



ST. ANTHONY STUDY HALL

www.saintanthonypadua.org

(732) 634-6800

St. Anthony of Padua Church
436 Port Reading Ave, Port Reading, NJ 07064
studyhall_stanthony@verizon.net



Part 2 for use with online registration

Dear Parents/Guardians:

Thank you for choosing St. Anthony Study Hall Program. Our program operates all year round serving children between 5 and 13 years of age.

We serve the following schools: Port Reading #9, Matthew Jago #28, Mawbey Street #1, Ross Street #11, Avenel Middle School, Woodbridge Middle School, St. James Woodbridge, St. Joseph Carteret, Columbus School Carteret, Minue School Carteret, and Carteret Middle.

We provide transportation to and from these schools to St. Anthony Study Hall. We provide dedicated and experienced staff to supervise your children's studies. Your child will sign off on a form, which is witnessed by staff upon completion of his/her studies before doing extra curriculum activities.

Please read and sign off the following forms if necessary:

1. **Rules and Regulations**
2. **Policy on the Management of Communicable Diseases**
3. **Guidelines for Positive Discipline**
4. **Policy on Release of Children**
5. **Expulsion Policy**
6. **Handwashing and Sanitation Procedures**
7. **Information to Parents - DCF**
8. **Television Policy**
9. **Tuition and Fees**
10. **Disruptive Behavior Policy**
11. **Financial Assistance Websites**
12. **Homework Policy**
13. **Parking and Entrance**
14. **Late Pickup Policy**
15. **Subsidized Families Only**
16. **Bus Rules**
17. **Children Study Hall Floor Rules**
18. **Child/Parent/Guardian Information**
19. **Emergency Contact Form**
20. **Emergency Medical Information I, II, & III**
21. **Permission to Give Medication in Child Care**
22. **Consent and Liability Waiver for All Bus and Walking Trips**
23. **Photography Consent**
24. **Transportation Authorization Form – Please give this to the school**
25. **Policies Received and Reviewed**

The Study Hall Staff is looking forward to meeting your child this school year.

Sincerely,

Frank Cacace

Frank Cacace – UD 2/17/2017

PS **ALL** registrations are on a monthly basis beginning on the first of each month. Completed registrations and payments must be in our office by the 25th of the previous month. Payments are based on a month by month basis. Partial registrations will also be accepted with payments. If needed payment plans can be arranged. **We accept Child Care Solutions, Visa, MasterCard and Discover card. Rates are subject to change without notice.**

PLEASE READ CAREFULLY AND FILL OUT ALL PAGES

ST. ANTHONY STUDY HALL PROGRAM

1 RULES AND REGULATIONS

In order to ensure your child a safe and enjoyable experience, the following rules and regulations will be strictly enforced:

1. REGISTRATION IS FOR the following month. The program is run on a month-by-month basis. Partial registrations will be accepted.
2. Payments must be **MAILED, DROPPED OFF, or PHONED into ST. ANTHONY, 436 Port Reading Ave, Port Reading, NJ 07064, (732) 634-6800** and must be **in the office the 25th of the previous month. (See #10).**
3. If your child will be absent from school, you **must** contact the study hall office at **732-634-6800 between 6:30 am and 3:00 pm. In addition,** you must notify your child's home school.
4. If your child is to be taken out of school during the day for any reason, you **must** call the office to notify us that he/she will not be present at study hall.
5. You will be notified via email if there is an unscheduled half day or early dismissal.
6. For security purposes, you must sign your child out every day when you pick him/her up and be prepared to show ID if requested. Your child will not be released to anyone who does not have proper identification.
7. In aftercare your child will be given a snack daily. Please list any food allergies on appropriate attached form (page 14).
8. Please be sure to pick up your child **no later than 6:30 pm.** Our staff is scheduled to leave at 6:30 pm. **A LATE FEE OF \$25 PER 15-MINUTE PERIOD PER CHILD** beyond 6:30 pm will be charged. Habitual late pick-ups may result in termination. **Before registering for the next session, any outstanding late fees must be paid.**
9. **Refunds will not be given for missed days. The program is run on a full month basis. In the event of an emergency closing of the program due to weather or other circumstances,** credit will be given based on what you paid. If 5% discount was taken, your credit will be the amount of the tuition MINUS the 5% discount. If you have not prepaid for the days but have registered for them, you will not be given a credit. The day we are closed will just be removed from your total.
10. **Any outstanding balances as of the first of the month will be accessed a \$25 late fee unless a payment plan was prearranged. If payment arrangements are defaulted, then the fee will be applied retroactive.**
11. **If your check should bounce, there will be a \$35 returned check fee. Once you have bounced a check, all future payments will be accepted by money order or bank check ONLY. There will be no exceptions. You will also be subject to a late fee for payments received past the 21st of the month.**
12. Ten sessions of one-month periods will be held during the school year starting in September and finishing in June. Parents and guardians will be asked to re-register their children for each session. **By the first of each month, registration forms will be available. They will be located by the sign-out sheet table. It is your responsibility to pick up these forms.** The completed forms and payments **must be received by the 25th of the preceding month at the Study Hall Office. DO NOT** send the forms and payment with your child or to your child's school. Payments can be mailed, dropped off or phoned in (see # 2).
13. Keep a copy of your registration and check prior to sending.
14. You must have reliable adults on the "**Emergency Contact Form**" who **live locally.** It is extremely important that you provide us with a list of emergency contacts if you cannot be reached. If you are new to the area, it is your responsibility to provide us with a list of **local** people we can contact in case of an emergency.
15. Only those contacts on the "**Emergency Contact Form**" are allowed to pick up your child. It is the parent's responsibility to keep this list updated.
16. Late Registration Fee: If the month is not paid by the 1st of the registered month,, there will be a \$25 late fee charged. If the month is not paid in full on or before the 5th of the month, your child will not be able to participate in the program until the balance is paid. If your circumstances make it necessary, arrangements for payments can be arranged. This will be decided on a case-by-case basis. A contract will be available.

ST. ANTHONY STUDY HALL PROGRAM

2 POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group and parents will be called to take the child home:

Severe pain or discomfort	Acute diarrhea
Episodes of acute vomiting	Elevated oral temperature of 101.5 degrees Fahrenheit
Lethargy	Severe coughing
Yellow eyes or jaundiced skin	Red eyes with discharge
Infected, untreated skin patches	Difficult or rapid breathing
Skin rashes in conjunction with fever or behavior changes	Skin lesions that are weeping or bleeding
Mouth sores with drooling	Stiff neck

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others:

Respiratory Illnesses

- Chicken Pox**
- German Measles*
- Homophiles Influenza*
- Measles*
- Meningococcal*
- Mumps*

Gastrointestinal Illnesses

- Campylobacter*
- Escherichia coli*
- Guardia Labia*
- Hepatitis A*
- Salmonella*
- Shingle*

Contact Illnesses

- Impetigo
- Lice
- Scabies
- Shingles
- Strep Throat
- Tuberculosis*

Whooping Cough*

*Reportable diseases that must be reported to the health department by the center.

**NOTE: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash or that all sores have dried up.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

3 GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, group, and the adult.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

Anticipate and eliminate potential problems.	Have a few consistent, clear rules that are explained to children and understood by adults.
Have a well-planned daily schedule.	Plan for ample elements of fun and humor.
Include some group decision-making.	Provide time and space for each child to be alone.
Make it possible for each child to feel he/she has had some positive impact on the group.	Provide the structure and support children need to resolve their differences.
Share ownership and responsibility with the children; talk about our room, our toys.	

ST. ANTHONY STUDY HALL PROGRAM

3 GUIDELINES FOR POSTIVE DISCIPLINE (continued)

You can use positive discipline by intervening when necessary:

Re-direct to a new activity to change the focus of a child's behavior.	Provide individualized attention to help the child deal with a particular situation.
Use time-out--by removing a child for a few minutes from the area or activity so that he/she may gain self control. (One minute for each year of the child's age is a good rule of thumb)	Divert the child and remove from the area of conflict.
Provide alternative activities and acceptable ways to release feelings.	Point out natural or logical consequences of children's behavior.
Offer a choice only if there are two acceptable options.	Criticize the behavior, not the child. Don't say "bad boy" or "bad girl". Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.	Provide positive reinforcement through rewards for good behavior.
Use encouragement rather than competition, comparison, or criticism.	Overlook small annoyances and deliberately ignore provocations.
Give hugs and caring to every child every day.	Appreciate the child's point of view.
Be loving, but don't confuse loving with license.	

