

# Highland Park Public Schools

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## Before/After School Programs Information Guide 2018-2019



Before /After School Program  
435 Mansfield Street  
Highland Park, NJ 08904

The mission of the Before/After School Program is to provide all children quality care in a safe, recreational environment that fosters mutual respect and offers children a variety of choices of developmentally appropriate and interest-driven activities.

**Office Staff –Susan Odató – [sodato@hpschools.net](mailto:sodato@hpschools.net), 732-572-2400 ext 2813**

Bartle School Site Manager  
Cell Phone: 2:30-6:00pm 732-558-3359

Irving School Site Manager  
Phone: 3:00-6:00pm 732-572-1205 x1021

## **2018-2019 Before/After School Calendar**

### **September**

06 – BSP/ASP Begins  
10, 11 & 19 – School Closed

### **November**

5 & 7 – Early Dismissal Need Lunch  
6 – School Closed – Election Day  
8 & 9 – School Closed  
21 – Early Dismissal/NO ASP  
22, 23 – School Closed

### **December**

21- Early Dismissal/NO ASP  
24-31- School Closed

### **January**

1 – School Closed  
21 – School Closed

### **February**

5 – School Closed  
18 – School Closed

### **April**

18 – Early Dismissal/NO ASP  
19 - 26 – School Closed

### **May**

24 – Early Dismissal-NO ASP  
27- School Closed

### **June**

21 – Last Day of School/NO ASP

## **Eligibility**

We serve all children in grades Pre-K – 5.

## **Registration Information**

Your child must be registered by August 24, 2018 to begin the Before/After school program on September 6, 2018. NO exceptions will be made. Registration of all students attending the program is required and can be done online or in person. You can now register online. Go to the link on our website or click [here](#)

Once you submit the form, an invoice will be generated. Make sure you identify a local pick-up person as your emergency contact person.

Once the school year begins, you can enroll your child by completing the registration form online, pay registration fee and first months' tuition **one** week

**prior** to the start date. If you withdraw your child from the program you are still responsible for the fees for the entire month. No refunds will be given.

Once enrolled in the program all tuition payments must be made by the first of every month or your child cannot attend the program. This will be enforced this year with **NO** exceptions. A late fee in the amount of \$10.00 will be charged to your account.

## Tuition Rates

### Monthly fees for the Before/After School Programs

<b>Before School Program</b>	<b>One Child</b>	<b>Two Children</b>	<b>Three Children</b>
1 day per week	\$11.00	\$21.00	\$31.00
2 days per week	\$21.00	\$41.00	\$61.00
3 days per week	\$28.50	\$56.00	\$83.50
4 days per week	\$38.50	\$76.00	\$113.50
5 days per week	\$46.00	\$91.00	\$136.00
<b>After School Program</b>	<b>One Child</b>	<b>Two Children</b>	<b>Three Children</b>
1 day per week	\$57.00	\$109.00	\$161.00
2 days per week	\$113.00	\$217.00	\$321.00
3 days per week	\$155.00	\$298.00	\$441.00
4 days per week	\$211.00	\$406.00	\$601.00
5 days per week	\$253.00	\$487.00	\$721.00
<b>Before School Program</b>	<b>Qualify Free Lunch</b>	<b>Qualify Reduced Lunch</b>	
1 day per week	5.00	8.00	
2 days per week	9.00	14.00	
3 days per week	13.00	21.00	
4 days per week	16.25	26.75	
5 days per week	19.40	31.50	
<b>After School Program</b>	<b>Qualify Free Lunch</b>	<b>Qualify Reduced Lunch</b>	
1 day per week	12.00	33.00	
2 days per week	22.00	66.00	
3 days per week	33.00	98.00	
4 days per week	41.00	122.00	
5 days per week	50.00	147.00	

## Tuition Payments

**Due:** 1<sup>st</sup> day of the month

**Late Fee Assessed:** 10 days after due date

Late fee of \$10.00 will be applied for any late payments.

When a check is returned to us for insufficient funds, there is an \$18.00 service fee for a check returned for any reason.

For tax purposes our Federal I.D. Number is 22-6001980 -Payment by check, money order, or credit card are the only acceptable forms of payment.

Cash **will not** be accepted.

