

Early Birds Program Information
&
Registration Forms



Tinton Falls School District
2017-2018

THE TINTON FALLS SCHOOL DISTRICT
EARLY BIRDS BEFORE-SCHOOL PROGRAM

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

John P. Russo
Superintendent of Schools

Tamar Sydney-Gens
Business Administrator/Board Secretary

Dear Parents/Guardians:

Welcome to Early Birds in Tinton Falls, grade K-5. We are looking forward to our 2017-2018 before-school care program, which will begin on Wednesday, **September 6, 2017 at 7:00 A.M.** Attached is the Early Birds 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 each morning. 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** (September and June tuition – see “Tuition Guidelines”).
 - ❖ **Registration for the 2017/2018 school year will begin on June 1st and close on June 30th.**
 - ❖ **Registrations must be brought to the following address:**

Tinton Falls Board of Education
658 Tinton Avenue
Tinton Falls, New Jersey 07724
 - ❖ **Parents may not mail or send the registration/tuition to school with children.**

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

Should you have any questions about the program, please contact Patty Caruso at pcaruso@tfs.k12.nj.us or 732-233-9114.

Very truly yours,

John P. Russo
Superintendent of Schools

***The implementation of the Early Birds program is contingent upon the registration of a minimum of 13 students. Parents will be notified by July 3rd if sufficient enrollment is not met. Should sufficient enrollment not be met, payment will be returned to the registrant.**

K-5 PROGRAM GUIDELINES

Early Birds operates daily from 7:00 A.M. until 8:25 A.M.

1. A telephone number to contact the program coordinator will be provided in the beginning of the school year.
2. Children enrolled in Early Birds must be escorted into the building by a parent and signed in with the coordinator.
3. When your child will not be in Early Birds for any reason, please be sure to inform the coordinator either the day before or the same morning of the absence. Advanced notification must be in writing.
4. Please notify Early Birds 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.
5. Both the school calendar and the Early Birds calendar are included in the registration packet. Please note the school days/vacations when Early Birds will/will not operate.
6. Breakfast will not be provided; however children may bring in a simple breakfast that does not require heating. **Early Birds is a “nut-free” facility; therefore, please refrain from sending in anything containing nuts.**
7. Early Birds does not encourage children to bring personal items/toys and will not be responsible for any loss or damage.
8. Teachers may not administer medications to children. Please include any allergies/medical needs your child has on the Parent Assurance Statement.
9. **In the event of a delayed opening due to inclement weather, Early Birds will be cancelled.**



ACTIVITY DESIGN

Children will participate weekly in:

- ★ Recreational play
- ★ Technology lab time
- ★ Arts and crafts/holiday projects
- ★ Outside play

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 Early Birds 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 Early Birds program in the future.

EARLY BIRDS 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. Withdrawals which occur prior to September 6, 2017 will be eligible for a 50% refund of the 2-month payment/deposit. Any and all other withdrawals will not be eligible for any refund. Complete paperwork along with the **two (2)-month non-refundable payment/deposit are required before any child may begin the program.**

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 Early Birds is not in session.

PAYMENTS are due in the Business Office on the first day of each month. Make checks payable to: Tinton Falls Board of Education.

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

Please be advised that Early Birds 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 5th of the month. Should a reminder be sent, a \$15.00 late fee will be assessed. Dismissal from Early Birds will occur when your tuition is in arrears for more than one month. Continuous delinquent payments will result in removal from the before-school care program for the current year and/or jeopardize enrollment for the following year.

EXTRA DAYS are incurred only by parents registering for the 4 day a week program or less. Occasionally your child may need to attend Early Birds 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 (your 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 are absent from Early Birds cannot be accumulated for future use.

EMERGENCY DAYS are available for students who are not enrolled in the Early Birds program for a fee of \$20.00. The Parent Assurance Statement and payment must be submitted to The Business Office a minimum of 24 hours before the emergency day is needed.

CHANGES made to your original Early Birds schedule are required to be in writing 48 hours prior to the change. The Early Bird coordinators and the Business Office require written notification. Two changes will be permitted. Afterwards, a \$10.00 fee will be assessed for each subsequent change. Flexible schedules cannot be accommodated.

