



# Township of Ocean Department of Human Services

601 Deal Road • Ocean, NJ 07712 • 732-531-2600

## 2016 – 2017 Project Extend Before and After-School Child Care

### Registration Packet

**All forms must be complete at the time of registration.** Registrations accepted as of March 14, 2016.

- **Families currently registered in 2015- 2016** ~ no registration fee due if you register for 2016-2017 by June 20. September tuition is to be paid in full by August 1, 2016. If you register as of June 21, it will be considered a new registration and you will need to pay the \$40.00 registration fee.
- **Families new to Project Extend** ~ Registration fee paid at the time of registration. (Registration fee is not refundable.) Monthly tuition fees are due according to the schedule on the fee information page of this registration packet.

**Registrations must be submitted by August 31, 4:30 p.m. in order to begin attending Project Extend on the first day of school.** Registrations submitted after August 31<sup>st</sup> require two school days for processing prior to the child attending the program.

In the event a child is placed on a wait list, a complete registration form must be submitted, however the fees will be collected at the time a space becomes available. The fees will be due prior to the child starting attendance at Project Extend.

Please review the attached information. If you have questions, please contact the Project Extend office, 732-531-2600 or by email to [pe@oceantwp.org](mailto:pe@oceantwp.org)

## 2016 – 2017 Project Extend Program Registration Agreement and Guidelines

Project Extend was established in 1985 with the cooperation of the Board of Education and the Department of Human Services of the Township of Ocean. The purpose of Project Extend is to provide enriching and affordable child care services for school age children, grades K-8, who are residents of the Township of Ocean and attend Township of Ocean public schools. The program employs qualified staff who supervise a variety of activities to promote social interaction and safe fun for children.

**Program /Parent Collaboration:** The relationship between parents/guardians and the child-care program is one of mutual trust and respect. We take very seriously our responsibility to you and your child for the provision of a safe and enriching environment. Our staff is well trained, well supervised, and works diligently toward these goals. We expect you, the parent, to share fully in this trust relationship by open communication with the program and by upholding your responsibility of full cooperation with the program guidelines and rules as well as financial agreements.

### **Where & When:**

- Before School Project Extend is available for Kindergarten through fourth grade students before school as of 7:00 a.m. through the start of the school day, on days Twp. of Ocean Schools are in session.
- After-School Project Extend is available to Kindergarten through eighth grade students from the end of the school day until 6:00 p.m. on days Twp. of Ocean Schools are in session.
- Project Extend reserves the right to cancel the program at any site where enrollment does not permit continuation.

### **Half Day Care:**

- Project Extend care is available on days that all grade levels in a school are scheduled to meet only a half-day. If your child normally attends Project Extend on a day that half-day care is available no additional registration or fees will be necessary. If your child does not normally attend but does need half-day care, additional registration and fees will be required. Half Day Care fees are \$25.00/day/child.
- Project Extend will not be available for half-day care on days when only one or two grade levels have half days. On those days, Project Extend will meet at the regular time.

**Holiday Care:** Project Extend will offer holiday care on most school holidays:

- Holiday Care meets from 7:00 a.m. – 6:00 p.m.
- Parents are responsible for sending lunch and snacks to Holiday Care.
- Holiday Care attendance requires additional registration and fees. Holiday Care fees are \$30.00/day/child. Holiday Care information is available in the monthly newsletter and on the Township of Ocean website.

**Newsletter:** Project Extend distributes newsletters to all registered families. Each newsletter will have information about upcoming Holiday or half day care that will be offered. The newsletter will also contain other timely Project Extend information. The newsletter is available online at [www.oceantwp.org](http://www.oceantwp.org).

**Parent Statement:** This packet includes a Parent Statement from the State of New Jersey Office of Licensing. Please review this statement.

### **Drop-off and Pick-up at Project Extend:**

- **Morning drop off:** Children attending morning Project Extend may be dropped off as of 7:00 a.m. The person dropping the child off must bring the child into the facility and sign the child in at the program. Failure to sign children in may result in termination from the program.
- **Afternoon pick up:** Children attending afternoon Project Extend must be picked-up by 6:00 p.m. Children will only be released to persons authorized on the registration form. Pick up persons may be added or deleted by filling out a registration update form at the Project Extend site or office. Persons picking-up children must sign children out and must present photo identification to the staff. Late pickups may result in termination from the program.

