








**KENNY ELEMENTARY SCHOOL
BEFORE & AFTER SCHOOL PROGRAMS
ENROLLMENT FORM 2019-2020**



MORNING PROGRAM: 7:30-9:20am

We are excited to offer all Kenny Elementary School students the opportunity to join our “Morning Cubs” Program at the Kenny School for the 2019-2020 school year. The Morning Cubs Program gives students a positive start to each day through a daily combination of academics, arts, enrichment and fitness from 7:30 to 9:20am, Monday through Friday.

KEY CHANGES FOR SY2019-2020:

-  ***NEW*** ENROLLMENT FEES + FAMILY DISCOUNT (*3+ students!*)
-  ***NEW*** PAY-BY-DAY OPTION FOR CHILD-CARE EMERGENCIES!
-  ***NEW*** ENROLL MULTIPLE SIBLINGS WITH A SINGLE FORM!
-  ***NEW*** BEHAVIOR & PROGRAM DISMISSAL POLICY
-  ***NEW*** CLEAR & EQUITABLE FINANCIAL ASSISTANCE POLICY



What are the components of the Morning Cubs Program?

- Students are divided into classrooms by grade span: (K0- 1st grades) or (2nd-5th grades).
- Groups rotate between two scheduled blocks each morning:
 - **Block 1: Classroom Centers (50 + 5 minutes)**
 - *Students rotate among 3-4 centers in the classroom that include: computers (with math and literacy games that build fluency through fun activities), arts and crafts, homework help and games with friends. (The final 5 minutes are clean-up and transition time)*
 - **Block 2: Fitness & Free-Play (50 + 5 minutes)**
 - *Students participate in 25 minutes of fitness games that include: warm-ups, track races, jump rope, kickball and more, followed by 25 minutes of free-time outside on the playground. (The final 5 minutes are clean-up and transition time)*

PROGRAM DIRECTOR: PASCALE CLERISME

Manages staffing, program implementation, budget and operations

PROGRAM COORDINATOR: RANDI DAVIS

Supports students and families from 10:30am-6pm daily with enrollment, financial assistance and more.

HOURS OF OPERATION: The Morning Cubs program runs **Monday - Friday**, beginning on the first day of school, **September 5, 2019**, from 7:30 to 9:20am. Students transition directly to breakfast or their homeroom classes at 9:20am.



KENNY ELEMENTARY SCHOOL BEFORE & AFTER SCHOOL PROGRAMS









AFTER SCHOOL PROGRAM: 4:10-6:00pm

All Kenny students in grades K0-5 have the opportunity to join our after school program beginning **Wednesday, September 11, 2019 - June 12, 2020** from 4:10-6:00pm. We have improved our program for the 2019-2020 school year with structured daily academic support, new enrichment offerings and community-based partnerships.

All K1, K2 and grade 1 students enroll in our “Kenny Cats” program which includes snack, academic support and enrichment. Students in grades 2-5 rank their preferred “Kenny Clubs” during the first week of school and are enrolled in one of their top choices based on seat availability.

Programs this year include: Boston Scores (soccer teams), One Bead (\$1000 funded student service-learning project), Boston Ballet, Tae Kwon Do, ISEE Tutoring (Independent School Entrance Exam), and more! Students may select into *new* clubs at the beginning of each trimester in the Fall, Winter and Spring, with continued admission throughout the year.

KEY CHANGES FOR SY2019-2020:

-  ***NEW*** ENROLLMENT FEES + FAMILY DISCOUNT (*3+ students!*)
-  ***NEW*** PAY-BY-DAY OPTION FOR CHILD-CARE EMERGENCIES!
-  ***NEW*** ENROLL MULTIPLE SIBLINGS WITH A SINGLE FORM!
-  ***NEW*** LATE-PICK UP POLICY
-  ***NEW*** BEHAVIOR & PROGRAM DISMISSAL POLICY
-  ***NEW*** CLEAR & EQUITABLE FINANCIAL ASSISTANCE POLICY



PROGRAM DIRECTOR: EMMA PATTON

Manages staffing, program implementation, budget and operations

PROGRAM COORDINATOR: RANDI DAVIS

Supports students and families from 10:30am-6pm daily with enrollment, financial assistance and more.

