

Upper Township School District's

Child Care Program

Summer KEYS 2019

Keeping Elementary Youth Safe

Who: Summer KEYS is available for children enrolled in kindergarten through 6th grade for the 2018-19 school year.

Dates: Summer KEYS begins Wednesday, June 19th and runs through Friday, August 30, 2019. KEYS will be closed Thursday, July 4, in honor of the Independence Day holiday.

Times: KEYS is in session in the **Primary School** cafeteria Monday through Friday from 7:00 am until 5:30pm. Please use the front parking lot to drop off your child so as not to interfere with buses arriving for trips and summer school. All children must be picked up by 5:30pm. Parents picking up children after 5:30pm will be charged a MINIMUM \$5.00 late fee (No exceptions.)

Cost:

- There is a \$25.00 per child registration fee. The registration fee for non-residents is \$30.00.
 - Registration fees are non-refundable.
 - Registration forms and fees submitted online by May 21st will be given a \$10.00 discount.
- The cost of KEYS is \$25.00 per day in advance.
 - There is an extra charge of \$10.00 or \$15.00 on field trip days.
 - Days added post schedule due dates are an additional \$5 per child.
- Additional family members receive a discount of \$5.00 each per day.
- *Please note there is no half-day session available.*
- Parents picking up children after 5:30pm will be charged a MINIMUM \$5.00 late fee.

Registration: The summer KEYS calendar and registration form are available on the District website under the "KEYS" icon. Once you have completed the registration form, an email will be sent to you so that you may select your child's summer schedule. It may be a good idea to print the calendar and/or schedule you select for your reference. (Payments may be made via the Venmo app to "Upper KEYS.") Registrations and schedules must be submitted by the due dates in order to avoid late fees.

Payments Due: KEYS schedules and payments are now **electronic**. Payments may be made through a payment application called **Venmo**. For instructions on how to use this app, visit the Venmo tab on the KEYS website. Fees for June and July must be paid by June 4, 2019. August fees are due by July 16, 2019. Fees for added days are due on the day of attendance. **THERE ARE ABSOLUTELY NO REFUNDS, CREDITS, OR SCHEDULE CHANGES.** Your committed dates are used to schedule personnel and presentations, arrange field trips, and purchase materials. If this causes a hardship, or you have any questions, please call KEYS at 390-2242 x 2159.

Switching Days: KEYS does not allow you to switch scheduled days. Your completed registration is a

commitment that produces a chain of events that includes scheduling personnel and purchasing supplies. Instructors spend a tremendous amount of time preparing activities. This would be impossible if the scheduled number of children continually changed.

Credit For Days: KEYS does not give credit for missed days. While the daily operating costs and the cost of trips and supplies have considerably increased over the past several years, KEYS has kept fees at a low and reasonable rate. This is a result of a fair, efficient, and cost-effective program.

What To Bring:

- Children are to bring a lunch and/or snacks depending on the hours they will attend the program. KEYS has snack time twice a day.
 - On field trip days, all food should be packed in clearly marked Ziploc/disposable bags.
 - In the event of a forgotten snack or water bottle, these items are available for purchase by parents only.
- Please pack an **extra drink** for your child on especially hot days. Please clearly mark your child's name on water bottles.
- It is a good idea to have your child bring a bag to carry home papers and projects.
- Please apply sunscreen and/or bug repellent if needed and pack for child to reapply.
- It is recommended that your child wear sneakers to KEYS as it is safer when playing on the playground and in the gym.
- Please do not send ANY medication to KEYS with your child.
- ABSOLUTELY NO MONEY is to be brought to KEYS.
- There is an hour "quiet time" each day after lunch. A movie is usually shown; however your child may opt to bring in an independent activity of his/her own choosing i.e. a book, magazine, tablet, ipod, knitting project, etc. Personal possessions are the child's responsibility and should be well marked with his/her name.

Field Trips: On field trip days your child **MUST** wear his or her KEYS T-shirt. **You must arrive at least fifteen minutes early for field trips.** Before leaving for each trip, the KEYS instructors must account for every child on the bus and call ahead to give a final count to the site we are visiting that day. All field trips are subject to cancellation due to extenuating circumstances. There is an additional \$10.00 or \$15.00 charge per child for field trips.

Bag Lunch: On some trips a bag lunch is required. A bag lunch means EVERYTHING disposable. Please do not use thermoses or lunchboxes on these days. **A Ziploc bag with the child's name clearly marked on it works best.** A KEYS drawstring bag may be purchased and used for this purpose also.

KEYS Shirts: **Your child must wear his or her KEYS shirt for every field trip.** Your child's safety is our first priority. A bright colored T-shirt will be issued to each child on the day of his/her first trip. This allows the teachers, the public, local businesses and attraction attendants to easily identify members of the KEYS group. **For this reason, no child will be permitted to attend a trip without wearing a KEYS shirt.** There are a limited number of additional shirts that may be available at a \$10.00 cost.

Bathing Suits: Please have your child wear a bathing suit for "You're Gonna Get Wet" days and beach and pool field trips. **KEYS shirts must be worn over top of a bathing suit at all times** (even in the water). Wearing a rash guard underneath is much more comfortable. Pack a towel, dry clothes, and a plastic bag to bring wet items home. On especially hot days, activities that involve getting

wet may be planned. **For this reason, please pack a bathing suit, towel, and bag for wet items every day.** SMALL shovels and buckets may be brought for sand sculpting.

Pizza Days: Your child may buy pizza for lunch on PIZZA DAYS for \$2.00 per slice. Please bring exact change that day if you wish to order pizza.

Behavior: 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.**

Special Thanks From KEYS To:

Brian Hartley & Scott Simpson – Playland Park, Ocean City 609-399-4751

Walt's Original Primo Pizza – Somers Point – 609-927-4464

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

