



**2019-2020 Before and After Preschool Program** will be held at Edna C. Stevens School. We will follow the Cromwell Public Schools calendar. The program runs Monday through Friday from 7:00 a.m. to the start of the school day (AM Session) and from the time of school dismissal to 6:00 p.m. (PM Session). On scheduled early dismissal days the program will start from the time of early dismissal (12:10 p.m.) and run until 6:00 p.m.

**Inclement Weather Policy:**

For delayed openings due to inclement weather, the program will start at 7:30 a.m. Only children registered for the AM program will be accepted for school delays.

For early dismissals due to inclement weather, the program will open when school closes and will remain open until 5:00 p.m. Only children registered for the PM program will be accepted for early closings.

In the event that school is cancelled due to inclement weather, or for any other unforeseen reason, there will be **no** before or after preschool program held.

**How to register:**

1. Complete Registration Form and the Child & Family Profile and return to the Cromwell Recreation Department. Payment is accepted by cash, check or credit card.
2. Complete Authorization for the Administration of Medication, if needed, and return with the Registration Form to the Cromwell Recreation Department.
3. First month's payment is required at time of registration. Monthly payments must be made by the first of each month. Non-payment will result in the child not being allowed to attend the program.
4. Credit card information can be kept on file. Please complete the Recurring Credit Card Payment Authorization Form and include with your registration packet. Credit cards will automatically be charged on the first of the month for that month's payment.
5. This program is run on a monthly basis. Any changes to the schedule must be done by the 15<sup>th</sup> of the month for the following month for scheduling purposes. Change requests must be made in writing to the Cromwell Recreation Department.
6. Absolutely no refunds will be given for any unused portion of a month.
7. Any cancellation is subject to a \$10 per month processing fee.

***Registration is on a first come, first serve basis. If the program is filled, children will be placed on a wait list.***