

2012 – 2013
Project Extend Before and After-School Child Care
KinderDay – Kindergarten Enrichment
Registration Packet

All forms must be complete at the time of registration.

Families new to Project Extend & KinderDay ~ Registration fee and first month's tuition are paid at the time of registration. (Registration fee is not refundable.)

Families currently registered in 2011- 2012 ~ no registration fee due if you register for 2012-2013 by June 22. September tuition is to be in full By August 1, 2012. If you register after June 22, it will be considered a new registration and you will need to pay the \$40.00 registration fee and applicable tuition fees.

Registrations submitted after August 30th require two business days for processing prior to the child attending the program.

In the event a child is placed on the wait list, a complete registration form must be submitted, however the fees will be collected at the time a space becomes available. The fees will be due prior to the child starting attendance.

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



2012 – 2013 Project Extend/KinderDay Program Registration Agreement and Guidelines

Project Extend is a non profit corporation 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 educators and aides who supervise a variety of activities to promote social interaction and safe fun for children.

Program /Parent Collaboration: The relationship between parents 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 first – fourth grade students before school as of 7:00 a.m. through the start of the school day, days Twp. of Ocean Schools are in session.
- After-School Project Extend is available to first through eighth grade students from the end of the school day until 6:00 p.m. days Twp. of Ocean Schools are in session.
- KinderDay is available to students attending kindergarten. KinderDay meets from 8:45 a.m. - 12:30 p.m. Mondays – Fridays, days Twp. of Ocean Schools are in session. If registrations warrant an afternoon session of KinderDay Project Extend reserves the right to schedule children in either the morning or the afternoon session of KinderDay.
- If your child attends morning Kindergarten (but not KinderDay) he/she may be registered for morning Project Extend.
- If your child is in afternoon Kindergarten (but not KinderDay) he/she may be registered for after-school Project Extend.
- 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.
- KinderDay will provide Half Day Care on days that kindergarten has a scheduled half day.

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

- KinderDay participants may be registered for Holiday Care.
- Holiday Care meets from 7:00 a.m. – 6:00 p.m.
- Parents are responsible for sending lunch and snacks to Holiday Care.
- Holiday Care attendance requires additional registration and fees. Holiday Care fees are \$30.00/day/child.
- Holiday Care enrollment is limited.
- Holiday Care information is available in the monthly newsletter.

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.oceanhsd.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 additional fees being charged or termination from the program.
- KinderDay participants who are not utilizing before or after-school Project Extend will follow Twp. of Ocean School arrival and dismissal procedures at the start and end of the school day.

Daily Program Attendance:

- **Morning Project Extend:** 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 Project Extend:** If your child is absent from school on a day he normally attends Project Extend, the Project Extend staff at the school will be notified by the school (via the daily absentee list) that he 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@oceanhsd.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 will be dismissed at the end of the school day. Project Extend does not and will not instruct the school in their dismissal of children.
- **KinderDay:** Morning KinderDay participants (not attending Morning Project Extend) are expected to arrive promptly at the start of the program. Tardy participants must be escorted to the school office by the parent. Chronic tardiness will be considered a disruption to the program. If a child will be absent from or late arriving to KinderDay it is the parents' responsibility to contact the Project Extend office the day of the absence or late arrival.

Code of Conduct:

As Project Extend is a cooperative effort including 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.oceanhsd.org.

Disruptive/Inappropriate Behavior:

- In the interest of safety and enjoyment for all, disruptive and inappropriate behaviors will not be tolerated. A parent or other contact person will be called to remove a child from the program, if necessary.
- Examples of disruptive behaviors include, but are not limited to the following: hitting, fighting, 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.
- 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.
- 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.

Termination of Agreement to Provide Care

Unfortunately, there are sometime 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 after remedial actions have not worked the child's parents/guardians will be notified about the behavior warranting expulsion. The parent will be given a specific expulsion date and length of expulsion period, if it is in the best interest of the child and the program. 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.

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.

Activity Information:

- KinderDay provides activities designed to promote the educational and social development of your kindergarten child in cooperation with your child's Kindergarten teacher. The program includes activities which support the school's teaching of language arts and communication skills, reading skills, and math skills development. The program provides guided social interaction, outdoor activities, art and music.
- 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.
- 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, the activity time, and responsible party. Examples of outside activities may include sports, Brownies, extra help with the teacher, etc.

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.

KinderDay Lunch: Students should bring a non-perishable lunch and snacks daily. Children have the opportunity to purchase lunch via the school lunch program.

Personal Items: Children may bring personal items to the program; (see 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. In the event a child would like to call their parent on their cell phone, they will need permission from the Project Extend teacher. The teacher may monitor the conversation.

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

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

Parent Statement

Project Extend is required by the State Child Care Licensing Law to be licensed by the Bureau of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location in our center. The staff at the site has a copy of our current license.

For licensing, Project Extend complies with the Manual of Requirements for Childcare 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 parent participation; administrative and record-keeping requirements; and others.

