

Groton-Dunstable Regional School District Extended Day Program Registration/Handbook Packet 2020-2021

We are ready to have a great year!



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Office Hours 8:30 am – 4:30 pm

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NOTE The Groton-Dunstable Extended Day Program, upon approval Superintendent of the Groton-Dunstable Regional School District, reserves the right to modify, suspend, or terminate any or all plans, policies, or procedures described herein, in whole or in part, at any time, with or without notice.

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REGISTRATION FORMS *(to be returned to extended day office)* - **last 6 pages**

PROGRAM PHILOSOPHY

The early start, elementary after school, and middle school club sessions provide quality before and after school care for children in grades K-8 in an atmosphere that is friendly and offers enriching activities in a supporting and nurturing environment. The programs are dedicated to serving the needs of the families of Groton & Dunstable by providing children with a variety of enriching and educational experiences while ensuring a sense of security and consistency throughout the course of their extended school day. We employ educated and responsible staff who are trained to understand the many needs of our students as they transition between the various portions of their day. The program's focus is on the social, emotional, physical, and cognitive growth of its students, while maintaining affordable tuition rates for parents in need of before and after school care.

The Extended Day Program is a non-profit, self-supporting program sponsored by the Groton-Dunstable Regional School District and administered by the office of Community Schools and Services and is funded solely by parent tuition and donations. The program receives no money from the regular school budget.

STAFFING

The Director of Extended Day & Community Services supervises the program. The Director is responsible for personnel assignment, training, and supervision, along with financial matters. The Director is responsible for program philosophy, policies, and procedures as well as communication with parents. Professional, caring individuals staff each site and are responsible for the planning of daily activities while ensuring the safety and well-being of the children.

NON-DISCRIMINATION POLICY

The Groton-Dunstable Extended Day Program does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status.

EXTENDED DAY SESSIONS

Early Start Session 7:00 a.m. – 8:50 a.m.

The early start session provides before school care to Florence Roche, Swallow Union & middle school students in grades K-8. Parents sign their children in at drop off in either the Florence Roche cafeteria or Swallow Union extended day room. The children enjoy a variety of activities. A light breakfast is offered. Elementary students are dismissed to their classrooms at 8:50 am; MS students walk over to the middle school on their own at 7:50 am.

After School Session (Grades K-4) *Dismissal – 5:00 or 6:00 p.m.*

The after school session provides after school care to Florence Roche students at the Peter Twomey Youth Center or the Bullpen* (*located in MS North*), and to Swallow Union students in the Union Building. At the Twomey Center children are divided into two rooms by grade: K-2 and 3/4; at Swallow Union the children have use of the upper floors of the Union Building. Both groups make use of their location's gym, multi-purpose room, playgrounds and fields. Children are offered a variety of activities, including homework supervision and arts & crafts. A snack and bottled water are provided. **(The Bullpen location is for grades K-4 that register after the Twomey Center location is full).*

Middle School Club (Grades 5-8) *Dismissal – 6:00 p.m.*

Middle school students walk directly to the Twomey Center at dismissal time. The program makes use of the gym, playgrounds, and fields. A variety of activities, such as homework supervision, cooking, and arts & crafts, are offered. Snacks and bottled water are provided.

Drop-In (Grades K-8)

Drop-ins are available only if space permits. Students must be registered in the program and attend on a regular basis to participate. Prior permission from the extended day office is required with a minimum of 4 hours' notice. Availability is not guaranteed.

SNACKS & DRINKS

The early start session provides a light breakfast, juice, and milk to students who arrive before 8:30 am. The after school & middle school sessions provide snacks and water. If your child has food allergies you may provide a supply of snacks for him/her in a closed container that can be stored in the room your child attends. If your child attends on a half-day it is the parent's responsibility to provide a NUT-FREE bagged lunch. We do not have the resources to provide a lunch if you forget to send one in.

PERSONAL BELONGINGS

Each student will have a space to store his/her personal items. Please label your child's name on all items. Any item brought in by your child is the responsibility of the child. The program is not responsible for lost, stolen, or broken items. The use of electronic devices, including cell phones, are not allowed in Grades K-4. We suggest you keep a complete change of clothing in your child's backpack during winter months as well as sending them to school with a snowsuit and winter boots.

