



WESTPORT COMMUNITY SCHOOLS

Office of Out of School Time Program



WCS Out of School Time Changes 2026-2027 Year

Hello OST Families,

KERIN TAVARES
Director
777-309-3542

Tania Camara
Program
Coordinator
774-309-3542

Michelle Rapoza
Business Manager,
Student Services &
Transportation
508-636-1140
x4020

Below you will find a list of new procedures that will go into effect as of July 6th 2026. These changes and adjustments are necessary for the success and operation of the Out of School Time Program. All changes have been discussed in detail and agreed upon by OST administration, WCS business administration and Superintendent Fran Roy. If you have any questions or concerns regarding the following please contact the OST Director Kerin Tavares, kerintavares@westportschools.org

Tuition:

Tuition adjustments were necessary to financially support the program. In order for us to provide care the program needs funding to pay staff salaries, purchase supplies and operate the program as we are self-sustaining and receive no funding from WCS. Tuition rates will be fair and equal for everyone so there is better organization, and equal rates across the board for all. Please note the following:

- All billing and tuition will be tracked and paid via the Brightwheel app
- Tuition must be paid **weekly**
- Parents/Guardians will be responsible for paying for a slot not just a day. Tuition will be due regardless of attendance, unless it is a school closure/holiday or they are participating in a SEY program. Family vacations will be exempt from tuition payments for up to 2 weeks off, after 2 weeks a \$50 holding fee will need to be paid to keep your child's slot for an additional 2 weeks. After that period of time then the slot can no longer be held. Administration must be given at least a 2 week notice of vacations for this to be approved. Otherwise full tuition will still be due. All other absences due to illness, days off, appts, etc. must be paid, no exceptions. If your child is scheduled to attend that day then the slot must be paid regardless. This will avoid the issue of a child coming only a few days a month but holding a full time slot.
- There will be a \$25 registration fee to hold a slot for enrollment for the new school year. Must be paid annually, PACE students exempt. This will aid in funding all new school year supplies.
- Late pickup fee, \$1 per minute past closing time. Will be automatically charged via Brightwheel. This is already a policy, but will be more strictly enforced.

- There will be fixed and set rates & discounts. All other discounted rates will not continue going forward:
 - \$30 per PM
 - \$15 per AM
 - \$60 per full day (school breaks/summer)
 - \$45 per afternoon on school half days
 - Sibling discount, 25% off each additional sibling
 - Staff discount 50% off
- A late fee of \$10 will be applied automatically for missed payments. Payments will be due on Fridays, if there is no payment by the following Monday then the late fee will be applied automatically by Brightwheel.

Enrollment:

- Parents will need to choose set days for their child to attend
- No flexible enrollment schedules will be permitted, it creates staffing and ratio difficulties.
- If parents do not want to choose set days then they can have a drop in agreement. If you need care for the day then you can reach out ahead of time to the Director to see if we have availability for the day. If there is room you can add your child if not then we will not be able to provide care for the requested date.
 - School Half Days
 - OST open 12-4:30 for all half days except the half days before Thanksgiving and Christmas (close at 3pm).
 - The rate for half days will be \$45 due to the longer period of time children are in our care.
 - Afternoon OST will be closed for 3 half-days a year for OST staff professional development. Dates TBD.
- At this time the OST program will not be enrolling Pre-K age students, just grades K-4. The reasoning behind this is that preschool age students decrease teacher:student ratios and where the Kindergarten room is in high demand we want to have as many slots available as possible.

We appreciate your ongoing support of the Out of School Time Program. We hope to continue to serve the students and families of our community for many more years to come. Thank you all.