

# STUDIO PROGRAM Riverside Magnet School at Goodwin College

A hundred hands, a hundred thoughts, a hundred ways of thinking, of playing, of speaking.

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**Family Handbook  
School Year 2017-2018**

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**Studio and Community Coordinator:** Casey Decoteau #860-709-6822 (office)  
[CDecoteau@riversidemagnetschool.org](mailto:CDecoteau@riversidemagnetschool.org)

**Front Desk:** #860-709-6800

Phones will be off at 4:30, please call the Studio phone number

**Studio:** # 860-449-2518

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Welcome to the Riverside Magnet School at Goodwin College, RMS After School Studio Program. The Studio Program is designed to offer enrichment activities to children in Pre-K to Fourth Grade. The parent handbook is an integral part of the enrollment agreement between RMS Studio Program and the caregivers of the children enrolled in the program.

The Studio Program will offer children a variety of Reggio Emilia inspired enrichment opportunities, including, but not limited to 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”.

### **Registration, Enrollment and Hours of Operation**

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The Studio Program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

Our studio program runs Mondays-Thursdays from 3:00-5:45pm and Fridays from 12:45-5:45pm. During Studio children will be offered a variety of enriching activities and experiences. Throughout the year in Studio, we plan to spend some quality time exploring and getting to know our community. One of the ways we will learn about our community is through walking trips to our Community Garden, the Goodwin College Campus Field and The Connecticut River Academy (CTRA). We would encourage you, on those days, to pick your child up after any planned walking trips so your child can participate fully in our planned program.

#### **Eligibility:**

The Riverside Magnet School Studio Program accepts children who are enrolled at RMS. Enrollment depends on number of spaces available.

#### **Registration:**

Registration for the beginning of the school year, Studio Program, will start at the end of the previous school year. Depending on the school calendar, Studio registration will close in July and any persons enrolling after the closing date will be put on a waiting list. Child will be taken off the waiting list when spots become available.

Parents/guardians must complete and submit a Studio enrollment form and pay a non-refundable 25\$ deposit to secure a spot. Payments for the first month of school are due

by August 20<sup>th</sup>. The initial deposit will go towards the first month of Studio. Spots secured with a deposit will only be held for a first month of school start date.

**Payments are due each month by the 20<sup>th</sup>.**

Mid-year enrollments are dependents upon spaces available. If there is a spot available, families must fill out all necessary paperwork and make their first payment by the 20<sup>th</sup> of the month prior to the 1<sup>st</sup> month of enrollment. Only then will students be enrolled.

**Openings:**

All openings are based on staff coverage and available space in the school. Families already enrolled in the program are offered early registration for the next school year in June. Enrollment does not roll over. Returning students must be re-enrolled.

A wait list will be created if we are unable to accommodate all enrollment requests. As space becomes available families on the waitlist will be notified.

**Hours of Operation:**

**Parents are responsible for signing their child out from studio each day.**

Studio Program	Hours
Monday-Friday	3:00-5:45 (Fri 12:45-5:45)

**Tuition**

Tuition payments are made on a monthly basis and are charged at a flat rate. There are no prorated weeks.

To make a payment, you can drop it in our payment drop box (located next to the front desk at 29 and outside the front office at 167) or you can go online

*Tuition payment may be made by personal check, certified bank check, money order, cash or online at <http://riversidemagnetschool.org/studio/> ~Online directions available upon request*

- Please refer to the last page of this handbook for the tuition payment schedule
- Payments are due **on the 20th of every month**
- There will be a **\$25.00 fee for all late payments received after the 20th (due date)**. If payments are not made on time or before the due date and the monthly charge and late fee are not received by the last day of the month, **your child will automatically be disenrolled for the following month and the spot may be refilled by a wait list candidates.**

**Monthly Payment Schedule for 2017-2018**

Payment Date	For services the month of:
August 20, 2017	End of

	August/September
September 20, 2017	October 2017
October 20, 2017	November 2017
November 20, 2017	December 2017
December 20, 2017	January 2018
January 20, 2018	February 2018
February 20, 2018	March 2018
March 20, 2018	April 2018
April 20, 2018	May 2018
May 20, 2018	June 2018

### 2017-2018 Tuition Rates

Days	Time	Fee
Monday-Friday (Includes Fri)	3:00-5:45(M,T, W,Th) & 12:45-5:45(Fri)	\$325 A Month
Friday Only	12:45-5:45	\$75 A Month

\*\*\*There are two conferences periods throughout the year. Children who are enrolled in the Fri-Only Studio Program have the option to sign up for these Half Days for a Fee of an additional \$15 per day. For those children who are enrolled in the Monday-Friday Studio Program these half days are inclusive.

#### **Family Discount:**

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

#### **Additional Tuition Fees:**

- **Insufficient Funds Fee:**

In the event a payment is returned for insufficient funds, you will be expected to pay a \$15 insufficient fee along with the actual payment amount. Please understand that this re-payment and all future payments must be paid in 'Cash' or 'money order' for the duration of the school year. Please contact the Studio Coordinator with questions.

