



Please read all policies!

School **K**ids **I**n **P**eterborough
www.kidsatskip.org



Thank you for sharing your children with us, especially during these unprecedented times.

Dear Parent:

Hi! I'd like to introduce myself, and welcome you as a possible new, or a returning S.K.I.P. family. My name is Maria Szmauz, and I am the Director at S.K.I.P. I want you to know how excited my staff and I are to be back in action, and to get to work with your children. We have many exciting plans! At SKIP, we are committed to enriching the lives of your children! We are also committed to health and safety in these unprecedented times, and will be introducing MANY new procedures and practices to do so. There will be more to come detailing how we will handle life during the Covid epidemic.

If you don't already know us, SKIP has been around a while. This will be my 12th school year at the program, which began in 1994 with the mission to accommodate working parents' schedules by providing a safe, nurturing and enriching environment for their children before and after school. We still aim to do just that! We work hard to empower children with the ability to make good decisions, and provide an environment that celebrates their unique qualities as individuals. We offer before and after school care for kindergarten through 8th grade. I promise to work diligently to share my creative ideas, and plan programs that will be fun, educational, and allow your child to explore their creativity,

Our Before and After School Program includes breakfast, snacks and supervised home-work time. A variety of rotating clubs give children an opportunity to participate in games, sports, arts and crafts, science and nature projects, cooking, music, drama, and creative play. Each week, after homework is done, three activities are offered. One that is held outdoors or in the gym focuses on games and sports. (many are cooperative, not competitive) Another provides creative outlets in arts and crafts, and the third is based on a theme or activity chosen to meet the special interests of the children currently attending.

How Registration Works For regular before and/or after school attendance, parents contract on a monthly basis for the days they need, with a minimum of three mornings or three afternoons. These are billed on a monthly basis for those contracted days that are regularly scheduled school days, regardless of attendance.

Generally, if space is available, you can use our services on "non contracted" days, but at a higher drop in rate, and please check first to see if we have space. You are not billed for days that are not scheduled school days on the ConVal calendar.

Full day during Vacation Weeks and "Remote Learning for All " times. SKIP plans to be open all day during the times when learning is remote for all children in the Conval schedule, which will include some of the vacation weeks. More to come about that as the semester proceeds..

During vacation weeks and summers, we choose a weekly theme and in the past have added field trips and activities related to our theme, and have hosted special visitors from places like the Peterborough Players, Mariposa Museum, or Harris Center. Other local area places of interest have opened their facilities to our group such as the Peterborough Community Theatre, Bowling Acres, The Cheshire Children's Museum and the MacDowell Dam to add variety to our program. For example: A "camping" themed week might include activities like making gorp, making camping sit-upons, compiling nature books, learning about trail signs, making walking sticks and hiking with them, and having a day trip to the MacDowell Dam for swimming, and fishing. We might grill hot dogs one day, pitch a backyard tent and eat some s'mores!

S.K.I.P. is about working, playing, and having fun together, and we would love to include your child in our enriching program while we nurture self esteem and build positive values!

I am always available to you during skip hours and love sharing your ideas and concerns. Please feel free to stop in the office or call me!!

Thank you, Maria Szmauz and the staff!

School **K**ids **I**n **P**eterborough

Behavior Policy

Students attending SKIP will be carefully supervised in the program to ensure that they enjoy themselves in a safe and supportive environment. Students will be expected to be non disruptive while utilizing safe and respectful behavior with themselves and others.

If a child is deemed to be chronically disruptive and/or unsafe to the function of the program, the lead teacher will speak to the child. If that proves unsuccessful, the director will speak to the child. If verbal warnings do not succeed, the parents will receive a total of two written warnings. If a third warning is warranted, the parent will be notified via the phone that their child must leave for the remainder of the day. Subsequently, the child will receive an automatic 3-day suspension to begin the following day. If that still does not correct the problem, a conference will be arranged between the child's parents and staff. While we try very hard to accommodate children with special needs, please keep in mind we are not able to furnish one on one aides, or even totally individual attention, and must consider the needs and safety of all our children

After reasonable efforts on the parts of parent, staff and child are still deemed unsuccessful, continuation of participation in the SKIP program could be terminated upon the discretion of the board and director. The student's parents will be contacted immediately and given 5 days notice prior to termination.

Our goal, of course, is to work through all chronic behavioral issues, with input from both the student's parents and teachers to facilitate improvement and resolution in the most appropriate, compassionate way. Our ultimate goal is to work with you to keep children in the program. *PLEASE check the box on the contract page to allow us to communicate with PES staff to better allow this, especially if your child has any known behavior issues, or learning disabilities.*

Snow Day Policy

If school is canceled for the day then SKIP is canceled for the day. **(School closings are announced on WMUR TV Channel 9, and on their website. The listing to look for is Contoocook Valley School System.)**

If school is delayed, we will try our best to still arrive at 6:30 am. to provide the early morning program and we will remain open for the rest of the regular day. However it is your responsibility to **Call First** to inquire if staff was able to make it to SKIP in poor weather conditions. In the event of a delay, children normally contracted for before school care may arrive as soon as we open and stay until school opens. **Also, children not normally scheduled for before school care may attend if space permits. Call to verify. There is a delayed opening fee.**

If school has an "early release" due to inclement weather, there will be NO afternoon SKIP childcare services. (It is your responsibility to check on an early closing time.) The afternoon staff should not drive in severe weather conditions as I'm sure you can understand.

Our goal is to help accommodate those individuals who still need to be at work early in the morning, despite the bad weather. In order to do this, we rely on you to maintain close contact on those days, so that nobody is forced to take unnecessary risks in poor driving conditions.

