

Mystic Learning Center & Mystic Early Learning Center

Program Information & Enrollment Process



Hi Families & Community Members! Thank you for your interest in the Mystic Learning Center & Mystic Early Learning Center. The purpose of this document is to provide you with the background information that you need to support you to find the program that is best for you and your child.

The last portion of this document contains the information you will need to complete our digital registration form. Our digital online registration form is the first step in the process of showing your interest in the Mystic Learning Center. Once you submit your registration you will receive an email confirmation to the email address you give in the registration form. Please allow three business days, after your registration has been submitted for us to give you a call. During our call we will schedule a time for you to visit the Mystic Learning Center and or the Mystic Early Learning Center.

Our goal is to support interested families to enroll in our programs. When barriers can prevent enrollment we work hard with individual families to access resources to work through these, with the goal of enrolling. Additionally, enrollment in our program is dependent on how many open slots we have available when you submit an application, the type of funding or payment you need for your child's slot, and transportation to our program.

The Mystic Learning Center is licensed to serve 40 youth and the Mystic Early Learning Center is licensed to serve 15 youth. For payment to our program we accept childcare vouchers from Child Care Choices of Boston, DTA vouchers, DCF supportive care contracts, income eligible contracts, and self-payment. Based on grants and funding opportunities we offer scholarships to pay for our programs at different times, too. Please reach out to us with any questions and support needed for help with applying to receive payment support for our program through the state's child-care voucher and child-care income eligible contracts.

We are open during the school year, school vacation weeks, and the summer. We close for 13 official holidays and 4 staff professional development days for a total of 17 approved closures for the year. You can download our approved closures in our online registration and we send these to you.

Our programs are open during the following hours:

Mystic Early Learning Center:

- **School Year Preschool Age:** 11:00 am - 5:30 pm
- **School Year School Age:** 2:30 pm - 5:30 pm & Early Release Days 12:00 - 5:30 pm
- **School Vacation Weeks:** 7:30 am - 5:30 pm
- **Summer Vacation Weeks:** 7:30 am - 5:30 pm

Mystic Learning Center:

- **School Year:** 2:30 pm - 5:30 pm & Early Release Days 12:00 - 5:30 pm
- **School Vacation Weeks:** 7:30 am - 5:30 pm
- **Summer Vacation Weeks:** 7:30 am - 5:30 pm

Most current rates:

- **Preschool Age:** youth ages 2 years & 9 months up to turning 5 years old = **\$63.22 daily**
- **School-Aged:** 5 years old - 13 years old
 - **Full days** for school vacation weeks & summer vacation weeks = **\$44.79 daily**
 - **Half days**, which are the after-school days = **\$24.01 daily**

Transportation for our program:

The Mystic Learning Center does not offer any vehicle or bus transportation to and from our program. We do offer the following after-school pick-ups at the Healey & Winter Hill:

- **Healey:** Our staff meet the kids outside at the Healey after school on full days and half-days. We walk them to the Mystic Learning Center.
 - Kids who take the bus from East Somerville, Argenziano, or Kennedy to the Healey after school are also part of our pick-up. We also meet these kids at the Healey and walk them to our program.
- **Winter Hill:** Our staff meet the kids outside at the Winter Hill after school on full days and half-days. We walk them to the Mystic Learning Center.

*Please be aware that we walk with the kids in all weather conditions from the Healey and from Winter Hill. Please make sure to send your child to school with good walking shoes and clothing that is appropriate for the weather conditions. If you need support with this, please reach out and let us know. We will do our best to support you and your child.

How to Complete Our Online Registration Form

We have recently changed our registration process from a paper packet to a digital online registration form. We recognize that everyone has different levels of comfort with using the computer and are available to support you with our online registration. For support with our online registration form please give us a call at 617-623-0110 or send us an email to info@mysticlearningcenter.org.

Our agency takes great pride in providing exceptional care and programming for your child, keeping your child safe, and maintaining consistent open lines of communication. Our online registration form demonstrates our commitment in all of these areas. Always reach out to us for support!

