

## **Before and After School Program**

Hyde Park Central School District is pleased to announce the continuation of before and after school care for students in our elementary schools. The provider of this program is the **Healthy Kids Before/After School Program**, one of the leading fitness based extended day programs in the Hudson Valley. **Below** you will find program descriptions, application forms and fees. Forms are also available in each of our elementary schools.



# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## Welcome!

Welcome to the Healthy Kids Before/After School Program. We understand that childcare is one of the most important decisions that you make and we're glad that you have chosen the Healthy Kids program to meet your child care needs.

The Healthy Kids Before/After School program is one of the largest providers of extended day care in the Hudson Valley and we're excited to bring this terrific program to Beekman, Hyde Park, Noxon Road, Vail Farm and Violet Avenue Elementary Schools. Our directors and counselors are experienced and credentialed and our programs are licensed by the Childcare Council.

First, let me introduce our team. Terri Dean is the Senior Director and Tricia Strong is the coordinator for all Healthy Kids Before/After School programs in Dutchess County. We're here to help you in any way. If you need any information or have any questions, just e-mail us at [Terri@HealthyKidsProgram.org](mailto:Terri@HealthyKidsProgram.org) or [Tricia@HealthyKidsProgram.org](mailto:Tricia@HealthyKidsProgram.org), or call us at 845 561 4700 ext 22.

In this packet you'll find:

1. Information on the program for days when there is a scheduled early dismissal on page 2.
2. Program details on pages 3-6 including **2, 3, 4 & 5 days per week options.**
3. Registration forms on pages 7-10
4. Payment worksheets and auto pay forms on pages 11-16 **including a budget plan and a save-10% paid in full plan.**

I look forward to working with you and your family,

Sincerely yours,

*Terri Dean, Tricia Strong*

P.S. Just a reminder, if you register by August 15<sup>th</sup> (the date has been extended from the original August 1<sup>st</sup> date) and elect auto pay, NO payment is due when you register. Your first payment will be automatically deducted on August 18<sup>th</sup>.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

## "SCHOOL HAS A HALF DAY" PROGRAM

We offer we offer half day programs when schools dismiss early. Here are the details:

- ✓ The program takes place at Beekman, Hyde Park, Noxon Road, Vail Farm and Violet Avenue Elementary Schools.
- ✓ On half day program days, please pack a lunch and athletic shoes.
- ✓ To enroll, use the School Break application, see [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org). If your child is currently enrolled in the Healthy Kids Before/After-school Program at the location, we can use that application.
- ✓ The half day program runs from the school dismissal time to 5pm and costs \$25 if you register 2 business days in advance, \$30/half-day otherwise. Pick up as late as 6:30pm for an extra \$5/hr fee.
- ✓ A list of dates when we will run this program will be available in September 2011.

## SUMMER CAMP PROGRAMS

Our Splash N Dash Summer Day Camp program is one of the leading summer camps in the County with multiple summer camp campuses located in convenient locations all over Dutchess County. We offer early bird discounts for enrolling early. See [www.SplashNDashCamp.com](http://www.SplashNDashCamp.com) for much more info.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

## GENERAL INFORMATION

- Children eligible to participate in the Healthy Kids Before/After School program must be registered in elementary school or a pre-k program.
- The Healthy Kids Before/After School program operates under a license from the Childcare Council of Dutchess County which oversees and regulates childcare programs. Among the requirements of the license is a full background check of all staff (including fingerprinting).
- A childcare regulation that you need to know about is that before starting any program; all children are *required* to have a complete application on file including their medical history.
- The program follows the schools calendar of the district that school is in.
- The program will not run on any days that school is closed or dismissed early. This includes school holidays, half days or any conference days where children are off from school. We do have a separate program for these days - see page 2 for more info.
- If your school district makes the decision to dismiss school early (early dismissal), the Healthy Kids After School program is cancelled. If your school district has a delayed opening, the Healthy Kids Before School program is cancelled.
- Please call the school phone number and listen to recording for closing updates or check the website. We will not make calls to inform you of any last minute emergency school closings

## PARENT HANDBOOK

You'll find lots more information in the parent handbook which you'll receive upon enrollment and we'll go over in detail at the required parent orientation (more details about this on the next page).

