

Time + Program Information  
&  
Registration Forms



Tinton Falls School District  
2022-2023

THE TINTON FALLS SCHOOL DISTRICT  
TIME + AFTER-SCHOOL PROGRAM

658 TINTON AVENUE  
TINTON FALLS, NJ 07724  
732-233-9114  
FAX 732-542-1158  
<http://tfs.k12.nj.us>

Lisa Goldey, Ed. D  
Superintendent of Schools

Vin Daniels  
Business Administrator/Board Secretary

Dear Parents/Guardians:

Welcome to Time + in Tinton Falls, grades K-5. We are looking forward to our 2022-2023 after-school care program, which will begin on Thursday, **September 8, 2022, at dismissal time**. Attached are the Time + program and registration information. A calendar indicating all days and times that the program is in session is also included. Please carefully review all information before signing the Parent Assurance Statement/ Student Registration form at the end of this packet.

Teacher coordinators operate the program each day at MFA and SRS. Assistants are assigned to work with them every afternoon. We also have approved teacher/staff members as well as guest teachers from the district to assist with the program as necessary. The program is available at both schools as long as sufficient student enrollment is met.

**Registration Procedure:**

1. **Complete, sign, and return Parent Assurance Statement/Student Registration forms.**
2. **Include a two-month tuition payment at the time of registration** by August 18th (September and June tuition – see “Tuition Guidelines”) in order to have your child begin the program on September 8th. **Students registered after August 18th, will not be able to begin the program until the week of September 12<sup>th</sup>.**
  - ❖ **Registration for the 2022/2023 school year begins July 5, 2022.**
  - ❖ **Registrations must be brought to the following address:**

Tinton Falls Board of Education  
658 Tinton Avenue  
Tinton Falls, New Jersey 07724

Parents may enroll children throughout the year. A minimum of **forty-eight hours notice** is required to begin Time +.

Should you have any questions about the program, please contact Patty Caruso at [pcaruso@tfschools.org](mailto:pcaruso@tfschools.org) or 732-233-9114.

Very truly yours,

Lisa Goldey, Ed.D.  
Superintendent of Schools

## K-5 PROGRAM GUIDELINES

Time + operates daily from school dismissal until 6:00 P.M.

**\*\*For the safety of everyone, the Time + Program will follow NJDOH, NJDOE, and CDC guidance\*\***

1. Time + Coordinators may be reached while Time + is in session using the following cell phone numbers:  
Atchison School **732-245-9346** and Swimming River School **732-245-9698**. Please keep this number handy or program it into your cell phone in case of an emergency.
2. When your child will not be in Time + for any reason, please be sure to inform the coordinators and your child's classroom teacher either the day before or the same morning of the absence. Notification must be in writing. In the event that advanced notification is not possible, please notify your child's school.
3. Parents are required to sign their children out daily with a Time + coordinator. Children **will not** be released to anyone under the age of 17. Children will not be permitted to walk home and/or leave unescorted. Children will not be escorted by Time + coordinators to after-school activities.
4. Children will only be released to those family members and/or neighbors/friends identified on the registration form. Photo identification is required for release to anyone other than the parent. Parents may make additions/changes by notifying the coordinators in person. Children may not return to Time + once they have been signed out.
5. Please notify Time + coordinators when any registration information changes during the year (i.e. changes in address, home/work telephone numbers, emergency contacts, etc.). All changes must be made in person. Notes reflecting changes will not be accepted.
6. Both the school calendar and the Time + calendar are included in the registration packet. Please note the school days/vacations when Time + will/will not operate. Children must be present in school at the end of the day in order to attend Time +.
7. Please send an after-school snack/drink with your child every day. **Time + is a "nut-free" facility; therefore, please refrain from sending in any snacks containing nuts.** Children will be given time to eat once they arrive at Time +. Sharing snacks is not permitted.
8. Time + does not encourage children to bring personal items/toys and will not be responsible for any loss or damage.
9. Teachers may not administer medications to children. Please include any allergies/medical needs your child has on the Parent Assurance Statement.
10. **In the event of a weather-related emergency early closing, Time + will be canceled and the children will be sent home on their regular bus. Notify the main office if you do not want your child to go on the bus and that you will be picking him/her up.**
11. **In the event in which after-school activities are canceled, Time + will only operate until 5:00.**

### ACTIVITY DESIGN

Children will participate weekly in:

- ★ Recreational play
- ★ Technology lab time
- ★ Homework assistance (please speak with your building coordinators)
- ★ Arts and crafts/holiday projects
- ★ Outside play
- ★ Special events will be announced throughout the year



Should any child engage in any **inappropriate behavior**, parents will be informed. Coordinators are responsible for the safety of all children. Should a coordinator need to temporarily remove a child from attending, 24-hour notice will be given to the parent. Repeated inappropriate behavior will result in dismissal from Time + for the remainder of the year. If a child is dismissed from the program due to inappropriate behavior more than once, he/she will be indefinitely prohibited from returning to the Time + program in the future.