Our online registration form gives you the option to add an additional child registration during the online registration process. This feature allows common information between siblings to be copied so you don't have to duplicate writing the same information for additional children you want to fill out registration forms for with hopes of enrollment in the Mystic or Mystic Early Learning Center.

Important Information To Prepare For Completing Our Online Registration:

- Once you start your online registration you must complete it. You can't save it and come back to it later. If you do come back to it later you will need to redo the registration. Here are some tips to avoid having to restart your online registration :)
 - The browser you use when using the online registration link is important. The best browser to use is Chrome and if you can't use Chrome then Safari is the next best option.
 - For best results you should clear the cache on your Chrome or Safari browser. Here are the steps to clear the cache:

Chrome

1. On your computer - Open Chrome & Click the three dots on the top right hand corner
2. Click **More Tools > Clear Browsing Data**
3. At the top, choose a time range. To **delete** everything, select All Time
4. Next to "**Cookies and other site data**" and "**Cached images and files**," check the boxes
5. Click **Clear Browsing Data**

Safari

1. Click on the **Safari** drop-down menu and select **Preferences**.
2. Click the **Advanced tab**. Select the **Show Develop menu** in menu bar checkbox and close the **Preferences** window.
3. Select the **Develop** drop-down menu. Click **Empty Cache**.

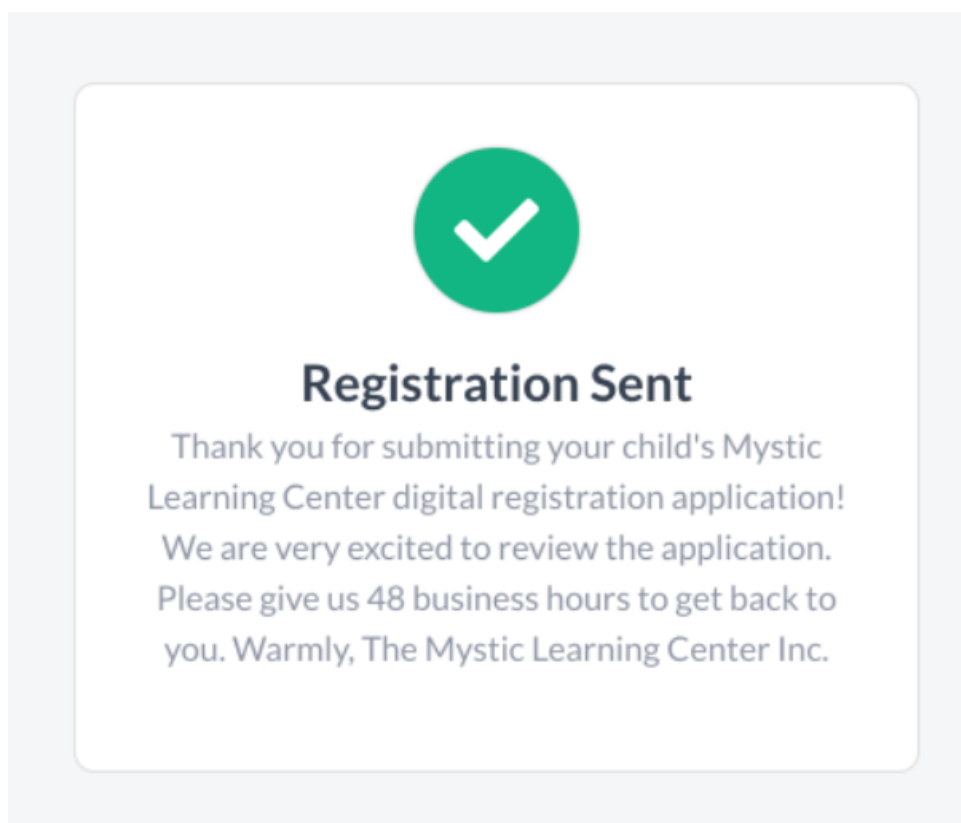
Here is a website for reference:

<https://oit.colorado.edu/tutorial/clear-web-browser-cache-safari-6>

- Have a strong internet signal for your device: phone, computer, laptop, or tablet.
- Make sure your device is charged and not low on battery.
- Make sure you have collected all the required information for the online registration form, so you are prepared and don't have to go back and redo it. We list all the required information on the next page!

