

August 2023

Dear Extended Day and Preschool Parents:

We would like to welcome you and your child to the Milford Extended Day Program! During your child's time at Extended Day, he/she will engage in many fun and interesting before and after school activities! **\*\*PLEASE READ THIS ENTIRE LETTER AS THERE IS A LOT OF IMPORTANT INFORMATION! \*\***

**DATES OF OPERATION:** The Milford Extended Day Program will operate from TUESDAY, AUGUST 15, 2023 through THURSDAY, MAY 23, 2024.

**LOCATIONS:** The Extended Day Program for School Year 2023-24 will be operating at each of the elementary buildings for AM and PM sessions. Extended Day will be held in the cafeteria at each building. The Milford Preschool program is held at the Milford Preschool/Extended Day Center on Ohio 28. Extended Day's main office is held at:

1039 OH-28  
Milford, OH 45150  
513-831-9690

**ENTERING BUILDINGS:** Boyd E. Smith and Seipelt park at the playground. There is a long sidewalk and you will go thru the door at the end and enter thru the first door on the left. McCormick, Meadowview, Mulberry and Pattison enter through the back cafeteria door off the intermediate playground. Milford Preschool/Extended Day Center (OH-28) parents will park in the front or side parking lot and go to the middle set of doors. YOU WILL NEED TO SHOW A PICTURE ID AND SIGN YOUR CHILD IN/OUT EVERY DAY AT EACH BUILDING.

**SESSION TIMES:** Extended Day opens at 6:30 A.M. until school starts – unless notified. PM session starts at dismissal time and closes at 6:30 P.M. Please pick up promptly. The Milford Preschool/Extended Day Center is open from 6:30 A.M. to 6:30 P.M. See Parent Handbook for late pickup fee.

**GRADE LEVEL:** Preschool: 3 & 4 years old by September 30<sup>th</sup> and toilet trained.  
Outsites: Kindergarten-6<sup>th</sup> grade

**ENROLLMENT:** Student must be enrolled in a Milford school to attend Extended Day.

**REPORTING ABSENCES:** Preschool absences need to be called into the Milford Preschool at 513-728-7455. You can also e-mail Stephanie Radcliff at [radcliff\\_s@milfordschools.org](mailto:radcliff_s@milfordschools.org). Parents of elementary students should call the Contact

person (cell phone list attached) at your site or leave a note in advance. Please let the Contact know if your child will be absent, as we do not always receive the list from the office at your child's school.

**TRANSPORTATION:** Parents are responsible for transportation of their children to AM session. Similarly, parents are responsible for collection of their children from PM session.

**BREAKFAST AND SNACK:** A beverage and nutritious breakfast and snack will be provided for each participant in both the AM and PM sessions. Breakfast and snack are included in the program.

**LUNCH DAILY AND ON ALL DAY CARE:** You can purchase lunch through the Milford Nutrition services, or your child may pack their lunch.

**ACTIVITIES:** The activities of the Extended Day Program will vary according to the interest, number, age and needs of the students and may include physical activities, arts and crafts, table games, and homework time and/or quiet time (ODE required). See Parent Handbook for more information.

**PAYMENTS:** Tuition is charged weekly from Tuesday, August 15, 2023 thru Thursday, May 23, 2024 with the exception of Holidays and scheduled days off. Weekly fee includes daily childcare and AM & PM snack. **TUITION IS DUE WEEKLY. PAYMENT MUST BE PAID BY THE FRIDAY PRIOR TO THE WEEK OF SERVICE.** The first payment is due **FRIDAY, AUGUST 11<sup>th</sup>**. Payments may be made by Visa, MasterCard, Discover, and American Express through PaySchools website (a handling charge is applied). We **DO NOT** take payments via credit card in our office or over the phone. Credit Card payments can only be made through PaySchools. We do still accept checks or money orders payable to the Milford Board of Education. Please put your child's name on the check or money order. **NO CASH IS ACCEPTED.** Each elementary site will accept check or money order payments during the AM or PM sessions. Mailed payments must be received in the office by Friday PM of each week. Accounts must be paid in full each week. No balances on accounts will be carried. If you do not pay your weekly fee, your child will not be able to attend the following week, and their spot could possibly be in jeopardy if payment is not received in a timely manner. If you have any questions or concerns, please contact Caitlin Drescher or Stephanie Radcliff at 513-831-9690.

