



MicroSociety After School Program 2023-2024

Dear Parent/Guardian:

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

May 15: Applications open - accepted by Mail or Drop Off only (no email please), first come first served

August 1: Refunds, less registration fee, returned to families until 8/1

August 2: Registration fee and deposits are non-refundable from 8/2 forward

August 25: Registration Closes*

September 5: 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 5, 2023. **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 167 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. 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: \$200 (total of \$275 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 - \$2983
- 4 days/week - \$2387
- 3 days/week- \$1790
- 2 days/week- \$1194
- 1 day/week - \$597

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 - \$1570 each installment
- 4 days/week - \$1256 each installment
- 3 days/week- \$942 each installment
- 2 days/week- \$628 each installment
- 1 day/week - \$314 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 - \$349 each installment
- 4 days/week - \$280 each installment
- 3 days/week- \$210 each installment
- 2 days/week- \$140 each installment
- 1 day/week - \$70 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**

**Tammy O'Connor
Assistant Director**

**MACS After School Program
2023-2024 Registration/Emergency Form (Page 1 of 2)**

Child's Name: _____ **Child's Grade (for 2023-2024 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 and repeated disregard for the rules may result in my child's removal from the program upon receipt of the third written warning. A single significant incident revolving around safety and/or violence may result in my child being removed immediately from the program.*** There will be no refunds for that month or registration-related fees.

Parent Signature: _____ Date: _____