**Absences/Outside Activities:**

- **Morning:** If your child will not be attending Morning Project Extend on a day for which he/she is enrolled you do not have to notify the office.
- **Afternoon:** If your child is absent from school on a day he normally attends Project Extend, the Project Extend staff at the school will be notified by the school (via the daily absentee list) that he will not be at Project Extend. If your child is in school for any part or for all of the school day, but will not be attending Project Extend, the parent must contact the Project Extend office, 732-531-2600, or by email to [pe@oceantwp.org](mailto:pe@oceantwp.org) to notify us. We will notify the Project Extend staff at the school, so they will know to mark the attendance correctly. It is the parents' responsibility to notify the school office and school teacher as to how your child shall be dismissed at the end of the school day. Project Extend does not and will not instruct the school in their dismissal of children.
- **Outside Activities:** If children will be participating in non-Project Extend activity on a Project Extend day (within the school building) a note must be sent to Project Extend Staff at the school specifying the activity, the activity start, the time your child will report to Project Extend and responsible party. Examples of outside activities may include sports, Pep Squad, Brownies, Homework Club, extra help with the teacher, etc.

**Activity Information:** Children are afforded time at afternoon Project Extend to do homework, study or engage in other quiet activities. Children who do not have homework will be required to engage in other quiet activities so as not to disturb children doing homework. The staff is available to help students who request homework help. Homework is ultimately the responsibility of the child and parent. While at the program children may participate in games, crafts, playground activities, watch movies, and have quiet time. Children should have clothes that are appropriate for indoor or outdoor play. Project Extend provides toys and equipment for use by children while at Project Extend. We annually review a list from the Consumer Product Safety Commission regarding unsafe products. The CPSC recall website is [Dttp://www.cpsc.gov/Recalls](http://www.cpsc.gov/Recalls).

**Snacks:** Parents are responsible to send a snack for your child to have while at Project Extend. On occasion, Project Extend may provide a snack as part of a program.

**Personal Items:** Children may bring personal items to the program; (see school rules) however the program is not responsible for lost or broken items. If a child has a cell phone at Project Extend, it should be off and put away. In the event a child would like to call their parent on their cell phone, they will need permission from the Project Extend staff. The staff may monitor the conversation to be sure the child is calling their parent.

**Inclement Weather:** Project Extend may be cancelled due to inclement weather.

- If Ocean Township schools are closed, Project Extend is closed. If Ocean Township schools have a delayed opening, morning Project Extend is cancelled. If schools close early, afternoon Project Extend is cancelled. Parents must arrange for their child to leave school at the early dismissal time.

**Code of Conduct:**

As Project Extend is administered by the Township of Ocean's Department of Human Services Recreation Office, it supports the Recreation Office's Program Philosophy and Code of Conduct. The Code of Conduct is available at [www.oceantwp.org](http://www.oceantwp.org).

**Disruptive/Inappropriate Behavior and Termination of Agreement to Provide Care:**

In the interest of safety and enjoyment for all, disruptive and inappropriate behaviors will not be tolerated. Examples of disruptive behaviors include, but are not limited to the following: hitting, fighting, failure to comply with staff directions, unsuitable language, leaving the program, possession of a weapon and possession of or use of alcohol or drugs. If a child requires discipline for a behavior, he will be verbally warned that the behavior cannot continue. A parent or other contact person will be called to remove a child from the program, if necessary.

- On-site discipline may include time out and/or reduction of privileges.
- Staff will try to re-direct children from negative behavior.
- Staff will use positive language when disciplining a child.
- Parents will be notified of disruptive behavior by a parent conference and/or by written incident forms.
- Project Extend will maintain on file a record of the circumstances regarding disruptive behavior, parental notification and corrective action taken.
- The previous information outlines basic parameters and consequences for disruptive or inappropriate behavior. Consequences may be altered at the discretion of the Program Coordinator.

- Project Extend meets in the Township of Ocean School Buildings and our participants are subject to school rules as outlined in the Township of Ocean School District Handbook.

Unfortunately, there are sometimes when the relationship between the child-care provider (Project Extend) and the parent and child may not be beneficial. In those times, it will be the responsibility of Project Extend to terminate our agreement to provide care. The following are reasons we may expel a child from the program.

