

2020-2021 CCS After School Care Program Information

Due to COVID, students must keep masks on at all times unless eating snack or with permission from an adult outside if he/she is at least 8 ft away from others. Failure to do so can result in loss of after school care.

Program Dates & Times: The program will run on school days from dismissal to 5:00 PM starting Monday, September 14th.

Approximate Daily Routine:

3:00-3:30 Free Play time on the playground or in the gym. Students will need to wear masks in the building after school and on the playground unless they are 7-8 ft away from others.

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 appropriate social distanced 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 Monday, Sept 14th in order for your child to participate in the program.

Tuition: NEW THIS YEAR: 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)
- **Drop In:** \$15 per child for regular day; \$20 per child for early dismissal day; registration required; payment due by end of week; payment must be up to date before next drop in

Daily Attendance: Please send a note to the CCS Office **if your child will not be attending on one of their regularly scheduled days**. For drop in care, please send a note to the office that your child will be dismissed to the After School Care Program.

Dismissal: Children need to be picked up no later than 5:00 pm. The school needs to be cleaned especially well this year. Please buzz and your child will be brought out to you. If another adult is picking up your child, please complete an alternate pick up form and alert them that a photo identification will be required for us to release the child to them. The school office is staffed until 4:00 PM. If you need to contact the program after the office is closed, call Mrs Collins at 860 671-9774 or Mrs Ravenola at 860 478-9268.

Program Rules: All school rules apply especially in regards to COVID procedures and expectations such as mask wearing and social distancing. Participation is a privilege and can be suspended or revoked at any time.

Please complete the attached forms and 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. Please contact the office with any questions or concerns.

2020-2021 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)
 - c. Drop In:** \$15 per child for regular day; \$20 per child for early dismissal day
- 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: _____

2020-2021 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: _____

2020-2021 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 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: _____