HOURS OF OPERATION: 4:10-6:00pm Monday-Friday, September 11, 2019 - June 12th, 2020.

PICK-UP / DISMISSAL: Students must be picked up from the Thomas J. Kenny School located at 19 Oakton Ave. in Dorchester, MA 02122 by 6:00pm as transportation is **not** provided from this program.



KENNY ELEMENTARY SCHOOL BEFORE & AFTER SCHOOL PROGRAMS



PROGRAM CHANGES: 2019-2020

NEW **ENROLLMENT FEES:** Our 2019-2020 out-of-school time program fees are \$110/month for 1 child in 1 program, with discounts for families with multiple students *or* who enroll in both our before and after school programs.

NEW **FINANCIAL ASSISTANCE POLICY:** The purpose of our newly refined financial assistance policy is to ensure clarity, consistency and equity for all families who require financial assistance within our before or after school programs, and to ensure that all students have the opportunity to participate. To meet the income requirements for financial assistance, your household income must be at or below 85% of the state median income. If you require financial assistance, please contact Ms. Davis, our OST program coordinator at: (617) 635-8789, or schedule an appointment with her at the Kenny School between 10:30am-6:00pm, daily.

NEW **PAY-BY-DAY:** Our out-of-school time programs are designed to be a consistent start to the day for students and staff through monthly enrollment. However, there are times when an unexpected event or emergency arises and a student requires morning care. Pay-by-day is meant for emergencies and includes a fee of \$15 per day. Participation cannot exceed 5 days (or 1 full week) in a single month. An enrollment form must be completed prior to drop-off.

NEW **PROGRAM DISMISSAL / BEHAVIOR POLICY:** The **physical and emotional safety** of our school community is our first priority. Due to limited staffing during our before and after school programs, students who risk their own safety or the safety of others will be dismissed from the program without refund. The student is permitted to re-enroll in the future with approval from the program director and principal. Our dismissal policy takes into consideration that every now and then, a student will have a bad day or make a poor choice. This is addressed through progressive discipline.

Risking physical or emotional safety is defined as:

- Leaving supervision without permission.
- Continuously and substantially disrupting the learning environment.
- Stealing or damaging school property or the property of others.
- Swearing or using hurtful language about someone's race, religion, sexual orientation or learning differences.
- Intentionally harming or threatening to harm someone. (*hitting, kicking, pushing, fighting*)

Our progressive discipline policy is defined as:

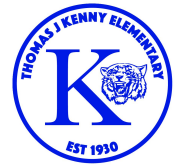
1. A written warning to the student and parent.
2. A 1-day suspension from the program (not the school day).
3. A 3-day suspension from the program (not the school day).
4. A **notice of program dismissal without refund of payment** (*future months will be refunded if paid in advance*) at which point the student is permitted to re-enroll in the future with approval from the program director and principal.

NEW **LATE PICK-UP POLICY:** Any student who is picked up from the after school program after **6:05pm** will be charged **\$1 per minute** which will be due upon arrival ***the following school day***, directly to Ms. Patton, along with a late pick-up form. Repeated late pick ups may result in dismissal from the program.

- Students **will not be permitted to stay** for after-school programming **until the late fee is paid** and must be sent home on their assigned school bus or picked up by a parent/guardian at **4:10pm**
- While we understand that emergencies will infrequently happen, we will adhere to BPS Policies as written related to late pick-up. **After 6:30pm**, as defined by BPS Policy, the Principal, Operational Superintendent and Department of Children and Families will be contacted to provide assistance and ensure parent reunification.



