

Ohrenberger Before & After School Program
2021-2022 Member Handbook

The Ohrenberger Before & After School Program provides quality before and after school childcare for Ohrenberger students. We provide a safe, supervised environment for activities that include homework time, playtime, games, and other activities. Activities are age appropriate and designed to meet students' physical, intellectual, and emotional needs.

HOURS - Before School: Students may be dropped at school beginning at 7 AM
Afterschool: Starting immediately afterschool until 5:30 PM

Please notify us (primarily through the main office - 617-635-8157- of any changes to your child's schedule. If a situation arises that requires a change during the school day, please contact the office as soon as possible.

The Ohrenberger before and after school will begin the first day of school, Thursday September 9th, 2021. The last day of afterschool will be the last full day of school. (Adjustments may be made with any snow days.) There will be no afterschool on the early release days at the end of the school year.

*On early dismissal day students must be picked up by 3:30 pm (November 25, 2021).

Pick Up- Please pick up your children by 5:30 pm. Staff is not compensated after this time so we are forced to charge the following late fees:

- Pick-up after 5:30 pm will result in a \$1.00 fee for each minute thereafter.
- We may not be able to retain your child as a member if you are late for pick-up more than 3 times.

ENROLLMENT

Current Members- Current members are guaranteed placement for the next session if registrations are filled out completely by deadlines and tuition and fees are current.

Siblings of Current Members- Siblings of current members who are Ohrenberger/Beethoven students will be admitted automatically under the conditions described above.

New Members- New members will be admitted as space allows on a first-come first-serve basis. Registration forms and applicable tuition and fees must be paid.

TUITION

All fees will be paid by the last Friday of each week. (Or on a schedule agreed to with the program.) Billing is scheduled for school days only. Holidays and weather cancellations will not be billed. Please note, students cannot attend if payment is not current. Example, if you have an outstanding bill for September your child will not be able to participate in the afterschool program in October. Also please make sure that any prior balance for the school year 2018-2019 is paid. We accept personal checks, cash and money orders.

After School

Before School

Fees:

Fees:

\$20.00 - 1 day

\$6.00 - 1 day

\$40.00 - 2 days

\$12.00 - 2 days

\$60.00 - 3 days

\$18.00 - 3 days

\$80.00 - 4 days

\$24.00 - 4 days

\$100.00 - 5 days

\$30.00 - 5 days

(Please note - fees may have to be adjusted depending on enrollment.)

COMMUNICATION

Contact Jill Sweeney for any questions or concerns regarding the Ohrenberger Before/After School Programs by e-mail at jsweeney@bostonpublicschools.org

Main School Office- Ohrenberger School - (617) 635-8157

NONDISCRIMINATION POLICY

The Ohrenberger before and after school program does not discriminate on the basis of sex, race, color, national or ethnic origin in its admissions, educational policies, or otherwise in its operation or management.

MEMBER RESPONSIBILITIES

Code of Conduct:

All behaviors will be consistent with Ohrenberger School policies.

All members are expected to conduct themselves in a manner that respects the health, safety, and emotional well being of other members and the Ohrenberger community.

Inappropriate behavior and bullying are causes for termination from this program.

Members must tell the truth and display good conduct.

Members must respect school property and the property of others. Destroying or damaging property is not allowed. School property must be put away after use.

Indoor and outdoor equipment must be used safely, appropriately and cooperatively.

Members must remain in designated areas at all times unless accompanied by an adult.

Communicable Disease- Please do not send a sick child to the Ohrenberger after school program. If you find out your child has a communicable disease after attending the Ohrenberger after school, please notify us immediately so we may notify any one who may have been exposed.

Information Changes for Members- Please notify us of any changes in the information on your child's emergency form, particularly emergency contact phone numbers. We have no access to information at the school office and we may need to contact you if there is an emergency or if some one else is picking up your child.

Medication- If your child needs to take any medications while attending after school, we will need to keep a copy of the prescription on file. Please contact the Program Coordinator regarding this matter.

Snacks- Snacks will be provided through the school, however you are welcome to pack your own if desired.

Thank you and I look forward to a wonderful year!

Jill Sweeney
Program Coordinator