

Sunrise/Sunset
Morris School District Community School
PO Box 1485
Morristown, NJ 07962-1485

Non-Profit Org.
U.S. Postage
PAID
Permit #17
Dover, NJ 07801

SUNRISE (Before school) SUNSET (After school) 2019-2020

SUNRISE and **SUNSET** is operated by the Morris School District Community School. Our child care programs are open to district students in grades K-5. Sunrise and Sunset provide a safe, supportive, supervised environment for children before and after school. Supervision is provided by experienced adults assisted by mature, trained aides. Programs meet each day school is in session.

SUNRISE ACTIVITIES: 7:00AM to start of school—breakfast, quiet games, crafts, transportation to other district school, if needed. Program for Hillcrest and Alexander Hamilton is held at Hillcrest. Program for Alfred Vail and Sussex is held at Alfred Vail. Program for Woodland, Normandy Park and Thomas Jefferson is held at Woodland. Students will be bussed from Sunrise to their home school for the start of the school day.

SUNSET ACTIVITIES: Dismissal to 6:00PM—healthy snacks, physical activity, homework time, enrichment activities, crafts and relaxation.

This Sunrise/Sunset application packet provides you with all forms and information needed to register your child for these programs. All students must have a completed application packet on file with the Community School to start the program. Please allow 5 business days to process application (After 9/16/19). Registration is required annually to update all information.

Application fee: \$25.00 (not refundable) required for all applicants; one fee per child. Parents who withdraw their children from the program for any period of time are required to pay another application fee upon return.

Tuition: All tuition payments are due the first of each month, i.e., Jan. 1 for January 1-31. Late fee of \$20.00 will be charged after the 10th of the month.

Sibling Discount: Available for full-time students only:

Sunrise: \$10/month less for 2nd and 3rd child in family. Sunset: \$15/month less for 2nd and 3rd child in family.

SUNRISE:	Part-time (at least one day per week)	SUNSET:	Part-time (at least one day per week)
	No sibling discounts; \$15/extra day		No sibling discounts; \$25/extra day

Late Pick-up Fee – Sunset: \$15.00 per every 15 minute increment or part thereof. Fee charged per child.

PAYMENT: VISA, MasterCard, American Express or check made out to the MSD Community School may be mailed, along with the completed application packet, to:

MSD Community School, PO Box 1485, Morristown, NJ 07962-1485

PLEASE NOTE: THIS IS NOT A DROP-IN PROGRAM. All students MUST be registered in order to attend!
--

MORRIS SCHOOL DISTRICT COMMUNITY SCHOOL 2019-2020

PO Box 1485, Morristown, NJ 07962-1485

973-292-2063 (office) 973-540-1341 (fax)

USE BLACK INK ONLY – INCOMPLETE REGISTRATION FORMS WILL BE RETURNED

Child's Name _____ Grade _____ School _____ Birthdate _____

Address _____ Home phone _____

Mother's Name _____ Work phone _____ Cell phone _____

Address _____ Home phone _____

Father's Name _____ Work phone _____ Cell phone _____

Address _____ Home phone _____

(Family) EMAIL ADDRESS: _____

PLEASE CHECK ITEMS THAT APPLY: My child will participate on the following days of the week:

SUNRISE*

___M-F (full time) ___M ___T ___W ___Th ___F

MONTHLY FEES:

Full Time (5 days)	\$205
4 days/week	\$190
3 days/week	\$165
2 days/week	\$125
1 day/week	\$ 70

***At least one day per week must be circled to participate in the program.**

SUNSET*

___M-F (Full time) ___M ___T ___W ___Th ___F

MONTHLY FEES:

Full Time (5 days)	\$285	*Please note – Sunset closes at 6:00 PM.
4 days/week	\$265	
3 days/week	\$235	
2 days/week	\$160	
1 day/week	\$ 90	

Registrations **MUST** be received in the Community School office by August 16, 2019, in order for your child to begin Sunrise and/or Sunset the first day of school. Following the initial registration period, all applications must be **RECEIVED** a minimum of five (5) school days before service is to start. **Please note – if you miss the 8/16 deadline, the first day your child can start in September is September 16, 2019.**

The Community School must be notified in writing 10 working days before termination of services. There will be no refunds for any unused days in a month.

