

The Preschool, at

STOUGHTON EXTENDED DAY



School Year 2009-2010

Edwin A. Jones Early Childhood Center
137 Walnut Street, Stoughton, MA 02072

781-341-0886 Preschool Office
781-344-5512 Administrative Office

781-341-0885 Fax

www.pre_sed@verizon.net

www.stoughtonextendedday.org

Accredited by
the NAEYC Academy
for Early Childhood
Program Accreditation



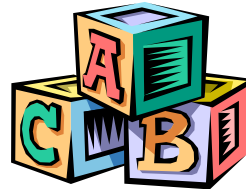
The Preschool at STOUGHTON EXTENDED DAY

"Where Children Learn Through Laughter and Play"

As many of you know, in 1989 we started an after school program serving primarily grades K-6. Through the parents in our community, we became aware of the great need for care of children ages 2.9 to pre-kindergarten. In the fall of 2003 we established The Preschool at Stoughton Extended Day to serve the younger children in and around the Stoughton Community. Starting in the Fall 2009 we expanded again to include children ages 15 months to 2.9 years.

We offer NAEYC accredited full and half day programs in our Preschool classes at the Edwin A. Jones Early Childhood Center in the heart of Stoughton. The school is conveniently located near Stoughton Center, area parks, playgrounds, the public library and main thoroughfares.

Whether you already have children in Stoughton Public Schools, or this is your first child, you will find our program convenient, competitively priced and loads of fun for your little one. Come and check us out!



Children must be between the ages of 15 months to pre-kindergarten, working towards being potty trained and socially ready for independence. We offer a full day program from 7:30 AM to 6:00 PM and two half-day programs, either morning from 7:30 AM to 12:30 PM or afternoon from 1:00 PM to 6:00 PM





2009-2010
Fee Structure

	<u>Full Day Toddler</u> (7:30 AM-6:00 PM)	<u>Half Day Toddler</u> (AM 7:30-12:30 or PM 1:00-6:00)	<u>Full Day Preschool</u> (7:30 AM-6:00 PM)	<u>Half Day Preschool</u> (AM 7:30-12:30 or PM 1:00-6:00)
1 Day	\$95.00	\$80.00	\$85.00	\$70.00
2 Day	\$170.00	\$120.00	\$160.00	\$110.00
3 Day	\$200.00	\$152.00	\$190.00	\$142.00
4 Day	\$225.00	\$165.00	\$215.00	\$155.00
5 Day	\$250.00	\$180.00	\$240.00	\$170.00

*We offer a 20% discount for your second child (discount applies to lowest price)

*We do accept vouchers

*Additional emergency days (if available) for those already enrolled in the program can be purchased for an additional \$85.00 (full day) / \$70.00 (half day). Simply contact the Preschool Director.

Late Pick-up:

1st occurrence: \$10 for every 15 minutes

2nd occurrence: \$20 for every 15 minutes

3rd occurrence: \$30 for every 15 minutes and subject to termination

Decrease or Withdrawal from the Program:

30-day notification in writing; please ask your Preschool Director for a form.

Typical Daily Schedule

Pre-school Room Schedule	Pre-kindergarten Room Schedule
7:30 AM Arrival / Free play	7:30 AM Arrival / Free Play
9:00 AM Snack Time	8:30 AM Circle Time /Calendar/Weather/Song /Story
9:15 AM Gross Motor	9:15 AM Snack / Toileting*
10:00 AM Circle Time/Calendar/Weather /Song /Story	9:45 AM Center Time
10:30 AM Table time / Small Group Activities/Crafts	10:00 AM Table Time Activity/Small Group/ Crafts
11:00 AM Center Time	11:00 AM Gross Motor / Outdoor Play/gym
11:30 AM Lunch / Toileting*	11:30 AM Lunch / Toileting*
12:00 PM Table Time / Small Group Activities/Crafts	12:00 PM Computers/Puzzles/Books/Crafts
12:30 PM Rest Time	12:30 Rest Time
1:30 PM Snack / Toileting*	1:30 PM Snack / Toileting*
2:00 PM Center Time	2:00 PM Gross Motor/ Outdoor Play
2:30 PM Gross Motor/ Outdoor Play	3:00 PM Free Play / Art / Music / Stories/ Computer
3:30 PM Table Time / Small Group Activities/Crafts	3:30 PM Table Time / Small Group Activity/Crafts
4:00 PM Toileting*	4:30 PM Center Time
4:15 PM Free Play / Art / Music / Stories/ Computer	5:15 PM Free Play / Art / Music / Stories/ Computer
5:30 PM Small Afternoon Circle / Story Time	6:00 PM Time to Go Home
6:00 PM Time to Go Home	*all children are encouraged to use the bathroom facilities throughout the day.



**2009-2010
Registration Form**

Child's Name _____ D.O.B. _____ (Age) _____

2nd Child's Name _____ D.O.B. _____ (Age) _____

Address _____

Parent(s) name(s) _____

Home Telephone # _____ Work Telephone # _____

Cell Phone # _____ E-mail address _____

Fee Structure *

	<u>Full Day Toddler</u> (7:30 AM-6:00 PM)	<u>Half Day Toddler</u> (AM 7:30-12:30 or PM 1:00-6:00)	<u>Full Day Preschool</u> (7:30 AM-6:00 PM)	<u>Half Day Preschool</u> (AM 7:30-12:30 or PM 1:00-6:00)
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*We offer a 20% discount for your second child (discount applies to lowest price.)

*We do accept vouchers.

*Additional emergency days (if available) for those already enrolled in the program can be purchased for an additional \$85.00 (full day) / \$70.00 (half day). Simply contact the Preschool Director.

