



Studio **Before/After School** Program Enrollment Form

Please complete and return this form to: Casey Guiheen

#860-709-6822 / #860-449-2518 / CGuiheen@riversidemagnetschool.org

Child's Name : _____ Child's DOB : _____

Students Grade as of **2021/2022 SY**:

☐ Prek 3 ☐ Prek 4 ☐ Kindergarten ☐ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

Home Address: _____

Phone: _____ Email: _____

A \$25 Enrollment fee: is required to reserve your child's slot in the studio program and to enroll for the 2021-2022 school year. If payment of the enrollment fee is not received, spots will not be held.

Please enroll my child in: (Check one)	Program options and cost:
<input type="checkbox"/> Monday-Friday PM Only 3:55-5:45PM	<input type="checkbox"/> Monday through Friday; PM Only - \$250 per month
<input type="checkbox"/> Monday-Friday AM Only 7:00-8:20AM	<input type="checkbox"/> Monday through Friday; AM Only - \$150 per month
<input type="checkbox"/> Monday-Friday AM and PM 7:00-8:20 AM and 3:55-5:45 PM	<input type="checkbox"/> Monday through Friday; AM and PM - \$400 per month

Acknowledgment: Please read the attached Studio Information sheet and payment schedule and sign below.

By signing below, you are acknowledging that you have read and understood the policies, procedures and payment schedule for the studio program, and agree to abide by the terms set forth herein.

Parent/Guardian Name/Signature

Print Name Clearly

Date



Updated Studio Policies 2021-2022 School Year

Studio is a before and after school program designed to help our families with their before and after school care needs. It is open only to Riverside Magnet School students. To enroll in Studio, **after the start of school**, please contact the Studio Coordinator for information and payment time frames.

Full payment must be received in order to start the program.

Program Options

We have several program options to accommodate our families.

You can register your child for either the full-time Monday through Friday AM and PM program, the Friday PM only program, the AM only program or the PM only program.

The cost for the programs are as follows:

- **Monday through Friday; AM and PM-** \$400 per month
- **Monday through Friday; AM Only -** \$150 per month
- **Monday through Friday; PM Only-** \$250 per month

Billing is on a 10-month schedule with the first payment due Aug 20th and the last payment May 20th. **Monthly tuition based on an annual amount, divided by 10 months.**

Family Discount

Families with more than one child from their **immediate family** enrolled in Studio will receive a 10% discount on the total.

Payment Due Date

Payments are due on or before **the 20th of every month** for Studio services the following month. For example, the August payment is for the month of September. There will be a **\$25.00 late fee** for all payments received the next business day after the 20th.

Monthly Statements: Families will receive a monthly statement the first week of each month that contains payments, credits and past due balances. Please note that any payment received after the 20th of the month may not be reflected in the monthly statement.

Payments not received

If a tuition payment is more than 60 days past due, the student will be at risk of forfeiting their spot in the program.



Payment Options

We highly encourage families to use our secure online payment system in order to expedite the process and help eliminate any errors or timing issues that may arise with other forms of payment. There is no additional user fee to pay online.

To pay online:

- Go to www.riversidemagnetschool.org
- At the top of the page hover over the "Studio" tab and click.
- Scroll down to the bottom of the page where there will be a "Make Studio Payment" button.
- Click on the "Make Studio Payment" button at the bottom of the information page to make payment.
- In the description box on the order information page, enter the **student's name** for whom you are making payment.
- Complete all required fields and hit enter when finished.
- You will receive an email confirming your transaction and this will serve as your receipt.

To pay by check or money order:

Payments should be mailed to:

Riverside Magnet School
Attn: Studio
29 Willowbrook Drive
East Hartford, CT 06118

- In the memo please include Studio tuition for: **student's name.**
- The payment must be postmarked no later than the 20th of the month or a late fee will be assessed. This includes bank issued checks.

If dropping off at school:

- Check or money order must be in a sealed envelope with the **child's name and Studio Tuition** printed clearly on the outside of the envelope and in the memo section of the check. Envelopes may be deposited in the labeled drop box in the main office.

Returned Check Policy

There will be a \$25 bank fee charge for all checks returned to us for insufficient funds. If a check is returned for insufficient funds, all future payments must be made by money order or credit card ONLY.

In the event a payment is returned for insufficient funds, you will be expected to pay all bank fees along with the actual monthly payment amount. **Please beware that this repayment and all future payments must be paid by money order or online** for the duration of the school year.

Withdrawal from the Studio program



If a parent/caregiver decides to withdraw their child from the Studio program, a minimum of two weeks written notice is required.

Written notice should be sent to:
Riverside Magnet School
Attn: Casey Guiheen
29 Willowbrook Road
East Hartford, CT 06118

OR

Dropped off at the front desk.

Please Note: *If a two week written notice is not given to the school, parents/caregivers will be responsible to pay the Studio tuition for the month they withdrew.*

Changes to Your Studio Program Plan

If a family needs to adjust their plan (from full week to Friday or vice versa) advanced notice is required. Changes to billing will occur for the following month. No refunds will be given for the current month. If changes were not made with enough advanced notice, families may be responsible for any charges.

