FAQS: Fun Day Programs

What are Fun Day Programs?
Fun Days are full and half day programs available for CMS students on select professional development and parent/teacher conference days. These days are thoughtfully planned by our Passport staff with a variety of age appropriate activities, games, and projects. Passport Fun Days include snacks, stories, art projects, group activities and playground time. Please be sure to pack a healthy lunch on these days!

Fun Day Program dates for the 2018-2019 are:

- Thursday 10/5 (Full Day)
- Friday 10/22 (Full Day)
- Monday 11/2 (Full Day)
- Thursday 11/26 (Full Day)
- Monday 1/22 (Full Day)
- Tuesday 3/18 (Full Day)
- Friday 3/29 (Full Day)
- Friday 5/6 (Full Day)

Who can join?
All CMS students can enroll in age appropriate Fun Day Programs (Toddler, Primary, and Elementary/Middle School). Programs run from **12-6PM** for half day programs, following a noon dismissal, and **8:30AM-5:30PM** for full day programs.

Where do the Fun Day Program take place?
**Toddler and Primary** students will be at the Toddler Primary Building (161 Garden Street) building for all Fun Day Programs. **Primary** students will be in the Rainbow Room; Families should use the ramp on the parking lot side of the Toddler Primary building (161 Garden St) for drop off. **Toddler** students will be in one of our Toddler Classrooms.

Home base for our **Elementary/Middle School** Fun Day programs is the art room in the **Middle School Building** (96 Sherman St). Families should plan to arrive at the **Middle School building** for drop off and pick up. There will be a note on the door with a location should the group decide to move around campus (to either the gym or Danehy Park).
How can we enroll?
All enrollment and payment must be done by families through our online registration system. Fun Day Programs can be registered for individually; all dates are open for registration at the start of the school year. Please note that these programs do fill up, so we recommend that families enroll as early as possible. Registration links can be found on the Passport webpage. Fun Day Programs are separate from and not included with Extended Day Registration.

Can we drop in?
As space is extremely limited, we are unable to guarantee drop in or walk up availability for Fun Day Programs. Un-enrolled students who arrive on the day of the program can be enrolled only if space is available; an additional $15 same day registration fee applied to the cost of the program. If no space is available, students will need to be picked up/taken home by a parent or care giver authorized through the CMS Family Directory.

Do discounts apply?

Sibling Discount: Families enrolling two+ siblings in the same Fun Day Program are eligible for a 20% Sibling discount off program fees for each additional sibling; programs fees for one sibling will be full price. The discount will be applied to the sibling with the lesser total program fees. When using the online registration system, the coupon code CMSSIB (all capital letters) can be entered to apply the appropriate discount for each eligible sibling. The discount will be reflected in the balance due. The coupon must be entered separately for each eligible sibling.

Financial Aid: Families receiving Financial Aid awards through CMS for the current school year are eligible for a financial aid award on Fun Day Program fees. Award percentages will be matched; the discount does not apply to the additional $15 same day registration fee.

When using the online registration system, eligible families can use the coupon code CMSFINAID. Please note that the financial aid coupon will push the registration through without requiring payment. We will adjust your balance accordingly and email you the invoice, and which point payment will be due within 30 days.

For more information on these discounts, please view the Discounts FAQ on the Extended Programs webpage.

What is the refund policy?
Changes in Fun Day Program registration must be made one week prior to the program date, after which no refunds will be issued. Deposits are non-refundable.

What if I am only in need of child care during my conference time?
Conference Care, or care during the time of your conference only, is available in both the Elementary and Toddler Primary Libraries. No prior arrangements are necessary. Families needing care for these limited time periods should not enroll in Fun Day Programs.

What should I do if I am running late?
- Please call our office at (617)206-4662 or email us (passport@cambridgemontessori.org) as soon as you know that you will be late. This will help us know when to expect you, and allows us to prepare your child, as well. Following the program end time, your student will need to remain in the office with Passport staff until you or a caregiver, authorized by you through the CMS Family Directory, arrive; late pick up fees will apply.
Late pick-up charges will be assessed. Pick-up within ten minutes of the scheduled program end time will be charged a late fee of $25. Following this ten minute period, an **additional charge of $80/hr** will be applied. Out of consideration for our staff, please make every effort to be on time at the end of the day. Families who are habitually, repeatedly or consistently late for pick-up may be dismissed from the program as it becomes clear that our programs do not fit your families’ needs.

**How can I change/check the individuals authorized to pick up my child from Passport Extended Programs?**

Families can check/change/add individuals to their authorized pick up list by logging in to the [CMS Family Directory](#). Please note that these changes are processed once daily; for last minute changes/additions, same day changes/additions, or single day exceptions, families should email the Program Director (passport@cambridgemontessori.org) with the name(s) of individuals you are authorizing for that day. Please note that email exceptions will apply for the day indicated only; **long terms changes must be added by families to the list on the Family Directory.**

Please note that the Passport staff will ask for a valid photo ID for any individual arriving to pick up a child. We will not dismiss your child to any individual not authorized by a parent through the CMS Family Directory or without written consent from a parent/guardian.

**What are your policies regarding health and safety?**

For Extended Programs, which run during the academic year, the Passport Office works closely with the CMS nurse, school psychologist and academic program directors to ensure consistency of health and safety procedures and information across the school day and extended programs. All health information, including student allergies, is received through the CMS nurse. All policies regarding food and allergy safety are the same as during the school day. **Please feel free to call or email the Passport Office directly if you have specific concerns about your child’s health and safety while participating in Passport Extended Programs.**

**What is the best way to communicate with the Passport office?**

We can be reached via email (passport@cambridgemontessori.org) or phoned directly (617)206-4662. We highly encourage families to program the number into your phone; This number goes directly to cell phones that program administrators carry with them during all program hours.