

Ramsey Extended Day Grades K - 5 2016-2017 REGISTRATION PACKET



Thank you for your interest in the Ramsey Extended Day (RED) program, a before and aftercare program offered at Hubbard, Tisdale and Dater Schools. This program is designed to provide caring supervision and enrichment by adult personnel to children in K-5th grade who are enrolled in the Ramsey School District. Registrations are accepted throughout the school year so long as there is adequate enrollment space available. RED does not operate when the Ramsey public schools are closed (including delayed openings [before care would be closed] and early dismissals [aftercare would be closed]) due to inclement weather or any building closure at the school of operation. Check the RSD website at www.ramsey.k12.nj.us for school closing schedules on the "Closings & Delays" tab. Students must be registered in the Ramsey Public Schools and attend a Ramsey School district school that holds a RED Program (Dater, Hubbard, Tisdale) in order to register and attend RED. Students must attend the RED program in their home school, that houses their grade level.

The RED fee schedule is designed to provide you with the flexibility to choose from the following options: from 5, 4, 3, or 2 days per week and two pick-up times – either 4:30pm or 6:00pm. You will make your child's schedule selection at the time of registration; this will be your child's schedule throughout the school year unless you indicate otherwise. We have additional features in place to accommodate schedule changes and last minute aftercare needs (before care add-on has been suspended). Note: if your child is enrolled in the Wrap Around Kindergarten program you will receive the Sibling Discount for their RED registration.

Before care operates between the hours of 7:00am to opening school bell. Before care parents are issued a Building Access Swipe card after registration is complete. The card is active at your child's school only, between the hours of 7:00am and 8:30am; after 8:30am the buzzer system goes into effect. This security card is your responsibility; notify the YCP office immediately if a card is lost. Fines will be incurred for lost cards. Cards must be returned to the site at the end of the school year.

Aftercare operates between the hours of dismissal bell to 6:00pm. For security purposes, doors are locked until 6:00pm and are manned by the buzzer system. Please press the buzzer, state your name, your child's name, and your purpose (pick-up). Remember to let the door close behind you upon entering; for security purposes please do not hold the door open for others who are coming into the building.

To enroll your child please submit the following (note that registrations received after August 1st are processed on a first come, first served basis and are NOT guaranteed a first day of school start date.)

- **Registration packets completed in full**
- **Non-refundable registration fee** (\$65 per student or maximum \$120 per family)
- **Last month tuition payment for each child*** (cash, check or Visa/MasterCard accepted)

***Registrations submitted after August 1st must provide the September tuition as well as the June tuition deposit.**

Students may not attend the program until their registration paperwork has been received and processed; **this process requires a minimum of 3 business days from receipt of packet.** Incomplete packets will be returned. Complete a separate registration form for each child enrolling, with credit card information or appropriate check made payable to "Ramsey Community School" and mail, email or bring to:

RCS Youth & Children's Programs Office
Dater School, Room 130 (use Stuart Lane entrance)
35 School Street
Ramsey, New Jersey 07446

RedExtendedDay@ramsey.k12.nj.us

Questions? For detailed program policies and procedures please see the Parent Handbook available on the RSD website: www.ramsey.k12.nj.us. For all other inquiries, contact the Youth & Children's Programs office at **201-785-2300, ext. 21701** or email REDExtendedDay@ramsey.k12.nj.us.

This registration packet must be fully completed and processed before students can be eligible to attend the RED program. You will be notified by the YCP office of your child's confirmed start date.

FOR STAFF USE ONLY:
START DATE: _____

Student Profile Information

Child's Last Name _____ First Name _____

Child's Address _____ Home Phone _____

School _____ Fall 2016 Grade _____ Birth Date _____ Gender _____

Is your child registered in Wrap or have a sibling registered in Wrap or RED this year? Yes No
(If yes, each additional child or Wrap registered child will receive the discounted Additional Child rate listed in the Fee Schedule.)

