



MicroSociety After School Program 2022-2023

Dear Parent/Guardian:

Welcome to the MACS After School Program! Here are some important dates and timelines to be aware of:

June 30: Applications open - accepted by Mail or Drop Off only (no email please), first come first served

July 31: Refunds, less registration fee, returned to families until 7/31

August 1: Registration fee and deposits are non-refundable from 8/1 forward

August 25: Registration Closes*

September 6: First day of school and After School Program

* Registrations received after 8/25 may start the program on the *second* week of school, *if* there are openings.

The After School Program will begin on the first day of school, September 6, 2022. **The program runs from 3:40 pm - 5:30 pm each school day.** Children should be picked up at the back door (upper level) by 5:30 pm. For parents who are late for pick-up, there will be a late fee charged. The late fee is due *prior* to the next day your child attends, or he/she will not be allowed to attend that day. **Late fee is \$1 for every minute late, payable that day upon pick up.**

We have limited space and cannot take more than **10 students** in the program. If you know you will need care in September, do NOT delay in registering or your child may be put on a wait list. Part-time slots are LIMITED. **Please note: There will be NO After School Program on early release and teacher workshop days.**

The following must be included in order for registration to be complete:

- Completed Registration/Emergency and Pick-Up Authorization Forms (included in this document)
- Immunizations and physical dated within one year of start date of program (we must have on record at school)
- Registration fee of \$75 per family AND the first and last week's tuition payment deposit. We will retain a one week tuition payment that will be issued to pay for your final week of care.

You will receive a confirmation email that you are accepted into the program. If you do not receive an email within two weeks of submitting your application, please call 603-595-7877.

YOUR ENROLLMENT WILL BE DELAYED IF: 1) Your packet arrives incomplete, or 2) you have an outstanding balance. If there is a problem with your packet, we will call or email you. After the 3rd attempt at contacting you, if we still do not have a complete package, your child will be unenrolled from the program.

After School Tuition Information

Tuition payments are based on a total of 168 days of care. Payments are taken in full for every month your child is registered for. There are no refunds/reimbursements if your child is absent or school is not in session for any reason (vacation, illness, weather). Daily rate is \$20/day, with a discounted rate of \$85/wk for those enrolled five days a week. Your options are to pay in 9 equal monthly installments, or two equal installments, or payment in full (discounted rate). For additional information about refund and payment requirements, you can read the ["Refunds and Delinquency of Payment Policy"](#) on our website.

All families must pay a non-refundable registration fee of \$75 in addition to the following:

- 5 days/week 1st and last week deposit: \$170 (total of \$245 including registration fee)
- 4 days/week 1st and last week deposit: \$160 (total of \$235 including registration fee)
- 3 days/week 1st and last week deposit: \$120 (total of \$195 including registration fee)
- 2 days/week 1st and last week deposit: \$80 (total of \$155 including registration fee)
- 1 day/week 1st and last week deposit: \$40 (total of \$115 including registration fee)

Payment options and pricing are as follows:

Remaining balance if paid in FULL no later than September 1st - (discounted rate, less the first and last week deposit):

- 5 days/week - \$2552
- 4 days/week - \$2402
- 3 days/week- \$1802
- 2 days/week- \$1201
- 1 day/week - \$601

Remaining balance if paid in 2 payments no later than September 1st and January 1st (less the first and last week deposit):

- 5 days/week - \$1343 each installment
- 4 days/week - \$1264 each installment
- 3 days/week- \$948 each installment
- 2 days/week- \$632 each installment
- 1 day/week - \$316 each installment

Monthly Payments - 9 payments due the 1st of each month (less the first and last week deposit). Due dates: Sept 1, Oct 1, Nov 1, Dec 1, Jan 1, Feb 1, March 1, April 1, May 1

- 5 days/week - \$299 each installment
- 4 days/week - \$281 each installment
- 3 days/week- \$211 each installment
- 2 days/week- \$141 each installment
- 1 day/week - \$71 each installment

Families sending more than one child to the program will receive a 10% tuition discount.

Please call the main office if you have any questions! 603-595-7877

Thank you,

**Amy Bottomley
Executive Director**

**Susannah Williams
Assistant Director**

**MACS After School Program
2022-2023 Registration/Emergency Form (Page 1 of 2)**

Child's Name: _____ **Child's Grade** (for 2022-2023 school year): _____

After School Program Start Date: _____

Circle which applies:

Full Time: 5 days/week, Monday-Friday **OR** Part Time (circle which days): M - T - W - Th - F

Payment Type (circle your preference):

Pay in Full

Two Payments

Monthly (9 payments)

Parent(s) or Guardian(s) legally responsible for child:

Name: _____

Name: _____

Relationship to Child: _____

Relationship to Child: _____

Street: _____

Street: _____

City: _____ Zip: _____

City: _____ Zip: _____

Cell # _____

Cell # _____

Home # _____

Home #: _____

Workplace: _____

Workplace: _____

Work # _____

Work # _____

Email: _____

Email: _____

After School Program Code of Conduct:

In the MACS After School Program, students are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship, and consideration for the rights of others, just like during the regular school day. Rudeness or violence in any form will not be tolerated. I understand that refusal to follow reasonable requests from staff, repeated disregard for the rules, or a single significant incident may result in my child being suspended from or removed from the program.

Parent Signature: _____ Date: _____

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2022-2023 Registration/Emergency Form (Page 2 of 2)**

PICK UP AUTHORIZATION:

Emergency contact (must be local) other than parent/guardian:

Name: _____ Phone: _____ Relationship to Child: _____

Additional Pick-up Authorization (optional):

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

***Unauthorized to pick up:* (Legal Documentation required if biological parent).**

Name: _____ Phone: _____ Relationship: _____

Medical Emergency Statement:

I hereby give permission for the MACS After School Program Staff to give my child, _____, simple first aid when necessary or, in the event of a more serious accident, for my child to be transported to the hospital or other medical facility to receive emergency medical treatment. I also authorize ambulance/rescue squad attendants to administer such a treatment as is medically necessary, and I authorize the hospital to undertake examination and emergency treatment if warranted on behalf of my child. Parents will be responsible for all costs incurred in such emergencies.

Child's Dr. Name: _____

Child's Dr. Phone # _____

_____ Hospital Preference

_____ Signature of parent/guardian

_____ Date

Allergies: _____

Epi Pen? _____

Treatment? _____

If it involves OTC (over the counter) medications like benadryl, parents must supply the medication in its original packaging to the main office before the start of the program.

I give permission to the MACS After School Care staff to give my child, _____, the following: _____

Dose administration instructions: _____

Parent Signature: _____ Date: _____