- **Parental/Guardian Actions**
  - Failure to pay/habitual lateness in payments.
  - Failure to complete required forms.
  - Habitual tardiness in picking up your child.
  - Physical or verbal abuse to staff.
  - Demonstration of lack of partnership with the program.
- **Child's Actions**
  - Failure to positively adjust/alter inappropriate behavior after a reasonable amount of time.
  - Uncontrollable tantrums/angry outbursts.
  - Physical or verbal abuse of other children or staff.
  - Failure to comply with staff directions.
- If remedial actions have not worked, the child's parents/guardians will be notified about the behavior warranting expulsion. If it is in the best interest of the child and the program, the parent will be given a specific expulsion date and length of expulsion period. That date will allow for an adequate amount of time to seek alternate child care. In matters of safety or welfare concerns as determined solely by the program, the child will be expelled immediately. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program. Failure of the parent/guardian to satisfy the terms of the plan may result in permanent expulsion from the program. If a child is suspended or expelled from the program, fees are not refunded.

Project Extend will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations, or questioning a center directly regarding policies and procedures.

**The Human Services Department of the Township of Ocean** offers counseling services at no charge to Township residents. Children exhibiting disruptive or unusual behavior may be referred to the Community Services Office. Residents or families can contact the counselors at the Human Services Department, 732-531-2600.

**Department of Children and Families**  
**Office of Licensing**  
**INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (OCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 65Z, Trenton, NJ 08646-065Z.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members

and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711, to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at [Dttp://www.cpsc.gov/Recalls](http://www.cpsc.gov/Recalls). Internet access may be available at your local library. For more information call the CPSC at (800)638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.ni.gov/dcf](http://www.ni.gov/dcf) and select Publications.

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## 2016 – 2017 Fee Information

- Monthly fees are based on the full school year.
- The day(s) a child attends Afternoon Project Extend should remain consistent throughout the month.
- Monthly fees are due to the Project Extend office on the first (business day) of the month, the month prior to attendance. If the first is on a weekend or a holiday payments are due the next business day.
- Late payments are assessed a \$30.00 late fee to be paid with the monthly fee.
- Each month email reminders are sent to families. The email reminder you receive about monthly tuition will include a link to complete the payment process on line. If you choose, you may mail or bring tuition in person to the office. Tuition checks are payable to “Township of Ocean” (Returned checks are charged a \$25.00 return check fee) Mailing address is Township of Ocean Human Services, 601 Deal Rd, Ocean NJ 07712
- Monthly fees do not include holiday care, extra half-day care, late fees, or returned check fees.
- In the event that fees are not paid, Project Extend will contact the parent. A child’s participation may be suspended or terminated for unpaid tuition or for chronic late payments.
- Request for refunds must be made in writing. Refunds of monthly tuition will not be considered following the start of a month. Granted refunds will be assessed a \$10.00 service charge. Requests for refunds received within the appropriate time frame may also be credited to the registrant’s Family Account (with no processing charge held) and applied to future tuition or Recreation activities.

**Financial Aid:** Project Extend is committed to providing care to school age children. If you feel you are in need of financial assistance in order to use this program; please contact the Project Extend office.

**Family registration** fee is \$40.00. Registration fee is not refundable.

**Family maximum** fee for Project Extend is \$420.00; (Registration, late, returned check, holiday and half day care fees are not included.)

**Morning Project Extend Fees:**

Number of days per week	Morning Project Extend 1 <sup>st</sup> child	Morning Project Extend sibling
1 - 5	\$100.00	\$55.00

**Afternoon Project Extend Fees:**

Number of days per week	Afternoon Project Extend 1 <sup>st</sup> child	Afternoon Project Extend sibling
5	\$200.00	\$120.00
4	\$190.00	\$115.00
3	\$175.00	\$105.00
2	\$150.00	\$ 90.00
1	\$130.00	\$ 75.00

Payment due date	Attendance month
August 1, 2016	September 2016
September 1, 2016	October 2016
October 3, 2016	November 2016
November 1, 2016	December 2016
December 1, 2016	January 2017
January 2, 2017	February 2017
February 1, 2017	March 2017
March 1, 2017	April 2017
April 3, 2017	May 2017
May 1, 2017	June 2017

## 2016 – 2017 Project Extend Registration

**First Child name** \_\_\_\_\_

School \_\_\_\_\_ Grade (Sept '16) \_\_\_\_\_

**Child will attend Morning Project Extend?** Yes No

**Child will attend Afternoon Project Extend on the afternoons circled below:**

Mondays      Tuesdays      Wednesdays      Thursdays      Fridays      Not use PM PE

