



Milton Community Schools

<https://www.miltonps.org/departments/community-schools>

Parent Handbook 2018/2019

*Subject to change



***Participation in ASE and other Milton Community Schools programs is limited to Milton Public School K-5 students.**

****Children registering for all Community Schools programs such as ASE, ESAP, Early Release Days and others, must attend the same program as their assigned school.**

*****All Community School programs are optional; participation is dependent upon students conforming to behavior expectations and parents making tuition payments in a timely manner.**

WELCOME

Thank you for choosing Milton Community Schools. Our program philosophy is to ensure that each child experiences growth and success in a safe, well supervised, nurturing environment. We place all our emphasis on Values, Respect, Fairness and Acceptance!

Our Program:

MCS was founded in 1980 to provide Milton Public School students in grades K-5 extended school day activities in a safe learning environment.

MCS received a Community Builder Award in 2000 for enriching childhood education in Milton.

Our program is a self-supporting department of Milton Public Schools. We do not receive funds from Milton Public Schools, grants, state or federal government.

We offer early school (ESAP) and after school (ASE) enrichment programs, vacation week camps, and an all-day summer camp.

Our Staff:

Our program is supervised daily by a Supervisor or Assistant Supervisor who both have extensive training and are very experienced working with youth.

EARLY SCHOOL ARRIVAL PROGRAM (ESAP)

ESAP helps students transition to the school day with various activities - including sports, seasonal arts, reading, puzzles, and games. ESAP opens at 7 A.M. at Glover, Tucker, and Cunningham/Collicot elementary schools. Register either online or on-site any morning. Tuition varies based on days attended and school start time:

Cunningham/Collicot:

Monthly Payments*

# days/wk	1 Student	Family Rate
1	\$15	\$22
2	\$29	\$44
3	\$45	\$68
4	\$60	\$90
5	\$72	\$108

Glover/Tucker:

Monthly Payments*

# days/wk	1 Student	Family Rate
1	\$19	\$29
2	\$38	\$58
3	\$55	\$87
4	\$74	\$116
5	\$93	\$145

ESAP is designed for regular, scheduled use on a yearly or monthly basis. It is also available on a drop-in basis on unscheduled days for anyone wishing to use it any day.

1. If you know which days of the week you will use ESAP, you can register online
2. If your schedule is not yet confirmed, you can wait to register on site once school begins. You can register any morning; but allow yourself extra time to fill out the form.
3. You can always use ESAP on a drop-in basis if your schedule varies.
4. Unless a student is scheduled for a given morning at the beginning of the month, s/he is considered Drop-In.
5. Parents MUST escort their children into the ESAP program; they cannot be dropped off outside of the building.
6. Drop-In Cost is \$8.00 per child and must be paid that day at drop-in.

ESAP is an optional program; participation is dependent upon students conforming to behavior expectations and parents making tuition payments in a timely manner.

Questions? Email Ann Marie Dorsey at adorsey@miltonps.org or call us.

After School Enrichment (ASE) Tuition and Registration

- Registration for students joining ASE is on a monthly basis. Register by the last Wednesdays of any month to begin the first Monday of the following month. ASE Tuition is based on full-year participation, pro-rated for students enrolling mid-year. Monthly payments do not reflect the number of days in a given month, but 1/10 of the total months.

Monthly Tuition Payments:	Until 3:30 (Co/Cu only)	Until 4:30	Until 5:30	Until 6:00
Attending 1 day per week	\$22.00 (Co/Cu only)	\$38.00	\$52.00	\$62.00
Attending 2 days per week	\$37.00 (Co/Cu only)	\$64.00	\$91.00	\$112.00
Attending 3 days per week	\$49.00 (Co/Cu only)	\$91.00	\$132.00	\$168.00
Attending 4 days per week	\$64.00 (Co/Cu only)	\$116.00	\$168.00	\$223.00
Attending 5 days per week	\$79.00 (Co/Cu only)	\$148.00	\$212.00	\$280.00

