

Stoneham Public Schools

Afterschool Child Care Program

Enrollment:

Enrollment each day will be limited. **Registrations will be accepted, on a first-come, first-serve basis. A non-refundable \$25/family registration will be required at the time of registration.**

Cost:

Cost of the program for the 2008/2009 school year will be \$20/day at the elementary schools and \$22/day at the Middle School. Yearly tuition will be broken into **9 equal payments due the first of each month, August through April.** All payments must be mailed to: After School Program, Stoneham Public Schools, 149 Franklin Street, Stoneham, MA 02180.

Hours of Operation:

The After School Program begins once school is dismissed and ends **promptly** at 6 p.m. **A \$1/minute penalty charge will be imposed for late pick-ups after 6 p.m.** Children may be picked up at any time during the program. Please advise us when your child will not attend the After School Program by note or by calling the school directly.

Facilities:

The program is based in the school cafeteria; however, the child-care staff and participants will have access to the schools' computer lab, library, gymnasium, cafeteria and playground to assist them in providing all the children with worthwhile, safe, and educational activities.

Authorized Pick Up Policy:

The staff will only dismiss children to the person or persons listed on the "Authorized Pick-Up" form. If there are any issues that the staff needs to be aware of, please bring them to their attention immediately and list on the form (ex: restraining orders, custody issues).

If an unauthorized person will need to pick up your child, please send a letter in advance indicating the name of the person, their telephone number and address and the dates involved. Please be advised that we will ask for identification from this person upon arrival. If you are unable to advise the staff in advance, please feel free to call the school directly and leave a message for the After School staff. The After School Program will have a copy of each child's emergency card on file.

Change in Pick-up Time:

Parents picking up a child at a different time than the usual designated time must notify the After School staff in advance in order to gain entrance into the school. The doors of the school will remain locked at all times.

Program Days:

The After School Program operates each day the Stoneham Public Schools are in session until 6 p.m. The program does not operate on holidays, snow days or during school or summer vacations.

The After School Program does offer services during system-wide Early Release days. On these days, the program begins once children have been dismissed from school. Please notify the After School Program staff in advance if your child will not attend on Early Release days.

Snacks:

A healthy snack, milk and/or juice will be provided to children each day. If children wish to bring their own snack or drink that is fine, as long as the snack/drink is nutritious. Please do not send candy, chips or soda. Due to food allergies, snacks including nuts or peanut butter are not allowed. The After School Program staff must be advised of all children's' allergies immediately.

Homework:

The After School Program will have a designated homework time for those students with homework. A staff member will be assigned to the homework group for supervision and questions.

Students Responsibilities:

We ask that all students act responsibly during the program as we expect all students to follow school policies and rules as defined in the Stoneham Public Schools Elementary School Handbook. If there is a behavior situation, it will be handled in the following manner.

- A warning will be issued to the student
- The child may be asked to do a "time out" from activities.
- The child may be sent to the principal. If there is an incident that involves a serious matter (ex: physical, offensive) that issue may be handled directly with the school principal.

Termination Procedure:

Failure to adhere to the policies and rules as defined in the Stoneham Public Schools Elementary School Handbook will be grounds for termination and will be determined by the School Principal.

Failure to make regular/timely tuition payments will be grounds for termination. If all attempts to collect tuition are unsuccessful, parents/ guardians will be given a 10-day written notice of termination.

Additional Information:

For additional information, contact the Office of the Superintendent of Schools at 781-279-3802, ext. 308.

STONEHAM PUBLIC SCHOOLS
2008 - 2009

AFTER SCHOOL CHILD CARE
REGISTRATION FORM

FOR OFFICE USE

Date Received: _____

Reg. Fee: \$25 Ck # _____

Child's Name _____ Male _____ Female _____

Address _____ Telephone _____

School _____ Grade _____ Email _____

Father's Name _____ Occupation _____

Employer _____ Work Phone _____

Mother's Name _____ Occupation _____

Employer _____ Work Phone _____

Parent's Status: Married _____ Divorced _____ Widowed _____ Separated _____ Single _____

Child's Legal Custodial Parent: _____

Stepfather Name _____ Employer _____

Stepmother Name _____ Employer _____

Child's Primary Language _____ Nationality _____

Other Children in Family: Name _____ D.O.B. _____

_____ D.O.B. _____

Is your child taking any mediation at this time? _____ If yes, what? _____

Is there any special information that the school should know about this child or other family members that would be of help in providing services for the child? _____

Please indicate each day
you are registering for:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Please indicate which school
you are registering for:

Central School _____

Colonial Park _____

South School _____

Robin Hood _____

Middle School _____

Registrations accepted on a first-come/first-served basis depending upon availability.
Return completed Registration Form with **\$25/family Non-Refundable Registration Fee** to:
After School Program, 149 Franklin St., Stoneham, MA 02180