



Fall, 2024

Dear Litchfield Parents:

Welcome to School Age Adventures! **Please remember these important dates:**

06/01/2024	Applications accepted <b>via U.S. Mail ONLY</b> during the first two weeks of <b>enrollment</b> . <i>Postmarked no earlier than 06/01/2024.</i>
06/15/2024	Applications in person, in drop box, or USPS
07/31/2024	Last day to request a refund of tuition deposit. <i>Registration fee is non-refundable.</i>
08/18/2024	Registrations close for a start date of 09/03/2024.

### PROGRAM HOURS

Before School Care: 6:30 AM – beginning of school day

After School Care: End of school day – 6:00 PM

### All Students Grades K – 4

First Day of School

**First Day of our Program**

August 26, 2024

**September 3, 2024**

## IMPORTANT REMINDERS

**PLEASE READ ALL DOCUMENTS BEFORE REGISTERING YOUR CHILD SO YOU ARE UP TO DATE ON ALL POLICIES AND PROCEDURES. THANK YOU.**

- **Enrollments are accepted by U.S. Mail only during the first two weeks of open enrollment.** Thereafter they may be dropped off in person, mailed or placed in our secure drop box to the right of our Main Entrance doors (facing Bridle Path) at 4 Lake Street, Nashua NH.
- **Enrollments are accepted on a first come, first served basis.** To secure your child's spot, all documents and fees listed on the attached "Enrollment Checklist" must be submitted at the time of registration. Incomplete packets will not be processed.
- Registrations received after the closing dates listed above may be required to start a week after the start of programs. (subject to availability).
- **Prior participation does not guarantee your child's spot for the new school year.** Everyone must reapply, every year.
- **No changes may be made to your child's schedule during the first two weeks of participation.** After the initial two weeks, changes may be made with a one week's notice (subject to availability).
- **Many programs fill up quickly.** Part time spots are limited at each program.

## WHAT HAPPENS AFTER SUBMISSION OF YOUR ENROLLMENT PACKET?

- Enrollment packets are received, date stamped and reviewed for completeness by our office.
- Incomplete packets will not be processed. Our office will provide a courtesy call advising what items are missing. The packet will be sent back to you via U.S. Mail should we not hear back in a timely manner.
- Completed enrollment packets are processed and confirmations will be sent via email to parents.. **Please ensure your email address is correct and legible on your application.** Your patience in receiving your confirmation is appreciated. Contact the office with any questions.
- Refunds of initial one week tuition deposit (minus the non-refundable registration fee) are issued **only if you cancel on or before July 31, 2024.** After August 1, 2024, tuition deposits are non-refundable, regardless of whether or not your child attends.

“School Age Adventures 2024 – 2025 Family Handbook” will be available on our website at [www.nashuaalc.org](http://www.nashuaalc.org)

Your feedback is important to the success of our program. Please call us at 882-9080 x 2212 if you have any concerns. For more information, visit our website at [nashuaalc.org](http://nashuaalc.org).

Please mail all enrollment packets to:

Nashua Adult Learning Center  
4 Lake Street  
Nashua, NH 03060  
ATTN: School Age Care

**Questions? Call 603-882-9080 x 2212 for more information.**



## 2024 – 2025 ENROLLMENT CHECKLIST – LITCHFIELD

The items below are required to complete your child's enrollment.

**PLEASE DO NOT DOUBLE-SIDE SUBMITTED DOCUMENTS.**

- Enrollment / Emergency form (completed and signed)
- Tuition Agreement (signed)
- Tuition Express Form (completed and signed)
- New copy of your child's immunization records (required)
- New copy of your child's annual physical (required)
- Child Reunification – Release form
- Clear, Recognizable and Recent Photograph of your child.** (school photo works best)
- Registration Fee of \$50 per child (non-refundable)
- One (1) week's tuition deposit (required)
- Allergy Action Plan (if required find forms on our website)

**\*If your enrollment packet is received incomplete:** Our office will provide a courtesy call advising what items are missing. The packet may be sent back to you via U.S. Mail if we do not hear back in a timely manner.