Note: Current tuition is subject to increase by Milton Public Schools Committee

- **Sibling Discount:** If monthly tuition for one child is **\$168.00** or more, additional siblings attend at half-price. Please register multiple siblings individually and divide the total payment due between the siblings.
- ***How much do I pay at registration and how do I pay it?*** If you register **online** in July, one month's payment is due with registration and the remaining payments are due on the 1st of each month, September through May. **If you register after July** (on August 15 or once school has started), two payments are due at registration (first and last) and the remaining payments are due on the 1st of each month through May. Pay tuition online; ***if paying by check, please remember to put your child's name, program and school on the check's memo.***

Register and make payments online on the **UniBank** site; link available on
<https://www.miltonps.org/departments/community-schools/online-registration>

Click on the UniBank link, select ASE and then select either *ASE Registration* or *ASE Payments Only (for monthly payments once registered)*

- ***Will you send me monthly bills?*** No. Payments are due as understood at registration, and not dependent upon reminders or notifications. Billing would add administrative cost to the tuition which would have to be passed on to parents. It is the policy of Milton Public Schools that all fees must be paid as agreed at registration, and that students whose tuition is more than 15 days overdue are subject to a \$25 late payment fee. Students whose tuition remains in arrears after 30 days are subject to removal from the program. When making ASE tuition payments please remember to:

1. **Put your child's name on all payments to MCS** - Many parents and students last names differ
2. **Pay the correct amount due each month** - Incorrect amounts complicate your records and ours

By complying with this, you help keep the cost of ASE down by limiting administrative time and costs.

Picking up your Child:

Our program offers enrichment activities. Our staff invests time and effort planning curriculum and preparing their classes for your child's benefit. Please avoid disruptions and plan to pick up your child at dismissal times ONLY. If you do need to pick up at a different time, please notify the supervisor in advance.

PICK UP TIMES:

COLLICOT & CUNNINGHAM: 3:30, 4:30, 5:30pm Extended Day: 6:00pm

GLOVER & TUCKER: 4:30, 5:30pm Extended Day: 6:00pm

Signing Out:

We take safety very seriously. Our security protocols require that children will only be released to those you have authorized on your child's registration. Please be prepared to show an ID and SIGN OUT your child and check in with our staff. Under no circumstances should a child be picked up from a different location other than the sign out tables. Please understand the safety of your children is first.

If there is any change in pick up arrangements the director must be notified in advance. Only children ages 10 & up will be allowed to walk home with parent/guardian permission.

Absences

The school does not notify us when a child is absent. We cannot stress enough the importance of notifying us of child's absence. Each day, ASE supervisors spend at least 20 minutes trying to locate students.

Drop In Use

- Only students already attending ASE can drop in on an unscheduled day with **24 hrs of notice in advance**. With the large volume of students enrolled, allowing occasional students unknown to the staff would challenge our safety and security protocols.
- Drop-in fee is \$8.00 per hour per child, payable at pickup. To accept use of Drop in, all accounts must be in good standing.

For Safety Sake:

****You must send a message in writing to ASE supervisor by 6:00pm on the day before drop in use**
You must also notify classroom teacher – Note that *classroom teachers do NOT pass along notes to ASE supervisors.*
ASE Supervisors will not take students who do not participate in ASE nor received a 24 hrs. notice.

Program Closings

Classes are not held on holidays, snow days, or on days the Milton Public Schools are closed. Please check the MPS school calendar.

Early Release Days (E.R. Day)

A separate sign up for Early Release Day(s) is required. ASE MCS offers programs to fill the half of the day affected by the scheduled ERDays. The cost is \$20 per child, covering the time period from early release until regular dismissal time (varied by school). ASE operates as usual following the ERDay program.

- **Registering for ERDays is a commitment by parents that their child will attend ER Days.** Should plans change, the student is still committed to checking in at the ERDay Program; parents can pick up there after attendance. This system allows classroom teachers and ASE staff to have an established list of students who are all familiar with where they should go on E.R. days. If parents decide to pick up early, **there is no refund nor credit for ERDays not used.**
- **Registration for Early Release opens mid September & remains open 1 week prior to each ER day.** Register for all days or register for each ER Day in advance, before each ER Day deadline. Email reminders will be sent out announcing **each** ER Day registration period. To register go to www.miltonps.org and click on the UniBank icon, then select Early Release Day, fill in the information required and pay the \$20 per student per ERDay fee. Please register each child separately, as downloads go to specific teachers.
- **Deadline to register is one week before each ER day** Late registrations are not accepted due to need to adequately prepare for the safety of all students.
- **If my child attends ASE on ERDays, is he/she already registered for the ERDays?** No – you must register for **All ER Days**. After October 15th there will be open registration periods in advance of each ERDay (check your ASE calendars) for those not already registered for **all ERDays**.

