



**Reggio Magnet School of the Arts
After Care Program
Policies and Procedures**

The Reggio Magnet School of the Arts (RMS)

The RMS After Care Program follows ALL School policies with some additional policies specific for the After Care Program routines.

Registration for the After Care Program (ACP) at RMS

Each year you must re-register your child. Registration does not roll over year to year. Registration for the entire year must be filled out and returned before the first day of school. ALL payments are due the Friday prior to the week of use. The Reggio Magnet School of the Arts charges \$75.00 weekly, and a \$5.00 fee for each Early Release day where ACP hours are 1:50 PM-5:30 PM. Upon the start date of your enrollment in the ACP, automatic weekly charges will begin. If you choose to pay monthly, payments are due the first week of the month. (Please see monthly fee page for monthly tuition rates).

Reservation fees: If you decide to not use the ACP for 1 week, a reservation fee of 50% of your weekly tuition rate will be charged to reserve your child's spot in the program. Payments of reservation fees are due prior to the week of use. After four weeks withdrawn from the program (or on reservation), your child will become inactive and then need to be reregistered into the program, if space in the program allows.

Late payments are subject to a \$25.00 late fee.

Failure to pay tuition payments in a timely manner will result in termination from the After Care Program..

Registration for the After Care Program during the school year must be submitted 2 weeks prior to the start date with completed registration forms and a \$25.00 nonrefundable registration fee made payable to CREC.

NOTE:

There are only a certain number of slots for the After Care Program. Registration is on a first come first serve basis for each new school year.

Each year we design our program to fit the needs of the parents and students that attend our school and we are happy to listen to your suggestions and concerns. Please see forms that are enclosed and return with the \$25.00 registration fee made payable to CREC.

Students cannot be enrolled into the After Care Program without a completed enrollment form and paid registration fee each new school year.

Student Drop Off and Pick Up

Students **MUST** be picked up by 5:30 PM. Additional charges will be added for late pick up.

ALL students **MUST** be signed in & out by someone 18 years of age or older and identified on the student's registration form. Any person picking up a student may be asked to provide identification for verification.

Late Student Pick Up

The After Care hours are from 3:00 PM-5:30 PM on a regular school day. On early release days After Care hours are from 1:50 PM- 5:30 PM.

The total costs to utilize this program are based on fees when the program is in operation. Each additional 10 minutes past 5:30 PM will be charged \$5.00, payable immediately.

Example:

10 minutes late \$5.00

20 minutes late \$10.00

30 minutes late \$15.00

Student "Drop In" Days for the ACP

Parents/guardians may choose to use the After Care Program for an emergency or if childcare is needed for only a few days. Fill out the "Drop In" form and return it to your child's teacher along with the \$15.00 payment for the day.

NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A FORM AND PAYMENT.

Early Release Days at RMS

We will also be offering sign up for early release days. Please see form for sign up. Fill out the "Early Release" form and return it to your child's teacher along with the \$20.00 payment for the day.

NO STUDENT WILL BE ACCEPTED INTO THE PROGRAM WITHOUT A FORM AND PAYMENT.

Emergency Needs at RMS

We are also here for your emergency needs if at any time you need the After Care Program for your child. In an emergency there are several ways to sign your child up:

- Access the forms online at the crec.org website and e-mail them to msuto@crec.org or
- Fax forms to (860)-674-8544 attention Meredith Suto, or
- Contact your child's classroom teacher and Meredith Suto (ext. 201). We will fill out the form with emergency information.

Payment of \$15.00 for the day will be expected at time of pick up.

Inclement Weather/Emergency closings

If RMS has a *Delayed Opening*, the free Before Care Program will be canceled for the day.

If RMS has an *Early Closing*, parents are expected to pick students up as soon as possible.

Lost or Stolen Items

The RMS After Care is not responsible for stolen or broken toys and/or clothing from the program. We ask that students not bring toys to the program. We provide all materials for students' enrichment.

Additional Programs at RMS

RMS also offers a Before Care program, with the hours of 7:30 AM – 8:15 AM. This is a tuition free program and you must enroll by completing the attached enrollment form.

******* ALL AFTER CARE FORMS AND INFORMATION IS ONLINE AT CREC.ORG
