

Bay Head School

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John Ravally, Ed.D
Superintendent

Walter C. Therien
Principal

Dear Parent/Guardian:

I am pleased to announce that Bay Head School offers an After Care Program. Attached you will find the After Care forms which have the necessary information. If you are interested in signing your child/children up for this program, please fill out the Registration/Emergency Information form and return it to the main office.

Your help in providing us with the necessary information prior to sending your child to After Care is essential for the program to run smoothly.

If you have any questions regarding the program, please call the main office.

Sincerely,

Mr. Therien
Principal

Attachments

BAY HEAD SCHOOL AFTER CARE PROGRAM
GRADES K – 8

The Bay Head School is offering an After Care Program beginning on the first day of school and continuing throughout the school year. This program is geared towards families who need a safe, supervised setting for their children. During the After Care Program, children will be able to participate in supervised activities that will include homework time, games, movies, outdoor play, etc., while under the supervision of a certified staff member.

Hours of Operation: 2:30 – 5:30 p.m. with the exception of 12:15 closing days prior to the holiday recess in December and the last day of school.

Fees: a fee of \$6.00 per hour will be charged for any part of the first hour. After the first hour, half hour rates will apply.

Payments: Participants will receive monthly bills from the board office in the child's Friday folder, payments in the form of a check made payable to Bay Head Board of Education, can be returned via the Friday Folder on Monday or you may hand-deliver your payment to the After Care professional. Any account that is two weeks past due will result in the student being excluded from the program until full payment is made.

Staff: The program will be staffed by Board of Education approved certified teachers. Additional staff may be placed as needed by the principal to ensure that children are under certified supervision. The staff will be responsible for developing a daily schedule of activities.

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

Transportation: Parents/guardians are responsible for having their child picked up at the After Care site **by 5:30 p.m.** *Failure to comply with this schedule will result in the exclusion of the child from the program.*

Snack: Students are to bring a snack each day.

Facilities: The Bay Head School District will provide a designated pickup site. The use of the school library, classrooms, the multi-purpose room, playground, and fields will be coordinated by the After Care staff as needed.

Equipment: The Bay Head School will provide the necessary supplies and equipment needed for the program.

*Bay Head School After Care Program
Grades K-8
Enrollment & Emergency Information Form*

Child's Name: _____

Grade: _____

Medical information the After Care staff should know:

Child's Name: _____

Grade: _____

Medical information the After Care staff should know:

Child's Name: _____

Grade: _____

Medical information the After Care staff should know:

Parent/Person responsible for picking up child/children: _____

Home phone #: _____

Cell phone #: _____

Work phone #: _____

Use the following space to list **ALL** individuals that you authorize to pick up your child/children. Please remember to add the names of those who may pick up your child for a play date! Staff **will not** release children to anyone whom you have not authorized.

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____