KENNY ELEMENTARY SCHOOL BEFORE & AFTER SCHOOL PROGRAMS



FINANCIAL ASSISTANCE POLICY: OUT OF SCHOOL TIME PROGRAMS

The purpose of our newly refined financial assistance policy is to ensure clarity, consistency and equity for all families who require financial assistance within our before or after school programs, and to ensure that all students have the opportunity to participate. To meet the income requirements for financial assistance, your household income must be at or below 85% of the state median income (SMI) as outlined in the chart below: (SMI: Massachusetts State)

This policy requires families seeking financial assistance to provide proof of income through:

- Income tax forms, pay stubs, worker’s compensation, unemployment statements, child support or other evidence that reflects accurate monthly or annual income for your household.

To locate your “Tier”

1. Select your family size (# living within your household) from the top row.
2. Move down to your monthly or biweekly income as stated in your financial documents.
3. Find your program discounts on the table on the reverse side of this page that match the color of your Tier.

	Monthly Income Family of 2 <i>1 parent + 1 child</i>	Monthly Income Family of 3 <i>Adults + Children</i>	Monthly Income Family of 4 <i>Adults + Children</i>	Monthly Income Family of 5 <i>Adults + Children</i>	Monthly Income Family of 6 <i>Adults + Children</i>	Monthly Income Family of 7 <i>Adults + Children</i>	Monthly Income Family of 8 <i>Adults + Children</i>	Monthly Income Family of 9 <i>Adults + Children</i>
Tier 1 100% SMI	Monthly: \$6,450 BiWeekly: \$3,225	Monthly: \$7,967 BiWeekly: \$3,983	Monthly: \$9,485 BiWeekly: \$4,742	Monthly: \$11,002 BiWeekly: \$5,501	Monthly: \$12,520 BiWeekly: \$6,260	Monthly: \$12,804 BiWeekly: \$6,402	Monthly: \$13,089 BiWeekly: \$6,544	Monthly: \$13,373 BiWeekly: \$6,686
Tier 2 85% SMI	Monthly: \$5,482 BiWeekly: \$2,741	Monthly: \$6,772 BiWeekly: \$3,386	Monthly: \$8,062 BiWeekly: \$4,031	Monthly: \$9,352 BiWeekly: \$4,676	Monthly: \$10,642 BiWeekly: \$5,321	Monthly: \$10,884 BiWeekly: \$5,442	Monthly: \$11,125 BiWeekly: \$5,562	Monthly: \$11,367 BiWeekly: \$5,683
Tier 3 50% SMI	Monthly: \$3,225 BiWeekly: \$1,612	Monthly: \$3,984 BiWeekly: \$1,992	Monthly: \$4,742 BiWeekly: \$2,371	Monthly: \$5,501 BiWeekly: \$2,750	Monthly: \$6,260 BiWeekly: \$3,130	Monthly: \$6,402 BiWeekly: \$3,201	Monthly: \$6,544 BiWeekly: \$3,272	Monthly: \$6,687 BiWeekly: \$3,343

Program Options:	No Financial Assistance: <small>Earns State Median Income No Financial Assistance; increase of \$10 per child from SY 2018-2019*</small>	TIER 2: Discount <small>85% or below SMI Financial Assistance</small>	TIER 3: Discount <small>50% or below SMI Financial Assistance</small>
1 child 1 program	\$110 per month	\$55 per month	\$16.50 per month
1 child 2 programs	\$170 (\$85/per pgm)	\$85 / month (\$42.5 per pgm)	\$26 / month (\$13 per child, per pgm)
2 children 1 program	\$170 (\$85/per child)	\$85 / month (\$42.5 per child)	\$26 / month (\$13 per child, per pgm)
2 children 2 programs	\$340 (\$85/per child, per pgm)	\$170 / month (\$42.50 per child, per pgm)	\$52 (\$13 per child, per pgm)
Family Discount: 3+ children 1 program	\$340 (Per Family, 3+ children)	\$170 / month (Per Family, 3+ children)	\$52 (Per Family, 3+ children)
Family Discount: 3+ children 2 programs	\$425 per month (Per Family, 3+ children)	\$212 / month (Per Family, 3+ children)	\$65 (Per Family, 3+ children)