## NEW PARENT ORIENTATION

A mandatory parent orientation for all new parents will be held for all before/after school programs in the

- Arlington School District on Tuesday August 16<sup>th</sup> at 6:30pm in the cafeteria at Vail Farm Elementary School.
- Hyde Park School District at the Violet Avenue Elementary School, day/time tbd.

We'll go over everything you need to know about the program including the parent handbook.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## FEE INFORMATION

- For all programs there is an annual registration fee:
  - If you are using the automatic payment the registration fee is waived as long as you enroll by August 15<sup>th</sup> (the date has been extended from the original August 1<sup>st</sup> date) and \$25/child if you enroll after August 15<sup>th</sup>
  - If you do NOT use automatic payment the registration is \$50/child by August 15<sup>th</sup> and \$75/child if you enroll after August 15<sup>th</sup>
  - There is a \$150/family cap on registration fees.

- For before-school:** (drop off as early as 6:30am):

	Fees (Siblings save 10%)	Fees for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$185/month	\$155/month	\$110/month
4 days/week	\$170/month	\$140/month	\$95/month
3 days/week	\$155/month	\$130/month	\$85/month
2 days/week	\$145/month	\$115/month	\$75/month

- For before-school:** (drop off as early as 7am):

	Fees (Siblings save 10%)	Fees for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$165/month	\$140/month	\$100/month
4 days/week	\$150/month	\$125/month	\$85/month
3 days/week	\$135/month	\$115/month	\$75/month
2 days/week	\$125/month	\$100/month	\$65/month

- For after-school:** (pick up as late as 5:30 pm):

	Fees (Siblings save 10%)	Fee for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$225/month	\$185/month	\$125/month
4 days/week	\$205/month	\$170/month	\$115/month
3 days/week	\$185/month	\$150/month	\$100/month
2 days/week	\$165/month	\$135/month	\$85/month

- For after-school:** (pick up as late as 6:30 pm):

	Fees (Siblings save 10%)	Fee for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$260/month	\$220/month	\$160/month
4 days/week	\$235/month	\$200/month	\$145/month
3 days/week	\$215/month	\$180/month	\$130/month
2 days/week	\$195/month	\$165/month	\$115/month

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

- 10% discount off the regular rates for enrolling in both the before and after school programs. No discount off of reduced rate fees.
- Payments are through automatic checking account withdrawal. There is a \$12/month surcharge for NOT paying by automatic draft.
- We may have to pass-through any additional school fees assessed as part of any new austerity budget which assesses usage fees on our programs.

## Budget plan

If you would like to use our budget plan to spread your 10-month school year before/after school tuition over 12 months we'd be happy to set that up for you. Automatic payment only. Just call Lorie at 845 561-4700 ext 11 before June 20<sup>th</sup> to set that up.

## Pre-payment plan: save 10%

Pay your entire before/after school tuition in full by August 15<sup>th</sup> (the date has been extended from the original August 1<sup>st</sup> date) and ***take 10% off your total*** tuition PLUS pay no registration fee. Pay in full after August 15<sup>th</sup> take 10% off your total tuition and pay a \$25 registration fee.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

## FAMILY FUN NIGHTS

We welcome all families to our family nights where you'll hear a short concert by the children, view a student art display then take an optional family swim in the heated indoor pool. These events will be held at the Union Avenue Community Fitness Center in at 565 Union Avenue in New Windsor.

- Family fun nights dates are:
  - December 2 & June 8 for Valley Central & Washingtonville after school programs
  - December 9<sup>th</sup> and June 1<sup>st</sup> Chester and Cornwall @NYMA after school programs
  - December 16<sup>th</sup> and June 15<sup>th</sup> for Newburgh Enlarged School District after school programs
  - Dates are TBD for Beekman, Hyde Park, Noxon Road, Vail Farm and Violet Avenue Elementary Schools

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

We take child safety very seriously and use our rules and a code of conduct to help make sure your child is as safe as absolutely possible.

