

Early Morning Program

The goal of the Early Morning Program at each of East Brunswick's eight elementary schools is to provide quality care to children of working parents in morning kindergarten through grade five in a safe, comfortable environment so they may begin their school day in a positive way.

Program

Parents may bring their children to their home schools as early as 7:00 a.m., one hour and fifty minutes prior to the time when all students are allowed to enter the school buildings. Children will have the opportunity to choose from a variety of quiet activities such as board games, arts and crafts, rest and reading. Staff members are trained to follow the discipline procedures already in place in each of the schools to maintain consistency for program participants. Only children registered and paid for may attend the program. In order to ensure each child's safety and to allow for an orderly functioning of the program, children must be escorted and signed in by an adult. Exceptions cannot be made.

Inclement Weather Procedures

When schools are closed, the Early Morning Program is closed. When there is a delayed opening, the Early Morning Program will open at 9:00 a.m.

Withdrawal from the Program

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

Discipline Policy

Students participating in the Early Morning 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 – Early Morning Aide gives warning to student and informs the Site Manager of a potential problem. Site Manager speaks with student, gives warning that he/she will be calling parent if problem occurs again.

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

Third level – Site Manager calls parents and informs Community Programs 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 Early Morning 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.

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.

Early Morning Program Registration 2009-2010

Please Print

Student Name _____ Start Date Requested _____
Last First

DOB ____/____/____ Male/Female Monthly Coupon Book Occasional Use Coupon Book

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 _____

Date _____

For Office Use Only:

Check# _____ Amount: _____
EMP #: _____
Coupons: _____
E-mail site: _____
Registration to site: _____

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

Early Morning 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. No credit or refund is given for days absent. 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 over-due for three months, the student will no longer be able to attend, and legal action will be taken.

Monthly charges:

First Child	\$75.00
Second Child	\$55.00
Third Child	\$45.00
Annual Non-refundable registration/bookkeeping fee <u>per child</u>	\$35.00

The fee for the month of June will be waived if the full year (Sept.-May) is paid in advance. Children with outstanding fees from previous years will not be permitted to register until the balance is paid in full.

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.

Receipt: The cancelled check is your proof of payment.

Occasional Use Coupon Book

A coupon book containing 10 tickets/\$65.00 will be available for those needing the Early Morning Program on an infrequent basis. Occasional Use booklets are handy for delayed opening days or when a parent travels for business or has an early medical appointment. A registration form must be completed and the registration fee must be paid in order to obtain the 10-ticket booklet. An occasional use coupon must be tendered when you sign in your child. **Coupons cannot be replaced, are non-refundable and expire on the last day of the school.**

Registration Information

- **Registrations must be received by August 21st to start program on the first day of 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.

East Brunswick Public Schools

Early Morning Program

2009-2010 School Year



7:00 am—8:50 am

Bowne-Munro
Central
Chittick
Frost
Irwin
Lawrence Brook
Memorial
Warnsdorfer



East Brunswick Public Schools
Early Morning Program

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