Name of sibling: _____ School: _____

Name of sibling: _____ School: _____

Parent/Guardian Contact Information

List the name(s) of parents/guardians who are responsible for the child enrolled.

Parent/Guardian #1
Relationship: _____

Parent/Guardian #2
Relationship: _____

Name		
Street Address		
City, State, Zip		
Home Phone		
Cell Phone		
Employer		
Work Address		
Work Phone		
Email Address		
Child lives with	<input type="checkbox"/> Both parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other _____	
Parent marital status	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single Parent	
Custodial restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide relevant court documentation at time of registration.	

Emergency Contact Information

List three **local** adults (over age 18) with different-phone numbers to be called in the event of an emergency or concern if parent/guardian cannot be reached. Contacts are expected to act on behalf of parents and should be aware of this; parental permission to pick up child is implied. **Children will not be released to anyone other than the parent/guardian or the adults listed below:**

Name	Address	Phone 1	Phone 2
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Notification Contact: Indicate the person who should be notified to pick up your child in the event of an early or emergency closing; this person must be LOCAL and AVAILABLE for emergency pick-ups:

Name	City/State (LOCAL ONLY)	Phone	Email Address
1. _____	_____	_____	_____

Schedule & Tuition Form

At registration a deposit of the last month's tuition payment as well as an annual non-refundable registration fee (\$65.00 annually per student; annual maximum family fee \$120.00) is due (registrations submitted in August or after must also pay the September tuition, when invoicing begins). You may choose as many days as you need, however you may choose only one pick up time for all the days chosen. If last minute additional hours or days are needed, please see the Add-On feature for details. There are no adjustments to fees or hours due to sick time, vacations, school closings, or other personal absences. Tuition is based on time reserved, not time used. Minimum registration is one month.

Should you enroll or withdraw from the program at any point during the month your tuition or reimbursement is determined according to our Billing Cycles. Cycle 1 includes days from 1st – 15th of the month; Cycle 2 includes days from the 16th – 31st of the month. Depending on the date your transaction is effective, you would either pay the full month or the partial month tuition, and likewise, would be reimbursed for the full or partial month's tuition. Before care does not operate on cycles and is invoiced on a full monthly basis only.

RED Monthly Fee Schedule

Program	Monthly	5 days/wk	4 days/wk	3 days/wk	2 days/wk
Before care (all schools)	Per child – monthly flat rate	\$110	--	--	--
Aftercare 3:00-4:30	First child pays per month	\$245	\$203	\$162	\$110
	Each additional child pays	\$230	\$190	\$150	\$100
Aftercare 3:00-6:00	First child pays per month	\$325	\$285	\$243	\$200
	Each additional child pays	\$305	\$265	\$230	\$190

RED Monthly Schedule Selection

Indicate your child's weekly attendance schedule for the year by placing an **X** in each day PM care is needed (AM care is offered on a full monthly basis). **You may choose only one PM pick up time for all days requested:**

Time Slot	Monday	Tuesday	Wednesday	Thursday	Friday
AM 7:00-school line up					
PM 3:00-4:30					
PM 3:00-6:00					

Invoicing/Payment Methods

You will receive a monthly invoice via designated email and then choose the payment method that's most convenient for you:

AutoPay Program

RCS will automatically charge your pre-authorized designated MasterCard or Visa credit card the designated amount, on the designated due date (credit card information is kept securely in our office). You may receive a paid receipt upon request. The program remains in effect for one school year and must be renewed with each new school year. An AutoPay Program Agreement is included in this packet for your convenience; simply return the completed form with your registration packet.

Monthly Invoicing

Download the emailed invoice and mail it back with your check (write your child's name in the memo line), cash, or credit card number to: Ramsey Community School, 256 E. Main St., Ramsey, Attn: Bookkeeper. If you would prefer to call in your payment using a credit card dial: 201-785-2300, ext. 21705 for the bookkeeper, Monday through Thursday.