Activities

Students have opportunities for a vast number of age-appropriate enrichment and recreational activities at ASE. Unless noted, classes run from 3:30-4:30 and from 4:30-5:30. Homework Hour is available daily both hours (see below). Students are grouped by grade level and offered classes including Music & Motion, Science, Gym Games, Crafts, Sports, Drama, Sewing, Smartboard And Computer Lab, Printmaking, LEGO And Other Construction, Yoga, Gym Hockey, Sculpting, Math Games, Card Making, Storytime, Zumba, Keyboarding Language Arts, Cartooning, Jewelry-Making, and various fitness programs. These activities are available without additional charge.

Limited Enrollment Classes

- ASE also offers Limited Enrollment Classes* (LEC) that, due to the additional cost of professional instructors or supplies/equipment, are available for additional fees*
- **These classes are available only to students already enrolled and attending ASE at the time of registration for LEC;** Students cannot enroll in LEC and then join ASE only for the time of their LEC.. Security protocols demand that all students who participate in a class or activity that is part of ASE must be enrolled in ASE. Most LEC's run for only 10-12 weeks, and coordinating schedules for students who attend inconsistently would challenge safety. In order to account for all students at dismissal, ensure they get to and from classes, and supervise them until parent pickup, schedules must remain constant to ensure safety and security.

Limited Enrollment Classes begin in October and include:

Chess – Gymnastics – Cooking - Nature Explorers, Super Soccer Stars, Art, Piano

*Sign up for Limited Enrollment classes on site at each ASE in mid-September, mid-January and beginning of April.

- **Ja Shin Do Karate.** Runs throughout the school year; join Karate during online registration by checking the Karate box and including \$35 in monthly fee.
- **Piano Playtime.** Sign up for semi-private piano lessons during July – contact pianoplaytime@yahoo.com
Lessons available to 1-5 grade student.

Homework Policy

ASE Homework Monitors supervise students and ensure a quiet space for them to work on homework completion. Occasionally, an ASE staff member will be required to re-focus students on their tasks or explain an assignment. Unless a staff member is a certified teacher, she/he is not expected or authorized to assist with the answers or teach them the concepts involved in the assignment. Homework completion or lack of completion is a valuable tool for teachers in assessing the progress of their students.

Emergency Contacts

Registration must include at least one contact that is local and who is available to arrive within **20 minutes** of being called if emergency pickup is necessary. Parents must provide at least 2 workable phone numbers as a condition of registration. We assume that people listed as emergency contacts are allowed to pick up your child without additional notice.

Tuition Assistance

- Milton Community Schools is self-supporting and does not receive funds from Milton Public Schools, grants, state or federal government. Tuition assistance is made possible by families who have paid full tuition. An amount of assistance is set aside each year and distributed in advance of the school year among qualified applicants according to income eligibility.
- A link to the ASE Tuition Assistance Application and instructions are available on the After School Enrichment page at <https://www.miltonps.org/departments/community-schools>

Application deadline is August 15, and most of available Tuition Assistance is distributed in early September. Late applications will be considered if funds remain.

Withdrawals, Credits and Refunds

Tuition paid to MCS is non-refundable, no credit is given. Notice of withdrawal from ASE is due one month in advance in writing or by email to the MCS office and ASE Supervisor. Once a student is registered, he/she will remain in our records until you notify us. If notice of withdrawal is not given one month in advance, a \$25.00 withdrawal fee will be assessed. **MCS does not offer credit for programs, time, or days not used** except for school vacation programs cancelled due to a weather emergency.