**TO AVOID DELAY OF YOUR CHILD'S ENROLLMENT, PLEASE INCLUDE ALL THE ABOVE LISTED ITEMS WHEN SUBMITTING YOUR APPLICATION.**



**We are moving to a prorated tuition system. Families will be charged their weekly rates despite any 1 day holidays, scheduled early release days, etc. We will not charge a weekly rate for any FULL WEEK long breaks from school (Winter Break, February and April Vacations or for the Thanksgiving Week.)**

<b>2024 – 2025 TUITION RATES</b>							
	<b>Kindergarten Students</b>				<b>Grade 1 + Students</b>		
<b>Weekly: (Full-Time)</b>	<b>AM Only</b>	<b>PM Only</b>	<b>AM &amp; PM</b>		<b>AM Only</b>	<b>PM Only</b>	<b>AM &amp; PM</b>
	\$85.00	\$115.00	\$185.00		\$85.00	\$105.00	\$185.00
<b>Daily: (Part-Time)</b>	<b>AM Only</b>	<b>PM Only</b>	<b>AM &amp; PM</b>		<b>AM Only</b>	<b>PM Only</b>	<b>AM &amp; PM</b>
	\$20.00	\$25.00	\$40.00		\$20.00	\$23.00	\$40.00

\* Tuition rates do not include an annual registration fee of **\$50.00 per child**.

**2024 – 2025 PAYMENT CALENDAR  
LITCHFIELD SCHOOL DISTRICT**

<b>8/30/24</b> Paid Tuition Deposit	<b>9/6/24</b>	<b>9/13/24</b>	<b>9/20/24</b>	<b>9/27/24</b>	<b>10/4/24</b>	<b>10/11/24</b>	<b>10/18/24</b>	<b>10/25/24</b>
<b>11/1/24</b>	<b>11/8/24</b>	<b>11/15/24</b>	<b>11/22/24</b> No Payment Due	<b>11/29/24</b>	<b>12/6/24</b>	<b>12/13/24</b>	<b>12/20/24</b> No Payment Due	<b>12/27/24</b>
<b>1/3/25</b>	<b>1/10/25</b>	<b>1/17/25</b>	<b>1/24/25</b>	<b>1/31/25</b>	<b>2/7/25</b>	<b>2/14/25</b>	<b>2/21/25</b> No Payment Due	<b>2/28/25</b>
<b>3/7/25</b>	<b>3/14/25</b>	<b>3/21/25</b>	<b>3/28/25</b>	<b>4/4/25</b>	<b>4/11/25</b>	<b>4/18/25</b>	<b>4/25/25</b> No Payment Due	<b>5/2/25</b>
<b>5/9/25</b>	<b>5/16/25</b>	<b>5/23/25</b>	<b>5/30/25</b>					

**\*Billed every Friday for upcoming week’s tuition, except where noted.**

**\*There are no after school programs on scheduled early release days.**

Tuition assistance may be available to qualified families through the New Hampshire Department of Health and Human Services (NH DHHS). Please contact Mysty at 603-882-9080 x 2213 for the “*Child Care Provider Verification (Form 1863)*”. For additional information about child care assistance, please visit the NH DHHS website at <https://nheasy.nh.gov/> or contact the Southern District Office, 26 Whipple Street, Nashua, NH 03060, 603-883-7726, 1-800-852-0632 or 1-844-275-3447.