- **Care 4 Kids Reimbursement for Payments:**

If a student is enrolled in 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. If Care 4 Kids is not being utilized, they will cancel your certificate and you will have to reapply.

**Late Policy:**

*All families must sign and return our late policy.*

There will be a late fee assessed for late pick ups. If you do not arrive by 5:45, you are late.

**Late fees are as follows:**

- **First late arrival:** there will be a flat fee of 5\$ and an additional 1\$ per minute past 5:46PM.
- **Second late arrival:** there will be a flat fee of 10\$ with an additional 1\$ per minute past 5:46PM
- **Third late arrival** will be a flat fee of 25\$ with an additional 1\$ per minute past 5:46PM
- The **fourth late arrival** will result in a mandatory meeting with school administration. At that time we will decide if other arrangements for your child will need to be made.

RMS reserves the right to dismiss families from the Studio program.

Late fees are to be paid in cash upon arrival or paid with the upcoming tuition payment. If late fees are not paid, students will not be allowed to return until they have been paid.

**Withdrawal and Schedule Changes:**

Parents wishing to withdraw their child from the Studio Program must notify the Program Coordinator in writing at least 5 days prior to discontinuation of this service. Tuition will be due for the balance of the month the child is enrolled. There is no reimbursement of payment for children who have used the service and are withdrawn from the Studio Program, either by the school or by the parent/guardian.

**No Studio days**

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**Scheduled No-Studio Days:** \* Studio will be closed any day there is no school\* and on the following school wide professional development days.

Here at Riverside we value our educators and what their professional growth brings to our school community . For that reason, we have scheduled 6 professional development days for our Instructors throughout the school year. On those days, Studio will be closed and all children must be picked up at the end of the school day.

**Professional Days:**

- Friday, September 22nd
- Wednesday, October 25th
- Friday, December 8th
- Wednesday, January 31st
- Friday, April 27th
- Wednesday, May 23rd

**Inclement Weather/ Emergency Closings:**

**Early Release:** If school is closed early due to inclement weather the Studio Program will be cancelled. Parents/ guardians will be notified via email or all call if Studio is cancelled.

**Please make sure we have your most up to date phone number and email**

**Absences:**

Please notify the program coordinator if your child will not be attending the Studio Program because of scheduled appointment, vacation, or other planned absence.

If your child is absent from the program on any given day, payment is still required to ensure your child's place in the program.

**Release of Children:**

During registration you are asked to provide a list of people who are authorized to pick up your child (Contact Information/ Pick up Verification form). Children will only be allowed to leave with these individuals unless prior written permission is submitted to the Studio Staff.

**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 are not confirmed by our staff.

**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, Studio # (860)449-2518 or email Casey Decoteau at [CDecoteau@riversidemagnetschool.org](mailto:CDecoteau@riversidemagnetschool.org).

**Parents must provide any updated information and changes throughout the year to the Studio Coordinator in writing.**

**Health & Safety:**

- If your child has any known medical conditions (i.e., allergies, asthma, etc.) please document any medical needs on the child's Studio forms. Please note: only trained staff can administer medication.
- Children who have contracted a contagious illness (i.e., pinkeye, ringworm, et.) will be notified immediately and the child will have to be picked up. Parents are required to notify the staff in such case, and a physician's note will be required before the child will be allowed to return to the program.
- If the child develops one of the following conditions while at the Studio Program, the parents will be notified to pick the child immediately: contagious illness, fever of more than 100° Fahrenheit, vomiting, diarrhea, or an accident requiring medical attention. Parents are asked to keep their child home until all symptoms have cleared.

- In case of an accident or illness during the day, parents or guardians of the child will be contacted immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment.

### **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 enrolled in the Studio program, who require medication (Epi pen, inhaler, Benadryl, etc), must provide a separate Authorization for Medication form 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.

### **Prescription and non-prescription medication:**

- Must be in the original container
- Prescription medication must have a pharmacy label stating the name of the physician, child's name, name of the medication, and medication directions.
- All prescription and non-prescription medication will be dispensed only according to the written directions on the completed Authorization for Medication form
- **No medication**, prescription or over the counter, (including, but not limited to; sunscreen, bug spray, itch treatment, chapstick) can be placed in your child's backpacks or school bags and brought to the center. All medications must be given to the Studio Coordinator directly.

### **Authorization for Medication:**

In order for the staff to administer medication to your child, you and your child's physician, must complete the "Authorization for Medication" form. A separate form must be completed for each medication and each new series. It is important that the physician indicates the dates when the medication is to start and when it is to finish. Make sure to let staff know if your child will need to receive medication on a regular basis or daily basis for an extended period of time.