Positive discipline takes time, patience, repetition, and the willingness to change the way you deal with children. But it's worth it because positive discipline works.

4 POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access or granted limited access to a child by court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-Hour Child Abuse Hotline NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

ST. ANTHONY STUDY HALL PROGRAM

5 EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSE FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled students.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payment
- Failure to complete required forms including child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardians will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.

The parent/guardian will be informed about the expected behavior changes required in order for the child or parent/guardian to return to the center.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to see alternative child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).

Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent/guardian:

- Made a complaint to the Office of Licensing regarding a center's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring in the center.
- Questioned the center regarding policies and procedures without giving the parent/guardian sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

Staff will try to redirect child from negative behavior.	Staff will reassess classroom environment, appropriateness of activities, supervision.
Staff will always use positive methods and language while disciplining children.	Staff will praise appropriate behaviors.
Staff will consistently apply consequences for rules.	Child will be given verbal warnings.
Child will be given time to regain control.	Child's disruptive behavior will be documented and maintained in confidentiality.
Parent/guardian will be notified verbally.	Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
The director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.	The parent will be given literature or other resources regarding methods of improving behavior.
Recommendation of evaluation by professional consultation on premises.	Recommendation of evaluation by local school district child study team.

ST. ANTHONY STUDY HALL PROGRAM

6 HANDWASHING AND SANITATION PROCEDURES

How to Wash Your Hands

Wet hands and lather with soap, rubbing front and back of hands and wrists for at least 20 seconds.
Rinse under running water from wrists to fingertips.
Dry hands with paper towel
Use paper towel to turn off faucet.

When to Wash Your Hands

Before preparing food
After diapering a child
After toileting
After assisting a child in toileting
After caring for a child who appears to be sick
After coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other bodily fluids or secretions.
After coming into contact with an animal's body secretions

How to Disinfect

First wash the surface with soap and water to remove visible soil
Then apply bleach solution (1 tablespoon per quart) or commercially made disinfectant and let air dry.
DOES NOT mix bleach with other cleaning solutions or ammonia, to do so may release hazardous gases.
When using commercially made products adhere to the directions on the package.

When to Disinfect

After each use

Mops
Washcloths
Thermometers
Items used by an ill child
Mats that are not stored separately
Before each meal
Tables used by the children for eating

Daily

Toilets and toilet seats
Sinks and faucets
Drinking fountains
Play tables
Non-porous floors

7 INFORMATION TO PARENTS

**Department of Children and Families
Office of Licensing**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

* * * * *

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center. To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/lifesafety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

ST. ANTHONY STUDY HALL PROGRAM

7 INFORMATION TO PARENTS (continued)

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L.1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846. Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/DCF and select Publications.

8 TELEVISION POLICY

Use of the television for viewing movies will be from 5:00PM-6:30PM during the school year. The television may be used during delayed openings and half days as well, to watch one movie while the children are in our care for less than 4 hours. During the summer, when the children are in our care 4 hours or more, the television will be used to watch one (1) movie on Friday mornings at 10am during our weekly "movie time". All movies will be selected with the age of our core audience in mind. Staff and the children are not permitted to bring in or start movies that are rated PG-13 or higher.

ST. ANTHONY STUDY HALL PROGRAM

Tuition and Fees as of 2/17/2017

9 TUITION AND FEES

School year programs

K to 8th Grade:

- \$7 per day Before Care.
- \$12.50 per day After Care.
- \$50 Full Daycare – 6:30 AM to 6:30 PM during the school year for break weeks and special holidays.
- \$10 extra for scheduled half days - from the time they are picked up to 3:30 PM, if you pick up AFTER 3:30 PM, you will be charged for After Care.
- \$5 extra for delayed openings (Based on Woodbridge Township schools ONLY).
- \$25 monthly bus fee per family – All families MUST pay this unless you provide own transportation.
- **5% discount for full payment registrations received for the month on the 21st of the previous month.**

Summer Break:

- \$50 per day Summer Break, all inclusive: breakfast, lunch, snacks, drinks, pool, parks, before and after care.
- \$35 extra for trips.
- \$225 for a FULL WEEK registered, additional child \$200.

