in the past.

Enrollment

Enrollment in Studio for the following school year will begin in May of the previous year. Enrollment is on a first come, first served basis, with currently enrolled families who are in good financial standing receive priority. You will not be eligible to enroll in the Studio program if you have a past due balance.

- If you plan to enroll in Studio for next year, the enrollment window will open in May. At that time, if you are interested in registering your child in our Studio Program for the upcoming school year, please complete the enrollment form, and return along with a \$25 enrollment fee, by a date to be determined, to our Studio Coordinator.
- Any persons’ enrolling after the closing date or depending on availability, will be put on a waiting list. Children will be taken off the waiting list ONLY when spots become available.
- Mid-year enrollments are dependent upon spaces available. If there is a spot available, families must fill out all necessary paperwork and make their first payment by the 20th of the month prior to the 1st of the month of enrollment. Only then will students be enrolled.

Hours of Operation (for the 24-25 SY)

Studio Program	Hours
Monday-Friday AM	7:00 - 8:25 AM
Monday-Thursday PM	3:15 - 5:45 PM
Monday-Thursday AM/PM	7:00 - 8:25 AM/3:15 - 5:45 PM
Monday - Friday AM/Fri	7:00 - 8:25 AM/ 12:25 - 4:15 PM
Early Dismissal Friday’s (Listed on the school calendar)	12:25 - 4:15 PM



Studio monthly tuition payment calendar for 2024-2025 School Year

Payment Date	For services the month of:	Amount Due: Monday-Friday AM/PM	Amount Due: Monday-Friday PM Only	Amount Due: Monday-Friday AM Only	Amount Due: AM and ½ Day Friday	Amount Due: ½ Day Fridays
August 20, 2024	August/September 2024	\$500	\$300	\$200	\$350	\$150
September 20, 2024	October 2024	\$500	300	\$200	\$350	\$150
October 20, 2024	November 2024	\$500	300	\$200	\$350	\$150
November 20, 2024	December 2024	\$500	300	\$200	\$350	\$150
December 20, 2024	January 2025	\$500	300	\$200	\$350	\$150
January 20, 2025	February 2025	\$500	300	\$200	\$350	\$150
February 20, 2025	March 2025	\$500	300	\$200	\$350	\$150
March 20, 2025	April 2025	\$500	300	\$200	\$350	\$150
April 20, 2025	May 2025	\$500	300	\$200	\$350	\$150
May 20, 2025	June 2025	\$500	300	\$200	\$350	\$150

Monthly tuition based on an annual amount, divided by 10 months from
(August 2024 - May 2025)

Please note, 10% Sibling discount is not reflected in this payment calendar



Program Options

We have several program options to accommodate our families. See the appropriate program fees below.

- AM Only - \$200 per month
- PM - \$300 per month
- AM/PM - \$500 per month
- AM and 1/2 Day Fridays - \$350 per month
- 1/2 Day Friday Only - \$150 per month

Tuition

Tuition payments are made on a monthly basis and are charged at a flat rate. Billing is on a 10-month schedule with the first payment due Aug 20th and the last payment May 20th.

Monthly tuition based on an annual amount, divided by 10 months from August 2024- May 2025.

****There are no prorated weeks.****

Payment Options

We highly encourage families to use our secure online payment system in order to expedite the process and help eliminate any errors or timing issues that may arise with other forms of payment. There is no additional user fee to pay online.

How to pay online:

1. Go to www.riversidemagnetschool.org
2. At the top of the page hover over the “**Families**” tab and click before and
3. after school care.
4. Scroll down to the bottom of the page where there will be a “**Make A**
5. **Payment**” button.
6. Click on the “Make A Payment” button at the bottom of the information
7. page to make payment.
8. In the description box on the order information page, enter the student’s name for whom you are making payment for.
9. Complete all required fields with guardians info and hit enter when finished.
10. You will receive an email confirming your transaction and this will serve as your receipt.
11. At this time we are **NOT** accepting checks/cash-
12. Sibling payments **MUST** be done as separate transactions.