## BEFORE/AFTER SCHOOL RULES AND REGULATIONS

- All children and parents/guardians must follow proper sign in and sign out procedures. We can't overstate how important this is. If child (ren) is leaving with an approved person but someone other than their parent/guardian, photo identification must be presented.
- Children cannot attend program if they have a fever or any contagious illness.
- Children must be picked up in the event of illness.
- Children must stay with group/leader at all times and must participate in the buddy system if/when swimming and the Rule of Three when using restroom.
- We use the Rule of Three, where all children at all times when the program is running must be accompanied by TWO others. No exceptions.
- Appropriate attire must be worn at all times. Please label everything.
- Healthy snacks will be provided daily for the after school children. You may pack also send your own snacks.
- Please leave all electronic devices at home. The only exception is cell phones which are allowed as long as they remain in the child's book-bags and are only used for emergency communication with parent/guardian.
- Please note there are no refunds or credits given for days not attended or for cancelled enrollment.

## HOMEWORK POLICY

While homework is an important element of our program, our main focus is on child development. We allow a maximum of 60 minutes for homework each day and do not do any homework on Fridays. If you would like us to follow different guidelines for your child, just let us know below.

- My child will NOT do homework while attending the Healthy Kids Before/After School Program. **PLEASE INITIAL HERE \_\_\_\_\_.**
- My child will do homework for a maximum of \_\_\_\_\_ minutes per day Monday-Thursday. **PLEASE INITIAL HERE \_\_\_\_\_.**

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

We ask all parents to go over this code of conduct with enrolled children. We place a high importance on all students treating others in a positive, respectful way. We follow a progressive discipline philosophy and will bring the parent in early in the process.

## Healthy Kids Before/After School Code of Conduct

- We will always place safety first; which will mean regular buddy checks, safety drills and procedures to ensure child safety. Safety procedures are to be treated with utmost importance.
- Be respectful, honest and kind. Use positive language, be gracious competitors, show good sports etiquette and share
- Be considerate to others and to the environment by cleaning up after yourselves.
- In a group situation, please no talking while someone else is speaking, always raise your hand if you have something to contribute and use inside voices indoors.
- Follow your counselor's directions, if you do not understand, ask questions!!!
- No violence, throwing things, rough housing, profanity or demeaning language.
- Always engage a counselor to settle an issue between students. Don't take matters into your own hands.

## Consequences of not following code

- The Director will determine disciplinary action after staff report incidents. Consequences may include (1) a gentle reminder (2) 15 minutes aside from group activity (3) loss of ice privileges (ice cream etc...) (4) call guardian and leave for the day (5) child will be removed from the program with no refund.
- Healthy Kids Before/After School program reserves the right to immediately dismiss any child from the program for extremely disruptive behavior, for behavior placing a student/staff safety in jeopardy or any violence. Examples include but are not limited to: (1) Intentionally hurting another child (2) Stealing (3) Refusing to comply with a safety directive (4) Violence, etc.
- We have zero tolerance for violence and believe that there are no reasons or circumstances that call for violence. We require children to bring issues to staff person's attention for help in solving them before it escalates to violence. Any child who hits another will be expelled, WITH NO REFUND of tuition.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon  
Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## A. First tell us about the child(ren) you are enrolling

1. Children's Name \_\_\_\_\_ Nickname \_\_\_\_\_  
(Age on 9/2) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M or F) \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ Start Date \_\_\_\_\_

2. Children's Name \_\_\_\_\_ Nickname \_\_\_\_\_  
(Age on 9/2) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M or F) \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ Start Date \_\_\_\_\_

3. Children's Name \_\_\_\_\_ Nickname \_\_\_\_\_  
(Age on 9/2) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (M or F) \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ Start Date \_\_\_\_\_

## B. Next, tell us about you and how to contact you.

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel. Numbers Home \_\_\_\_\_ Work \_\_\_\_\_

Cell number \_\_\_\_\_ Email \_\_\_\_\_

Emergency contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

## C. Next, let us know if it's ok to use photos of your child in marketing material.

I grant permission to use photographs of my child taken at the Healthy Kids program for publicity purposes **PLEASE INITIAL HERE** \_\_\_\_\_

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

D. Next, tell us who you authorize to pick up your child (ren). Please note we will not release your child to anyone not listed below. Also if the person who is authorized to pick up your child is not a parent/guardian we will ask for a photo id before releasing your child.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to child \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to child \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to child \_\_\_\_\_

E. Let us know that you agree with our (1) rules and regulations (2) code of conduct and (3) progressive discipline action plan.

