

# MEDLC

## *Montville Extended Day Learning Center*

A before and after school care program for students in grades K-8  
Registration Packet  
2016-2017



- Pages 1-5 contain important information about MEDLC's before-school and after-school programs. Please keep these pages for your records.
- Please read this packet in its entirety before registering. MEDLC will adhere to all policies and stipulations outlined in this packet.
- Please complete all paperwork legibly and in pen.

*The Montville Extended Day Program welcomes all to the upcoming year of MEDLC!*

**GOALS**

To provide a safe haven before and after school hours and on certain school holidays for the elementary and middle school aged child. To provide working parents the emotional security of knowing their child(ren) are well cared for and supervised.

**OPERATING HOURS**

- ❖ Before School Program – 7:00 AM until the beginning of the regular school day
- ❖ After School Program – Dismissal from the regular school day until 6:00 PM

The Before School Program is from **7:00 AM to the beginning of the school day**. Please check your school's front door or just inside the front door on the first day of school to see where this session is being held. Please bring your child to this location, and sign him/her into the AM program. Sign in by a parent or guardian is always required if your child is attending the before school program.

**Parents are expected to pick up their children no later than the designated times of 3:45/4:30/6:00 PM. If you arrive later than this time for your pick-up, a late fee of \$1.00 will be charged for every minute late. After three times, your child may be removed from the program.**

**SIGN-IN/SIGN-OUT**

All parents, guardians and other authorized adults are required to sign in and sign out every day, for each child attending MEDLC. Students must be signed in at the Before-School program and signed out at the After School program. Parent/guardian **MUST** notify classroom teacher and MEDLC Co-Head Teacher in advance that a person, other than those pre-identified, will be picking up or dropping off his/her child(ren). Photo identification is required. If your child will not be attending a particular MEDLC day in your child's schedule, please inform the Head MEDLC teacher at your child's school and your child's classroom teacher in writing to avoid confusion for your child and the MEDLC staff. If we do not have a note from you, dismissing your child from MEDLC, we must keep your child. This note should be received by us no later than 9:00 AM on the day of the absence. It is much safer to handwrite the note rather than sending an email as the internet is not always reliable. If your child will be attending Daisies, Brownies or another activity immediately after school on a MEDLC day, please inform us about this in writing. A child leaving MEDLC without permission may result in dismissal from the program.

Please remember that the 3:45 PM (elementary) and 4:30 PM (Lazar) pick-up rate only applies if your child is picked up all month by that time; lateness 3 times in a month will result in switching your child to regular 6:00 PM pick-up charges. We do not split the bill and allow a child to have an early pick-up rate for some days and a 6:00 PM pick-up rate for other days. **The 3:45/4:30 PM pick-up rate is considered a discounted rate and only one discount applies to any child.** Continual late pick-ups can result in dismissal from MEDLC.

**STAFF**

MEDLC has a staff that consists of Co-Head Teachers, certified teachers, aides, college students and high school seniors. Our staff help plan, supervise, guide and provide a wide variety of activities.

**SNACK**

The After-School program will offer students a snack and beverage (juice or milk).

**VACATION/HOLIDAYS**

On specific holidays and vacation days when school is not in session, full day MEDLC will be offered. **On these days, MEDLC will operate at Hilldale School from the hours of 7:00 AM until 6:00 PM.**

**INCELEMENT WEATHER/EMERGENCY CLOSINGS**

MEDLC will be open on all half days until 6:00 PM. If your child does not attend MEDLC when a half day occurs, you may add an extra day if you want your child to attend. Send this request in writing to your child’s teacher and to the MEDLC head teacher at your child’s school. If your child is scheduled to attend MEDLC on a half day, there is no extra charge for the extra time. **Lazar School will not be open for snow days or vacation days.**

If you do not normally pick your child up from MEDLC, please be sure the pick-up person is aware that they must sign your child up for vacation days about two weeks before the start of a school vacation. We have to determine the number of staff and the amount of snack needed. We cannot guarantee a place for your child on these days if this procedure is not followed. **ALSO BE SURE THAT THE DESIGNATED PICK UP PERSON HAS A PHOTO ID WITH HIS/HER NAME AS IT APPEARS ON YOUR CHILD’S EMERGENCY FORM.**