- Once you have all the required information, make sure you have 20 minutes - 60 minutes, without interruptions to complete this registration form. The more prepared you are with collecting all of the required information before you start, the less time it should take you.
- Call us 617-623-0110 or email us, info@mysticlearningcenter.org with questions or support before you start the registration, to make sure we are available to assist you.
- ***Do not hesitate to ask for help with the online registration form. We love to help our families! We are more than happy to sit down with you to complete the online registration form! Call or email us to make an appointment. We will ask you to bring all of the required information and documents listed on the next page to be prepared.***

After you successfully complete & submit your online registration you will see this image on your screen. This image is your indicator that you have successfully completed & submitted the registration.



Information To Have Ready For Mystic Learning Center Online Registration Form: **Please collect this information for each child you plan to fill out a program registration form for.*

- **Child Information:**

- Child's first & last name
- Child's birthday
- Photo of the child
- Allergies - if your child has any
- Dietary restrictions, if your family has any.
- Medical Conditions, if your child has any
- Child's Birth City
- Language(s) child speaks
- Child's School, current grade level, & main teacher name
- Child's eye color, hair color, skin tone, & any identifying marks

- Child's assigned gender at birth
 - Child's preferred pronouns
 - Child's siblings & ages, if any
 - Child's health insurance provider, health care policy #, and health care group #
 - You will confirm or not confirm that your child's most recent physical & immunization records are on file at your child's school
 - Upload a copy of your child's most recent physical & immunization records, if you have them
 - Share if your child should be transported to the nearest hospital or another specified hospital by you, in the event of an emergency.
 - Share your child's COVID vaccination status, *children are not required to be vaccinated to attend the MLC.
 - Copy of child's vaccination card - if applicable
 - You can share - Your family's personal desire to mask your child in different situations, if the MLC currently does not require masking.
- **Individual Service Plan**
 - Information if your child has any special needs (dyslexia, perceptually impaired, etc)
 - Information about IEP or 504 Plan, if your child has one & a copy of the plan
 - Information about your child having or not having entered puberty and if they are aware of puberty
 - Information on your child's attention span, academic performance, & behavior to authority figures.
 - Your consent or non-consent for toothbrushing at the MLC after meals
- **Family Service Plan:**
 - Names & ages of siblings of the child you are filling out a registration form for
 - Consent if you will allow the agency to communicate with the following individuals
 - Provide contact information: (name, email address, & phone number) for any of the individuals you gave your consent for the agency to contact. **You are not required to have the names & contact information for the categories of individuals listed on the family service plan. You may consent to communication for the "category of the individual".*
 - List any additional activities your child will participate in while enrolled in the Mystic programming.
 - List previous child care programs your child has been enrolled in.
- **Off-Site Field Trip List:** *The Mystic Learning Center & Mystic Early Learning Center take children on off-site field trips during the school year, school vacation weeks, and summer vacation weeks. In this section you will download our current field trip list, acknowledge & consent your child can attend, & you consent to your child taking public transportation for off-site field trips.
 - Consent to the statement: I have viewed the field trip list and understand the places my child can visit with the MLC/MELC. I consent to these field trips voluntarily and with full knowledge of its significance.
 - Consent to the statement: I give permission for my child to USE PUBLIC OR PRIVATE TRANSPORTATION FOR MLC FIELD TRIPS. Youth are supervised by MLC staff at all times during off-site field trips.
- **Sunscreen & Bug Spray Permissions:**
 - Your consent or non consent to sunscreen & applying it for your child during programming hours
 - Your consent or non consent to bug spray & applying it for your child during programming hours
- **Permission To Release & Share Education Information:**
 - Information about your preferences for your child doing homework with us in after school programming.

