

C. T. DOUGLAS SCHOOL
DOUGLAS AT DAWN/DUSK POLICIES 2018 – 2019

Cell Phone Number 508-596-0585

CORE BELIEF: Students at C. T. Douglas belong to a learning and caring community and are on a journey of growth. We believe that they should be valued, respected, and celebrated while on this journey.

It is with pleasure and pride we welcome your family to Douglas at Dawn/Dusk! The Breakfast Club and Work & Play programs offer flexible scheduling options for before- and after-school childcare for Douglas students in grades K-6 and follow the Acton Public School calendar. Breakfast Club opens at 7:00 AM in the cafeteria and offers a complete breakfast before children are dismissed to their classrooms at 8:35AM. Work and Play meets in modulars #4 and #5 (the library) after school until 6:00 PM and offers a snack and drink*. The program is designed to allow children the freedom to choose among activities such as arts and crafts, games, computer lab, outdoor play, and gym time. A quiet study area is available for students to work on homework with staff support. Our program is self-funded, and proceeds are used to provide funding for Douglas's classroom assistants and other programs.

We are looking forward to another wonderful year!

*Although breakfast and snacks are provided, for health and safety reasons we ask that students with food allergies bring their own food from home for breakfast, lunch and snack. The C. T. Douglas food service is closed on early release days; all students must bring lunch from home on those days or order lunch by the Sunday before via the Early Release Lunch Program.

<http://douglas.abschools.org/news/earlyreleasedaylunch>

September Registration: Monthly registration forms for the beginning of the school year, September 2018, (with the \$25 registration fee) must be received in the Douglas office by June 15, 2018. The registration fee will be applied towards September's tuition and is non-refundable. Monthly registration forms for 2018/2019 will be received on an ongoing basis. Forms and checks payable to AB Community ED may be mailed or brought to C. T. Douglas School, 21 Elm Street, Acton, MA 01720. Invoices for September will be emailed by August 1st and payment will be due by August 15th. Families are welcome to pay September's tuition at the time the registration form is submitted if it is more convenient.

Scheduling: Tuition is based on the day of the week and the number of hours for which you have enrolled your child. You may register your child for Douglas at Dawn/Dusk on a monthly basis for any combination of days, morning or afternoon, according to predetermined time periods ("Monthly") or on a daily drop in basis on any day, morning or afternoon, for hours of your choosing ("Drop In"). The daily rate used to calculate the Monthly charges is lower than the one used to determine Drop In charges, so there is a cost advantage to using pre-registered schedules.

Tuition: Monthly charges for billing are calculated using the total number of specific days of the week in the year your child is registered to attend multiplied by the number of hours per day and the hourly rate. This total is divided by 10 (months in the school year) to determine a flat monthly charge. Charges for the Drop In program option are calculated by multiplying the actual hours in attendance (in half hour increments; one hour minimum) by the hourly rate. Monthly time options and rates are outlined on the Monthly Registration form. Drop in rates are noted on the Drop In registration forms, either Breakfast Club (AM) or Work and Play (PM). All forms are available on the Douglas website at <http://douglas.abschools.org/>.

Invoices are emailed monthly, a month in advance of attendance for the Monthly program (August 1st through May 1st), and at the close of the month (in arrears) for Drop In charges. Separate invoices will be sent for the Monthly and the Drop In program for each child. Payment is due by the 15th of the month. In June, weekly Drop In invoices will be sent so that all balances are paid by the end of the school year. You may also pay for the Drop In program on a daily basis as your child attends.

Monthly Schedule Changes: As noted above, Monthly schedules are for a minimum of one full month's commitment to a specific schedule.

With the exception of September's schedule (which may not be changed once submitted), in order to change a schedule for billing purposes, notification must be made in writing by the 15th of the month preceding the invoice date (e.g. by 9/15 to affect 10/1 invoice for November schedule). Your bill will then accurately reflect your child's schedule. Schedule changes made after the 15th will be reflected on the following month's bill, and any days added will be invoiced under the Drop In program in the interim. Credit will not be given for days dropped without the required notification **in writing**. Please consider carefully when making schedule changes, as exceptions to this policy cannot be accommodated.

Changes of less than a month's duration can, of course, be accommodated using the Drop In program at any time.

Sibling Discount: There is a 20% discount per child off the tuition for those families who have two children enrolled in Douglas at Dawn/Dusk, and a 30% discount per child for those families with three or more children registered. All siblings must be registered for the same days and times for the discount to apply. This policy applies to Monthly, Drop In, and Vacation Program registration. It does not apply to enrichment classes.

