

Springfield International Charter School

Extended Day Program 2021-2022

Welcome to the Extended Day Program! This program is designed to assist you with before school and after school care. You may choose to use this program on a regular basis or on an “as needed” basis. If at any time during the school year, you have a question, concern, or problem, please call Mrs. Caryn Normand Extended Day Coordinator. We will be happy to assist you.

Extended Day phone #'s: Main Building-----160 Joan St.----- 783-2600
After 4:30 p.m. ----- 783-2522
DCF. (Dept.of Children/Families)-----452-3200
Bus Company----- 736-6781

The Extended Day Program will start on the first day of school, August 30, 2021. Both morning and afternoon programs will be offered. The program is designed for students in grades K through 5 only.

Student drop off is in the main building. **In the afternoon, an ADULT/GUARDIAN must come in to the building to sign out their child, and initial the sign-out sheet.**

When picking up students in the pm, please drive into the parking lot *carefully* as students use the hard top for outdoor activities.

This packet contains information and policies regarding the Extended Day Program. Payment amounts and due dates, information sheet and tax info.

The Extended Day Program is offered at the following times and fees:

These fees apply to **EACH** student per family.

These fees also apply to students who come to the Extended Day Program from *all* after school programs including MCAS, tutoring, test make-ups and late parent pick-ups.

We do not participate in or accept coupons from outside agencies.

	<u>Times</u>	<u>Flat Fee / Cost per day / per student</u>
Morning:	7:00 to 8:30 am	\$7.00 (all or any part of that time)
Afternoon:	3:45 to 6:00 pm	\$10.00 (all or any part of that time)

***A \$10.00 fee for every 5 minutes (or part of) past 6:00 pm will be charged.**

***A \$10.00 fee for every 5 minutes (or part of) before the start of the program will be charged.**

The Extended Day Program is a self-supporting program. It is run independently from the teachers' school day. The program operates on a “break even” basis. We do not charge for sick days, snow days, or vacation days. You are charged only for time used!

Procedure for late pick-up:

The Extended Day Program ends at 6:00 pm sharp. Pick-ups after 6:00 pm will be charged \$10.00 for every 5 minutes until the student is signed out. Starting at 6:00 pm, if we have not heard from you, all emergency phone numbers will be tried. If a contact person is not available, D.S.S. (Department of Social Services) will be called to ensure your child’s safety and to resolve the situation.

Attendance

We offer the program on all regularly scheduled days of school, with the following exceptions:

Exception

What is offered?

Scheduled early dismissal days-----**Morning program only - no afternoon program.**

Morning delay due to weather-----**No Program**

Early dismissal due to weather-----**Afternoon program will not be held.**

Snow days, vacations, days off-----**No program.**

Payment

For parents utilizing the program on a regular basis, the fee for the program should be paid on Monday of each week. On an emergency or as needed basis, payment is **expected** when the parent picks up and signs out their child or sent in with the if they are attending the morning program. **If payments are not made on time, we will charge a late fee of 10% of the amount due, in addition to what is owed. If payment is not received by the end of the current week, your child (or children) will no longer be allowed to attend the program on the following Monday. If your child (or children) is sent to the morning program and they have a balance, they will be signed in and you will receive a call from me. If your child (or children) comes in the afternoon program and they have a balance, they will be signed in and they will sit while we try to contact you. Charges will be applied. Parents using the program on an” as needed basis” are expected to pay on the same day as the service.** If your check does not clear the bank, your method of payment for the remaining school year will be cash or money order only. A \$45.00 fee will also be added to your balance for each returned check. A collection agency may also be contacted to assist in collecting balances. All balances are kept on file from year to year. **We do not accept vouchers!**

If you are paying with cash, please make sure you receive a receipt and you keep it for your records, lost cash or unaccounted cash can only be traced and recorded with your receipt, a staff member must sign your receipt.

We do not recommend sending payments (especially cash) in with your child. We will not be responsible for lost payments.

An **Extended Day Payment Box** is available for your convenience in both the front office of main building and in the Primary building. Just drop your envelope with your payment into the box.

Please bring any discrepancies or concerns to the attention of Mrs. Caryn Normand – 783-2600 after 2:30 p.m. or you can e-mail me at cnormand@sics-mail.net. Email is best!

PARENTS PLEASE KEEP IN MIND THAT EXTENDED DAY IS RUN ON FUNDS COLLECTED. IF FUNDS ARE NOT COLLECTED AFTER SERVICES ARE PROVIDED, THAN THE PROGRAM MAY NO LONGER BE OFFERED.

TAX INFORMATION

***** PLEASE BE ADVISED THAT SICS IS NOT RESPONSIBLE FOR RECORDING PAYMENTS REGARDING CHILDCARE EXPENSES*****

The Tax I.D.# is **043-272-167**

Additional Miscellaneous Information

- Please fill out and return the *parent information sheet*. It is required so that we know where to reach you if there is an emergency.
- A snack and drink is provided after school at no additional cost.
- Students are asked to bring their homework to Extended Day. We will attempt “quiet time” for reading, studying and homework *unless* fresh air beckons us outside. An effort will be made to have homework started. However, parents/guardians should check completion. We have many students in the program and it is difficult to check each homework assignment. Home, with you, is the final homework check!
- On sunny, magnificent days we **all** go outside for fresh air! Homework or not, your child/children need to “let loose” and release their energy. Please dress them for cool days, cold days, cloudy days, and windy days... Play clothes from home are a great idea. Don't forget the hats, mittens, boots, sunscreen, sneakers ...
- On rainy or severe weather days, we may show a movie or use the gym. A sign will be posted regarding student whereabouts if we have been temporarily moved.
- First aid kits and general information on first aid is provided for Extended Day staff. In case of an accident, you will be notified and an accident report will be filed.
- Book donations, old useable games and craft supplies that are taking up space in your home are GREATLY appreciated!!!
- Please have your child read or please read to your child the (*STUDENT BEHAVIOR CONTRACT*) sheet. Please sign it along with you child and return it with the *PARENT INFORMATION SHEET*.
- If you move or change a phone # please notify Extended Day staff directly.
- Please follow the drop off / pick up schedule within the time frames listed previously.

- **This program is a privilege. Please be respectful of our staff and our long day. We too have families and other commitments. Thank you.**

Respectfully,

Mrs. Caryn Normand
Extended Day Coordinator

Springfield International Charter School

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Parent information

Student Name: _____ **Grade** _____ **Room #** _____ **D.O.B.** _____

Student Address:

Parent Name: _____

Home Phone # _____

Email address _____

Primary Daytime Phone _____

Secondary Phone /cell phone # / beeper #

If we cannot reach you, is there someone else we can try?

Name and phone #

ALLERGIES /OTHER MEDICAL ISSUES

Anything else we should know? For example, someone else (besides parent/guardian) will pick up your child, restraining order, medications, etc.

Please return this form on the first day of attending the Extended Day Program.

Parent Signature _____