

# Millis Extended Day Enrollment Form

## Child Care Wrap Program for Preschoolers 2023-24



March 10, 2023

Clyde F. Brown School  
7 Park Road, Millis, MA 02054

**UPDATED 4/28/23**

Dear Extended Day Families,

Attached is your enrollment application form for the 2023-2024 school year for our Extended Day Child Care Wrap (CCW) Program for Preschoolers. (Must be 36 months by 8/31.) Please fill it out and drop it off at Clyde Brown or mail it to Jeanne Noonan at Clyde Brown School 7 Park Road, to arrive **on/before Wednesday, March 22, 2023 at NOON**. Please be certain to fill in the days/sessions you are applying for. **PLEASE DO NOT SEND ANY MONEY AT THIS TIME**. Once your form is received it will be processed and you will be notified if your child was placed in the program or not. You will be informed of tuition due along with the registration fee of \$23.00 at a later date. We will place children based on the priorities as follows. Once we get to a priority level that has more applicants than spaces available, we will conduct a lottery after noon on March 22nd for the remaining spots.

1. Children of Millis Public Schools staff members (4 years old by 8/31) and children enrolled in CCW this year.
2. Children of Millis Public Schools staff members (3 years old by 8/31)
3. All new applicants (4 years old by 8/31)
4. All new applicants (3 years old by 8/31)

**Any registration forms received after the March 22nd deadline, for any reason, will be entered on a waitlist.**

This program is a wrap around program intended to provide child care to students also enrolled in the Clyde F. Brown integrated preschool. It is not a stand alone program. This program runs in conjunction with the school calendar. It is open when school is open and closed when school is closed (i.e. vacations and holidays).

This program is offered Monday through Friday from **7:30 a.m. to 4:00 p.m.** You choose your schedule, but the days must be consistent from week to week.

**Please note that there will be no schedule changes processed between August 1, 2023 and September 30, 2023.**

The ratio of caregivers to children is 1:10, to ensure proper supervision and to keep our children safe.

Once you have enrolled your child we will presume that s/he is enrolled for the full academic year. That said, we do understand that circumstances may arise that do require a change. If that occurs, please know that you must request that change in writing as soon as possible.

The Child Care Wrap program opens on the first day of the Millis Integrated Preschool Program and thereafter in accordance with the Millis Public Schools schedule. **The wrap program will not open prior to the first day of preschool.** There are ten (10) equal payments due for the school year. The first tuition payment is due on or before **August 1, 2023** and is **nonrefundable**. Subsequent payments are due on the first (1st) of the month and the tuition cycles will be emailed to those enrolled at a later date.

Tuition rates are included on the registration form. **Rates are subject to change.** Families will be given as much notice as possible. You are responsible for making sure your payment is sent in a timely manner. **We will not be sending monthly invoice reminders.** There will be a \$20.00 surcharge for all late payments received after the due date. If you have any questions or concerns in the meantime, please email Jeanne Noonan at [jnoonan@millisschools.org](mailto:jnoonan@millisschools.org).

Very truly yours,

Jeanne Noonan, Director

Please note: If enrollment in any program is not sufficient to maintain the cost of running the program, the program may not operate and your fees will be returned.

**DEADLINE 12:00 NOON Wednesday, March 22**

# MILLIS EXTENDED DAY CHILD CARE WRAP PROGRAM FOR PRESCHOOLERS 2023-24

Child's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age as of 8/31 (Min 36 mos.): \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Non-Binary \_\_\_\_\_  
First Contact: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_  
Email (required): \_\_\_\_\_  
Second Contact: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_  
Email (required): \_\_\_\_\_  
Child lives with: ☐ Both Parents ☐ Mom ☐ Dad Other \_\_\_\_\_

**Alternate pick-up/Emergency contact:** I authorize the following person(s) to pick up my child in the event that I am unable to do so. **(Photo ID required)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Please feel free to attach a separate sheet with others.

**Please Note:** You must provide at least one alternate pick-up who is within a 20 minute drive. Enrollment forms will not be accepted without one.