## TIME + TUITION GUIDELINES

*REGISTRATION* requires an initial payment of two months\* (September & June). Payments can be made monthly, quarterly in advance, or for the full year in advance. Parents paying for the entire year in September will receive a 5% discount.

*Registrations occurring during the school year will require a minimum of 48 hours' notice.*

**TUITION** is a yearly amount payable in monthly installments. Monthly payments are calculated by dividing the yearly amount equally by the ten school months. Tuition does not include holidays or school vacations when Time + is not in session.

**PAYMENTS** are due in the Business Office on the first day of each month. Payments may be made in the form of cash, money order, check, or via PaySchools Central. Please make checks payable to: Tinton Falls Board of Education.

Mail payments to Time +, Tinton Falls Board of Education, 658 Tinton Avenue, Tinton Falls, NJ 07724. Please include your child's name and the month that the tuition is for on the memo portion of your check.

Please be advised that Time + does not prepare monthly or yearly statements for tax purposes. If you require a receipt for your tuition payments, please send a prepared receipt requiring just a signature, along with a self-addressed stamped envelope.

**LATE NOTICES** from the Business Office will be sent if tuition is not paid by the 5<sup>th</sup> of the month. Should a reminder be sent, a \$15.00 late fee will be assessed. Dismissal from Time + will occur when your tuition is in arrears for more than one month. Continuous delinquent payments will result in removal from the after-school care program for the current year and/or jeopardize enrollment for the following year.

**LATE FEES** for Time + will occur when a parent arrives after 6:00 P.M. to pick up their child. This charge is \$30.00 for the first 15 minutes and \$37.50 per hour for each additional hour. Three late pick-ups during the year will result in dismissal from the program.

**EXTRA DAYS** are incurred only by parents registering for the 4-day-a-week program or less. Occasionally your child may need to attend Time + on an unscheduled day. There will be no charge if you switch one of your scheduled days for an unscheduled day within the same week. An extra day charge (per day rate) will be incurred if your child attends his/her regularly scheduled days plus an unscheduled day in the same week. Days your child is absent from Time + cannot be accumulated for future use.

**EMERGENCY DAYS** are available for students who are not enrolled in the Time + program. The fee is \$40.00 on a regular school day and \$55.00 on a single-session school day.

**CHANGES** made to your original Time + schedule are required to be in writing 48 hours prior to the change. The Time + coordinators, your child's homeroom teacher, and the Business Office require written notification. Two changes will be permitted. Afterward, a \$10.00 fee will be assessed for each subsequent change. Flexible schedules cannot be accommodated.

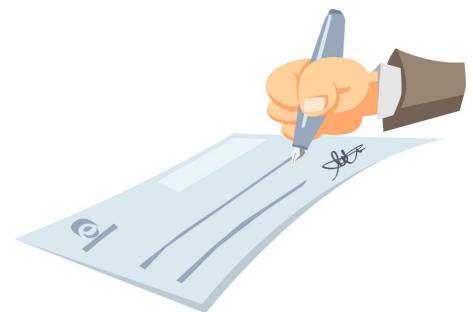
**WITHDRAWAL** from the program is required to be in writing 48 hours prior to the child's last day. The Time + coordinators, your child's homeroom teacher, and the Business Office must be notified. Upon receiving written notice in the Business Office, the Time + account will be updated and then closed. Any remaining balance will be due immediately. Failure to provide Time + with 48 hours' notice will result in a \$25.00 penalty either being added to your remaining balance or billed directly to you. All payments/deposits are non-refundable; therefore, no refunds will be issued throughout the year.

Monthly Tuition Payment  
Schedule/Rates

# of Days/Week	# of Children	Annual Tuition	Monthly Tuition
5 days	1 <sup>st</sup> Child	\$2400	\$240
5 days	2 <sup>nd</sup> Child	\$2300	\$230
4 days	1 <sup>st</sup> Child	\$2200	\$220
4 days	2 <sup>nd</sup> Child	\$2100	\$210
3 days	1 <sup>st</sup> Child	\$2000	\$200
3 days	2 <sup>nd</sup> Child	\$1900	\$190
2 days	1 <sup>st</sup> Child	\$1800	\$180
2 days	2 <sup>nd</sup> Child	\$1700	\$170
1 day	1 <sup>st</sup> Child	\$1600	\$160
1 day	2 <sup>nd</sup> Child	\$1500	\$150

→ Payments may be made at the Tinton Falls Board of Education office or via PaySchools. PaySchools information can be accessed here:

[www.payschoolscentral.com](http://www.payschoolscentral.com)



→ If paying at the Tinton Falls Board of Education office, please be sure to make checks payable to the Tinton Falls Board of Education and include your child's name and the tuition month in the memo portion of the check.

