

**MILFORD COMMUNITY SCHOOL USE PROGRAM**

Phone (508) 478-1119 • Fax (508) 634-2341

**PM EXTENDED DAY PROGRAM FOR GRADES K - 5**

STUDENT NAME:	DATE OF BIRTH:
GRADE:	AGE:
SCHOOL:	MALE                  FEMALE
HOME ADDRESS:	

PARENT/GUARDIAN NAME:
ADDRESS:
WORK PHONE/CELL PHONE:

PARENT/GUARDIAN NAME:
ADDRESS:
WORK PHONE/CELL PHONE:

EMAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_

**OTHER EMERGENCY CONTACT** (to be contacted if parent/guardian cannot be reached):

NAME:	PHONE:
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**ABOUT MY CHILD:** It is important to provide information about your child which might be helpful to the Extended Day Staff. Such information includes, but is not limited to, medication(s) taken, medical issues, allergy information, physical and/or emotional handicaps, and fears.

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**TUITION FEE SCHEDULE**

# of Days/Week	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
5	\$ 320.00	\$ 250.00

Normal daily hours are from 2:45 - 6:00 PM.

**A \$20 nonrefundable Registration Fee is also required per family for new participants.**

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**If my child is accepted, I understand and agree to the following:**

- Tuition payments are due by the 28th of the month for the following month.
- One month's notice in writing is required if withdrawal from the program is necessary.
- I have read and accept all conditions detailed in the Extended Day brochure for my child to be eligible to participate in the Extended Day Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

MILFORD COMMUNITY SCHOOL USE PROGRAM  
**EXTENDED DAY PROGRAM - PICK-UP AND RELEASE FORM**

The following authorizations are necessary for the EXTENDED DAY staff to act in your child's best interest. Please complete all information and return.

**CHILD'S NAME:** \_\_\_\_\_

**PICK-UP AUTHORIZATION:** I authorize the following to pick up my child at Extended Day. If there are any changes in these arrangements, I will notify the Milford Community Program in advance by written notice.

<b>NAME:</b>	<b>RELATION:</b>
<b>WORK PHONE:</b>	<b>CELL PHONE:</b>

<b>NAME:</b>	<b>RELATION:</b>
<b>WORK PHONE:</b>	<b>CELL PHONE:</b>

\*If there are any special instructions, or any persons who are **NEVER** to be authorized to pick up your child, please list here.

\_\_\_\_\_

\_\_\_\_\_

**PHOTOGRAPHIC RELEASE:**

I do \_\_\_\_\_ do not \_\_\_\_\_ consent and authorize the Extended Day Program to use and reproduce photographs taken of my child for advertising and publicity purposes.

**Signature** \_\_\_\_\_

**EMERGENCY MEDICAL PERMISSION:**

\_\_\_\_\_ I authorize the Extended Day Staff to take my child to Milford Regional Medical Center, and I authorize treatment by the physician on call.

\_\_\_\_\_ I do NOT authorize the Extended Day Staff to oversee any medical treatment for my child in my absence.

**Signature** \_\_\_\_\_

**RELEASE OF LIABILITY:**

I/We the parent(s)/guardian(s) of \_\_\_\_\_, a participant in the Extended Day Program, hereby give my/our approval to his/her participation in any and all Milford Community School Use Program activities during the current year. I/We assume all risks and hazards incidental to such participation, including transportation to and from the activities; and I/We do hereby waive, release, absolve, indemnify and agree to hold harmless the Milford Community School Use Program, the town of Milford, the organizers, supervisors, sponsors, participants, and persons transporting my/our child to or from activities, for any claim arising out of an injury to my/our child to the extent covered by accident or liability insurance.

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

# MILFORD COMMUNITY SCHOOL USE PROGRAM

## Extended Day - Program Policies

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If you have any questions or concerns, please call the Milford Community Use office at (508) 478-1119.

### **Registration**

Registration is accepted on a first-come, first-serve basis. A non-refundable registration fee for each family new to the program is required to reserve placement in the program. Participation in this program is expected to continue for the whole school year. If it becomes necessary to withdraw, please see procedure below.

### **School Notification**

After you are registered and accepted, you should send a written notification to your child's school stating that your child will be attending Extended Day and what his/her schedule will be. The Transportation office (508-478-1133) should also be informed of your child's participation. The office also verifies this information.

