

Millis Extended Day - Preschool Wrap Program 2021-22

Clyde F. Brown School
7 Park Road, Millis, MA 02054



April 12, 2021

Dear Preschool Families,

Attached is your registration form for the 2021-2022 school year for our Preschool Wrap Program for children 3 and 4 years old. (Must be 36 months by 8/31.) Please take a moment to fill it out and email it to Jeanne Noonan (jnoonan@millisschools.org) **on/before Friday, April 23, 2021. Please note that we are not accepting any mail deliveries at this time. You can scan or take a photo and email.** Please be certain to fill in the days/sessions you intend to send your child. **PLEASE DO NOT SEND ANY MONEY AT THIS TIME.** Once your registration is received your form will be processed and you will be notified if your child was placed in the program or not. You will be informed of tuition due along with the registration fee of \$20.00 at that time. In the event that we receive more registrations than we can accommodate, those registrations will be prioritized as follows: children of staff members and those already in the program, siblings and then all new applicants.

We cannot guarantee that any registration forms received after the April 23rd deadline will be eligible for enrollment. They will be entered on a waitlist and we will contact you in the event that we are able to accommodate you at any point during the school year.

This program is designed to meet the needs and schedules of parents and their children and runs in conjunction with the school calendar.

This program is offered Monday through Friday from 7:30 a.m. to 3:30 p.m. You may choose between 3 and 5 days/week. If less than 5 days, the days must be consistent from week to week.

Please note that there will be no schedule changes processed between August 1, 2021 and September 30, 2021.

Staffing for the **Extended Day Preschool Wrap Program** is by qualified personnel. The adult to child ratio is typically 1:10, to ensure proper supervision and to keep our children safe.

Once you have enrolled your child we will presume that s/he is enrolled for the full academic year. That said, we do understand that circumstances may arise that do require a change. If that occurs, please know that you must request that change on the change form provided, as soon as possible. **Please see the letter and schedule change form on our website for details.**

The Preschool Wrap program opens on the first day of the Millis Preschool Program and thereafter in accordance with the Millis Public Schools schedule. **The wrap program will not open prior to the first day of preschool.** There are ten (10) equal payments due for the school year. The first tuition payment is due on or before **August 1, 2021 and is nonrefundable.** This is Payment #1 of 10. Subsequent payments are due on the first (1st) of the month. The tuition cycles are as follows. They may be adjusted slightly throughout the school year for snow days and/or other unexpected closures.

- | | | |
|--|----------------------------|------------------------------|
| # 1 August 1st for opening day-9/30 | # 2 October for 10/1-10/28 | # 3 November for 10/29-11/24 |
| # 4 December for 11/29-12/22 | # 5 January for 1/3-1/27 | # 6 February for 1/28-3/1 |
| # 7 March for 3/2-3/25 | # 8 April for 3/26-4/27 | # 9 May for 4/28-5/23 |
| # 10 June for 5/24-last day of school depending on snow days. This is your last payment for the school year. | | |

Tuition rates are included on the attached registration form. The rates are divided into ten (10) equal payments. **PAYMENTS ARE DUE THE FIRST OF EVERY MONTH.** You are responsible for making sure your payment is sent in a timely manner. **We will not be sending monthly invoice reminders.** There will be a \$20.00 surcharge for all late payments received after the 7th of the month. Please see the parent handbook for further information. If you have any questions or concerns in the meantime, please email Jeanne Noonan at jnoonan@millisschools.org.

Very truly yours,

Jeanne Noonan, Director

DEADLINE 4:00 p.m. Friday, April 23

Please note: If enrollments at any individual site are not sufficient to maintain the cost of running the program, the program may not operate and your fees will be returned.

MILLIS EXTENDED DAY PRESCHOOL WRAP PROGRAM 2021-22

Child's Name: _____
Address: _____
Phone: _____ Date of Birth: _____
Age as of 8/31 (Min 36 mos.): _____ M _____ F _____
First Contact: _____
Cell Phone: _____ Work: _____
Email (required): _____
Second Contact: _____
Cell Phone: _____ Work: _____
Email (required): _____
Child lives with: ☐ Both Parents ☐ Mom ☐ Dad Other _____

Alternate pick-up/Emergency contact: I authorize the following person(s) to pick up my child in the event that I am unable to do so. **(Photo ID required)**

Name: _____ Phone: _____

Relation to child: _____

Name: _____ Phone: _____

Relation to child: _____

Please feel free to attach a separate sheet with others.

Please Note: You must provide at least one alternate pick-up who is within a 20 minute drive. Enrollment forms will not be accepted without one.

If you send anyone other than those listed, you must call ahead to notify us.

Note: Are there any parental (or other) pick-up restrictions that we need to be aware of? ☐ YES ☐ NO

If yes please provide appropriate legal documents

Release of Information: The Millis Schools continually celebrate student achievements and talents. Students are frequently recognized in newsletters, on Facebook and on our website. If you give your permission for your child's picture being displayed on site, in the newspaper, on Facebook or on the website, please sign below.

Please note that children pictured on our website are NOT identified by name.