Family Discount

Families with more than one child from their ***immediate family*** enrolled in Studio will receive a 10% discount. The first scholar enrolled will be charged the full monthly amount and any additional scholars within the family will receive a 10% discount.

Payment Due Date

Payments are due on or before the 20th of every month for Studio services the following month. For example, the August payment is for the month of September. There will be a \$25.00 late fee for all payments received the next business day after the 20th.

Monthly Statements: Families will receive a monthly statement the first week of each month that contains payments, credits and past due balances. Please note that any payment received after the 20th of the month may not be reflected in the monthly statement.

How to Apply for Care 4 Kids

1. Go to <https://www.ctcare4kids.com/forms/>
2. Select Parent Provider Agreement Form (PPA) - [Download/print]
3. The Parent/Guardian is to ONLY complete Sections 1, 3(child's info) and 5.
4. The PPA is sent to the Coordinator to complete Sections 2, 2A, 3(schedule) and 4.
5. The coordinator will return the completed PPA to the parent/guardian to be uploaded on C4K online portal.

Please note: The coordinator ISN'T responsible for ANY documents that must be uploaded for C4K unless it's a correction that must come from the provider.

Care 4 Kids funds- Any families receiving C4K funds will see a delay in payments received by RMS. **C4K is always 2-4 months behind.** Families **MUST** pay the monthly charge in full until C4K funds are received. At that time you will begin to pay the adjusted amount set forth by C4K.

Payments not received

If a tuition payment is more than 60 days past due, the student will be at risk of **forfeiting their spot.**

Changes to Your Studio Program Plan

If a family needs to adjust their plan (from full week to Friday or vice versa OR to cancel their enrollment) advanced notice is required. Changes to billing will occur for the following month. No refunds will be given for the current month. If



changes were not made with enough advanced notice, families may be responsible for any charges. Billing changes for the following month must be received by the first of the prior month. For example, any changes for April billing must be received by March 1st.

Withdrawal from the Studio Program

If a parent/caregiver decides to withdraw their child from the Studio program, a minimum of two weeks written notice is required. Written notice should be emailed to: Dstewart@riversidemagnetsystem.org and a withdrawal form will be sent to be completed and returned.

Please Note: If a two week written notice is not given to the school, parents/caregivers will be responsible to pay the Studio tuition for the month they withdrew.

AM Studio Drop Off Time

- Drop off begins at 7:00 AM and the cut off time is 8:00AM.
- **After 8:00 AM**, our buses begin to arrive as studio scholars and staff are preparing to transition from the MPR to their classrooms.
- Parents/guardians **must** join the curbside drop off line if they arrive after 8:00 which begins at 8:30 AM normal time.

Parents/Visitors in the building:

At this time, we are not allowing any parents or family members to enter the Building during school hours. Our Drop off and Pick up procedures are outlined below.

AM Studio Drop Off:

- AM Studio drop off will take place in the back of our building, in the bus lane or the playground depending on weather.
- Children will enter the building through the double doors across from the Basketball court. An RMS Staff member will be there to welcome children.
- Parents will drive up to the playground at the end of the bus lane, and children will exit the car.
- A staff member will be there to meet children, and escort them into the MPR.

PM Dismissal:

- Children will be dismissed at the front entrance.
- Parents must walk up to the door and speak to the security guard or staff member to have your child dismissed



- IF a staff member does NOT know or recognize the person picking up, they WILL ask for an ID.
- Parents will call the Studio phone #860-449-2518 to notify the Studio staff when their arriving or if they will be late to pick their child up

****Families will be notified about any changes with drop off and pick up prior to the start of school day ****

Late Policy:

All families must sign and return our late policy located in the Registration Packet. Parents must arrive prior to scheduled pick-up time each day so that all children can be picked up at or before the end time of the program.

The Late Fees structure is as follows. You will be charged a flat rate for each increment of time

- 1-5 minutes- \$15
- 6-15 minutes- \$25
- Greater than 15 minutes - \$30 plus \$1 per minute

Each late pick up will be documented with a late pick up slip signed by both parent and staff member.

If you do not arrive Monday - Thursday by 5:45 and Early Dismissal Fridays by 4:15, you are late.