FEES:

- \$25 late pick-up fee per child for every 15 minutes after 6:30 PM.
- \$25 fee for outstanding balances unless other arrangements have been made.
- St. Anthony Study Hall **REQUIRES** we have a registration filled out **PRIOR** to the month of care. If your child is not registered for the month and your child is dropped off/picked up for care, **you will be automatically billed for the entire month of the care you utilized, plus bus fee, and you will be responsible for the balance even if your child has not attended all the days.** St. Anthony Study Hall does not offer drop in care, as we are not licensed for such care. This does NOT apply if you have submitted a registration for that month and added days to your registration.
(Example: if you dropped off for Before Care and there is no registration on file, you will be billed for the whole month of Before Care. If you have us pick up for After Care, you will be billed for the whole month of After Care. If you drop off for Before Care and have us pick up for After Care and no registration has been submitted, you will be charged for the whole month for BOTH),

A child may also be terminated from the program in the event payment has not been made on time by the 25th of each month and/or if a child is picked up from the study hall later than 6:30 PM on more than three occasions.

10 DISRUPTIVE BEHAVIOR POLICY

In the event of disruptive behavior on the part of any student on the bus or at the site, the following steps will be taken in the order listed below if the behavior does not significantly improve:

- The staff will speak to that child and encourage improvement in his/her behavior.
- The staff will speak to a parent/guardian about his/her behavior.
- Management will speak to the child regarding the disruptive behavior.
- Management will speak to a parent/guardian about the continued disruptive behavior.
- Management will send a letter to the parent/guardian warning them that another infraction will result in a one-week suspension from the program.
- Management will send a letter informing the parent/guardian and home school of the week suspension.
- A permanent termination letter will be sent home, effective immediately.

11 FINANCIAL ASSISTANCE WEBSITES

Catholic Charities - www.ccdom.org

Community Child care Solutions - www.communitychildcaresolutions.org

Department of Children and Family Services Family Support - www.state.nj.us/dcf/support/index.html

ST. ANTHONY STUDY HALL PROGRAM
12 HOMEWORK POLICY

In an effort to improve our services to the children and families of the St. Anthony Study Hall Program, we are implementing a new policy. Please remember we are not affiliated or connected to any school, so we are not aware of school rules or procedures for homework.

Since our primary goal to help your child complete and do their homework correctly, I am asking parents to please check the homework and if something is wrong please do the following:

- Copy wrong homework (make sure date is on it) and write what was wrong on the copy.
- Email it to us, bring it in, or mail it to us so we can review what went wrong.
- It can be photographed via your phone and texted to me at 732-754-8401.

If there is a specific way a homework is to be done, then you will need to provide us with a written explanation of how so our staff can make sure is completed as such.

13 PARKING AND ENTRANCE

There is no parking in the fire lane around the church. The police make random checks all the time. There are NO exceptions. The entrance is ONLY at the parking lot side of the church at Father Milos Hall.

14 LATE PICKUP POLICY

All children must be picked up by 6:30 PM. If you cannot make it on time, you **MUST** find an alternate to pick your child up. If one cannot be found you must call the Study Hall at 732-634-6800 or 732-754-8401.

There is a \$25 charge per every 15 minutes per child after 6:30 PM (6:31 and after) which must be paid within 5 days or services with the Study Hall will be terminated.

If a child is not picked up by 6:30 PM, the staff is instructed to do the following:

- Call all available numbers for your child and leave messages to have someone contact or come to pick up your child.
- If no one is contacted and the child is not picked up by 7:00 PM, they are instructed to call the Department of Children and Families (DCF) and follow their instructions.

15 SUBSIDIZED FAMILIES ONLY

To all parents and guardians who utilize the Child Care Solution Program or Work First New Jersey program the following are the contractual and Study Hall policies you are required to abide by. Failure to comply could cause an early termination of your contract services with the St Anthony Study Hall program.

- You are required to swipe in and out **every day** as per Part E – Parent Certification of your contract, you cannot go more than 3 days behind. We will **terminate without notice** if you do.
- You have the ability to get an extra card to give to someone else who picks your child up to swipe for you. The swiping takes less than a minute to do, but when you are behind it takes much longer. When you are doing your catch up and someone else has to swipe, you can cause them to be delayed as well.
- As per Part E – Parent Certification of your contract you are required to pay all copay and fees. These are required to be paid by the **end of the previous month**. Payment arrangements are available and must be filled out each month as needed. Failure to pay on time will result in **immediate termination** and a \$25 late fee.
- Your contract also requires you to pay the difference between what we charge and what the state pays minus your copay. This will only apply to full day care during the school year.