REGISTRATION INFORMATION

Registration for currently enrolled families in the upcoming school year begins on March 2 through March 15. You will be emailed the Registration/Handbook Packet. Copies will also be available in the lobby of the Twomey Center and at the Swallow Union Extended Day room. Registration is first-come first-serve. Any outstanding balances or fees must be paid before your registration is accepted. If you have any outstanding balances or fees your registration will be returned along with a copy of the outstanding invoices.

Once payment is received your registration will be processed. If you submit incomplete forms your registration will be returned. Space will not be held for you if your registration is returned. You may want to keep a copy of the forms you submit for future reference.

Completed packets and a non-refundable registration fee of \$25 is due at time of registration along with your first month's tuition deposit. Any schedule changes or withdrawal before the start of school must be done by submitting the Withdrawal/Schedule Change form no later than June 15th. If you change your schedule or withdraw from the program after June 15th you will not be refunded your tuition deposit payment, so please select your days carefully.

A tuition worksheet is provided in the registration packet. Please use this form to determine your first month's tuition deposit. A copy of the enrollment agreement and confirmation of placement will be sent via email.

For currently registered families - if space at the Florence Roche Cafeteria for the early start and at the Twomey Center or Union Building for the after school session is full, you will be placed on a wait list. For the Florence Roche students' after school session only, if enough students are on the wait list to warrant opening our Bullpen location you will be notified of that option. If you choose to attend at the Bullpen, your first month's deposit will be processed and you will be placed on the roster for that location. If you choose to wait for an opening at the Twomey Center, your deposit will be held until space opens up.

For kindergarteners and new families, registration opens on March 18 and is first-come first-serve. Registration/Handbook Packets will be available on-line and in the Twomey Center lobby. Once each session has reached its capacity you will be placed on a wait list. Your first month's deposit will be held until you are entered into the program. For the Florence Roche after school session only, if enough students are on the wait list to warrant opening our Bullpen location you will be notified of that option. If you choose to attend at the Bullpen location, your first month's deposit will be processed and you will be placed on the roster for that location. If you choose to wait for an opening at the Twomey Center your deposit will be held until space opens up.

TUITION INFORMATION

All payments should be made payable to GDRSD. Payment is due no later than the 25th of the month for the following month (*ex: October's tuition is due by September 25th*). **Allow a MINIMUM of 7 calendar days if mailing your payment.** Checks will be processed on the following day. If the 25th falls on a Saturday it is due no later than Friday; if it falls on a Sunday it is due no later than Monday. Payments received after the 25th of the month will be assessed a \$5 late payment fee for the first occurrence, \$25 thereafter. After the third late payment you may be terminated from the program for the remainder of the school year.

January's tuition is due no later than December 21st due to the holiday break. Checks will be processed on the 22nd. Payments received after the 21st will be subject to a \$25 late payment fee.

If payment has not been received by the 30th of the month (28th for February) you will be automatically suspended & your child/ren will not be allowed to attend until payment is made. If your child/ren attend after the 30th & payment has not been received you will be charged the daily drop-in rate. This charge will not be deducted from your tuition payment due. If there is a wait list your spot may be given to a child on the list and you have to apply for readmission once all balances due have been paid.

Tuition is based on a 181-day school year and broken into 10 equal payments. Tuition remains the same throughout the school year regardless of the number of weeks in a month or school days in a week; no refunds will be given due to illness, vacations, inclement weather, holidays, or any other condition beyond the control of the program.

In cases of payment issues, the parent/guardian who signs the extended day registration form and enrollment agreement will be the parent/guardian responsible for paying all tuition and fees due to the program.

Payment may be made by check, money order, or cash. Checks returned for insufficient funds will be subjected to current bank fees. We reserve the right to require payment by money order or cash.

Payments may be dropped off directly to the Extended Day Office (*using the blue lock box outside the office or if the building is closed the drop box at the main entrance*) or mailed to:

PTYC EXT DAY, PO BOX 426, GROTON, MA 01450

PROGRAM SCHEDULE

The Extended Day program follows the GDRSD calendar and runs on days school is in session.

Holidays

The Extended Day Program does not run on any of the school holidays. If there is no school due to a holiday, the program is not open. You may not substitute another day for a holiday. Groton-Dunstable schools close early the Wednesday prior to Thanksgiving and on the last day of the school year. On those days two days, early start meets, but there is no after school session nor Middle School Club.

