

2018 – 2019 Project Extend Before and After-School Child Care

Registration Packet

- **Families currently registered in 2017- 2018 PE** - No registration fee due if you register for 2018-2019 PE by June 21. If you register as of June 25, registration will be considered a new registration and you will need to pay the \$40.00 registration fee. September tuition is due by August 1, 2018. Monthly tuition fees are due according to the schedule on the fee information page of this registration packet.
- **Families new to Project Extend** - Registration fee (\$40.00) is due at the time of registration. (Registration fee is not refundable.) September tuition is due by August 1, 2018. Monthly tuition fees are due according to the schedule on the fee information page of this registration packet.
- **Children must be registered by August 29, 4:30 p.m. in order to begin attending Project Extend on the first day of school**, provided that space is available at his/her school. If space is not available children will be placed on a wait list.
- **Registrations submitted August 30 – September 6 will be eligible to begin Project Extend the week of September 10**, provided that space is available at his/her school. If space is not available children will be placed on a wait list.
- **Registrations submitted after September 6 require two school days for processing prior to the child attending the program**, provided that space is available at his/her school. If space is not available children will be placed on a wait list.
- In the event a child is placed on a wait list, a complete registration form must be submitted, no fees will be due at registration. Fees will be collected at the time a space becomes available and prior to the child starting attendance at Project Extend.
- Forms must be complete at the time of registration.
- **Registrations accepted beginning March 14, 2018**. Initial registration must be submitted at the Department of Human Services. Monthly payments may be paid on-line using your family account in Community Pass.
- **All payments must be made by credit/debit card, check or money order**. No cash payments over \$50.00.

Please review the attached information. If you have questions, please contact the Project Extend office, 732-531-2600 or by email to pe@oceantwp.org

2018 – 2019 Project Extend Program Registration Agreement and Guidelines

Project Extend was established in 1985 with the cooperation of the Board of Education and the Department of Human Services of the Township of Ocean. The purpose of Project Extend is to provide enriching and affordable child care services for school age children, grades K-8, who are residents of the Township of Ocean and attend Township of Ocean public schools. The program employs qualified staff who supervise a variety of activities to promote social interaction and safe fun for children.

Program /Parent Collaboration: The relationship between parents/guardians and the child-care program is one of mutual trust and respect. We take very seriously our responsibility to you and your child for the provision of a safe and enriching environment. Our staff is well trained, well supervised, and works diligently toward these goals. We expect you, the parent, to share fully in this trust relationship by open communication with the program and by upholding your responsibility of full cooperation with the program guidelines and rules as well as financial agreements.

Where & When:

- Before School Project Extend is available for Kindergarten through fourth grade students as of 7:00 a.m. through the start of the school day on days Twp. of Ocean Schools are in session.
- After School Project Extend is available to Kindergarten through eighth grade students from the end of the school day until 6:00 p.m. on days Twp. of Ocean Schools are in session.
- Project Extend reserves the right to cancel the program at any site where enrollment does not permit continuation.

Half Day Care:

- Project Extend care is available on days that all grade levels in a school are scheduled to meet only a half-day. If your child normally attends Project Extend on a day that half-day care is available no additional registration or fees will be necessary. If your child does not normally attend but does need half-day care, additional registration and fees will be required. Half Day Care fees are \$25.00/day/child.
- Project Extend will not be available for half-day care on days when only one or two grade levels have half days. On those days, Project Extend will meet at the regular time.

Holiday Care: Project Extend will offer holiday care on most school holidays:

- Holiday Care meets from 7:30 a.m. – 5:30 p.m.
- Parents are responsible for sending lunch and snacks to Holiday Care.
- Holiday Care attendance requires additional registration and fees.
- Holiday Care information is available in the monthly newsletter and on the Township of Ocean website.

Newsletter: Project Extend distributes newsletters to all registered families. Each newsletter will have information about upcoming Holiday or half day care that will be offered. The newsletter will also contain other timely Project Extend information. The newsletter is available online at www.oceantwp.org.