START DATE: _____

Registration fee \$25/child _____

1st Month's tuition _____

Amount Enclosed \$ _____

Payment made by (check one): _____ Check payable to: MSD Community School

___ Major Credit Card: (Circle one) Visa AMEX Mastercard

Credit Card # _____ Expiration date _____

Print Name on Card _____ Card security # _____

In order to have your Visa, MasterCard, or American Express card charged automatically each month, please check here; sign on the right to accept this agreement.

___ Automatic charge authorized

Signature

Date

Parent/Guardian Agreement

I understand that my child and I are responsible for complying with all procedures as outlined in the Parent/Guardian handbook. I understand and agree to all fees and payment deadlines and will contact the MSD Community School if there are any difficulties. My child's enrollment may be terminated if there is a failure to pay and/or make arrangements for payment.

Parent/Guardian Signature _____

Sunrise/Sunset Program 2019-2020

Emergency/Medical Information – Fill out COMPLETELY – Incomplete forms will be returned

(Note: This form MUST be completed and returned with your full registration package, first month's payment for registration and registration fee before your registration can be processed. A one-week minimum processing time is required for the start of the child's program. Children may not start the program until the full registration process is completed. For any applications received after August 16, 2019, parents will be notified of the date the child may begin the program.)

Student's Name _____ Birth Date _____ Gr. _____ School _____

Address _____

Mother's Name _____ Home Phone _____ Cell _____

Place of Employment _____ Business Phone _____ E-mail _____

Father's Name _____ Home Phone _____ Cell _____

Place of Employment _____ Business Phone _____ E-Mail _____

IN CASE OF ILLNESS, PLEASE LIST NAMES & NUMBERS TO BE CALLED IN AN EMERGENCY IF PARENT CANNOT BE REACHED.

Name	Address	Phone
------	---------	-------

Name	Address	Phone
------	---------	-------

TO BE COMPLETED BY PARENT:

1. Does your child need any special attention or routines that would be helpful to take into consideration during the program times of the day?

2. Medical/Orthopedic/Emotional Conditions _____

3. Explain _____

4. Allergies _____

5. Allergy medication prescribed _____

6. Does your child have a medical allergy that requires an EpiPen at school? ____ Yes ____ No

7. Medication taken daily _____

(Please note: medications cannot be administered by program staff; please make arrangements to have any required medications administered either before or after the program.)

8. Other comments _____

9. Date of last physical _____

Parent/Guardian Signature: _____

In the event of an emergency, if I cannot be reached, I give my permission for my son/daughter to be given immediate medical care at a hospital or other medical/dental facility.

Student's Physician: _____ Phone: _____

Medical Insurance: _____

Date: _____ Parent/Guardian Signature: _____

Sunrise-Sunset Enrollment Guidelines and Agreement 2019-2020

By my signature, I confirm that I have read the entire registration form and understand the following policies regarding my child/ren's enrollment in the 2019-2020 Sunrise-Sunset programs:

1. The child care programs are open according to the official school calendar of the Morris School District.
2. You must submit the NON-REFUNDABLE \$25.00 Per Child School Year Enrollment Fee along with the registration materials to validate enrollment, regardless of when you enroll.
3. There is a monthly payment for the Sunrise/Sunset programs. The monthly payment is determined by dividing the cost for the entire year into ten equal monthly payments. Therefore, regardless of the number of school days in a particular month, or the month that your child begins the program, the monthly service fee is always the same.
4. Enrollment in the Sunrise/Sunset program is for a minimum of one month and once child/ren are enrolled, we will consider enrollment to be the same each month unless indicated otherwise in writing to the Community School.
5. You will not receive a monthly bill. You are responsible for payment of monthly fees using the coupon book that will be provided upon confirmation of enrollment, or you can set-up to have your credit card charged monthly.
6. Fees are due on the 1st day the month of service and may be charged a monthly late fee of \$20.00 if not received. Non-payment of fees will result in termination of program services for your child/ren.
7. If you participate in ECC, you must swipe daily at drop-off and/or pick-up. Failure to swipe daily will result in removal from the program, or require you to lose ECC privileges and pay full tuition. You will be back-charged at the full rate for any days that you did not swipe.
8. You must give notice in writing prior to withdrawal from the program following the posted schedule change cut-off dates. Withdrawal will be effective the 1st day of the following month and no credits or refunds will be issued for the program. You are responsible for fees for the month reserved until withdrawal is effective.
9. There are no refunds, credits or make up days due to absence, illness, vacation or activities, you are responsible for fees for time reserved, not actual time spent at the program.
10. Changes to your child/ren's schedule are effective the first of the month for the entire month.
11. Changes in scheduling must be received in writing. There is a \$20.00 fee for each monthly schedule change made.
12. If the district experiences a Delayed Opening (Sunrise), Early Dismissal (Sunset), or full day closure (both) programs will not be held. There are no credits, refunds, or switching of days of attendance as a result of school closings.
13. You must keep your Family/Health information up to date and complete for safety/emergency purposes.
14. The Program staff will assume full responsibility for your child from the time he/she arrives at the program until your child leaves the program. You may not sign your child back into a program once they have been signed out for the day.
15. Sunrise/Sunset will follow the Health Guidelines and Procedures as outlined in the Health Information form in the event of accidents/emergencies.
16. The Sunrise program opens at 7:00AM. Children cannot be accepted prior to 7:00 AM.
17. Children must be signed into Sunrise and signed out of the Sunset program each day by an authorized adult. All additions to the original list must be received in writing to the office, prior to a pick-up.
18. **Closing time is 6 PM sharp and you will be responsible for a fine of \$15.00 per 15 minute increment or any part thereof, per child, for any time you pick up later than 6 PM.** More than 4 late pick-ups are grounds for cancellation of services.
19. If your child is absent from school, you do not have to contact the program. If your child is in school but will not attend the Sunset program on a scheduled day, you must notify the school that your child will not attend by written notification sent directly to the school through your child's teacher, as well as calling our office.
20. All payments and transactions regarding your child should be mailed to P.O. Box 1485, Morristown, NJ 07962 or dropped off directly to the Community School office. Office hours are 8:00AM until 3:30 PM. A secure drop box is available outside of the office. At no time should payments/transactions be sent in with the child or given to the staff.

I agree to adhere to the stated policies and procedures of the Morris School District Sunrise/Sunset program as stated here, and give my child/ren permission to participate fully in this program.

Signature

Printed Name

Relationship to Child

Date

***All Program Policies & Procedures are available in the Family Policies and Procedures Handbook, available upon request.
Please sign and return to the Community School with your registration paperwork***

Sunrise/Sunset Code of Conduct

The child behavior policy is in place to ensure that there are uniform guidelines for behavior management within the Sunrise and Sunset programs. It is expected that all families enrolled understand the policy that we follow when dealing with matters regarding inappropriate behavior. Sunrise and Sunset staff will set appropriate limits for the children to succeed within, acknowledge the children when they cooperate share and participate; encourage children to resolve their own conflicts using conflict resolution methods and intercede when necessary.

When inappropriate behavior occurs and/or persists, Sunrise and Sunset staff will help the child understand why it is not acceptable, discuss the consequences of that behavior, and provide alternatives to use in the future. It is required that Sunrise and Sunset staff report any inappropriate behavior that results in physical or verbal harm to a child's peers, staff or themselves to the child's family. All incidents of inappropriate behavior will be documented, parents will be notified and required to sign the incident report. After two documented incidents, the family of the child will be contacted for a meeting with the Site Leader and Community School Coordinator. The desired outcome from this meeting is to produce positive behavior guidelines for the child with the staff and families in agreement. The behavior guidelines must then be met and improvements seen within a two week time period. During this time, parents should plan for alternate care. After this period, the decision will be made for the continuation or discontinuation of the child's enrollment in the Sunrise and/or Sunset program. If enrollment is cancelled, the Community School Coordinator will decide either the length of time that a suspension is necessary or if the child will be permanently removed from the program. There will be no refund of fees paid if a child is suspended or removed from a program.