½ DAY Professional Development and Parent/Teacher Conferences

The Extended Day Program runs on the early release days, except as noted above. If your child is registered to attend on a day of the week on which a half-day falls you do not have to do anything other than provide a nut free lunch. If it falls on a day of the week your child is not registered to attend you may request a drop in (held at the Bullpen location). Space is limited, and families are accommodated on a first-come first-serve basis. The drop in fee is due within 5 calendar days.

Professional Development Full Day

The Program runs from 7:00 am – 6:00 pm at the Twomey Center on the Tuesday Professional Development Full Day in October. It is ONLY open to students who are registered to attend on Tuesdays, whether in the early start or after school session. Even though there is no additional cost, sign-up is required; you are not automatically allowed to attend on this day. A sign-up email will be sent and you must respond by the deadline if you want your child to attend. This is to ensure an adequate teacher to student ratio. If your child attends without prior sign-up you will be charged the vacation rate for the day. Payment of tuition and any fees must be up to date in order to attend. Cancellation notice must be given by 4:00 pm on the Wednesday preceding the professional development day. If not given, you will be charged a \$25 cancellation fee.

February & April Vacation Weeks

The program only runs if enough students sign up. Sign-up sheets are made available the second week of January (for February) & the third week of March (for April). Vacation week hours are 7:00 am to 6:00 pm at the Twomey Center. Sign-up is required. The cost for these days is separate from the normal tuition and due the Tuesday before the start of the vacation week. If not received a \$25 late fee will apply. Payment of tuition and any fees must be up to date in order to attend. Cancellation notice must be given by February 8th and April 8th. If you cancel after those dates you are responsible for the full tuition amount. The program does not run during the December winter vacation.

Snow Days/Inclement Weather

Snow days are added to the end of the school year and not made up during the week/month they occur. You may not substitute another day for a snow day. When there is a delayed opening due to inclement weather the early start session does not run. When there is an early release due to inclement weather the after school session closes at 3:00 pm; we ask parents to pick up as soon as possible so our staff may get home safely. In cases of severe weather the after school session may not run. You will be assessed a \$5 per minute fee if you pick up after 3:00 pm, so please have a plan ready if you will not be able to pick up your child. If you choose to pick your child up at school or have them go home on the bus please let the extended day office know as soon as possible so our staffing can be adjusted and unneeded staff can go home.

ARRIVAL/DISMISSAL POLICY

Early start students are brought to the Florence Roche cafeteria or Swallow Union extended day room and must be signed in by a parent or guardian. Parents and students may not enter the building before 7:00 am. Any parent who drops their child off at the door before 7:00 am will be charged a \$5 fee for the first occurrence; a \$25 fee for the second and third occurrences; after the 3rd occurrence your child may be terminated from the program.

Florence Roche after school session students are dismissed to the gym where they are signed in by our staff and walked to the Twomey Center as a group. Swallow Union students are dismissed directly to the extended day room in the Union Building.

Middle School Club students go directly to the Twomey Center at dismissal. Parents (or authorized persons) must sign their children out at the end of the day.

PICK UP/SIGN OUT POLICY

Sign Out Policy

Parents (or authorized persons) must sign their children out at the end of the day. It is extremely important that you sign your child out when picking up. In cases of emergency, when every child must be accounted for, if you picked your child up but did not sign out, emergency personnel waste valuable time searching for a child that is not here. If you fail to sign your child out you will be charged a \$5 fee for the first occurrence; \$25 for the second & third occurrences; after the 3rd occurrence your child may be terminated from the program.

Parents must submit a pick up/release form, which lists only those individuals who have been authorized by the parent to pick their child up. No child will be released to any individual not on the list without parental consent. If you send an adult to pick up your child who does not have a written note & is not on the pick-up/release form, staff will contact a parent to get verbal permission. If no parent can be reached your child will not be released.

Pick Up Policy

If the parent is late picking up a late pick up fee will apply. If you know you are going to be late please email or call the extended day office. A late fee of \$15 will be assessed at 5:01 or 6:01 pm; an additional \$2 per minute will be assessed for each subsequent minute from 5/6:02 to 5/6:15; a \$3 per minute for 5/6:16-5/6:30. If contact has not been made with a parent by 6:30 staff will call your emergency contact person to come pick the child up. If the child has not been picked up by 6:45 the Groton or Dunstable police may be contacted to take custody of the child. After the third late pick up you may be terminated from the program.

