



Family Handbook  
School Year 2025/2026

**S**chool **K**ids **I**n **P**eterborough

[www.kidsatskip.org](http://www.kidsatskip.org) 603-924-7050

**How Registration Works:**

We offer both regularly contracted days of care as well as a drop-in service. Both require a fully completed registration, up to date health form/immunization record, and the non-refundable registration fee.

To contract for regular attendance in the before or after school programs please select the days and sessions you would like your child(ren) to attend. We have a minimum of 3 days (per session) per week. With the regular attendance contract you may also use the drop-in option for days you are not contracted for, (\*See below for more information.) as well as utilize our special contract days of full day care during select non-school days and school vacations. We invoice on a monthly basis with tuition due before service is rendered.

To register your child(ren) as a drop-in only please check the line for “Drop-in only.” This service allows you to call ahead (minimum of 24 hours) to have your child added for the day. This is subject to space being available on the day in question. We do try to accommodate everyone and the more notice we have the more likely that will be able. We do allow last minute emergency drop-ins but you **must call both the SKIP Director and the SCHOOL** to ensure your child(ren) will be dismissed to SKIP. With a drop-in registration you will also be able to utilize our special day contracts for full day care on select non-school days and school vacations. Drop-in services are billed and due at the time of service.

Special contracts are made available a few weeks before a special contract day. Only children with completed registrations, paid to date, and special contracts may attend these days. Tuition for special contracts is due before the day(s) of service. Regular tuition needs to be paid up to date in order to add a special contract.

**Planned Closures and Special Contracts:**

SKIP plans to be closed on the following dates:

Sep 1st - Labor Day

Nov 11th - Veteran's Day observed

Nov 26th-28th - Thanksgiving Recess

Dec 24rd-Jan 2rd - Winter break

Jan 19th - MLK Day

May 22rd-2th - Memorial Day Weekend

SKIP will offer Special Contracts for the following dates:

Oct 10th & 13th, Nov 10th, and March 9th & 10th for single full day care

Feb 23th-27th - February Vacation week

April 27th- March 1st - Spring Vacation week

**Snow Day and Unplanned Closures Policy:**

If school is canceled for the day then SKIP is canceled for the day. School closings are announced on WMUR TV Channel 9, and on their website. The listing to look for is Contoocook Valley School District (Con-Val.)

If school is delayed, we will try our best to still have staff arrive at 6:30 am, however it is your responsibility to **call first** to make sure staff were able to make it in through the poor conditions. Children regularly contracted for the morning may attend as normal and stay until school opens, however there is a delayed opening fee. Children who are **not** normally scheduled for that morning, may drop-in if space permits. You need to call ahead to verify and there is a drop-in and delayed opening fee.

If school has an early release due to inclement weather, there will be no afternoon program at SKIP.

If SKIP has to close for any other unplanned situation, or if there is inclement weather on a special contract day, the director will contact all families via their provided email and brightwheel messaging as soon as possible. We do everything in our power to not have to close as we know the need for reliable childcare is paramount in many homes. We do not credit snow days or early release days because we have spent resources on the days, be it staff hours planning or food and supplies purchased. If we have to be closed for an extended amount of time we will assess credits based on the situation.

**Communication With SKIP:**

Please communicate with SKIP staff if your child will NOT be attending the afternoon program as planned. When we have a Skipper on our roster who isn't dismissed to us we have to go look for them. This means one staff member has to leave the group, sometimes taking some kids along to maintain staff/child ratios. This greatly disrupts both the school dismissal routine and our programming. **Please report any afternoon absences through brightwheel messaging so staff are able to see it.** You will also need to notify the school separately of the plan change. We are a separate program and **do not** have access to pick up patrol. If you cannot message on brightwheel, please call 603-924-7050 and leave a message if no one answers. Please do not call or text staff directly. There is a \$20 no call no show fee that will be assessed

All Drop-in requests need to be approved by the director. Please reach out via email (director@kidsatskip.org), phone 603-924-7050, or brightwheel message. Please do not send your child(ren) without approval from the director.