I give permission for pictures of my child to be used as described above:

Parent Signature

Date

If you give permission for Millis Public Schools staff members and Extended Day staff members to share information relative to the care and/or education of your child, please sign and date here.

Parent/Guardian Signature

Date

Parent Handbook: It is the parent/guardian's responsibility to be sure that they have read and understand all policies and procedures in the Millis Extended Day Parent Handbook prior to registration. You can find it on our website.

I have read and understand the policies and procedures in the Millis Extended Day Parent Handbook.

Parent Signature

Date

MEDICAL/EMERGENCY INFORMATION

Child's Name _____

Health Insurance _____

Name of Child's Physician _____

Phone _____

Hospital Physician is affiliated with _____

Allergies _____

EPI Pen: ☐ Yes ☐ NO

Medical Alert/Needs _____

As safety is our priority, please be sure to indicate **EACH INDIVIDUAL** allergy/medical need.

NOTE: There is not a nurse on site for all hours of operation.

*** If your child has an emergency medical protocol and/or medical forms, they must be provided to the Extended Day office (Park Road) on or before July 31st.

If your child does not attend Clyde Brown Preschool, you must attach a copy of your child's most recent physical.

Does your child have needs other than medical that we should know about to help him/her have a positive experience at Extended Day?

Yes _____ No _____

If yes, please explain on back of form. _____

In case of accident, illness or other emergency, the staff at the Extended Day Program will try to immediately locate the parent or person responsible for the child. In the event of an emergency requiring immediate attention, if neither you nor the person(s) you designate can be reached, the School Nurse (if available), or Extended Day staff will institute emergency procedures. If you do not wish to authorize hospital treatment you may cross out the following paragraph before signing below.

"In the event of an EMERGENCY during which neither I, nor my spouse, nor the person(s) I have designated on my emergency contact list can be reached, I hereby give permission to the staff of the nearest medical facility to administer an anesthetic and perform such emergency procedures as may be necessary to aid my _____ son _____ daughter _____ other (Please specify)

Parent or Guardian

Parent or Guardian

DEADLINE 4:00 p.m April 23

Millis Extended Day - Preschool Wrap Program 2021-22

Child's Name: _____

| | CHECK ALL THAT APPLY | | | | |
|------------|----------------------|------|-----|-------|-----|
| | MON | TUES | WED | THURS | FRI |
| 7:30-9:00 | | | | | |
| 7:30-12:30 | | | | | |
| 11:30-3:30 | | | | | |
| 3:00-3:30 | | | | | |
| 7:30-3:30 | | | | | |

| DAILY | MONTHLY RATES (SUBJECT TO CHANGE) | | | | |
|---------|-----------------------------------|-----------|-----------|-----------|----------|
| | 5 days/wk | 4 days/wk | 3 days/wk | 2 days/wk | 1 day/wk |
| \$9.40 | \$169.20 | \$135.35 | \$101.50 | \$67.70 | X |
| \$31.25 | \$562.50 | \$450.00 | \$337.50 | \$225.00 | X |
| \$25.00 | \$450.00 | \$360.00 | \$270.00 | \$180.00 | \$90.00 |
| \$3.15 | \$56.70 | \$45.35 | \$34.00 | \$22.70 | X |
| \$50.00 | \$900.00 | \$720.00 | \$540.00 | \$360.00 | \$180.00 |

The Extended Day Preschool Wrap Program is intended to provide care to wrap around your Clyde F. Brown (CFB) Preschool Schedule. Please use your CFB preschool schedule to help you decide what your needs are for Extended Day.

****NOTE:** If the preschool program does not have in-person programming at any time, the PS Wrap Program will close.

Tuition rates are under review and are subject to change. Tuition Rates do not include the registration fee of \$20.00. Rates above are for your child's regular schedule. If we are open for additional hours on early release days or no school days, additional fees will apply. More information on these opportunities will follow.

Please Indicate with a Check Mark the Days & Times You Would Like Your Child to Attend
(Please note that the schedule blocks offered and tuition are subject to change.)

Special Tuition Discounts: Please note that, due to extenuating circumstances, we are unable to offer staff and/or sibling discounts at this time. We hope to be able to do so again at some future time.

Priority Information:

Does one or more parent work for Millis Public Schools? YES _____ NO _____
 Did this child attend PS Wrap during 2020-21? YES _____ NO _____
 Does this child have a sibling who attended Extended Day? YES _____ NO _____

Please pay online at <https://unipaygold.unibank.com/customerinfo.aspx>
 Or make checks payable to: Millis Extended Day Program

(Please choose Extended Day Option not Preschool Option.)

Please Note: Yearly tuition is divided into ten equal payments that cover the full school year.

Each payment is for a period of about 18 days which usually fall in more than one month. The first payment due **August 1st**, covers the first day of school through 9/30/21 (not the month of Sept.). The second payment is due October 1st. The final payment due on June 1st is for the last 18 school days (not the month of June). **Tuition is due the 1st of every month. No reminders or invoices are sent out. It is the parent/guardian's responsibility to make payments on-time.** There is a \$20.00 late payment fee assessed for unpaid tuition after the 7th of each month.

NOTE: Please make a copy of your entire enrollment form for your records.