

# KEYS

**KEEP ELEMENTARY YOUTH SAFE  
THE BEFORE AND AFTER SCHOOL CHILDCARE PROGRAM FOR  
WORKING PARENTS**



**2018-2019  
SCHOOL YEAR  
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**Dear Parents:**

**Welcome to our 36<sup>th</sup> year of providing before and after school child care for working parents to all residents of Audubon and Audubon Park.**

**Keys' is an organized program supervised by qualified adults, with years of experience in our After School Child Care Program.**

**Audubon and Audubon Park Children in Kindergarten through grade six are eligible to attend Keys at the school which they attend.**

**The children who participate in our KEYS program are very important to us. Because they are our responsibility, their welfare is our primary concern. Rules and regulations have been adopted and we request that you read the enclosed information. We further request that you adhere to the rules since failure to comply may result in dismissal from this program.**

### **REGISTRATION FORMS**

**All children must be pre-registered. There is a \$25.00 fee per child per year. The registration form is a vital resource for our program.**

**The name, place of employment and employers telephone number, home number/cell number of each parent/guardian is imperative. Employment may be verified by Director.**

**Please consider carefully the name of an Emergency person to call in the event either parent is unattainable. The emergency person should be someone you deem responsible to help during your absence in the event of any unforeseen situation. You may have more than one emergency person listed if you wish.**

**Also on the registration form is the general information of the child – His/Her name, address, home telephone number, birth date and grade level.**

**Please advise on the form if any special conditions should be known to the supervisor, such as: diabetes, epilepsy, heart condition, food allergies, asthma, etc. but please note that there is no nurse on duty during Keys and caregivers cannot administer any medications, including inhalers. If your child does not have permission from his/her doctor to self administer inhaler, we can set up a plan of action so that the inhaler will be administered to your child right before they attend Keys by school Nurse. Please make notation on reg. card if this is the course of action necessary.**

**On the reverse side of the registration form designate only those ADULTS 18 years or older, that you give permission to pick up your child/children from the KEYS program. Also include their telephone/cell number.**

**NO ONE WILL BE PERMITTED TO LEAVE WITH YOUR CHILD UNLESS YOU HAVE DESIGNATED IN WRITING THE NAMES OF THESE ADULTS. THEY MUST PROVIDE A PICTURE ID WHEN PICKING UP YOUR CHILDREN.**

Please note: Should your telephone number at home or at work change, or any other important information change during the school year be sure this change is noted on the registration form

### AM KEYS

Children attending the morning Keys session must be pre-registered. There is a \$25.00 fee per child per year.

NOTE: Children who may be attending BOTH morning and after school child care need to be registered for BOTH Programs, however, only ONE registration fee is required. No one is permitted to pull onto the Playground to drop off your child/children please escort them into the facility.

AM KEYS will begin at *HAVILAND AVE. SCHOOL – AM Kindergarten thru Second*  
7:05 am to 8:05 am

AM KEYS will begin at *MANSION AVE. SCHOOL – Third thru Sixth*  
7:25 am to 8:25 am

On inclement weather days, children line up in the hallway then enter their classroom with the rest of the class. NOTE AM KEYS IS OPEN ON DELAYED SCHOOL DAYS DUE TO SNOW

Children may bring breakfast with them, or purchase a district BREAKFAST which is available each day thru the Cafeteria at a fee. This is separate from the Keys program and payment is made directly to Cafeteria staff for breakfast daily.

*All rules and regulations for the After School Child Care Program pertain to both AM & PM KEYS.*

### AM KEYS FEES:

Attendance forms and payments are due Friday prior to the week your Child/Children are attending KEYS. If the weekly attendance form and payment are not received on or by Friday prior to the week attending or last day of school before a Holiday Break , a \$20.00 late fee will be charged. Please note Keys is a privilege, failure to abide by all rules can and will result in dismissal from program.