## 2024 – 2025 ENROLLMENT / EMERGENCY FORM – LITCHFIELD SCHOOL DISTRICT

### CHILD INFORMATION

Program Start Date: \_\_\_\_\_  
School Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Child's Name: \_\_\_\_\_ Gender: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
(First) (Last)  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

### WEEKLY SCHEDULE

(Please check all days you are registering your child to attend our program)

AM Program:  Full Time (Monday – Friday)  
 Part-Time (Check all that apply):  Monday  Tuesday  Wednesday  Thursday  Friday  
PM Program:  Full Time (Monday – Friday)  
 Part-Time (Check all that apply):  Monday  Tuesday  Wednesday  Thursday  Friday

### PARENT / GUARDIAN INFORMATION

Name: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
\_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Work: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
\_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Work: \_\_\_\_\_

### PHYSICIAN / EMERGENCY MEDICAL INFORMATION

#### Primary Care Physician

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Office Number: \_\_\_\_\_

#### Preferred Hospital / Emergency Care Center

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Office Number: \_\_\_\_\_

## MEDICAL INFORMATION

Please list any chronic medical conditions or allergies that are important for us to know in case of sudden illness or injury. ANY medication dispensed during program hours such as Over The Counter Medicine and Prescription Medicine AND Severe Allergies/Life Threatening Medical Conditions **ALL** require paperwork to be filled out and submitted before the first day of attendance at our program. Forms are printable from our website under "Medication Requirements and Forms". If your physician has an Allergy Alert Form please submit it or print and use the form from our website.

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## PERMISSION TO POST ALLERGY INFORMATION

New Hampshire State Licensing Regulations requires your signature for the Nashua Adult Learning Center employees to maintain your child's allergy information in an area accessible to all staff in the event of an emergency. ***I hereby give the Nashua Adult Learning Center permission to maintain my child's allergy information in an accessible area to all staff members for use in the event of an emergency.***

Your signature below indicates permission

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

## EMERGENCY MEDICAL TREATMENT AUTHORIZATION

I hereby give permission for School Age Adventures / Adventure Camp to give my child \_\_\_\_\_ simple first aid when necessary or, in the event of a more serious accident, for my child to be transported to a hospital or other emergency medical facility to receive emergency medical treatment. I also authorize ambulance/rescue squad attendants to administer such treatment as is medically necessary, and I authorize the hospital to undertake examination and emergency treatment if warranted on behalf of my child. Parents will be responsible for all costs incurred in such emergencies.

Your signature below indicates permission

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMISSION TO PHOTOGRAPH

School Age Adventures / Adventure Camp requests permission to photograph your child, record your child on tape, or audio-visually, while participating in our program for the following purposes: arts and crafts projects, bulletin board displays, participation in program plays or talent shows, use in our brochures, marketing tools, newspaper articles, slide shows, web site advertising or other forms of advertisements. ***I hereby give the Nashua Adult Learning Center permission to use my child's photograph in its materials and audiovisual presentations. I agree that the photographs become the exclusive property of the Nashua Adult Learning Center and I waive all rights thereto.***

Your signature below indicates permission

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

## SOCIAL / OTHER INFORMATION

What do we need to know in order to help your child be successful in our program?

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## LOCAL EMERGENCY CONTACTS / ADDITIONAL PICK-UP INFORMATION

Other than Parent/Guardian, you MUST provide at least one person below. Photo identification must be presented at pick-up. No Exceptions

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### UNAUTHORIZED TO PICK UP

Legal documentation and/or Court Order must be provided to our office

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### NOTE TO PARENTS AND/OR GUARDIANS

#### CHILD CARE REGISTRATION AND EMERGENCY INFORMATION

**NOTE TO PARENT/S or GUARDIAN/S:** The licensing authority for this program is the bureau of licensing and certification, child care licensing unit. Child care programs are required to post a copy of the statement of findings and corrective action plan for the most recent visit in a location which is accessible to parents, and must maintain copies of the statement of findings and corrective action plan for the preceding visit and make them available for parents to review upon request. Statements of findings and corrective action plans are also available on-line at <https://nhlicenses.nh.gov/verification/Search.aspx?facility='Y> or by calling the unit at 603-271-9025 or 1-800-852- 3345, extension 9025.