The Study Hall does not get paid if you do not swipe. In the event you miss a day, **you will be charge the full rate for the day (\$22.50 for school year and \$50 for any full day).**

Parent Signature _____ **Date** _____

16 BUS RULES

The following is a list of our rules for your children to follow when using our buses. I cannot stress enough the importance that your children follow these rules. It is for their safety and the safety of all involved that your children adhere to these rules. Please review them with your child and please have them and yourself sign the bottom. If not received we may not be able to have your child utilize our bus.

- 1) Children must line up and walk carefully to and on the bus.
- 2) Children are to be seated and not stand or move their seat while bus is in motion.
- 3) When bus arrives at either their school or St. Anthony the children must wait until the driver instructs them to stand and exit.
- 4) There is no eating or drinking of any kind on the bus.
- 5) Children should keep their hands to themselves and should keep their voices at a talking level.

Your child's failure to follow these rules could result in the loss of use of our services.

Parent Signature _____ **Date** _____

Student Signature _____

ST. ANTHONY STUDY HALL PROGRAM

17 CHILDREN STUDY HALL FLOOR RULES

The following is a list of rules we use while children are in our facility: Please review these rules with your child and be sure that they understand them.

- 1) Children are only allowed to stay in the hall itself:
- 2) Not allowed in kitchen, office, or storage area.
- 3) Electronic devices are okay to use except:
- 4) Taking pictures, making phone calls, or texting.
- 5) In Aftercare, all bags will be thoroughly searched for homework.
- 6) All homework must be completed before having time to play or notice will be sent home.
- 7) No running in the hall except in open area or when outside.
- 8) No sitting on tables or going under the tables.
- 9) No hand stands or tumbling on the floor.
- 10) Ball play is up to the discretion of the staff on duty.
- 11) Be kind to everyone – All the time.
- 12) **MOST IMPORTANT – HAVE FUN!!!!**

*Phone calls can be made with office phone or children can go to staff and use their phone in our office.

Parent Signature _____ **Date** _____

Student Signature _____



Like us on Facebook! www.facebook.com/stanthonystudyhall

St. Anthony Study Hall Program

21 PERMISSION TO GIVE MEDICATION IN CHILD CARE (SAMPLE)

(Please use one form per medication)

The following information is to be completed by the child's health care provider:

Child's name: _____ Birthdate: _____ Weight _____

Medication: _____ Allergies: _____
Include food and/or medication allergies

Dosage: _____ Routine: _____

Time of day medication is to be given: _____

Purpose of medication: _____

Special instructions: _____

Possible side effects: _____

Start date: _____ End date: _____

Signature of Health Care Provider *Phone number* *Date*

.....
The following is to be completed by the parent or guardian:

I hereby give permission for my child, _____,
to receive the above medication, according to the listed directions and cautions, from the Child Care Director, or the Child Care Director
designee. I confirm that I have given at least one dose of the medication without any evidence of side effects or adverse reactions. I
understand that it is my responsibility to provide the medication in its original container and labeled with my child's full name. I am also to
supply the appropriate measuring device needed to give the accurate dose of the medicine. I authorize the Director or Director Designee to
contact the pharmacist or health care provider for more information about this drug, if necessary. I also authorize the Director or the
Director's Designee to contact the health care provider regarding my child's health, if necessary.
I usually do the following to make giving medication to my child easier: _____

Amount of medication brought to Child Care: _____

Date: _____
Signature of Parent or Guardian

Date & amount of medication returned to Parent: _____

Signature of Director/Director Designee *Signature of Parent/Guardian*

St. Anthony Study Hall Program

22 CONSENT AND LIABILITY WAIVER FOR ALL BUS AND WALKING TRIPS

I, _____, grant permission for my child, _____ to participate in trips, both bus and walking, attended through the St. Anthony Study Hall/Summer Break Program. I understand that the walking routes include no safety hazards and that the walks will be in close proximity to St. Anthony of Padua Church, such as Father Milos Park, Fords Park, Warren Park, Sewaren Park, Merrill Park, Highland Grove Pool and Spray Park and scheduled trips. This includes local bus trips to parks within a 15-mile radius of St. Anthony of Padua Church as well as weekly field trips.

