

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

**2017-2018 KEYS**  
**Child Care Program**

July 2017

Dear Parents:

The Hasbrouck Heights School District will once again 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 program for all students begins on the first day of school in September and will run through the last day of school in June.

Certified teachers along with support staff will conduct the programs. The morning program starts at 7:15 a.m. The after-school program runs from 3:08 p.m. to 6:00 p.m. On single session days, the after school program will operate from 12:35 p.m. until 6:00 p.m. The program will **not** operate when school is **closed** due to holidays or snow days.

The after-school program includes playtime, snack time, homework time and project time. You may enroll your child(ren) for as few as 2 days or up to 5 days, from either 3:08 p.m. to 4:30 p.m. or from 3:08 p.m. to 6:00 p.m. Please refer to the attached Monthly Fee Schedule for exact program fees. **The before school program requires a \$10 registration fee, and the afternoon program requires a \$10 registration fee and a prepayment of the first and last months' fees. There will be no exceptions made to this requirement.**

If you wish to enroll your child(ren) in the "KEYS" Child Care Program beginning the first day of school in September:

1. Complete the following registration form by Friday, August 25th to start on the first day of school.
2. Registration forms received after August 25th cannot start until Monday, Sept. 11th
3. 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, N.J. 07604

**PLEASE DIRECT ANY QUESTIONS TO JOAN CATAPANE AT 201-393-8146**

**HASBROUCK HEIGHTS SCHOOL DISTRICT  
 "KEYS" Child Care Program 2017-2018**

- Hasbrouck Heights Public School Students- Grades K to 5
- Convenient Locations - Lincoln and Euclid Schools
- Classrooms, school gymnasium, library and playground

**AFTERNOON PROGRAM**

**MONTHLY FEE SCHEDULE**

\*\*\*\*\* 3:08 to 6:00 \*\*\*\*\*                      \*\*\*\*\* 3:08 to 4:30 \*\*\*\*\*

Number of Days	1st Child	2nd Child	Additional Children	1st Child	2nd Child	Additional Children
5	\$210	\$192	\$174	\$179	\$164	\$151
4	\$190	\$173	\$157	\$159	\$145	\$132
3	\$164	\$151	\$137	\$133	\$123	\$112
2	\$138	\$128	\$117	\$107	\$97	\$87

**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.

**MORNING PROGRAM**

7:15 to 8:15 am

Cost of the program is \$6.00 per day per child and will be billed at the end of each month.

School: \_\_\_\_\_ Start Date: \_\_\_\_\_

**USE BLACK INK ONLY**

**“KEYS”  
Child Care Program  
REGISTRATION FORM – 2017-2018**

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: \_\_\_\_\_

	<u>DAYS OF THE WEEK (Circle)</u>	<u>TIME LEAVE</u>	<u># DAYS</u>
<b>AFTERNOON:</b>	MON TUES WED THUR FRI	_____ pm	_____
<b>MORNING:</b>	MON TUES WED THUR FRI	N/A	_____

**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”**

	<b>AFTERNOON PROGRAM</b>	<b>MORNING PROGRAM</b>
<b>Select (X) program registration</b>	_____	_____
A) Annual Registration (per child)	\$ <u>10.00</u>	\$ <u>10.00</u>
B) First Month’s Tuition ( <u>Afternoon</u> See Schedule)	\$ _____	None
C) Last Month’s Tuition/Security ( <b>Required</b> ) ( <u>Afternoon</u> Same as line B)	\$ _____	None
<b>TOTAL ENCLOSED- EACH PROGRAM</b>	<b>\$ _____</b>	<b>\$ <u>10.00</u></b>

Mail to: HH Board of Education  
Administration Building-Attn: Mrs. Joan Catapane  
379 Boulevard  
Hasbrouck Heights, NJ 07604

**Registration forms must be received by Friday, August 25th to start on the first day of school.**  
Forms received after that date - child cannot start until Monday, September 11th.

**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?

\_\_\_\_\_