



# Lacey Township School District K-6 Before & After School Childcare Program 2018 – 2019

Program will be held at each Elementary School  
(Pending sufficient enrollment and staffing)

\*Changes will be announced

The Lacey Township School District is offering a before and after school Childcare Program. This program is geared toward families who need a safe, well-supervised setting for their children. Children will be able to participate in supervised activities that will include games, movies, homework time, etc. under the supervision of a certified staff member.

## Hours of Operation: There will be two sessions available

The AM session will be held from 6:45 am until the beginning of school. Elementary School openings for the 2018-2019 school year are noted below.

The PM session will be held from the dismissal of your child's school until 5:45 pm. Dismissal times are also provided below for your reference.

There will be no program scheduled on school holidays or during the summer months. In the event of early dismissal and/or a snow day, no program will operate, unless otherwise noted.

## Fees:

Rates are based on school opening and closing times at \$5.00 per hour for the first child and \$4.00 per hour for any additional children in the family.

## Elementary School Schedules

Mill Pond School	8:00 am – 2:30 pm
Lanoka Harbor School	8:25 am – 2:55 pm
Cedar Creek School	8:50 am – 3:20 pm
Forked River School	9:15 am – 3:45 pm

All programs open at 6:45 am and close at 5:45 pm. These times are listed to assist in the calculation of costs per week. Payment for the Childcare Program should be made weekly. Program prepayment is highly recommended. **ANY ACCOUNT THAT IS TWO WEEKS PAST DUE WILL RESULT IN THE EXCLUSION OF THE CHILD(REN) FROM THE PROGRAM UNTIL THE ACCOUNT IS BROUGHT CURRENT. CHECKS SHOULD BE MADE PAYABLE TO LTBOE.**

**Registration:** Only one registration form per family is necessary, regardless of what school(s) your child(ren) attend.

Registration forms can be mailed to:

Michelle Stillman, Childcare Program  
Lacey Township School District  
73 Haines Street  
Lanoka Harbor, NJ 08734

**Staff:**

Staff will be under the direction of the Program Administrator. A certified teacher will be directly responsible for providing site supervision. Additional staff will be placed, as needed, to insure appropriate supervision of children at all times. The staff is responsible for developing the weekly schedule of activities.

**Discipline:**

Students are expected to follow all school rules of conduct established during the regular day. Inappropriate behavior will lead to exclusion from program participation.

**Transportation:**

Parents are responsible for transportation and must pick up their child(ren) by **5:45 pm**. **Failure to comply with this schedule will result in late fee charges and exclusion from the program.**

**Snacks:**

A snack will be provided and will be coordinated through general district cafeteria ordering procedures. Students may bring their own snacks, if preferred.

**Program Start Date:**

The program will begin on the **first day of school** if there is sufficient enrollment.

**Lacey Township School District**  
**K-6 Before & After School Childcare Program**  
**2018 – 2019 New Registration**

Child's Name	Student ID #	School	Grade	Teacher

Starting Date: \_\_\_\_\_

**AM CHILDCARE SESSION: As Needed:** \_\_\_\_\_

Days attending (circle days):            Monday      Tuesday      Wednesday      Thursday      Friday

Starting Date: \_\_\_\_\_

**PM CHILDCARE SESSION: As Needed:** \_\_\_\_\_ (note required for each day attending)

Days attending (circle days):            Monday      Tuesday      Wednesday      Thursday      Friday

Payment may be sent in with your child and given to the Childcare staff or you can bring the payment with you when dropping-off or picking-up your child(ren) from the program. You also have the option of making your payment online through our Payforit.net payment program. This can be found on your school's home web page. Please be advised that if your check is returned from the bank due to lack of funds, this payment, as well as all future payments, must be made in cash only.

**ANY ACCOUNT OVER TWO (2) WEEKS PAST DUE WILL RESULT IN THE EXCLUSION OF THE CHILD FROM PARTICIPATING IN THE PROGRAM UNTIL THE ACCOUNT IS PAID IN FULL.**

During the summer months, please return the enrollment form to the Lacey Township School District, 200 Western Blvd., Lanoka Harbor, NJ 08734. After the first day of school forms may be sent in to the main office of the school your child attends. They will forward the form to the appropriate person.

**BEFORE/AFTER SCHOOL CHILDCARE PROGRAM SCHEDULE**

**AM SCHEDULE**

**PM SCHEDULE**

Mill Pond School	6:45 – 8:00	Mill Pond School	2:30 – 5:45
Lanoka Harbor School	6:45 – 8:25	Lanoka Harbor School	2:55 – 5:45
Cedar Creek School	6:45 – 8:50	Cedar Creek School	3:20 – 5:45
Forked River School	6:45 – 9:15	Forked River School	3:45 – 5:45

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (home): \_\_\_\_\_ (work) \_\_\_\_\_

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Lacey Township School District  
**K-6 Before & After School Childcare Program  
 2018 – 2019  
 EMERGENCY INFORMATION**

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Child's Name \_\_\_\_\_ Grade \_\_\_\_ School \_\_\_\_\_  
 Child's Name \_\_\_\_\_ Grade \_\_\_\_ School \_\_\_\_\_  
 Child's Name \_\_\_\_\_ Grade \_\_\_\_ School \_\_\_\_\_

**Parent/Person Responsible for picking up child(ren)**

NAME	RELATIONSHIP	HOME PHONE #	CELL PHONE #

**Parent/Person to Contact in Case of an Emergency**

NAME	RELATIONSHIP	HOME PHONE #	CELL PHONE #

**Medical information the Childcare Staff should know:**

**Additional Comments:**

**ANY QUESTIONS REGARDING THIS PROGRAM CAN BE DIRECTED TO  
 MICHELLE STILLMAN  
 LACEY TOWNSHIP SCHOOL DISTRICT, 73 HAINES STREET  
 LANOKA HARBOR, N.J., 08734 (609) 971-2000, EXTENSION 1026**