Parent Statement: This packet includes a Parent Statement from the State of New Jersey Office of Licensing. Please review this statement.

Drop-off and Pick-up at Project Extend:

- **Morning drop off:** Children attending morning Project Extend may be dropped off as of 7:00 a.m. The person dropping the child off must bring the child into the facility and sign the child in at the program. Failure to sign children in may result in termination from the program.
- **Afternoon pick up:** Children attending afternoon Project Extend must be picked-up by 6:00 p.m. Children will only be released to persons authorized on the registration form. Pick up persons may be added or deleted by filling out a registration update form at the Project Extend site or office. Persons picking-up children must sign children out and must present photo identification to the staff. Late pickups may result in termination from the program.

Absences/Outside Activities:

- **Morning:** If your child will not be attending Morning Project Extend on a day for which he/she is enrolled you do not have to notify the office.
- **Afternoon:** If your child is absent from school on a day they normally attends Project Extend, the Project Extend staff at the school will be notified by the school (via the daily absentee list) that he/she will not be at Project Extend. If your child is in school for any part or for all of the school day, but will not be attending Project Extend, the parent must contact the Project Extend office, 732-531-2600, or by email to pe@oceantwp.org to notify us. We will notify the Project Extend staff at the school so they will know to mark the attendance correctly. It is the parents' responsibility to notify the school office and school teacher as to how your child shall be dismissed at the end of the school day. Project Extend does not and will not instruct the school in their dismissal of children.
- **Outside Activities:** If children will be participating in non-Project Extend activity on a Project Extend day (within the school building) a note must be sent to Project Extend Staff at the school specifying the activity, and responsible party. Examples of outside activities may include sports, Pep Squad, Brownies, Homework Club, Band, extra help with the teacher, etc.

Activity Information: Children are afforded time at afternoon Project Extend to do homework, study or engage in other quiet activities. Children who do not have homework will be required to engage in other quiet activities so as not to disturb children doing homework. The staff is available to help students who request homework help. Homework is ultimately the responsibility of the child and parent. While at the program children may participate in games, crafts, playground activities, watch movies, and have quiet time. Children should have clothes that are appropriate for indoor or outdoor play. Project Extend provides toys and equipment for use by children while at Project Extend.

Snacks: Parents are responsible to send a snack for your child to have while at Project Extend. On occasion, Project Extend may provide a snack as part of a program.

Personal Items: Children may bring personal items to the program in accordance with school rules; however the program is not responsible for lost or broken items. If a child has a cell phone at Project Extend, it should be off and put away. In the event a child would like to call their parent on their cell phone, they will need permission from the Project Extend staff. The staff may monitor the conversation to be sure the child is calling their parent.

Inclement Weather: Project Extend may be cancelled due to inclement weather.

- If Ocean Township schools are closed, Project Extend is closed. If Ocean Township schools have a delayed opening, morning Project Extend is cancelled. If schools close early, afternoon Project Extend is cancelled. Parents must arrange for their child to leave school at the early dismissal time.

Code of Conduct:

As Project Extend is administered by the Township of Ocean's Department of Human Services Recreation Office, it supports the Recreation Office's Program Philosophy and Code of Conduct. The Code of Conduct is available at www.oceantwp.org.

Use of Technology and Social Media Policy:

The Project Extend program uses Facebook, Twitter and the Township of Ocean web site to communicate general information about activities, community information, weather closings, and other program particulars. General center information and updates may be posted with director approval. Posting of private, sensitive Township of Ocean, staff, prior staff, and enrolled or previously enrolled children and family information is prohibited. Staff to parent communication regarding injuries or sensitive information will be done verbally by telephone or in person.

Staff should maintain a professional appearance in their social media. Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks or offensive terms targeting individuals or groups are prohibited. The use of social media or electronic devices while supervising children is prohibited, unless used in conjunction with program activities.

