

## 2024-2025 SATELLITE / GALAXY SCHOOL AGED CHILDCARE PROGRAM BEFORE & AFTER SCHOOL

The Auburn Public Schools will again operate the Satellite and Galaxy Before and After School Programs for the 2024-2025 school year. These programs will provide quality care and supervised homework/extended learning activities for children both before and after school. Registration for these programs is open through August 1, 2024 (or until full) to ensure that ample staff are in place to provide supervision.

### Program Outline

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



Our Before School program will operate from 7:00 a.m. to the start of the school day at the Bryn Mawr, Pakachoag and Swanson Road Intermediate Schools.

Our After School program will operate from the end of the school day to 6:00 p.m. daily at the Bryn Mawr, Pakachoag and Swanson Road Intermediate Schools.

Registration is \$25 per program (\$10 per program for a second child). This is a non-refundable deposit. It MUST be submitted with the application.

A payment schedule for the year will be online for you to reference. Please note that the first payment for August/September will be due by Monday, August 26, 2024. Future payments will be due by the 25<sup>th</sup> of each month for the next month (e.g., October's tuition will be due by September 25<sup>th</sup>). Please be sure to keep your payment current to secure your spot in the program.

All payments can be mailed to the Satellite/Galaxy Program, Auburn Public Schools at 5 West Street, Auburn. You can also send payment with your child in an envelope labeled Satellite or Galaxy and a staff member will forward your payment over to our West Street office. 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 payable to "Town of Auburn".**

You also have the option to pay on-line through Uni-Pay Gold. To access this form of payment, please visit [www.auburn.k12.ma.us](http://www.auburn.k12.ma.us). Once at the Homepage, please scroll down and select the "Payment Center" link. Clicking on it will bring you to Auburn's page. Click on the "Before and After School" link, where you will be asked to fill out the amount you are paying, the names of each of the children you are paying for, and the required information of the parent or guardian. Notification of your payment is automatically sent to the Central Office.

## Important Information:

- \*\* I will send a confirmation email letting you know if you are all set in the program- once I receive the application and the registration fee and there is availability.
- There is a payment schedule online for your reference. ([www.auburn.k12.ma.us](http://www.auburn.k12.ma.us)) Under Students/Families, then to Satellite/Galaxy.
- Overdue balances will result in removal of the program.
- The pickup time in the afternoon is 6:00pm prompt. Any late pickup time will be charged \$5.00 per minute after 6:00pm.
- Changes to days are difficult once the program begins because of staffing and such, but we understand that emergencies happen. If that is the case, ALL changes MUST be approved by the principal of the school your child attends. If we need to add any days that are non-scheduled then we would charge accordingly.

### Important Phone Numbers for the schools:

Bryn Mawr: During the day (508) 832-7733 After hours: Cell phone # 774-772-4235

Pakachoag: During the day (508) 832-7788 After hours: Cell phone # 774-772-0703

Swanson Road: During the day (508) 832-7744 After hours: Cell phone #774-772-4485

My email address is: [rgrady@auburn.k12.ma.us](mailto:rgrady@auburn.k12.ma.us)

You can contact me with all billing questions and if you make any changes to your schedule. I would need to be informed. All payments should be to my attention to be processed. You can also contact me for any questions regarding the program. My number is 508-832-7755 X 2220. Email is the best way to contact me. Thank you! Robin Grady