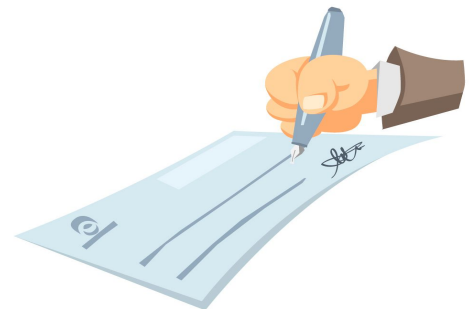
WITHDRAWAL from the program is required to be in writing 48 hours prior to the child's last day. The Early Bird coordinators, your child's homeroom teacher and the Business Office must be notified. Upon receiving written notice in the Business Office, the Early Birds account will be updated then closed. Any remaining balance will be due immediately. Failure to provide Early Birds 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 st Child	\$1100	\$110
5 days	2 nd Child	\$1000	\$100
4 days	1 st Child	\$1000	\$100
4 days	2 nd Child	\$900	\$90
3 days	1 st Child	\$900	\$90
3 days	2 nd Child	\$800	\$80
2 days	1 st Child	\$800	\$80
2 days	2 nd Child	\$700	\$70
1 day	1 st Child	\$700	\$70
1 day	2 nd Child	\$600	\$60

→ Checks should be made payable to the Tinton Falls Board of Education.

→ Child's name and the tuition month should be included in the memo portion of the check.



EARLY BIRDS 2017-2018

September 6, 2017	EARLY BIRDS BEGINS	First Day for Students
September 21, 2017	EARLY BIRDS CLOSED	SCHOOLS CLOSED - ROSH HASHANAH
September 22, 2017	EARLY BIRDS CLOSED	SCHOOLS CLOSED - Staff Professional Day
October 9, 2017	EARLY BIRDS CLOSED	SCHOOLS CLOSED - COLUMBUS DAY/ Staff Professional Day
November 9, 2017 November 10, 2017	EARLY BIRDS CLOSED	SCHOOLS CLOSED - NJEA CONVENTION
November 23, 2017 November 24, 2017	EARLY BIRDS CLOSED	SCHOOLS CLOSED - THANKSGIVING
December 25, 2017- January 2, 2018	EARLY BIRDS CLOSED	SCHOOLS CLOSED - WINTER BREAK
January 15, 2018	EARLY BIRDS CLOSED	SCHOOLS CLOSED - M.L. KING BIRTHDAY
February 16, 2018	EARLY BIRDS CLOSED	SCHOOLS CLOSED - Staff Professional Day
January 15, 2018	EARLY BIRDS CLOSED	SCHOOLS CLOSED - PRESIDENTS' DAY
March 30, 2018 - April 6, 2018	EARLY BIRDS CLOSED	SCHOOLS CLOSED - SPRING BREAK
March 30, 2018 - April 6, 2018	EARLY BIRDS CLOSED	SCHOOLS CLOSED - MEMORIAL DAY



CONFIDENTIAL

PARENT ASSURANCE STATEMENT / STUDENT REGISTRATION
Early Birds 2017-2018

PLEASE PRINT ALL INFORMATION:

CHILD (S) NAME	START DATE	NUMBER OF DAYS	ATTENDING (PLEASE CIRCLE DAYS)	GRADE	TEACHER	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

NAME:		EMAIL ADDRESS	
		:	
		(work and home if applicable)	
ADDRESS:			
	ZIP:		
HOME PHONE:		WORK:	
		CELL:	

Parent/Guardian #2:

PLEASE WRITE LEGIBLY

NAME:		EMAIL ADDRESS:	
		(work and home if applicable)	
ADDRESS: (If different from above)			
	ZIP:		
HOME PHONE:		WORK:	
		CELL:	

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

NAME:			
HOME PHONE:		WORK:	
		CELL:	

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

NAME:			
HOME PHONE:		WORK:	
		CELL:	

My child/children may only be released to myself and/or the following adults (over 18):

- 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****