



Milton Community Schools

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

Parent Handbook 2019/2020

*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.

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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 or grants from state or federal government.

We offer the Early School Arrival Program (ESAP) After School Enrichment (ASE), Early Release Special Activities, vacation week camps, and an all-day licensed summer camp.

Our Staff:

Our programs are 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 online or on-site any morning. Tuition varies based on days attended and school start time:

ESAP Tuition is computed based on 10 months (180 days of school). For ease of payment, yearly tuition may be paid in full at registration

Collicot/Cunningham (School starts 8:30am)

Monthly Payments

1st payment due at registration

Remainder due Sep 1-May 1

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

Glover/Tucker (School starts at 8:50am)

Monthly Payments

1st payment due at registration

Remainder due Sep 1-May 1

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

Please note that when registering for ESAP, you are reserving a spot. There are no refunds or credits for days not used, or carry-over of days not used from week to week or month to month

Monthly Payments: Parents choosing to make 10 payments will pay the same amount each month; payments do not represent a given month, but rather 1/10 of the yearly total. First monthly payment is due with registration, remaining monthly payments due September 1-May 1. Payments are due the 1st day of every month.

Late Payments: It is the policy of Milton Public Schools that all fees must be paid as agreed at registration. 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.

Drop-Ins: You can always use ESAP on a drop-in basis if your schedule varies. To accept Drop-Ins, your account must be in good standing. Drop-In Cost is \$10.00 per child and must be paid that day at drop-in.

Changes in Schedule/Drop Out: For billing purposes, we require that if you do not schedule all 5 days per week, you let the ESAP Supervisor know at the beginning of the month which days that month you will be using ESAP. If your child is not longer attending ESAP, please notify the supervisor to avoid being billed.

IMPORTANT:

- If you know which days of the week you will use ESAP, we recommend you register online in July
- If your schedule is not yet confirmed, you can wait to register on site once school begins but note that spots might be limited
- Parents **MUST** escort their children into the ESAP program; they cannot be dropped off outside of the building
- Please note there is no nurse available during ESAP. Students with emergency medication such as Epi-pen/Inhalers **MUST** be given to the ESAP Supervisor in advance along with a Consent to Administer Medication Form found on our website:
https://www.miltonps.org/application/files/6115/4666/0478/Med_Consent_MCS_NEW.pdf
- If your child requires reasonable accommodations to access the program, please contact the Community Schools Director at msandoval@miltonps.org before signing up your child/ren.

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

ESAP REGISTRATION & PAYMENTS:

How to Register:

- Visit UniBank at: <https://unipaygold.unibank.com/>
- Scroll down to *MILTON PUBLIC SCHOOLS*
- Menu on the left, find *COMMUNITY SCHOOLS*
- Click on **EARLY SCHOOL REGISTRATION**
- Fill out the Registration Form and submit payment
- You will receive a Payment CONFIRMATION via email. This is your payment/registration receipt. Please keep it for your records.

How to Make Payments: (No need to Re-register). All Payments are due the 1st day of the month

- Visit UniBank at: <https://unipaygold.unibank.com/>
- Scroll down to *MILTON PUBLIC SCHOOLS*
- Menu on the left, find *COMMUNITY SCHOOLS*
- Click on **EARLY SCHOOL PAYMENTS ONLY**
- Follow instructions and submit payment
- You will receive a Payment CONFIRMATION via email. This is your payment receipt. Please keep it for your records.

Questions about ESAP? Email Elaine Bortolotti (ESAP interim coordinator) at ebortolotti@miltonps.org or call us at 617-696-5040 ext. 5546

ESAP PROGRAMS SUPERVISORS

COLLICOT/CUNNINGHAM:

Deanna Seymourian CO/CU ESAP Supervisor

dseymourian@miltonps.org

GLOVER:

Alice Duzan Glover ESAP Supervisor

aduzan@miltonps.org

TUCKER:

TBD Tucker ESAP Supervisor

AFTER SCHOOL ENRICHMENT PROGRAM (ASE)

ASE is an optional, enrichment after school program not a babysitting/childcare service. We serve students attending Milton Public Schools in grades K-5 offering a variety of age-appropriate enrichment and recreational activities.

Activities:

- ASE starts right at school dismissal with attendance, snack time (please send your child with extra snacks, ASE does not provide food) followed by outdoor/indoor recess.
- Unless noted, classes run from 3:30-4:30 and from 4:30-5:30. Homework Hour is available daily both hours (see homework policy below).
- Students are grouped by grade level and offered classes including STEM, Gym and outdoor Games, Sports, Arts & Crafts, Drama, Sewing, Coding, Computer Lab, Printmaking, LEGO and other Building activities, Yoga, Sculpting, Math Games, Story-time, Go Noodle Motion, Cartooning, Jewelry-Making, and various fitness programs. These activities are part of our daily schedule without additional charge. *Schedules vary per site*

Extended Day: 6:00pm pick up option is available. Between 5:30 and 6:00pm, children are gathered in the cafeteria for relaxed and less structured activities, such as reading, board games and drawing.