Project Extend staff can use center phone or personal cell phone to contact parents regarding incidents, accidents or other time sensitive questions, from the program with permission from the site supervisor.

Policy on Communicable Disease Management

As established by the Children and Families, Office on Licensing, a center serving well children shall not admit a child or staff person nor allow a child or staff person to remain at the program if they are suffering from the following symptoms or illnesses-

Symptoms

Severe pain or discomfort - *Acute diarrhea* - *Two or more episodes of acute vomiting within 24 hours*
Elevated oral temperature (approx. 100.5 degrees Fahrenheit) - *Sore throat or severe coughing*
Yellow eyes or jaundiced skin - *Red eyes with discharge* - *Infected, untreated skin patches*
Difficult, rapid breathing - *Skin rash lasting more than one day*
Weeping or bleeding skin lesions that have not been treated by a physician or nurse - *Swollen joints*
Visibly enlarged lymph nodes - *Stiff neck* - *Blood in urine*

Diseases

Respiratory Illnesses

- * Chicken Pox
- * German Measles
- * Hemophilus Influenzae
- * Measles
- * Meningococcus
- * Mumps
- * Strep Throat
- * Tuberculosis
- * Whooping Cough

Gasro-Intestinal Illnesses

- * Giardia Lambliia
- * Hepatitis A
- * Salmonella
- * Shigella

Contact Illnesses

- * Impetigo
- * Lice
- * Scabies

If a child comes to Project Extend sick, or once there they become sick, the child will be removed from the area of the other children to a secluded area. The parents will be notified immediately and told that they must come and pick up the child. If the parents are unreachable, we will phone the emergency contacts and then the pick-up people until you find a person who is able to come and get the child.

Once the child is symptom free and, in the case of diseases, a licensed physician indicates that the child or staff person poses no serious health risk to himself/herself or other children, he/she may be re-admitted to Project Extend.

Disruptive/Inappropriate Behavior and Termination of Agreement to Provide Care:

In the interest of safety and enjoyment for all, disruptive and inappropriate behaviors will not be tolerated. Examples of disruptive behaviors include, but are not limited to the following: hitting, fighting, stealing, failure to comply with staff directions, unsuitable language, leaving the program, possession of a weapon and possession of or use of alcohol or drugs. If a child requires discipline for a behavior, he will be verbally warned that the behavior cannot continue. A parent or other contact person will be called to remove a child from the program if necessary.

- On-site discipline may include time out and/or reduction of privileges.
- Staff will try to re-direct children from negative behavior.
- Staff will use positive language when disciplining a child.
- Parents will be notified of disruptive behavior by a parent conference and/or by written incident forms.
- Project Extend will maintain on file a record of the circumstances regarding disruptive behavior, parental notification and corrective action taken.
- The previous information outlines basic parameters and consequences for disruptive or inappropriate behavior. Consequences may be altered at the discretion of the Program Coordinator.
- Project Extend meets in the Township of Ocean School Buildings and our participants are subject to school rules as outlined in the Township of Ocean School District Handbook.

Unfortunately, there are sometimes when the relationship between the child-care provider (Project Extend) and the parent and child may not be beneficial. In those times, it will be the responsibility of Project Extend to terminate our agreement to provide care. The following are reasons we may expel a child from the program.

- **Parental/Guardian Actions**
 - Failure to pay/habitual lateness in payments.
 - Failure to complete required forms.
 - Habitual tardiness in picking up your child.
 - Physical or verbal abuse to staff.
 - Demonstration of lack of partnership with the program.

- **Child's Actions**
 - Failure to positively adjust/alter inappropriate behavior after a reasonable amount of time.
 - Uncontrollable tantrums/angry outbursts.
 - Physical or verbal abuse of other children or staff.
 - Failure to comply with staff directions.

