



Registration for the 2018-2019 Before & After School Program is now open. The registration form and payment must be brought to Mrs. Skiba in the Administration Office located at 599 Roosevelt Avenue in order to register your child. Please do not email the registration form; we will only accept complete packages.

Once the complete package is received, your child will be able to begin the Before and/or After Care Program two school days later. This is necessary to allow time to get the appropriate paperwork to the respective schools. For example, if you submit the registration form and payment on a Tuesday, your child may begin the program on Thursday and so forth. There will be no exceptions to the two-day rule.

If you have any questions, please contact Mrs. Skiba at (732) 541-8960 x-6005 or via email at eskiba@carteretschools.org.

**Carteret Board of Education
2018-2019 BEFORE/AFTER SCHOOL PROGRAM INFORMATION**

Before Care begins at 7:00 AM; After Care ends at 6:00 PM. There are **no** "DAILY DROP-INS" permitted and no daily fees. All children must be signed in to Before Care and signed out of After Care each day. The program is available to students in Pre-K (provided fully potty-trained) through Grade 5. Your child(ren) may begin the program two (2) days after the registration form and payment are received. There will be no exceptions.

If you receive assistance from Community Child Care Solutions, you **MUST** swipe your child in and out of the program every day as per contract. **Parent(s)/Guardian(s) will be responsible for any payment not received by the Carteret Board of Education from Community Child Care Solutions for failure to swipe.**

Breakfast is available to the Before Care students to purchase, and the price is based on your free/reduced/full pay lunch status. A snack is provided for each child during After Care at no additional cost. The Payments Schedule is as follows:

Program	5 Days/Week Monthly Fee	4 Days/Week Monthly Fee	3 Days/Week Monthly Fee	2 Days/Week Monthly Fee	1 Day/Week Monthly Fee
Before	\$ 90.00	\$ 76.00	\$ 62.00	\$ 49.00	\$ 35.00
Before – 2 nd Child	\$ 90.00	\$ 76.00	\$ 62.00	\$ 49.00	\$ 35.00
After	\$ 216.00	\$ 178.00	\$ 140.00	\$ 103.00	\$ 65.00
After – 2 nd Child	\$ 206.00	\$ 168.00	\$ 130.00	\$ 93.00	\$ 55.00
Before/After	\$ 255.00	\$ 210.00	\$ 165.00	\$ 121.00	\$ 76.00
Before/After – 2 nd Child	\$ 235.00	\$ 200.00	\$ 155.00	\$ 111.00	\$ 66.00

On **scheduled** delayed openings, Before Care will be available at the regularly scheduled time at no extra charge. There will be no Before Care available during instances of delayed openings due to inclement weather. On Early Dismissals, After Care will be available at dismissal at no extra charge. The only exception will be Early Dismissal before a holiday -- notification will be given to parents/guardians.

On days when there is an Abbreviated Session, the After School Program will begin immediately at dismissal. There are no additional fees for Abbreviated Sessions. The only exception is there will be no After Care on Abbreviated Sessions before a holiday – a note will be sent to parents.

Tuition will not be prorated for months of partial attendance and will not be refunded for any reason once the month begins. Tuition is calculated on 180 days of school and is the same each month regardless of the amount of school days in the month. Returned checks will be subject to a \$30.00 fee.

Payments can be made online via a credit or debit card paid on the Parent Portal, or via check or money order mailed to the Board Office at 599 Roosevelt Avenue or dropped in the mail box in the lobby of the Board Office. Payments are **not** to be sent with your child to school or the Before/After Care Program. Regardless of when during the month a child begins or ends the program, full payment for that month must be made. Payments will not be prorated. **All payments are due before the start of month that services will be rendered.** For example, the month of October must be paid on or before September 30th, the month of November must be paid on or before October 31st, etc. **This will be strictly enforced. It is your responsibility to send in your payment on time; monthly invoices will not be issued.** If your account falls in arrears, your child will be removed from the program. If you participate in Community Child Care Solutions, it is your responsibility to contact Mrs. Skiba to see what your co-payment is. Returned checks will be subject to a \$30.00 fee. Late fees will be assessed at \$20.00 for minutes 1-15 late; an additional \$20 for minutes 16-30 late; and an additional \$20.00 for minutes 30-45 late. All late fees will be due with the next month's tuition. If the late payment is not received the following month, your child will be removed from the program. For example, if you are late and pick up your child at 6:21, you will receive a late notice fee of \$40.00. This will occur each and every time that you are late picking up your child.

Any and all monthly and/or permanent changes to your child's schedule of days and/or services must be made to Mrs. Skiba by email or in writing. Notification to the school or program staff and/or update forms sent from home to the school are not notification to this office and will not affect the change. You will be held responsible for monthly payments if notification is not received prior to the requested change, as we staff the program based on enrollment. You must also notify your child's teacher of your child's schedule, including daily and/or permanent changes.

