

Palisades Park Board of Education
After Care Program Information 2017-2018

Welcome Parents and Guardians. Below you will find basic information about the After Care program.

After Care is available from **2:45-5:45p.m.** Only registered students are eligible for After Care. The program is on a first come first served basis. There will be cap on the number students permitted in After Care per building. If no space is available, your child will be put on a waiting list until space becomes available.

If you wish to register your child for After Care, they must be registered according to the monthly rates (see below). You must indicate on your registration form what days your child/children will be attending. Please note, there is no refund for any days that your child does not attend. You cannot switch days or send your child to After Care on days other than the ones he/she is registered for. If you need to send your child on a day that he or she is not registered there is a \$25 emergency fee due.

Tuition is due each month, and must be paid by the **1st of the month**. Tuition for September is due at registration. If there is an upcoming holiday or school break, payment must be paid before school closes (i.e., payment for January must be made before the winter break). Please mark your calendars or set a reminder on your electronic devices. A sign will be put up at the sign out book reminding you that your payment is due. If tuition is not paid by the 1st of the month, you will be assessed a \$25 late fee, no exceptions.

If you are paying by check or money order, please make it payable to **Palisades Park Board of Education (PPBOE)**. If your check is returned for insufficient funds, you will be assessed a \$25 bank fee.

Monthly Tuition rates are as follows:

Day(s) Per Week	Tuition
1	\$100
2	\$125
3	\$150
4	\$175
5	\$200

All students will be in the cafeteria for After Care. Access to the cafeteria at the ECC is from the First Street entrance. Access to the cafeteria at Lindbergh School is from the back of the school and through the field area. Students are signed out each day in the student sign out book. Students can only be picked up by an adult 18 years or older. You may sign a waiver, which must be notarized, in order to have anyone under the age of 18 pick up your child/children. This waiver must be submitted every year.

The After Care Program ends at **5:45 p.m.** Please arrive on time pick up your child/children. If you are late for pick up, you will be assessed a \$30 late fee. No exceptions. Please make sure that any phone numbers on your registration form are current and working, and that you have an emergency pick up person and/or people. Your child/children will not be released to anyone who is not indicated as a designated pick up person.

The Palisades Park Board of Education Tax I.D. number is 22-6002185. This number you need when preparing your tax forms. We do not issue receipts for checks or money orders. We do not issue letters for tax purposes.

Phone Number during After Care Hours:

ECC After Care: 201-947-2761/Press 5

LES After Care: 201-585-7802

If you have any questions regarding the After Care Program please contact Jennifer Velardo at 201-947-3556 ext. 2428.

Thank you! Have a great year.