Enrichment Class Credit: A \$60 credit will be given towards the cost of each Douglas School enrichment class taken which occurs on the same day your child is enrolled on a Monthly basis to attend Breakfast Club or Work and Play.

Late Payment/Enrollment Fees: A \$10 fee will be added to each invoice unpaid by the due date. The charge will be added to the following month's tuition. In addition, a \$15 late registration fee will be added to Vacation Program enrollments submitted after the due date, and a \$10 late registration fee will be added to Enrichment class enrollments submitted after the due date. Late registration fees will be payable prior to attendance. We have realized there are additional clerical, staffing and bookkeeping costs associated with late payments/enrollments. In the interest of being efficient and using our resources to best serve you, we must institute late payment fees.

Absences: If your child will be absent or late on a regularly scheduled day, please leave a message on the Work & Play cell phone at 1-508-596-0585 on the morning of the absence. Please note tuition payments for the Monthly program must be made in full each month regardless of absences. Staffing levels and supplies needed to successfully run the program are determined based on the planned enrollment for the month.

Late Pick-Ups/Early Drop-Offs: Douglas at Dawn/Dusk closes promptly at 6 pm. After 6:00 p.m., you will be charged a late pick-up fee of \$2.00/minute per child. Chronic lateness--more than 5 late pick-ups--will result in late pick-up fees of \$3.00/minute per child. Continual chronic lateness--more than 7 late pick-ups-- will result in a charge of \$4.00/minute per child. Late pick-ups that occur after the final tuition has been paid will be billed and must be paid before June 30. Failure to do so may jeopardize registration for the following year. Please do not drop off children early as staff will not be arriving until opening time and children may not be left unaccompanied.

Behavior Guidelines: Our professional staff is experienced in handling various behavioral situations. We incorporate a variety of positive techniques - encouragement, problem solving conversation, "cooling off time," re-direction to a more positive activity, humor. It is anticipated that children will cooperate with our general rules of respect for self, others, and property, and will comply with teacher directions regarding safety issues. Refusal to do so may result in a child's having to be picked up immediately, and/or to miss at least one day of the program. Other actions that may result in missing at least one day of the program are hurting another child or a teacher, endangering the well-being of him/herself or others, or leaving the program without a parent or specific permission from a parent. Chronic refusal to comply with the general behavioral expectations of the program may result in a temporary or permanent removal from the program. These matters are decided by the teacher and the Program Director, with input from the parent(s)/guardian.

Items from Home: We kindly ask that students not bring play items from home (Legos, dolls, etc.). Students bringing play items will be asked to put the items away in their backpacks. All electronic devices (excluding cell phones provided by parents for their children) are to be left at home. Cell phones should be kept in backpacks while students are at Breakfast Club and Work and Play.

Clothing: Children should be dressed appropriately for outdoor play. In the winter, your child should have a hat, coat, mittens, boots, and an extra pair of socks!

Family Involvement: Families are welcome to visit the program on any day that your child is registered. If you would like to visit, please call the Work and Play cell phone or email the Program Director to set up an appointment. We encourage you to share your ideas or concerns with one of the staff, or with the Program Director.

Illness/Emergency: If your child is ill in any way, s/he should not attend Douglas at Dawn/Dusk. If your child becomes ill while at Douglas at Dawn/Dusk, it is your responsibility to see that s/he is picked up as soon as possible. If your child does not attend school due to illness during a particular day, s/he may not attend Douglas at Dawn/Dusk on that day. There is no nurse on call before or after school hours. In an emergency, 9-1-1 will be called.

Vacations/Holidays/Snow Days: We follow the Acton-Boxborough Regional School calendar; therefore, Douglas at Dawn/Dusk will not be open on school holidays or on days when school is canceled due to weather, etc. Vacation Programs are available during February and April school vacations and the last week of August before school begins providing there is sufficient registration. Should there be a delayed opening time of school, Breakfast Club will be delayed by the same amount of time. Please do not drop off children early as staff will not be arriving until opening time and children may not be left unaccompanied. On unscheduled early release days (typically due to inclement weather), you are expected to pick up your child (ren) at the time of the school closure.

Non-discrimination Policy: The Douglas at Dawn/Dusk Program does not discriminate on the basis of race, color, national origin, gender, age, religion, sexual orientation, veteran status or handicap in admission or access to, or treatment or employment in, its programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

Any questions, contact: Sasha Opel (Program Director) at 508-596-0585 sopel@abschools.org or Kelly Jennings (Billing Coordinator) at Kjennings@abschools.org .