I \_\_\_\_\_ (parent/guardian name) have read the (1) rules & regulations (2) code of conduct and (3) progressive discipline action plan and agree with them.

**PLEASE INITIAL HERE** \_\_\_\_\_

I, for myself and anyone entitled to act on my behalf, waive and release the Healthy Kids Program and its representatives from all claims and liabilities of any kind arising out of participation in this program or related activities. **PLEASE SIGN HERE** \_\_\_\_\_

Parent/Guardian's Signature Date

I \_\_\_\_\_ (child(ren)'s name(s)) understand that hitting, using rude language or being mean to others is not allowed in the Healthy Kids Before/After School Program. I understand if I do any of those my parent (s) will be called and I could be expelled.

\_\_\_\_\_  
Child (ren)'s signature(s)

\_\_\_\_\_  
Date

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

F. Although medical situations are rare and those that do occur are most often solved with a band aid we need to be prepared for any and every possible contingency.

## MEDICAL AUTHORIZATION

In the event of serious illness or injury, I authorize the Healthy Kids Program Staff to obtain the necessary emergency medical treatment. Every attempt to contact a parent or guardian will be made. I accept responsibility for the cost involved in the transport and treatment of my child.

Child (ren)'s Name (s) \_\_\_\_\_

Hospital insurance carrier \_\_\_\_\_

Child's Physician \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Child's Dentist \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

If guardian cannot be reached list contact numbers to be used.

#1 Name: \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Home Tel. \_\_\_\_\_ Cell \_\_\_\_\_

Alternate Tel. \_\_\_\_\_

#2 Name: \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Home Tel. \_\_\_\_\_ Cell \_\_\_\_\_

Alternate Tel. \_\_\_\_\_

I, \_\_\_\_\_ (parent/guardian name) have read, understand, and agree with all of the above.

**PLEASE SIGN HERE** \_\_\_\_\_

Parent/Guardian's Signature

\_\_\_\_\_ Date

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## Medical History

*A separate form must be completed for each child.*

Children's Name \_\_\_\_\_ Date \_\_\_\_\_

1. Has your child been under any medical care within the last year? If yes, why?  
\_\_\_\_\_
2. Is your child on any medication? Y or N. If yes, what is the name of the medication(s) \_\_\_\_\_  
**Note: ANY CHILD COMING WITH MEDICATION MUST HAVE DOCTORS NOTE with up to date prescription container**
3. Is your child allergic to penicillin or any other drugs? Y or N If yes, please list \_\_\_\_\_
4. Does your child wear any appliances? (Glasses brace, etc.) \_\_\_\_\_
5. Are there any current conditions that the staff should be aware of? \_\_\_\_\_  
\_\_\_\_\_
6. Is your child subject to any of the following? (check all that apply)  

_____ fainting spells	_____ headaches	_____ tonsillitis
_____ eczema	_____ stomach upset	_____ wetting
_____ abdominal pains	_____ hay fever	_____ convulsions
_____ diabetes	_____ sinus trouble	_____ frequent sore throat
_____ asthma	_____ bronchitis	_____ ear infections
_____ constipation	_____ mood disorders	_____ other, please list _____
7. Does your child suffer from:  

_____ lung problems	_____ kidney problems	_____ heart problems
_____ hernia	_____ epilepsy	_____ allergic reaction to bee stings
_____ other allergies, explain _____		
8. Can we administer over the counter ointment like polysporin on your child if necessary? Y or N
9. Please note we are not authorized to administer any medications without parents' permission except over the counter ointments.

