



# Simsbury Enrichment and Extended Day

## Kelly Curtis, Program Coordinator

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May 2019

Dear Parents/Guardians:

Thank you for your interest in the SEED Program! We are so excited to begin planning for the eleventh year of our program. SEED is committed to providing quality after school care for Simsbury's elementary school children.

Attached you will find the forms necessary to register your child(ren) for the 2019-2020 school year, as well as a listing of the fees. Please note although this has not happened in several years, the tuition fees for this year have been increased.

Please be sure to fill out a separate form for **EACH** child. For those families registering from May to the start of school, a \$100 deposit per child (checks only; no cash) must be included with the form(s). This deposit will go towards the first month's tuition. *Your child's registration will not be processed until all forms are completed and received* You will receive a confirmation phone call regarding your child's enrollment in the SEED Program. Additionally, an updated Parent Handbook, including any policy and/or procedure changes will be mailed to all registered families.

As a reminder, separate registration forms must be completed for snow days and vacation days/weeks. *Registration packets for these days will be available in September 2019* For any questions regarding vacation/snow day programs, please contact the SEED office at 860-408-6144.

If you have any questions regarding registration, or need additional information about the SEED Program, please do not hesitate to contact me. I, along with the SEED staff, look forward to working with you and your family this year!

Sincerely,  
Kelly Curtis  
SEED Program Coordinator

*Our SEED Character Traits are:*

*Respect, Responsibility and Kindness*

# Simsbury Enrichment & Extended Day Program

## 2019-2020 Registration Form

Please print clearly and complete all information requested

Registration Fee/Tuition:  
Check #: \_\_\_\_\_  
Received: \_\_\_\_\_  
\_\_\_\_ Copy to Site  
\_\_\_\_ Sign In Sheet  
\_\_\_\_ Welcome Packet  
\_\_\_\_ Confirmation  
**Yes No** Photo Consent  
**Yes No** Allergies

ANTICIPATED START DATE FOR THE SEED PROGRAM: \_\_\_\_/\_\_\_\_/\_\_\_\_

### CHILD'S INFORMATION:

Child's Name \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Gender: **M F**

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Child Attends \_\_\_\_\_ Grade in September 2019 \_\_\_\_\_

### PARENT/ GUARDIAN INFORMATION:

#### Primary Contact (will be contacted first):

Parent/Guardian Name \_\_\_\_\_  
Relationship to Child \_\_\_\_\_  
Address (if different) \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email Address \_\_\_\_\_  
Place of work \_\_\_\_\_  
Business Address \_\_\_\_\_

#### Secondary Contact :

Parent/Guardian Name \_\_\_\_\_  
Relationship to Child \_\_\_\_\_  
Address (if different) \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email Address \_\_\_\_\_  
Place of work \_\_\_\_\_  
Business Address \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION (includes routine pick up authorization)

In case of emergency, if the SEED staff are unable to reach the parent/guardian listed above, the following individual(s) have permission to make decisions regarding the care of my child, including permission to pick up my child in case of an emergency or dismissal.

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### PICKUP AUTHORIZATION

I give permission for my child to be released from the SEED Program to the people listed below. **ALL ADULTS WILL BE REQUIRED TO PRODUCE IDENTIFICATION IF NOT KNOWN TO STAFF UPON ARRIVAL OF PICKING UP A CHILD.**

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

# REGISTRATION FORM

Please print clearly and complete all information requested

## PROGRAM INFORMATION:

Please circle your desired location, attendance, days attending and type of care you would like to register for. Once registered, children may **not** switch attendance days on a weekly basis. In the event you need a permanent change, please fill out a program change form (available in the SEED office or on the webpage).

<u>Central</u>	<u>Latimer Lane</u>	<u>Squadron Line AM Care</u>	<u>Squadron Line PM</u>	<u>Tariffville</u>	<u>Tootin' Hills</u>
Monday	Monday	Monday	Monday	Monday	Monday
Tuesday	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday	Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday	Thursday	Thursday	Thursday
Friday	Friday	Friday	Friday	Friday	Friday

- **All programs must have a minimum enrollment of 10 students each day.**
- Please include payment for current tuition (checks only; no cash). Monthly tuition is due by the 15<sup>th</sup> of each month.
- Any modification to a child's program requires completion of a SEED Change Form.
- Checks can be made out to SEED. Please mail check to SEED main office. If dropping off payment at Squadron, check **MUST** go directly in payment box in **CAFETERIA** or in **MAIN OFFICE**. Payments **MAY NOT** be given to **SEED STAFF MEMBERS!**

## MEDICAL AND OTHER IMPORTANT INFORMATION:

Highly allergic to (BEE STINGS, SHELLFISH, NUTS, MEDICATION, ETC.) \_\_\_\_\_

Diabetic  Seizure Disorder  Other medical problems \_\_\_\_\_

Taking Medication (name and dose) \_\_\_\_\_

***Additional information you should know about my child*** \_\_\_\_\_

**In compliance with the Connecticut State Law and Regulations and Simsbury Public Schools Policy, SEED requires all medications (including over the counter) to have written parent AND physician authorization to administer medication at SEED. Please notify the SEED main office of any change in the above information. Medication must be delivered to the SEED program in the original pharmacy labeled container by a parent or responsible adult. Please note, SEED will only administer medications for serious medical conditions.**

I understand that I have had the opportunity to read and understand all SEED policies. I give my permission for you to provide immediate First Aid and to take whatever action you deem necessary for the health and welfare of my child in case of emergency, including contacting emergency services and the need for medical transportation. I also give permission to post my child's name (first name and last initial only) and/or photo to the SEED website or other SEED related material.

