

***LONG BEACH ISLAND SCHOOLS
KIDS' CARE PROGRAM***



ENROLLMENT PACKET

**ENROLLMENT PACKET FOR
LONG BEACH ISLAND SCHOOLS KIDS' CARE PROGRAM
(LBISKCP)**

TABLE OF CONTENTS

Enrollment Application.....2

Authorized Pick-Up Form.....5

Non-Custodial Directive.....6

Homework Time Form.....7

Tuition Rate Sheet.....8

Long Beach Island Schools Kids' Care Program (LBISKCP) Application
LBI Board Office
201 20th Street, Ship Bottom, NJ 08008
609-494-8851 ext. 2011

Completing this application represents your expression of interest in the program and does not constitute acceptance into the program

SECTION I: General Information

<u>Children's Name</u>	<u>Grade</u>	<u>Age</u>	<u>Date of Birth</u>	<u>Sex</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Parent(s) or Guardian(s) with whom the child(ren) reside(s):

Name: _____ Home Phone: _____

Relationship: _____ Cell Phone: _____

Home Address: _____

Employer Name: _____ Work Phone: _____

Employer Address: _____ Work Hours: _____

Name: _____ Home Phone: _____

Relationship: _____ Cell Phone: _____

Home Address: _____

Employer Name: _____ Work Phone: _____

Employer Address: _____ Work Hours: _____

Person(s) responsible for payment:

I agree to be responsible for the payment of the Kids Care tuition (see attached tuition form for rates).

Signature of Parent/Guardian

Date

Section II: Registration Policies of the LBISKCP

I am enrolling my child(ren): _____

Please initial next to each line:

- _____ I have read and understand the LBISKCP description attached to the LBISKCP application
- _____ I have read and understand the terms and polices of the LBISKCP Parent Handbook that accompanies the LBISKCP application.
- _____ I understand that on days that the school is closed, as specified in the school calendar and/or emergency closure days, there will be no program. It is my responsibility to make alternate arrangements for my child(ren). On Early Dismissal Days for parent-teacher conference or when the physical facility is open, the LBISKCP accommodates those days. I understand that in the event of an early closing due to emergency situations there will be no program. The school is responsible to contact parents/guardians in such situations.
- _____ I understand that I am responsible to make monthly payments in full of the specified contracted fees and other incurred fees on or before the first of each month. Payments received after the 15th of the month will be charged a \$20 late fee. Post-dated checks will not be accepted. Payment will be made by check or money order made payable to the LBI BOE. **NO CASH WILL BE ACCEPTED.**
- _____ I agree to pay the first month's tuition upon my child's acceptance into the LBISKCP.
- _____ I agree to be responsible for my child(ren)'s full fee payment for the LBISKCP regardless of absence.
- _____ I agree to pay \$25.00 in late charges per one half (1/2) hour per child if I am late to pick up my child.
- _____ I have read and agree with the Behavior Policy in the LBISKCP Parent Handbook and understand that my child may be dismissed from the program if behavior is not acceptable.
- _____ I agree that an adult (18 years or older) listed on the authorized pick-up form will sign my child out of LBISKCP.
- _____ If an emergency arises and I will be late, I understand that it is my responsibility to call my contact person to pick the child up from the LBISKCP on time.
- _____ I give permission for my child(ren) to participate in indoor/outdoor recreational activities as part of the LBISKCP.
- _____ If a medical emergency arises LBISKCP Staff will first attempt to contact me. If I cannot be reached, the LBISKCP Staff will contact 911. If the emergency is such that immediate hospital attention is necessary, my child may be taken to the hospital by emergency medical personnel.
- _____ I will notify the LBISKCP Staff and the LBIBOE office of any changes in the information given herein, including, but not limited to , contact persons, addresses, phone numbers, health concerns, allergies, non-custodial parent information, and departure times throughout the school year as necessary in writing.

I agree to the above stated terms and conditions and to adhere to the LBISKCP Registration Policies. I give my authorization and permission as required herein so that my child may participate in the Long Beach Island Schools Kids Care Program.