For those scheduled to pick up by 5:00 pm you may extend your pick up to 6:00 in the case of an emergency. The fee for this service is \$25. You must notify the extended day office no later than 3:00 pm to utilize this option. It is allowed no more than once a month. If you pick up late more than twice in a month you will be automatically switched to the 6:00 pm pick up option for the next month.

Please do not linger in the classroom at pick up as it can be distracting to staff and remaining students. If you have concerns or questions regarding your child's day, a staff member will step away from the group to speak with you.

ATTENDANCE POLICY

Absences

Absences from extended day may not be replaced with another day. Parents are responsible for notifying the extended day office, no later than 2:00 pm, if their child will not be attending. Failure to do so will result in a search fee. Late notification may result in a search fee if staff has already started pick up.

A major responsibility of the extended day staff is to know the whereabouts of every child at all times. When a child is absent from school, dismissed during the day, attending an after school activity, or will not be attending the program for any reason it is the parents' responsibility to notify the extended day office. Do not assume that if you notify the school we will be notified. It is not the responsibility of your child's teacher, the school office, or other staff to notify us that your child will not be attending extended day.

To report absences please email or call no later than 2:00 pm on a regular day; 11:00 am on a half-day. Emailing both address below is best.

Peter Twomey Youth Center 978-448-0398 Swallow Union 978-649-4191

Stasia Twomey at stwomey@gdrsd.org and Lesley Grove at lgrove@gdrsd.org

Search Fee

Notes to your child's classroom teacher do not reach us. We need to account for every child every day. As it is essential to immediately locate missing children, we track down each missing child. When children do not report to the program, it delays the ability to quickly find children who are truly missing and compromises the safety of all children in the program. If a child fails to arrive for extended day staff will:

- Contact the school office to check absentee reports
- Contact the child's classroom teacher for possible information
- Check the child's bus
- Call the parent/guardian
- Contact the local police department if no parent can be reached

This process is time consuming and takes staff away from the group during the busiest time. Failure to notify the extended day office of your child's absence by 2:00 pm will result in a \$5 search fee (*per child*) for the first occurrence; a \$25 fee (*per child*) for the second and third occurrence; after the third occurrence you may be terminated from the program.

Dismissals

Any student dismissed during the day, who leaves the school grounds and does not return to school, may not attend the after school session. Students must come directly from school or a school-sponsored activity located on school grounds to attend the extended day program.

SCHEDULE CHANGES/WITHDRAWAL POLICY

Withdrawals

ALL withdrawals must be made via the Withdrawal Change Form provided in this packet.

Withdrawals before the start of school must be submitted no later than June 15th. No refunds will be given for September if withdrawal is made after June 15th.

Withdrawals for October through May must be submitted no later than the 15th of the previous month (*ex: for withdrawal effective Oct 1st notification must be given by Sept 15th*). Withdrawals for the month of June must be submitted by April 15th. The completed form must be submitted to the extended day office. Withdrawals are not finalized until the extended day office receives this form. If you fail to notify the office by the deadline you will be responsible for payment of the next month's tuition.

If you request re-admittance after withdrawal there is a \$25 processing fee and re-admittance will only be allowed if space permits.

Schedule Changes

ALL schedule changes must be made via the Schedule Change Form provided in this packet.

Schedule changes before the start of school must be submitted no later than June 15th. No tuition adjustments for the month of September will be made for changes made after June 15th.

Schedule changes for October through June must be submitted no later than the 15th of the previous month (*ex: for changes effective Oct 1st notification must be given by Sept 15th*).

Adding additional days to your child's schedule will only be allowed if space permits. If your child attends at the Twomey Center you may choose to move over to the Bullpen to accommodate additional days, but your child will be required to attend all scheduled days at the Bullpen.

Temporary schedule changes may be made on a case by case basis and only if space allows. Requests for temporary changes must be made no later than the 15th of the month. In order to hold your child's spot, no adjustments to tuition will be made if you are dropping days and wish to return to your regular schedule.

HOMework POLICY

Grades 3 - 8 have a designated time for homework. A sign-up list is provided at the start of the school year. If you would like staff to encourage your child to do their homework you may add their name to the list. Please explain your expectations with your child before signing up. It is the student's responsibility to make good use of this time and to make sure all their homework is completed. Homework time is not intended to provide one-on-one tutoring nor replace a parent's role in homework responsibility. Homework assistance is provided as time allows but staff cannot be put in a position of forcing a child to do their homework.