Tuition invoices are emailed (hard copy mailing is no longer available) the 15th of each month and due two weeks later, on the 1st of the month of desired service. If not received by the 15th of the month of desired service, payment is considered late. The first late incident will be assessed a \$15 late fee per family, per week late. In the event of a second late payment incident, RCS will require the parent/guardian provide a Visa/MasterCard credit card which will be charged the amount of the tuition fee along with a \$15 late fee per week. This credit card information will be held securely on file and will automatically be charged the full tuition payment along with a \$15 late fee in the event of future late payment incidents. You will receive a paid receipt upon request.

Split Tuition Payment options: Sometimes more than one party is responsible for monthly payment of tuition and various fees. To help coordinate your payment arrangements, we are offering three different options to structure your invoicing responsibilities. See the attached Split Tuition Payment form attached for details.

Please note that starting September 2016 reminder emails for payments from the Ramsey Community School bookkeeper will no longer be sent out. It is the parent/guardian responsibility to pay the invoices in a timely manner. Late payment fees will be applied.

Publicity Consent Form

Under both Ramsey School District guidelines and State law, student photos will only be used for publicity purposes with prior parental permission.

Check one of the following choices:

_____ I/We **GRANT** permission for a photo/image that includes my child to be published in area newspapers, the Ramsey Community School website, RCS social media or the Ramsey School District website.

_____ I/We **DO NOT GRANT** permission for a photo/image that includes my child to be published in area newspapers, the Ramsey Community School website, RCS social media or the Ramsey School District website.

Website Photos: The Ramsey Community School will not post any personally identifiable information about our students on the RCS website or the district website. Personally identifiable information includes students' full names, residential addresses, email addresses, and phone numbers. A student's first name and the first initial of their last name may be used to identify student work (art work, poetry, etc.) posted on the websites.

Newspaper Publicity: Local newspaper photos may be posted with student first names.

If parent/guardian wishes to rescind this agreement you may do so at any time, in writing, by sending a letter or email to the Ramsey Community School. Such rescission will take effect upon receipt by the Youth & Children's Programs office.

Parent/Guardian Signature: _____ **Date:** _____

Child Behavior Policy

The child behavior policy is to assure that there are uniform guidelines for behavior management within the program for the staff and families. Staff will give acknowledgement to children when they cooperate, share and participate. The staff will also encourage children to resolve their own conflicts using conflict resolution methods and will intercede when needed.

When inappropriate behavior occurs and/or persists, RED staff will help a child modify her/his inappropriate behavior by talking with the child to help them understand why the behavior is inappropriate as well as discuss the consequences of that behavior. The staff member will then provide the child with appropriate consequences for their inappropriate behavior as well as alternatives for the child to use in the future. All incidents of inappropriate behavior will be documented and parent's will be notified and required to sign a Behavior/Conflict Report.

After two documented incidents, the family of the child may be contacted for a meeting with the Site Leader and/or Site Coordinator. The desired outcome from a meeting is to produce positive behavior guidelines for the child with the staff and families in agreement. Behavior guidelines should then be met and improvements seen within a predetermined period of time. If these guidelines are not met, the decision may be made by the Site Coordinator and/or YCP Manager for the continuation or discontinuation of the child's enrollment in the RED program, and for what period of time.

Bullying

The Ramsey Community School, as well as all of its programs, is in compliance with the Ramsey School District's Policy (5512) which adheres to the State of New Jersey requirements and policies prohibiting harassment, intimidation and bullying. This policy is available to view on the Ramsey School District website, www.ramsey.k12.nj.us.

I have read and I understand the Ramsey Extended Day Child Behavior Policy and by my signature accept the policy as stated.

Parent/Guardian Signature: _____ **Date:** _____

Medical Information Form

Medical Information: Please advise us of any relevant information that you have shared with your child's school that would be useful in meeting your child's needs in the program. Are there any social, emotional, speech, language, family situations, etc., that we should be aware of?