### AM KEYS Fees are as follows:

HAVILAND AVE. SCHOOL –AM Kindergarten thru Second

\$4.50 day per child from 7:05 am to 8:05 am

\$6.50 per day per family for two or more children

MANSION AVE. SCHOOL – Third thru Sixth

\$4.50 per day per child from 7:25 am to 8:25 am

\$6.50 per day per family for two or more children

**PLEASE DO NOT PULL ONTO THE PLAYGROUND, Parents MUST walk children into the building, directly to the KEYS room. DO NOT DROP CHILDREN OFF PRIOR TO TIMES STATED ABOVE. CAREGIVERS ARE PRESENT ONLY DURING THESE TIMES.**

**PM KEYS FEES:**

**HAVILAND AVE. SCHOOL –PM Kindergarten thru Second**  
\$ 9.00 per day from 2:35 to 4:30 per child  
\$12.00 per day from 2:35 to 6:00 per child

**FAMILY RATE for Two Children:**  
\$12.00 per day from 2:35 to 4:30  
\$17.00 per day from 2:35 to 6:00

**FAMILY RATE for Three or more Children:**  
\$17.00 per day from 2:35 to 4:30  
\$22.00 per day from 2:35 to 6:00

**MANSION AVE. SCHOOL – Third thru Sixth**  
\$ 9.00 per day from 2:55 to 5:00 per child  
\$12.00 per day from 2:55 to 6:00 per child

**FAMILY RATE for Two Children:**  
\$12.00 per day from 2:55 to 5:00  
\$17.00 per day from 2:55 to 6:00

**FAMILY RATE for Three or more Children:**  
\$17.00 per day from 2:55 to 5:00  
\$22.00 per day from 2:55 to 6:00

**ADDITIONAL \$9.00 FEE PER CHILD PER DAY REQUIRED FOR ½ DAYS BOTH SCHOOLS**

**ALL FORMS AND PAYMENTS DUE FRIDAY OR DAY BEFORE BREAK PRIOR TO WHEN YOUR CHILD/CHILDREN WILL BE ATTENDING. IF FORM IS NOT RECEIVED ON OR BY FRIDAY PRIOR TO WEEK ATTENDING YOU WILL BE CHARGED A \$20.00 DROP IN FEE WHICH IS DUE AT TIME OF SIGNING UP CHILD.**

**CREDIT IS GIVEN ONLY IF YOUR CHILD IS ABSENT FROM SCHOOL. If your child is expected to attend KEYS, but for some reason you alter the After School Plans, or incorrectly sign up your child, credit will not be given. For extenuating circumstances please contact Director.**

Please make every effort to pay by *Check or Money Order*. Make Checks payable to: AUDUBON BOARD OF EDUCATION. There is no change available at Keys facilities if you do not have exact change you will be issued a credit for overpayment.

KEYS CLOSSES PROMPTLY AT 6:00PM - a fee for pick up after 6:00pm will be charged if child's pick up person is late, a fee of \$1.00 per minute per child will be DUE immediately when Parent arrives to pick up child, after 3<sup>rd</sup> offense child will be removed from program. If your child remains at the Keys facility and you or a delegate does not pick up your child after 30 minutes, 911 will be called. If you are late picking up your child/children 3 times you may be terminated from the Keys program for the remainder of the school year.

EARLY DISMISSAL – ½ DAYS:

KEYS will begin immediately after children are dismissed from school on half days. There is an additional fee of \$9.00 PER CHILD PER DAY for the additional time.

Please pack a lunch separate from the classroom Snack. Lunch will be eaten as soon as the children arrive at KEYS. KEYS DOES NOT SUPPLY SNACKS & NO SHARING IS ALLOWED!!!!!!

CALENDAR

KEYS will follow the approved Audubon Board of Education school calendar. When school is closed there is no program.

The 2018-2019 School Calendar is on Page 10 of this booklet, however please be advised that periodically the calendar is revised throughout the school year. If the calendar is revised you will receive a copy of it thru your child/childrens school and it is also available thru the district website.

KEYS will close at 4:30pm at Haviland and 5:00pm at Mansion elementary school on the following Days:

- Wednesday October 31<sup>st</sup>, 2018
- November 21<sup>st</sup>, 2018
- December 21<sup>st</sup>, 2018
- April 18<sup>th</sup>, 2019
- May 24, 2019 if school is in session for a Snow Make up day
- June 19<sup>th</sup>, 2019 (or last day of school if snow make up days are necessary)

**EARLY INCLEMENT WEATHER CLOSING OR ANY EMERGENCY CLOSING OF SCHOOLS BY DISTRICT:**

**THERE IS NO KEYS, students will be dismissed by their teachers at the normal dismissal location.**

**DELAYED OPENING:**

**In the event of a 1.5 Hr. delayed opening, morning KEYS will open one hour before school begins. NO CREDIT WILL BE ISSUED IF CHILD DOES NOT ATTEND UNLESS THEY ARE ABSENT FROM SCHOOL ENTIRE DAY.**