HEALTH & SAFETY

Illness

If a student is ill he/she should not attend the program. If your child is absent or dismissed from school and does not return he/she cannot attend the program. If a student should become ill while in our program, parents will be contacted to pick up their child. If a parent does not return a call within 15 minutes or cannot be reached, we will use the emergency contact/release person(s) designated on your emergency forms.

Injury

If a child is injured while in our program, staff will administer basic first aid. If the situation is urgent or life threatening, the child will be transported to the nearest hospital and parents will be notified.

Medications

Extended Day staff may not administer medication other than emergency medication (Epi-Pen). If your child requires an afternoon dose of medication, please work with the school nurse to have it administered before your child comes to extended day. In accordance with school policy, children may not carry their own medication at any time. (*Exceptions are made for epinephrine auto-injectors, inhalers, and diabetic supplies*). If you feel your child may require medication during the after-school hours or vacation weeks please contact the Director and the school nurse so that we may evaluate the most appropriate course of action for your child's safety & well-being.

Epi-Pen/Inhaler

If your child requires an Epi-Pen or inhaler, please provide these for our staff. Please note that inhalers cannot be self-administered without written authorization from your doctor. Staff cannot administer inhalers. Please see the school nurse for more information.

Abuse and Neglect

All children in the care of the extended day program shall be protected from abuse and neglect. All members of the staff are state-mandated reporters of suspected abuse or neglect. Mandated reporters are persons who, as a result of their profession, are more likely to be aware of abuse or neglect. Mandated reporters are required by law to report cases of suspected abuse to the Dept. of Families and Children (DCF) when they have suspicion that a child is suffering from a reportable condition of abuse or neglect. If a staff member should suspect child abuse or neglect the Director will be immediately notified and DCF may be notified.

Staff will not release a child to anyone who is suspected to be under the influence of alcohol or drugs, or seems impaired in any way. An alternate parent/guardian or the child's emergency contacts will be contacted. If safe transportation arrangements cannot be made the police will be contacted.

DISCIPLINE POLICY

Behavior Management

As a program established by and operated through the Groton-Dunstable Regional School District, every effort will be made to maintain the same standards of discipline and behavior as in the schools.

The major goal of the extended day program is to provide a supportive and safe environment for each child. In order to achieve this goal, children are expected to act in a considerate and cooperative manner.

Children are expected to:

- Follow directions and respond to staff requests
- Respect other people, their feelings, and belongings
- Use equipment safely and properly
- Remain at the site until released to a parent/guardian
- Notify a staff member if they have been subjected to unwanted inappropriate behavior or bullying

Children may not:

- Use physical contact (hitting, biting, kicking, etc.) with any other child or adult
- Use profane language or verbally abuse any other child or adult
- Willfully destruct any extended day or school property
- Leave the site without permission
- Endanger self or others
- Bring weapons, drugs, or alcohol to the program
- Display violent or uncontrollable behavior

The above list is not a complete list of every type of possible misconduct.

When intervention by staff is necessary:

- The child will be reminded of what behavior is expected
- The child will be removed from the situation if necessary
- If inappropriate behavior continues the child will be brought to the Director's office
- If deemed necessary a parent/guardian will be called to pick the child up
- At the discretion of the Director, the child may be suspended from the program

Termination for Behavior

If a child continues to do harm or display inappropriate behavior after discussions with the parent/guardian and implementation of a behavior management plan has not rectified the problem, and serious safety issues or defiant and aggressive behavior continues, the child will be withdrawn from the program. A serious disciplinary problem is defined as one in which a child is disruptive to the daily activities of the other children and/or staff, by either requiring one-on-one attention, inflicting physical or emotional harm on other children and/or staff, or is otherwise unable to follow the rules and guidelines of the program. No tuition refunds will be given if your child is terminated from the program.

PARENT RESPONSIBILITIES

The extended day program expects that all adults in contact with the staff and children act respectfully and appropriately at all times. Behavior which is abusive, disruptive, belittling, or uncooperative will not be tolerated. Such inappropriate behavior is grounds for termination from the program.