I agree on behalf of myself, my child's other parent(s) and/or guardian(s), and my child named herein, to waive claim or claims that may be derived from any incident, accidents, or injury sustained resulting from participation in the trips during the enrolled programs and related activities. I further agree to indemnify, defend, and hold harmless: program sponsors St. Anthony of Padua Church and St. Anthony Study Hall Program; participating diocese, parishes, and schools; agencies and organizations working collaboratively with the program; all staff, volunteers, representatives, and adult supervisors of the aforementioned institutions. I consent to the modes of transportation employed by the program staff and representatives.

Parent/Guardian Signature: _____ **Date:** _____

23 PHOTOGRAPHY CONSENT

As parent/guardian, I understand that archival and promotional media (pictures, video, audio, etc.) will be taken during this event. I give permission for my son/daughter's image and/or other appropriate media content to be used for promotional materials (brochures, newsletters, web page, calendars, Power Points, etc.) in promoting St. Anthony Study Hall and/or Summer Break Programs.

Parent/Guardian Signature: _____ **Date:** _____

St. Anthony Study Hall Program

24 TRANSPORTATION AUTHORIZATION FORM

I give St. Anthony Study Hall permission to transport my son &/or daughter _____
between St. Anthony Study Hall, 436 Port Reading Ave., Port Reading, NJ and
_____ (School) for the entire _____ school
year or the days noted below:

_____ Everyday

_____ Monday

_____ Tuesday

_____ Wednesday

_____ Thursday

_____ Friday

Check Appropriate Care

Aftercare _____ Before Care _____

I agree on behalf of myself, my child's other parent(s) and/or guardian(s), and my child named herein, to waive claim or claims that may be derived from any incident, accident or injury sustained resulting from participation in the St. Anthony Study Hall Program and related activities. I further agree to indemnify, defend, and hold harmless: program sponsors St. Anthony of Padua and St. Anthony Study Hall; participating dioceses, parishes and schools; agencies and organizations working collaboratively with the program; all staff, volunteers, representatives, and adult supervisors of the aforementioned institutions. I consent to the mode(s) of transportation employed by program staff and representatives.

Parent/Guardian Signature: _____ **Date:** _____

Intentionally left blank

St. Anthony Study Hall Program

25 POLICIES RECEIVED AND REVIEWED

I/we attest that all of the information on this application is accurate, and that I/we have received the following information for my/our home records:

- | | | |
|--|-----------|----------|
| 1. Rules and Regulations | _____ Yes | _____ No |
| 2. Policy on Management of Communicable Diseases | _____ Yes | _____ No |
| 3. Guidelines for Positive Discipline | _____ Yes | _____ No |
| 4. Policy on Release of Children | _____ Yes | _____ No |
| 5. Expulsion Policy | _____ Yes | _____ No |
| 6. Handwashing and Sanitation Procedures | _____ Yes | _____ No |
| 7. Information to Parents- DCF | _____ Yes | _____ No |
| 8. Television Policy | _____ Yes | _____ No |
| 9. Tuition and Fees | _____ Yes | _____ No |
| 10. Disruptive Behavior Policy | _____ Yes | _____ No |
| 11. Financial Assistance Websites | _____ Yes | _____ No |
| 12. Homework Policy | _____ Yes | _____ No |
| 13. Parking and Entrance | _____ Yes | _____ No |
| 14. Late Pickup Policy | _____ Yes | _____ No |
| 15. Subsidized Families Only | _____ Yes | _____ No |
| 16. Bus Rules | _____ Yes | _____ No |
| 17. Children Study Hall Floor Rules | _____ Yes | _____ No |
| 18. Child/Parent/Guardian Information | _____ Yes | _____ No |
| 19. Emergency Contact Form | _____ Yes | _____ No |
| 20. Emergency Medical Information I, II, & III | _____ Yes | _____ No |
| 21. Permission to Give Medication in Child Care | _____ Yes | _____ No |
| 22. Consent and Liability Waiver for All Bus and Walking Trips | _____ Yes | _____ No |
| 23. Photography Consent | _____ Yes | _____ No |
| 24. Transportation Authorization | _____ Yes | _____ No |

Parent/Guardian Signature _____ Date: _____

OFFICAL USE ONLY	QB _____	DB _____	CC _____
-------------------------	-----------------	-----------------	-----------------