- Your consent or non-consent to share academic information about your child between your child's school & the Mystic Learning Center.
- **School Day Arrival & Transportation Plan:**
 - Information about the school your child attends & your decision for a supervised, with Mystic staff, or unsupervised, without Mystic staff to the center after school from the Healey or Winter Hill. *Children must be 9+ years of age for unsupervised walks.
- **Full Day Pickup/Drop Off Transportation Plan:**
 - Your decision for a supervised, with parent, or unsupervised, without parent arrival & departure to & from the Mystic. *Children must be 9+ years of age for pick up & drop-off.
- **Full Day Pickup/Drop Off Transportation Plan: *This information is applicable, if your child is 9+ years of age**
 - Option to allow your 9+ years of age child to walk from school to the MLC
 - Option to allow your 9+ years of age child to be dismissed at 5:30 to walk home
 - Option to allow your 9+ years of age child to be dismissed at 5:30 to go to the SHA computer lab
- **Publicity & Media Policy: *You will have the opportunity to elect yes or no to the following statements *We are sharing to give you the opportunity to think about these before starting our registration process**
 - **Statement #1:** I grant permission for the Mystic Learning Center, Inc. to share pictures of my individual child to me through private messages in Talking Points, Sandbox, Emails, Texts, etc.,
 - **Statement #2:** I grant permission for the Mystic Learning Center, Inc. to share group pictures including my child in an announcement to Mystic Learning Center, Inc. parents and staff through Talking Points, Sandbox, Emails, Announcements, etc.
 - **Statement #3:** I grant permission for the Mystic Learning Center, Inc. to use pictures with my child for internal projects at the MLC/MELC. This includes but is not limited to student art projects, news and media activities, etc. These projects may be displayed at the MLC/MELC.
 - **Statement #4:** I grant permission for the Mystic Learning Center, Inc. to use pictures of my child on social media, the Mystic Learning Center, Inc. website, grant reporting, community newsletters, etc. The purpose of these postings is to share the benefits of our program, events and happenings, and report to our grantors to secure more funding, etc
 - **Statement #5:** Based on the publicity & media statement #4, I grant permission for the MLC/MELC to identify my child by name.,
 - **Statement #6:** I grant permission for a representative of the media to take pictures of my child to be used for publicity.
 - **Statement #7:** Based on publicity & media statement #6, I grant permission for the media to identify my child by name.
 - **Statement #8:** I grant permission for outside organizations to take pictures of my child to be used on their social media, announcements, publicity, etc.
 - **Statement #9:** Based on Statement #8, I grant permission for the organization to identify my child by name.
- **Authorized Pickups & Emergency Contacts *You will add individuals, who are authorized by you to pick up your child. They must be 16 + years of age. We will need at least two Emergency Contacts who 16+ years of age & not mom or dad to contact in the event of an Emergency, if the parents can not be reached.**
 - First & Last Name & Cell
 - Photo of an authorized person is optional

- **Restraining Orders & Custody Agreements**
 - If you have any current restraining orders or specific custody agreements that are important for us to have for your child's safety. You can share the documentation & any important information pertaining to these.

- **Sharing the Current Form of Payment For Your Child:** **If you are unsure what method of payment you can use or are hoping to use for anticipated enrollment in our program, please reach out to learn what forms we are currently offering, as this changes based on the types of payments & current funding offerings for our program slots.*
 - Self-pay, income eligible, state voucher, DCF voucher, DTA voucher, scholarship, other

- **Mystic Learning Center Board of Directors** *All parents/guardians of children who gain enrollment to the Mystic Learning Center are required to serve on the nonprofit board of directors. You will be included in all legal documentation, including, but not limited to the the agency's yearly financial review as the agency's governing board of directors.*
 - The parents and/or guardians of children who join the Mystic Learning Center are required to be on the agency's Parent Board of Directors. You will download the documentation about this child enrollment requirement & acknowledge your consent to join & your responsibilities as a board member, which includes knowing your legal obligations as a nonprofit board member, attending monthly meetings, joining one of the board committees and attending another bi-monthly meeting, and all other responsibilities outlined in the agency's board of directors documentation.