ASE Tuition is computed based on full school year participation (10 months- 180 days of school). Monthly payments do not reflect the number of days in a given month, but 1/10 of the total months. First payment is due at registration, remaining monthly payments are due Sept through May on the 1st day of each month.

<u>Monthly ASE Tuition Payments:</u>	<u>Pick Up 4:30</u>	<u>Pick Up 5:30</u>	<u>Pick Up 6:00</u>
Attending 1 day per week	\$38.00	\$52.00	\$62.00
Attending 2 days per week	\$64.00	\$91.00	\$112.00
Attending 3 days per week	\$91.00	\$132.00	\$168.00
Attending 4 days per week	\$116.00	\$168.00	\$223.00
Attending 5 days per week	\$148.00	\$212.00	\$280.00

** Current tuition fees are subject to increase by Milton Public Schools Committee*

Sibling Discount: If monthly tuition for one child is **\$168.00** or more, additional siblings get a 30% discounted rate. First child pays full tuition.

Tuition Assistance: Milton Community Schools is self-supporting and does not receive funds from Milton Public Schools or grants from 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. If you need assistance, please email MCS Director msandoval@miltonps.org to request an application.

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

ASE REGISTRATION

IMPORTANT: Due to the increasing number of children attending ASE every day, registrations are only accepted monthly and based on capacity. Community Schools is committed to keep offering a quality enrichment program and a safe environment for everyone. Please understand the safety of your child is our first concern. Please note that when registering for ASE, you are reserving a spot. There are no refunds or credits for days not used, or carry-over of days not used from week to week or month to month.

ASE begins the first day of school - Students must be registered by July 31 to start ASE the first day of school

Registering For the School Year:

If you register online in July, the first month's payment is due with registration and the remaining payments are due on the 1st of each month, September through May. Children registered before July 31 will start on the 1st day of school.

Registration After July 31:

Registration to start the first day of school will close on July 31 and will re open mid September. Make sure to register by Sept. 25 to begin ASE the week of September 30. Two monthly payments are due at registration (first and last) and the remaining payments are due on the 1st of each month through May.

Ongoing ASE Registrations:

Registrations are accepted monthly and based on availability. Register online by the last Wednesday of any month to begin the first Monday of the following month. No exceptions will be made.

ASE REGISTRATION & PAYMENTS:

How to Register:

- Visit UniBank at: <https://unipaygold.unibank.com/>
- Scroll down to *MILTON PUBLIC SCHOOLS*
- Menu on the left, find *COMMUNITY SCHOOLS*
- Click on **ASE REGISTRATION**
- Fill out the Registration Form and submit payment
- You will receive a Payment CONFIRMATION via email. This is your payment/registration receipt. Please keep it for your records.

How to Make Payments: (No need to Re-register). All Payments are due the 1st day of the month

- Visit UniBank at: <https://unipaygold.unibank.com/>
- Scroll down to *MILTON PUBLIC SCHOOLS*
- Menu on the left, find *COMMUNITY SCHOOLS*
- Click on **ASE SCHOOL PAYMENTS ONLY**
- Follow instructions and submit payment
- You will receive a Payment CONFIRMATION via email. This is your payment receipt. Please keep it for your records.

Billing:

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:

Put your child's name on all payments to MCS - Many parents and students last names differ
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.

Questions about registering for ASE? Email Jackie Marr ASE Registrar at jmarr@miltonps.org or call us at 617-696-5040 ext. 5544

ASE POLICIES & IMPORTANT INFORMATION

Picking up your Child:

Our program offers enrichment activities. Our staff invest 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: 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 supervisor must be notified in advance. Per MPS policy, no children are allowed to sign themselves out and walk home at ASE dismissal.

Absences

IMPORTANT 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 priority

There is a \$15.00 No-Call fee for failing to notify the ASE supervisor. Second no-call incident is \$25.00, a third incident will be cause for removal from the program.

Program Closings

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

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.

Allergies, Inhalers

If your child has an EpiPen or inhaler, you must provide one for ASE and supply us with the Authorization for Prescription Medication Administration, downloadable here: [Authorization for Prescription/Non Prescription Medication Administration](#). ASE supervisors do not have access to the nurse, her records, or her office during ASE.

Children will not be allowed to stay in our program without their medication and consent to administer. Please understand the safety and health of your child is our first concern.

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.

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 removal from ASE, depending on the frequency and/or severity of the behavior. Safety and respect for self and others are priorities at ASE. The full Behavior Policy can be viewed here [MCS Behavior Policy](#)

PLEASE NOTE: Parents/Guardians must read and agree to the Behavior Policy at registration

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.

