

DAY PLUS+

Before & After School Program

2011-2012



DAY PLUS+ CHILD CARE PROGRAM

I. PURPOSE OF PROGRAM

- To assist working parents in minimizing the amount of time children are at home by themselves due to the parents' work-related responsibilities.
- To provide a diversified and structured program encompassing a variety of activities which will provide a happy and creative environment for children of working parents.

II. ADMINISTRATION

Day Plus+ will be administered and coordinated through the Office of Special Projects. Questions or concerns regarding the program should be directed to Mrs. Kathy Schwab at 973-770-8810 or JoAnne Murray at 973-770-8808.

III. FEE SCHEDULE & PROGRAM OPTIONS

The fee schedule may be adjusted, as the coordinator deems appropriate for the program. Every effort will be made to maintain a self-supporting low cost program. For the 2011/2012 school year the fees for the three (3) program options available are explained below:

A. MORNING DAY PLUS+

With the exception of the PM Kindergarten, this program is available to students attending Durban Avenue School, Hudson Maxim School, and Tulsa Trail School. This program opens at 6:30 A.M. and runs to the start of the school day. This session is conducted at the Hudson Maxim School for A.M. Kindergarten, 1st grade, 4th grade and 5th grade. Please note that those children attending the A.M. Day Plus+ program **MUST** be signed in by a parent or guardian and should not be left outside the school unattended.

AM Monthly Fee

2 Days per wk - \$110.00 per month
3 Days per wk - \$125.00 per month
4 Days per wk - \$145.00 per month
5 Days per wk - \$165.00 per month

III. FEE SCHEDULE & PROGRAM OPTIONS (CONTINUED)

B. AFTERNOON DAY PLUS+

With the exception of the A.M. Kindergarten, this program is available to students attending Durban Avenue School, Hudson Maxim School, and Tulsa Trail School. This program starts at the time of school dismissal in each respective building and ends at 6:00 P.M. The P.M. session will be conducted in all three elementary schools. Students in 4th and 5th grades will be assigned to the Durban Avenue School. Students in 2nd and 3rd grades will be at the Tulsa Trail School. Students in P.M. Kindergarten and 1st grade will be assigned to the Hudson Maxim School.

PM Monthly Fee

2 Days per wk - \$130.00 per month
3 Days per wk - \$150.00 per month
4 Days per wk - \$170.00 per month
5 Days per wk - \$190.00 per month

C. COMBINATION MORNING AND AFTERNOON DAY PLUS+

This program is available to students attending Durban Avenue School, Hudson Maxim School, and Tulsa Trail School in 1st through 5th grades from 6:30 A.M. to 6:00 P.M. (Total hours determined by school opening and dismissal times).

AM & PM Monthly Fee

2 Days per wk - \$160.00 per month
3 Days per wk - \$180.00 per month
4 Days per wk - \$200.00 per month
5 Days per wk - \$220.00 per month

1. MONTHLY CALENDAR SUBMISSION

Calendars for each month are located in this booklet and both sides (calendar and payment sheet) must be completed. **Payment and calendars are due on the 15th day of the preceding month (i.e. November 15th for December).** The payment is based on the number of days per week as indicated on each monthly calendar in the booklet. There will be no additions or subtractions for calendar adjustments as the payment fees are based on the school calendar.

III. FEE SCHEDULE & PROGRAM OPTIONS (CONTINUED)

WE CANNOT STRESS ENOUGH TO YOU HOW IMPORTANT IT IS THAT WE RECEIVE YOUR CHILD'S CALENDARS ON TIME. LATE CALENDARS AND PAYMENTS REQUIRE MORE PAPERWORK AND TIME FOR THE DAY PLUS+ COORDINATORS AND SCHOOL STAFF AS WELL AS CONFUSION OF YOUR CHILD'S SCHEDULE. IN ORDER TO KEEP THE PROGRAM RUNNING EFFICIENTLY, WE NEED YOUR COOPERATION IN SUBMITTING YOUR CHILD'S CALENDARS AND PAYMENTS ON TIME.