*30 day written notice is required to decrease the number of days or withdraw from the program. All payments are due on or before the Thursday of the previous week. Any payment not received by this time will be considered late and you will be responsible for a \$20 per week late fee. There will be a \$20 service charge for any returned check. Additionally, should your account become delinquent and we are forced to turn it over for collection you will be responsible for all collection costs as well as reasonable attorney fees.

*Tuition fees may be subject to change. A 30-day notice will be given. I agree to these payment terms and conditions.

Parent/Guardian Signature _____ Date _____

I wish to enroll my child in the following program:

Start Date _____

<p><u>Full Day Program</u> Toddler or Preschool (Please Circle) Full Week Mon Tues Wed Thurs Fri (Please Circle)</p>	<p><u>Half Day Program</u> Toddler or Preschool (Please Circle) Mornings or Afternoons (Please Circle) Full Week Mon Tues Wed Thurs Fri (Please Circle)</p>
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All medical, permission and emergency forms must be completed before the child will be allowed to attend the program. Please mail this form with 3 weeks payment and registration fee to: Stoughton Extended Day, P. O. Box 257, Stoughton, MA 02072-0257. If you have any questions, please feel free to call Beverly Arsenault at (781) 341-0886 or e-mail us at info@stoughtonextendedday.org.

First week's tuition _____
Last **two weeks'** tuition _____
Registration Fee **\$25.00**

TOTAL ENCLOSED _____

Date Rec'd by SED _____ Staff Name _____ Confirmation Sent _____
Total Amount Paid _____ Check # _____ Cash _____

The Preschool at



P. O. Box 257, 137 Walnut Street, Stoughton MA 02072 (781) 341-0886 Fax (781) 341-0885

I have received a copy of the S.E.D. parent handbook. I agree to familiarize myself with the information it contains and understand this handbook constitutes the policies and guidelines of our Preschool.

I agree to pay all tuition due even though my child may be ill, school may be closed for inclement weather or holiday closings. I also understand that S.E.D. will not offer an alternate day to make up for the day my child missed.

I agree to pay a late fee of \$10.00 for every 15 minutes (or any part of 15 minutes) for the first offense. \$20.00 for the second offense, \$30.00 for the third offense. Pick-up time is no later than 6:00 P.M. Payment is expected no later than the next day your child attends school.

A 30-day written notice is required to decrease the number of days or withdraw from the program. All payments are due on or before the Thursday of the previous week. Any payment not received by this time will be considered late and you will be responsible for a \$20 per week late fee. There will be a \$20 service charge for any returned check. Additionally, should your account become delinquent and we are forced to turn it over for collection you will be responsible for all collection costs as well as reasonable attorney fees. *Tuition fees may be subject to change. A 30-day notice will be given. I agree to these payment terms and conditions.

I grant permission for my child to play on all playground equipment.

Parent/Legal Guardian: _____ Date: _____

Child's name: _____ D.O.B: _____

**The Preschool
at
STOUGHTON
EXTENDED
DAY**



**2009 - 2010
Program Information**

Thank you for choosing the Preschool at Stoughton Extended Day. Here is some further information about our program.

Location: Edwin A. Jones Early Childhood Center, 137 Walnut Street, Stoughton, MA 02072

Telephone number: 781-341-0886: Fax 781-341-0885: Administrative Offices 781-344-5512

Website: www.stoughtonextendedday.org

E-mail address: info@stoughtonextendedday.org or pre_sed@verizon.net

Hours of Operation: 7:30AM to 6:00 PM, **except** for the following holidays:

Labor Day - Monday, September 7, 2009

Columbus Day - Monday, October 12, 2009

Veteran's Day - Wednesday, November 11, 2009

*Wednesday, November 25, 2009 - close at 4:00PM

Thanksgiving Day - Thursday, November 26, 2009

Day after Thanksgiving - Friday, November 27, 2009

*Christmas Eve - Thursday, December 24, 2009- close at 2:00PM

Christmas Day - Friday, December 25, 2009.

*New Year's Eve- Thursday December 31, 2009- close at 4:00PM

New Year's Day - Friday, January 1, 2010

Martin Luther King Day - Monday, January 18, 2010

President's Day - Monday, February 15, 2010

Good Friday- Friday, April 2, 2010

Memorial Day - Monday, May 31, 2010

July 5, 2010- July 9, 2010 Closed all week. (No tuition due for this week only.)***

Holidays have been taken into consideration in the overall tuition rates and full tuition is due for weeks in which these holidays occur. Substitutions in schedules cannot be made for holidays. No refund will be given for missed days.

If your child is unable to attend, there will be no rescheduling for the missed day.

Due to staff scheduling requirements, credit or refunds will not be given for your child's illness or other absences.

Emergency Conditions: In the event of building emergencies, heavy snow falls, or other severe weather conditions, we will remain open as long as safety allows. If it becomes necessary to close the program, we will call parents/ guardians in the order listed in their emergency sheet. You are expected to come for your child immediately. For further information, contact the preschool office and/or check our website at www.stoughtonextendedday.org.

Tuition and payment information:

Late Pick-up Penalty:

- 1st occasion: \$ 10 for every 15 minutes
- 2nd occasion: \$ 20 for every 15 minutes
- 3rd occasion \$ 30 for every 15 minutes and subject to termination

Full tuition is due for days/ weeks in which emergency conditions require us to close.

Withdrawal from the program: **30 days written notice** is required for withdrawal for any reason. Full tuition is due for this period and your two weeks prepayment and security deposit will be credited on your final statement.

*** Tuition must always be paid one week in advance, and is due no later than Thursday of the previous week. All late payments will result in a \$20.00 late fee.

