

INFORMATION FOR INCOMING KINDERGARTEN FAMILIES

PROGRAM SCHEDULE AND LOCATIONS

SEPTEMBER

Kindergarten students are dismissed from Cabot School at 12:30 every day during the month of September. Cabot After School, Inc. is available from 12:30-3:00 P.M. and is designed to extend the day to coincide with school dismissal for grades 1-5. CASP is one of three after school options available to Cabot students. For information on other programs, see the Cabot PTO website (www.cabotpto.org).

Cabot After School, Inc. also runs on Monday, Wednesday, Thursday, and Friday afternoons from 3:00-6:00 P.M. and on Tuesday, the students attend from 12:30-6 P.M. This program is located at the Cabot School, 229 Cabot Street, Newtonville and utilizes the two lunchrooms as well as classrooms in the building. The CASP office is located on the first floor in room 114.

OCTOBER - JUNE

Beginning in October, "Group A" kindergarteners will remain in their classrooms until 3:00 on Mondays and Wednesdays and "Group B" students will stay on Thursdays and Fridays. This schedule change will result in a reduction of hours for many kindergarteners and we will process a contract addendum reflecting the change. CASP runs on a ten-month contractual schedule. Kindergarten families who sign up for September are expected to continue for the remainder of the school year.

EARLY RELEASE THURSDAYS

Newton will have six early release Thursdays during the school year when all elementary school students are dismissed at 12:30. The dates for next year have not yet been announced. Cabot After School, Inc. will offer extra coverage from 12:30 – 3:00 P.M. only to the students enrolled on Thursdays from 3:00 – 6:00 P.M. at the same hourly rate that is established for next year's tuition. If staffing permits, Kindergarten students who attend on Thursdays from 12:30 – 3:00 may have the option of extending their day to 6:00 P.M. in order to participate in the early release field trip or onsite activity.

FEBRUARY AND APRIL VACATION PROGRAMS

February and April Vacation Programs are offered on a first come first served basis to children enrolled in CASP during the school year. Information on the vacation schedules will be placed in CASP mail folders a month in advance. We need a minimum of fifteen students and a maximum of fifty to be enrolled each day to operate.

ARRIVAL AND DISMISSAL POLICY

ARRIVAL

Kindergarten students are walked to the kindergarten benches by Cabot faculty and will be met and signed in by the CASP staff at 12:30 and 3:00 P.M.

DISMISSAL

At 2:55 P.M. on Monday, Wednesday, Thursday, and Friday afternoons, kindergarten students will be escorted to the kindergarten wing for dismissal if they are scheduled to go home at 3:00P.M. Parents and all other designated adults who are picking up kindergarten children must sign out with the Kindergarten Coordinator or staff member before the child will be released. Once the parent/pickup person arrives they will assume responsibility and the Program is no longer responsible.

Kindergarten children who stay beyond 3:00 P.M. will join full day kindergarten students on the bench before heading to their designated room for snack and group time. Kindergarten students who take the Boston and/or Newton Bus will be escorted to the Cabot School Office where they will be met by a Cabot School bus designee.

Dismissal Monday thru Friday of the remaining kindergartners follows a different procedure since students leave at varied times during the afternoon. At the end of the day all students must be signed out by an adult on the attendance sheet found on the program clipboards. A photo ID will be required until staff begin to recognize pick-up persons.

Kindergarten students must be picked up promptly at 3:00 or by 6:00 P.M. depending on the hours contracted. Parents should make alternative arrangements if they know they will be late. All children are required to be picked up by an authorized adult (siblings or friends of students must be at least 12 years of age to pick up). If you wish to pick up earlier in the day, you should contact the CASP office, as

children can be offsite in Cabot Woods, on the tennis courts, or outside on the Cabot Field.

CABOT KINDERGARTEN ITINERARY M,W,TH, F

12:30: Attendance
12:35: Lunch
1:00: Free play inside
1:45: Activity/story
2:30: Free choice
2:50: Clean up
3:00: Dismissal/snack
3:30: Gym
4:00: Story/activity
5:00: Free play
5:45: Dismissal

TUESDAY ITINERARY

12:30: Attendance and group meeting
12:40: Lunch
1:00: Outside
1:30: Clubs
2:50: Meet in Gym and return to K program
3:00: Dismissal/snack
All programs resume their schedules as noted on M,W,TH,F

PROGRAM CALENDAR

Cabot After School, Inc. follows the Newton Public Schools Calendar. Group A kindergarteners will begin school on Tuesday, September 4 and Group B will begin the following day. Your child is welcome to attend CASP if they are enrolled with us for those days even if they do not attend school that morning.

Except for the February and April vacation weeks, CASP is closed when the Newton Public Schools are closed. These closed days include:

- ❖ September 3 - Labor Day
- ❖ September 17 - Rosh Hashanah
- ❖ September 26 - Yom Kippur
- ❖ October 8 - Columbus Day
- ❖ November 12 - Veterans Day
- ❖ November 22-23 - Thanksgiving recess

- ❖ December 24-January 1 - December recess
- ❖ January 21 - Martin Luther King Day
- ❖ February 18 - Presidents Day
- ❖ March 29 - Good Friday
- ❖ April 15 - Patriots Day
- ❖ May 27 - Memorial Day

CASP is also closed on the two half days that the Newton Public Schools are open:

- ❖ November 21 - Thanksgiving Vacation
- ❖ The last day of school, currently scheduled for June 25, if 5 snow days are used.