Project Extend has at the Project Extend Office a copy of the Manual of Requirements for interested parents to review and discuss with a Program Coordinator. If you would like to review our copy, just call the Project Extend Office to make an appointment. Parents may secure their own copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and program of Project Extend or the meaning, application or alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you feel Project Extend might be in violation of any licensing requirements, please bring these matters to the attention of the Program Coordinator. We stand ready to hear any problems you have regarding the program. You are entitled to report the program to the Bureau of Licensing if you feel we are in violation of any licensing standards.

Project Extend has a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. Please contact the PE office if you would like additional information regarding the release of children.

Project Extend has a policy about the administration of medications and a policy regarding communicable diseases. This policy is an attempt to keep our children healthy and safe. Please talk with us about these policies so we can work together towards this goal.

Parents are entitled to review the center's copy of the Bureau of Licensing Inspection/Violation Reports on the center, which are issued after every state licensing inspection of our program sites. If there is a licensing complaint investigation, you are also entitled to review the Bureau'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.

Project Extend cooperates with all DYFS inspection and/or investigations. DYFS staff may interview both staff members and children.

Project Extend has a copy of its written statement of philosophy on child discipline at each site. A copy of it is available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Project Extend has posted a listing of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the program site's space.

Parents should provide their children involved in the afternoon program for Project Extend with a snack.

Project Extend offers parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of Project Extend should discuss their interest with the Program Coordinator, who can advise them of what opportunities are available.

Parents of enrolled children may visit a site at any time without having prior approval from the Program Coordinator or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Visitors will be asked for photo identification when visiting the program.

Project Extend informs parents in advance of every field trip, outing, or special event away from the center. We need to obtain prior written consent from parents before taking a child on such a trip.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subject 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 for Project Extend or not, is required by state law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free (800) 792-8610, or at any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.

2012 – 2013 Fee Information

Monthly Fees:

- Monthly fees are based on the full school year.
- Monthly fees are not pro-rated.
- Monthly fees are not refundable and are not transferable.
- 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.
- Late payments are assessed a \$30.00 late fee to be paid with the monthly fee.
- Project Extend is not responsible to send reminders or bills for payments due.
- Monthly fees do not include holiday care, extra half-day care, late fees, or returned check fees.
- Checks should be made payable to "Project Extend". Returned checks are charged a \$25.00 return check fee and the privilege of paying by check may be terminated.
- 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.
- Keep your receipts for tax information, we do not re-print receipts.

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 maximum fee for Project Extend is \$400.00; does not include KinderDay fees.

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

Morning Project Extend Fees:

Number of days per week	Morning Project Extend 1 st child	Morning Project Extend sibling	AM PE for KinderDay Student
1 - 5	\$90.00	\$50.00	\$0.00

Afternoon Project Extend Fees:

Number of days per week	Afternoon Project Extend 1 st child	Afternoon Project Extend sibling	Afternoon Project Extend for KinderDay Student
5	\$190.00	\$115.00	\$100.00
4	\$180.00	\$110.00	\$100.00
3	\$165.00	\$100.00	\$100.00
2	\$140.00	\$85.00	\$100.00 or sibling \$85
1	\$120.00	\$70.00	\$100.00 or sibling \$70

KinderDay Fees:

Number of days per week	KinderDay	Morning Project Extend for KinderDay student	Afternoon PE for KinderDay Student
1 - 5	\$325.00	\$00.00	\$100.00 (3-5 days/week)

Payment due dates:

Payment due date	Attendance month	Payment due date	Attendance month
August 1, 2012	September 2012	January 2, 2013	February 2013
September 4, 2012	October 2012	February 1, 2013	March 2013
October 1, 2012	November 2012	March 1, 2013	April 2013
November 1, 2012	December 2012	April 1, 2013	May 2013
December 3, 2012	January 2013	May 1, 2013	June 2013

2012 – 2013 Project Extend Registration

First Child name _____

School _____ Grade (Sept '12) _____

Child will attend KinderDay? Yes No

Child will attend Morning Project Extend? Yes No

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

Mondays Tuesdays Wednesdays Thursdays Fridays

** 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 '12) _____

Child will attend KinderDay? Yes No

Child will attend Morning Project Extend? Yes No

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

Mondays Tuesdays Wednesdays Thursdays Fridays

** 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 '12) _____

Child will attend KinderDay? Yes No

Child will attend Morning Project Extend? Yes No

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

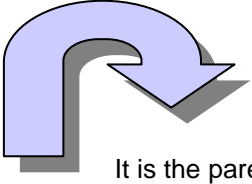
Mondays Tuesdays Wednesdays Thursdays Fridays

** 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.



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 Project Extend, Inc., 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 Project Extend may be used on Ocean TV cable station and in other forms of publicity.

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

Parent signature _____ Date _____

Parent print name _____

Parent email address _____

Please continue to 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: _____

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

A. Mother Name: _____

Home address, if different than above _____

Home telephone, if different than above _____

Cell number _____

Name of employer _____

Work telephone _____

Work address _____

B. Father Name: _____

Home address, if different than above _____

Home telephone, if different than above _____

Cell number _____

Name of employer _____

Work telephone _____

Work address _____

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 # _____