If you at any time have any concerns please notify the director at the above contacts.

**Behavior Policy:**

Students attending SKIP will be carefully supervised in the program to ensure that they can enjoy themselves in a safe and supportive environment. Skippers are expected to use safe and respectful behavior with themselves and others. We use positive reinforcement and redirection to help Skippers learn to make good choices.

It is our goal to work with Skippers, their parents, and their teachers to facilitate personal growth. While we try very hard to accommodate all children, please keep in mind that we are not able to furnish one-on-one aides, or even constant individual attention. If unsafe, disrespectful, or otherwise disruptive behavior occurs we will address it as follows.

- First the Skipper will be spoken to and offered an alternative choice. For example, running in the building will prompt a “walking feet” reminder.
- If a Skipper continues a behavior after repeated reminders or redirection, they will be asked to fill out a “stop and think” type worksheet with a staff member. This is to help them understand the issue and identify more positive choices in the future.
- In the event that a behavior continues or is deemed to be exceptionally unsafe or disruptive the Skipper will receive a write-up. A write-up will outline what happened and how it was addressed in the moment, sometimes resulting in a consequence of loss of privileges or uses of certain materials or spaces. For example, unsafe behavior on the slide may result in being told to play elsewhere for the remainder of playground time that day. More severe behaviors may result in a phone call to the parents asking to pick up their child. This would only happen if there is a safety concern for the Skipper or the group at large. Every write-up is reviewed by the Director and communicated to parents. We always want to know what works best for your child so please speak up.
- If a Skipper receives 3 write-ups, they will have an automatic 3 day suspension to begin the following day. A conference will need to be arranged between the director and the parents where we will discuss an agreed upon behavioral plan for continued attendance. We want to help Skippers grow and support them through the various stages of school-aged life.
- If all efforts have proved unsuccessful and the Skipper is deemed to be chronically disruptive and/or unsafe to the function of the program, continuation of participation in the SKIP program will be terminated upon discretion of the Director and Board of Directors. The Skipper’s parents will be contacted immediately and given 1 week notice. Termination is never our goal, however we must consider the needs and safety of all our skippers.

Please initial the line on the contract allowing us to communicate with P.E.S. staff to better help us help your children. This is especially important if your child has an I.E.P., 504 plan, or any known learning or behavioral issues. We want to help provide a seamless approach to your child’s growth.

### Devices and Screen Time Policy:

We do not often use screen time in our programming, however we will occasionally use short educational/age appropriate videos to supplement our lessons. A few times a year we may have a movie day. We only select movies that are either rated G and PG. If a movie is rated PG there will be a permission slip.

All of SKIP's devices that may be used by a Skipper have child safety settings engaged. No Skipper will be using a SKIP device without direct supervision.

If you feel your child is responsible enough to use their device without your supervision, we do allow Skipper's to bring their own devices, but they **must** have child safety settings engaged and be password protected to prevent another Skipper from gaining access to the device. SKIP is not responsible for the loss of or damage to personal devices. Skipper's may be allowed to use their device for no more than 15 minutes a day during free play times. They must not share their device with other Skippers and may never take photos or videos of other Skippers due to privacy. We are **not** able to individually monitor Skippers on their devices.

SKIP reserves the right to revoke the privilege of using a device during a Skipper's attendance at SKIP. We believe it is important for children to learn how to play in an "unplugged" environment both independently and with peers. Devices can hinder this growth so we prefer to use screens as little as possible.

