



The Boston Renaissance Charter Public School Afterschool Program

STUDENT APPLICATION

Office use only

Start date _____
Room # _____
Accufund _____
Ipass _____
Payment _____
Comment _____

❖ Complete **a separate application form for each child** that you wish to enroll in the Renaissance Afterschool Program along with the **Program Fee: \$175 per month per child.**

❖ Applications are to be returned to: **The Boston Renaissance Charter Public School
1415 Hyde Park Ave, Hyde Park, MA 02136
ATTN: Main Office**

❖ Student Information

Date: _____ Name _____
First Last

Date of Birth _____ Age _____ Gender ___Male ___Female

Address: _____
Street Apt# City/State Zip

Grade as of Sept 1 _____ Teacher _____ Room # _____

Does the student have a sibling enrolling in the Afterschool Program? No ___ Yes ___ Name _____ Grade: _____
A separate application is still needed

Voucher recipient: No ___ Yes ___, Name of Agency: _____ Date: _____

Does your child have any allergies or takes any medication? No ___ Yes _____. If yeas, please list _____

❖ **Parent/Guardian Information** – Please add ALL PARENTS AND GUARDIANS for these will be the ONLY ADULTS allowed to pick up your child from the Afterschool Program unless other arrangements are made. THIS INFORMATION IS NOT TRANSFERRED TO OTHER DEPARTMENTS.

Primary contact:

Parent/Guardian Name _____ Relationship to child: _____
First Last

Address: _____
Street City/State Zip

Home Phone: _____ Work Phone _____ Cell# _____ Lives with Child? ___Yes ___No

Secondary contact:

Parent/Guardian Name _____ Relationship to child: _____
First Last

Address: _____
Street City/State Zip

Home Phone: _____ Work Phone _____ Cell# _____ Lives with Child? ___Yes ___No

Additional names for pick-up

Name: _____ Home#: _____ Work# _____ Cell# _____ Relationship to child: _____

Name: _____ Home#: _____ Work# _____ Cell# _____ Relationship to child: _____

Parent/Guardian Signature only

Signature _____ Date _____

Print Name _____
By signing this document, you are in agreement with the BRCPS Afterschool Program policies.

Policies for the B.R.C.P.S Afterschool Program

The Renaissance Afterschool Program strives to provide a safe and active place for your children at a minimum cost to you. This handbook outlines several common questions/concerns that many parents/guardians have about the program. In order to ensure that you, the parent/guardian, agree with and have read our policies, your signature is required before your child can be enrolled into the program. Thank you in advance for your cooperation.

Program Hours

The program will run from 3:30 pm – 6:00 pm Monday through Friday. There is no Afterschool care provided on Professional Development days, school closing and holidays (please refer to the School calendar).

Pick-up

The names that you give on the application are the only adults that will be allowed to pick up your child from Afterschool unless prior arrangements are made. Anyone picking up your child must be at least 18 years of age with a valid identification. During the first two weeks of the program we will ask for a valid identification each time your child is picked up, even if we recognize the person picking up your child. After the two week period we will continue to ask for identification from anyone on the list we do not recognize. We will adhere to these policies very strictly.

Late Pick up Fees

If your child/children are not picked up by **6:00 pm** you will be assessed a late fee. This charge will be **\$1 a minute per child** and to be paid in cash to the attending afterschool staff upon late pick up. Failure to pay this fee will be treated in the same manner as failure to pay the monthly fee and may warrant suspension/termination. We understand the various traffic problems associated with getting in and out of Boston, we also expect you to arrive in a timely manner to pick up children.

Program Cost

\$175 per month per student

Voucher Program

We are an approved childcare provider through Child Care Choices of Boston. If you need assistance paying for After School, please contact CCCB at (617) 542-5437. Please be advised that our policies apply to all voucher recipients. Please contact the Afterschool Coordinator if you are making any outside arrangements for payment. Cancellation policy applies to all voucher recipients. A 2 week written notice is needed to cancel services.

Payment Policy

Parents/guardians must pay each month – NO EXCEPTIONS. The fee is due the first day of each month. If a parent/guardian has not paid by the end of that first week (7 days) a notice will be given to the parent/guardian. **After the 7th day a late fee of \$10 will be added to the total monthly payment.** The late fee will be assessed each month after the 7th day. The parent/guardian will then have another three (3) days to pay. If no payment is received within ten (10) days of the first of the month, the Afterschool program will suspend that student from the program. Once the balance is paid, the student may be readmitted to the program if a space is still available, reserving the option to offer the space to a student from the waiting list. Please be aware unpaid fees can result in the school withholding report cards, transfer information or library privileges.

Payment Options

1. Payments may only be made in the form of a check or money order. If a check is returned for insufficient funds, personal checks will no longer be accepted as a method of payment. Only money orders will be accepted. **Please include your child's name on the check/money order.**
2. Payments may be mailed to the Afterschool Coordinator or left in the lock box near security on the first floor.
3. Please DO NOT send money to school with your child
4. Please DO NOT give payments to your child's teacher

Cancellation Policy

Two weeks written notice must be provided in order to withdraw from the program. Notices must be addressed to the Coordinator. All payments will be due until such written notice is received and confirmed by the Coordinator. Refund does not apply.

Billing and Collections Procedure

It is the parent/guardians responsibility to pay each month. We will make an effort to remind parents the last week of every month. Failure to pay may result in suspension from the program and reporting your account to a collection agency.

Discipline Policy

The Afterschool program is a continuum of the school day and paid privately. The same Code of Conduct applies to the Afterschool Program.

Snack

We will provide your child with a snack every day. If your child is allergic to specific foods or you have concerns about snack time please let us know!! We are a nut free program.

Thank you for your cooperation, let make this a great year!