### **Sunscreen:**

During the spring and summer months, the weather can be very hot and sunny and the children need sunscreen in order to prevent sunburn while having great fun on the playground. We do not provide sunscreen for your child. However, with the appropriate paperwork, signed by both doctor and parent, Studio staff can apply sunscreen before children go outside. **Without a completed Authorization for Medication form and parent consent, Studio staff cannot apply sunscreen.**

### **Insect Repellant:**

During certain times of the year mosquitoes can be a problem for outside activities and the children may need insect repellent to reduce the potential for bug bites while having fun and enjoying the playground. In order for insect repellent to be applied, you are required to provide a doctor's order and parent consent form. **Without a completed Authorization for Medication form and parent consent, Studio staff cannot apply insect repellent.**

**First Aid:**

Scratches, minor cuts or insect bites will be treated with soap and water only. Band-Aids will be used as necessary. If more serious treatment is needed parents will be notified.

**Injury while in Studio:**

If your child is injured at the center, the Studio Coordinator and your child's teacher will complete an incident report to be signed by the parent and a copy will be given to you. A signed copy will then be placed in your child's file. If the injury is serious, appropriate emergency care will be administered, emergency personnel summoned, if needed, and you will be contacted by phone.

**Staffing:**

The children will be supervised by RMS Early Childhood Instructors who will be staffed accordingly to the number of children enrolled in the Studio program. The program will be staffed up until 5:45pm.

**Afternoon Snack:**

During their time in Studio, children will have the choice to have school snack (provided by SLA) or a snack that is provided from home. Parents/Guardians are encouraged to provide healthy snacks for students to enjoy during their time in the studio program.

**Communication:**

Open communication is very important to us here at RMS. We strive to build strong relationships with our families. There are many ways we will be communicating with you throughout the year.

*\*\*Please check for your child's sign out sheet/clipboard for notices, flyers, reminders and/or updates on what's happening during our time with your children.*

Here's to find out what's happening in Studio:

- Two-way communication- Conversations with afternoon Instructors
- Documentation- Through collaboration, children and Instructors will be reflecting on their studio experiences. These reflections/ pictures/ drawings and writings, will be displayed through the school
- Emails
- Written communication

**Child's Personal Property:**



Children's personal property, coats, school bags, water bottles etc., must be **labeled** and taken home each evening. Any personal property that staff cannot identify will be taken to the lost and found box at the front of the school, by the front entrance. Although we attempt to help the children stay organized, the Studio Program and staff cannot be responsible for lost or damaged property.

### **Visitors/ Walking Field Trips:**

Each day provides enriching opportunities, in and out of the classroom, for social, cognitive, physical and emotional development in a safe, nurturing and supportive environment. Studio is an extension of our school and its philosophy so we continue to be child centered and driven by the interests and needs of the children. Children have various opportunities to talk with and listen to adults, talk and listen to other children, to read stories, to listen to music, to exercise, to cook, to do art activities, and to sing. Some of these experiences will come from special visitors we have invited to Studio.

The learning environment for our Studio Program extends beyond the school walls and playground to the special resources in the larger Goodwin College learning community. To take advantage of these "extras" the children may walk to the Community Garden, Goodwin College field or CTRA (Connecticut River Academy).

The walking field trips are planned in advance. Parents are informed where the children are going, what they will be doing and when they will return through emails and notices sent home and in the pod on the sign out sheet. The children are closely supervised at all times. Periodically, when interest is piqued or the weather is especially inviting, there may be spontaneous excursions in and around our school, such as collecting natural objects for study. Parents are always invited to participate in the field trips. Permission from the parent for each individual child is always obtained at the time of enrollment into Studio to participate, via walking field trip form.

### **Volunteering in Studio:**

The roles of families in our school community are very important. We value the relationships we form with you and your children. These relationships are the foundation of our school community.

*We would like to welcome you to come in to volunteer during studio and there are a variety of ways you can!*

### **Some ideas are:**

- Offer to read a story to your child's pod. The children love to have new readers visit!
- Volunteer in the pod. There are a variety of experiences planned each day (literature, science, cooking, art, music, etc.). The children in the pod will enjoy having another person come in to explore with. This also lets you see first-hand what your child does each day.

- Join us on a walking Field Trip to the Community Garden, CTRA or the Field. We all live very busy lives and we value your time. If you are unable to come in during studio, we understand. Here are some other ways you can be involved.

- Donate recyclables on an as needed basis to the pod (paper, tissue boxes, old cardboard, newspapers, etc.). These materials can be used in a variety of interest areas like art, sensory and engineering. Please look out for sign-up sheets; they will be located on the sign out sheet.
- Share family traditions with your child's pod. A few ideas for you to share are; cooking recipes, pictures, books, etc.

If you have any additional ideas please share them with us. We would love to hear them!

**\*Please sign and return with your registration form\***

I have read and understood this document and agree to support the policies and procedures of the Studio After School Program.

\_\_\_\_\_  
Parent name (Please print)

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*\*If payment is not made by the last day of the month with the \$25 late fee, your child may be dis-enrolled from the Studio Program. \*Please refer to page 3 of the Studio Handbook.*