



## Studio After-School Program Enrollment Form

**Please complete and return this form to:**

**Casey Guiheen**

#860-709-6822 / #860-449-2518 / [CGuiheen@riversidemagnetschool.org](mailto:CGuiheen@riversidemagnetschool.org)

**Child's Name :** \_\_\_\_\_ **Child's DOB :** \_\_\_\_\_

**Students Grade as of 2020/2021 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 2020-2021 school year.

<b>Please enroll my child in: (Check one)</b>	<b>Program options and cost:</b>
<ul style="list-style-type: none"><li>• <b>Friday Only PM</b> 1:55-5:45PM</li><li>• <b>Monday-Friday AM Only and Friday PM Only</b> 1:55-5:45PM</li><li>• <b>Monday-Friday PM Only</b> 3:55-5:45PM</li><li>• <b>Monday-Friday AM Only</b> 7:30-8:20AM</li><li>• <b>Monday-Friday AM and PM</b> 7:30-8:20 AM and 3:55-5:45 PM</li></ul>	<ul style="list-style-type: none"><li>• <b>Friday PM Only-</b> <u>\$95 per month</u></li><li>• <b>Monday through Friday AM and Friday PM Only-</b> <u>\$200 per month</u></li><li>• <b>Monday through Friday; PM Only-</b> <u>\$275 per month</u></li><li>• <b>Monday through Friday; AM Only -</b> <u>\$150 per month</u></li><li>• <b>Monday through Friday; AM and PM-</b> <u>\$400 per month</u></li></ul>

**Acknowledgment:**

Please read the attached Studio Information sheet and payment schedule and sign below. I have read and understand the policies, procedures and payment schedule, for the afternoon studio program and agree to abide by the terms set forth herein.

\_\_\_\_\_  
Parent/Guardian Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Clearly)

4/2020



## Updated Studio Policies 2020-2021 School Year

Studio is an after school program designed to help our families with their 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 and Friday PM Only-** \$200 per month
- **Friday PM Only-** \$95 per month
- **Monday through Friday; AM Only -** \$150 per month
- **Monday through Friday; PM Only-** \$275 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 20<sup>th</sup> 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 20<sup>th</sup>.

**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 20<sup>th</sup> of the month may not be reflected in the monthly statement.

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### **Payments not received**

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

### **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](http://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 "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 20<sup>th</sup> 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 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.

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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 how Care 4 Kids eligibility and how to apply please visit Care 4 Kids website at [www.ctcare4kids.com](http://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 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 2020-2021 School Year**

Payment Date	For services the month of:	Amount Due Monday-Friday AM and PM	Amount Due Monday-Friday AM and Fri PM	Amount Due Friday Only	Amount Due: PM Only	Amount Due: AM Only
August 20, 2020	August/September	\$400	\$200	\$95	\$275	\$150
September 20, 2020	October 2020	\$400	\$200	\$95	\$275	\$150
October 20, 2020	November 2021	\$400	\$200	\$95	\$275	\$150
November 20, 2020	December 2021	\$400	\$200	\$95	\$275	\$150
December 20, 2020	January 2021	\$400	\$200	\$95	\$275	\$150
January 20, 2021	February 2021	\$400	\$200	\$95	\$275	\$150
February 20, 2021	March 2021	\$400	\$200	\$95	\$275	\$150
March 20, 2021	April 2021	\$400	\$200	\$95	\$275	\$150
April 20, 2021	May 2021	\$400	\$200	\$95	\$275	\$150
May 20, 2021	June 2021	\$400	\$200	\$95	\$275	\$150

**Monthly tuition based on an annual amount, divided by 10 months**  
**Please note, 10% Sibling discount is not reflected in this payment calendar.**

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### **Conference Week:**

Two, student-family-teacher conferences 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 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 deposit**, 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.

#### **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 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. **\*This includes Sunscreen and Bug spray\***

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