***NEW* ENROLL MULTIPLE SIBLINGS WITH ONE FORM!**



KENNY ELEMENTARY SCHOOL BEFORE & AFTER SCHOOL PROGRAMS



STUDENT (1) NAME: _____ HOMEROOM: _____ GRADE: _____

STUDENT (2) NAME: _____ HOMEROOM: _____ GRADE: _____

STUDENT (3) NAME: _____ HOMEROOM: _____ GRADE: _____

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Monthly Enrollment in <u>Before</u> School Program | <input type="checkbox"/> Monthly Enrollment in <u>After</u> School Program | <input type="checkbox"/> Monthly Enrollment in <u>Both</u> Programs | <input type="checkbox"/> Pay-By-Day Enrollment 7:30-9:20am
<input type="checkbox"/> Pay-By-Day Enrollment 4:10-6:00pm
<i>\$15/day; Max. 5 days/month</i> |
|---|--|---|--|

👉 STREET ADDRESS: _____

(1) PARENT / GUARDIAN NAME: _____ PHONE: _____

Relationship: _____ **All emergency contacts must be 18+ years of age.*

(2) GUARDIAN *or* EMERGENCY CONTACT: _____ PHONE: _____

Relationship: _____ **All emergency contacts must be 18+ years of age.*

👉 Does your child have any **allergies, health or **emotional needs** the staff should be aware of? YES / NO**

If so, please explain:

Student name: _____ Details: _____

Student name: _____ Details: _____

Student name: _____ Details: _____

👉 Are there any **custody issues the staff should be aware of? YES / NO** If so, please explain:

👉 Please check each box to indicate that you understand and agree to the following:

- I understand that there are no refunds for paid months, regardless of my child(ren)'s attendance.
- I give permission for Kenny staff to administer first aid to my child(ren) and/or call 911 in the event of a medical emergency.
- I give permission for my child to walk to the Adams Street Library, Hemenway Park, Toohing Playground and the Pierce House with staff to participate in special events, field trips or lessons during program hours.
- I understand that payment is **due on the 1st school day of school each month** (September payments due by 9/9/19).
- I have read the **program dismissal policy** and know my child may be **unenrolled without refund** for the reasons stated within it.

👉 PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____



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PARENT / GUARDIAN CONTRACT 2019-2020

STUDENT NAME(S): _____

👉 I [*parent/guardian name*] _____ agree to pay \$ _____ monthly, beginning on ____/____/____ to the Thomas J. Kenny Elementary School via check, cash or money order by the 10th of each month for the above stated program(s). I understand that habitual late payments or non-payment may result in unenrollment.

STUDENT PROGRAM START DATE: ____/____/____

👉 **PARENT/GUARDIAN SIGNATURE:**

[FOR OFFICE INPUT ONLY]: FINANCIAL ASSISTANCE DOCUMENTATION

Programs enrolled:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> 1 child 1 program | <input type="checkbox"/> Before School | <input type="checkbox"/> After School |
| <input type="checkbox"/> 1 child 2 programs | <input type="checkbox"/> Before & After School | |
| <input type="checkbox"/> 2 children 1 program | <input type="checkbox"/> Before School | <input type="checkbox"/> After School |
| <input type="checkbox"/> 2 children 2 programs | <input type="checkbox"/> Before & After School | |
| <input type="checkbox"/> 3+ children (unlimited) 1 program | <input type="checkbox"/> Before School | <input type="checkbox"/> After School |
| <input type="checkbox"/> 3+ children (unlimited) 2 programs | <input type="checkbox"/> Before & After School | |

Proof of income provided (**only required if receiving financial assistance**): _____

Payment Tier based on income:

Tier 1

Tier 2

Tier 3

Total Monthly Fee: _____

Application & Emergency Information Submitted: YES / NO

👉 **STAFF SIGNATURE:** _____ **DATE:** _____