



The After School Club Registration Form

A \$100 registration fee is due and valid for 1 calendar year (may be paid with credit card, cash or check).

Enrollment in our After School Program provides the child plus 1 adult free admission to the Play + Learn for drop in play.

Child's Full Name _____

DOB_____/_____/_____

Address:_____City:_____Zip:_____

Mailing Address (if different):

Telephone Number:_____ Nickname _____

Primary Language of Child _____ Secondary_____

Primary Language of Parent/Guardian)_____

#1 Parent/Guardian Information (if different from child).

Name:_____Day Time Phone: _____

Cell Phone_____

Home Address: (if different from child) _____

Special Instructions to reach you:

#2 Parent/Guardian Information: (if different from child)

Name: _____ Day Time Phone: _____

Cell Phone _____

Home Address: (if different from child) _____

Special Instructions to reach you:

Authorized Pick Up

In the event of an emergency when I may not be reached, the caregiver may contact the following individuals (in the order given) whom I authorize to take my child from the child care premises. MUST have photo ID.

You must have at least one contact who is available to pick your child up within **30 minutes** in the even they are sick or in the event of an emergency or late fees apply. There is a 10 minute grace period.

Name: _____ Relationship to child _____

Cell Phone _____

Name: _____ Relationship to child _____

Cell Phone _____

Name: _____ Relationship to child _____

Cell Phone _____

Written Acknowledgement that is program is not an EEC program based on state allowed exception criteria.

I understand this is NOT an EEC program based on exception policies of the state of MA.

Parent/Guardian _____ Date ____/____/____

Parent/Guardian _____ Date ____/____/____

Transportation (in case of evacuation)

The Play + Learn (PL) must exercise good judgment when supervising children in their care. When a child uses specialized transportation to and/or from the Play + Learn it may be necessary for the educator to accompany the child to and/or from the vehicle. Whenever possible, if there is a monitor on the transportation vehicle, the monitor will be responsible for accompanying the child between the family child care home and the vehicle. If PL is accompanying a child to and/or from a transportation vehicle PL must meet the following requirements:

PL will consider the number, ages and needs of children in care in order to ensure the safety of all child care children while accompanying a child to or from a transportation vehicle.

PL will notify the parents of all children in care that children are being accompanied to and from transportation vehicles and must obtain written consent of all parents involved.

PLEASE NOTE: This applies to transportation in case of emergency only.

I understand and agree that PL may need to transport my child as directed by state emergency personnel. This is only in the need to evacuate the center and while doing so the staff will take all of the required steps to ensure my child's safety.

Parent/Guardian Signature: _____ Date: __/__/__

Parent/Guardian Signature: _____ Date: __/__/__

Childs Physical Description (attach a current photo).

Eye Color _____ Hair Color _____ Sex ____ Height _____ Weight _____

HEALTH

Allergies/Special Diets

Does your child have an EPI Pen? _____

Serious illnesses and/or hospitalizations:

Special physical conditions, disabilities:

Allergies i.e. asthma, hay fever, insect bites, medicine, food reactions:

Does your child use an inhaler for allergies or asthma?

Regular medications taken daily :

Do you have any concerns or worries with regard to your child being in a program?

Is there anything else we should know about your child?

Do you hold any custody agreements, court orders, restraining orders, etc. that pertain to the child?

Do we have permission to share your child's photo on social media, website and/or marketing material? Yes _____ No _____

Parent/Guardian Signature: _____ Date ____/____/____

Parent/Guardian Signature: _____ Date ____/____/____

Emergency Medical Treatment

I hereby give all staff of PL permission to administer basic first aid and/or CPR to my child and/or to take my child to a hospital for medical treatment when I cannot be reached in the event that delay would be dangerous to my child's health.

Parent/Guardian Signature: _____ Date ____/____/____

Parent/Guardian Signature: _____ Date ____/____/____

Medical Information Required

Have you included a form from your child's pediatrician which states the following 1. The date of their last physical (within 12 months) 2. All of their vaccines 3. A statement that they are well to participate fully in school, daycare, sports or camp?

Tips to obtain this form.

In Massachusetts pediatric offices usually call this form a "Camp, Sports, Daycare, School Form". You normally can access this on an online portal. Out of state, this form may be called a "Universal Child Health Record".

Formal Description of the After School Club

After School Club is a structured educational enrichment program for students in Kindergarten through Grade 4. The program is designed to provide a scheduled period for homework completion, academic support, educational enrichment activities, and supervised recreation.