**PAYSCHOOLS:** An online website where you can pay student fees, lunches, and your Extended Day and Preschool tuition payments. There will be a convenience fee unless paying with a bank account or a check. In order to set up an account to make payments on the website, you must have your child's student ID. Please call your school secretary to find out your child's ID if you were not given one. \*\*Extended Day is now set up on

PaySchools. When you log into your child's account, you will see your Extended Day weekly fees on there.\*\*

**FLEX SPENDING:** Paperwork that needs to be signed must be brought to our Extended Day office on OH-28. Please allow one day for processing.

**ALL DAY CARE DAYS: All Day Care is held at the OH-28 site when Milford is off school (besides all major holidays).** Everyone must sign up in advance for the All Day Care if you need it. \*\*If you sign up, you will still be charged the All Day Care fee whether or not your child attends. \*\* The sign-up sheet will be out for 1 week at each site in advance of the day off. We ask that you sign up in advance so we can adequately staff the center. You will not be charged your normal tuition on days off. You will ONLY be charged the All Day Care fee if you sign up. Your account must be paid in full to attend the All Day Care. \*\*\* **THANKSGIVING BREAK, WINTER BREAK, AND SPRING BREAK: WE MUST HAVE 35 OR MORE CHILDREN SIGNED UP EVERY DAY TO BE OPEN.** \*\*\* We will notify families if we are open on those breaks as soon as signups are over.

**PRESCHOOL ONLY:** Preschoolers need to bring a small blanket and small pillow or stuffed animal for rest time (fit into a grocery bag). These items must be taken home at the end of the week to be washed and returned on Monday. Please bring in an extra set of clothes to keep in their Extended Day cubby as well. Thank you!

**INCLEMENT WEATHER/CALAMITY DAYS:**

\*When Milford Schools call a two-hour delay, Extended Day will open at **8:00 A.M.** If a two-hour delay is called, your student will attend their regular school.\*

\*If school has been cancelled before the children are at school, a snow day will be held at Milford Preschool/Extended Day Center on Rt. 28 for those families who need it. Hours will be 8:00 A.M. TO 6:30 P.M. (ADDITIONAL FEE APPLIES – SEE PARENT HANDBOOK)

\*Extended Day may be closed if a snow emergency has been declared for our area or as deemed necessary by the MEVSD Superintendent. This will be announced by phone and email through the School Messenger system, on the Milford Schools website and TV.\*

**PRESCRIPTION MEDICATION:** For those requiring epipens, inhalers, or daily meds that need to be given while at Extended Day, please complete and return the Prescription Medication form with the Medication to the contact person at the building where your child attends. The form is located on Milford School's website; ([www.milfordschools.org](http://www.milfordschools.org)) – QUICK LINKS-FORMS-MEDICAL PERMISSION FORM

FOR PRESCRIPTION DRUGS. If you already have paperwork that you are submitting to your child's school office, you may make a copy and give it to Extended Day. Medication must be in an original bottle with an up-to-date pharmacy label. Please bring the paperwork and medication with you on the first day that your child will attend Extended Day.

**PARENT HANDBOOKS ARE AVAILABLE ON THE MILFORD WEBSITE OR PAPER BY REQUEST.**

**CELL PHONE LIST FOR CONTACTS AT OUTSITES:**

**BOYD E. SMITH – TORI HODGE 513-658-0872**

**MCCORMICK – ERIN NORMAN 513-315-1761**

**MEADOWVIEW – JACKIE MILLER 513-706-6593**

**MULBERRY – DONNETTA VDOVICK (AM) 513-702-7223 / STEVE CLEMENTS (PM) 513-315-7017**

**PATTISON – HAILEE DILLION 513-502-8833**

**SEIPELT – LINDA HOTCHKISS 513-582-5019**

**PRESCHOOL/EXT. DAY CENTER (RT 28):**

**CAITLIN DRESCHER (DIRECTOR) 513-831-9690 or 513-728-7423**

**AMANDA ROETTELE (COORDINATOR) 513-831-9690 or 513-728-7421**

**STEPHANIE RADCLIFF (SECRETARY) 513-831-9690 or 513-728-7455**

**SHELLEY DILLION (PM CONTACT) 513-831-9690**

**Thank you! We are looking forward to another great school year!**

**Caitlin Drescher**

**Director**