**If you send anyone other than those listed, you must call ahead to notify us.**

**Note:** Are there any parental (or other) pick-up restrictions that we need to be aware of? ☐ YES ☐ NO

*If yes please provide appropriate legal documents.*

**Does either parent work for Millis Public Schools?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Release of Information:** The Millis Schools continually celebrate student achievements and talents. Students are frequently recognized in newsletters, on Facebook and on our website. If you give your permission for your child's picture to be displayed on site, on Facebook **or** on the website, please sign below.

Please note that children pictured on Facebook or on our website are NOT identified by name.

**I give permission for pictures of my child to be used as described above:**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

If you give permission for Millis Public Schools staff members and Extended Day staff members to share information relative to the care and/or education of your child, please sign and date here.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

## MEDICAL/EMERGENCY INFORMATION

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

Health Insurance \_\_\_\_\_

ID #/Grp # \_\_\_\_\_

Allergies \_\_\_\_\_

EPI Pen: YES \_\_\_\_\_ NO \_\_\_\_\_

INHALER: YES \_\_\_\_\_ NO \_\_\_\_\_

Medical (Other) \_\_\_\_\_

**NOTE:** If your child has an inhaler or requires any medical care other than an epipen, you must provide a 2 part protocol from your child's doctor. One for when medical staff (a nurse) is available, and one for non-medical staff.

**(There is not a nurse on site for all hours of operation.)**

**Medical Protocols must be provided at least one month prior to attendance in order to participate in the program.**

Does your child have any other needs that we should know about to help him/her have a positive experience at Extended Day?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain on back of form. \_\_\_\_\_

In case of accident, illness or other emergency, the staff at the Extended Day Program will try to immediately locate the parent or person responsible for the child. In the event of an emergency requiring immediate attention, if neither you nor the person(s) you designate can be reached, the School Nurse (if available), or Extended Day staff will institute emergency procedures. If you do not wish to authorize hospital treatment you may cross out the following paragraph before signing below.

"In the event of an EMERGENCY during which neither I, nor my spouse, nor the person(s) I have designated on my emergency contact list can be reached, I hereby give permission to the staff of the nearest medical facility to administer an anesthetic and perform such emergency procedures as may be necessary to aid my \_\_\_\_\_ son \_\_\_\_\_ daughter \_\_\_\_\_ other (Please specify)

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Parent or Guardian

DEADLINE 12:00 NOON March 22

# MILLIS EXTENDED DAY CHILD CARE WRAP PROGRAM FOR PRESCHOOLERS 2023-24 (UPDATED 4/28/23)

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

	CHECK ALL THAT APPLY				
	MON	TUES	WED	THURS	FRI
7:30-9:00					
7:30-12:30					
11:30-4:00					
3:00-4:00					

MONTHLY RATES (SUBJECT TO CHANGE)					
5 days/wk	4 days/wk	3 days/wk	2 days/wk	1 day/wk	DAILY
\$206	\$165	\$124	\$83	X	\$11.45
\$686	\$549	\$411	\$275	X	\$38.10
\$620	\$496	\$372	\$248	\$124	\$34.45
\$138	\$110	\$83	\$55	X	\$7.65

Please Indicate with a Check Mark the Days & Times You Would Like Your Child to Attend  
(Please note that the schedule blocks offered and tuition are subject to change.)

Tuition rates are under review and are subject to change. Tuition Rates do not include the registration fee of \$23.00. Rates above are for your child's regular schedule. If we are open for additional hours on early release days or no school days, additional fees will apply. More information on these opportunities will follow.

Please pay online at <https://unipaygold.unibank.com/customerinfo.aspx> (Please choose Extended Day Option not Preschool Option.) Or make checks payable to: Millis Extended Day Program 7 Park Road Millis, MA 02054

**Please Note:** Yearly tuition is divided into ten equal payments that cover the full school year. Each payment is for a period of about 18 days which usually fall in more than one month. The first payment is due August 1st and is nonrefundable. Tuition is due the 1st of every month thereafter. No reminders or invoices are sent out. It is the parent/guardian's responsibility to make payments on time. There is a \$20.00 late payment fee assessed for tuition paid after the due date.

**NOTE:** Please make a copy of your entire enrollment form for your records.