**No one is permitted to pull onto the playground to drop off your child/children please park on the street. Parents MUST escort children into the building, directly to the KEYS room.**

**PICK UP PROCEDURES AND POLICIES**

**KEYS CLOSSES PROMPTLY AT 6:00PM - Parents or designated adults responsible for picking up the children MUST enter the building and meet them in the KEYS facility. You will need to show picture ID and sign-out your child/children. Children may not leave the building without his/her parent or designated adult. If you are running late please call the facility to let caregivers know, Mansion 546-3135, Haviland 546-0026. A fee of \$1.00 per minute per child will be DUE immediately if you are late (after 6pm) picking up your child, after 3<sup>rd</sup> offense the child will no longer be eligible to attend the program. If you or a delegate is not at the facility to pick up your child within 30 minutes after we close AT 6:00pm we will call 911.**

**Parents must put in writing permission for designated adults to pick up children on the back of the registration form. The list should include all adults and their telephone numbers who may now or in the future be responsible for picking up your child/children. You may add or delete names from this registration card at anytime during the school year, just see a caregiver and they will pull your registration card for you to update. Please tell delegates they will be asked for picture ID.**

**If at any time during the year you have a COURT ORDER that would prevent anyone from removing your child(ren) from the program you must provide a copy of this legal action with seal in order to enforce court order. This will be attached to the back of your child(ren)'s registration card.**

**High School aged brothers and sisters may pick up KEYS siblings only when this request is stated in writing to the Director. This written request will then be submitted to the Superintendent at which time the request will be reviewed for final approval.**

**Once a parent is present, the child/children & siblings must be signed out of KEYS and they are not permitted to return into the KEYS facility. KEYS children who attend after school programs out of the school building, such as BOY/GIRL Scouts, Brownies, CCD Classes, may not return to KEYS. Once the child has left the building they may not return to KEYS.**

## **TELEPHONE**

Should you need to contact the schools offices during school hours call 546-4922 for Haviland Avenue School and 546-4926 for Mansion Avenue School.

Keys telephones are available for calling at all times, if called before Keys begins please leave a message. Please have the KEYS telephone number available at your place of business, and for anyone who might need to contact a supervisor. These numbers are not published in the telephone book. We have these special telephone lines in each KEYS location for emergency use or for situations when parents want to contact our program. Phones are not to be used to make arrangements or play dates after KEYS. Please keep these numbers programmed in your phone in case you need to contact us.

546-0026 – HAVILAND AVENUE KEYS  
546-3135 – MANSION AVENUE KEYS

## **NON-PUBLIC SCHOOL CHILDREN**

Children attending non-public school who are residents of Audubon and Audubon Park and are in Kindergarten through grade 6 may attend KEYS. Parents must make arrangements for the children to get to our facilities and must escort them in. We are not responsible for them until they have been checked into KEYS.

Parents of non-public school children MUST call the KEYS school to notify the secretary of his/her child's absence.

## **GENERAL INFORMATION**

1. Keys is an extension of the school day. All School rules apply to our program and are enforced. **ABSOLUTELY NO CELL PHONES OR PICTURE TAKING ALLOWED.**
2. Children are to report directly after school that they attend, to the designated KEYS area. If your child has to remain after school for any reason he/she is to notify the caregivers that he/she will be late attending KEYS. No refund will be given under any circumstances for the time missed.
3. Children must bring snacks to KEYS. Nutritious snacks are encouraged. **KEYS DOES NOT SUPPLY SNACKS!!!** Candy and Gum are not permitted to be eaten at KEYS and children are not permitted share snacks.



