

# Upper Township School District's

## Child Care Program

# KEYS

## Keeping Elementary Youth Safe

The objective of our program is to Keep Elementary Youth Safe: **KEYS**.

Our primary goal is to help working parents care for their children before and after school and during summer vacation. We provide a safe, fun environment under the supervision of certified instructors.

### Before and After School Care

The Upper Township School District offers child care both before and after school for children enrolled in kindergarten through fifth grade. Preschoolers may be taken on a provisional basis at the discretion of the staff. "KEYS" is held in the Primary School cafeteria every day that school is in session. Morning KEYS opens at 7AM. Primary children are dismissed to their classrooms at 9:10 AM. Elementary students are escorted to their building by a KEYS instructor.

Afternoon KEYS is also held in the Primary School cafeteria and is held from dismissal until 5:30 PM. Primary children meet in a designated area at dismissal, and elementary children are escorted from their building by a KEYS instructor.

All children must be picked up by 5:30 pm. Parents picking up children after 5:30 pm will be charged a MINIMUM \$5.00 late fee (No exceptions.)

Both the morning and afternoon programs have at least two certified instructors caring for the children. KEYS has its own supply of games, crafts, and fun activities to keep the children interested during the time they spend there. Most days after school the children enjoy some time playing on the playground outside. In the winter months, the children have access to computers. KEYS also has a wide selection of children's movies they may choose to watch in inclement weather. (During any inside activity, a student may choose to do homework.)

*(Please note children may bring toys from home. Personal possessions are the child's responsibility and should be well marked with his/her name.)*

There is no nurse on duty during KEYS hours.

**No child is to have ANY medication at KEYS. NO EXCEPTIONS!**

### Payment Policies

All children attending KEYS must be formally registered. Registration forms can be filled out online on the Upper Township School District website. Once registered, parents will receive access to monthly forms via email. Monthly schedules and payments must be submitted by the date designated on the

emailed form. Payments are also electronic and may be made through a payment application called **Venmo**. For instructions on how to use this app, please visit the Venmo tab on the KEYS website.

KEYS is a self-supporting program, therefore, it is pertinent to receive payment on time.

KEYS cannot refund money for individual days missed. If a child is absent from school or leaves school due to illness, credit will be issued for the following month if the date of the absence is noted with payment. No credits are issued in June.

Sometimes emergencies arise. Parents may send their child to KEYS on an unscheduled day if a note and payment are sent to the child's teacher and KEYS is left a message (609-390-2242 X 2159) before 2pm that afternoon. Fees for added sessions are due on the day of service.

In the event of inclement weather, please check the school's website for late openings or closings. KEYS information is also posted on the website.

## KEYS Rates

(Prices reflect payments made in advance with schedules submitted through Genesis Parent Portal.)

<u>Session</u>	<u>One Child</u>	<u>Two Children</u>	<u>Families enrolling more than two children</u>
<b>AM KEYS</b>	\$6.00	\$11.00	\$6.00 for 1 <sup>st</sup> child, \$5 for 2 <sup>nd</sup> child, \$4 for 3 <sup>rd</sup> child, etc.
<b>PM KEYS</b>	\$6.00	\$11.00	\$6.00 for 1 <sup>st</sup> child, \$5 for 2 <sup>nd</sup> child, \$4 for 3 <sup>rd</sup> child, etc.
<b>AM &amp; PM KEYS</b>	\$11.00	\$22.00	\$11.00 for 1 child, \$22 for 2 children, \$30 for 3 children, \$36 for 4 children
<b>Early Dismissal (PM Only)</b>	\$11.00	\$21.00	Add \$5 per PM session per child
<b>Full Day Session*</b>	\$25.00	\$45.00	\$25.00 for 1 <sup>st</sup> child, \$20 for 2 <sup>nd</sup> child, \$15 for 3 <sup>rd</sup> child, etc.

\*An occasional field trip may be planned when KEYS is open on a designated school holiday. Parents will be notified in advance. Field trips are an additional charge of \$10.00 or \$15.00 per child.

### Service Charges

- There is a \$25.00 minimum yearly registration fee per child. Registration forms and fees are due by August 20, 2019 for the 2019-2020 school year.
- \$1.00 per minute late (minimum \$5.00 charge) each time your child is picked up after 5:30 PM.
- The cost for days added after the due date is \$7.00 per afternoon and \$7.00 per morning. **No discount may be taken for more than one child.**
- **NO SCHEDULE CHANGES, CREDITS OR REFUNDS! NO EXCEPTIONS!!**

## A Final Note

All students' behavior should reflect appropriate respect and courtesy for school property, fellow students and the KEYS instructors. **KEYS reserves the right to remove any child from the program whose behavior is disruptive to others. No refund will be issued.**

**KEYS Tax ID #216000239 - Please keep a record of your payments for tax purposes. KEYS does not issue payment summary receipts for taxes.**