Signature of Parent/Guardian

Date

Section III: Program Selection: Please check portions of the Kids' Care program for enrollment

_____ Morning Program

_____ PM Program

Choice of Days for the AM program

Child(ren)'s Name:

_____	_____
_____	_____
_____	_____

Please Check/Fill in the Lines That Apply:

5 Days Per Week	Monday Through Friday	_____
4 Days Per Week	Which 4 Days?	_____
3 Days Per Week	Which 3 Days?	_____
2 Days Per Week	Which 2 Days?	_____
1 Day Per Week	Which 1 Day?	_____

Choice of Days for the PM program

Child(ren)'s Name:

_____	_____
_____	_____
_____	_____

Please Check/Fill in the Lines That Apply:

5 Days Per Week	Monday Through Friday	_____
4 Days Per Week	Which 4 Days?	_____
3 Days Per Week	Which 3 Days?	_____
2 Days Per Week	Which 2 Days?	_____
1 Day Per Week	Which 1 Day?	_____

Per Registration Policies a late charge will be assessed for late pick-up of child(ren). Habitual lateness for child pick-up is a reason for termination of participation in the program.

Signature of Parent/Guardian

Date

Authorized Pick-Up Form

Long Beach Island Schools Kids' Care Program

Please list person(s) authorized to pick up your child(ren), including parents/guardians. Authorized pick-up person must be 18 years of age or older.

Name/Relationship	Address	Town	Zip	Home Phone	Cell Phone
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Name/Relationship	Address	Town	Zip	Home Phone	Cell Phone
-------------------	---------	------	-----	------------	------------

Name/Relationship	Address	Town	Zip	Home Phone	Cell Phone
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Name/Relationship	Address	Town	Zip	Home Phone	Cell Phone
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Name/Relationship	Address	Town	Zip	Home Phone	Cell Phone
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Emergency Numbers: Please give the name, address, and telephone number of 2 people (other than named above), who may be notified in case of emergency or illness when parents or guardians are not available. These people should be in the vicinity of the school district during the hours of the program.

Name/Relationship	Address	Town	Zip	Home Phone	Cell Phone
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Name/Relationship	Address	Town	Zip	Home Phone	Cell Phone
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Signature of Parent/Guardian

Date

Non-Custodial Directive Long Beach Island Schools Kids' Care Program

Child(ren)'s Name: _____

The person's name listed below is **not allowed access to my child** during LBISKCP:

Name/Relationship: _____

Name/Relationship: _____

Name/Relationship: _____

Legal documentation indicating proof of custodial parent or legal guardian status must be attached to this form.

Custodial Parent/Legal Guardian Signature

Date

This form MUST be returned with the LBISKCP Application

HOMEWORK TIME

The LBISKCP operates a homework center during the after school program. We believe that we can support your family and your child's school success by providing some time during the program for homework. Please realize that we cannot provide your child with one-on-one assistance nor is this a tutorial session. Homework time is 20 minutes.

Please check off one of the following:

My child should work on homework at the program

My child should NOT work on homework at the program**

**If you do not wish for your child to participate in Homework Time they should have a book or some other quiet activity to keep themselves occupied during this period of the program.

Role of the LBISKCP Student:

- Bring the books, notebooks, and worksheets that they need
- Try their best to understand the assignment
- Be quiet if asked by the staff

Role of the Families:

- Check the homework that your child has completed during the program time
- Realize that homework may need to be completed at home
- Support the child with unfinished or difficult homework
- Talk with teachers at the school about homework issues

Role of the LBISKCP Staff:

- Provide a homework area
- Communicate successes or concerns about homework to families

Signature of Parent/Guardian

Date

**Tuition Rate Sheet
Long Beach Island Schools
Kids' Care Program**

Monthly Payments are due on the 1st of each month

Check or Money Orders Made Payable to LBI BOE

NO CASH WILL BE ACCEPTED

PROGRAM RUNS ONLY ON DAYS WHEN SCHOOL IS IN SESSION

Monthly Tuition Rates

AM Program: 7:00 am – Start of School

The AM Program is a Flat Fee program. Your child may attend as many days as you wish for the monthly fee. Monthly tuition rates are:

1st Child - \$75 per month Any Child thereafter - \$60 each per month*

PM Program: Dismissal – 6:00 pm

The PM Program is based on the number of days the child/children attend.