During visits to programs, licensing staff speak with children regarding the care they receive at the program if in the judgment of the licensing staff the children's response would be valuable in determining compliance with licensing rules. Licensing staff are experienced in working with children and trained to speak with children in a manner that is respectful and non-leading. Children will remain with their class or group during these conversations with licensing staff, and at no time will a child be forced to speak with a licensing coordinator. Please indicate whether licensing staff may speak with your child while they are with their class or group:

I give permission for child care licensing staff to speak with my child while with their class or group.

I do not give my permission for child care licensing staff to speak with my child while with their class or group.

If licensing staff believes your child may have specific information regarding an alleged event at the child care program, and determines that it is best to interview your child separately and not with their class or group, please indicate your preference among the following options:

I give permission for child care licensing staff to interview my child at the child care program separate from their class or group.

I wish to be notified prior to child care licensing staff interviewing my child at the child care program separate from their class or group.

I do not give permission for child care licensing staff to interview my child at the child care program separate from their class or group.

For more information about Child Care Licensing please visit our website at: <https://www.dhhs.nh.gov/programs-services/childcare-parenting-childbirth/child-care-licensing>





## CHILD REUNIFICATION – RELEASE FORM

Please fill this form out and attach a photo of your child on the next page for quick identification purposes, should an evacuation be required.

### CHILD INFORMATION

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
(First) (Last)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PARENT / GUARDIAN INFORMATION

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Legal Guardian's Name: \_\_\_\_\_  
(If different from above)

Legal Guardian's Date of Birth: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Legal Guardian's Name: \_\_\_\_\_  
(If different from above)

Legal Guardian's Date of Birth: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

**In the event of an incident and your child is relocated to 4 Lake Street the following people to whom my/our child/children may be released to in case of an emergency:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Relationship to Child(ren): \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Relationship to Child(ren): \_\_\_\_\_

Phone: \_\_\_\_\_

### Parent / Guardian Signature

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**MEDICAL INFORMATION**

Please list any chronic medical conditions or allergies that are important for us to know in case of sudden illness or injury. If your child requires any medications to be dispensed during our program hours, you must list the medication information and usage instructions below.

Does your child have an allergy?

No  Yes: If "Yes" please list all allergies: \_\_\_\_\_

Does your child have asthma requiring an inhaler?

No  Yes: If "Yes" please list usage requirements: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_

**FOR QUICK IDENTIFICATION,  
ATTACH A CLEAR, RECENT,  
RECOGNIZABLE SCHOOL PHOTO OR  
HEAD SHOT OF  
YOUR CHILD HERE**

**FOR SCHOOL AGE CARE STAFF USE ONLY- PLEASE DO NOT WRITE BELOW THIS LINE**

<b><i>Name of person child released to:</i></b>	
<b><i>Released by:</i></b>	
<b><i>Proof of ID provided:</i></b>	
<b><i>Date of release:</i></b>	
<b><i>Time of release:</i></b>	
<b><i>Destination:</i></b>	



