

# After School Kids Program

## Fees

Fees are due on a monthly basis and should be received at the Financial Services Office at East Brunswick Schools Administration building by the 15th of each month in advance of services. A late fee of \$20.00 per month will be assessed if payment is received after the 15th. If the June payment is not received by May 15th, students will be unable to attend in June. A fee of \$20 will be charged and is due in money order form for each returned check. If payment is overdue for three months, the student will no longer be able to attend, and legal action will be taken.

Parents can choose either a five day or three day program. Those attending the three day program must specify the days in advance. **No substitution of days is allowed.**

The ASK Program operates on school days from 3:25 p.m. until 6:00 p.m. A minimum penalty of \$15 will be charged for late pick-up of children after 6:00 p.m. After 6:15 p.m. the rate includes the minimum \$15 plus \$1 per minute for each minute after 6:15 p.m.

### Monthly charges: Five Day Program

First Child.....	\$175.00
Second Child.....	\$135.00
Third Child.....	\$75.00

### Monthly charges: Three Day Program

First Child.....	\$138.00
Second Child.....	\$123.00
Third Child.....	\$63.00

Annual Non-refundable registration/bookkeeping fee per child..... \$35.00

Children with outstanding fees from previous years will not be permitted to register until the balance is paid in full.

**Receipt:** The cancelled check is your proof of payment.

Request for information or completion of forms related to Cafeteria Plans/Dependent Care Reimbursement can be sent by fax to (732) 698-9624 for verification and authorization. Handwritten requests will not be honored.

If your child qualifies for free/reduced lunch, contact the Community Programs Office to obtain information regarding a discount.

## Attendance Policy

If your child attends school during the day but will not be attending ASK on a regularly scheduled day, you must call the ASK site phone number. In addition to calling the site, remember to send a note with your child to his/her classroom teacher indicating that your child is to go home.

No credit or refunds are given for days absent.

If an emergency occurs later in the day and the school building is evacuated while your child is already at ASK, your child will be transported to an alternate, secure site and parents will be called.

## Withdrawal from the Program

Should withdrawal from the program be necessary, thirty days written notice to the Community Programs Office is required. Failure to provide this notice will result in being charged for the next month.

## Inclement Weather Procedures

When East Brunswick Public Schools are closed, ASK is also closed. This includes emergency school closings, holidays and snow days. When school closes early or after-school activities are cancelled due to inclement weather, in the interest of safety for all children, parents and staff, we request that you arrange to have your child picked up as soon as possible after school dismissal. An ASK staff member will remain at the school until all children have been picked up.

## Registration Information

- **Registrations must be received by August 21st to start program on the first day of the school.**
- Registrations received August 22nd through September 9th will start the program on September 16th.
- Registrations received after September 9th will start the program one week after the registration is received.
- Registration fee and first month payment must be received with the registration. Incomplete payment with registration will not be accepted.
- Deduct \$75 per-child if the full year (Sept-June) is paid in advance.

# After School Kids Program

Kindergarten - Grade 5

2009-2010 School Year



3:25 pm—6:00 pm



East Brunswick Public Schools  
*After School Kids Program*

760 Route 18  
East Brunswick, NJ 08816  
(732) 353-0931

Bowne-Munro  
Central  
Chittick  
Frost  
Irwin  
Lawrence Brook  
Memorial  
Warnsdorfer

# After School Kids Program

After School Kids (ASK) will focus on providing a safe, affordable and nurturing environment for children of working parents/guardians in East Brunswick. The program serves East Brunswick Public School children in the afternoon session of Kindergarten through the 5th grade. Program sites include: Bowne-Munro, Central, Chittick, Frost, Irwin, Lawrence Brook, Memorial and Warnsdorfer.

The program coincides with the East Brunswick Public Schools Calendar with normal hours of operation from 3:25 p.m. to 6:00 p.m. Additionally, the program will be conducted on scheduled school half-days beginning at dismissal and ending at 6:00 p.m.

Building on the expertise established through operating the Early Morning Program since 2002, out-of-school-time activities purposefully complement work in school, improving the ability of students to meet learning standards. ASK will emphasize play as well as academics, helping children experience success in new ways and develop as well-rounded individuals.

