

***Enchanted Forest After School Program***  
***at Swift River School, 201 Wendell Road, New Salem, MA 01355***  
***978-544-6926, ext. 225***  
***Christine Heard, Director @ ext. 0***

**POLICY**  
2009-2010

**COSTS**

**Monday, Tuesday, Thursday, Friday**  
**3:00 - 5:30 p.m. is \$9.00 per day**

**every Wednesday and parent conference Fridays (4 per year)**  
**1:10 - 5:30 p.m. is \$17.00 per day**

**Morning Program**

**7:20 - 8:20 a.m. is \$5.00 per day**  
**7:40 - 8:20 a.m. is \$4.00 per day**  
**8:00 - 8:20 am. is \$3.00 per day**

**Closing Time:** We close promptly at 5:30 p.m. If you are late picking up your child, the Enchanted Forest charges \$1.00 per minute for every minute after 5:35 p.m. Repeated late pick ups may result in exclusion of your child from the Enchanted Forest.

**Drop In Rate** is \$5.00 per hour on a space and staff availability basis. Please call ahead to be sure there is space for your child in the afternoon program.

**Snacks & Breakfast:** The Enchanted Forest does not provide snacks or breakfast. Please send a healthy snack including a drink for your child for the afternoon program. If your child comes in the morning, please send breakfast, including a drink. Parents are encouraged to provide a supply of snack or breakfast food, which will be labeled with your child's name.

**Morning Program:** The morning program at EF will be open only if students are registered to attend. Please call Christine Heard at 978-544-6926, ext. 0 to register your child for the morning program or use the attached registration form no later than August 26th.

**Sign In/Sign Out:** An adult must come into EF to drop off or pick up your child. That adult should sign the child in with the time of drop off (in the morning) or sign the child out (in the afternoon).

**Homework:** The Enchanted Forest provides time in both the morning and the afternoon programs each day (except Friday afternoon) for children to do homework. Children who do not have homework are expected to read or look at books during this 15 or 20 minute period. If you prefer that your child **not** do homework during Enchanted Forest, please send a note with that information. Your child will then be expected to read during that time.

***Enchanted Forest After School Program***  
***at Swift River School, 201 Wendell Road, New Salem, MA 01355***  
***978-544-6926, ext. 225***  
***Christine Heard, Director @ ext. 0***

**POLICY (continued)**

**Sick Days or other unscheduled changes:** If your child is scheduled to attend the Enchanted Forest, you are expected to pay for days that your child cannot attend due to illness or due to a temporary change of plans. Consideration will be given if your child is ill for an extended period of time. Please talk with the Director.

**Snow Days:** Enchanted Forest is closed on snow days. We do not charge for snow days.

**School Holidays, School Vacations and Personal Vacations:** Enchanted Forest is closed when school is closed, and we do not charge for those times. However, you will be charged for any personal vacation time which is scheduled when school is in session.

**Parent/Teacher Conference Days:** Enchanted Forest will be open from 1:10 p.m. to 5:30 p.m. on parent/teacher conference days.

**Payment: Unless you make other arrangements with the Director, payment is due at the end of each week. *Payment is expected every Friday.*** Once you have signed up for specific times and days, you will be informed of your weekly fee. We can offer a monthly payment plan for those who request it. Please speak with the Director. Checks should be payable to Swift River School. **Children may be excluded from the Enchanted Forest if payments are five weeks or more in arrears.**

**Scholarships:** A limited number of scholarships is available for income eligible families. Please make sure you have returned a completed free/reduced lunch application, in order to be eligible for a scholarship. You must request a scholarship directly from the Director; this request must be made every year.

**Vouchers for Day Care:** The Enchanted Forest is now an approved day care provider for Child Care Outlook. Vouchers can be used for both the before and after school programs. Please call Christine Heard for more information or you may call Child Care Outlook Community Action at 413-376-1104 to apply for a voucher.

***Enchanted Forest After School Program***  
***at Swift River School, 201 Wendell Road, New Salem, MA 01355***  
***978-544-6926, ext. 225***  
***Christine Heard, Director @ ext. 0***

**REGISTRATION FORM**  
**2009-2010**

Child's Name: \_\_\_\_\_

Days Requested:

(Please write in expected drop off time for morning program.)

Monday \_\_\_\_\_ (p.m.) \_\_\_\_\_ (a.m.)

Tuesday \_\_\_\_\_ (p.m.) \_\_\_\_\_ (a.m.)

Wednesday

1:10 p.m.-5:30 p.m. \_\_\_\_\_ (a.m.)

Thursday \_\_\_\_\_ (p.m.) \_\_\_\_\_ (a.m.)

Friday \_\_\_\_\_ (p.m.) \_\_\_\_\_ (a.m.)

Drop In \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Birthday: \_\_\_\_\_

Please inform us of anything you'd like us to know about your child  
(e.g., likes, dislikes, food issues, etc.).

---

---

---

***Enchanted Forest After School Program***  
***at Swift River School, 201 Wendell Road, New Salem, MA 01355***  
***978-544-6926, ext. 225***  
***Christine Heard, Director @ ext. 0***

**PARENT INFORMATION & PERMISSION**

**2009-2010**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ (mother)

\_\_\_\_\_ (father)

Emergency Contact: name \_\_\_\_\_

phone number: \_\_\_\_\_

Emergency Contact: name \_\_\_\_\_

phone number: \_\_\_\_\_

Doctor: name \_\_\_\_\_

phone number: \_\_\_\_\_

Allergies and Medications: \_\_\_\_\_

I have read the Enchanted Forest Policies and agree to its terms. In case of emergency, I grant my permission to the staff of the Enchanted Forest to transport my child to the nearest medical facility.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_