

*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 Guiheen**

860-709-6822/860-449-2518/ [CGuiheen@riversidemagnetschool.org](mailto:CGuiheen@riversidemagnetschool.org)

**Child's Name :** \_\_\_\_\_ **Child's DOB :** \_\_\_\_\_

**What grade will your child in the Fall of the upcoming school year :** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**A \$25 non-refundable deposit (Does not apply to mid-year enrollments)** is required to reserve your child's slot in the studio program for the 2018-2019 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 5:45 PM. I understand there is a **monthly fee of \$325** for this program, due on or before the 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> of the month, BEFORE the month of service. Payments must be received, NO later than the last day of the month or you may be subject to automatic disenrollment from the program. Payments made after the 20<sup>th</sup> will be assessed a 25\$ late fee.

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

<b>Payment Date</b>	<b>For services the month of:</b>	<b>Amount Due Friday Only</b>	<b>Amount Due Monday-Friday</b>
<b>July 15, 2018 Upon Enrollment Submission</b>		<b>\$25 (deposit)</b>	<b>\$25 (deposit)</b>
<b>August 20, 2018</b>	<b>End of August/September</b>	<b>\$50 (deposit applied)</b>	<b>\$300 (deposit applied)</b>
<b>September 20, 2018</b>	<b>October 2018</b>	<b>\$75</b>	<b>\$325</b>
<b>October 20, 2018</b>	<b>November 2018</b>	<b>\$75</b>	<b>\$325</b>
<b>November 20, 2018</b>	<b>December 2018</b>	<b>\$60</b>	<b>\$250</b>
<b>December 20, 2018</b>	<b>January 2019</b>	<b>\$75</b>	<b>\$325</b>
<b>January 20, 2019</b>	<b>February 2019</b>	<b>\$75</b>	<b>\$325</b>
<b>February 20, 2019</b>	<b>March 2019</b>	<b>\$75</b>	<b>\$325</b>
<b>March 20, 2019</b>	<b>April 2019</b>	<b>\$60</b>	<b>\$250</b>
<b>April 20, 2019</b>	<b>May 2019</b>	<b>\$75</b>	<b>\$325</b>
<b>May 20, 2019</b>	<b>June 2019</b>	<b>TBD</b>	<b>TBD</b>

*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 15<sup>th</sup>**. 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 20<sup>th</sup>, your child will be put on the waitlist.

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 20<sup>th</sup> of every month** (if a payment is received prior to the 20<sup>th</sup>, 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 20<sup>th</sup>.

- If payments and late fee are not received by the last day of the month, **your child will automatically be disenrolled 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 insufficient funds, you will be expected to pay a \$15 insufficient fee along with the actual payment amount. **Please beware that this repayment 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 5:45 PM 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 Guiheen at (860) 709-6822 or (860)449-2518 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 (Epipen, 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. ***\*This includes Sunscreen and Bug spray\****

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.