<u>Days Per Week</u>	<u>1st Child Fee</u>	<u>2nd Child Fee*</u>	<u>Each Child Thereafter Fee*</u>
5 days	\$225	\$202	\$101
4 days	\$180	\$162	\$81
3 days	\$135	\$121	\$60
2 days	\$90	\$81	\$40
1 day	\$45	\$40	\$20

*Children must be in same family

****There is a \$25 Non-Refundable Annual Registration Fee****

LONG BEACH ISLAND SCHOOLS KIDS CARE PROGRAM



Parent Handbook

**PARENT HANDBOOK FOR
LONG BEACH ISLAND SCHOOLS KIDS CARE PROGRAM
(LBISKCP)**

TABLE OF CONTENTS

Directory.....2

Enrollment Policy.....3

Tuition Policy.....3

Termination Policy.....4

Drop-off and Pick-up Policy.....4

LBISKCP Staff Emergency Contact.....5

Absentee Policy.....5

Early Dismissal Policy.....6

Behavior Policy.....6

Health Policy.....7

Snacks.....7

Homework Time.....8

Kids’ Care Emergency Number.....8

**LONG BEACH ISLAND SCHOOLS KIDS CARE PROGRAM
DIRECTORY**

Coordinator:

Marilyn Yates.....494-8851, ext. 2011

Program Emergency Numbers:

In-School Number.....494-2341, ext. 1107

Program Cell609-713-0987

ENROLLMENT POLICY

The Long Beach Island Schools Kids Care Program (LBISKCP) enrollment is open to children in grades Pre-K4 - 6 attending the LBI School District. The program is located at the Ethel A. Jacobsen School. In order to apply for enrollment into the LBISKCP, you need to submit a completed LBISKCP Application (signed, notarized and dated), along with the non-refundable \$25 registration fee. Upon receipt of your completed application we will notify the parent of their child's acceptance into the LBISKCP. **If confirmation is not received, call the Coordinator (494-8851, ext. 2011) to verify the start date for your child.**

A parent may enroll a student at any time during the course of the school year. 5-day, 4-day, 3-day, 2-day, and 1-day programs are available. No other options are available. **There is no daily drop-in option. All changes to your application must be made in writing to the Business Office at least one week in advance of the start date of the change. A change is not effective unless received in writing.**

All children must be toilet trained in order to participate in the LBISKCP. The LBISKCP reserves the right to terminate any child from the program where the child's safety is believed by the LBI BOE to be at risk.

TUITION POLICY

The monthly tuition is due on the 1st of every month. Please refer to the attached Tuition Rate Sheet for the current LBISKCP tuition rates. **Children's attendance at the LBISKCP will be terminated because of nonpayment. There is a grace period of 5 days for the tuition payment to arrive in our office. If the payment is not received by the 16th of the month, a \$20.00 late fee will be posted to the account. On the 16th or 17th of the month a courtesy phone call is made to each parent/guardian who has not made their payment alerting them that their child is in danger of not attending the following month. If payment is still not received by the end of the month, a change notice is sent to the LBISKCP staff alerting them that we are canceling the child at the end of the month.**

Monthly tuition will not be reduced for school holidays, emergency closing, absences or early pick-up. **WE DO NOT ISSUE BILLS.**

Please pay by check or money order made out to the LBI BOE. **NO CASH WILL BE ACCEPTED.** No post-dated checks will be accepted. Payment may be mailed to:

LBI BOE
Attn: Board Office
201 20th Street
Ship Bottom, NJ 08008

All checks returned to the LBI BOE as unpaid for any reason, will result in a charge of \$35.00 per item to the check issuer. There will be no exceptions to the \$35.00 fee for returned items. The first time a check is returned, we will redeposit the check with the parent's permission as a courtesy. If that check is returned a second time, the child will be terminated from the program until payment of balance is received in full. That payment and all future payments must be paid with a money order or certified check. **NO CASH WILL BE ACCEPTED.**

TERMINATION POLICY

Parents are required to give advanced telephone and written notification, stating the effective date, to the LBI BOE of withdrawal from the LBISKCP. The LBI BOE reserves the right to terminate a child from the program at any time. Reasons for termination may include, but are not limited to:

- Non-payment of tuition, late fees or outstanding balance
- Severe disciplinary problems
- Habitually late pick-up of children
- Program closing**

**In the event that the LBISKCP becomes under enrolled and the necessity for closing the program arises, parents will be notified in writing and given 3 to 4 weeks prior notifications. Refunds are given for paid tuition if appropriate.

