

Time + Program Information
&
Registration Forms



Tinton Falls School District
2018-2019

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
Superintendent of Schools

Vin Daniels
Business Administrator/Board Secretary

Dear Parents/Guardians:

Welcome to Time + in Tinton Falls, grade K-5. We are looking forward to our 2018-2019 after-school care program, which will begin on Thursday, **September 6, 2018 at dismissal time**. Attached is 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 17th (September and June tuition – see “Tuition Guidelines”) in order to have your child begin the program on September 6th. **Students registered after August 17th, will not be able to begin the program until the week of September 10th.**
 - ❖ **Registration for the 2018/2019 school year begins July 2, 2018.**
 - ❖ **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 Time +.

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

Very truly yours,

Lisa Goldey
Superintendent of Schools

K-5 PROGRAM GUIDELINES

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

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 of 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 cancelled 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 cancelled, 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



ANNUAL ACTIVITIES

- Whenever possible, Time + will offer interactive, hands-on programs.
- 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. Withdrawals which occur prior to September 6, 2018 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 Time + 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: Time +, 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 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 5th 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 (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 Time + cannot be accumulated for future use.

EMERGENCY DAYS are available for students who are not enrolled in the Time + program. The fee is \$35.00 on a regular school day and \$50.00 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. 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 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 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 st Child	\$2200	\$220
5 days	2 nd Child	\$2100	\$210
4 days	1 st Child	\$2000	\$200
4 days	2 nd Child	\$1900	\$190
3 days	1 st Child	\$1800	\$180
3 days	2 nd Child	\$1700	\$170
2 days	1 st Child	\$1600	\$160
2 days	2 nd Child	\$1500	\$150
1 day	1 st Child	\$1400	\$140
1 day	2 nd Child	\$1300	\$130

- 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.



TIME + 2018-2019

September 6, 2018	TIME + BEGINS	First Day for Students
September 19, 2018	TIME + CLOSED	SCHOOLS CLOSED - YOM KIPPUR
September 28, 2018	TIME + CLOSED	SCHOOLS CLOSED - Staff Professional Day
October 8, 2018	TIME + CLOSED	SCHOOLS CLOSED - COLUMBUS DAY/ Staff Professional Day
November 2, 2018 November 5-7, 2018	TIME + Dismissal - 6:00 P.M.	Single Session Day - P/T Conferences
November 8, 2018 November 9, 2018	TIME + CLOSED	SCHOOLS CLOSED - NJEA CONVENTION
November 21, 2018	TIME + Dismissal - 6:00 P.M.	Single-Session Day - Thanksgiving Holiday Begins
November 22, 2018 November 23, 2018	TIME + CLOSED	SCHOOLS CLOSED - THANKSGIVING
December 14, 2018	TIME + Dismissal - 6:00 P.M.	Single Session Day - Staff PLC's
December 21, 2018	TIME + Dismissal - 6:00 P.M.	Single-Session Day - Winter Break Begins
December 24, 2018- January 1, 2019	TIME + CLOSED	SCHOOLS CLOSED - WINTER BREAK
January 18, 2019	TIME + Dismissal - 6:00 P.M.	Single Session Day - Staff PLC's
January 21, 2019	TIME + CLOSED	SCHOOLS CLOSED - M.L. KING BIRTHDAY
February 14, 2019	TIME + Dismissal - 6:00 P.M.	Single Session Day - Staff PLC's
February 15, 2019	TIME + CLOSED	SCHOOLS CLOSED - Staff Professional Day
February 18, 2019	TIME + CLOSED	SCHOOLS CLOSED - PRESIDENTS' DAY
March 15, 2019	TIME + Dismissal - 6:00 P.M.	Single Session Day - Staff PLC's
April 19, 2019 - April 26, 2019	TIME + CLOSED	SCHOOLS CLOSED - SPRING BREAK
May 24, 2019	TIME + Dismissal - 6:00 P.M.	Single Session Day - Staff PLC's
May 27, 2019	TIME + CLOSED	SCHOOLS CLOSED - MEMORIAL DAY
June 7, 2019	TIME + Dismissal - 6:00 P.M.	Single Session Day - Staff PLC's
June 19- 21, 2019	TIME + Dismissal - 6:00 P.M.	Single-Session Days



PARENT ASSURANCE STATEMENT / STUDENT REGISTRATION

Time + 2018-2019

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

Parent/Guardian #2:

PLEASE WRITE LEGIBLY

NAME:		EMAIL ADDRESS: <small>(work and home if applicable)</small>	
ADDRESS: <small>(if different from above)</small>			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 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****