Reimbursement for C4K Payments

All Families are responsible for the full payment each month. If a family has applied for the Care 4 Kids program and is waiting on the status of their application, you are responsible for your full monthly payment until you are notified by Riverside Magnet School that we have received payment from Care 4 Kids. At that point, we will provide you with the amount they are going to cover, what your new monthly balance will be, and when that will occur.

For information on Care 4 Kids eligibility, and how to apply, please visit Care 4 Kids website at www.ctcare4kids.com.

Late Pick Up Policy

If you do not arrive by 5:45, you are late.

Late fees are to be paid in cash upon arrival or paid with the upcoming tuition payment.

The Late Fees structure is as follows. You will be charged a flat rate for each increment of time.

- 1-5 minutes- \$15
- 6-15 minutes- \$25
- Greater than 15 minutes - \$30 plus \$1 per each additional minute

Each late pick up will be documented with a late pick up slip signed by both parent and staff member.

RMS reserves the right to dismiss families from the Studio program after 3 late pickups.

Studio monthly tuition payment calendar for 2021-2022 School Year

Payment Date	For services the month of:	Amount Due Monday- Friday AM and PM	Amount Due: PM Only	Amount Due: AM Only
August 20, 2021	August/September 2021	\$400	\$250	\$150
September 20, 2021	October 2021	\$400	\$250	\$150
October 20, 2021	November 2021	\$400	\$250	\$150
November 20, 2021	December 2021	\$400	\$250	\$150
December 20, 2021	January 2022	\$400	\$250	\$150
January 20, 2022	February 2022	\$400	\$250	\$150
February 20, 2022	March 2022	\$400	\$250	\$150
March 20, 2022	April 2022	\$400	\$250	\$150
April 20, 2022	May 2022	\$400	\$250	\$150
May 20, 2022	June 2022	\$400	\$250	\$150

Monthly tuition based on an annual amount, divided by 10 months

Please note, 10% Sibling discount is not reflected in this payment calendar.

Conference Week:

Two, student-family-teacher conference weeks occur each school year, one in November and one March, as outlined in the academic calendar. **Each day of a conference week is an early dismissal.** During these weeks, ALL STUDIO CHILDREN who normally attend studio in the **afternoons** have these weeks included in their afternoon fees. There is no extra charge to families for these weeks.

Enrollment

Enrollment in Studio for the following school year will begin in May of the previous year.

Enrollment is on a first come, first served basis, with currently enrolled families who are in good financial standing receiving priority.

If you plan to enroll in Studio for next year, the enrollment window will open on May 1st. At that time, if you are interested in registering your child in our Studio Program for the following year,



please complete the enrollment form, and return along with a \$25 **non-refundable enrollment fee**, by May 20th to our Studio Coordinator.

Other Important Studio Program Information:

Updated Contact Info

In case of an emergency, it is very important to keep your contact information updated with RMS. Once you are aware of a change, contact our school at (860) 709-6800 or Casey Guiheen at (860) 709-6822 to make changes without delay.

Snow Days, Early Dismissals and Late Openings:

The before and after school Studio program only runs when there is school. There is NO Studio during school vacation or on snow days. When there is a **LATE school opening**, there is no AM Studio. When there is an **EARLY dismissal** due to unforeseen circumstances, such as inclement weather, there is no PM Studio. Families will be notified if there is no PM Studio.

Pick-Up Verification

Students will be released only to adults over the age of 18 who are listed on the student's contact/pick-up list. To ensure every student's safety a photo ID/Passport is required for verification during pick-up. Other types of verification include a phone call to the parent if pick-up arrangements have not been confirmed by our staff.

Afternoon Snack

Parents/Guardians are encouraged to provide only *healthy snacks* for students to enjoy during their time in the studio program. All children are eligible to receive a free snack provided by the Studio program. Snacks will be provided on a daily basis. Please click the link below to see a snack menu.

[SLA Breakfast and Lunch Cafeteria Hub and Menus](#)

Medication

Riverside Magnet School Before and After School Studio Program is a separate entity and therefore student medication is not regulated/maintained by the school nurse. Children enrolled in the Studio program, who require medication (Epipen, inhaler, Benadryl, etc), must provide a separate Authorization for Medication form (signed by a physician) and a separate supply of medication for Studio use only.

The administering of all medications, non-prescribed (over the counter) and prescribed, must be accompanied by a completed Authorization for Medication form. Trained staff may administer medication to your child provided the "Authorization for Medication" form has been completed, in its entirety, by the parent and a physician. No medication or medicinal herb can be administered or accepted by Studio staff unless this form has been completed.

For questions regarding our Studio Program Contact

Casey Guiheen

Studio Coordinator 860-709-6800 | 860-449-2518 | cguiheen@riversidemagnetschool.org