

Extended Care Program Tax ID 22-1512281
St. Vincent Martyr School
26 Green Village Road
Madison, NJ 07940
973-377-1104

May 2018

Dear Parent/Guardian,

Enclosed is the registration packet for the 2018-2019 school year. Please return the completed forms by Friday, September 7, 2018 in order to enroll in the SVMS Extended Care program. Your \$25 non-refundable family registration fee should be included with your enrollment forms. Extended Care will begin on Monday, September 10th.

You may mail your registration packet as well as your monthly payments to:

SVMS Extended Care Program, Attn: ECP Coordinator
St. Vincent Martyr School
26 Green Village Road
Madison, NJ 07940

If you should have any questions, please feel free to contact:
Sr. Noreen Holly, Principal at (973) 377-1104 ext 201 or email; nholly@svmsnj.org

Mission:

The SVMS Extended Care Program provides students with a safe and nurturing environment, to help meet the needs of parents whose children require supervision beyond the regular school day.

Schedule:

- **Morning Care** is available Monday through Friday by appointment before the school day begins from 7:15 am - 8:00 am. At 8:00am students will report to the gymnasium for regular morning supervision
- **After-School Care** is available to students when school is in full-day session, Monday through Friday from 2:45pm – 6:00pm. Care is also available on regularly scheduled half days until 6.00 pm.
- **Part Time Care** – is available to meet the childcare needs of parents who do not need 5 days of After Care for their children. Rates will be prorated.
- **Drop-In Care** is an hourly service offered for occasional care and students attending After-School Care once a week. Payment is due at pick-up.

Pick-up Procedures for the Release of a child:

- We anticipate running After Care in either the Library or Community Room. We are able to remotely unlock the Ministry exterior door by the playground. Please ring the Media Center/Library or Community Room bell on the panel next to the door and identify yourself and the child/children you are picking up.
- Only parents/guardians listed on the registration application are permitted to pick up your child. If another person will be picking up your child, please submit a Release Permission Form to the Main Office. The person will be asked to provide a photo ID to the supervisor in charge.
- If a child remains past 6:00pm, the staff members will attempt to contact the parent/guardian phone number listed on this registration application. The emergency contact will then be notified. There will an

additional charge of \$15 for each 15 minute period beyond 6:00pm. 6:01 PM is considered **LATE**. Please understand that this is a very busy facility with numerous groups vying for space for their activities. Generally rooms are booked a year in advance.

- Your child **must** be signed out each day. They are not permitted to leave school grounds alone or sign themselves out.
- You may not sign a child out for an appointment and sign them back in again later.
- Students who were out during the school day due to illness may not join in after care that day.

Tuition:

A registration fee in the amount of \$25 for all families is due at sign-up. Tuition is **prepaid** and due on or by the 5th of the month. Tuition for the Extended Care Program is payable in 9 equal installments and is non-refundable. Each installment covers 20 in-school days

We understand that there are months where there is not a consistent 5 days per week, but for consistency we have developed a monthly tuition fee that has been averaged out over the ten months of school. The program is run on 4 week cycles excluding school vacations which may not coincide with calendar months.

The SVMS After Care program is completely self funded. The people who have the responsibility of taking care of your child/children are paid only through the funds that come in from the program, so paying in a timely manner is important. Please help us keep our quality care program the best it can be.

Early Dismissals due to Weather or Other Emergencies:

There will be **NO** After Care. You are responsible to pick up your child/children at dismissal. The Alert System on all emergency closings will notify you. Please keep your emergency contact information up to date.

Early Dismissals:

There will be After Care available on regularly scheduled early dismissal days until 6PM. Days before major holidays and the last day of school are exceptions to this. After Care may provide pizza from Romanelli's, but we suggest that you pack a lunch for your child/children. We may also watch a family film rated G or PG depending upon the ages of students attending that day.

If you need to reach us:

The best way to reach the Extended Care staff during school hours is to call the school: **973-377-1104**

[During Extended Care hours](#), please call our program cell phone **201-602-2328**.

Student Absence:

Our costs remain constant throughout the school year. In the interest of providing a quality care program, we cannot reduce your tuition payment if your family takes a vacation or if you choose to keep your child home for any reason.

Snacks and food:

We must ask that you provide a healthy after school snack for your child - no gum, no soda. Due to the growing number of food allergies in our student population and the potential health risks that certain foods pose to children with allergies, we require that everyone choose "**no-nut**" snacks. For a brief time after the end of school, students may purchase a light snack from the school cafeteria. On scheduled half days After Care may provide pizza from Romanelli's, but we suggest that you pack a lunch for your child/children.

