

HASBROUCK HEIGHTS PUBLIC SCHOOLS
379 Boulevard
Hasbrouck Heights, New Jersey 07604

2020-2021 KEYS
Child Care Program - October 19, 2020 – TBD

September 2020

Dear Parents:

The Hasbrouck Heights School District will sponsor a before-school and after-school child care program for Hasbrouck Heights Public School students in kindergarten through fifth grade at each of the elementary schools. **The KEYS program will begin at 12:35 pm starting Monday, October 19th through TBD.** Due to the start and end times, kindergarten students attending the morning session may only attend the AM KEYS program and kindergarten students attending the afternoon session may only attend the PM KEYS program.

The morning program starts at 7:15 a.m. You may enroll your child in the afternoon program from 12:35 p.m. to either 4:30 pm or 6:00 p.m. The program will **not** operate when school is **closed** due to holidays or snow days. If we are notified at any time by the Governor that we must close schools, there will be no KEYS program.

The after-school program will run a bit differently this year. All students and staff will have their temperatures taken and will be screened for symptoms upon arriving at KEYS. All children must wear masks during KEYS, and hand-washing and hand sanitizing stations will be provided in numerous areas for frequent use. Toys and supplies will not be shared until they are sanitized, and tables, chairs, etc. will be sanitized frequently throughout the afternoon. Social distancing will be encouraged. Since the PM program will be starting at 12:35 pm., **students must bring their own lunch and afternoon snack each day. No food or drinks will be provided by the program this year with the exception of bottled water.** Staff will wear gloves at mealtimes when helping children open lunch and snack items. Hand-washing will take place prior to and after eating lunch and snack. The KEYS program will continue to provide homework time, arts and crafts and playtime.

You may enroll your child(ren) for as few as 2 days or up to 5 days. Please refer to the attached Monthly Fee Schedule for exact program fees. **The afternoon program requires a prepayment of half of October's fee (since we are starting mid-month) plus November's full fee.** Any parent who enrolled their child early in September for 2 days per week (Hybrid schedule) will need to complete and submit a new enrollment form. All checks previously received have been shredded.

If you wish to enroll your child(ren) in the "KEYS" Child Care Program beginning October 19th:

1. Complete the following registration form by Monday, October 5, 2020
2. Make your check payable to the "Hasbrouck Heights Board of Education"
4. Mail or bring the above to:

Hasbrouck Heights Board of Education Administration Building
c/o Mrs. Joan Catapane - KEYS Program
379 Boulevard, Hasbrouck Heights, NJ

If you have any questions regarding the above, please do not hesitate to either email me at catapanej@hhschools.org or call me at 201-393-8146.

Joan Catapane
Administrative Assistant to the Superintendent

**HASBROUCK HEIGHTS SCHOOL DISTRICT
 “KEYS” Child Care Program 2020-2021**

The monthly fees are a bit higher this year as the children will attend an additional 2 ½ hours each day. We did our best to keep the cost as low as possible. Once school returns to full days, fees will return to the same as last school year.

AFTERNOON PROGRAM

MONTHLY FEE SCHEDULE

Number of Days	***** 12:35 to 6:00 *****		***** 12:35 to 4:30 *****	
	1st Child	Additional Children	1st Child	Additional Children
2	\$228	\$218	\$197	\$182
3	\$254	\$241	\$223	\$209
4	\$280	\$263	\$249	\$239
5	\$300	\$282	\$269	\$254

Late Fees:

6 - 15 minutes = \$30.00

16 - 30 minutes = \$60.00

31 - 45 minutes = \$90.00

Please note that the above late pick-up fees will be charged on a daily basis and will be billed monthly. Repeated lateness in picking up your child may result in your child being excluded from the KEYS program.

PM KEYS payments are due by the first of each month. Since we will not be requiring a security deposit this year (June’s payment) all PM KEYS payments must be received by the first of each month in order for children to continue to attend the program.

MORNING PROGRAM

7:15 to 8:15 am

Cost of the program is \$8.00 per day per child and will be billed at the end of each month

School: _____ Start Date: _____

USE BLACK INK ONLY

Classroom Teacher: _____

"KEYS" Child Care Program
REGISTRATION FORM – 2020-2021 (October 19 – TBD)

Child's Name (ONE CHILD ONLY)

Age

Street Address

Town

State

Zip

Grade

Date of Birth

Home Phone

Mother's Name

Work/Cell Phone

One Parent Email Address (Print)

Father's Name

Work/Cell Phone

Child Lives With: _____

DAYS OF THE WEEK (Circle)

DAYS

AFTERNOON: MON TUES WED THUR FRI _____

HOW TO REGISTER

1. Complete the registration form and information/medical form
2. Include check or money order for the following totals (fees are refundable)
3. Make payments payable to **"Hasbrouck Heights Board of Education"**

	AFTERNOON PROGRAM	MORNING PROGRAM
Select (X) program registration	_____	_____
October's Tuition (1/2 month)	\$ _____	
November Tuition	\$ _____	
TOTAL ENCLOSED	\$ _____	\$ <u>- 0 -</u>

Mail/Drop off to: HH Board of Education
Administration Building-Attn: Mrs. Joan Catapane
379 Boulevard, Hasbrouck Heights, NJ 07604 – DUE BY MONDAY, OCTOBER 5, 2020

**Hasbrouck Heights Public School District – KEYS Program
Information/Medical Form –USE BLACK INK ONLY**

Child's Name: _____ Female _____
Last First Grade Male _____

Address: _____ Home Phone: _____

Mother's Name: _____

Mother's Work Telephone Number: _____ Cell: _____

Father's Name: _____

Father's Work Telephone Number: _____ Cell: _____

Child Lives With: _____

Name(s)/phone numbers(s) of those authorized to pick up my child from the "KEYS" program:

Name _____ Phone Number _____

Name _____ Phone Number _____

Name _____ Phone Number _____

Parent Signature

Medical Information

1. Does he/she have a medical problem or chronic disease? If yes, please state problem:

2. Is he/she on medication? If yes, please list medication:

3. Are there any restrictions (physical, etc.)? If yes, please list restrictions:

4. Does your child have any allergies to food or medication? If yes, what:

5. Is there any other information about your child which should be known?
