Shutesbury Elementary
After School Program
2015-2016

After School Director: Amie Trinque trinquea@shutesburyschool.org

After School Form due Friday, September 4, 2015

Program Information

The Shutesbury Elementary After School Program will be available to all Shutesbury Elementary children in kindergarten through grade six. The program has the following schedule:

- Monday 3:10-5:30
- Tuesday 3:10-5:30
- Wednesday 1:10-5:30
- Thursday 3:10-5:30
- Friday 3:10-5:30

The goal is to provide an after school program that is relaxed, creative, and structured. A variety of activities are offered including: outside play, arts and crafts , reading, homework time, gym time, computer lab, organized group activities, and games.

Snack will be provided by the program. Please inform the director of any food allergies.

Tuition

We ask that tuition be prepaid by the first of each week before your child attends after school. Tuition is due for the numbers of days contracted and is not dependent on whether your child is present or absent. If an extenuating circumstance happens, a discussion with the After School Director may occur. If tuition is not paid by the first of the week, your child will be sent home at the end of the school day. The After School Program is completely funded by tuition money. Failure to make timely payments could result in the dismissal of your child from the program.

1. Families that select a weekly scheduled program:
   - Monday, Tuesday, Thursday, and Friday-$11.00 per day
   - Wednesday-$18.00
2. Family Discount- each child after the 1st will be discounted 10%.
3. Families that select to "Drop in" when needed:
   - "Drop in" days (unscheduled days) -$11.00 a day for Monday, Tuesday, Thursday, and Friday.
   - Wednesday $18.00
   - "Drop in" tuition is due on the day of attendance, no exceptions
4. Payments are accepted by checks, made out to the Town of Shutesbury, write in memo After School Program, attention Amie Trinque /After School Director OR payments may be made online using the schools "Online Payment" system.

Application Procedure

Part time and full time openings are available. Children may attend any combination of days. Once you have decided on a schedule, it will continue to be your schedule for the year and you will be billed accordingly. If you need to adjust your schedule, please give one week advance notice of the change.

We do offer "Drop in" slots each day. If your child is to be a "Drop in" on a particular day, you will need to call the school before 2:00 pm on a Monday, Tuesday, Thursday, or Friday; and before noon on a Wednesday to ensure that all paperwork is in order and space is available.

No child can attend the after school program if the paperwork is not complete.

Pick-up Information

Pick-up time is promptly at 5:30 pm. Late fees will be charged to parents who are late picking up their child(ren) after 5:35 pm. The late fee will be based on 15-minute intervals. A fee of $5.00 for each 15-minutes will be charged.

Pick-up will be in the gym, if staff and children are not in that location, please proceed to the library/computer room. A sign out will be necessary each pick-up day.

If someone other than yourself is coming to get your child, please let us know in writing. If we are not familiar with the designated pick-up person, we will ask for identification. Please inform that person to have a driver's license or form of identification handy.

Absenteeism

If your child is absent from school he/she will not be able to attend the after school program.

We ask that you let the school know if your child is not going to after school on a scheduled day. Students who do not have a note or parent/guardian phone call regarding this absence, will be held at school until a parent/guardian is contacted to confirm after school plans. Tuition is due for contracted days regardless of illness or other reasons.

Illness, Medical Emergencies and Accident Policy

If a child is injured while participating in the program, if appropriate, first aid will be by a certified staff. The incident will be reported to parent /guardian either through a call home or at pick-up. An incident report will also be written, which will be kept on file at the school and present to the person who is picking up the child. If emergency care is deemed necessary, staff will contact 911 services; notify parents/guardian 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.

Snow and Vacation Days

When school is closed due to inclement weather, the after school program also closes. There is no program during vacation days or scheduled curriculum days.

Contacts

If you would like more information about this program or have questions, please contact:

- SES between the hours of 8:30 am and 3:30 pm at 413-259-1212
- Email Amie Trinque at trinquea@shutesburyschool.org