

Riverside Magnet School at Goodwin College

*29 Willowbrook Road
East Hartford, CT 06118
Phone (860) 709-6800*

Studio After-School Program Enrollment Form

Please complete and return this form to:

Casey Decoteau

#860-709-6822/ CDecoteau@goodwin.edu

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

What grade will your child be in as of the Fall 2017: _____

Address: _____

Phone: _____ **Email:** _____

A \$25 non-refundable deposit is required to reserve your child's slot in the studio program for the 2017-2018 school year. This deposit will be applied to the first month's payment.

___ My child will participate in the **Monday-Friday afternoon** studio program from dismissal until 5:45PM. I understand there is a monthly fee of \$325 for this program, due on or before the 20th of each month.

___ My child will participate in the **Friday Only afternoon** studio program from dismissal to 5:45PM. I understand there is a monthly fee of \$75 for this program, due on or before the 20th of each month.

Acknowledgment

Please read the attached Studio Information sheet and payment schedule and sign below.

I have read and understand the policies and procedures for the afternoon studio program and agree to abide by the terms set forth herein.

Parent/Guardian Name/Signature

Date

Below is a Studio payment schedule. Payments are due on or before the 20th of the month, BEFORE the month of service. Payments must be received, NO later then the last day of the month or you may be subject to automatic dis-enrollment from the program. Payments made after the 20th will be assessed a 25\$ late fee.

**December and April payments are pro-rated to reflect school vacations - See below*

Payment Date	For services the month of:	Amount Due Friday Only	Amount Due Monday-Friday
July 15, 2017 Upon Enrollment Submission		\$25 (deposit)	\$25 (deposit)
August 20, 2017	End of August/September	\$50 (deposit applied)	\$300 (deposit applied)
September 20, 2017	October 2017	\$75	\$325
October 20, 2017	November 2017	\$75	\$325
November 20, 2017	December 2017	\$60	\$250
December 20, 2017	January 2018	\$75	\$325
January 20, 2018	February 2018	\$75	\$325
February 20, 2018	March 2018	\$75	\$325
March 20, 2018	April 2018	\$60	\$250
April 20, 2018	May 2018	\$75	\$325
May 20, 2018	June 2018	TBD	TBD

*Sibling discount is not reflected**

****Please keep this page for your records ****

Studio Information

Welcome to the Riverside Magnet School at Goodwin College, RMS After School Program. The Studio Program is designed to offer enrichment activities to children in Pre-K through Fourth Grade. The program offers children a variety of Reggio Emilia inspired enrichment opportunities, including, literacy, musical exploration, physical development experiences, outdoor learning time, time with construction materials and opportunities to explore a variety of art materials. Children will be able to pursue their own interests in a safe, friendly environment, which supports the development of the “Hundred Languages of Children”, while taking care of our environment, each other and ourselves.

To enroll in Studio, before the upcoming school year, a **\$25 non-refundable deposit must be received by July 14th**. This deposit will guarantee your child’s spot at the start of the school year. If full payment is not received by the due date of August 20th, your child will be put on the wait list.

The initial deposit given **will NOT hold a spot** past the start of the school year. If payment is not received then we are to assume the spot is not needed and the deposit will be forfeited.

To enroll **after the start of school**, please contact the Studio Coordinator for information and payment time frames. Full payment must be received in order to start the program.

Payment Due Date

Payments are due on or before **the 20th of every month** (if a payment is received prior to the 20th, you may experience a delay with the processing of the payment) for the following month. There will be a **\$25.00 late fee** for all payments received after the 20th.

- If payments and late fee are not received by the last day of the month, **your child will automatically be dis-enrolled from Studio and you will be expected to make alternative after-school care arrangements.**
- To re-enroll, you must pay the balance owed and your child will be put on the waitlist.

Reimbursement for Payments

If a student has applied for the Care 4 Kids program and is waiting on the status of their application, **parents/guardians are required to pay the full amount of \$325 a month.** Once RMS receives the Care 4 Kids certificate for the student stating that he/she qualify for the service, RMS must first receive the invoice and the amount paid from Care 4 Kids program before issuing a credit to be applied for the next month. (**Subject to change due to Care 4 Kids Enrollment**)

There is no reimbursement for students who are withdrawn from the studio program and have used the service.

Returned Check Policy

In the event a payment is returned for in-sufficient funds, you will be expected to pay a \$15 insufficient fee along with the actual payment amount. **Please beware that this re-payment and all future payments must be paid in ‘Cash’ for the duration of the school year.**

Family Discount

Families with more than one child from the ***immediate family*** enrolled in studio will receive a 10% discount.

Late Policy (Late Pick up)

The studio program ends at 5:45pm Monday-Friday. If you arrive after 5:45pm, there will be an aftercare service fee ***due in cash, immediately upon arrival***. The first time offense will have a five-minute grace period consequently \$1 per minute will be due immediately thereafter.

Updated Contact Info

In case of an emergency, it is very important to keep your contact information for RMS updated. Once you are aware of a change, contact our school at (860) 709-6800 or Casey Decoteau at (860) 709-6822 to make changes ***without delay***.

Pick-Up Verification

Students will be released only to adults over the **age of 18** who are listed on the student's contact/pick-up list. To ensure every student's safety, ***a photo ID/Passport is required for verification*** during pick-up. Other verifications include a phone call to the parent if pick-up arrangements have not confirmed by our staff.

Afternoon Snack

Children will have snack daily when they arrive for Studio. Children will have a choice between having snack provided by Studio or a snack from home. Parents/Guardians are encouraged to provide only ***healthy snacks*** for students to enjoy during their time in the studio program.

Medication

Riverside Magnet School After-School Studio Program is a separate entity and therefore student medication is not regulated/maintained by the school nurse. Children enrollment in the Studio program, whom require medication (Epi pen, inhaler, Benadryl, etc), must provide a separate Authorization for Medication form (signed by a physician) and a separate supply of medication for Studio use only.

The administering of all medications, non-prescribed (over the counter) and prescribed, must be accompanied by a completed Authorization for Medication form. Trained staff may administer medication to your child provided the "Authorization for Medication" form has been completed, in its entirety, by the parent and a physician. No medication or medicinal herb can be administered or accepted by Studio staff unless this form has been completed.