



Swampscott

Extended Day

Before and Afterschool Program

2016-2017 PAYMENT POLICY

KEEP FOR YOUR REFERENCE

All monthly payments are to be made by credit card or debit card by accessing the Swampscott Public School Website/ Pay fees Online and following the prompts for Extended Day Payments.

Please note NO personal checks cash or money orders will be accepted. Payment is due no later than the 10th of the month. Payments made after the 10th of the month will include a \$25.00 charge. Payments must be received by the end of the month for continued enrollment in the program unless arrangements have been made with the director.

Monthly payments do not include vacation weeks, scheduled days off or snow days when the schools are closed. Extended Day will follow the regular school calendar, with the following exception: **NO Morning Extended Day on the first day of school and the last day of school, or late start days and NO Afterschool Extended Day on the Wednesday before Thanksgiving or the last day of school. Changes in your child's schedule must be made by the end of the month. If your child is absent, you are still responsible for payment. If your child is going to be out for an extended period of time please contact the Director. Please note: a paid registered day cannot be exchanged for a non-registered day.**

You will be charged a LATE FEE of \$10.00 for every ten-minute period beyond the registered dismissal time. (Example: If your child is registered to leave at 4:30 and you come at 4:40pm, you will be charged \$10.00. If you come at 4:50 pm, you will be charged \$20.00, etc.). If you have an emergency and know you will be delayed, please call the Extended Day line and notify the teachers.

The Extended Day Program ends promptly at 6:00 P.M., and you must pick up your child and leave before 6:00 PM. Please have alternate plans in case you are unable to arrive before 6:00 P.M. Your child will be asked to leave the program after three late pick-ups. A fee of \$1.00 per minute after 6:00pm will be added to your next month bill.

It is the responsibility of the parent to make payment for extra hours or days. Payment for any extra time is to be paid in advance or on the day of the extra time. Extended Day Teachers and your child's classroom teacher must be notified if your child will not be attending the Extended Day Program or has A CHANGE IN SCHEDULE. **There is no credit for activities that occur during the time your child is enrolled at Extended Day.** (This includes Homework Club, Sports Clubs and Enrichment Classes.) **To withdraw your child from the program or reduce enrolled times, written notice (via email or note must be given 30 days in advance.**

The Swampscott Public Schools does not discriminate or tolerate harassment against students, parents/guardians, employees or the general public. No person shall be excluded from or discriminated against in admission to the Swampscott Public Schools, or in obtaining the advantages, privileges and courses of study of the Swampscott Public Schools on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, children, marital or civic union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or handicap. Extracurricular activities sponsored by the district are nondiscriminatory in that:

1. The school provides equal opportunity for all students to participate in intramural and interscholastic sports;
2. Extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, sex, gender identity, color, religion, national origin, sexual orientation, disability, or homelessness.