When you enroll your child in the extended day program you are agreeing to the following responsibilities:

- Reading the registration/handbook packet in full and abiding by the policies as outlined
- Submitting all completed registration forms along with registration fee and tuition deposit
- On the first day of school, or your child's first attendance day at the program, sending a note to your child's classroom teacher indicating which days he/she is attending
- Paying your tuition by the due date; payments received after the due date are considered late
- Notifying the extended day office every time your child will be absent from the program
- Notifying the extended day office of any after school activity that will affect your child's attendance
- Picking your child up on time and signing him/her out on the sign out sheet
- Submitting a withdrawal or schedule change form by the 15th of the month
- Agreeing that your child live up to the behavior requirements of the program
- Paying any fees or invoices upon receipt
- Having a pick up plan in place in case of emergency or inclement weather

TERMINATION from the PROGRAM

Conditions for termination from the program may include, but are not limited to the following:

- Failure to comply with all policies as outlined in the Registration/Handbook Packet
- Repeated failure to pay tuition on time (3 or more occurrences)
- Repeatedly picking up after scheduled pick up time (3 or more occurrences)
- Repeatedly failing to notify the extended day office of your child's absence (3 or more occurrences)
- Failure to pay invoiced fees for late payment, drop-ins, late pick, search, etc. manner within 7 calendar days of receipt

COURT ORDERS/CUSTODY ISSUES

In the event there are any custody disputes, it is the parent /guardian's responsibility to notify the Director. The parent/guardian must bring in a legible copy of any court order. Legally, without a hard copy of documentation, we must release the child to the parent/guardian that is picking up. In the absence of a court order the program cannot deny access to the child.

For issues of payment, whether tuition or assessed fees/fines, the parent responsible for payments will be the parent who signed the registration form and/or enrollment agreement.

TUITION FEES 2020-2021

Fees shown are the MONTHLY cost

	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
AM SESSION <i>7:00-9:00 am</i>	\$57	\$114	\$150	\$176	\$197
Grades K-4					
5 PM SESSION <i>Dismissal - 5:00 pm</i>	\$67/\$97*	\$134/\$164*	\$180/\$210*	\$214/\$244*	\$316
6 PM SESSION <i>Dismissal - 6:00 pm</i>	\$92/\$122*	\$182/\$201*	\$255/\$285*	\$301/\$331*	\$381
Middle School					
Grades 5 – 8 <i>Dismissal - 6:00 pm</i>	\$111/\$141*	\$223/\$253*	\$286/\$316*	\$370/\$400*	\$422

*cost if one of the scheduled days is Friday (due to half-day schedule). A 10% discount, for tuition only, applies to lesser amount for siblings.

FEES

SEARCH	\$5 first occurrence, \$25 second & third (see page 7 for more information)
SIGN OUT	\$5 first occurrence, \$25 second & third (see page 6 for more information)
LATE PICK UP	\$15 first minute, \$2 per minute next 14 minutes, etc. (see page 6 for more information)

DROP-IN FEES (subject to available space on any given day & permission from ext day office required)

Drop-In fees are due within 5 calendar days of attendance. If not paid, you will be billed a \$10 late payment fee.

EARLY START	\$19
Elementary HALF-DAY (p/u by 3:00)	\$28 (Space is not guaranteed)
Elementary HALF-DAY (p/u 6:00)	\$42 (Space is not guaranteed)
Elementary AFTER SCHOOL	\$28 (Regular dismissal time until 6:00 pm) (Space is not guaranteed)
Middle School HALF-DAY	\$36 3 pm P/U (Space is not guaranteed)
Middle School HALF-DAY	\$44 6 pm P/U (Space is not guaranteed)
Middle School Drop In	\$36 (Regular dismissal time until 6:00; space not guaranteed)
VACATION DAY	\$64 (\$84.00 – Vacation/Curriculum Day drop-in without prior notice)

GDRSD EXTENDED DAY REGISTRATION FORM 2020-2021

**A \$25 REGISTRATION FEE and FIRST MONTH'S TUITION DUE WITH REGISTRATION FORM
A COMPLETED REGISTRATION FORM IS REQUIRED EVERY YEAR**

TO REGISTER FILL OUT FORM & mail to GDRSD EXTENDED DAY PROGRAM, PO BOX 426, GROTON, 01450 or drop off at the Ext Day Office at the Peter Twomey Youth Center

***** **(your form will be returned if not filled out COMPLETELY-please fill in every field)** *****

Today's Date: _____ Child's School: _____

STUDENT NAME (one child per registration form) _____

GRADE (as of September 2020) **REQUIRED:** _____ (if left blank form will be returned to you)

