



Afterschool Program Student Application form SY 10/11



Dear Parents/Guardians,

Welcome to the Boston Renaissance Charter Public School Extended Learning Afterschool Program.

We will accept 250 students from grade K1-6. The cost of the program for academic year 10/11 is \$140 per month per child. The program will start on Monday, September 13, 2010 and will run from 3:30 pm – 6:00 pm Monday through Friday. There will be no afterschool care offered on Professional Development days and school holidays (please refer to the BRCPS school calendar). *Please keep this copy for your records.*

Please fill out the attached application only along with your 1st month deposit of \$140 per child which is required to guarantee a slot for the student in SY1011.

We are looking forward to another great year in our new school at 1415 Hyde Park Ave. Thank you in advance for your cooperation, and enjoy the summer.



Thank you,

Regina C. Yapp

The Extended Learning Coordinator

Policies for the B.R.C.P.S Extended Learning Afterschool Program

The Renaissance Extended Learning After-School Program strives to provide a safe and active place for your children at a minimum cost to you. This handbook outlines several common questions/concerns that many parents/guardians have about the program. In order to ensure that you, the parent/guardian, agree with and have read our policies, your signature and 1st month fee is required before your child can be enrolled into the program. Thank you in advance for your cooperation.

Program Hours

The program will run from 3:30 pm – 6:00 pm Monday through Friday. There is no Afterschool care provided on Professional Development days, holidays and school's half days. (please refer to the school calendar)

Pick-up

The names that you give on the application are the only adults that will be allowed to pick up your child from Afterschool unless prior arrangements are made. Anyone picking up your child must be at least 18 years of age with a valid identification. During the first two weeks of the program we will ask for a valid identification each time your child is picked up, even if we recognize the person picking up your child. After the two week period we will continue to ask for identification from anyone on the list we do not recognize. We will adhere to these policies very strictly.

Program Costs

Payments are due the 1st of each month. **Please see Payment Policy*

\$140 per month per student

**Special arraignments are \$10 -20 per day (usage per school year - 10 days maximum). Approval is needed by Coordinator and deposit before student(s) start.*

(Note: Regardless of student attendance, you are still responsible for all payments. All vacations days, school closings start date and end date of program has been factored into fee)

*Late Fees

If your child/children are not picked up by **6:10 pm** you will be assessed a late fee. This charge will be **\$1 a minute per child** and is to be paid immediately or added to the following month's fee. Failure to pay this fee will be treated in the same manner as failure to pay the monthly fee and may warrant suspension/termination. We understand the various traffic problems associated with getting in and out of Boston, we also expect you to arrive in a timely manner to pick up your child (ren).

*Payment Policy

Parents/Guardians all payments are due on the 1st of each month. –After the 7th day a late fee of \$10 will be added to the total monthly payment. The late fee is assessed each month after the 7th day. The parent/guardian will then have another three (3) days to pay. If no payment is received within ten (10) days of the first of the month, the Afterschool program will suspend that student from the program. Once the balance is paid, the student may be readmitted to the program if a space is still available, reserving the option to offer the space to a student from the waiting list. Please be aware that unpaid fees can result in the transfer of information, tax id information and library privileges.

Payment Options and Billing procedures

1. Payments may only be made in the form of a check or money order. If a check is returned for insufficient funds, personal checks will no longer be accepted as a method of payment. Only money orders will be accepted. **Please include your child's name on the money order or check.**
2. Payments may be mailed to the Extended Learning Afterschool Coordinator, Regina Yapp at the school or left in the lock box near security on the first floor.
3. DO NOT send money to school with your child.
4. DO NOT give payments to your child's teacher for they are not responsible for the submission of the payment.
5. It is the parent/guardians responsibility to pay each month. Please note: All holidays and vacations days have been factor into the fee.

Cancellation Policy

Two weeks written notice must be provided in order to withdraw from the program. Notices must be addressed to the Coordinator, Ms. Regina Yapp. **All payments will be due until such written notice is received.**

Voucher Program

We are an approved childcare provider through Child Care Choices of Boston. If you need assistance paying for Afterschool, please contact them at (617) 542-5437. Please be advised that our policies apply to all voucher recipients. If parent's fees are not paid, CCCB will be notified and you may loose your voucher. Please contact the Extended Learning Afterschool Coordinator if you are making any outside arrangements for payment.

Discipline Policy

The Extended Learning Afterschool program is a continuum of the school day. The same Code of Conduct applies to the Afterschool program.

Snack

We will provide your child with a snack every day. If you child is allergic to specific foods or you have concerns about snack time please let us know!! We are a nut free program.

The Boston Renaissance Charter Public School will not discriminate on the basis of race, color, national origin, sexual orientation, religion or disability in its educational programs, activities or employment.

The Boston Renaissance Charter Public School

STUDENT AFTERSCHOOL APPLICATION

2010-2011 School Year



Office use only
Start date _____
Last day _____
Room # _____
Comment _____
Accufund _____
IPASS _____
Payment _____

❖ Please complete an application form for each child that you wish to enroll in the Program.

❖ Applications are to be returned to: **The Boston Renaissance Charter Public School**
 250 Staurt Street, Boston, MA 02116
 ATTN: Regina Yapp – Program Coordinator or fax to 617.338.2647
 you may also email me at ryapp@bostonrenaissance.org
After September 1, 2010, please send forms to 1415 Hyde Park Ave, Hyde Park, MA 02136

❖ Student Information

Date: _____ Name _____
First Last

Date of Birth _____ Age _____ Gender Male Female

Address: _____
Street Apt# City/State Zip

Grade for SY10/11 _____ Teacher _____ Room# _____

Does the student have a sibling enrolling in the Afterschool Program? No _____ Yes _____ Name _____ Grade: _____
A separate application is still needed

Voucher recipient No _____ Yes _____ If yes, Location: _____

Email Address _____

❖ Parent/Guardian Information – Please add all parents and guardians for these will be the only adults allowed to pick up your child from the Afterschool Program unless other arrangements are made. This information is not transferred to other departments.

Primary contact:

Parent/Guardian Name _____ Relationship to child: _____
First Last

Address: _____
Street City/State Zip

Home Phone: _____ Work Phone _____ Cell# _____ Lives with Child? Yes No

Secondary contact:

Parent/Guardian Name _____ Relationship to child: _____
First Last

Address: _____
Street City/State Zip

Home Phone: _____ Work Phone _____ Cell# _____ Lives with Child? Yes No

Additional names for pick-up

Name: _____ Home#: _____ Work# _____ Cell# _____ Relationship to child: _____

Name: _____ Home#: _____ Work# _____ Cell# _____ Relationship to child: _____

Name: _____ Home#: _____ Work# _____ Cell# _____ Relationship to child: _____

Parent/Guardian Signature

Signature _____

Date _____

Print Name _____

By signing this document, you are in agreement with the BRCPS Extended Learning Afterschool policies