Allergies: (list all known; use extra paper if needed). Being very specific; please describe allergic reaction and management (i.e. apples – rash on face develops if eaten, no treatment, call parent):

Medical conditions/disabilities: _____

Current medications/dosage: _____

Physician's Name: _____ Phone: _____

Aides: Does your child require an aide (one-on-one or shared aide) during the school day? YES NO

Epi-Pens/Inhalers:

Does your child require: EpiPen YES* NO ~ Inhaler YES* NO

*If yes, complete the appropriate EpiPen/Inhaler Parental Permission section below and supply your child's Extended Day Site Leader with an EpiPen and a doctor's note for your child's safety. Additional Medical Forms will be sent to you for completion by you and your child's doctor. **Students may not attend the RED program until an Epi-Pen/ Inhaler has been provided along with proper documentation.**

Authorization to administer:

I understand that this employee is not a trained health care professional, but has been trained to administer the EpiPen/ Inhaler. I also understand that I will be responsible for providing the RED program with an EpiPen/ Inhaler, in its original box with the original prescription, a doctor's note and labeled with my child's name. The device will be kept in a readily available, secure location at my child's site. In the event my child is in need of an EpiPen for allergic symptoms, I authorize a Ramsey Extended Day delegate to administer an EpiPen/ Inhaler to my child without Benadryl. I understand that Ramsey Extended Day staff is not permitted to give Benadryl to my child. I, as his/her parent/guardian, will be aware of the expiration date and renew the injector when needed.

Parent/Guardian Signature: _____ **Date:** _____

ADDITIONAL INFORMATION – PLEASE READ & SIGN

Insurance: The parent/guardian's primary insurance coverage is used in case of accident or injury while participating in the program. The District only provides secondary insurance coverage; the parent/guardian is responsible for expenses related to any accidental injuries.

Medical Permission: If a medical emergency arises, the RED staff will first attempt to contact the parent/guardian listed. If both the parent/guardian and the emergency contacts cannot be reached and the emergency is such that immediate medical attention is necessary, my child will be treated by Professional Emergency Personnel.

Medication information is kept confidential and is for emergency medical personnel and/or the school's main office. Please note that RED staff members are not permitted to administer any prescription or non-prescription medication.

Parent/Guardian Signature: _____ **Date:** _____

Enrollment Agreement Form

ATTN PARENTS: Please read the items below carefully. It is the parent/guardian's responsibility to be aware of and adhere to all policies and procedures.

When accepted by the Ramsey Community School ("RCS") we understand that this is an agreement which includes the following provisions:

1. The Ramsey Extended Day ("RED") staff will assume full responsibility for my child from the time he/she arrives at the program until dismissal time. In the before care program, parent/guardian must escort child into the program and sign in child on designated form. In the aftercare program, each child will be checked in upon arrival. Any child who has reported to RED must be signed out by an authorized person by their designated time or late fees will be incurred.
2. Students must report to RED and sign in before any other after school activities (i.e. scouts). Parents should provide a note to the site informing them of the activity. Students may not return to aftercare after they have been signed out and exited the building.
3. Before care Building Access Swipe Cards are the parent's responsibility; lost or stolen cards must be reported to the YCP office immediately. A \$15 fee will be incurred for lost cards. Cards must be returned to the site the week prior to school ending.
4. Parent/guardian is responsible for tuition and all Additional Program Fees as outlined in the attachment. Payments must be made in full and on time to avoid late fees. Registration fee is non-refundable and not included as a monthly payment.
5. In case of early closing due to weather or other emergencies, parents are responsible for picking up or making alternate pick up arrangements. Late pickups will incur a fee and student enrollment may be terminated if continued late pickups occur.
6. All payments are due by the 1st of the month and are considered late after the 15th of that month; a late fee of \$15 per week late will be incurred. In the event of a second late payment occurrence, I understand that RCS will require the parent/guardian provide a Visa/MasterCard credit or debit card which will be charged the amount of the tuition fee along with a \$15 late fee. This credit card information will be held securely on file and will automatically be charged the full tuition payment along with a \$15 late fee in the event of future late payment incidents.
7. There is a \$35 processing fee for returned checks. After a second returned check incident a credit card will be required.
8. Only children whose accounts are in good standing may attend non-fee based RED clubs (i.e. Homework Club) or fee-based.
9. Parent/guardian is required to email or call the appropriate Ramsey Extended Day program site to report child's absence from program (for illness, vacation, or other circumstance) for each child. Un-notified absences will incur an added charge.
10. Requests for a schedule change must be submitted in writing (email is acceptable) to the YCP office. See Additional Program fees for further information.
11. Parent/guardian who wishes to withdraw their child from the program must submit their request in writing (email is acceptable). Parents are responsible for tuition and fees owed. This includes the full Cycle tuition payment for any time reserved, partial or otherwise.
12. There are no refunds, credits or makeup days due to absence, illness, vacation, activities or withdrawal from the program. Parent/guardian is responsible for fees for time reserved, not actual time spent at the program.
13. The RED office must be notified, in writing, of any changes to the Registration Information Form (i.e. home address, work or home phone number, and any emergency contact information changes).
14. The Ramsey Community School reserves the right to change fees, program schedules, procedures or personnel at any time.
15. Sharing Information: I agree to allow RCS Administrators access to my child's Ramsey School District information (including medical, custodial, and/or behavioral records) for his/her safety and well-being.