Program will include:

- Homework time supervised by a certificated teacher
- A nutritious snack and beverage served daily
- Variety of activities that develop academic, social, physical and emotional skills
- Both structured and unstructured indoor/outdoor play and activities

The East Brunswick Board of Education affirms its responsibilities to ensure all students in East Brunswick equal opportunity, regardless of age, race, creed, religion, handicap, sex, ancestry, national origin, or social and economic status.

## Discipline Policy

Students participating in the After School Kids Program are expected to adhere to the discipline policy that is in place at the school in which they attend. Should a student's behavior be inconsistent with the policy of his/her school, the following will be followed to ensure that the goal of the program is realized:

**First level** – ASK staff gives warning to student and informs the Site Leader of a potential problem. Site Leader speaks with student, gives warning that he/she will be calling parent if problem occurs again.

**Second level** – Site Leader informs coordinator and calls parent. The Site Leader will tell parent that if problem occurs again student will be suspended from program for one month.

**Third level** – Site Leader calls parents and informs Program Administrator. Student will be suspended from program for one month.

**If behavior does not improve upon the student's return the following month, the student will no longer be allowed to participate in the program. It will be the Community Programs Administrator's responsibility to inform the parents.**

\*In the event of high risk (dangerous to self, other participants, and/or After School Kids Program personnel) or defiant behavior, the student's parents will be called immediately and the student will immediately be removed from the program for one month.

Possible grounds for removal from ASK:

- Misbehavior by child
- Continuous pick up after the 6:00 p.m. time limit
- Failure to make regular monthly payments on time

# After School Kids Program Registration 2009-2010 Please Print

Student Name \_\_\_\_\_ Start Date Requested \_\_\_\_\_  
Last First

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Male/Female

Monthly Coupon Book - 5 day  Monthly Coupon Book - 3 day M T W Th F (Circle days)

School \_\_\_\_\_ 2009-2010 Grade \_\_\_\_\_

Home Phone \_\_\_\_\_ Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Employer \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Father's Name \_\_\_\_\_ Employer \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Marital Status: Married Single Separated Divorced Widowed

If there is divorce or separation in the family, please indicate who has custody and to whom your child may be released to each day. A copy of the most recent court ordered agreement must be provided if such a document exists.

Emergency Contact: (Must be someone other than a parent within 15 minutes of site.)

Name \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

If there is a separation in the family, please indicate who has custody and to whom your child may be released to each day. (Please circle one.)  
Custody: Both parents Mother only Father only Guardian  
Release to: Both parents Mother only Father only Guardian  
Other(s) \_\_\_\_\_

List relevant information about child's behavior, educational, or medical needs including allergies: \_\_\_\_\_

List any medications child is using on a daily basis \_\_\_\_\_

My child's physician is \_\_\_\_\_ Phone: \_\_\_\_\_

In extreme emergency, if I cannot be reached, I prefer that my child be transported to \_\_\_\_\_ hospital for emergency medical care.

Health Plan \_\_\_\_\_ Group ID# \_\_\_\_\_

Subscriber's Name \_\_\_\_\_ Subscriber ID# \_\_\_\_\_

I hereby give permission to East Brunswick Township Public Schools personnel to obtain medical treatment for my child in the event of an emergency when I cannot be contacted. This permission authorizes medical personnel to perform emergency treatment including the administration of drugs, blood transfusions or other medically necessary procedure **subject to the following restrictions:** \_\_\_\_\_

I give permission for the educational professionals who work with your child during the school day (i.e. teachers, nurses, principal, etc) to share information regarding the above named child with the out of school time staff.

I have read the discipline policy with my child.

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

Signature Date \_\_\_\_\_

<b>For Office Use Only:</b>
Check#: _____ Amount: _____
ASK #: _____
Coupons: _____
E-mail site: _____
Registration to site: _____

Registration is accepted by mail. Make checks payable to **East Brunswick Public Schools–After School Kids** and mail to **760 Route 18, East Brunswick, NJ 08816**. Child's full name and school must be noted on all checks.