Participants enroll in a specific program schedule with designated start and end times. Daily activities follow a planned agenda that includes homework time, literacy and STEM enrichment, creative projects, cooperative games, outdoor recreation, and age-appropriate social development activities. While homework assistance is provided, completion of homework is not guaranteed.

After School Club is an optional enrichment program and is not operated as drop-in childcare. Attendance is limited to registered participants during scheduled program hours, and children are released only at the conclusion of their scheduled program or to an authorized adult in accordance with program policies.

The After School Club Policies + Procedures

Thank you for choosing the Play + Learn After School Club. To ensure a safe, organized, and positive experience for all children and families, please review the following policies.

Registration + Enrollment

- Enrollment is based on a reserved space in the program. Families must complete all required registration paperwork prior to attendance.
- Children must be registered for their scheduled program days and times.
- Updated emergency contacts, medical information, and authorized pick-up information must be provided and kept current.

Tuition + Payment Policy

- Tuition payments are due one month in advance on the last Friday of each month for the upcoming month of enrollment.
- Our program follows the Falmouth Public School System schedule. The After School Program only runs on the days Falmouth Public School operates.
- Tuition is based on your child's reserved enrollment space and is due regardless of attendance. This includes absences due to illness, vacation, personal reasons, or other missed days.
- Tuition is also due in the event of program closures, delayed openings, or early dismissals due to weather, emergencies, or circumstances beyond our control.
- Tuition payments are not prorated, refunded, or credited for missed days.
- A \$50.00 late payment fee will be assessed for payments not received by the due date.
- Failure to maintain a current account balance may result in suspension of enrollment until all outstanding balances are paid.
- Tuition and fees are not refunded or credited for days missed due to non-payment. A child may not attend until the account has been brought current.

Withdrawal Policy

- A minimum of two (2) weeks' written notice is required to withdraw your child from the program.
- Tuition remains due during the notice period, regardless of attendance.

- Failure to provide proper notice may result in continued tuition charges.

Attendance Policy

- Families should notify the program if their child will be absent.
- Because enrollment reserves a scheduled space, tuition remains due whether or not your child attends.
- If your child is unable to attend due to illness, vacation, or other circumstances, no refunds or credits will be provided.

Weather + Emergency Closures

- The safety of children and staff is our priority. Little Milestones reserves the right to close, delay opening, or dismiss early due to severe weather, emergencies, or unsafe conditions. If Falmouth Public Schools cancel after school activities, we will follow suit.
- Tuition will not be refunded or credited due to weather-related closures, delayed openings, or early dismissals.

Authorized Pick-Up Policy

- Children will only be released to individuals listed as authorized pick-up persons on the child's registration form.
- Any person picking up a child may be required to present a valid government-issued photo ID.
- Parents/guardians must provide written authorization for any changes to approved pick-up arrangements.
- Children will not be released to anyone who is not listed as authorized.

Late Pick-Up Policy

Our program closes promptly at the scheduled closing time. Families are expected to arrive on time for pick-up.

Late pick-up fees will be assessed as follows:

- \$20.00 for the first 5 minutes after closing.

- An additional \$5.00 per minute for every minute thereafter until your child is picked up.

Late pick-up fees must be paid on your child's next scheduled attendance day. If payment is not received, your child may not attend the program until all outstanding late fees have been paid.

Repeated late pick-ups may result in a review of your family's enrollment and may lead to dismissal from the program.

Homework Expectations

- Staff will provide a supportive environment for children to work on assigned homework and develop positive study habits.
- Staff will encourage children to complete homework; however, families remain responsible for reviewing completed assignments and ensuring school responsibilities are met.
- Children are encouraged to bring all necessary homework materials and supplies needed for their assignments.

Behavior Expectations

Children are expected to:

- Treat staff, peers, and property with respect.
- Participate safely in activities.
- Follow program expectations and directions.
- Use appropriate language and behavior.

Little Milestones is committed to creating a positive environment where children can learn, play, build friendships, and feel successful.

Parent Communication

Families are responsible for keeping all contact information, emergency contacts, and authorized pick-up information current. Please communicate any changes promptly to ensure the safety and well-being of your child. Ill children should

remain home and if they become ill while at Club, you will be asked to pick up within 30 minutes.

Notice Regarding Criteria for Exemption from EEC Licensing

While our school, Little Milestones Childcare Center, is an EEC licensed program, the After School Club is a separate program which is exempt from licensing.

I have reviewed the details + policies:

Parent/Guardian Signature: _____ Date ____/____/____

Parent/Guardian Signature: _____ Date ____/____/____