## **Scheduling**

- There are no reimbursements for a snow day or vacation days.
- The before school program will not be in session on a delayed opening day.
- In the event of an emergency or weather related closing our automated notification system will notify families. If there is an emergency early dismissal you must pick up your child when school closes (12:00 Bartle or 12:30 Irving). If the district closes after a regular school day and after school activities are cancelled you must pick up your child by 3:30pm at Bartle and 4:00pm at Irving or you will be charged a late fee per every 15 minutes.
- Please give our office one(1) weeks' notice for changes in your child's monthly schedule
- Scheduled early dismissal days require that children bring or order a bag lunch.
- Bag lunches are available for all students, on early dismissal days. Please make a request through the cafeteria.
- Same day changes will not be permitted. Changes on a monthly basis will result in a \$5.00 charge for change of schedule fee.

## **Reporting an Absence**

- If your child is absent from school during the regular school day, you do not need to notify the after school program.
- If your child is in school, but will not attend the after school program on a regularly scheduled day the following procedures must be followed:
  1. You must write a detailed note to the homeroom teacher stating the changes.
  2. You must notify the site manager by sending a detailed note with your child or leaving a voice mail on the After School cell phone.

## **Health & Medication**

If your child is injured during the after school program and the parent or local emergency contact person cannot be reached, we will call the local first aid squad. Please be sure that your medical records and phone numbers are up to date.

## **Inappropriate Behavior**

- The school discipline procedures are followed.
- If a child consistently displays inappropriate behavior, the Site Manager will notify the parent/guardian. If the behavior does not improve, the parents/guardians must meet with the site manager and the child may be suspended or excluded from the program.

## **Before School Program Drop off Procedures**

### **Irving School**

Pre K– 1st grade            7:00 am to 8:00 am

### **Bartle School**

2nd-5th grade            7:00 am to 8:00 am

### **Irving School**

Children enter through the Merilind Avenue - Cafeteria entrance at 7:00 a.m.

### **Bartle School**

Children enter through the main front door on Mansfield Street and walk down to Cafeteria “A” at 7:00 a.m.

## **After School Program Pick-Up Procedures**

### **Irving School**

Pre K–1st grade            3:00 pm to 6:00 pm

### **Bartle School**

2nd-5th grade            2:30 pm to 6:00 pm

**Irving School** – Parents/Guardians will enter through Door #6, Merilind Avenue - Cafeteria entrance and see the adult at the door. Once verified that you are listed on your child’s pick-up card, they will give you the index card with your child’s name and pick-up information on it. You will take the card to the location where your child is and give the card to an adult who will then release your child to you. After 5:45 pm all children will be in the cafeteria.

**Bartle School** – Parents/Guardians will enter through the back door off of Benner Street Parking Lot and see the adult at the door. Once verified that you are listed on your child’s pick-up card, they will give you the index card with your child’s name and pick-up information on it. You will take the card to the location where your child is and give the card to an adult who will then release your child to you. After 5:45 pm all children will be in the hallway by the door.

## **Late Pick Up Policy**

- Please pick up your child on time. In an emergency, please call the Site Manager.
- If your child is not picked up by 6:00pm you will be charged \$10.00 for the first incident, \$15.00 for the second incident and \$20.00 for the third incident, if you still have not

picked up your child after 15 minutes there will be an additional charge for every 15 minute interval thereafter. If you are late picking up your child three times, then you will be required to meet with the site manager, which may result in the suspension or exclusion of your child in the program.

- No child will be allowed to leave with an “unauthorized” adult. Please make sure that your paperwork and emergency information are up to date.

## Personal Property

Our staff is not responsible for the loss of personal property, so please DO NOT permit your child to bring these items to the Before/After School Program:

- Jewelry
- Electronics, Nintendo DS, PSP
- Cell Phones
- Radios, CD or MP3 Players, iPods
- Toys
- Trading Cards

## Program

Our Before and After School program provides the opportunity for children to choose from a variety of recreational and enrichment activities. Children are encouraged to make their own choices, be creative and pursue individual interests. They assume responsibility for their own behavior, respect the rights of others and keep their environment clean and happy. Thirty minutes of outdoor play is encouraged on a daily basis weather permitting. The children may be involved with computers, crafts, creative arts, physical fitness, nature studies, etc. as well as table games, puzzles and sports.

**Walking permission slip** - If you would like your child to sign himself/herself out you will need to complete the enclosed “walking permission slip”. This is available to 4<sup>th</sup> and 5<sup>th</sup> grade students only.

