



Mrs. Jillian Vivanco
Project Director

Mr. James Mascolo
Program Coordinator

Dear Parents and Guardians,

As we begin to organize the schedule for our first cycle of the 2016-2017 program year, we wanted to take a moment to inform everyone of the changes that will begin for the program starting on September 1st. The program will run Monday through Friday from 3:00pm to 6:00pm. There is no fee for this program. Each day students will have one academic class, one recreation class, and one enrichment class. The first 80 students who return the “Commitment Form and Packet” will be guaranteed spots in our program.

Enclosed, you will find copies of our Registration Form, Sign Out Permission Form, Code of Conduct, Late Pick Up Fee Policy, Commitment Letter, Snack Waiver, and Photo/ Movie Release. As we look to follow the guidelines that the State of NJ has set for our program, we need to ensure that this paperwork has been returned for each child.

Sincerely,

Mr. James Mascolo
21st Century CLC Program Coordinator
Jmascolo@palpkschools.org

“This project was funded in its entirety with federal Elementary and Secondary Education Act, as amended by No Child Left Behind, Title IV, Part B, 21st Century Community Learning Center (21st CCLC) grant funds through a grant agreement with the New Jersey Department of Education.”



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Palisades Park School District
21st Century Community Learning Centers
2016-2017 Program Registration Form

Child/Children's Name: _____	Grade: _____
_____	Grade: _____

T-Shirt Size (please circle one per child)	Child	S	M	L	Adult	S	M	L	XL
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Home Address:	Home Phone #:
Mother's Name:	Mother's Work #:
Mother's Email:	Mother's Cell #:
Father's Name:	Father's Work #:
Father's Email:	Father's Cell #:

EMERGENCY CONTACT:
Please list those (other than parents) who may pick up your child/children:

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Name: _____ Phone #: _____ Relationship: _____

Children will not be allowed to leave with anyone without authorization from a parent/guardian. IDs will be checked before a child is released.

NOTE: Please list anyone who may NOT pick up your child: _____

Please list any allergies or other conditions you feel we should be aware of:

Consent Given for Emergency Care: _____ (please initial to grant consent)

Research documents that after school programs are most successful when student attendance is consistent, so we hope parents will encourage daily attendance. This represents a wonderful opportunity for your child to get the extra time and extra help that will enable him/her to excel in school and beyond.

When picking up your child you are responsible for signing out your child/children each day.

Parent Signature: _____ Date: _____

Please return this form to Jillian Vivanco, Project Director, at 271 Second St., Palisades Park, NJ 07650. You can also fax this form to 201-947-0976 or send the form in to your child's teacher.



Lindbergh Elementary School
401 Glen Avenue
Palisades Park, NJ 07650
Tel. 201-947-3556

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CODE OF CONDUCT (Grades 4-7)

Lindbergh Elementary School and the 21st Century Learning Center are committed to the ideal of academic excellence. This ideal can be attained only in a safe and orderly environment that allows teachers to teach and students to learn. Good behavior and academic achievement are closely related. Hence, we expect all students to behave in a manner that will reflect favorably on themselves, their school, and their community. Respect for the right of all students to receive a quality education requires faithful adherence to school rules and regulations. Fortunately, Palisades Park students have traditionally displayed the finest traits of school citizenship. It is our hope that this document will enable all students to continue along the path of success.

The rules and regulations listed below comprise the 21st Century Program's Code of Conduct:

1. Students should practice good school and classroom attendance and report to both on time. Students must be in their classrooms by 3:00 PM. Students who are repeatedly absent and/or tardy will be reviewed by the Project Director and/or the Coordinator. A parent will be contacted if a student is absent and/or tardy on a frequent basis. Any student who is absent more than five times may be dismissed from this program.
2. Students should dress appropriately. No hats, hoods, bandanas (headgear) are to be worn in the building. Sweats tank tops, blouses that expose shoulders and midriff, etc. are inappropriate. Clothing with obscene and/or derogatory slogans/graphics or wording promoting alcohol, tobacco, and drugs is strictly prohibited. Students may not bring water guns, toys, radios (walkmans), beepers/cell phones, skateboards, game boards, dice, playing and collectible cards, electronic games, or other disruptive items to school. Do not bring valuables and large sums of money to school.
3. Disrespectful or defiant behavior towards a staff member is not tolerated. Students are expected to follow all reasonable requests and directions given to them by a staff member.
4. Students must all sign out/in in the teacher's daily log when leaving the classroom.
5. Fighting and bullying are not permitted and may lead to suspensions and other penalties. Assault and other violent physical attacks on students or teachers would result in immediate suspensions and police charges. Any disciplinary infraction will result in a disciplinary report sent to the Project Director and the Lindbergh Elementary School Vice Principal, Ms. Pieratos.
6. Students should respect their school and take pride in it. Vandalism and graffiti in the building or on school grounds can lead to serious penalties. Any disciplinary infraction will result in a disciplinary report sent to the Project Director and Lindbergh Elementary School Vice Principal, Ms. Pieratos.
7. Obscene language is unacceptable in a school setting. Any disciplinary infraction will result in a disciplinary report sent to the Project Director and Lindberg Elementary School Vice Principal, Ms. Pieratos.
8. Possession of controlled substances (drugs, alcohol, cigarettes), stealing, and bringing of knives/weapons of any kind to school are strictly forbidden and will be dealt with severely by school and police officials. Any disciplinary infraction will result in a disciplinary report sent to the Project Director and Lindberg Elementary School Vice Principal, Ms. Pieratos.