**PLEASE SIGN HERE** \_\_\_\_\_

Parent/Guardian's Signature

\_\_\_\_\_ Date

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## Payment Worksheet

Child (ren)'s name \_\_\_\_\_

Parent/guardian name \_\_\_\_\_ Tel Number \_\_\_\_\_

School \_\_\_\_\_ Before/After School Program Site \_\_\_\_\_

### Part One: Registration Fee

Please check your payment method for monthly tuition and date of registration

- Automatic tuition payment and registering **by** August 15<sup>th</sup> (the date has been extended from the original August 1<sup>st</sup> date); reg fee = \$0
- Automatic tuition payment and registering **after** August 15<sup>th</sup> (the date has been extended from the original August 1<sup>st</sup> date); reg fee = \$25/child
- Pay tuition by mailing check and registering **by** August 15<sup>th</sup> (the date has been extended from the original August 1<sup>st</sup> date); reg fee = \$50
- Pay tuition by mailing check and registering **after** August 15<sup>th</sup> (the date has been extended from the original August 1<sup>st</sup> date); reg fee = \$75

Line A: Registration fee per child = \_\_\_\_\_

**Line B: Registration fee x number of children (150/family cap) = \_\_\_\_\_**

Please note:

- If you have any questions about the automatic payment plan, e-mail Lorie at [Lorie@CommunityFitnessCenter.com](mailto:Lorie@CommunityFitnessCenter.com)
- If you choose automatic payment, September's tuition will be deducted from your account on August 18<sup>th</sup>.
- If at any time you switch from automatic payment plan to NON-automatic payment plan you must pay the difference in registration fees from what you paid at the beginning and the prevailing rate.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

- Budget plan: use our budget plan to spread your 10-month school year before/after school tuition over 12 months. You can keep your payments the same over the course of the year. The first payment for next school year will come out of your account on June 20<sup>th</sup>, 2011. Automatic payment only. Just call Lorie at 845 561-4700 ext 11 before June 15<sup>th</sup> to set that up.
- Pre-payment plan: **save 10%**. Pay your entire before/after school tuition in full by August 15<sup>th</sup> and **take 10% off your total tuition plus pay no registration fee.** Pay in full after August 15<sup>th</sup> save 10% off your total tuition but pay a \$25 reg fee.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## Part two: tuition

First Child's Name \_\_\_\_\_

Please check which programs this child will be attending:

Before-school (drop off as early as 7am):

- o Select days: (Circle days) Mon Tues Wed Thurs Fri
- o Fees (circle one). Documentation required for reduced rates.

▪ **For before-school: drop off as early as 6:30am:**

	Fees (Siblings save 10%)	Fees for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$185/month	\$155/month	\$110/month
4 days/week	\$170/month	\$140/month	\$95/month
3 days/week	\$155/month	\$130/month	\$85/month
2 days/week	\$145/month	\$115/month	\$75/month

▪ **For before-school: drop off as early as 7am:**

	Fees (Siblings save 10%)	Fees for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$165/month	\$140/month	\$100/month
4 days/week	\$150/month	\$125/month	\$85/month
3 days/week	\$135/month	\$115/month	\$75/month
2 days/week	\$125/month	\$100/month	\$65/month

After-school (pick up as late as 6pm):

- o Select days: (Circle days) Mon Tues Wed Thurs Fri
- o Fees (circle one), Documentation required for reduced rates.

▪ **For after-school: pick up as late as 5:30 pm:**

	Fees (Siblings save 10%)	Fee for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$225/month	\$185/month	\$125/month
4 days/week	\$205/month	\$170/month	\$115/month
3 days/week	\$185/month	\$150/month	\$100/month
2 days/week	\$165/month	\$135/month	\$85/month

▪ **For after-school: pick up as late as 6:30 pm:**

	Fees (Siblings save 10%)	Fee for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$260/month	\$220/month	\$160/month
4 days/week	\$235/month	\$200/month	\$145/month
3 days/week	\$215/month	\$180/month	\$130/month
2 days/week	\$195/month	\$165/month	\$115/month