FEES AND PAYMENTS

APPLICATION FEE

A non-refundable fee of \$15 for new students only must accompany the application. There is no fee in subsequent years for reapplication.

FAMILY REGISTRATION FEE

Once students have been accepted, an annual registration fee of \$175 per family must accompany the enrollment paperwork. This fee is reduced to \$100 if a child enrolls in the Program after January. The fee will not be refunded.

TUITION

A tuition schedule and fees can be found at the end of this handout and on our website. Your monthly tuition is always one tenth of your annual tuition which is calculated the following way:

Hourly rate X enrolled hours per week (varies by student) X 36 weeks per year (180/5)

This calculation takes into account all holidays and vacations so that we are able to bill you a fixed amount each month regardless of the school schedule for any given month.

Tuition notices are e-mailed on the 15th of each month. Only one e-mail address can be used per household. Payments are due on the first day of the new month with a grace period of five days before a late fee of \$25 will be charged. If the payment remains unpaid, CASP may take necessary or appropriate action, including but not limited to suspension of the child from the Program until the payment is made. Late payments can jeopardize your child's status in the Program for the following year. Families may also request to meet with the

Program Director to discuss a workable solution in the form of payment plan or tuition assistance.

LATE PICK-UP FEE

A late pick-up fee will be applied to your account for pick-ups after 3 or 6 P.M. If you are ten minutes late or less, the fee is \$10.00. After each ten minute period, the fee goes up by an additional \$10.00. This fee doubles after three incidents of ten minutes or more.

FIELD TRIPS

Written permission is required for field trips and all walking trips over a mile from the Cabot Elementary School. Permission slips will give information about the destination, transportation, duration and the cost of the trips. CASP educators will have a plan for supervision and care of the children for each field trip, including practices specific to the transportation used.

Nominal fees (usually \$15-\$25) will be imposed for children participating in field trips. These charges help to defer the cost of admission and transportation. This fee is billed on the tuition invoice.

VACATION WEEK TUITION

The February and April Vacation week fees are \$60 per day plus an activity fee of \$20-\$25. Sign up occurs a month prior to the vacation programs on a first-come, first-served basis. Families have one week to respond to the sign up request. CASP requires a minimum of 15 children and a maximum of 50 children per vacation day. If the minimum is not reached, families will be notified three weeks prior to the vacation week. Should an enrolled child be sick the week of the vacation Programs, the activity fee will be waived if event tickets were not purchased in advance. The daily fee can only be waived if there is a child on the waitlist who is able to fill the space.

APPLICATION PROCESS

All incoming kindergarten families who have previously registered with the Cabot School will receive a postcard from CASP in January reminding them to visit our website (www.cabotafterschool.org) to complete an online application for September 2012. The completed application must be printed, signed and returned to CASP with the \$15.00 application fee.

Participation in the Program is based on a minimum of five hours for kindergarten students. The five hours can be made up of two 12:30-3:00 P.M. time slots or one full day of 12:30-6:00 P.M. These students are considered "limited-time" students and not subject to the annual re-admittance policy (i.e. these students do NOT have "returning student status").

The CASP Kindergarten coordinator ideally shall be responsible for a maximum of 20 students per time slot of either 12:30-3:00 or 3:00-6:00. Younger siblings of currently enrolled CASP students are given priority in admittance.

WAITING LIST

Students who do not receive a placement may request to be put on the waiting list for any openings that occur during the year.

- i. Students may remain on the waiting list and retain their waiting list position, from year to year. However, they must re-apply each year in order to retain their waiting list position.
- ii. If a student on the waiting list is offered admittance for days and times that are different from what they have requested, they may remain on the waiting list for the days and times they originally requested, whether or not they choose to enroll for those days and times that were offered.
- iii. If a student on the waiting list is offered admittance for the days and times that they have requested, and chooses not to enroll for those days and times, they will be removed from the waiting list.

ENROLLMENT PROCESS

Families will be notified of acceptance and directed back to the CASP website to complete additional enrollment forms including a contract for the month of September only. The completed forms must be printed, signed and returned to CASP with the \$175.00 family registration fee. Families are guaranteed to keep the same days and times the following school year with the exception of Mondays, Wednesdays, Thursdays and Fridays from 12:30-3:00 since those hours only apply to the Kindergarten program.

CHANGE OF SCHEDULE

Parents can request in writing to drop a day for the current school year as long as they do not go under the required number of hours needed for enrollment. Requests will only be granted if there is a child in the same grade level on the waitlist who can fill the slot the member is requesting to be dropped. Enrollment priority for the following year will be based on the days that you currently have. In other words, those requesting to day drop for the remainder of the current year may not be able to get the dropped day(s) back in the following school year. If there is no one available to fill your slot, day dropping will only be allowed in the event of an extraordinary hardship such as extended or serious illness of a child, family relocation or loss of employment.

CONTACT INFO

CASP telephone number: 617-964-2749.

Fax number: 617-969-2364.

Cell phone: 617-777-0665, should only be used in an emergency situation or to communicate a change in pick-up after 3:30 P.M.

Director's E-mail: lee_guertin@newton.k12.ma.us

Assistant Director's E-mail: zack_hardy@newton.k12.ma.us

Office Manager's E-mail: alicecasp@gmail.com

Website: www.cabotafterschool.org.