RMS reserves the right to dismiss families from the Studio program after 3 late pickups.

Late fees are to be paid with the upcoming tuition payment.

No Studio Days

Studio will be closed any day that there is no school and isn't available when there's a full day on Fridays.

Scheduled No-Studio Days:

There will be NO PM Studio the day before:

- Thanksgiving on Nov 27th
- Winter Break on Dec 20th



Conference Week:

Two student-family-teacher conference weeks occur each school year, one in November and one March, as outlined in the academic calendar. Wednesday, Thursday and Friday of the conference weeks are early dismissals. During these weeks, ALL STUDIO CHILDREN who normally attend studio in the afternoons have these weeks included in their afternoon fees. There is no extra charge for these weeks. If your scholar is enrolled in the AM and Early Dismissal Friday program, they have the early dismissal conference days included in their tuition.

Inclement Weather/ Emergency Closings:

Delayed Opening: If school has a delayed opening, AM Studio is canceled.
Early Release: If school is closed early due to inclement weather the Studio Program will be canceled. Parents/guardians will be notified via email and phone if Studio is canceled. **Please make sure we have your most up to date phone number and email.**

Absences:

Please notify the program coordinator and your child’s teacher, if your child will not be attending the Studio Program and will be picked up from school or taking the bus home. **If your child is absent from the program on any given day, payment is still required to ensure your child’s place in the program.**

Release of Children:

Children will only be released to those persons listed in the Studio Registration packet. Children will only be allowed to leave with these individuals unless prior Written permission is submitted to the Studio Staff. If you wish to add someone to the list, please contact the Studio Coordinator.

Pick-Up Verification:

Students will be released only to adults over the age of 18 who are listed on the student’s registration paperwork. To ensure every student’s safety, a photo ID/Passport is required for verification during pick-up. Other verifications include a phone call to the parent if pick-up arrangements are not confirmed by our Staff.

Updated Contact Info:

In case of an emergency, it is very important to keep your contact information for RMS update. Once you are aware of a change, contact our school at (860) 709-6800, Studio phone (860)449-2518 or the office for Dianna Stewart at (860-709-6818) or email Dstewart@goodwinmagnetsystem.org



Health & Safety:

- If your child has any known medical conditions (i.e., allergies, asthma, etc.) please document any medical needs on the child's Studio forms. Please note: only trained staff can administer medication.
- Children who have contracted a contagious illness (i.e., pinkeye, ringworm, et.) will be notified immediately and the child will have to be picked up. Parents are required to notify the staff in such a case, and a physician's note will be required before the child will be allowed to return to the program.
- If the child develops one of the following conditions while at the Studio Program, the parents will be notified to pick up the child immediately: contagious illness, fever of more than 100⁰ Fahrenheit, vomiting, diarrhea, or an accident requiring medical attention. Parents are asked to keep their child home until all symptoms have cleared.
- In case of an accident or illness during the day, parents or guardians of the child will be contacted immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment.

Medication:

Riverside Magnet School After-School Studio Program is a separate entity and student medication is not regulated/maintained by the school nurse. Children enrolled in the Studio program, who require medication (Epi pen, Inhaler, Benadryl, etc), must provide a separate Authorization for Medication form and a separate supply of medication for Studio use only.

The administering of all medications, non-prescribed (over the counter) and prescribed, must be accompanied by a completed Authorization for Medication form. Trained staff may administer medication to your child provided the "Authorization for Medication" form has been completed, in its entirety, by the parent and a physician. No medication or medicinal herb can be administered or accepted by Studio staff unless this form has been completed.

Prescription and non-prescription medication:

- Prescription medication must have a pharmacy label stating the name of the physician, child's name, name of the medication, and medication Directions (**Must be in the original container**)
- All prescription and non-prescription medication will be dispensed only



according to the written directions on the completed Authorization for Medication form

- No medication, prescription or over the counter, (including, but not limited to; sunscreen, bug spray, itch treatment, chapstick) can be placed in your child's backpack or school bags and brought to the center. All medications must be given to the Studio Coordinator directly.

