



**AUBURN INTEGRATED PRESCHOOL
AUBURN HIGH SCHOOL
BEFORE & AFTER SCHOOL 2023-2024**

The Auburn Public Schools will again operate the Before and After School Programs for the **2023-2024** school year for the Preschool. These programs will provide quality care and supervised extended learning activities for preschool children both before and after school. Registration for this program is open through August 1, 2023, or until full to ensure that ample staff are in place to provide supervision.

Program Outline

- Provide childcare in a safe and healthy environment.
- Meet Department of Early Education & Care (EEC) standards.
- Staffed by qualified childcare providers.
- Provide a rich variety of indoor and outdoor activities, designed to enhance the child's social, physical, and intellectual development.
- Provide extended learning activities.

Our Before School program will operate from 7:00 a.m. until the start of the preschool day.

Our After-School program will operate from the end of the school day until 6:00 p.m. This program will be located at the Auburn High School. Parents will need to pick their child up before 6:00pm each day.

Registration is \$25 per program (\$10 for second child per program). This is a non-refundable deposit. There will be a \$5.00 per minute late fee charged for any student not picked up from the after-school program by 6:00 p.m.

A payment schedule will be available on our website (www.auburn.k12.ma.us). Please note that the first payment for August/September will be due by Monday, August 21, 2023. Future payments will be due by the 25th of each month for the next month (e.g., October's tuition will be due by September 25th). Please be sure to keep a payment schedule in a safe and convenient place for reference each month.

All payments can be mailed to the Auburn Public Schools at 5 West Street, Auburn. Any payments made in cash must be made at our West Street office. **If paying by check, please be sure to identify your child's (children's) name and program attending in the memo section of your check. This is very important to ensure your payments are applied correctly. Checks are payable to "Town of Auburn".**

You also have the option to pay online through Uni-Pay Gold. To access this form of payment, please visit www.auburn.k12.ma.us. Once on the Homepage, go to the payment center and click on Preschool and Lil' rockets before and after school to make your payment.

Important Information

- *** I will be in touch with a confirmation email if you are all set once I receive the application and the registration fee and there is availability with your request.
- There is a payment schedule online for your reference. (www.auburn.k12.ma.us) Under Students/Families, then to Satellite/Galaxy/Little Rockets section.
- Overdue balances will result in removal of the program.
- The pickup time in the afternoon is by 6:00pm prompt. Any late pickup time will be charged \$5.00 per minute after 6:00pm.
- The Registration fee is due with the application for it to be processed. This is non-refundable fee. It is \$25.00 Per program (\$10.00 Per program for second child).
- Changes to days are difficult once the program begins because of staffing and such, but we understand that emergencies happen. Please reach out to me as soon as possible and I will need to contact the Pre-School staff to make sure that there is enough staffing to accommodate that request. If it is a non-scheduled day, then we would charge accordingly.

My email address is: rgrady@auburn.k12.ma.us

You can contact me for all billing questions and any other questions you may have. My number is 508-832-7755 X 2220. Email is the best way to reach me for I'm not always in the office. Thank you! Robin Grady