

**BEFORE AND AFTER SCHOOL PROGRAM
HAWKLET'S NEST
DENNIS TOWNSHIP ELEMENTARY SCHOOL
POLICIES AND PROCEDURES
2009-2010**

REGISTRATION: Complete and sign the *Registration Form* and *Medical Release/Emergency Contact Information Form* that are attached and submit them with the initial payment on or before September 1, 2009. Applications received after this date are subject to a \$30 late registration fee. Registration is complete upon receipt of completed registration and medical forms, regular **registration fee of \$10.00**, and first installment. It is anticipated that you are enrolling for the entire school year from September 9, 2009 to June 21, 2010 (or the last BOE approved day of school for students). You may not enroll for less than one full program semester (see dates below). Exception: An emergency drop-in rate of \$15 per child per day will be assessed and must be paid in advance. Registration and medical information must be current and on file.

PAYMENT AND REFUNDS: Make checks or money orders payable to Dennis Township School District—Hawklet's Nest Program. Cash will not be accepted. No refunds or credits will be issued once the program begins. Failure to make payments within 3 days of the due date will result in your child's removal from the program (unless you contact the Program Director and alternate arrangements are made in writing). **There will be no refunds for non-attendance.**

RETURNED CHECKS: Returned checks will result in a \$15.00 charge. Students will be dismissed from the program until a money order is received for the amount due. Once an *insufficient funds* check is received, the individual must pay all future fees with a money order.

Date	Single Payment	2 Payments	4 Payments
FALL SEMESTER--PM			
September 1, 2009	X \$800	X\$450	X\$225
October 15, 2009	(\$100 discount)		X\$225
November 14, 2009		X\$450	X\$225
January 3, 2010			X\$225
FALL SEMESTER—AM			
September 1, 2009	X \$400	X225	X\$112.50
October 15, 2009	(\$50 discount)		X\$112.50
November 14, 2009		X225	X\$112.50
January 3, 2010			X\$112.50
SPRING SEMESTER--PM			
February 3, 2010	X\$800	X\$450	X\$225
March 24, 2010	(\$100 discount)		X\$225
April 22, 2010		X\$450	X\$225
May 27, 2010			X\$225

SPRING SEMESTER—AM

February 3, 2010	X\$400	X225	X\$112.50
March 24, 2010	(\$50 discount)		X\$112.50
April 22, 2010		X225	X\$112.50
May 27, 2010			X\$112.50

**Above program cost are based on full five-day program at regular rate for one child.*

Afternoon rate is based on \$10 for one child; half price (\$5) per afternoon for each additional child.

Morning rate is based on \$5 for one child; half price (\$2.50) per morning for each additional child.

Payment must accompany calendars. If you plan on paying on a monthly basis you **must** have the calendar and the payment into the office by the 15th of the prior month (September 15 for the month of October). This policy is to insure that your child is put on the schedule so that the teacher knows he/she is staying for Latchkey and not sent home on the bus with no one at home. This was a problem in the past and must be strictly adhered to. **A \$10 late fee will be charged if a calendar is not in the Board Office by the 27th of the prior month. If no calendar is submitted and the child attends you will be charged the emergency drop off fee of \$15 for every date of attendance until the calendar is submitted with payment.** Note: There are no refunds or credits.

MAILING/DROP-OFF ADDRESS: Mail or drop off your payment and registration materials to—

Dennis Township Hagan Road School
Attn: Hawklet's Nest Program Director
601 Hagan Road
Cape May Ct. Hse., NJ 08210

HOURS OF OPERATION: The morning program hours begin at 7:00 and end when school begins (except late snow/emergency closing days). **There will be no morning latchkey when there is a delayed opening.** The afternoon program begins at school dismissal (regular and early) and ends at 6:00 *promptly*. Parents who pick up their children late will be charged a late fee (please see "Late Pick-Up Policy").

HOLIDAYS AND STAFF DEVELOPMENT DAYS: No after school care will be provided on scheduled school holidays or staff development days.

PROGRAM LOCATION: The program will use the cafeteria, playground, and selected classrooms for activities.

SNACK: You are encouraged to send a healthy snack and a drink in for your child's refreshment during the after school hours. Snacks will not be provided. On a limited basis, refreshments are also available from the cafeteria vending machines.