- If remedial actions have not worked, the child's parents/guardians will be notified about the behavior warranting expulsion. If it is in the best interest of the child and the program, the parent will be given a specific expulsion date and length of expulsion period. That date will allow for an adequate amount of time to seek alternate child care. In matters of safety or welfare concerns as determined solely by the program, the child will be expelled immediately. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program. Failure of the parent/guardian to satisfy the terms of the plan may result in permanent expulsion from the program. If a child is suspended or expelled from the program, fees are not refunded.

Project Extend will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations, or questioning a center directly regarding policies and procedures.

The Human Services Department of the Township of Ocean offers counseling services at no charge to Township residents. Children exhibiting disruptive or unusual behavior may be referred to the Community Services Office. Residents or families can contact the counselors at the Human Services Department, 732-531-2600.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://data.nj.gov/childcareexplorer>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at www.cpsc.gov/cpsc.gov/Recalls. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

2018 – 2019 Fee Information

- Monthly fees are based on the full school year.
- The day(s) a child attends Afternoon Project Extend should remain consistent throughout the month.
- Monthly fees are due to the Project Extend office on the first (business day) of the month, the month prior to attendance. If the first is on a weekend or a holiday payments are due the next business day.
- Payments must be made by credit/debit card, check, or money order. No cash payments over \$50.00.
- Late payments are assessed a \$30.00 late fee to be paid with the monthly fee.
- Monthly email reminders are sent to families. The email reminder you receive about monthly tuition will include a link to complete the payment process on line. If you choose, you may mail or bring tuition in person to the office. Tuition checks are payable to "Township of Ocean" (Returned checks are charged a \$25.00 return check fee) Mailing address is Township of Ocean Human Services, 601 Deal Rd, Ocean NJ 07712
- Monthly fees do not include holiday care, extra half-day care, late fees, or returned check fees.
- In the event that fees are not paid, Project Extend will contact the parent. A child's participation may be suspended or terminated for unpaid tuition or for chronic late payments.
- Request for refunds must be made in writing. Refunds of monthly tuition will not be considered following the start of a month. Requests for refunds received within the appropriate time frame may be credited to the registrant's Family Account and applied to future tuition or Recreation activities.

Financial Aid: Project Extend is committed to providing care to school age children. If you feel you are in need of financial assistance in order to use this program; please contact the Project Extend office.

Family registration fee is \$40.00. Registration fee is not refundable.

Family maximum fee for Project Extend is \$420.00; (Registration, late, returned check, holiday and half day care fees are not included.)

Morning Project Extend Fees:

Number of days per week	Morning Project Extend 1 st child	Morning Project Extend sibling
1 - 5	\$100.00	\$55.00

Afternoon Project Extend Fees:

Number of days per week	Afternoon Project Extend 1 st child	Afternoon Project Extend sibling
5	\$200.00	\$120.00
4	\$190.00	\$115.00
3	\$175.00	\$105.00
2	\$150.00	\$ 90.00
1	\$130.00	\$ 75.00

Payment due date	Attendance month
August 1, 2018	September 2018
September 4, 2018	October 2018
October 1, 2018	November 2018
November 1, 2018	December 2018
December 3, 2018	January 2019
January 1, 2019	February 2019
February 1, 2019	March 2019
March 1, 2019	April 2019
April 1, 2019	May 2019
May 1, 2019	June 2019

2018 – 2019 Project Extend Registration

First Child name _____

School _____ Grade (Sept '18) _____

Child will attend Morning Project Extend? Yes No

Child will attend Afternoon Project Extend on the afternoons circled below:

Mondays Tuesdays Wednesdays Thursdays Fridays Not use PM PE

** Does the registrant require a reasonable modification because of disability to enjoy this program? **YES NO**
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

** Does the registrant have any allergies or other medical conditions of which staff should be aware? **YES NO**
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

Second Child name _____

School _____ Grade (Sept '18) _____

Child will attend Morning Project Extend? Yes No

Child will attend Afternoon Project Extend on the afternoons circled below:

Mondays Tuesdays Wednesdays Thursdays Fridays Not use PM PE

** Does the registrant require a reasonable modification because of disability to enjoy this program? **YES NO**
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

** Does the registrant have any allergies or other medical conditions of which staff should be aware? **YES NO**
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

Third Child name _____

School _____ Grade (Sept '18) _____

Child will attend Morning Project Extend? Yes No

Child will attend Afternoon Project Extend on the afternoons circled below:

Mondays Tuesdays Wednesdays Thursdays Fridays Not use PM PE

** Does the registrant require a reasonable modification because of disability to enjoy this program? **YES NO**
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

** Does the registrant have any allergies or other medical conditions of which staff should be aware? **YES NO**
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

Please continue to the next pages.

It is the parent's responsibility to inform Project Extend of any disabilities which may limit your child's participation in the program.

Participants assume the responsibilities of all reasonable risks that may exist due to participation in these programs.

If emergency medical treatment is necessary and I cannot be contacted, I give permission for Project Extend staff to act on my behalf in granting permission for my child(ren) to receive emergency medical treatment.

The parent(s) attest(s) that the child(ren) is able, and has permission to participate in the normal activities of the program, both on and off school premises. The parent recognizes that every precaution for the safety and well-being of the child(ren) will be exercised, and that the Township of Ocean, the Board of Education, and none of their agents will be responsible, financially or other wise, should an accident occur.

I understand photos & videos of activities sponsored by the Township of Ocean may be used on Ocean TV cable station, Township Facebook pages and in other forms of publicity.

By signing below I attest that I have received a copy of the Registration Agreement and Guidelines and Information to Parents statement and that I, my child(ren), and additional parents or guardians will abide by these documents.

**PARENT
RECEIPT OF INFORMATION**

- | | |
|---|--|
| <input type="checkbox"/> Information to Parents Document | <input type="checkbox"/> Policy on the Release of Children |
| <input type="checkbox"/> Policy on Methods of Parental Notification
(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or a injury requiring professional medical attention.) | |
| <input type="checkbox"/> Policy on Communicable Disease Management | <input type="checkbox"/> Expulsion Policy |
| <input type="checkbox"/> Policy on the Use of Technology and Social Media | |

I have read and received a copy of the information/policies listed above.

OOL/ PARENT RECEIPT OF INFORMATION/ 9.27.2017

Parent signature _____ Date _____

Parent print name _____

Parent email address _____

Please continue to the next pages.

Family Information:

Registered children's names, age and date of birth:

1. _____ Age: _____ DOB: _____ Sch/Gr _____

2. _____ Age: _____ DOB: _____ Sch/Gr _____

3. _____ Age: _____ DOB: _____ Sch/Gr _____

Home address of children:

_____ Apt: _____

Town: _____ Zip code: _____

Home phone: _____

Family Doctor: _____ Phone: _____

Mother Name: _____

Home address, if different than above _____

Home telephone, if different than above _____

Cell number _____

Name of employer _____

Work telephone _____

Work address _____

Father Name: _____

Home address, if different than above _____

Home telephone, if different than above _____

Cell number _____

Name of employer _____

Work telephone _____

Work address _____

If a non-custodial parent is not authorized to pick-up the child, appropriate documents (court order) must be submitted to Project Extend with this registration.

One more page to go

Authorized pick up persons: Persons, other than parents who are authorized to pick up your child or who can be contacted in case of an emergency (if parents are not available). At least two people must be listed.

Name: _____

Relation to child(ren) _____

Home # _____

Work # _____

Cell # _____

Name: _____

Relation to child(ren) _____

Home # _____

Work # _____

Cell # _____

Name: _____

Relation to child(ren) _____

Home # _____

Work # _____

Cell # _____

Name: _____

Relation to child(ren) _____

Home # _____

Work # _____

Cell # _____