9. Snack activities will include sitting at your assigned summer school classroom only. Students may only leave their assigned room when given permission by supervising personnel. Students, when given permission to attend the lavatory, must utilize the sign in/out procedure that is established. Students are required to clean up their areas of all food and debris that is on the table and floor.
10. Gambling of any kind is prohibited in school or on school grounds at all times. The selling or trading of collectible cards and other objects is prohibited. Students may not sell candy or other items for profit or reasons otherwise in the school building. Any disciplinary infraction will result in a disciplinary report sent to the Project Director and Lindberg Elementary School Vice Principal, Ms. Pieratos.
11. Good sportsmanship should be exhibited at all athletic and competitive events. This includes physical education activities, both inside and outside of the classroom setting. Good conduct and manners must be exhibited on all field trips and student visitations. Students must demonstrate good behavior and the proper decorum at all assemblies, concerts, and after school programs that are conducted in the school building.
12. Cheating/Plagiarism of any kind is a forbidden behavior. Students are responsible for their own work at all times. Failure of a subject for a marking period and/or the year and suspension from school are consequences for repeated offenses.

Please refer to the parent handbook for specific policies, procedures and penalties regarding the Code of Conduct.

We believe that Palisades Park students are the best. Continue this tradition by applying the Code of Conduct daily along with a good school attitude and school pride.

LEVELS OF DISCIPLINE BASED ON SEVERITY OF THE INFRACTION

1. Parent Notification
2. Conference between teacher and parent.
3. Suspension from the program
4. Writing assignment based on disciplinary issue.
5. Removal from the program

STUDENT NAME _____ PARENT NAME _____

GRADE _____

As a parent/guardian, I have read the Code of Conduct and have explained these rules to my child.

PARENT/GUARDIAN SIGNATURE _____ DATE _____



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Late Pick-up Fee Policy

The 21st Century After School Program ends at 6:00 PM, Monday through Friday. You must notify the after school site as to your time of arrival if after 6:00 PM. If the staff does not hear from you by 6:00 PM, it is the 21st Century program's policy to begin calling your emergency contacts to pick up your child. It is very stressful to some children when their parent does not arrive on time. A fee of \$5 will be charged if you arrive between 6:00 PM and 6:10 PM. An additional fee of \$1 per minute will be charged for every minute past 6:10 PM. You must pay this fee in order for your child to return to the 21st Century after school program.

If the late fee payment is not received, the student will be removed from the after school program until the payment is made.

Effective Date: 12-01-14

21 세기 방과후 학교 프로그램에서 알려드립니다.

모든 수업은 월요일 부터 금요일 까지 오후 6 시에 끝납니다. 6 시 이후에 학생을 픽업 할 경우에는 학교(웹 사이트)에 연락을 하셔야 합니다. 연락이 없을 경우는 부모님이 작성 하셨던 응급연락망에 있는 분들에게 연락 하게 될 것 입니다. 부모님이 정시에 학생을 픽업 못 할 경우에 어떤 학생들에게 그 것이 스트레스가 된다는 것을 아시기를 바랍니다. 6 시와 6 시 10 분 사이에 오시면 \$5 을 내셔야 하며 6 시 10 분이후 부터는 1 분마다 \$1 이 첨가되게 될 것입니다. 이 금액을 내셔야 다시 등교가 허락 될 것 입니다.