SIGN OUT PROCEDURES: Parents/guardians or designated adults will sign out their children with the teacher on duty. The Director and/or teachers on duty will carry the student sign-out sheet with them to verify adult identification. At 5:45 p.m., all students not yet picked up will report to the cafeteria to wait for their parents/guardians.

LATE PICK-UP POLICY: If you are unable to pick your child up by 6:00 p.m., it is your responsibility to contact the Director AND teacher on duty on the cell phone # 609-780-0136 to discuss your circumstances (609 Area code must be dialed). If you arrive between 6:01 p.m. and 6:05 p.m., you will be billed \$5.00. Arrival between 6:05 p.m. and 6:15 p.m. will result in a total extra bill of \$10.00. Any arrival after 6:15 p.m. will

result in a charge of \$15.00 plus \$1.00 per minute thereafter. The parent/guardian (or designated adult) will be required to sign a “*Late Pick-up Form*” indicating if the money was paid or is to be added to the next installment. If all installments are paid, the amount is due within the next two school days or your child will be dropped from the program. The New Jersey State Police may be contacted if your child is not picked up on time. The school master clock will be used to determine correct time.

DISCIPLINE: Our after school program necessitates a cooperative effort among parents, students, and staff. Discipline problems will not be tolerated. All school rules and codes of conduct will be in effect. Disregard of these policies will result in disciplinary action according to this document. First, the student will be warned; second, parents will be sent a written notice of the incident or action; and finally, upon receipt of a third written notice of disciplinary problems, the child will be dismissed from the program. Students may also be dismissed from the program for the first incident that seriously jeopardizes the physical safety of themselves or others. No refunds will be provided for students dismissed from the program for disciplinary reasons.

TRANSPORTATION: Parents/guardians (or designated adults) are responsible for picking up students. No bus transportation will be provided.

PROGRAM DIRECTOR CONTACT INFORMATION:

The Director is Ms. Jacquelin. She can be reached at Dennis Township Primary School at (609)861-2821ext. 501 during regular school hours. Please feel free to call if you have questions about the program, registration, or special needs. Emergency drop-in notice should be given directly to either the elementary or middle school principal’s office staff.

Do not leave voicemail for emergency drop-in participation.

PARENT/GUARDIAN AND STUDENT AGREEMENT: Registration of your child into the program will require you to formally agree to the policies and regulations set forth in this document.

SPECIAL ASSISTANCE: Financial assistance is available through the EIRC if you qualify through this outside agency. EIRC is *not* affiliated with the school district. You should contact the EIRC organization *immediately* at (609) 886-5164 if you require financial assistance.

Note: Registration materials will require parents/guardians to sign the following statement:

I have read and agree to the policies and procedures for participation in the Hawklet’s Nest Program.

Parent/Guardian Signature

Date

DENNIS TOWNSHIP SCHOOL DISTRICT

Hawklet's Nest

Before and After School Program

601 Hagan Road
Cape May Ct. Hse., New Jersey 08210
August 13, 2009

Dear Parents/Guardians:

The Dennis Township School District will offer before and after school child care beginning on the first day of school. The *Hawklet's Nest* is open to children in kindergarten through fifth grade.

The morning session is available for children from 7:00 a.m. at the Hagan Road School until the school day begins. It will be held in the cafeteria and the cost is \$5.00 per day per first child and \$2.50 per day for each additional child.

The afternoon session is also available at the Hagan Road School for children from dismissal (both early and regular) until 6:00 p.m. The cost is \$10.00 per day per first child and \$5.00 per day for each additional child.

Certified teachers and assistants staff both the morning and afternoon programs. The program has its own supply of games and activities to keep the children interested during the time they spend there. Typically, the children will gather in the cafeteria where they will eat their snacks and begin homework assignments. Afterwards, weather permitting, they will enjoy some time on the playground outside. In cases of inclement weather, the students will utilize the media center, the computer room, and the classrooms for indoor activities.

You may register via the mail or in person with the Hagan Road office staff from August 15 through September 1. The office hours are 8:00 to 2:00. Registration fees, registration forms, and medical forms are due **no later than September 1, 2009**. Please be advised that a late registration fee will be assessed if you attempt to register after September 1. Registration forms and calendars may be found on line at www.dennistwpschools.org.

We hope this program will continue to serve the needs of our community. We welcome your feedback throughout the year. Please feel free to contact the school (861-2821 x 506) if you have any questions or concerns. Have a great summer!

Sincerely,

Noëlle Jacquelin
Director of Curriculum and Instruction