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 following manner;

- **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

Drop In Use

- Students already registered and attending ASE can drop in on an unscheduled day with **24 hrs of notice in advance and ASE supervisor confirmation**. With the large volume of students enrolled, allowing occasional students unknown to the staff would challenge our safety and security protocols.
- Same day Drop-In requests are not accepted. Student(s) will be sent to the school office.
- Drop-in fee is \$10.00 per hour per child, payable at pickup via check/money order. **To accept use of Drop in, all accounts must be in good standing.**

ASE Supervisors will not be responsible for students who do not participate in ASE nor received a 24 hrs. notice

*****You must send a message in writing to ASE supervisor by 6:00pm on the day before drop in use and receive a confirmation from the supervisor. You must also notify your child's classroom teacher***

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 a babysitting service.**
- 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 safety 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.
Forward the email confirmation to Lynne Bortolotti ebortolotti@miltonps.org to confirm the change**

Early Release Days (E.R. Day)

- MCS offers special programs to fill the MPS scheduled half days. **Early Release programs are only open for students registered and participating in ASE.** Students not participating in the program at the time of E.R. days cannot be accepted. With the large volume of students enrolled, allowing occasional students unknown to the staff would challenge our safety and security protocols.
- A separate sign up for Early Release Day(s) is required. **The cost is \$25.00 per child** and covers the time from school dismissal until 5:30pm. **Please note there is no extended 6:00pm pick on Early Release Days.**

E.R. Registration:

E.R. sign-ups open mid September & remain open 1 week prior to each ER day. *Late registrations will not be accepted due to the need of adequately staff and prepare for the safety of all students.* One registration per child please. There is neither refund nor credit for ERDays not used.

Early Release Dates (2019-2020)*

- **October 23** Deadline to Register October 16
- **November 14** Deadline to Register November 7
- **December 12** Deadline to Register December 5
- **February 5** Deadline to Register January 29
- **March 5** Deadline to Register February 27

*****MPS Calendar is subject to change, please check calendar updates on the MPS website.***

How to Register:

- Visit UniBank at: <https://unipaygold.unibank.com/>
- Scroll down to **MILTON PUBLIC SCHOOLS**
- Menu on the left, find **COMMUNITY SCHOOLS**
- Click on **EARLY RELEASE DAYS**
- Fill out the Registration Form and submit payment
- You will receive a Payment CONFIRMATION via email. This is your payment/registration receipt.

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. Second no-call incident is \$25.00, a third incident will be cause for removal from program.
- **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.*
- **Drop-In:** Fee is \$10.00 per hour per child, payable at pickup. *To accept use of Drop in, all accounts must be in good standing.*
- **Schedule Changes:** 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.

Limited Enrollment Classes (LEC)

ASE offers optional Limited Enrollment Classes (LEC) that, due to the additional cost of professional instructors or supplies/equipment, are available for additional fees

- **LEC 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 8-12 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.
- LEC run three times a year: Fall, Winter and Spring and are not associated with CASS, GLEA or Tucker Enrichment after school activities

Limited Enrollment Classes begin in October and might include:

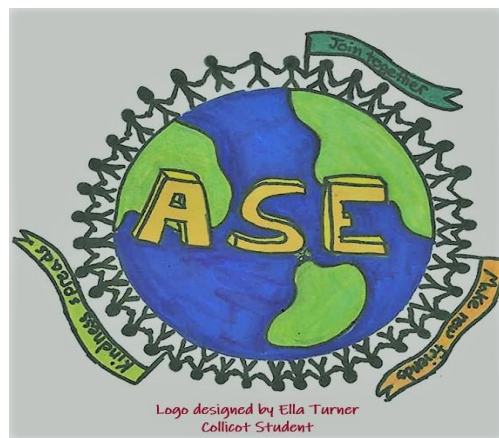
Chess – Gymnastics – Cooking - Nature Explorers, Super Soccer Stars, Art, Drama

Sign up for Limited Enrollment classes starts in mid-September, mid-January and beginning of April. Additional information on how to register will be posted in advance.

Ja Shin Do Karate. Runs throughout the school year; join Karate during online ASE registration by checking the Karate box and including \$35 in monthly fee. Karate classes start after Labor Day. For more information, please contact Camille McNamara at herbalart1@aol.com

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.





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 an appointment in person

Martha Sandoval	Milton Community Schools Director	x5544	msandoval@miltonps.org
Jackie Marr	Administrative Assistant/ASE Registrar	x5544	jmarr@miltonps.org
Lynne Bortolotti	ESAP / Early Release/Schedule Changes Coordinator	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:

TBD	Tucker Gr 2-5 ASE Supervisor	617-799-7692
TBD	Tucker Gr K/1 ASE Sprvsr	617-504-0924

Please visit us at:

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

“Growing up, I spent a lot of time after school learning things in addition to basketball. It helped me figure out who I wanted to be. Kids need after school activities as much as they need good classrooms and good teachers.”

Chris Paul, NBA Hornets