4. **When sending correspondence during school time, please put all letters, checks, etc. in an envelope stating KEYS on front of the envelope. The classroom teacher will direct all correspondence to the KEYS mailbox, however if sending in payments and we do not receive by Friday for whatever reason you will be charged the \$20.00 drop in fee.**
5. **If your child is scheduled for KEYS and you alter the after school plans, we must have IN WRITING that your child will not be attending KEYS on that day and also please call direct # to Keys facility and leave a message. If we do not receive a written notice or call, we will be expecting his/her attendance. NO CREDIT WILL BE ISSUED FOR ALTERED PLANS, CREDIT ONLY ISSUED IF CHILD IS ABSENT FROM SCHOOL.**
6. **KEYS is strictly for working parents or parents attending school. Employer name and number must be on registration form. The Director may call employer for verification. If attending school a copy of your classes must be submitted.**
7. **Payment and weekly attendance forms are due last day of school before a break, scheduled day off or on a normal week Friday prior to when Child/Children will attend or a \$20.00 drop in fee will be due and you are responsible to notify teacher and the Director that they're attending. A DROP IN is considered IF PAYMENT NOT RECEIVED FRIDAY OR LAST DAY BEFORE BREAK PRIOR TO WEEK ATTENDING ALSO IF YOUR CHILD IS NOT SCHEDULED FOR KEYS AND IS SENT TO US BY OFFICE OR JUST SHOWS UP.**
8. **Audubon Public School District is not a licensed facility for Camden County Assistance Program and No discounted rates are available.**
9. **Keys is a privilege for working parents, failure to abide by the rules and policies listed in the Parent Handbook may result in immediate removal from program.**
10. **CREDIT – Is only issued if child is absent from school. If you have an extenuating situation you must contact director to discuss situation. Please do not ask caregivers about credit it is at the discretion of the Director and Supervisors.**
11. **Tax Id number For Audubon Board of Education is:  
Federal #21-6000-119  
State #21-6000-119000**

12. **Children go outside daily to play except for inclement weather please make sure that your child/children has one of the following available a coat, gloves, hat, a hoody or sweatshirt at all times even if its kept in their backpack. The playground area gets chilly in the afternoon when the playground is shaded. The Director or caregivers will let the children know if a coat etc. is warranted, and all children must dress accordingly.**

## **DISCIPLINE**

**Keys is a privilege and KEYS children are expected to follow all school rules while attending morning and /or afternoon child care programs.**

**The following disciplinary actions will take place should it become necessary to address a specific difficulty with any student:**

1. **A “Time Out” period will be given, removing the child from the situation that may be causing a difficulty.**
2. **The parents will be notified if the child continues to experience difficulties with the intent that parents will help resolve the issue at hand.**
3. **A detention will be assigned and parents will be notified that their child will attend KEYS at the conclusion of the hour detention. Detentions are served with the Keys Director in Elem. School that they attend.**
4. **Should it become necessary and behavior continues, the child will be suspended from the KEYS program for a number of days designated by the director of the KEYS program and Superintendent of Schools.**
5. **Permanent dismissal from the KEYS program will be the final step should the child not be able to abide by all the school rules and regulations. This decision will be made by the KEYS director and Superintendent of Schools.**

## **ACTIVITIES**

**Keys activities vary according to the seasons and the availability of outside playtime as well as scheduling of the gym. Outside playtime is encouraged during the fall and spring months and when there are mild winter afternoons. All Keys children will go outside for at least 1 hour or more per day. When weather is nice we may stay outside the entire Keys time. Please make sure your child has a coat or hoodie with him/her at all times.**

**Children usually begin the afternoon session with eating a snack that they have brought from home. KEYS DOES NOT SUPPLY SNACKS.**

**Free playtime is encouraged in small group activities when inside. Children are expected to clean up trash and put away games and other materials they have used when finished playing or before leaving**

**Please be sure the child's name is clearly written on any games or items they may bring from home Keys is not responsible for any items that may be left, broken or stolen.**

**Age Appropriate movies and or cartoons are usually viewed when inside due to inclement weather.**

### **HOMEWORK**

**Children usually begin the afternoon session with eating a snack that they have brought from home. Students may do their homework when they enter the Keys facility on their own unassisted. However we will not force them to do their homework. If your child/children attends an after school program within the school and they return to Keys if we are outside they will be told to do homework at home or they may do homework when caregivers and children come in from outside on their own. Caregivers are available to answer any questions the student may have to the best of their ability, however we do not offer one on one tutoring. If they can not do homework on their own or they cannot focus on their own, they will be asked to do homework with guardian or parent. WE DO HOWEVER ASK THAT IF A CHILD HAS TO READ THEY MAY READ SILENTLY TO THEMSELVES BUT WE CAN NOT GIVE THEM ONE ON ONE ATTENTION OR SIGN ANY HOMEWORK READING PAPERS SINCE THEY DO NOT HAVE OUR FULL ATTENTION. WE ALSO ASK KINDERGARTNERS DO READING AT HOME WITH PARENTS.**

**Thank you for your interest in our KEYS program.**

**Melissa Chisholm  
KEYS DIRECTOR**