**Sharing of Information Form** – The enclosed form must be filled out in order to receive the free & reduced lunch rates for the program.



Highland Park Public Schools Afterschool Program  
435 Mansfield Street, Highland Park NJ 08904  
732-572-2400 ext. 2813  
Email: [sodato@hpschools.net](mailto:sodato@hpschools.net)

**Bartle School**  
**After School Program Walking Permission Slip**  
**4<sup>th</sup> and 5<sup>th</sup> Grade Only**

I, the parent/guardian of \_\_\_\_\_ give consent for my child to be dismissed from the after school program **without an accompanying adult**. I assume full responsibility for the safety of my child after his/her departure from the school building. I hereby release the Highland Park Board of Education from any and all claims that may arise relating to my child or children leaving the program alone.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian emergency phone number: \_\_\_\_\_

**The schedule below must be adhered to on a monthly basis and can only be changed at the beginning of the month with three days notice:**

**WALKING SCHEDULE :** Indicate day(s) and time your child may leave the after school program:

**MONDAY** \_\_\_\_ Time: \_\_\_\_ **TUESDAY** \_\_\_\_ Time: \_\_\_\_ **WEDNESDAY** \_\_\_\_ Time: \_\_\_\_

**THURSDAY** \_\_\_\_ Time: \_\_\_\_ **FRIDAY** \_\_\_\_ Time: \_\_\_\_

**Comments:**

Please check one:

\_\_\_\_ My child should **only** leave school with: \_\_\_\_\_ (sibling/friend)

\_\_\_\_ My child has my permission to walk alone.

**Return this completed form with your registration materials. Do not send to school. Thank you.**

## SHARING INFORMATION WITH OTHER PROGRAMS

### 2018-2019 School Year

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Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. **For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced priced meals.**



No! I **DO NOT** want information from my Free and Reduced Price School Meals Application with any of these programs.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the **BEFORE & AFTER SCHOOL PROGRAMS.**

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the **BOROUGH SUMMER CAMP PROGRAM.**

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with the **IN-DISTRICT ACTIVITIES, such as field trips, etc.**

**If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.**

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Before/After School Registration Form 2018-2019

Irving  Bartle  Lunch Status Free  Reduced  Paid  Start Date: \_\_\_\_\_

**To start the first day of school you must register by August 24, 2018**

Childs Name: Last \_\_\_\_\_ First: \_\_\_\_\_ Grade \_\_\_\_\_ Gender M \_\_\_\_\_ F \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_ Date of Birth \_\_\_\_\_ Takes Bus Yes/No \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Billing Address: \_\_\_\_\_ Address(If different) \_\_\_\_\_



Day phone: \_\_\_\_\_ Day phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ Notes: \_\_\_\_\_

Name of designated pick-up person other than parent/guardian(including older brother or sister) must be at least 13 years old

Name \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_

Name \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_

Name \_\_\_\_\_ Relation: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_

List all child allergies and/or medical conditions (use back of form if needed) \_\_\_\_\_

Does your child have asthma? yes/no \_\_\_\_\_ Does your child use an inhaler? yes/no \_\_\_\_\_

Does your child have an epi-pen prescription? yes/no \_\_\_\_\_ Does your child carry an epi-pen? yes/no \_\_\_\_\_

In the event of an injury that requires medical attention, I give permission for the after school staff to contact the Highland Park Rescue Squad or, if necessary, have my child transported to the Robert Wood Johnson Emergency Room.

**Does your child have special needs?** \_\_\_\_\_

Days of the week my child will attend for the current month in the After School Program/Before School Program.

Changes in schedules are only accepted with a **2 week advance notice.**

Before School Program (Please Circle) Monday Tuesday Wednesday Thursday Friday

After School Program (Please Circle) Monday Tuesday Wednesday Thursday Friday

***\*\*All outstanding bills from prior year must be paid in full before application will be accepted\*\****

- Completion of this form, accompanied by a \$25.00 (per family) non-refundable registration fee and the first months tuition is required.
- All checks/money orders are to be made payable to : Highland Park Board of Education (HPBOE)
- Online payments may be made once an email is provided
- Mail to: ASP/BSP Program, 435 Mansfield Street, Highland Park NJ 08904

Parent/GuardianSignature: \_\_\_\_\_ Date: \_\_\_\_\_

Permission for your child to be face painted (Bartle Only)  Yes  No