



## Stoneham's After and Before School Childcare Programs 2019-2020

**Welcome to Stoneham's Child Care Program. Below please find information about the Before School and After School Childcare Programs. **School starts on August 28.** The After and Before programs start the first day of school.**

### **DAYS OF THE PROGRAM**

The **Before School** Program will operate each school day beginning at 7:30am. The **After School** Program will operate each school day until 6:00pm. The Programs will not operate on holidays or snow days, or during school vacations. In addition, the **After School Program** will **not** operate on the last day of school in June.

### **Times of the Program**

Our After School Program begins once school is dismissed. Our Program ends promptly at 6:00pm. **There will be a late charge of \$1 per minute imposed for late pick-ups after 6:00PM.**

### **TELEPHONE**

Each location of the After School Program has its own dedicated phone line. Please keep the number for your school location for future reference. The phone numbers are listed below:

Colonial Park	After School Program	781-279-3884
Robin Hood	After School Program	781-279-3885
South	After School Program	781-279-3888

## **EARLY RELEASE DAYS INFO**

We offer the After School Program to **all** students on Early Release Days. If a student is already scheduled to attend the Program on a day that is an early release day, there will not be any additional fee. If a student is not normally scheduled to attend the program on an early release day, the fee will be **\$30** per day. There is a separate form for **Early Release Days** if your child does not normally attend the program on that day of the week. This form should be filled out and returned to the Business office. The form is on our school site. Stonehamschools.org.

### **Early Release days for the 2019-2020 school year are as follows:**

Friday,	October 11, 2019
Thursday,	October 31, 2019
Wednesday,	November 27, 2019
Wednesday,	December 11, 2019
Thursday,	December 12, 2019
Friday,	January 17, 2020
Friday,	February 14, 2020
Wednesday,	March 11, 2020
Thursday,	March 12, 2020
Friday,	April 10, 2020

**Please be sure to send in a lunch with your child on Early Release Days. The School Lunch Program does not operate on Early Release Days.**

## **Early Release Days Due to Inclement Weather**

Should school be dismissed early due to unsafe weather conditions, it may be necessary to cancel the After School Program as well. Parents will receive a phone call notifying them of any such cancellations. It is also possible that the program will remain open during periods of inclement weather; however, it may be requested that your child be picked up at the earliest time possible

## **PAYMENTS**

The cost of the **After School program** is **\$24** Per day Per child. The cost of Before School is **\$7** Per day Per child. Breakfast is available for a fee of **\$1.75** and **\$.30** and free for students who qualify for free/reduced lunch.

**The Registration fee for the applications is \$25.00 Per family Per program.**

You will receive a reminder for each payment due. You will be sent a statement on the prior month with payment due the **first** of the subsequent month.

Monthly payments may be made by mailing a check or a money order payable to the **TOWN OF STONEHAM** to the following address:

**After School or Before School** (your program)  
Stoneham Public Schools  
149 Franklin St.  
Stoneham, MA 02180

Payments may also be made online by visiting **[www.stonehamschools.org](http://www.stonehamschools.org)** and clicking on the **“Online Payment” under the Quicklinks** and following the prompts for the After School Program. Online payments may be made in the form of a debit from your checking account, or by credit card using Mastercard , Discover & Amex.

There is a user fee charged if a credit card is used. **Visa is not accepted.**

Failure to make tuition payments in a timely manner will result in termination. If attempts to collect tuition are unsuccessful, parents/guardians will be given a 10-day written notice of termination.

Applications for both programs are at your school or can be printed from our online school website. In order to register your child you must check with the business office for approval. A \$25 registration fee must be submitted with your application. It is a separate registration fee for each program.

### **ALL SNOW DAYS WILL BE CREDITED ON YOUR MAY BILL.**

If you should have any billing questions, please contact Roz Levine by email : [rlevine@stonehamschools.org](mailto:rlevine@stonehamschools.org).

### **ATTENDANCE**

If your child will be absent from the Program on a regularly scheduled day, please be sure to notify the program staff and your child's teacher.

Please note that make-up dates will not be available for absences on regularly scheduled days. **Credit** will not be given for students who do not attend the program on days which they are regularly scheduled.

### **SCHEDULE CHANGES**

All Permanent schedule changes must be submitted to the Billing Office at least **TEN** days in advance. Please notify the Business Office in writing if you are withdrawing your child from the program. There are change forms online at our school website ([stonehamschools.org](http://stonehamschools.org)) to be filled out and returned to the Business Office if you STOP or CHANGE your child's schedule.

If you just want to add an unscheduled day, Please e-mail Roz Levine at [rlevine@stonehamschools.org](mailto:rlevine@stonehamschools.org) ASAP so she can inform the school secretary.

Please include your Child's School and Child's first and last name.

**It is your responsibility to inform their teacher if you do change your child's schedule.**

## **Authorized Pick-up Policy**

Children will be dismissed only to the person(s) listed on the **Student Information Form**. If there are any issues that the staff needs to be aware of, please bring it to their attention immediately and also list them on the form (i.e. restraining orders, custody issues, etc.)

If you need an unauthorized person 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 inform the person that we will ask for **Identification** upon arrival.

If you are unable to advise the staff in advance, please call the After School Program directly and leave a message.

## **Snacks**

A healthy snack and water will be provided each day. Children may bring their own snack or drink as long as it is nutritious. Please do not send in candy or soda. Snacks with nuts or peanut butter are not allowed due to food allergies. The After School Program staff must be informed of all children's allergies.

## **Homework**

The After School Program will have a designated homework time for those students with homework.

## **Appropriate Clothing**

Once homework time is complete the staff plans to go outside as weather permits, even as the temperature drops. Please be sure to send the appropriate clothing to school with your child (i.e. jacket and appropriate shoes). Also, it is beneficial for your child to wear or bring their sneakers to the program as some locations require that only sneakers be allowed to be worn in the gymnasiums.

## **Electronic Devices**

Electronic devices of any kind are not permitted. Please do not allow your child to bring in any such devices. This includes iPods, Gameboys, Nintendo DSI, radios, etc. If in doubt, please leave it at home.

## **Student Responsibilities**

Students are expected to act responsibly and follow school policies and rules while attending the After School Program. If there is a behavior situation, it will be handled as follows: First time, a warning will be issued to the student. Second time, the student will be asked to do a timeout from activities. Third and final instance, the student will be sent to the Principal. If there is an incident that involves a serious matter, the issue will be handled directly by the Principal.

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**We hope that this information is helpful. If you should have any questions, please feel free to contact any of the After School Program staff members or the billing office.**

**We are looking forward to a great school year!**