PAYMENT AND CALENDAR may be mailed to:

Hopatcong Borough Schools, Office of Special Projects
PO Box 1029, 2 Windsor Avenue
Hopatcong, New Jersey 07843

OR HAND DELIVERED TO:

Hopatcong Board of Education Administration Building at 2 Windsor Avenue. A Day Plus+ lockbox is located through the first set of main doors on the wall. Access to the lockbox is Monday thru Friday, 7:00 am to 6:00 pm.

2. Late Fee

A late fee of \$15.00 will be charged if payment is not received by the 15th of the month and removal from the program will be initiated if payment is not received by the 20th of the month. Excessive late payments and calendar submission is grounds for removal from the program.

3. Check Fee

A **\$30.00** fee will be charged for checks returned by the bank for any reason.

4. Children will be accepted a minimum of two (2) days per week.

5. The fees are based on a monthly program rate determined by the number of days per week your child is registered and will not be broken into weekly/daily usage payments. A one time **non-refundable registration fee of \$25.00 per child** will be assessed for all new registrations.

III. FEE SCHEDULE & PROGRAM OPTIONS (CONTINUED)

6. Due to the large number of changes in program schedules after registration, it has become necessary for us to **charge withdrawal fees** as follows:

WITHDRAWAL OF ONE OR BOTH PROGRAMS

- **Prior to August 1st – one-third of monthly fee non-refundable;**
 - **Between August 1st and August 15th – one-half the monthly fee is non-refundable;**
 - **Anytime after August 15th – the monthly program fee is non-refundable**
7. Parents enrolling two (2) children in the Day Plus+ Program will receive a **10% discount** on the monthly tuition for the second child.
 8. Parents enrolling three (3) children in the Day Plus+ Program will receive a **10% discount** on the monthly tuition for the second child and a **15% discount** on the monthly tuition for the third child.
 9. Parents enrolling children in the Day Plus+ Program who qualify for free or reduced lunch, in accordance with State guidelines, will receive a discount as follows:
 - a. Participants who qualify for a free lunch will receive a **50% discount** on the total monthly tuition for each child.
 - b. Participants who qualify for a reduced lunch will receive a **25% discount** on the total monthly tuition for each child.
 10. A cancelled check represents your receipt of payment. Parents/Guardians wishing to receive a receipt must send a self addressed, stamped envelope with the payment or request a receipt, in person, at the Day Plus Office.

III. FEE SCHEDULE & PROGRAM OPTIONS (CONTINUED)

11. The Day Plus Program Tax Identification No. is 22-6001999 under the Hopatcong Board of Education.
12. Day Plus+ is available to any family in need of such child care services without regard to race, color, sex, religion, or national origin. We, however, must reserve the right to accept or reject applicants based on our ability to provide adequate services.
13. No refunds will be made for unscheduled absences such as school closings, absences from school, illnesses or change in calendar schedules.

In the event that any of the Day Plus+ Programs are over-subscribed, the Program Coordinators reserve the right to restrict enrollment.

IV. PROGRAM SCHEDULE

- A. The program will operate every day school is in session. This includes scheduled half days, in which case, the program will begin when school is dismissed.

Day Plus+ **will be canceled** under the following circumstances:

1. When school is canceled for the day due to inclement weather conditions morning and afternoon child-care will not be provided.
2. When school openings are delayed due to inclement weather conditions, morning child-care will not be provided.
3. When emergency school closings occur prior to the normal dismissal times due to inclement (snow, excessive heat, etc.) weather conditions, afternoon child-care will not be provided. Parents will be notified via the **Alert Now System** at the numbers provided by you on your child's school emergency card.
4. On these occasions parents must make alternate child-care arrangements. In the event of such a cancellation, no fees will be refunded.