\_\_\_\_\_  
PARENT/GUARDIAN PRINTED NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

SIMSBURY ENRICHMENT AND EXTENDED DAY – MAIN OFFICE 44 Squadron Line Road, Simsbury, CT 06070 – 860.408.6144

# **Simsbury Enrichment & Extended Day Program**

## **2019-2020 Tuition Fees**

### **AM Care Monthly Tuition**

#### **Squadron Line Only**

(7am- until school starts)

5 days a week .....	\$185 per month
4 days a week .....	\$150 per month
3 days per week .....	\$115 per month
2 days per week.....	\$80 per month
1 day per week.....	\$45 per month

### **PM Care Monthly Tuition**

**Central, Latimer Lane, Squadron Line, Tariffville and Tootin Hills Schools**

(After school until 6pm)

5 days a week .....	\$360 per month
4 days a week .....	\$290 per month
3 days per week .....	\$220 per month
2 days per week.....	\$150 per month
1 day per week.....	\$80 per month

### **ADDITIONAL CARE**

**Central, Latimer Lane, Squadron Line, Tariffville and Tootin Hills Schools**

(With prior approval from the SEED Office, when available)

1 Day AM Care (Squadron ONLY) .....	\$20 per day
1 Day PM Care (All Site Locations) .....	\$25 per day

### **MISC. FEES AND DISCOUNTS**

**Central, Latimer Lane, Squadron Line, Tariffville and Tootin Hills Schools**

Returned Check .....	\$25 per check
Late Fee.....	\$30 per month
Sibling Discount.....	5% off lower tuition

## **Frequently Asked Questions**

### **Q. What is SEED?**

A. The SEED program stands for “Simsbury Enrichment and Extended Day.” SEED provides a fun, safe, educational and enriching environment for every child. Warm and friendly staff nurtures children to increase their cognitive abilities and foster self-esteem, while developing team spirit with a sense of cooperation and fair play. SEED strives to create a seamless continuum of support and education for Simsbury elementary students.

SEED offers before school care (Squadron Line Only) and after school care. This includes late openings (when registered for AM care) and early dismissals (when registered for PM care).

### **Q. What will my child’s day be like at SEED?**

A. At SEED, children will enjoy time to socialize, do homework, have snack and engage in a variety of enrichment activities including active play.

### **Q. Can I change my child’s SEED schedule?**

A. Yes. Changes can only be made on a monthly basis. Please note changes to your child’s schedule may not be made from one week to the next and days may not be switched (i.e. due to illness, other absence, change in activity schedules, etc.) All program changes require a notice of 24 hours and a two week notice is required for withdrawing from the program. No changes will be considered from the first day of school through September 15<sup>th</sup>. Confirmation is required from the SEED office for any change to take effect.

### **Q. What enrichment opportunities will be offered with the SEED program?**

A. The SEED program provides additional enrichment activities to our daily schedule such as math, literacy, science, arts and more! When enrolled in the SEED program, all PM care participants will also have the opportunity to participate in our Global Arts, Music and Dancing as well as Fit4Fun program for no additional cost. These programs meet once a week at each after school site for one hour throughout the school year.

### **Q. Where can my child attend SEED?**

A. SEED is offered at Latimer Lane, Tootin Hills, Tariffville School, Central School as well as Squadron Line. AM program is offered at Squadron Line School only.

### **Q. What are the hours of operation for SEED?**

A. AM care is at Squadron Line only and opens at 7:00am until the opening of school (including late openings). PM care opens at school dismissal (including early closings) and is open until 6:00pm.

### **Q. Does SEED offer any financial aid or discounts?**

A. A sibling discount of 5% off the lower tuition is offered to families with more than one child enrolled in the program. Additional financial aid through the SEED Program is available for those who qualify. Please contact the SEED Office for more information at 860.408.6144.

### **Q. Will SEED offer vacation days and snow day coverage?**

A. Yes, SEED will offer vacation days and snow day coverage. A separate snow and vacation day registration form is required for participation in any vacation day or snow days throughout the school year. The forms will be available in September. There is a cost of \$50 per child per day for all snow and vacation days. Sibling discount and financial aid applies to snow and vacation days for those who qualify.

### **Q. Is the program eligible for federal child care tax credit?**

A. Yes, but check with your tax advisor.