- **Health Risk Disclosure Form Consent: You will be asked to consent to the following statement:**
 - I understand that whenever I bring my child into the care of the Mystic Learning Center Inc. there is a possibility of exposure to diseases including but not limited to cytomegalovirus, fifth disease, rubella, flu, and other viruses. I understand higher risks factors exist that pertain to children with health conditions. By clicking yes in this section I indicate that I understand the inherent risk of exposure in a childcare setting. By clicking yes, I I further acknowledge I will will hold the Mystic Learning Center Inc. and all of its agents harmless and assume sole responsibility to manage these risks with my personal primary care provider.

- **Mystic Learning Center Surveillance Policy:** **The Mystic Learning Center has surveillance cameras at both of our sites.*
 - You will download, read, and acknowledge receipt & consent of the agency's video & surveillance policy.

- **Communication With Families:** **We have been updating the resources we use to communicate with families to ensure greater equity. These statements in our registration form are a reflection of these improvements.*
 - I acknowledge that the Mystic Learning Center & Mystic Early Learning Center uses TalkingPoints to communicate important information with families. I acknowledge that it is my responsibility to read the messages sent by the MLC & MELC. I acknowledge that I can receive these messages in the TalkingPoints parent phone app or through SMS text message. I acknowledge that TalkingPoints is used because messages are received in the preferred language of the receiver.
 - I acknowledge that the Mystic Learning Center & Mystic Early Learning Center sends emails to parents using Smore. I acknowledge that the Mystic Learning Center Inc. uses Smore for the translation feature. I acknowledge I can choose to read the MLC email communications sent using Smore in the language I choose. I acknowledge it is my responsibility to read these email communications to stay informed with communication from the Mystic Learning Center.

- **Consent for Child to Leave the Program:** **This section is only for children who are 9 + years of age. When your child turns 9, you can change your responses to these questions. If your child is 9+ years of age, you have the right to consent or not consent to following statements:*
 - My child is 9 + years of age. I am only required to fill out the rest of the information in this section, if I have checked, YES, to my child being 9+ years of age. I acknowledge that I must fill out the rest of this section, since my child is 9+ years of age.
 - I grant my child permission to walk from school to the Mystic Learning Center without staff supervision. My child can walk directly to the Mystic Learning Center. My child has my permission to be dismissed from school directly to the after-school program.
 - Dismissal From MLC - I give my child permission to be dismissed from the MLC at 5:30 PM & to Walk Directly Home.
 - Dismissal from MLC - I give my child permission to be dismissed from the MLC to the Computer Lab at 5:30 PM.
 - I grant permission for my child to leave the MLC program at a custom time. Please indicate the custom time. By selecting this option, I am aware that once my child has signed out from the Mystic Learning Center, the MLC Inc. is not responsible for my child.

- **Dates Mystic Learning Center & Mystic Early Learning Center is Closed:** **This is for the fiscal year July 1 2021 - June 30 2022. Each year the agency provides parents with the list of approved program closures for the new fiscal year. The State Early Education Office approves the agency for 17 approved closure days for the year, which include 13 holidays & 4 staff professional development days. Neither of the agency's sites are open on these days:*
 - You will download the list of approved closures for the current fiscal year & consent your acknowledgement of them.

- **Mystic Learning Center Inc. Electronics Policy:** **The agency has an updated electronics policy approved by the parent board of directors. The questions in this section require your consent for our policy & letting the staff know if you allow your child to bring personal electronics to the program.*
 - Consent to the agency's personal electronic's policy for enrolled children. Download and review the agency's policy.
 - Share if you are allowing your child to bring a personal electronic device to the Mystic Learning Center or Mystic Early Learning Center.