For those people who having no child care on snow days is an extreme burden, sometimes our staff is willing to make arrangements to help you directly, talk to Maria.

Financial Policies

1. A yearly registration fee of \$45.00 per child or \$60.00 per family will be payable upon enrollment in the program. All outstanding balances must be paid prior to re-enrollment.
2. Children must be enrolled in the program prior to attending on a drop-in basis. Non-contracted (or unscheduled attendance must be approved by the staff 24 hours prior to arrival. **Advance payment is required for all non-contracted or non-scheduled days. We will be accepting debit and credit payment this year - more to come.**
3. Bills will be available in parent pocket folders or by email by approximately the 25th of the of the month previous to that being billed for. **It is your responsibility to check frequently and take your bill promptly. All tuition payments must be made in advance of service. Tuition is due on the 1st of each month for before and after school months.** SKIP will assess a **\$25.00 late fee** for balances remaining past due on the 5th of the month. If payment is not received by the 10th of the month the child will **not be allowed to attend until the month is paid in full.** If you choose e billing, you are still responsible to pay by the 5th, and notify us promptly if you are unable to access your bill. More to come about the weeks of full day care during the remote learning times.
4. Any child for whom tuition is not paid in advance of services will be terminated from the program, until fees are paid in full, unless prior arrangements have been made. Parents will be notified in writing of termination preceding such action. Reinstatement will be made on a space available basis once the account is made current.
5. Should any family receive a second termination notice during the school year, reinstatement will only be made on the following conditions: a. Space is available, b. Payment is current, plus one-month tuition is paid for the next month in advance, c. A new contract is signed agreeing to new terms and advance monthly payments if the remainder of the contract term, and d. All payments remain current.
6. Contracted services are billed **regardless of attendance**, as space is reserved for your child. Any changes will become effective the 1st of the month following the contract change, provided 14 days notice is given in writing. All contract changes reducing services, including cancellation will result in a \$25.00 change of contract fee.
7. Checks returned for insufficient funds will be not re-deposited by SKIP. Payment must be made in cash within 5 days for the child to remain enrolled at SKIP. A \$35.00 bounced check fee must accompany the cash payment. Another returned check will result in "Cash Only"
8. There is a \$1.00 per minute penalty charged after 6:00 PM. Payment must be made immediately to cover this fee.
9. **Please remember to call if your child is absent from school or has other plans after school!** A \$20.00 fee may be assessed if the parent fails to notify SKIP that their child will not be attending on a particular contracted day. This fee must be paid immediately.
10. PLEASE NOTE: If a special payment plan is approved where the entire monthly fee is not required by the 5th of the month, a late fee will still apply in fairness to all clients.
11. We occasionally accept children with fluctuating monthly contracts, provided the next month's **calendar is submitted before the 25th of the preceding month.** If SKIP days used for each child are less than 5 in any month, or less than two days in a week, they are billed at the higher emergency drop-in rate.

Please note SKIP is NOT privy to Pick Up Patrol due to confidentiality and you MUST * MUST *MUST let us know if your child will be absent from SKIP after school on ANY SCHEDULED DAY. Our staff must leave the group to find out why your child is not with us to ensure their safety. We fear a child going home to an empty house by bus on the wrong day. We will be enforcing the fee mentioned in 9. above this year on the second offense. It is not necessary to let us know if your child misses a scheduled morning, as we know they are safe with you. If you leave us a phone message, it must be by 3:00 pm. when we go up to school to meet the children. Thanks in advance!

Note: Before we accept your contract, you must sign the back of it indicating that you have read and understand this policy.

School Kids In Peterborough

Financial Policies For Families Receiving State Aid

1. Families will be billed monthly on their Contracted time.
2. All State families are responsible for the **full amount of their monthly bill**.
3. As a courtesy, SKIP will estimate each families personal share of their monthly bill in order to minimize the total amount due from each family.
4. The state pays for hours in attendance, so **all absent hours will be due from each family. You are responsible for the entire difference between our rate and what is paid by the state, regardless of what the state claims is "your out-of-pocket cost"**
5. All policies pertinent to families not receiving state assistance will be in effect for families receiving state assistance. These policies can be found on the reverse of your SKIP Contract.

School Kids In Peterborough, Inc. Program Rates 2020 - 2021

Before School	Before School AM	<div>Please note We will only accept contracts for a minimum of three days a week in any time slot.</div>	After School till 6:00 PM
Daily	\$10.00		\$12.00
Delayed Opening (additional)	\$7.00 (plus regular rate)		
Emergency (drop - in)	\$15.00		\$22.00
Combined AM & PM	\$22.00		\$110.00
Special Contract Day & vacations		To be determined as we plan full day care for Remote Learning for All weeks	
Late pick Up		\$1.00/minute after closing time if applied	

Families receiving state assistance will be billed the full amount of their contract.

However, all state payments will be applied to the bill. State families may be required to pay their estimated share PRIOR to each month. **Please contact Karen at 603-562-5362 with any questions. Or you may e-mail Karen at: yourfinancialmanager@msn.com**

Health Forms and Information

We must have health forms on file for your child to be compliant with state child care licensing. We accept most pediatricians "Universal Health Form", as long as it contains: A. Proof of a physical for your child within the last 2 years if 6 or older, or within the last 12 months for a child under 6. and B. an up to date immunization record

These must be on file for your child to start!.

We also need you to fill out our "over the counter medication" form, or have your health care provider do so if we need to administer any prescription medication.