### Rates:

Session	5-4 Days	3 Days	Drop-in
Before School	\$18 per day	\$20 per day	\$22 per day
After School	\$18 per day	\$20 per day	\$22 per day
2 hr Delay \$13	Special Day \$40-\$45 a day	Late pick-up \$1 per min	No call No show \$20

Other fees may apply, please see our full financial policies on the next page for more info

**Financial Policies: Please read carefully**

1. A session registration fee of \$50 per child will be payable upon enrollment in the program. A \$5 discount will be applied for every additional child a family registers.
2. All outstanding balances from previous sessions (Summer and School years) must be paid prior to re-enrollment.
3. Advanced payment is required for all services. Payments may be made via cash or check at the building or via card or ACH on brightwheel.
4. Billing: You will be billed according to your contract for all contracted days that are scheduled school days. You will receive a monthly invoice showing your contracted days and sessions (ex: before or after school) for that month. Invoices are sent 7 days before the 1st of the month. Invoices are to be paid by the first of the month. If you cannot pay the entire invoice we require each week's tuition to be paid the prior week by Friday.
5. If payment is not received on a Friday for the following week's services, a reminder/warning will be sent via email to either make a payment or set up a payment plan. If no action is taken by the deadline a \$45 late fee will be applied, with an additional \$45 fee for every week a balance remains unpaid or a payment plan is not established. After two (2) weeks you will receive termination notice in writing (via provided email) and you will not be able to use SKIP services until your balance is paid in full.
6. Any family for whom a termination notice has been received, may not return to the program until fees are paid in full, unless an arrangement (such as a payment plan or state scholarship) has been made. Reinstatement will be made on a space available basis once the account is made current. We may require you to enroll in auto-pay via brightwheel and pay the full month in advance.
7. Contracted services are billed and payment is due **regardless of attendance**, as space is reserved, staff is scheduled, and supplies purchased for their planned attendance.
8. All contract changes reducing services must be done with the correct form, be signed, and will result in a \$35 reduction/cancellation fee. Forms are available on brightwheel under the paperwork tab (fill-able PDFs) as well as hard copies at the building.
9. Checks returned for insufficient funds will not be re-deposited by SKIP. A \$40 fee must accompany the corrected payment. A second returned check will result in cash or card/ACH payments only.
10. A late pick-up fee of \$1 per minute will be charged for every minute past 6 PM (5:30 PM for Special Contract days.) It is your responsibility to contact us and make other pick-up arrangements if you are going to be late.
11. A \$20 no call-no show fee will be charged if you fail to notify SKIP that your child(ren) will not be attending a regularly contracted afternoon session.

### **State Child Care Scholarship:**

The state offers child care assistance to qualifying families. You can apply through the DHHS or a NH Easy account. If you are a family receiving the state scholarship please read these policies.

1. There has to be a completed Link form in order for us to bill the state for your childcare. Please see the director for this form. It is your responsibility to submit the form to DHHS timely.
2. You are still responsible for the entirety of your child's tuition.
3. We require you to pay your assigned cost share (the amount the state doesn't cover) at least the week before services rendered. For Example: tuition = \$100 cost share = \$20. You pay \$20 by the Friday before services are rendered.
4. We will bill after the week of service is rendered per state requirements, you will be responsible for any tuition not covered by the state.
5. **Please Note:** tuition is due regardless of attendance! If the state doesn't cover a day because your child was absent you are still responsible for payment.
6. If you do not pay your cost share on time you may be required to pay the full monthly cost share up front each month to attend.
7. It is your responsibility to maintain your childcare scholarship with DHHS and get any forms needed to the director timely to ensure there are no lapses in your coverage. If you do not, or your coverage lapses for any reason, you will be responsible for the full cost of tuition.
8. If your cost share changes at any time, that new amount will be expected to be paid prior to services rendered.
9. All other financial policies still apply to state scholarship cases. Including late fees to be applied for missing or late cost share payments.

### **Payment Plans:**

In some cases we will offer a payment plan to help a family get caught up while staying current. The terms of this plan depend on the account. In all cases they are interest free. Late fees and terminations may still apply if the terms of the payment plan aren't met. Plans are typically made for the shortest terms possible while remaining affordable. They can be weekly or bi-weekly depending on pay periods. A payment plan is to help families avoid late fees and termination. In some cases they may require auto-pay via brightwheel. Payment plans are not always available, but we try hard to work with families as best as we can. The majority of our funding comes directly from tuition so it is very important that we receive payments timely. Habitually late or non-payers may not be granted a payment plan. Tuition fees may be required to be paid up front for the month if payments or payment plans are not met timely.