Parent 1: _____ Relationship _____

Parent 2: _____ Relationship _____

Parent 3: _____ Relationship _____

Street Address: _____

PO Box: _____ Town: _____ Zip: _____

Phone 1: _____ Phone 2: _____

Phone 3: _____ Phone 4: _____

Email(s): **REQUIRED** _____

(Please put all email addresses you want information sent to.) Form will be returned if at least one email address not provided. PLEASE PRINT CLEARLY

PLEASE CIRCLE DAY(s) YOU ARE REGISTERING FOR

AM only (7:00 – 8:55 am)

M T W Th F

5 PM only (dismissal to 5:00 pm)

M T W Th F

6 PM only (dismissal to 6:00 pm)

M T W Th F

One or the other only; pick up times cannot be split

Middle School (Gr 5-8; dismissal to 6 pm)

M T W Th F

THIS FORM MUST BE TURNED IN WITH YOUR REGISTRATION PACKET

GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT EXTENDED DAY PROGRAM

EMERGENCY INFORMATION 2020-2021

ALL FIELDS MUST BE FILLED OUT (if not applicable please put N/A)

Incomplete forms will be returned.

Student Name _____ Grade _____

Town _____ Zip _____ Home Phone # _____

Where can parent/guardian be reached if not at home?

Parent 1 _____ Parent 2 _____
Parent Name Telephone # Parent Name Telephone #

List 2 neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached:

At least one name is REQUIRED

1. Name _____ Home # _____ Cell # _____

2. Name _____ Home # _____ Cell # _____

IN CASE OF ACCIDENT OR SERIOUS ILLNESS, I REQUEST THE SCHOOL CONTACT ME. IF THE SCHOOL IS UNABLE TO REACH ME, I HEREBY AUTHORIZE THE SCHOOL TO CALL 911 or THE PHYSICIAN INDICATED BELOW AND TO FOLLOW THEIR INSTRUCTIONS. IF IT IS IMPOSSIBLE TO CONTACT THIS PHYSICIAN, THE SCHOOL MAY MAKE WHATEVER ARRANGEMENTS SEEM NECESSARY.

Physician's Name _____ Address _____

Office Telephone # _____ Fax # _____

Allergies _____

Other Conditions: _____

Permission to Publish Photos _____ Yes _____ No

PERMISSION SLIP 2020-2021

During the school year, on half days, and vacation days, the staff of Extended Day sometimes takes the children for walks around the school grounds, walks to the Town Playground/Library, the Groton Exchange, etc. (**NOT ALL ACTIVITIES APPLY TO ALL GRADE LEVELS**). In the winter, we also enjoy sledding on the hill behind the Middle School. Please check the activities your child has permission to participate in:

My child _____ has permission to participate in the following checked activities:

_____ Flo-Ro School Playground _____ Town Field (PTYC &/or Vacation Only)
_____ PG Movies _____ Town Playground (PTYC &/or Vacation Only)
_____ Sledding _____ Groton Exchange (MS Only)

Parent/Guardian Signature

Date

THIS FORM MUST BE TURNED IN WITH YOUR REGISTRATION PACKET

GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT EXTENDED DAY PROGRAM

PICK UP RELEASE FORM 2020-2021

Required for ALL Registered Students, including Morning Session

NEW FORM MUST BE SUBMITTED EVERY YEAR

Please read and complete all information and return to the Extended Day office.

CHILD'S NAME _____ Grade _____ School _____

CHILD'S NAME _____ Grade _____ School _____

CHILD'S NAME _____ Grade _____ School _____

PICK UP AUTHORIZATION (other than parents): If your child is going to be picked up by someone other than a parent, either on a regular basis or in case of an emergency, written or verbal notice to the Extended Day office and photo identification will be required.

I authorize _____ to pick up my child/ren at Extended Day.

I authorize _____ to pick up my child/ren at Extended Day.

I authorize _____ to pick up my child/ren at Extended Day.

I authorize _____ to pick up my child/ren at Extended Day.

I authorize _____ to pick up my child/ren at Extended Day.

I authorize _____ to pick up my child/ren at Extended Day.

Or

_____ **Child will only be picked up by parent(s).**

If there are any changes to these arrangements, you must let the Extended Day office know by written notice.