Snow day or emergency day procedures will be announced by the School Messenger System. Be sure you are signed up for this program. Please be sure to send your child with a morning snack, lunch, and a drink if your child attends MEDLC on such a day. If a two hour delayed opening is called for by the Montville Township School District, MEDLC will also be on a two hour delayed opening. That means MEDLC will open at 9:00 AM. If a state of emergency is called by the governor, there will be no MEDLC in any of Montville Township’s Public Schools. **If regular school is closed for snow or an emergency other than a state of emergency, at the discretion of the Superintendent, only Hilldale School will be open to MEDLC for grades K-5.**

**MEDLC TYPICAL AFTER-SCHOOL ACTIVITY SCHEDULE**

<i>Elementary Schools</i>	<i>Lazar Middle School</i>	<i>Activities</i>
Approximately 2:30 PM	Approximately 3:15 PM	Dismissal from School
2:30 PM – 3:00 PM	N/A	Attendance and Snack
3:00 PM – 4:00 PM	3:30 – 4:30	Homework
4:00 PM – 6:00 PM	4:30 – 6:00	Recess Arts & Crafts/Projects Games Enrichment Activities
6:00 PM	6:00 PM	Final Pick-Up Time

**MEDLC VACATION/HOLIDAY FULL DAY PROGRAM DATES**

Dates Available 7:00 AM - 6:00 PM
Monday, October 3, 2016 Tuesday, October 4, 2016
Thursday, November 10, 2016 Friday, November 11, 2016
Tuesday, December 27, 2016 Wednesday, December 28, 2016 Thursday, December 29, 2016 Friday, December 30, 2016
Monday, April 10, 2017 Tuesday, April 11, 2017 Wednesday, April 12, 2017 Thursday, April 13, 2017

Full Day Program dates are dependent on the Montville Township School District calendar.

\*\*All dates require sufficient enrollment.

There is an additional fee of \$6.00 per hour, for which you will be billed

## REGISTRATION INFORMATION/GUIDELINES/FEEES

### REGISTRATION

All registration materials are in this packet.

You may download the registration forms from the district's web page, but you must register for September on **June 14<sup>th</sup>, July 19<sup>th</sup> or August 16<sup>th</sup>** in the rotunda at Montville Township High School between **5:30 PM and 7:30 PM**.

Registration includes: registration forms, disclaimer, emergency forms, and two checks made payable to MEDLC. One check for the \$28 family registration fee and one check for your child's first and last month in MEDLC. If your child's last name is not the same as yours, please indicate that on the check. If your child is allergic to any food or should refrain from certain foods or drinks, please note this on the registration form. All future monthly payments should be sent to:

**Montville Township Board of Education  
86 River Road, Montville, NJ 07045  
Attention: Mrs. Theresa Cali**

### SCHOOL YEAR REGISTRATION FEE

Please include a separate, non-refundable registration fee of \$28.00 per family with your registration materials. Registration will not be complete without the registration fee.

### TUITION PAYMENTS

The registration fee, first month's and last month's tuition are due with the submission of your registration forms. The first month's tuition is due by August 16, 2016. Tuition is due on the 1<sup>st</sup> of each month thereafter for the following month.

### LATE REGISTRATION

To begin the MEDLC program in September, your child must be registered no later than August 16th. If registration forms and payments are not received by August 16th, your child cannot attend MEDLC in September. If registering after August 16, 2016, registration fee, first month's and last month's tuition are due with the submission of your registration papers. Registration after August 16th will be for October and the following months.

At the end of each month, you will receive a statement from the MEDLC bookkeeper showing the regular monthly charge plus additional days, school vacation days, or snow day extra charges. There is a **\$6 per hour charge** for vacation days, snow days and early dismissals. The school months have been prorated so the tuition for every month is the same. A \$20 late fee is strictly enforced so be sure your payment reaches the Board Office by the 1st of each month. If you plan to pay tuition by online banking, please arrange for payment to be made by the 25th of the **prior** month so payment reaches our MEDLC bookkeeper, Mrs. Cali, by the 1st of the month. Please make your check payable to MEDLC. No payment, cash, check or otherwise, may be given to MEDLC teachers, but you may bring all to the Board Office and get a receipt.