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

## First child's tuition:

Line C: Undiscounted BEFORE school tuition \_\_\_\_\_

Line D: Undiscounted AFTER school tuition + \_\_\_\_\_

Line E: Undiscounted total tuition for first child = lines C + D = \_\_\_\_\_

Line F: 10% discount for BOTH before AND after school - \_\_\_\_\_

*Discount off regular rates only, no discount off reduced rates*

Line G: Surcharge if you elect to NOT pay by automatically  
through electronic deduction (\$12/month charge) + \_\_\_\_\_

**Line H: First child discounted sub-total (lines E - F + G) = \_\_\_\_\_**

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

Sibling Name \_\_\_\_\_

**Before-school** (drop off as early as 7am):

- Select days: (Circle days) Mon Tues Wed Thurs Fri
- Fees (circle one). Documentation required for reduced rates.
  - **For before-school:** drop off as early as 6:30am:

	Fees (Siblings save 10%)	Fees for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$185/month	\$155/month	\$110/month
4 days/week	\$170/month	\$140/month	\$95/month
3 days/week	\$155/month	\$130/month	\$85/month
2 days/week	\$145/month	\$115/month	\$75/month

- **For before-school:** drop off as early as 7am:

	Fees (Siblings save 10%)	Fees for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$165/month	\$140/month	\$100/month
4 days/week	\$150/month	\$125/month	\$85/month
3 days/week	\$135/month	\$115/month	\$75/month
2 days/week	\$125/month	\$100/month	\$65/month

**After-school** (pick up as late as 6pm):

- Select days: (Circle days) Mon Tues Wed Thurs Fri
- Fees (circle one), Documentation required for reduced rates.
  - **For after-school:** pick up as late as 5:30 pm:

	Fees (Siblings save 10%)	Fee for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$225/month	\$185/month	\$125/month
4 days/week	\$205/month	\$170/month	\$115/month
3 days/week	\$185/month	\$150/month	\$100/month
2 days/week	\$165/month	\$135/month	\$85/month

- **For after-school:** pick up as late as 6:30 pm:

	Fees (Siblings save 10%)	Fee for families qualifying for reduced lunch	Fees for families qualifying for free lunch
5 days/week	\$260/month	\$220/month	\$160/month
4 days/week	\$235/month	\$200/month	\$145/month
3 days/week	\$215/month	\$180/month	\$130/month
2 days/week	\$195/month	\$165/month	\$115/month

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

*Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20*

## Sibling tuition:

Line I: Undiscounted BEFORE school tuition \_\_\_\_\_

Line J: Undiscounted AFTER school tuition + \_\_\_\_\_

Line K: Undiscounted total tuition for sibling = lines I+J = \_\_\_\_\_

Line L: 10% discount for BOTH before AND after school - \_\_\_\_\_

*Discount off regular rates only, no discount off reduced rates*

Line M: 10% discount for sibling discount - \_\_\_\_\_

*Discount off regular rates only, no discount off reduced rates*

**Line O: First child discounted sub-total (lines K-L-M) = \_\_\_\_\_**

Use a separate sheets for each sibling

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## PAYMENT SUMMARY FOR PARENT TO KEEP