## 2024 – 2025 TUITION AGREEMENT – LITCHFIELD SCHOOL DISTRICT

### THIS FORM MUST BE SIGNED AND RETURNED WITH ENROLLMENT PACKET

- No changes can be made to your child’s schedule during the first two weeks of participation in our program.
- Initial one week tuition deposit + a non-refundable registration fee of \$50.00 per child is required at the time of enrollment. Please refer to the “Tuition Rates” form when calculating your deposit. Deposit and registration fee will be processed through “Tuition Express” our automatic payment processing service.
- We are moving to a prorated tuition system. Families will be charged their weekly rates despite any 1 day holidays, scheduled early release days, etc. We will not charge a weekly rate for any FULL WEEK long breaks from school (Winter Break, February and April Vacations or for the Thanksgiving Week.)
- During open enrollment, refunds (minus the non-refundable registration fee) are issued only if you cancel on or before July 31, 2024. After August 1, 2024, tuition deposits are non-refundable.
- All NALC accounts must be current to enroll in any of our programs.
- **Tuition Express** automatic payment processing is required for all families. A new form must be submitted each school year. Tuition payments are automatically withdrawn from your designated bank or credit card account. Statements are emailed weekly. Please ensure we have your correct, current email address on file. By signing your enrollment packet you are authorizing the Tuition Express payment method.
- **Monday Holidays:** Part-time students scheduled to participate on Mondays may select an alternate day to attend our program within the same school week, subject to availability. There are no refunds for Monday holidays. Call 603-882-9080 x 2212 to schedule the alternate date.
- Part-time students schedule changes are subject to availability. Some programs may have a wait list. If the day you wish to add to your child’s schedule is unavailable, you will be informed. Additional charges will apply for any extra days added.
- Payments and documentation are not accepted at the individual programs. All payments and documentation must be submitted to our office at 4 Lake Street, Nashua, NH 03060.
- **We require a one-week notice to implement changes to your child’s schedule or you may be charged the following week’s full tuition rate.** All schedule or attendance changes made for your child must be called in to our School Age Adventures office at 603-882-9080 x 2212.
- Programs close at 6:00 P.M. A late fee of \$1.00 per minute thereafter will be charged to your account for any pick-ups after 6:00 P.M.
- We reserve the right to dismiss your child from our program for non-payment of fees, repeated late pickups, or child or parent behavior that causes a safety concern or disruption of the program.
- Questions on Tuition Express, payments or billing? Please contact Mysty at 603-882-9080 x 2213.
- NALC will charge a \$15.00 fee per returned transactions.

I \_\_\_\_\_ have read the above Tuition Agreement and understand it is my responsibility to comply with the items outlined above. I further understand and agree that in signing this Tuition Agreement, I am personally liable for full tuition payments for any and all days my child(ren) is registered to attend the program. I grant permission to the Nashua Adult Learning Center to charge my designated Tuition Express account for that tuition, regardless of whether or not my child(ren) attends.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) Nashua Adult Learning Center to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

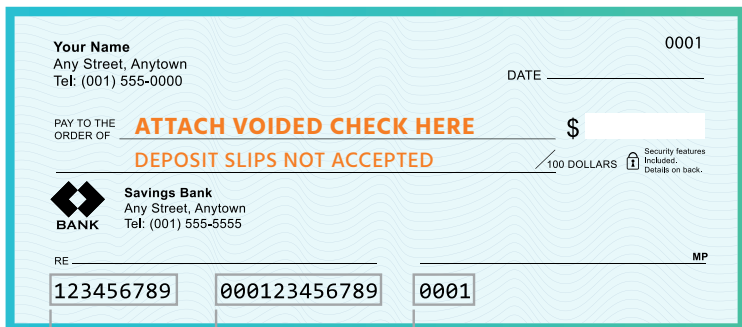
### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

#### FOR OFFICIAL USE ONLY

_____
<b>Date Received</b>
_____
<b>Employee Signature</b>

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## 2024 – 2025 Weather Delay and Cancellation Policy

### Inclement Weather, Cancellations and Delayed Start

- ▶ School District cancels school-----▶ All programs are cancelled.
- ▶ School District announces delayed opening-----▶ All morning programs start at 7:30 A.M.

In the event of program cancellation, payment for the day is applied to the required make-up day in June.

### Inclement Weather

- ▶ School District announces cancellation of all after school activities or early dismissal

Before the school day begins-----▶ All AM programs continue to run, on time.  
▶ All after school programs are cancelled.

After school day begins and  
Children are already in school-----▶ Shortened hours at our after school program.  
▶ **Parents - Pick up children as early as possible to ensure our staff arrive home safe.**

### Emergency Evacuations

- ▶ School District and/or individual schools issue emergency evacuation and students are not allowed back into the building:

- ▶ Our after school program is cancelled.
- ▶ Your School District and/or individual school will provide information to you where to pick up your child. Parents must plan ahead for alternate coverage in these situations.

**Questions? Please speak to your Site Director or call our office at 603-882-9080 x 2212.**