If there are any special instructions or persons who are never to be authorized to pick up your child/ren, please list below:

Names: _____

Notes _____

_____ Signature of Parent/Guardian	_____ Date
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THIS FORM MUST BE TURNED IN WITH YOUR REGISTRATION PACKET

TUITION WORK SHEET *(refer to tuition rates on page 12)*

CHILD 1
Tuition

CHILD 2
Tuition
(deduct 10% on smaller amount)

CHILD 3
Tuition
(deduct 10% on smaller amount)

Last Name: _____

AM Session:	\$ _____	\$ _____	\$ _____
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After School 5 pm Session:	\$ _____	\$ _____	\$ _____
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After School 6 pm Session:	\$ _____	\$ _____	\$ _____
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Middle School Session <i>(gr 5-8)</i>:	\$ _____	\$ _____	\$ _____
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Monthly Tuition Amount: \$ _____

Non-Refundable Registration Fee: \$25.00

TOTAL REGISTRATION PAYMENT: \$ _____

(Tuition portion is non-refundable for schedule changes/withdrawals made after June 15, 2020)

Please make checks payable to GDRSD

MAIL COMPLETED REGISTRATION PACKET & CHECK TO: PTYC/EXTENDED DAY
PO BOX 426
GROTON, MA 01450

Please be sure to fill out all information; incomplete packets will be returned

THIS FORM MUST BE TURNED IN WITH YOUR REGISTRATION PACKET

GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT EXTENDED DAY PROGRAM ENROLLMENT PARENT AGREEMENT

***** PLEASE INITIAL EACH LINE & SIGN AT THE BOTTOM *****

_____ I understand that any changes to my child’s schedule must be made by submitting the schedule/withdrawal change form by the 15th of the previous month (*i.e. by Nov 15 effective Dec 1*) and that I will be responsible for tuition if not submitted by the deadline.

_____ I understand that withdrawal from the program must be made by submitting the schedule/withdrawal change form by the 15th of the previous month (*i.e. by Nov 15 effective Dec 1*) and that I will be responsible for tuition if not submitted by the deadline.

_____ I understand that monthly tuition is due by the 25th of the month and a \$5 late payment fee will be assessed for the first occurrence and a \$25 fee thereafter. If payment is not received by the 30th of the month (27th for February) my child will be not be able to attend until payment is received.

_____ I understand that if I pick up after my scheduled time a late pick up fee will be assessed and that after the 3rd occurrence my child may be suspended or terminated from the program.

_____ I understand that I am required to notify the extended day office if my child will be absent from the extended day program for any reason; by 2pm on regular school days and 11:00 am on half-days. Failure to report an absence will result in a search fee (*per child*) and after the 3rd occurrence my child may be suspended or terminated from the program.

_____ I understand that if I fail to sign my child out when I pick up a fee will be assessed and that after the 3rd occurrence my child may be suspended or terminated from the program.

_____ I have read the Extended Day Registration/Handbook Packet and I agree to follow the policies and procedures.

PUBLICITY

The program may use photos or videos in which my child appears for educational or publicity purposes *only* (*i.e. newspaper stories about the program*).

_____ Yes _____ No

Student(s) Name _____

Parent/Guardian Signature(s) – *person(s) signing will be responsible for all payments:*

_____ Date _____

THIS FORM MUST BE TURNED IN WITH YOUR REGISTRATION PACKET

GROTON-DUNSTABLE EXTENDED DAY PROGRAM
PO BOX 426, GROTON, MA 01450

Stasia Twomey, Director
978-448-0398

SCHEDULE CHANGE REQUEST FORM

(Due no later than the 15th of the preceding month)

(All changes are subject to available space and effective only after approval from extended day office)

Child's Name: _____

(separate form for each child required)

Parents' Name: _____

Ext Day Site: _____ Twomey Center _____ Bullpen _____ Swallow Union Building

Requested Effective Date of Change: _____

CURRENT SCHEDULE

NEW SCHEDULE

Early Start Session: M T W Th F

Early Start: M T W Th F

After School Session: M T W Th F

After School: M T W Th F

Please circle 5 pm 6 pm

Please circle 5 pm 6 pm

WITHDRAWAL REQUEST FORM - see page 8 of parent handbook

Requested Effective Date of Change: _____

Child's Name: _____

(separate form for each child required)

From: ___ Early Start only ___ After School only ___ Early Start & After School Sessions

Parent Signature _____ Date _____

**** Please remember to let your child's teacher know of any changes. ****

EXT DAY OFFICE USE ONLY

Current Tuition \$ _____ New Tuition \$ _____

Date Form Received by Ext Day Office _____

Date Copy Returned to Parent _____