적용 날짜: 2014 년 12 월 1 일 부터
도와 주신 것 감사 드립니다.
담당자 조에나 드림

El Programa Siglo 21 Después de Clases termina a las 6:00pm, de lunes a viernes. Usted debe notificar a la escuela cuando su hora de llegada vas a ser después de las 6:00pm. Si usted no notifica a la escuela que vas a llegar tarde, después de las 6:00pm, es la política del Programa Siglo 21 para comenzar a llamar a sus contactos de emergencia para recoger a su hijo. Es muy estresante para algunos niños cuando sus padres no llegan al tiempo. Existe un cargo de \$ 5 se cargará si llegas 6:00pm-6:10pm. Un cargo adicional de \$ 1 por minuto se le cobrará por cada minuto pasado 6:10pm. Usted debe pagar esta cuota para que su niño regrese a El Programa Siglo 21 Después de Clases. Si no se recibe el pago por llegar tarde, el estudiante será retirado del programa después de la escuela hasta que el pago se hace.

Fecha de Vigencia : 12/01/14/ diciembre 1 de 2014

STUDENT NAME _____ PARENT NAME _____

GRADE _____

As a parent/guardian, I have read the LATE FEE POLICY and agree to pay a late fee if my student is not picked up on time.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

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Dear Parents and Guardians,

As we look to begin our next school year, we will begin to enforce some of the provisions of our grant. The Palisades Park School District's 21st Century Program is an enrichment program, and NOT aftercare. As per our grant guidelines, it is encouraged that all students participating in the program attend the program five afternoons per week, from 3:00pm to 6:00pm. Attendance is taken daily by our staff. If a child must be picked up early or must miss their classes due to illness or a doctor's appointment, please contact our program via phone (201- 947-3556 x2424) or email (jmascolo@palpkschools.org). Any child with five unexcused absences may be removed from the program.

In order for your child to continue with the 21st Century program, this signed form must be received before Monday, September 26th. We will accept students for the 2016-2017 cycle on a first come, first served basis.

I have read and understand the guidelines of the 21st Century After School Program. My child _____ in grade _____ will attend this program five days a week from 3:00am to 6:00pm. If my child must be absent, I will contact the program directly. I further understand that five absences may result in my child being removed from the program.

Parent or Guardian Signature

Date

Sincerely,

Mr. James Mascolo
21st Century CLC Project Coordinator
jmascolo@palpkschools.org
(201) 947-3556 x2424



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Permission Slip to Walk Home

Dear Parents/ Guardians,

Your child is enrolled in our 21st Century learning program. Our program runs from 3:00pm to 6:00pm. If you allow your child to walk home, please sign and return this letter to be kept on file.

Student's Name: _____ **Grade:** _____

Parent/ Guardian who authorizes child to walk home (**please print**): _____

By signing this waiver, I authorize my child (listed above) to walk home from the 21st Century After School Program. This waiver may be revoked if the child signs themselves out and is told to wait outside of the school for a parent or guardian for pick up.

If we do not receive a signed slip, your child will not be released without authorized adult supervision. This permission slip is only valid for the 2016-2017 school year.

Signature of Parent/ Guardian: _____

Date: _____

Phone Number: _____

Please note the names of any younger siblings that will be walking with the student named above:

Name: _____

Grade: _____

Name: _____

Grade: _____

Name: _____

Grade: _____



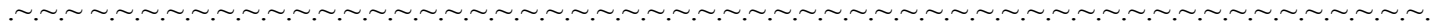
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Student Snack Waiver

As we continue to improve the quality of our After School program, we have begun to include new snack options for all of our participating students. In order to better serve our school community, we are requesting that each parent or guardian complete the following snack waiver and list all student food allergies below. Thank you for your cooperation.



Student Name: _____

Grade: _____

My child has permission to eat the daily snack provided by the 21st Century After School program

(Parent Signature)

(Please respond to one of the following)

My child has no food allergies: _____

My child is allergic to the following foods: _____



Student Photo Release Form

I am the parent/guardian of _____ and
(Please print name of student)

willingly give permission to the 21st Century CCLC After School Program for my child's image to be taken and utilized for school news articles, videos, and the school website pertaining to after school activities.

I hold the 21st Century CCLC program, the school, and the Board of Education harmless for such a photograph.

(Name of Parent)

(Signature of Parent)

Date: _____

PG Movie Release Form

On certain occasions, the students may be provided with the opportunity to watch a movie. School policy requires parental permission to watch a PG movie.

I, _____, grant permission for my son/daughter,
(Print your name here)

_____ to watch a PG movie.
(Print your child's name here)

(Parent Signature)