Receipts and Pre-Tax Reimbursement Forms

- Parents must keep their own payment records. In order to help the large number of parents needing receipts and reimbursement forms, we require all parents to cooperate with us in the manner following. We will sign and return your document to you via email at our earliest convenience.
- For Tax purposes: Parents should keep copies of UniBank confirmations and cancelled checks, as it is easier for parents to determine payments made for and in calendar years vs school years (as our records are kept for fiscal years running July 1-June 30). If you need payment verified, please send your own document showing the dates and amounts you want MCS to confirm.
- For Flexible spending and other pre-tax payment programs: Forms differ from company to company, so please send your employer's form, completed with all amounts and dates for which you need MCS to sign off.

Send requests to Jackie Marr at jmarr@miltonps.org

Schedule Changes

- **Please be sure the ASE schedule you register for is the one you want your child to attend. Changes in schedule are allowed only once a month. Requests must be received by the final Wednesday of any month to be enacted the first Monday of the following month**
- ASE operates under the authority of the Milton School Committee with the mandate of offering academic, recreational and other enrichment programming to students outside of school hours; **ASE is not babysitting.**
- Constant schedule changes are a strain on administration and impact bookkeeping, classroom teachers and ASE staff. Our first priority is safety, and every time a student's schedule is changed creates extra work to ensure that all students are where they should be every day. With over 900 ASE students, each change represents many challenges.
- **The fee for making the 1st schedule change is \$25.00.** Additional schedule changes will be **\$50.00.** In order to accept a schedule change, the student's tuition payment record must be up to date.

If you do need to change your child's ASE schedule, please:

Go to UniBank and click on ASE then on Schedule Changes. Complete the form and pay the \$25/\$50 fee. Lynne Bortolotti ebortolotti@miltonps.org will contact you by email to confirm the change.

Other Fees

- **Late Pick-Up:** \$1.00 per minute late per child, to be paid at pickup. To avoid costly fees, parents should call their local emergency contact person to pick up their child if they will be late. Calling the supervisor does not excuse the late pickup fee. Late fees must be paid within one week. Repeated late pick ups might result in removal from ASE.
- **Absence Notification:** Parents/guardians must notify ASE Supervisor if a child will be absent on a scheduled day. There is a \$15.00 No-Call fee for failing to notify the ASE supervisor. Parent notes to teachers do not get to ASE, so parents must notify ASE themselves. When a student is missing, the resulting search is very staff-intensive, disruptive and time-consuming, and easily avoided by a phone call or email in advance. Please understand the safety of your child is our first concern.
- **Bounced Checks:** \$25.00 for returned checks must be included in replacement check, paid within 2 weeks of notification.
- **Late Payments:** To cover the administrative cost of collecting late ASE payments, a ***\$25 late fee*** will be added to tuition due for payments ***over 15 days*** late. ASE monthly payments are due on the 1st of the month. MCS is required by the superintendent and the town treasurer to remove any student whose tuition payment is over 30 days late, and refuse registration and participation until all outstanding payments have been made. Thank you for *cooperating with timely payments which helps to keep ASE rates affordable for all.*

Allergies, Inhalers

My child has severe allergies for which the school nurse keeps an EpiPen and inhaler in her office. Will she have access to it at ASE? No, we do not have access to the nurse, her records, or her office during ASE. If your child has an EpiPen or inhaler, you must provide one for ASE and supply us with the Authorization for Prescription Medication Administration. Children will not be allowed to stay in our program without their medication. Please understand the safety and health of your child is our first concern.

Behavior Policy

- **ASE is an optional program, and participation is dependent upon acceptable behavior by students and a working partnership with parents.** Behavior expectations are that students obey the staff, demonstrate respect for adults and other students, exhibit good sportsmanship, show respect for school property and for the property of others. We do not allow fighting or harming others, or disruptions like loud talking, using profanity, yelling, throwing things, etc.
- We believe a counselor's role is to help your child grow towards self-discipline and self-direction. We will use a cool down time as a means of allowing the child to calm down and talk to them. If two or more children are involved, a conflict resolution practice will be used.
- Attendance at ASE is dependent upon students using appropriate and respectful language, obeying staff, and refraining from verbal, emotional, or physical bullying. Consequences for failure to meet these expectations include sitting out from activities, suspension and/or possible withdrawal from ASE, depending on the frequency or severity of the behavior. Safety and respect for self and others are priorities at ASE. The full Behavior Policy can be viewed at <https://www.miltonps.org/departments/community-schools>

Parents/Guardians must read and agree to the Behavior Policy at registration.

