2026-2027 EXTENDED CARE PROGRAM INFORMATION & REGISTRATION FORMS

Registration for these programs is on-going throughout the school year.

BEFORE SCHOOL PROGRAM INFORMATION

The program begins at 6:50am and children will be dropped off at the club room doors. Children must be registered in the Before School program in order to be dropped off early. This program is available for students in preschool-grade 8.
This program will be available at 6:50am on days when there is a delayed opening.
Families may register at any time during the school year. Payment is due upon registration.
Cost for this program is as follows:
Registration fee for entire school year - $300.00 for 1 child or $500.00 for a family
Registrations accepted after January 1 - $150.00 for 1 child or $250.00 per family

AFTER SCHOOL PROGRAM INFORMATION

Preschool Program Hours – 2:00-4:00pm

Kindergarten – Grade 8 Hours – 1:45-5:00pm
Preschool children who have siblings in kindergarten – grade 8 or need care past 4:00 may join the children in the club room where they will be cared for until 5:00.

The After School program will be available on our early dismissal days throughout the school year.

Cost for the program is as follows:
Registration fee for entire school year - $100.00 per child
Registrations accepted after January 1 - $50.00 per child
Registration fee must accompany registration form in order to secure placement.
*$7.00 per hour for the first child
*$6.00 per hour for the second child
*$5.00 per hour for the third child
You will be billed monthly for the hours that your family uses the program.
Billing starts at 1:45 for grades K-8. You will be billed on a 2 hour minimum basis for the days that your child uses the program. Example; if you pick your child up before 3:45, you will be billed for two full hours. After the 2 hour minimum; billing is done in 15 minute increments.
Billing starts at 2:00 for preschool. You will be billed on a 2 hour minimum basis for the days that your child uses the program. Example; if you pick your child up before 4:00, you will be billed for two full hours.
After school bills will be sent home with your child at the beginning of each month, for the previous month. Full payment is due within 7 to 10 days of the dated bill. You may send your payment into school with your child.

After School Program Cell Phone Number – (413) 233-6518
During regular school hours, please call the school office at (413) 739-4131. The cell phone for the After School program is available after 2:00.

Guidelines for After School Pick-Up

Preschool children will be in the 3 year old preschool room. Please pick your child up at the 3 year old preschool room in the area where our back field is located. You will park in the school parking lot off of Westfield Street by the club room and walk around to the back of the school to the door of the 3 year old preschool room. A staff member will sign your child out and bring them to the door to be dismissed to an authorized person.

Kindergarten – Grade 8
Please pick your child up at the club room doors located in the school parking lot off of Westfield Street (club room is the last room on the left when you pull into parking lot, doors are around the corner). You will call the After School Program cell phone – (413) 233-6518, letting the staff know that you are here to pick up your child. A staff member will sign your child out and bring them to the door to be dismissed to an authorized person.

Parents or authorized persons will not be allowed in the building when picking up children.
All parents and authorized persons who will be picking up children MUST show a license or other valid picture ID.
In the event that yourself or authorized person is not picking up your child, a parent must call the school office during the school day to let us know who the person picking up your child will be.
If you have had a last minute change of plans and you cannot reach the school office, you must call the After School cell phone to let the staff know who will be picking up your child. If the staff did not receive a message from a parent, they will not release your child. Your child and the person picking up will be detained until verbal permission is received from a parent.

Communication Is Key For The Safety Of Your Child!
Anytime your child's schedule changes or authorized person for pick up changes, **you MUST submit in writing two notes, one for the homeroom teacher and one for the After School program.**
If a situation arises during the day and there will be a change in your child's schedule, or there is a change in the authorized person who picks up your child on a regular basis, you must call the school office preferably before 1:30.
Unless otherwise stated, parents are always considered as authorized persons for pick up. On the registration form please list the person(s) other than a parent, authorized to pick up your child on a regular basis from the After School program.
All authorized persons, including parents, must show a valid picture ID.
*If it is after 2:00 and there is a last minute change of plans, you must call the After School cell phone to let the staff know who will be picking up your child. If the staff did not receive a message from a parent, they will not release your child. Your child and the person picking up will be detained until verbal permission is received from a parent.

ADDITIONAL IMPORTANT PROGRAM INFORMATION-

1. Snacks **will not** be provided at the After School program. Every child must bring a snack and water bottle from home. Please be sure to pack the After School snack in a container or zip-lock bag marked-After School Program. **All snacks must be peanut and nut free.**

2. Students in grades kindergarten – grade 8 may bring some items from home to enjoy at the After School program, however it is not required as in the past. No electronics, please.

3. Students in grades kindergarten-grade 8 will remain in their school uniforms at the After School program.

4. Children in preschool, kindergarten and grade 1 must have a complete change of clothing for the After School program. Please send the extra set of clothing in a zip-lock bag with their name on it.

5. All students that have homework will be instructed to work on their homework at the program. Any homework that has been done at the program must be checked by the parent. If your child does not finish their homework at the program, your child must complete their assignments at home.

6. Cell phones may not be used during school hours including the After School program. All electronic devices such as but not limited to - cell phones, IPads, IPods, Apple Watches (or any other Smart Watch), MP3 players or any device with head phones are not permitted at the After School Program.

BEFORE SCHOOL PROGRAM REGISTRATION FORM 2026-2027

The registration fee must be sent with this registration form.
$300.00 for 1 child / $500.00 for a family

Student Name _____ **Grade** _____

Student Name _____ **Grade** _____

Student Name _____ **Grade** _____

Address _____
Street City/Town

Home Phone _____ **Mother's Cell Phone** _____

Father's Cell Phone _____

Mother/Guardian _____
Name

_____
Work Place Address Phone

Father/Guardian _____
Name

_____
Work Place Address Phone

ALLERGIES/ILLNESSES/SPECIAL INSTRUCTIONS_____

_____

Please circle the days which you need the Before School Program. This schedule can be flexible.

DAY: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Drop-Off Time - (Approximate) _____

AFTER SCHOOL PROGRAM REGISTRATION FORM 2026-2027

$100.00 Registration Fee Per Child Must Accompany Registration Form

Student Name _____ **Grade** _____

Student Name _____ **Grade** _____

Student Name _____ **Grade** _____

Address _____
Street City/Town

Home Phone _____ **Mother's Cell Phone** _____

Father's Cell Phone _____

Mother/Guardian _____
Name

_____
Work Place Address Phone

Father/Guardian _____
Name

_____
Work Place Address Phone

Emergency Contact Name and Number _____

_____

ALLERGIES/ILLNESSES/SPECIAL INSTRUCTIONS _____

_____

Please circle the days your child/children will be attending the After School Program. This schedule can be flexible.

DAY: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Pick-up Time - (Approximate) _____