Authorization for Medication:

In order for the staff to administer medication to your child, you and your child's physician must complete the "Authorization for Medication" form. A separate form must be completed for each medication and each new series. It is important that the physician indicates the dates when the medication is to start and when it is to finish. Make sure to let staff know if your child will need to receive medication on a regular basis or daily basis for an extended period of time.

Sunscreen:

During the spring and summer months, the weather can be very hot and sunny and children need sunscreen in order to prevent sunburn while having fun on the playground. We do not provide sunscreen for your child. However, with the appropriate paperwork, signed by both doctor and parent (for children under the age of 6) Studio staff can apply sunscreen before children go outside. Children OVER the age of 6 are welcome to apply sunscreen themselves. Without a completed permission form and parent consent (younger than 6), Studio staff cannot apply sunscreen.

Insect Repellent:

During certain times of the year mosquitoes can be a problem for outside activities and the children may need insect repellent to reduce the potential for bug bites while having fun and enjoying the playground. In order for insect repellent to be applied, you are required to provide appropriate paperwork and consent form. Without a completed consent form, Studio staff cannot apply insect repellent.

First Aid:

Scratches, minor cuts or insect bites will be treated with soap and water only. Band-Aids will be used as necessary. If more serious treatment is needed, parents will be notified.

Injury while in Studio:

If your child is injured at the center, the Studio Coordinator and your child's teacher will complete an incident report to be signed by the parent and a copy



will be given to you. A signed copy will then be placed in your child's file. If the injury is serious, appropriate emergency care will be administered, emergency personnel summoned, if needed, and you will be contacted by phone.

Staffing:

The children will be supervised by RMS Instructors who will be staffed according to the number of children enrolled in the Studio program.

Afternoon Snack:

During their time in Studio, children will have the choice to have a school snack (provided by SLA) or a snack that is provided from home. Parents/Guardians are encouraged to provide healthy snacks for students to enjoy during their time in the studio program. All children are eligible to receive a free snack provided by the Studio program. Snacks will be provided on a daily basis. Please click the link below to see a snack menu.

Communication:

Open communication is very important to us here at RMS. We strive to build strong relationships with our families. There are many ways we will be communicating with you throughout the year.

Here's to find out what's happening in Studio:

- Two-way communication- Conversations with afternoon Instructors
- Documentation- Through collaboration, children and Instructors will be reflecting on their studio experiences. These reflections/ pictures/drawings and writings, will be displayed through the school
- Emails
- Seesaw

Studio Behavior Agreement

All members of the RMS school community, including students, parents and guardians, principals, and school staff, have rights and responsibilities that support a safe school community. The success of our students is dependent on everyone in the RMS community, working together as they support a child's journey.

Riverside Magnet School Studio is a safe, caring community where individual differences are valued, where people are supported in reaching their goals, accomplishing challenges, and where everyone can have fun. Because creating such a community requires the commitment of all participants, we ask everyone agrees to the behavior expectations listed below. Children and parents/guardians should review and discuss these guidelines together.



As scholars of Riverside Magnet School at Goodwin University, we choose to create a caring and positive learning community by taking care of ourselves, each other and our environment.

Studio Scholars have a responsibility to conduct themselves in a manner that is in the best interest of themselves, others and the environment.

Studio Families have a responsibility to go over the Studio Behavior Agreement with their learners, as we want to make the Studio experience a positive one for all.

Studio Instructors have a responsibility to support your children while in the Studio setting, to be a role model and to conduct themselves in a manner that best supports the children, the program and our Studio environment.

I Will Take Care of Myself

- I'll make the most of learning opportunities by participating in activities, or trying new things.
- Focus on myself and have a positive attitude
- I will take care of my belongings while in Studio or on a Field Trip.
- I will be an attentive listener and follow the directions given to me by my teachers.

I Will Take Care of Others

- I will respect other people's ideas and values, even if they are different from my own.
- I will give people their space and respect their privacy.
- I will have a safe and calm body.
- I will be honest, help and support others, and be a problem solver.
- My actions and language will have a positive impact on others in the RMS community.
- I understand that any behavior that could harm (physically or emotionally) a child or staff member, or which is disrespectful, is unacceptable in the RMS community.

