

Get on the smart track

MELROSE EDUCATION STATIONS



c/o 360 Lynn Fells Parkway, Melrose, MA 02176

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June 1, 2009

Dear Families,

The Melrose Public Schools is pleased to offer after school enrichment programming beginning in the upcoming 2009-2010 school year. Each of our elementary schools will house the Education Stations program. Enrichment programming will present an array of quality activities while providing a valuable service to families. Our professional staff and programming:

- Enhances students' recreational, intellectual, social and physical skills through a variety of participatory enrichment choices in a supportive environment.
- Teaches students how to be positive, responsible and contributing community members.
- Provides safe, reliable and caring supervision during non-school hours.

Students will have the opportunity to engage in free play, then choose and rotate through structured stations that provide opportunities for physical exercise, team building, arts/crafts, homework, music, personal presentations from community members, games/reading, computers, drama and other enrichment activities. Typically, free play will run from school release to 2:50 p.m., stations will run until 4:30 p.m., and the extended day programming will continue through 6:00 p.m. A nutritious snack will be provided to those students staying beyond 2:50 p.m.

Attached please find the registration forms necessary to enroll your child. Registration runs from June 2 through June 30, 2009. Registering during this time will secure the schedule you desire. After June 30th registration will be available as scheduling allows. You will be contacted prior to the start of the program to confirm registration and complete other necessary paperwork, including an acknowledgement of the Student Handbook; Media Release form and; Behavior Contract and Discipline Policy.

We look forward to your participation in our program and thank you for the opportunity to fulfill your student's enrichment needs. Please feel free to contact us if you have any questions or concerns.

Sincerely,

Joseph F. Casey
Superintendent of Schools

Heather Josephson
Program Coordinator

Melrose Education Stations ~ After School Enrichment ~ Registration Information

REGISTRATION:

- \$25.00 *non-refundable* registration fee is required at time of registration.
- Yearly registration is based on a 180 day school year.
- Once students are registered, they are guaranteed a spot on those given days. *Note: a written notice of permanent schedule change is required 30-days in advance, which will ensure your student’s new schedule can be accommodated.*
- Drop-ins are welcomed on a space available basis. *Arrangements must be made in advance, ASAP, but no later than noon on the day of desired attendance.*
- Programming during other non-school hours will be offered, including early release days, snow days, vacation days, some holidays, and professional development days.

TUITION:

- Tuition is due prior to the first day of each month; for example, September’s tuition is due by August 31st. Payments are divided into 10 monthly installments and reflect the total number of school days (180) per year. Coverage for school vacation periods, holidays and snow days are available for an additional fee.
- Tuition includes coverage on early release dates, providing student is registered to attend on that given day. Otherwise, the drop-in rate will apply.
- Parents may select different schedules on each weekday but registration is required to ensure enrollment.
- Fees will be assessed for late payment and pick-up. – *(see handbook for details)*
- Note: Drop-in rates vary per program option. Please refer to chart below.

PROGRAM OPTIONS:

- Red Train: Free Play – 2:20 – 2:50
- Blue Train: Free Play and Stations – 2:20 – 4:30
- Green Train: Free Play, Stations and Extended Day – 2:20 – 6:00

Monthly Tuition Rates	Monthly 1 day/week	Monthly 2 days/week	Monthly 3 days/week	Monthly 4 days/week	Monthly 5 days/week	DAILY Ticket (drop-in rates*)
Red Train (per student)	\$18.00	\$36.00	\$54.00	\$72.00	\$90.00	\$ 5.00/day
Blue Train (per student)	\$83.00	\$166.00	\$216.00	\$288.00	\$352.00	\$28.00/day
Green Train (first child) (each additional child)	\$106.00 96.00	\$180.00 162.00	\$270.00 243.00	\$348.00 313.00	\$398.00 358.00	\$33.00/day

***Drop-in payments are due no later than a week following service date.** – *(see handbook for details)*

Non-school Day Rates**	
Snow day, school year vacations, professional development, holidays (per student)	\$60.00/day

**** Pre-registration and pre-payment are required to guarantee a spot in these programs. Drop-ins will be limited. Paperwork will be sent out via e-mail at appropriate intervals to prompt registration and payments.**

Please make checks payable to “Melrose Public Schools” and reference “Education Stations” **and** your “child’s name” on the memo line. Send registration form and registration fee to:

Melrose Public Schools
 Attn: Education Stations
 360 Lynn Fells Parkway
 Melrose, MA 02176

Melrose Education Stations ~ After School Program ~ Registration Form ~ 2009-2010 School Year

Student Information

Last Name:		First Name:	
Address:			Grade:
Age:	DOB:	School:	Teacher:

	Parent/Guardian 1*	Parent/Guardian 2*
Name		
Address		
Cell Phone		
Home Phone		
Email address		
Work Phone		

*Please provide written documentation of any relevant custody issues or restrictions to pick-up.

List 2 emergency contacts, who we may call after trying parents/guardians and to whom we may release student

	Emergency Contact 1	Emergency Contact 2
Name		
Address		
Cell Phone		
Home Phone		
Work Phone		

List any other adults to whom we may release your student

	Other Authorized Adult 1	Other Authorized Adult 2
Name		
Address		
Cell Phone		
Home Phone		

Last Name:	First Name:
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Write **RED, BLUE or GREEN** in the appropriate daily blocks below indicating your desired schedule. Train options/monthly fees can be combined to accommodate flexible scheduling. See grid for appropriate fees. Families may use drop-in if they have a need for floating days. *Note – families may change regular train schedules with a 30-day notice.*

Red Train: Free Play (only) – 2:20 – 2:50

Blue Train: Free Play and Rotating Stations – 2:20 – 4:30

Green Train: Free Play, Stations and Extended Day – 2:20 – 6:00

Drop-in basis* (only): No need to indicate days

*Drop-in: *Students must be registered in the program to have drop-in privileges.*

Please indicate the day(s) you wish your child to attend weekly:

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Drop-in ONLY

List chronic health conditions (asthma, allergies, other medical diagnoses), health concerns, medications and/or special dietary requirements. Explain severity and related needs. **Medications will not be accepted or administered until appropriately filed through the school nurse.

Pediatrician/Family Doctor's name:
Address:
Phone number(s) and contact information/instructions:

What are your child's strengths/special interests? What would you like your child to gain from enrichment? Please share anything else about your child that will help us make his/her experience positive.

Does your child demonstrate any emotional or behavioral difficulties? If so please explain them, and how we may be helpful.

Printed Parent/Guardian Name

Signature

Date

