

How Registration Works:

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

- 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 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.
- Tuition is 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 requires that you call ahead (minimum of 24 hours) to have your child added for the day. This is subject to space availability. We do try to accommodate everyone and the more notice we have, the more likely that your child will attend. If you have a last minute emergency drop-in, you **must call both the SKIP director** (director@kidsatskip.org) **and the School telephone** 603-924-7050 to ensure that your child(ren) will be dismissed to SKIP. Drop-in services are billed and due at the time of service. You may reach out via email or brightwheel message also.
- Special contracts are made available a few weeks before a special contract day. Only children with completed registrations, up to date payments, and special contracts may attend these days. Tuition for special contracts is due before the day(s) of service. All financial obligations need to be submitted timely in order to add

Planned Closures and Special Contracts: SKIP plans to be closed on the following:

- Sep 7th- Labor Day
- Nov 11th - Veteran's Day observed
- Nov 26th-28th - Thanksgiving Recess
- Dec 23rd-January 4th - Winter break
- Jan 18th - MLK Day
- February 22nd-26th
- May 21st- Memorial Day Weekend

SKIP will offer Special Contracts for the following dates:

- October 9, 2026
- November 3rd, 2026
- March 8th and 9th 2026
- May 21st, 2026
- *Potentially open for April vacation*

Snow Days and Unplanned Closures Policy:

- If school is canceled for the day, 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 still attempt to arrive at 8:30 AM. It is your responsibility to **call first** to make certain that we are open. Children who are **not** normally scheduled for that morning, may drop-in if space permits. There is a drop-in 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 an 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.

Communication With SKIP:

- Please communicate with SKIP staff if your child will **NOT** be attending the program as planned. **Please report any afternoon absences through brightwheel messaging so staff are able to see it.** If you cannot message on brightwheel, please call **603-924-7050** and leave a message on our voicemail. Please do not call or text staff directly.

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 do our best 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 telephone call to the parents asking to pick up their child. This

happens 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 receive automatic 3 day suspension beginning the following day. A conference will need to be arranged between the director and the parents to discuss an agreed upon behavioral plan for continued attendance.
- If all efforts have proved unsuccessful and the Skipper is deemed to be chronically disruptive and/or unsafe to the function of the SKIP 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 a one week notice.
- 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.

Financial Policies: Please read carefully

- A yearly 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.
- All outstanding balances from previous sessions (Summer and School years) must be paid prior to re-enrollment.
- Payment is required for all services. Payments may be made via cash or check at the building or via card or ACH on brightwheel.
- 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.
- 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 that 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 permitted to use SKIP services until your balance is paid in full.

- 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.
- Contracted services are billed and payment is due **regardless of attendance**.
- All contract changes reducing services must be done with the correct form.
- Cancellation of a contract without reason will result in a 50\$ fee.
- 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.
- A late pick-up fee of \$1 per minute will be charged for every minute past closing time. It is your responsibility to contact us and make other pick up arrangements if you are going to be late.

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 are 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 obligation up front each month to attend.
 - 7. It is your responsibility to maintain your childcare scholarship with DHHS and forward any forms needed to the director in a timely manner to ensure there are no lapses in your coverage. If 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. This includes late fees.**

Payment Plans:

- Upon review, SKIP will offer a payment plan to help an eligible family. The terms are to be determined by the school Director and the board. 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.