I Will Take Care of the Environment

- I understand that all community members are expected to share responsibility for keeping personal and community areas neat and clean, and I will help with these tasks.
- I will be sensitive to the environment. I will pick up litter and not damage or



remove anything from the environment.

- I will take care of RMS' facilities, program supplies, and equipment. I will put equipment away when I finish using it, and will leave an area I use better than I found it.

If a child has difficulty following the Studio behavior expectations, RMS Studio staff will remind the child of expected behavior, review the Behavior Agreement above, Discuss ways staff members can help support the child in making necessary behavior improvements.

If a pattern of inappropriate behavior arises, Studio staff will work with the child to set specific, appropriate behavior goals and outline consequences for continued inappropriate behavior. Continued inappropriate behavior or severely inappropriate behavior, may result in consequences outside of studio program and or immediate dismissal from Studio.

If a child has been removed from the program, you will be reimbursed any remaining money for time not attended. The parent/guardian is responsible for picking up a dismissed child immediately.

Child's Personal Property:

Children's personal property, coats, school bags, water bottles etc. must be labeled and taken home each evening. Any personal property that staff cannot identify will be taken to the lost and found box at the front of the school, by the front entrance. Although we attempt to help the children stay organized, the Studio Program and staff cannot be responsible for lost or damaged property.

Toys & Electronics:

Please refer to our school Student and Family handbook for policy. If scholars come to Studio with a phone, it will be kept in a plastic box for the duration of their time in Studio. It will be returned to them when they leave. As per our school handbook, toys are not allowed in school and therefore not allowed in Studio. **Cell phone use during studio is not allowed.**

Visitors/ Walking Field Trips:

Each day provides enriching opportunities, in and out of the classroom, for social, cognitive, physical and emotional development in a safe, nurturing and supportive environment. Studio is an extension of our school and its philosophy so we continue to be child centered and driven by the interests and needs of



the children. Children have various opportunities to talk with and listen to adults, talk and listen to other children, to read stories, to listen to music, to exercise, to cook, to do art activities, and to sing. Some of these experiences will come from special visitors we have invited to Studio.

The learning environment for our Studio Program extends beyond the school walls and playground to the special resources in the larger Goodwin College learning community. To take advantage of these “extras” the children may walk to the Community Garden, Goodwin College field or CTRA (Connecticut River Academy).

Periodically, when interest is piqued or the weather is especially inviting, there may be spontaneous excursions in and around our school, such as collecting natural objects for study. The walking field trips, to the surrounding Goodwin community, are planned in advance. Parents will be informed via email and notices about the trip will be sent home and placed on the pod sign out sheet. The children are closely supervised at all times.

Parents are always invited to participate in the walking field trips. Permission from the parent for each individual child is always obtained at the time of enrollment into Studio to participate, via walking field trip form.

Volunteering in Studio:

The roles of families in our school community are very important. We value the relationships we form with you and your children. These relationships are the foundation of our school community. We would like to welcome you to come in to volunteer during studio and there are a variety of ways you can!

Some ideas are:

- Reading a story to your child’s pod, Volunteer in the pod, there's a variety of experiences planned each week (literature, science, cooking, art, music, etc.).
- Donate recyclables on an as needed basis to the pod (paper, tissue boxes, old cardboard, newspapers, etc.). These materials can be used in a variety of interest areas like art, sensory and engineering.

If you have any additional ideas please share them with us. We would love to hear them!



Handbook Acknowledgment Form

Please sign and return this copy to RMS upon enrollment.

I, _____, acknowledge that I have read the 2024-2025
(Parent's Name)

Studio Before and After School Program Family Handbook and reviewed its contents.

I understand that it is my responsibility to keep the Studio program updated to any change in demographics -- change of address, phone number, email address; and to adhere to our late pick up policy and payment schedule.

Parent Name Print: _____

Parent/Guardian Signature: _____

Date: _____

**Please sign and return this copy to RMS on the first day of school
August 28th, 2024**