\*\* Does the registrant require a reasonable modification because of disability to enjoy this program? **YES NO**  
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

\*\* Does the registrant have any allergies or other medical conditions of which staff should be aware? **YES NO**  
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

**Second Child name** \_\_\_\_\_

School \_\_\_\_\_ Grade (Sept '16) \_\_\_\_\_

**Child will attend Morning Project Extend?** Yes No

**Child will attend Afternoon Project Extend on the afternoons circled below:**

Mondays      Tuesdays      Wednesdays      Thursdays      Fridays      Not use PM PE

\*\* Does the registrant require a reasonable modification because of disability to enjoy this program? **YES NO**  
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

\*\* Does the registrant have any allergies or other medical conditions of which staff should be aware? **YES NO**  
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

**Third Child name** \_\_\_\_\_

School \_\_\_\_\_ Grade (Sept '16) \_\_\_\_\_

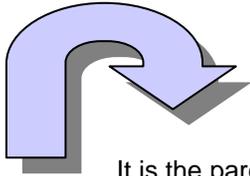
**Child will attend Morning Project Extend?** Yes No

**Child will attend Afternoon Project Extend on the afternoons circled below:**

Mondays      Tuesdays      Wednesdays      Thursdays      Fridays      Not use PM PE

\*\* Does the registrant require a reasonable modification because of disability to enjoy this program? **YES NO**  
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.

\*\* Does the registrant have any allergies or other medical conditions of which staff should be aware? **YES NO**  
If yes, parent must submit a copy of the care plan written by the doctor or school nurse and any applicable medications prior to attending the program.



It is the parent's responsibility to inform Project Extend of any disabilities which may limit your child's participation in the program.

Participants assume the responsibilities of all reasonable risks that may exist due to participation in these programs.

If emergency medical treatment is necessary and I cannot be contacted, I give permission for Project Extend staff to act on my behalf in granting permission for my child(ren) to receive emergency medical treatment.

The parent(s) attest(s) that the child(ren) is able, and has permission to participate in the normal activities of the program, both on and off school premises. The parent recognizes that every precaution for the safety and well-being of the child(ren) will be exercised, and that the Township of Ocean, the Board of Education, and none of their agents will be responsible, financially or other wise, should an accident occur.

I understand photos & videos of activities sponsored by the Township of Ocean may be used on Ocean TV cable station, Township Facebook pages and in other forms of publicity.

By signing below I attest that I have received a copy of the Registration Agreement and Guidelines and Information to Parents statement and that I, my child(ren), and additional parents or guardians will abide by these documents.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Parent print name \_\_\_\_\_

Parent email address \_\_\_\_\_

Please continue to next pages.

**Family Information:**

Registered children's names, age and date of birth:

- 1. \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Sch/Gr \_\_\_\_\_
- 2. \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Sch/Gr \_\_\_\_\_
- 3. \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Sch/Gr \_\_\_\_\_

Home address of children:

\_\_\_\_\_ Apt: \_\_\_\_\_

Town: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Information: If a non-custodial parent is not included among those persons authorized to pick-up the child, appropriate documents (court order) must be submitted to Project Extend with this registration.

A. Mother Name: \_\_\_\_\_

Home address, if different than above \_\_\_\_\_

Home telephone, if different than above \_\_\_\_\_

Cell number \_\_\_\_\_

Name of employer \_\_\_\_\_

Work telephone \_\_\_\_\_

Work address \_\_\_\_\_

B. Father Name: \_\_\_\_\_

Home address, if different than above \_\_\_\_\_

Home telephone, if different than above \_\_\_\_\_

Cell number \_\_\_\_\_

Name of employer \_\_\_\_\_

Work telephone \_\_\_\_\_

Work address \_\_\_\_\_

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Authorized pick up persons:

Persons, other than parents who are authorized to pick up your child or who can be contacted in case of an emergency (if parents are not available). At least two people must be listed.

Name: \_\_\_\_\_

Relation to child(ren) \_\_\_\_\_

Home # \_\_\_\_\_

Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Name: \_\_\_\_\_

Relation to child(ren) \_\_\_\_\_

Home # \_\_\_\_\_

Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Name: \_\_\_\_\_

Relation to child(ren) \_\_\_\_\_

Home # \_\_\_\_\_

Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Name: \_\_\_\_\_

Relation to child(ren) \_\_\_\_\_

Home # \_\_\_\_\_

Work # \_\_\_\_\_

Cell # \_\_\_\_\_