### **Program Withdrawal**

If you need to withdraw, please provide one month's notice in writing to the office. We provide notification of the change to all parties including your child's school, MPS Transportation Coordinator, Vendetti Bus Company and the Extended Day Program Supervisor. Please note, we cannot guarantee a spot will be available if you decide to return at a later date.

### **Tuition Payment**

Monthly tuition payments must be made in advance in full - by the **28th of the prior month**. A late fee of \$15 will be charged for late payments and a \$20 fee on checks returned for insufficient funds. The office does not send monthly invoices to participants. Extended Day services will cease if payment is not received.

Click the link on the top of our Extended Day Program pages to make your online payments. You may also copy the following link to paste in your browser: <https://unipaygold.unibank.com/transactionInfo.aspx?CustomerID=1489>

If you send your payment through your bank account, please schedule the mailing for the 15th of the month so that it is received in our office prior to the due date.

If paying by check, please make checks payable to "Town of Milford-MCSUP." You may mail payment to Milford Community Program, 31 West Fountain Street, Milford, MA 01757. If you prefer, you may drop off your payment at the security kiosk inside Milford High School between the hours of 7:00 AM and 2:30 PM, and directly in our office located down the left corridor off the front lobby of Milford High School from 2:30 PM to 4:00 PM.

Payments are NOT to be given to program supervisors.

### **Receipts**

If you require receipts to claim funds for your flexible spending account, we ask that you make a request in writing. You may email Laura Krovocheck in our office at [lkrovocheck@milfordma.com](mailto:lkrovocheck@milfordma.com) and she will return an email with your receipt attached. Alternately, you may send a self-addressed envelope if you require an original signed receipt. Please indicate what is required in your original request to our office. We will accommodate these requests as soon as we can.

For tax purposes, a total of payments made for the calendar year will be mailed or emailed to the parent/guardian after the end of the year. Please allow a few weeks for this task to be completed.

### **Sign Out Policy**

To ensure your child's safety, parents and guardians are required to sign out their children. The sign out book will be stationed at a table in the cafeteria of Brookside and Memorial and in the office at Woodland.

If someone other than the authorized adults is picking up your child, you must notify our staff in writing beforehand. This person will need to show some form of picture identification.

If you have any special circumstances regarding pick up, (i.e., restraining orders, estranged spouses, etc.) please be sure to inform our staff.

We take this policy very seriously. Please do not ask your child to sign out for you.

### **Late Pick Up**

All children must be picked up no later than 6 pm. After 6 pm, you will be charged \$1 per minute for the time you are late.

### **Attendance Policy**

For the safety of your child, this attendance policy was established in conjunction with the principals of the elementary schools. Children are expected to walk to the cafeteria and attend the program five (5) days per week. If for any reason your child will

not be attending the program, your child will NOT be allowed to ride the bus home. It is the responsibility of the parent to pick up their child at their school. The schools will enforce this policy as well.

### **Attending After School Help or Clubs**

To keep our commitment to ensure your child's safety, parents or guardians will be required to notify the Extended Day program of your child's after school extracurricular activities via email, phone or note. On the day of the extracurricular activity, students should check in at Extended Day to notify the staff that they are present and will be returning to extended day after their activity.

### **Absences**

If your child will not be attending Extended Day on a regularly scheduled day, you must inform the staff either the previous night at pick-up or by contacting the Extended Day staff at your school before 2 pm.

You must contact the Extended Day program directly. Your child's school does NOT automatically notify us when a child is absent.

### **Illness while at Extended Day**

If your child is ill in any way, i.e. temperature, sore throat, etc., he or she should NOT attend Extended Day.

If your child becomes ill during Extended Day, you will be contacted and asked to pick up your child immediately.

For illness and other reasons, we must be able to reach you in case of emergency. Parents must provide us with current home and work numbers as well as cell phone and other emergency numbers. Please be sure to notify us when your numbers have changed.

### **Medication**

We do not have a nurse available at Extended Day and our staff is not permitted to give medication.

### **Special Needs Accommodations**

If your child has special needs which require accommodations, please call our office to discuss your situation.

### **Homework**

Time is allotted each day for your child to work on his or her homework. We provide a quiet supervised area for children to do their homework.

Every effort will be made to provide general assistance and to answer questions, but because of the number of children attending Extended Day, we are not able to provide one-on-one help. If you have any questions, please check with the supervisor.

### **No Toys Policy**

Due to problems encountered with toys lost, stolen and broken, we ask that you NOT send your child in with a toy from home. This includes all toys including cell phones, Pokémon or other game cards, electronics and Lego sets.