IV. PROGRAM SCHEDULE (CONTINUED)

- B.** The child's absence from school will indicate absence from that day's afternoon program. If the child attended school but will not be attending Day Plus+ on any particular day (i.e. doctor's appointment, etc.) the parent should phone the school office and also leave a message on the Day Plus answering machine. If there is a **change in the child's schedule**, the parent/guardian should provide a **written notification to BOTH the Day Plus+ Instructional Staff and the school office.**

Hudson Maxim Day Plus Answering Machine -	973-398-5240
Hudson Maxim School Office -	973-398-8807
Tulsa Trail Day Plus Answering Machine -	973-770-8756
Tulsa Trail School Office -	973-398-8806
Durban Avenue Day Plus Answering Machine -	973-398-7796
Durban Avenue School Office -	973-398-8805

- C.** If the situation arises that the parents require additional day/days for their child for the remainder of the year, they will be permitted to secure additional care, provided they are:
1. Members in good standing.
 2. Have their child enrolled for the month.
 3. Change in schedule **must** be in writing to the Day Plus+ coordinator.

The parents will be required to pay for the extra day/days, pro-rated, based upon the monthly fee. Arrangements for schedule changes must be made through the Day Plus+ coordinator in the Administration Building at 973-770-8810 or 973-770-8808. (In the case of extra days, the additional charges may be included with the next monthly payment or may be paid separately).

- D.** Every effort must be made by the parents/guardians to pick up their children **by 6:00 P.M.** Parents/guardians arriving after 6:00 P.M. will be billed a **\$15.00** penalty assessment in the subsequent month. A second such occurrence will result in a **\$25.00** penalty assessment in the subsequent month. A third such occurrence will result in the removal of the child/children from the program.

IV. PROGRAM SCHEDULE (CONTINUED)

- E. If a parent fails to pay any of the designated charges, the program coordinator reserves the right to terminate the child's enrollment in the Day Plus+ program.
- F. A snack and ½ pint of milk or juice will be provided daily in the P.M. session only.

V. MEDICAL/DISCIPLINARY/EMERGENCY CONTACTS

- A. It is mandatory that each Day Plus+ parent provide at least two (2) emergency telephone numbers; one primary and one or more alternates. Emergency contacts should also be notified that they have been designated as such. Oftentimes, individuals are contacted and have no idea that they have been given this responsibility and/or at times, emergency contacts could not be reached at all. Failure to provide this information will cause their children to be excluded from the program. Should your emergency contact change during the course of the year, written notification must be given to the Day Plus Instructors.
- B. The following procedures should be used if an emergency arises that would prevent you from picking up your child/children on time:

Notify the Day Plus+ instructors by calling **973-398-7796 for Durban Avenue, 973-398-5240 for Hudson Maxim, or 973-770-8756 for Tulsa Trail** after 3:00 P.M. and explain what the emergency is and what arrangements you have made to pick up your child/children. **Remember:** Only authorized emergency contacts listed on your Day Plus+ application form will be allowed to pick up your child/children unless other written instructions are given to the Day Plus+ instructors and coordinator. The emergency contact must identify himself/herself by showing some form of identification, such as a valid driver's license or state identification card, before any child is released into their custody.

V. **MEDICAL/DISCIPLINARY/EMERGENCYCONTACTS**
(CONTINUED)

- C. In the event that a child is a serious disciplinary problem, and the instructor feels he/she can no longer control the child, or the child is endangering the safety/welfare of the other children, the Program Coordinators reserve the right to terminate the enrollment of said child and refund the remaining portion of monthly fees paid.
- D. Children who are ill may not attend the program. No refund of fees will be granted due to illness.
- E. Any member of the Day Plus+ staff **will not** administer medication to any child. However, with a *Permission for Self-Administration of Medication* form signed by a doctor and parent, certain lifesaving medications may be self administered by the child. The form can be found at the end of the booklet.