**CARTERET PUBLIC SCHOOLS
BEFORE & AFTER SCHOOL PROGRAM
2018-2019 School Year**

***Circle Choice of Program and Days per Week**

Date Child Will Begin Program: _____

Program	5 Days/Week Monthly Fee	4 Days/Week Monthly Fee	3 Days/Week Monthly Fee	2 Days/Week Monthly Fee	1 Day/Week Monthly Fee
Before	\$ 90.00	\$ 76.00	\$ 52.00	\$ 49.00	\$ 35.00
Before – 2 nd Child	\$ 90.00	\$ 76.00	\$ 52.00	\$ 49.00	\$ 35.00
After	\$ 216.00	\$ 178.00	\$ 140.00	\$ 103.00	\$ 65.00
After – 2 nd Child	\$ 206.00	\$ 168.00	\$ 130.00	\$ 93.00	\$ 55.00
Before/After	\$ 255.00	\$ 210.00	\$ 165.00	\$ 121.00	\$ 76.00
Before/After – 2 nd Child	\$ 235.00	\$ 200.00	\$ 155.00	\$ 111.00	\$ 66.00

School _____ Days of Week _____

Child's Name _____ Date of Birth _____ Grade _____

Child's Name _____ Date of Birth _____ Grade _____

Child's Name _____ Date of Birth _____ Grade _____

Home Address _____ Home Phone _____

Email Address: _____

Parent/Guardian Name _____ Cell # _____ Work # _____

Parent/Guardian Name _____ Cell # _____ Work # _____

PERSONS AUTHORIZED TO CALL FOR YOUR CHILD: (Changes from you in writing)

Emergency Numbers: Please give the name, address, and phone number of two people that may be notified in case of an emergency or illness when parents/guardians are not available. No child will be registered without two (2) emergency persons & numbers to contact.

Name _____ Cell # _____ Home # _____

Name _____ Cell # _____ Home # _____

EMERGENCY MEDICAL RELEASE:

If emergency medical care is deemed necessary and I cannot be contacted, I authorize the Child Care staff to act in my behalf in granting permission for my child to receive emergency treatment.

MEDICAL/HEALTH CONCERNS _____

(Medications, Allergies, Special Needs, etc.)

Tuition Agreement and Emergency Medical Release Signature on Reverse Side

**CARTERET BOARD OF EDUCATION
BEFORE & AFTER SCHOOL PROGRAM
2018-2019 SCHOOL YEAR**

PAYMENT AGREEMENT

____ (I/We) the parent(s) or guardian(s) certify that the child listed on the reverse side presently resides with the under-
signed at the designated address and is presently a student enrolled in the Carteret Public School District.

Initial

____ (I/We) the parent(s) or guardian(s) certify that the child listed on the reverse side, if in a Pre-K Class, is fully potty-
trained.

Initial

____ (I/We) have been informed of all the regulations and provisions offered by the Carteret Public School District in
connection with its Before & After School Programs and hereby agree to abide thereto.

Initial

- The undersigned agrees to pay all tuition payments/co-pays in accordance with the program as outlined, **on or before the last day of the preceding month for which services will be provided.**
- The undersigned understands that the child/ren shall not be permitted to participate in this program if the tuition/co-pay is not received in full on the date set forth above and if any late charges from the previous month are not paid.
- A child shall be permitted to participate in the program for any month for which total payment of tuition/co-pay has been received.
- Late fees will be assessed at \$20.00 for minutes 1-15 late; an additional \$20 for minutes 16-30 late; and an additional \$20.00 for minutes 30-45 late. All late fees will be due with the next month's tuition. If the late payment is not received the following month, your child will be removed from the program. For example, if you are late and pick up your child at 6:21, you will receive a late notice fee of \$40.00. This will occur each and every time that you are late picking up your child. Late fees must be paid with the following month's payment.
- The undersigned fully understands that the Carteret Board of Education has the right to terminate this agreement at any time and for any reason, providing the undersigned receives five (5) days prior written notice.
- The undersigned further acknowledges that the Carteret Board of Education may terminate this agreement for any failure of the undersigned or the child to abide with the regulations and conditions referred to in the above documentation and may for any other cause which the Carteret Board of Education feels, in its sole discretion, is not for the best interest of the child or the district, including behavioral issues.
- Any default in the payment of tuition/co-pay or other related charges shall result in the undersigned being responsible for the same plus interest, as well as any cost, including reasonable attorney's fees that may be necessary for the Board to expend in collecting the same.
- The undersigned agrees to make payments via debit/credit card online on the Parent Portal or by check/money order on or before the last day of the month preceding his/her child's attendance, payable to the Carteret Board of Education at: **CARTERET BOARD OF EDUCATION 599 ROOSEVELT AVENUE, CARTERET, NJ 07008 ATTN: BEFORE/AFTER SCHOOL PROGRAM.**
- Any and all monthly and/or permanent changes to your child's schedule of days and/or services must be made to Mrs. Skiba by email or in writing. Notification to the school or program staff and/or update forms sent from home to the school are not notification to this office and will not affect the change. You will be held responsible for monthly payments if notification is not received prior to the requested change, as we staff the program based on enrollment. You must also notify your child's teacher of your child's schedule, including daily and/or permanent changes.

In acknowledgment of the terms of this agreement, please sign below.

Name of Parent/Guardian

Signature of Parent/Guardian

Date