### **Snow Policies**

On snow days, when there is **NO SCHOOL** in Milford due to a snow storm or other emergency, the **AM and PM** Extended Day programs **WILL NOT BE HELD**.

There may be instances when a **HALF DAY EARLY DISMISSAL** due to weather is decided in advance and all **PM Extended Day** programs are **CANCELLED**. In these situations, all **PM Extended Day** participants who are bus students may take the bus home at dismissal. All **PM Extended Day** students who are walkers will be released according to their school's procedure. To assist school staff and in accordance with each school's dismissal policy, **parents are asked to send a note to school with the child's dismissal plan for that day and bus number if applicable**.

For our Severe Weather Policy, we adhere to the decision of the Superintendent of Milford Public Schools for our protocol. When an impending storm or other emergency is upon us and the Superintendent's decision is made to cancel **ALL AFTER SCHOOL ACTIVITIES**, the Extended Day programs will **close at 4:00 PM**. You will be notified through email by noon time regarding the closing and will be advised to pick up your child on or before that time. We ask that you notify the office of any change in email address through the school year.

If you are not able to pick up your child by 4:00 PM, you must make specific plans with a local emergency contact who is able to come and get your child. Please be sure we have your emergency contact information and updated phone numbers in case it is necessary to reach you.

On days when there is a **DELAY**, the **AM Extended Day Program** will be **delayed for the same amount of time as the school opening delay**.

## **Behavior Policy and Discipline Code**

The Extended Day staff recognizes that children enrolled in this program will come with varied interests, skills, abilities and needs. In an effort to provide an environment that is safe, supportive and creative for each child, students are expected to be **safe, responsible and respectful at all times** while at Extended Day. Children should understand that:

1. Running and yelling are outside activities.
2. Courtesy toward each other and the staff is expected. "Excuse me," "Please" and "Thank you" are important and expected.
3. Use of the equipment, toys and classrooms at Extended Day is a privilege. Toys should be picked up and put away when play is finished. Equipment should be used appropriately and safely.
4. It is expected that children will follow directions and respond to the requests of those in charge (this includes teachers, aides and high school counselors).
5. Extended Day rules (regarding signing in, use of the playground, restroom, etc.) must be followed in order to ensure each child's safety and to allow for the orderly functioning of the program.

It is important that parents not only understand these behavior expectations but that they support them and reinforce them with their children. Students who break the rules below will be subject to consequences accordingly. If an incident occurs, the Extended Day teacher, supervisor and/or director will determine the consequences.

The **Extended Day Discipline Code** is written as follows:

### **The following behaviors are expected at all times:**

1. Follow the direction of staff members.
2. Keep hands, feet, and other body parts to selves.
3. Use equipment and supplies appropriately.
4. Use kind and appropriate language.
5. Be kind and respectful to others (peers and staff).
6. Follow routine and rules in each activity area (homework area, computer area, gymnasium, outside areas, arts & crafts, game area, snack time, etc.).

### **Consequences:**

1. Verbal warning : parent will be notified through conversation of an incident (possibility of conference with parent(s) and student).
2. Written Warning: parents will be notified in writing, where they are expected to acknowledge the incident through initials.
3. Written Report: parents will be notified in writing, where they are expected to acknowledge the incident through signature
4. Suspension from program: length will be based on the infraction as determined by supervisor and/or director.
5. Exclusion from the Extended Day/Kids Kamp Program.

Students whose behavior is severe in nature will be sent directly to the teacher/supervisor. Parents will be informed of incidents. If it is a major incident, parents will be informed in writing. For students who continually disobey the rules such as fighting, hindering the safety of others, damaging school property, defying school authority, or exhibiting any type of misbehavior that is counterproductive to the discipline plan, more severe consequences will result.

Please note, in the event of an incident deemed serious by the Extended Day/Kids Kamp Supervisor, Milford Community Program Director, and/or School Principal, removal from the program may precede any consequences.

**ACCEPTANCE OF EXTENDED DAY PROGRAM**  
**POLICIES AND PROCEDURES**

**Please sign below and return this portion to the Milford Community Program office with the other forms.**

This document is part of the Extended Day registration packet and is required for your child's registration and acceptance into the program.

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I have read and reviewed the policies and procedures of the Extended Day Programs. I understand and accept the expectations and consequences.

Child's Name and Grade: \_\_\_\_\_

Parent's Name (Printed): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_