Accessibility & Inclusion

Milton Community Schools (MCS) welcomes students with disabilities who will be provided an equal opportunity to participate in the Community Schools programs.

All children participating in MCS programs either with the provision of additional supports or independently need to be able and willing to:

- Participate in group activities
- Understand and follow program expectations and conduct themselves safely and appropriately in a group setting, in accordance with the program's Behavior Policy
- Successfully transition from one activity to another

Reasonable accommodations for students with a disability may include reasonable modifications to the program's expectations, provided that the proposed accommodation does not fundamentally alter the nature of the program. If the proposed accommodation would fundamentally alter the program, MCS reserves the right to deny participation in this voluntary program. All requests for an accommodation will be evaluated on a case by case basis.

Home-Schooled Students

- **Home-schooled students who are resident(s) of Milton** can register for ASE online for the day(s) and pick up time(s) and pay tuition as shown, entering the child's designated school and noting "home-schooled" in Comments Box.
- **For Limited Enrollment Classes, child must be enrolled and participating in ASE at the time of registration for LEC.** Parent/guardian must come in person to the ASE program to enroll and pay additional fee for LECs. We cannot reserve nor guarantee a spot in LEC. To ensure the safety and security of all students, the home-schooling parent must sign student in and out with supervisor of designated school's ASE program each day and wait outside the school building for pick up. Please understand the safety of your child is our first concern.

CONTACT US

Milton Community Schools Office: Cunningham School 44 Edge Hill Rd. 617-696-5040 x5544
OFFICE HOURS: 9:00am-3:00pm. To serve you better, please call ahead to set up appointment in person

Martha Sandoval	Milton Community Schools Director	x5544	msandoval@miltonps.org
Jackie Marr	Administrative Assistant	x5544	jmarr@miltonps.org
AnnMarie Dorsey	PreK/Early School Arrival Coord.	x5546	adorsey@miltonps.org
Lynne Bortolotti	Early Release/Sched Change Coord.	x5546	ebortolotti@miltonps.org

Supervisor Contacts: (Please contact Community Schools supervisors directly regarding ASE attendance and questions about each program)

ASE PROGRAMS:

COLLICOT/CUNNINGHAM:

Angela Van Allen	Collicot Gr 1-5 ASE Supervisor	617-799-7687	avanallen@miltonps.org
Lynne Bortolotti	Cunningham Gr 1-5 ASE Supervisor	617-201-1079	ebortolotti@miltonps.org
Susan Gionfriddo	Coll/Cunn Kindergarten ASE Sprvs	617-304-6265	sgionfriddo@miltonps.org

GLOVER:

Deborah Mullins	Glover Gr K/1 ASE Supervisor	617-216-2355	dmullins@miltonps.org
John Leazott	Glover Gr 2-5 ASE Supervisor	617-799-7680	jleazott@miltonps.org

TUCKER:

George-Marie Jasmin	Tucker Gr 2-5 ASE Supervisor	617-799-7692	gjasmin@miltonps.org
Liz Macomber	Tucker Gr K/1 ASE Sprvs	617-504-0924	lmacomber@miltonps.org
Eleanor Jones	Tucker Gr Pre-K ASE Sprvs	617-821-3616	ejones@miltonps.org

ESAP PROGRAMS:

COLLICOT/CUNNINGHAM:

Deanna Seymourian	CO/CU ESAP Supervisor	dseymourian@miltonps.org
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GLOVER:

Alice Duzan	Glover ESAP Supervisor	aduzan@miltonps.org
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TUCKER:

Elaine Coughlin	Tucker ESAP Supervisor	ecoughlin@miltonps.org
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For more information about MCS programs, visit:
<https://www.miltonps.org/departments/community-schools>