Administration of Medication:

Program staff may not administer medications. If your child requires medication during those hours, please arrange for their administration at home in the morning, or by the school nurse near the end of the school day. In emergency medical situations, such as seizure disorders, the program staff may call qualified emergency personnel to attend to your child.

Schedule:

A typical after school schedule:

2:45pm – 3:00pm Students will gather in either the **Community Room** or **Library** or an **alternative space** for attendance and eat a brought-from-home snack. **PLEASE; no nuts!**

3:00pm – 3:30pm Students are encouraged to work on homework

3:30pm – 4:15pm Students will participate in outdoor recreation. If inclement weather prohibits us from going outside, we will have an organized activity inside.

4:15pm – 6:00pm Remaining students will break into either K-3 or 4-8 groupings to work on homework or quiet activities until pick-up.

Code of Conduct:

We encourage appropriate behavior by all of our students throughout the day, whether during school or in our Extended Care Program. We have instituted a “Hands-Off” policy. Please help us reinforce this by reminding your child to respect the personal space and property of others. Hands Off means no: hitting, tackling, tickling, punching, leaning on, etc. Please remind students to allow everyone their own space without interference. In the event that unacceptable behavior occurs, program staff will contact parents. If the offending behavior continues, the student may be removed from the program. Our Code of Conduct, is outlined in the Student Handbook, and must be followed at all times.

When a child is picked up late:

A late fee of \$10 for every 15 minutes a child is left after 6:00pm, will be added to client bills. Continuous lateness will be grounds for removal from the program.

Extended Care Program Menu of Services

| | Rates per 4 week cycle for 1 child | Rates per 4 week cycle for 2 children | Rates per 4 week cycle for 3 or more children |
|---|--------------------------------------|---------------------------------------|---|
| After School Care | \$320 3PM - 6 PM 5 days a week | \$640 3PM - 6 PM 5 days a week | \$780 3PM - 6 PM 5 days a week |
| Mornings \$2.00 each child / each morning | | | |
| Drop-In Care or one day a week | \$10 per hour | \$15 per hour | \$17.50 per hour |

SVMS Extended Care Program

Please fill out ONE form per family. List other students & their allergies on back.

Family Name: _____

Address: _____ City _____ Zip _____

Home Phone: _____

Mother's Name: _____

Cell Phone #: _____

Home email: _____

Work #: _____

Work email: _____

Father's Name: _____

Home email: _____

Cell phone #: _____

Work email: _____

Work #: _____

Emergency Contact (Only called if above can not be contacted):

Name: _____

Address: _____

Home #: _____ Work #: _____

Cell phone #: _____

Medical History:

Allergies (include allergies to particular medicines, foods and insects):

Does your child require an Epi-Pen?

Yes*

No

***If your child requires an Epi-Pen, please provide one to the Extended Care Program, prior to the first day of attending the program.**

Name of student _____ Physical disorders: _____

If your student is currently taking any type of medication, please list:

€ I have read and accept the terms in the registration packet.

Parent Signature: _____ Date: _____

SVMS Extended Care Program Release Form

Who may we release your child to, if you are not available?

I, _____, give the St. Vincent Martyr School

Extended Care Program permission to release my child/children:

to: _____,

Who resides at _____.

And may be called at: _____, or _____.

Alternate Pick-up person #2: _____

Phone Number(s): _____

This release may take place when I am unable to pick my child up from the SVMS Extended Care Program at closing time.

Signed: _____

Date: _____

SVMS Extended Care Tuition Form

When will you use the program?

Family Name: _____ Monthly payment _____

Days of week your child/children will be attending: (please check off days and times)
This information will help us ensure that we have the proper number of staff available to run a quality program.

| Mornings 7:15AM – 8AM by appointment | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|---------|-----------|----------|--------|
| DROP-IN only | | | | | |
| 3PM – 3:30PM | | | | | |
| 3:30PM – 4PM | | | | | |
| 4PM – 4:30PM | | | | | |
| 4:30PM – 5PM | | | | | |
| 5PM – 5:30PM | | | | | |
| 5:30PM – 6PM | | | | | |

A YEARLY REGISTRATION FEE IN THE AMOUNT OF \$25 IS DUE WITH YOUR PACKET

Office Use Only

| | DATE PAID | AMOUNT | CHECK NUMBER | |
|---------|-----------|--------|--------------|--|
| CYCLE 1 | | | | |
| CYCLE 2 | | | | |
| CYCLE 3 | | | | |
| CYCLE 4 | | | | |
| CYCLE 5 | | | | |
| CYCLE 6 | | | | |
| CYCLE 7 | | | | |
| CYCLE 8 | | | | |
| CYCLE 9 | | | | |

| | | | | |
|------------------|--|---------|--|--|
| Registration fee | | \$25.00 | | |
|------------------|--|---------|--|--|

cycle = 20 in-school days