

# Community Schools Parent Handbook

Milton Community Schools After School Enrichment 2018/2019

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

Registration: Join monthly - register by the last Wednesday of any month to begin the First Monday of the Following Month

Participation in ASE and other Milton Community Schools programs is limited to Milton Public School elementary students.

## ASE Tuition and Registration

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. Parents paying in full during July can take a 2.5% discount.

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	<b>\$168.00</b>	\$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 School 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 1<sup>st</sup> 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 1<sup>st</sup> of each month through May. Payment amounts do not reflect the number of days in a given month, but 1/10 of the total. Please pay tuition online; **however if paying by check, please remember to put your child's name on the check.**

**Register and make payments online on the UniBank site; link available on [www.miltonps.org](http://www.miltonps.org)**

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

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

**Do this and you help keep the cost of ASE down by limiting administrative time and costs.**

## Drop In Use

Only need to use ASE once in a while. Is that OK? 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. If your child is an ASE student on even one day of the week, you can make **24 hrs. Advance** arrangements with your ASE Supervisor for use on an unscheduled day.

We realize that emergencies occasionally arise, but ASE enrollment numbers make last-minute notifications unsafe.

*Do not call or email MCS office to make arrangements for drop in use; arrangements must be made with your child's ASE supervisor AND your child's classroom teacher.* Drop-in fee is \$8.00 per hour per child, payable at pickup.

### **For Safety Sake:**

**\*\*You must send a phone or email message to ASE supervisor (not the MCS Office) by 6:00pm on the day before drop in use**

**You must also notify classroom teacher – but note that classroom teachers do NOT pass along notes to ASE supervisors.**

Failure to notify ASE supervisor by email or phone message will result in a \$15 fee.

## Emergency Contacts

Registration must include at least one contact that is local, available, and will 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.

## Vouchers

I have a voucher from CCK. Can I use it for ASE? Unfortunately, due to the costly increasing requirements from the Department of Early Education and Care, Milton Community Schools cannot longer accept vouchers. However, we are accepting applications for Financial Assistance. Please read info below:

## 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, nor credit 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. Parents do not need to submit receipts to the IRS unless audited.

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](mailto:jmarr@miltonps.org)

## **Schedule Changes**

**Please be sure that the ASE schedule you register for is the one you want your child to attend.**

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.

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.

We understand that some parents work jobs with changing schedules and our supervisors will work out schedules that switch days of the week but do not involve adding or reducing time at ASE.

The fee for making the 1<sup>st</sup> 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. Schedule changes will be enacted only at the beginning of each month; Schedule Change requests must be received by the final Wednesday of any month. 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 will contact you by email to confirm the change.

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## 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.

**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 1<sup>st</sup> of the month, through May. 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.

## Early Release Days (ERDay)

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.

**Parents have until October 15<sup>th</sup>, 2018 to register for All ERDays at one time**

Registration is online and cost is \$100 per student. Registering for all ERDays is a commitment by parents that their child will attend all 5 scheduled ERDays. *Should plans change, 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 early release days. If parents decide to pick up early, there is no refund nor credit for ERDays not used.

**Registration for Early Release will open middle September.** To register go to [www.miltonps.org](http://www.miltonps.org) and click on the UniBank icon, then select Early Release Day, fill in the information required and pay the \$100 per student fee.

**Does my child have to go to ASE to register for ERDay?** No, any student can attend the ERDay programs.

**If my child attends ASE on ERDays, is s/he already registered for the ERDays?** No – you must register for **All ERDays** .(above) After October 15<sup>th</sup> there will be open registration periods in advance of each ERDay (check your ASE calendars) for those not already registered for **all ERDays**.

**When can I register for ERDay programs?** Register online by October 10<sup>th</sup> to register your child for all 5 ERDays, or register for each ERDay in advance, before each ERDay deadline. Email reminders will be sent out announcing **each** ERDay registration period. To register go to [www.miltonps.org](http://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. **Late registrations are not accepted due to need to adequately prepare for the safety of all students.**

## Classes and 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\* 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 LE classes and then join ASE only for the time of their LE class.** Limited Enrollment classes begin in October and include:

**Chess - Showtime Drama - Gymnastics - Cooking - Nature Explorers, Super Soccer Stars**

\*Sign up for Limited Enrollment classes on site at each ASE in mid-September and again at mid-year.

### 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](mailto:pianoplaytime@yahoo.com)

**I only want my child to come for one Limited Enrollment class.** Limited Enrollment classes are only open to ASE students attending at the moment of registration. Security protocols demand that all students who participate in a class or activity that is part of ASE must be enrolled in ASE. Most LE classes 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.

## 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, s/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.

## 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 Authorization For Prescription Medication Administration and Medication Prescription Forms and a copy of their action plan provided by their Physician. Both are available at [www.miltonps.org](http://www.miltonps.org) website under Departments>Health Services.

## 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.

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 must read and agree to the Behavior Policy at registration.

## Home-Schooled Students

Home-schooled students who are resident 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 LE classes. We cannot reserve nor guarantee a spot in LEC. To ensure the safety and security of all students, 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.** Please call ahead to serve you better

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

ASE Contacts: (contact ASE supervisors directly, not MCS office, regarding ASE attendance)

Angela Van Allen	Collicot ASE Supervisor	617-799-7687	<a href="mailto:avanallen@miltonps.org">avanallen@miltonps.org</a>
Lynne Bortolotti	Cunningham ASE Supervisor	617-201-1079	<a href="mailto:ebortolotti@miltonps.org">ebortolotti@miltonps.org</a>
Susan Gionfriddo	Coll/Cunn Kindergarten ASE Sprvs	617-304-6265	<a href="mailto:sgionfriddo@miltonps.org">sgionfriddo@miltonps.org</a>
Deborah Mullins	Glover Gr K/1 ASE Supervisor	617-216-2355	<a href="mailto:dmullins@miltonps.org">dmullins@miltonps.org</a>
Ginger DeCristoforo	Glover Gr 2-5 ASE Supervisor	617-799-7680	<a href="mailto:gdecristoforo@miltonps.org">gdecristoforo@miltonps.org</a>
George-Marie Jasmin	Tucker Gr 2-5 ASE Supervisor	617-799-7692	<a href="mailto:gjasmin@miltonps.org">gjasmin@miltonps.org</a>
Liz Macomber	Tucker Gr PreK/K/1 ASE Sprvsr	617-504-0924	<a href="mailto:lmacomber@miltonps.org">lmacomber@miltonps.org</a>

**For more information about MCS programs, visit:** <https://www.miltonps.org/departments/community-schools>