DROP-OFF & PICK-UP POLICY

Children who attend the LBISKCP Morning session must be dropped off prior to 7:50 AM. LBI Grade School students will be bussed to their school each morning. The parent/guardian must accompany their child(ren) into the building and must sign their child(ren) into the program. **No child(ren) can be dropped off prior to the start of school if they are not enrolled in the Morning Kids Care Program.**

The parent, guardian or authorized person is responsible for picking up the children at dismissal time. Children will not be permitted to walk home under any circumstances. The parent or authorized person MUST sign out the child(ren) when picking them up from the program. The child(ren) will not be released to anyone other than the parent, guardian or authorized person as stated on the initial enrollment form. A pick-up person must be at least 18 years of age. It is the parent's responsibility to notify the LBI BOE in writing if any changes are to be made regarding pick-up.

If there is a situation in which the parent/guardian or authorized pick up person cannot pick up their child(ren), it is the parent's responsibility to call another authorized pick-up person. If there is no else on your authorized pick up list, call the LBISKCP staff on the LBISKCP cell phone to let them know you will be late. You will be charged a late pick up fee. Be sure to let the cell phone ring enough times in order to be answered because the LBISKCP staff may not be in the direct vicinity of the cell phone.

A late charge of \$25.00 for up to one half hour (1/2) late will be assessed for late pick-up of child(ren). A late charge of \$50.00 for one half hour (1/2) to one (1) hour late will be assessed for late pick-up of your child(ren). Late charges begin to incur at 6:00 pm. This late pick up charge will be due immediately. A record of lateness is kept in the office. Habitual lateness for student pick-up is a reason for termination.

LBISKCP STAFF EMERGENCY CONTACT POLICY

The LBISKCP Staff have a cell phone for emergency usage during the LBISKCP scheduled hours of operation. You may contact the LBISKCP staff for an emergency situation at 609-713-0987. The phone will be on during the hours of the program.

If you are going to be late to pick up your child it is your first responsibility to contact your emergency person(s) to pick up your child. In the event that you cannot reach an emergency pick-up person you can telephone the LBISKCP staff stating that you will be late. You will be charged the late pick-up fee as previously stated. You need to keep calling until YOU speak with the LBISKCP staff. **DO NOT LEAVE VOICEMAIL.**

Do not call the LBISKCP cell phone to notify the LBISKCP staff your child will not attend the program. Call the School Office at 494-2341 for EJ and 494-8851 for LBI to report the absence. The office will notify the LBISKCP Staff. **The LBISKCP cell phone is for emergency purposes only.**

Your child's safety is of the utmost importance to us during this program. We have established this line of communication for you in the event of an EMERGENCY. Please reserve this usage for emergencies only.

ABSENTEE POLICY

The Long Beach Island Board of Education (LBI BOE) is not responsible for the child on any day the child is absent from school. **Your child cannot attend LBISKCP if they are absent from school.** If a child leaves school prior to school closing, the child's name should be added to the school's absentee list. The school office will be responsible for providing a list of absent students to the LBISKCP staff on a daily basis. It is the responsibility of the school absentee list if you child leaves school prior to closing.

If your child is in school but will not attend the LBISKCP after school, you need to send a note in with the child to their homeroom teacher. Notification must be in writing. **Verbal notification will not be accepted.** Also, emails to the school office sent after 11 am will not be accepted.

If you need to take your child out of school for a dental appointment, etc., but will be bringing your child back to finish the school day, your child may attend the LBISKCP. Please notify the School Office that your child will be returning to school for the day when you pick them up. **Children cannot attend LBISKCP if they were not returned back to school by the close of the school day.**

EARLY DISMISSAL POLICY

The afternoon portion of the LBISKCP will be canceled if there is an early dismissal due to weather. The school is responsible to notify the parent/guardian in the event of early closing due to emergency situations.