- **Income Eligible - Documentation/Paperwork:** **All families interested in getting on the state's income eligible waitlist & looking to secure an income eligible spot in the Mystic Learning Center program are required to submit documentation needed by the state. The Mystic Learning Center currently has 16 contracted income eligible slots with the state. It is important to get on the state's Income Eligible Child Care Slot Waitlist, as soon as possible. For more information about this process, please view our agency's [Income Eligible & Voucher Documentation Information](#). The following information is needed for families interested in an income eligible slot in the Mystic Learning Center:*
 - Share the number of individuals living in your household
 - List the first & last name, birthdate, & birth city for all family members living in your household.
 - Share if your family receives income from SSI - Social Security Income
 - Share if your family receives income from Food Stamps
 - Share if your family receives income from DTA - Department of Transitional Assistance
 - Share if your family receives income from other source(s): **if you check this form of income you will explain*
 - Share if your family receives income from Child Support

- You will upload copies of all of your sources of family income for the last 4 weeks. **The Mystic Learning Center staff can support you to combine your family's sources of income into one file for uploading.*
 - Upload a copy of two forms of ID for each family member residing in your house. Please include a birth certificate for each household member and another form of ID (social security card, state ID, state license, passport, etc.) **The MLC can support you to submit all family member identifying documents as one file.*
 - Upload proof of residence. Proof of residence can be a current lease or utility bill with your current address on it.
 - Check if your family receives income from working & receiving a paycheck.
 - Check if your family receives income from self-employment.
- **Individual Health Care Plan:** **If your child has a health need requiring your family to fill out an individual health care plan, our agency will require you to fill one out for each required health need. Each Individual Health Care Plan you fill out & verify will be electronically added to your child's online profile in Sandbox.*
 - You will acknowledge the following statement: I acknowledge that it is my responsibility to fill out an Individual Health Care Plan Form with the Mystic Learning Center Administration Staff, if my child has any chronic health condition(s) or if my child has an IEP or 504 Plan with the school. I understand that I will need to fill out a separate Individual Health Care Plan Form for each chronic health condition, including IEP & 504 plans. Additionally if my child develops a chronic health condition or is placed on an IEP or 504 after my child has been enrolled, I must notify the staff and work with them to fill out an Individual Health Care Plan Form.
 - Respond yes or no to the statement: My child currently has a chronic health condition and/or my child is on an IEP or 504 plan. **If your child is on an IEP or 504 Plan, you will fill out an Individual Health Care Plan.*
- **Parent Agreement Summary & Parent Handbook:** **In this section you will download a copy of the agency's Parent Agreement Summary & The Parent Handbooks and acknowledge that you consent to these documents.*
 - You will acknowledge the following statement: I have read and understand the Mystic Learning Center Inc.'s Parent Agreement Summary. By checking this box, I consent and acknowledge to the information in the parent agreement summary.
 - You will acknowledge the following statement: I have read and understand the Mystic Learning Center Inc.'s Parent Handbook. By checking this box, I consent and acknowledge the information in the parent handbook.
- **Permission To Release & Share Educational Information:** **The Mystic & Mystic Early Learning Center programs provide time for youth to do homework during after school programming & we communicate & collaborate the teachers & other school staff to best support your child's academic & social emotional growth & development. The questions in this section are related to this effort.*
 - Answer yes or no to the question: We provide time and setting for participants to do their homework. Do you want your child to do his/her homework while attending the program?
 - Let us know how much time you want your child spending on homework during our after school program.
 - Provide your Consent to the statement: My child participates in the Mystic Learning Center Inc. I understand that as a participant in this afterschool program my child will be receiving academic support and that from time to time, the staff of the Mystic Learning Center Inc., which my child attends, and the staff of the school my child attends, may wish to have an opportunity to confer with each other regarding the academic needs of my child.
 - Provide your consent to the statement: I agree and grant permission for my child's school to release and share to the Mystic Learning Center Inc., as my child's after school provider, the following records and

related information for the current school year: homework assignments, individual student success plans, behavior, report card/periodic grades, supportive services (e.g. IEP), class Dojo.

- Provide your consent to the statement: I agree and grant permission for The Mystic Learning Center Inc., as my child's after school provider, to communicate with the school about what my child does afterschool, and to share background on how my child is developing throughout the school year while enrolled in the Mystic Learning Center Inc. By checking this box for the informed consent for release and granting permission as stated herein, I am releasing my child's after school program and their respective officers, directors, agents, and/or employees from and against all claims arising out of the release of my child's student records and related student information, and any subsequent use of this information. I have read this informed consent for release and understand its terms. I consent voluntarily and with full knowledge of its significance.