

**The Leicester Memorial School
Before/After School Program
Handbook**



**Leicester Memorial School
11 Memorial Drive
Leicester, MA 01524**

**Program Coordinator: Betsy Olivo
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LEICESTER MEMORIAL SCHOOL BEFORE/AFTER SCHOOL PROGRAM

Statement Of Purpose

The purpose of this program is to aid working families who have a child attending the Leicester Memorial School. The goal is to provide a safe, enjoyable and supportive atmosphere for every child. This program will strengthen your child's physical, intellectual and social development as well as contribute to his/her own independence and self-esteem.

The Before School Program

The Before School Program starts at 7:00 a.m. and runs until school begins at 8:10 a.m. The children may arrive anytime throughout the morning. Parents may enter the cafeteria using the front door. **A parent must accompany and sign in the child with a staff member.**

The After School Program

The After School Program starts at 2:40 p.m. and ends at 5:00 p.m. **All children must be signed out by their parents/guardians or designated pickup person, and walked to their cars with them.**

- **Snack Time-** 2:45-3:00: snack & juice are included in the fee for the after school program.
- **Homework Time-** 3:00-3:30: The After School staff will oversee the students during homework time. *Your child may not complete all of their homework in the program so we ask that your child's homework is checked at home. If you do not want your child to do his/her homework in the afterschool program, please send in a note to Mrs. Olivo. If your child is involved in an enrichment program and then come to the afterschool program, they WILL NOT be doing their homework.*
- **Free Time-** 3:30-5:00 - The students will be able to participate in arts & crafts, outdoor time, gym time and computer time.

If your child is not going to attend the after school program on their scheduled day, please send in a note to his/her classroom teacher

Tuition

5 Day Before and After School Program	\$86.25 per week (3.5 hours a day)
5 Day Before School	\$36.25 per week (1 hour a day)
5 Day After School	\$50.00 per week (2.5 hours a day) Snack/Juice Included
Before School Program Daily: \$7.25	After School Program Daily: \$10.00 Snack Included

MAKE CHECKS PAYABLE TO: Town of Leicester

Discipline Policy

All Memorial school rules apply to the before and after school program. The Before and After School Program students will also follow the Code of Conduct. The dismissing of any student in the program will be determined by the program coordinator along with the principal and/or assistant principal.

Telephone Number

Between the hours of 7:00am-5:00pm the After School staff may be reached at 508-892-7048. The Afterschool program no longer has a cell phone.

Payment Policy

Payment is due on the first of every month. If your payment is not received by the 15th of the month, \$5.00 a week late charges will be added. Tuition should be paid on by the 15th of every month. We will not accept post dated checks. If a check is returned for insufficient funds, we will no longer be able to accept personal checks. If you owe two months of tuition and no payment arrangements are made your child will be removed from the before/after school program. Payment may be made in the form of cash or check.

Checks should be made payable to The Town of Leicester

Your monthly statement has been calculated for the days your child is attending. You are paying for a slot in the program and will not be credited for absences. You will be credited on the following months invoice for snow days.

New School Year Enrollment

In April of the current school year enrollment letters will be sent out. We accept students on a first come first serve basis. There a limited spots available. To ensure that your child will have a spot in the program your current year's balance must be paid in full by June 1.

Late Pick-up Policy

If you are late picking your child up on more than two occasions without notifying the school your child will be removed from the after school program. The after school program ends promptly at 5:00.

Alternate Pick-up Person

If someone other than a parent/guardian is picking up your child, parents/guardians must provide written notification to the program coordinator. This note must include the date, the name of the child and the name of the person picking up the child. If the person picking up your child is unknown to the staff, they must provide identification.

Early Release Policy

If the Leicester Public Schools are closed for the day due to snow, inclement weather or other reasons, the Before/After School Program is closed.

If there is a school delay in the morning, the Before School Program is also delayed. If school is delayed one hour, the program will open at 8:00 a.m. If school is delayed two hours, the program will open at 9:00 a.m.

If school is dismissed early because of snow, inclement weather or for other reasons, the After School Program will be closed.

In the event of an early dismissal, you have the option of picking up your child at school or having your child take the bus to home or to daycare. If you are picking up your child, you should be at the school at least 30 minutes before the time of early dismissal.

School cancellations and early dismissal announcements are by the school district notification system. You can also sign up for text alerts from local TV and radio stations.

On the last day of school there will be NO After School Program. There will be a Before School Program.

Memorial School Before/After School Program Handbook
Sign off Sheet

Please read the following information and sign and date and return to Mrs. Olivo

1. I understand that monthly payments are due on the 1st of each month. If payment is not received by the 15th, a \$5.00 a week late charges will be added. I understand if I owe two months of tuition and no payment arrangements are made my child will be removed from the before/after school program.
2. I understand that if I am late picking up my child up on more than two occasions without notifying the school my child will be removed from the after school program.
3. I understand that the after school program ends promptly at 5:00pm.
4. I have read and understand the discipline policy and that all the Memorial School rules apply to the before and after school program.
5. I have read the before and after school handbook and accept all the guidelines.

Childs Name: _____ **Homeroom #:** _____

Parent/Guardian

Date

Program Coordinator

Date