***Children may not start a new month in MEDLC if payment of bills is not up to date.***

### SCHEDULE CHANGES

You may change your child's schedule each month. **However, due to staffing requirements, this MUST be done in writing at least two weeks before the new month begins.**

**\*\*If your child's schedule is not changed in writing by this time the charge for the previous schedule will remain.**

- ❖ You cannot switch scheduled days, but you may add extra days if you need them.
- ❖ No refunds are given for days not attended.

You will be charged at the end of the month for extra days. This payment should be sent to the MEDLC bookkeeper with your regular monthly payment.

### AS NEEDED BASIS

**Due to staffing requirements, "as needed" is no longer available – a schedule is required to participate in MEDLC.**

**No child** may begin MEDLC in the 2016-2017 school year if there is a balance due on the family account from the preceding year. This procedure must also be followed on days when regular school is not in session (vacation, snow days etc.). An adult must sign out each MEDLC child at pick-up time. No child will be allowed to leave the building alone.

**A monthly schedule should be provided to the head teacher at your child’s school.**

**For the safety of your child, the parent/guardian dropping off or picking up children is REQUIRED to come into the building, sign your child(ren) in/out, and show identification.**

**Tuition costs are listed below and are on a monthly basis. They are based on a child’s weekly schedule.**

Before-School/After-School Monthly Rates					
# of Days Per Week	Before School <b>Only</b> 7:00 – 8:00 AM	After School Only Dismissal – 6:00 PM		Before/After School	
		<b>By 3:45 Elementary By 4:30 Lazar</b>	<b>By 6:00</b>	<b>By 3:45 Elementary By 4:30 Lazar</b>	<b>By 6:00</b>
1	\$19.00	\$19.00	\$45.00	\$23.00	\$50.00
2	\$36.00	\$36.00	\$89.00	\$46.00	\$98.00
3	\$55.00	\$55.00	\$134.00	\$68.00	\$147.00
4	\$74.00	\$74.00	\$178.00	\$91.00	\$197.00
5	\$91.00	\$91.00	\$223.00	\$114.00	\$246.00

**The MEDLC Co-Directors for the 2016-2017 school year are as follows:**

Mrs. Rose McManus  
Mrs. Rebecca Glennon

**The MEDLC Head Teachers for the 2016-2017 school year are as follows:**

Cedar Hill:	973-214-2461	Karen DeRosa & Meagan Miller
Hilldale:	973-214-2462	Courtney Przestrzelski & Jennifer DuBois
Valley View:	973-214-2464	Rose McManus & Rebecca Glennon
William Mason:	973-214-2463	Judith Vinson
Woodmont:	973-214-2465	Shaina Stevens & TBA
Lazar:	973-214-0249	Michael Morris & Antonio Totino

# MEDLC Notice of Change Form

I am submitting notice of change for my child /children in MEDLC at (please circle)  
Cedar Hill / Hilldale / Lazar / Valley View / William Mason / Woodmont

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

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

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

The effective date will be \_\_\_\_\_

I (please circle) have / have not provided two weeks notification

**\*\*If your child's schedule is not changed in writing at least two weeks before the new month begins, the previous schedule will remain. You cannot switch scheduled days, but you may add extra days if you need them. No refunds are given for days not attended.**

Please select all that apply:

Student(s) days will change from (circle all that apply): Mon / Tues / Wed / Thurs / Fri  
to (circle all that apply): Mon / Tues / Wed / Thurs / Fri

Student(s) pick up time will change from (please circle): before 3:45 PM / 6:00 PM  
to (please circle): before 3:45 PM / 6:00 PM

Student(s) time of day will change from (please circle): AM Only / PM Only / AM & PM  
to (please circle): AM Only / PM Only / AM & PM

**\*\*Overpayment will be applied to future balance.**

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

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments or Suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_