



Margaret Dolan, Ed.D.
Superintendent

WESTFIELD PUBLIC SCHOOLS

A Tradition of Excellence

302 Elm Street *Westfield *New Jersey *07090

908-789-4400

www.westfieldnj12.org

May 2018

Dear Parents/Guardians:

Student participation in athletic and/or co-curricular activities is an important part of an education. We encourage students to participate in these supervised activities that enhance their school experience by building new skills, friendships and school spirit. With reductions to the funding of public schools, it is increasingly difficult to maintain these programs. For this reason, the Westfield Public School District is continuing to require a Student Activity Fee for the 2018-2019 school year.

I anticipate that the Student Activity Fee will cover 10% of the cost of Westfield's programs. The school district's budget will continue to pay the remaining costs.

The Student Activity Fee has been implemented since 2010 as a two-tier program. The guidelines and procedures for the 2018-2019 school year are on page 2 of this letter. For students participating in high school athletics, 8th grade sports, and high school and intermediate dramas and musicals, the fee will remain \$125. The fee for all other school sponsored clubs and activities at the intermediate and high school level, as well as participation in the elementary All-City Chorus, Band and Orchestra will remain \$60. The maximum annual fee per student remains \$125 regardless of the number of sports, dramas, musicals, clubs and other activities the student participates in during the entire school year.

If you have any questions, please speak with your school principal, coach or club advisor.

Best wishes for a successful school year.

Sincerely yours,

Margaret Dolan

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Westfield Public Schools
Westfield, New Jersey 07090

Student Activity Fee Guidelines and Procedures for 2018 - 2019 School Year

1. Participants in dramas, musicals, athletics and/or co-curricular activities will be assessed a **one-time annual Student Activity Fee.**

- Tier 1 activities: \$125
High School: Dramas, Musicals, Athletics
Intermediate: Dramas, Musicals, 8th Grade Sports
- Tier 2 activities: \$60
High School: All clubs and activities not in Tier 1
Intermediate: All clubs and activities not in Tier 1
Elementary: All City Chorus, All City Band, All City Orchestra

Hi's Eye and Marching Band are exempt from the Student Activity Fee because they are part of the school curriculum.

2. The maximum annual fee per student will be \$125, regardless of how many sports, dramas, musicals, clubs and other activities the student participates in during the entire school year. Initial payment of \$60 for a Tier 2 activity may be supplemented with additional payment of \$65 if a student participates in a subsequent Tier 1 activity.

3. The Student Activity Fee does not guarantee or influence participation time in athletic games, specific positions on an athletic team, or specific roles in performances. Those decisions are the sole responsibility of the coaches, advisors and directors.

After payment of the Student Activity Fee, if a student is deemed ineligible for the activity, the activity fee will be refunded unless the student plans on participating in another activity during the school year. The parent must request a refund, in writing, to the building principal. Any student participant who leaves the activity or who is removed for disciplinary or scholastic deficiencies is not eligible for a refund.

4. The Student Activity Fee may be waived under certain circumstances. Students who are eligible for the Federal Free & Reduced Lunch Program are entitled to a waiver of this fee upon request, in writing, to the building principal. Families experiencing financial hardship should request waiver consideration by informing a coach, advisor or the building principal of their situation, whomever the parent prefers.

Students who do not participate in any Tier 1 or Tier 2 activities are not required to pay the Student Activity Fee.

5. Payment for **athletic team** participation – Student Activity Fee payments can only be made online. To participate in a sport go to:

- <https://westfieldhs-ar.schooltoday.com/> and click the Athletic Team Registration icon to register and complete the online payment process. If a student does not make a team, the fee will be refunded.

6. Payment for **clubs/activities** – Student Activity Fee payments can only be made by check *after confirmation from the advisor that the student was accepted in the activity:*

- Fill out the Student Activity Fee form below, staple your check or money order made payable to **Westfield Board of Education Student Activity Fee** and return it to the Westfield Board of Education, Business Office, 302 Elm Street, Westfield, NJ 07090

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Please print the following information.

2018-2019 School Year

Student Name:	School:	Grade:	Activity	<u>Fee Amt.</u>
			Activity	<u>Fee Amt.</u>
			Fee Total – Max \$125	<u>Fee TOTAL</u>
Please consider a donation to supplement your Student Activity Fee for those who cannot afford it.				<u>Donation Amt.</u>
				TOTAL
				<u>TOTAL Amt.</u>

Parent/Guardian Name: _____

Address: _____ Parent E-mail Address: _____

Parent/Guardian Signature: _____ Phone: _____

Return this form, with payment, to the

**Westfield Board of Education
Business Office
302 Elm Street
Westfield, NJ 07090**



Westfield Public Schools
Westfield, New Jersey 07090

Student Activity Fee -- 2018-2019 School Year

Frequently Asked Questions

Question: My child would like to try out for a sports team. Do I have to pay the student activity fee before he/she can try out?

Answer: Yes, you must register and pay the activity fee in order for your child to try out for a sports team. Go to <https://westfieldhs-ar.schooltoday.com> and click the Athletic Team Registration icon to register and complete the online payment process.

Question: If my child is NOT accepted to a sports team, will I get a refund?

Answer: Yes, if your child does not make the team, the fee will be refunded.

Question: If my child belongs to more than one club (Tier 2), does he/she have to pay \$60.00 for each club he/she joins?

Answer: No, your child pays \$60.00 regardless of how many clubs he/she joins.

Question: If my child is a member of a sports team (Tier 1) for \$125.00 and then joins a club (Tier 2), do I have to pay an additional \$60.00?

Answer: No, the maximum a student pays is \$125.00 regardless of how many Tier I and Tier II activities he/she participates in.

Question: If my child is in Marching Band and/or *Hi's Eye*, does he/she have to pay the student activity fee?

Answer: No, Marching Band and *Hi's Eye* are part of the school curriculum in which the student receives a grade, therefore, the Student Activity Fee does not apply.

Question: If my elementary school child is accepted into All City Chorus, All City Band or All City Orchestra, do I pay \$60.00 for each group he/she is a member?

Answer: No, All City is considered one activity (Tier 2), therefore, \$60.00 is the maximum you are required to pay.

Question: Where do I send the completed form and check for clubs/activities or contact if I have a question?

Answer: It is best to mail the check and the form directly to the Business Office so that payment can be recorded.

Please make sure your check is attached to a form if paying by check.
Make check payable to the *Westfield Board of Education Student Activity Fee* and mail to:

Westfield Board of Education
Business Office
302 Elm Street
Westfield, NJ 07090

Questions? Please call: 908-789-4414