In the event of an emergency situation, LBISKCP will remain in the school unless directed otherwise by the Police or school authorities. If the LBISKCP is moved, parents will be advised as to where the children are located. The Police in our district have been notified to the times and days of our program operation.

BEHAVIOR POLICY

The LBISKCP follows the school's behavior policy in order to provide for the safety of each child and LBI BOE staff in attendance at our LBISKCP. A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the LBISKCP by:

- Requiring constant one-to-one attention
- Risking or inflicting physical or emotion harm to other children or the staff
- Physically or verbally abusing other children or the staff
- Destroying program material and/or facilities
- Leaving the program without permission
- Not conforming to the rules and guidelines of the program
- Using profanity

It is the LBISKCP's goal to resolve behavioral problems by working with the child(ren), parent and LBISKCP staff through effective communication. However, should a discipline problem arise, continue or be of serious nature, parents will be notified in writing. Continued difficulties will result in a conference between parents and LBISKCP staff.

If the problem is not resolved or is of a severe nature, a child may be suspended or terminated from the LBISKCP. The LBI BOE follows the zero tolerance procedures set forth by the school district for students and parents.

HEALTH POLICY

The following health policy must be strictly adhered to in order to ensure that all children are in a healthy environment. Children may not attend the LBISKCP if:

- The child has a strep throat which has not yet been treated with an antibiotic for 24 hours
- The child has any rash associated with fever or symptoms of illness
- The child has an oral temperature of 100 degrees or greater
- The child has been vomiting or had diarrhea in the 12 hours before the child comes to the program
- The child has impetigo with less than 24 hours of treatment with an antibiotic
- The child has not attended school that day due to illness
- The child has head lice not treated by a physician
- The child has pink eye not treated by physician

Parents will be contacted and required to pick up the child from the LBISKCP if the child has:

- An oral temperature
- Vomited once
- Liquid stools
- Uncontrollable and persistent cough
- Appearance of acute illness or complaint of pain
- Any other apparent symptom of illness

Until the parent or authorized pick up person arrives the child will be excluded from activities with the other children. The child will rest in the "quiet area" secluded from the main program area. The parents or authorized persons are to pick up the child as soon as possible.

SNACKS

Parents should send a daily nutritious snack with their child(ren). Please do not send candy, gum, or what is general classified as "junk food". Time for snack will be part of the daily schedule. Any special dietary need will be the parent's responsibility. The parent should discuss this matter with the LBISKCP staff at the onset of the program.

In the event that the LBISKCP has a child enrolled who has a severe life threatening food allergy to peanut butter, peanuts, and tree nuts, the LBI BOE will ask the parents of all children in the LBISKCP to provide snacks that are nut free. Parent's cooperation is appreciated in helping us to maintain a safe environment for all students.

HOMEWORK TIME

The LBISKCP operates a homework center during the after school program. We believe that we can support your family and your child's school success by providing some time during the LBISKCP for homework. Please realize that we cannot provide your child with one-on-one assistance, nor is this a tutorial session. Please complete the "Homework Time" form indicating if you wish to have your child participate in the Homework Time portion of the LBISKCP. If you do not wish for your child to participate in Homework Time they should have a book or some other quiet activity to keep themselves occupied during this period of the program. Homework time is 20 minutes.

Role of the LBISKCP Student:

- Bring the books, notebooks, and worksheets that they need
- Try their best to understand the assignment
- Be quiet if asked by the staff

Role of the Families:

- Check the homework that your child has completed during the program time
- Realize that homework may need to be completed at home
- Support the child with unfinished or difficult homework
- Talk with teachers at the school about homework issues

Role of the LBISKCP Staff:

- Provide a homework area
- Communicate successes or concerns about homework to families

Kids Care Cell Phone – 609-713-0987

Please use the Kids Care Cell Phone number for emergencies only if you need to communicate with the Kids Care Staff during the hours of 3:00 pm – 6:00 pm. During regular school hours please communicate with the School Office, EJ – 494-2341 and LBI 494-8851, regarding Kids Care.