

2022-2023 CCS After School Care Program Information

Program Dates & Times: The program will run on school days from dismissal until 5:00 PM starting Tuesday, September 6th.

Approximate Daily Routine:

3:00-3:30 Free Play time on the playground or in the gym.

3:30-4:15 Snack (Provided by families) and quiet time for reading, homework or other individual activities.

4:15-5:00 Play outside or inside; crafts or games may be organized by staff for children who choose to participate.

Registration: Registration for the program is required annually and includes completing registration forms and paying a registration fee of \$20 per child or \$30 per family. Registration forms need to be dropped off at CCS or mailed (address above) with a check to *Town of Cornwall* with *CCS After School Care Program* in the memo. Registration is due by Tuesday, September 6th in order for your child to participate in the program.

Tuition: Tuition is due monthly and only by check. Families will receive monthly invoices at the end of each month which need to be paid within the week that the invoice is received or your child will no longer be able to attend until the account is current. Tuition is based on days your child attends. Checks should be made out to *Town of Cornwall* with *After School Care Program* in the memo. There is no reduced tuition for partial days (if a child joins late or leaves early). For tax purposes, in January families will receive a summary of their tuition payments to the program for the calendar year.

- **Daily Tuition (3:00-5:00):** \$10 per child (\$8 for second child; \$20 maximum for family)
- **Early Dismissal (12:00 or 1:00-5:00):** \$15 per child (\$12 for second child; \$30 maximum for family)

Daily Attendance: Please send a note to the CCS Office **if your child will not be attending on one of their regularly scheduled days.**

Dismissal: Children need to be picked up no later than 5:00 pm. Please check the sign posted on the outside gym door as to whether the afterschool program is inside or outside. If another adult is picking up your child, please call Patty Rovezzi at 860 672-6617 in the office by noon time with the person's name. Alert the person picking up that a photo identification will be required for us to release the child to them. The school office is staffed until 5:00 PM. If you have any questions or concerns at any time, please call Mrs Collins at 860 671-9774 or Mrs Ravenola at 860 478-9268.

Program Rules: All school rules appl. Participation is a privilege and can be suspended or revoked at any time.

Please complete the attached forms and send in / drop off at CCS or mail to CCS, 5 Cream Hill Rd, West Cornwall, CT 06796 with a registration check to *Town of Cornwall* with *CCS After School Care Program* in the memo.

2022-2023 CCS After School Care Program Registration Form

Child's Name: _____ **DOB:** _____

Child's Name: _____ **DOB:** _____

1. **Registration:** A non-refundable registration fee of \$20 per child or \$30 per family is due upon registration.
2. **Tuition:** Tuition is due monthly and only by check. Tuition is based on attendance. Checks should be made out to *Town of Cornwall with After School Care Program* in the memo.
 - a. **Daily Tuition (3:00-5:00):** \$10 per child (\$8 for second child; \$20 maximum for family).
 - b. **Early Dismissal (12:00 or 1:00-5:00):** \$15 per child (\$12 for second child; \$30 maximum for family)
3. **Returned Check:** A \$25 fee will be assessed to your account for any check returned due to insufficient funds.
4. **Program Hours:** Regular school day 3:00-5:00 PM; Early Dismissal 12:00 or 1:00-5:00 PM
The program will be canceled if school is canceled or dismissed early due to inclement weather.
5. **Late Pick Up:** The program ends at 5:00 PM. Repeated late pick up may result in suspension or dismissal from the program.
6. **Withdrawal:** Advanced notice is required for change of scheduled days or withdrawal from program without paying for scheduled days.

Dates my child/children will be attending the CCS After School Care Program (please circle):

Monday

Tuesday

Wednesday

Thursday

Friday

I/We understand and agree to adhere to all the policies stated above.

Parent/Guardian: _____

Date: _____

Parent/Guardian: _____

Date: _____

2022-2023 CCS After School Care Program Sunscreen Form

When the weather is warm and sunny, children may spend a lot of time outdoors. You may wish to provide the program director with sunscreen protection for your child. If you would like the program to apply sunscreen to your child, please complete the form below and provide an unexpired bottle of sunscreen, labeled with your child's name. Please be sure first to apply the brand/type of sunscreen at home to be sure that your child does not have an adverse reaction.

Child's Name: _____ **DOB:** _____

I, _____, authorize the CCS After School Care Program to apply sunscreen that I provided for my child, _____.

Parent/Guardian Signature: _____

Date: _____

2022-2023 CCS Alternate Pick Up Authorization Form

I, _____, authorize my child/children, _____

to be picked up by the following adults:

<i>Adult Name</i>	<i>Address</i>	<i>Phone Number</i>
-------------------	----------------	---------------------

<i>Adult Name</i>	<i>Address</i>	<i>Phone Number</i>
-------------------	----------------	---------------------

<i>Adult Name</i>	<i>Address</i>	<i>Phone Number</i>
-------------------	----------------	---------------------

<i>Adult Name</i>	<i>Address</i>	<i>Phone Number</i>
-------------------	----------------	---------------------

I understand that only the adults listed on this form will be allowed to pick up my child/children. A photo ID will be required in order for my child to leave with these adults. Without a proper ID, my child will not be dismissed to these adults.

Please choose at least one person who lives within a 20 minute driving distance from the school. These adults will serve as emergency contacts and will be able to pick up your child in the event of illness or emergency.

Parent/Guardian Signature: _____

Date: _____