Registration fee (due today) from line B \_\_\_\_\_

Monthly fees total of lines F and Line K \_\_\_\_\_

### KEY INFORMATION ABOUT TUITION AND PAYMENTS

- 1) For all programs there is an annual registration fee:
  - If use automatic payment the registration fee is waived if you enroll by August 15<sup>th</sup> and \$25/child if you enroll after August 15<sup>th</sup>
  - If you don't use automatic payment the registration is \$50/child by August 15<sup>th</sup> and \$75/child if you enroll after August 15<sup>th</sup>
  - There is a \$150/family cap on registration fees, regardless of the number of children.
- 2) Discounts:
  - Take a 10% off regular rates for enrolling in both before AND after school programs
  - Sibling discount: take 10 % off regular rates 2nd child.
  - No discounts off of reduced rates
- 3) Automatic payments.
  - Automatic payments come directly out of checking/savings accounts only.
  - Automatic payment by credit card is not available.
  - Payments made through automatic payments will be deducted from the checking account on the 20<sup>th</sup> of the month prior with the following exceptions: September tuition will be deducted on 8/18, December will be deducted on 11/18, February will be deducted on 1/19, March will be deducted 2/17, May will be deducted 4/19 and June will be deducted on 5/18.
- 4) Payments not made through an automatic payment plan:
  - Can be made through cash, personal check, credit/debit card, or money order.
  - Bounced checks carry a \$30 charge.
  - Payments NOT made through an automatic bank draft plan will carry \$12 monthly surcharge.
  - Payment is due on the 15<sup>th</sup> of the month prior. Any payment received between the 16<sup>th</sup> and the 25<sup>th</sup> of the month prior will be subject to a \$20 late fee. Any payment received after the 25<sup>th</sup> of the month prior is subject to a \$30 late fee.
  - Payments are to be either mailed or brought in-person to the Healthy Kids Before/After School Program, 565 Union Ave, New Windsor, NY 12553. The program staff may not accept any tuition payments directly.
- 5) Tuition is averaged out for the school year. Although some months have more days of care than others, the tuition is averaged out to the same amount for every month.
- 6) If tuition is not paid by the first of the month, your child (ren) may not attend the program. If there are extenuating circumstances let us know and we'll make every attempt to help.
- 7) A letter is needed 3 weeks in advance to withdraw your child from program.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## PAYMENT TRACKING FORM

For Administrative Use

Child (ren)'s name \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

E-mail address \_\_\_\_\_ Tel Number \_\_\_\_\_

School \_\_\_\_\_ Before/After School Program Site \_\_\_\_\_

Reg fee \_\_\_\_\_ Monthly Tuition \_\_\_\_\_ check if auto \_\_\_\_\_

Date	For	Payment Type (if check include check #, if auto, write "A").	Amount	Receipt number	Balance	Staff init
	Reg fee					
	September					
	October					
	November					
	December					
	January					
	February					
	March					
	April					
	May					
	June					

1. This is for before/after school only. Put holiday programs in the "School Holidays" binder.
2. Payment is due on the 15<sup>th</sup> of the month prior.
3. There is a \$20/time late fee for payments received between 16<sup>th</sup>-25<sup>th</sup> and \$30 for payments received after that. Children may not attend the program if payment is not paid by the first of the month.
4. There is a \$30 bounced check fee.
5. Payments NOT made through automatic payment carry a \$12/month surcharge.

# Healthy Kids Before/After School Program

2011-2012 Registration Packet for programs at Beekman, Hyde Park, Noxon Road, Vail Farm & Violet Avenue Elementary Schools

Admin offices: 565 Union Avenue New Windsor, NY 12553 [www.HealthyKidsProgram.org](http://www.HealthyKidsProgram.org)

Parents: please keep pages 1-8 & 18 for reference and turn in pages 9-17 & 19-20

## Automatic Payment Authorization Form: Authorization Agreement for Direct Payments (ACH Debits)

To Front Desk:  
Please put  
complete form  
in Lorie's box.  
Make sure to  
attach a voided  
check

Parent/Guardian Last Name

First

E-mail address

Day Phone

Child/Children's Name

After School Site

Monthly Debited Amount

I (we) hereby authorize Healthy Kids Extended Day Program, hereinafter called COMPANY, to initiate debit entries to my (our) \_\_\_\_\_ Checking Account/ \_\_\_\_\_ Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Please check here if your checking account is already on file and unchanged. If so, there's no need to give us your banking info or voided check.

Depository name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing number \_\_\_\_\_ Account number \_\_\_\_\_

*Please note: auto pay is for checking/savings accounts only and not available for credit/debit cards*

This authorization is to remain in full force and effect while your child is enrolled in the 2011-12 Before/After School program until COMPANY has received written notification from me (or either of us) 3 weeks in advance of its termination in such time and in such manner as to afford COMPANY and depository a reasonable opportunity to act on it. Please submit written notification to Lorie Coombs at Healthy Kids Extended Day Program, 565 Union Avenue, New Windsor, NY 12553.

Name(s) (please print) \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE: DEBIT AUTHORIZATION MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**

**Please attach voided check to form**