If a child's behavior requires that a family member pick up a child earlier than time of program closing, you will be notified by the Site Leader and expected to pick-up immediately. The Community School Coordinator has the discretion to immediately remove a child, either temporarily or permanently, from the program if the child is at risk of causing serious injury to other children or himself/herself; the parent threatens physical or intimidating actions towards children or staff members; or the parent exhibits verbal abuse to staff in front of enrolled children. All other possible reasons for expulsion will be discussed with the parent prior to the child being removed from the program. Please refer to the Expulsion Policy that is included in your Parent Handbook. Enrollment in all Sunrise and Sunset programs requires agreement to the behavior policy.

I have read and I understand the Sunrise and Sunset Code of Conduct and by my signature accept the policy as stated.

Child's Name: _____ School: _____

Please complete one form per child

Parents Signature: _____ Date: _____

Sunrise/Sunset Electronics/Media Policy

Both the Sunrise and Sunset programs will have use of Community School chromebooks for homework and supervised activities. Parents of all students in Pre K – 5th grade are required to read and sign off on the Morris School District – Pre K – Grade 5 Universal Sign-off Form annually. The section titled "Use of Technology – Policy 2360 – will also apply to students attending the Sunrise and Sunset programs during the 2019-2020 school year and all requirements will be enforced in the Sunrise and Sunset programs. In addition, by signing this form you are agreeing that no photos or video taken during any Sunrise or Sunset program may be posted to the Internet in any way or on any private or personal site.

Students may not use personal mobile devices of any kind during the programs

I have read and understand the Sunrise and Sunset Electronics/Media Policy and by my signature accept the policy as stated.

Child's Name: _____ School: _____

Parent's Signature: _____ Date: _____

Please sign and return to the Community School office with your registration paperwork

PHOTOGRAPHY/MEDIA PERMISSION

Please circle: **[I do]** **[I do not]** give permission for my child's video or photographic image to appear in any media coverage approved by the Community School, *without identification*.

Name _____ Student name(s) _____

Special Activity Permission

From time to time the Sunrise/Sunset program may provide special activities such as enrichment classes, movies, guest speakers, or performers. Notes will be sent home before these activities occur, but it will be helpful if you can provide permission for your child to participate at this time. You may revoke this permission for a particular event at any time, if necessary.

I give permission for my child to participate in special activities within the Sunrise/Sunset programs.

Parent/Guardian Signature _____ Date _____

SIGN OUT PERMISSION INFORMATION – FILL OUT COMPLETELY – Incomplete forms will be returned

Print the name and last 5 digits of the driver's license number of anyone who has permission to pick up your child/ren.

Parent/Guardian Signature _____ D.L. # _____

Print Name _____ D.L. # _____

Print Name _____ D.L. # _____

Print Name _____ D.L. # _____

Print Name _____ D.L. # _____

THIS INFORMATION IS REQUIRED TO ENSURE THE SAFETY OF YOUR CHILD/REN

We will *not* release your child to anyone other than those given explicit permission here.

Please list anyone who is not permitted to have contact with your child/ren through a restraining order, and provide a copy of the most recent court order of the restriction; do NOT include this person on the list above.

Name _____ Student name(s) _____

Service Schedule

Monthly fees are based on the full school year regardless of the number of service days in the month. Fees cover the specific days of the week for which you have registered your child/ren and include all days when students are required to attend school. On days when students are dismissed after a scheduled 4 hour, 20 minute half day session, we provide an extended schedule, from the time of dismissal to 6:00 pm, at no extra charge. Regular services are NOT provided on days used for staff development (full day), Teacher Convention, school vacations, nor the half day before Thanksgiving. We are closed for all school holidays, but optional Holiday Care may be offered and you will be advised of sign-up procedures and additional fees.

****On delayed opening days, Sunrise will not be held****

****If school is closed early due to weather or other emergency, Sunset will not be held****

****If school dismisses at the regularly scheduled time, but all district after school activities, sports and clubs are cancelled due to inclement weather, Sunset will close at 4:30 PM. Please have an alternate pick-up plan in place****