

Bethel Parks & Recreation Before/After School Program

Very Important Changes as of 7/30/18

Registration for the school year opens at 9:00am on Wednesday, August 1st.
This is what you will need to do in order to register:

STEP 1

Yearly Initial Registration Procedures (getting your family into our system): The yearly initial registration process opened on June 5th and ended on July 30th. IF you missed this window you HAVE to call the Park and Rec. office to register for the initial registration.

IF you have completed STEP 1 please follow the instructions below:

1. We are doing **ALL** registrations via EMAIL (parkandrecstaff@bethel-ct.gov).
****ANY and ALL registrations/changes to registrations will ONLY be done through EMAIL****

2. You **CAN** sign up for the **ENTIRE year** – you have 2 choices – **pay IN FULL** – or **pay MONTHLY** (bills are due the 15th of each month)

The rate per day is \$10(AM)/\$15 (PM). You can sign-up for the **ENTIRE year** – you **MUST** be signed up by the 15th of month for the next month (i.e. if you are registering for September, you must be registered by August 15th...IF you are registering for October, then you **MUST** be registered by September 15th.) You only have to **PAY** for the coming month (i.e. Signed up for September – you **MUST** pay for **SEPTEMBER** by August 15th)

3. You will be able to pay **ONLINE** using a credit card, call the office with a credit card, mail a check or stop in during normal business hours. You will need to know your username & password in order to access the online payment system. If you do not know what these are you can call us at 203-794-8531 Monday-Friday 8:30-4:30.

4. We reserve the right to remove a child from the program who's unacceptable behavior, in our judgement, hasn't improved after two written warnings.

Fees can be paid by, check (made out to Bethel Parks and Rec.) , cash or credit card (not AMEX).**

NO payments will be accepted at the schools.

****Bethel Parks and Recreation does not have access to your credit card information nor do we do Monthly auto-payments. ****

If you need financial assistance, please let the Park and Rec staff know at time of registration.

We do not accept Care 4 Kids

**Each program has the following MAX # of children per day: Before care (30)
After care Rockwell & Berry (30), Johnson (40)**

Please note:

- **There will be NO day of, or week of, registration.**
- **ANY and ALL Changes MUST be made by the 15th of the prior month (ie. September changes MUST be made by August 15th, October changes MUST be made by September 15th)**
- Registration will close at 4:00pm on the 15th of each month (and based on availability)
- After school care will not be held during school closings, early dismissals or snow days. We will **ALWAYS** follow the Board of Education's decision regarding early dismissals for weather.
- **Before care WILL NOT run on delayed openings, school closings and snow days.**
- **NO refunds for absences, missed days or CHANGES made AFTER the deadline.**
- **NO refunds for delayed openings/early dismissal due to snow.**
- **Refunds will ONLY be for FULL snow days.**
- A fee of \$10 will be charged to your account for late pick for every 5 minutes beyond 5:30pm.
- There will no longer be discounts for any after school activities. It is a flat fee of \$15.00 for the day.
- You need to contact the school and send a note with your child if he or she will not be going to Afterschool care.

WHAT WE WILL NEED TO KNOW:

- Your child's teacher.
- What your child will do on emergency dismissal days.
- Your child's BUS #.
- Does your child have any special medical needs (i.e. Epi pen, inhaler) or do they receive on-one services during the school day.

WHAT YOU NEED TO DO:

- You **MUST** send your child in with a note at the beginning of the school year letting your child's teacher know what they will be doing on ANY kind (emergency/regularly scheduled) of early DISMISSAL DAYS (parent pick-up or Bus).
- If you are signed up for the After School Program at **Berry School** and your child will be attending Monday-Friday, every week, please call ([203-794-8680](tel:203-794-8680)) or email (bareseb@bethel.k12.ct.us) Ms. Barese in the main office [203-794-8680](tel:203-794-8680) and confirm your child's schedule so she can make a permanent pass for your child and your child's teacher. If your child is only attending certain days each week, please also confirm this with Mrs. Barese.
- **FOR ROCKWELL/BERRY** If you ever have a change to your child's normal dismissal plan, it is **MANDATORY** that you send in a written note to your child's teacher indicating the change. Please use the *DISMISSAL NOTE* form on our website. The link is below:

<http://bethelfab.ss12.sharpschool.com/>