**TIME + 2022-2023**

September 8, 2022	<b>TIME + BEGINS</b>	First Day for Students
September 26, 2022	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - ROSH HASHANAH</b>
October 5, 2022	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - YOM KIPPUR</b>
October 10, 2022	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - COLUMBUS DAY</b>
October 31, 2022	<b>TIME + Dismissal - 6:00 P.M.</b>	Single Session Day - Staff PLC's
November 4, 2022 November 7-9, 2022	<b>TIME + Dismissal - 6:00 P.M.</b>	Single Session Day - P/T Conferences
November 10, 2022 November 11, 2022	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - NJEA CONVENTION</b>
November 23, 2022	<b>TIME + Dismissal - 6:00 P.M.</b>	Single-Session Day - Thanksgiving Holiday Begins
November 24, 2022 November 25, 2022	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - THANKSGIVING</b>
December 23, 2022	<b>TIME + Dismissal - 6:00 P.M.</b>	Single-Session Day - Winter Break Begins
December 26, 2022- January 2, 2023	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - WINTER BREAK</b>
January 13, 2023	<b>TIME + Dismissal - 6:00 P.M.</b>	Single Session Day - Staff PLC's
January 16, 2023	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - M.L. KING BIRTHDAY</b>
February 16, 2023	<b>TIME + Dismissal - 6:00 P.M.</b>	Single Session Day - Staff PLC's
February 17, 2023	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - Staff Professional Day</b>
February 20, 2023	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - PRESIDENTS' DAY</b>
March 17, 2023	<b>TIME + Dismissal - 6:00 P.M.</b>	Single Session Day - Staff PLC's
April 7, 2023 - April 14, 2023	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - SPRING BREAK</b>
May 26, 2023	<b>TIME + Dismissal - 6:00 P.M.</b>	Single Session Day - Staff PLC's
May 29, 2023	<b>TIME + CLOSED</b>	<b>SCHOOLS CLOSED - MEMORIAL DAY</b>
June 9, 2023	<b>TIME + Dismissal - 6:00 P.M.</b>	Single Session Day - Staff PLC's
June 20-22, 2023	<b>TIME + Dismissal - 6:00 P.M.</b>	Single-Session Days



# PARENT ASSURANCE STATEMENT / STUDENT REGISTRATION

## Time + 2022-2023

PLEASE PRINT ALL INFORMATION:

PLEASE DO NOT STAPLE ANYTHING TO THIS FORM

CHILD (S) NAME	START DATE	NUMBER OF DAYS	ATTENDING (PLEASE CIRCLE DAYS)	GRADE	TEACHER (leave blank if unknown)	BUS #
			M T W TH F			
			M T W TH F			
			M T W TH F			

**PLEASE COMPLETE ONE FORM PER SCHOOL**

Parent/Guardian #1:

**PLEASE WRITE LEGIBLY**

<b>NAME:</b>		<b>EMAIL ADDRESS :</b> <small>(work and home if applicable)</small>	
<b>ADDRESS:</b>		<b>ZIP:</b>	
<b>HOME PHONE:</b>		<b>WORK:</b>	<b>CELL:</b>

Parent/Guardian #2:

**PLEASE WRITE LEGIBLY**

<b>NAME:</b>		<b>EMAIL ADDRESS:</b> <small>(work and home if applicable)</small>	
<b>ADDRESS:</b> <small>(if different from above)</small>		<b>ZIP:</b>	
<b>HOME PHONE:</b>		<b>WORK:</b>	<b>CELL:</b>

Emergency Contact #1: (In case parent/guardian cannot be reached)

<b>NAME:</b>			
<b>HOME PHONE:</b>	<b>WORK:</b>	<b>CELL:</b>	

Emergency Contact #2: (Must be someone other than parent/guardian)

<b>NAME:</b>			
<b>HOME PHONE:</b>	<b>WORK:</b>	<b>CELL:</b>	

My child/children may **only** be released to myself and/or the following adults (over 17):

- 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

**PLEASE IDENTIFY ANY MEDICAL, ALLERGY AND/OR SPECIAL NEEDS BELOW:**

I have read all information and agree to comply with the guidelines and payment schedule as set forth by the Tinton Falls Board of Education.

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

**\*\*PLEASE NOTIFY A COORDINATOR IN PERSON OF ANY CHANGES IN THE ABOVE INFORMATION\*\***