I have read and agree to adhere to the Ramsey Extended Day Enrollment Agreement and the policies and procedures listed above and in this Registration Packet. I give my child permission to participate fully in these programs. I understand that failure to abide by any part of this agreement may result in dismissal of my child from the program. The information provided on all registration forms provided is true and complete.

Parent/Guardian Signature: _____ Date: _____

AutoPay Program Agreement (Optional)

I hereby authorize the Ramsey Community School, an organization operating under the Ramsey Board of Education, to process automatic credit card charges to the pre-approved, designated charge card as specified below:

Ramsey Extended Day AutoPay Registrations:

- I agree to be charged the initial deposit of a non-refundable **registration fee** along with a **tuition payment** in the amount of (first month/last month) \$_____ for the 2016-2017 school year for payment of the program specified on the registration form submitted with this agreement.
- The first day of each month starting September, 2016 (or October 2016 if September has already been paid) and ending May, 2017, I agree to be charged \$_____ on the credit card designated below for the purpose of payment of tuition (and all service fees incurred) for the program specified on the registration form submitted with this agreement.

I understand that I will receive a confirmation of each transaction processed via the email address specified below within three (3) business days following each transaction. If the tuition rate should need to be revised for any reason on my part, I give my permission for the Ramsey Community School to charge my credit card accordingly.

Name on Card: _____ Student's Name: _____

Billing Address: _____ City _____ Zip _____

Email address for confirmations (one): _____

Circle one: Visa MasterCard

Credit Card number: _____ Exp. Date: _____

This agreement will remain in effect until Ramsey Community School receives a written notice of cancellation from me, or until June 30, 2017.

Authorized Name: _____
(Please print clearly)

Authorized Signature: _____ **Date:** _____

SECURITY POLICY: Your payment and personal information is always safe. Our software is a leader in the industry and is among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name and address, so it cannot be read over the internet.

Split Tuition Payment (optional)

If more than one parent/guardian is responsible for tuition and service fee payments, there are three different options to structure your invoicing responsibilities. Please select **one** of the options below, complete the information requested and have both parties sign for authorization. This payment schedule will remain in effect until both parties notify the RCS office in writing otherwise (emails are acceptable), or until June 30, 2017. Submit the authorized form with the registration packet and deposit.

1. Percentage:

An allotted percentage of the entire invoice (including tuition and any additional service fees) is pre-assigned to each party.

OR

2. Specific Dollar Amount:

A specific dollar amount is allotted to each party. Additional service fees are invoiced to the responsible party.

OR

3. Specific Days:

Each party is responsible for specific days in the child's schedule (including tuition and all service fees relating to those specific days). One time slot for your child's schedule still applies.

Name of child: _____ **Date:** _____

I/we agree to be responsible for payment of the above child's full tuition amount as well as all service fees incurred (including but not limited to add-on time, late pick-ups and un-notified absences) in accordance with the specified due dates, as proportioned below:

Parent/Guardian #1: _____ % monthly

\$ _____ monthly

Specific days: Monday Tuesday Wednesday Thursday Friday

Parent/Guardian Name: _____

Signature: _____

Email address: _____ Phone: _____

Parent/Guardian #2: _____ % monthly

\$ _____ monthly

Specific days: Monday Tuesday Wednesday Thursday Friday

Parent/Guardian Name: _____

Signature: _____

Email address: _____ Phone: _____

Note: Accounts that are not in good financial standing for either party will be cause for dismissal from the program. Student accounts must be paid in full in order to remain active. All other financial policies apply.

RAMSEY EXTENDED DAY CONTACT INFORMATION

IMPORTANT INFORMATION

KEEP FOR FUTURE REFERENCE

Youth & Children's Program Office
 Dater School, Room 130
 35 School Street, Ramsey, NJ 07446
 201.785.2300
 REExtendedDay@ramsey.k12.nj.us
 www.ramsey.k12.nj.us

Mary Klein, Administrative Coordinator: x 21701
 Lee March, Site Coordinator: x 21704

 Juana Jacobsen, Manager: x 21706

 Cathy Vesey, RCS Bookkeeper: x 21705
 256 E. Main St., Ramsey, NJ 07446

EXTENDED DAY SITES

Dater School	Hubbard School	Tisdale School
35 School Street	10 Hubbard Lane	200 Island Avenue
201.785.2300 x 25705	201.785.2300 x 24705	201.785.2300 x 23705
DaterRED@ramsey.k12.nj.us	HubbardRED@ramsey.k12.nj.us	TisdaleRED@ramsey.k12.nj.us

ADDITIONAL PROGRAM OPTIONS & FEES

OPTIONS

ADD-ON TIME

AM care: This option is **not** available.

PM care: \$10 per ½ hour scheduled, per family. You must notify the aftercare site (by phone or email) by 2:30pm on the day the additional PM time is needed.

TRANSFER HOURS

No charge for the occasional need to transfer one of your regularly scheduled days to a non-scheduled day during the same week. Notification must be provided to the site by 2:30pm of requested day. Scheduled and non-scheduled days off (i.e. holidays, in-service days, snow days, half days, etc.) **do not** apply to the Transfer Hours feature.

SCHEDULE CHANGE

One schedule change is allotted per student, per school year. Thereafter, a \$20 processing fee will be charged for each schedule change (includes program re-entry).

PROGRAM RE-ENTRY

If your child withdraws from the program then wants to re-enroll there is a \$20 per student re-enrollment fee.

FEES

LATE PICK-UP

Before 6:00pm: \$10.00 per quarter hour, or portion thereof, after scheduled pick-up time per school.
After 6:00pm: \$20.00 per quarter hour, or portion thereof, for late pickup after 6:00 p.m. per school.

**LATE PICK UP:
(Due to early closing)**

\$20.00 per quarter hour, or portion thereof, after special closing time per school.

UN-NOTIFIED ABSENCE

\$25.00 per incident, per school will be charged for failure to notify the aftercare site of a child's absence from the program for that day (calling your child's school does not suffice). Repeated un-notified absences will be grounds for cancellation of program services.

LATE TUITION PAYMENT

\$15.00 per family/per week late. Payment is due the 1st of each month and is considered late after the 15th of the month of desired service. After the second late payment incident RCS will require a Visa/MasterCard be held securely on file to be used for future payments.

RETURNED CHECK

\$35.00 per check. In the event that this occurs a second time, all future payments must be paid by credit card or by money order.

LOST AM ACCESS CARD

\$15 per card, per incident.