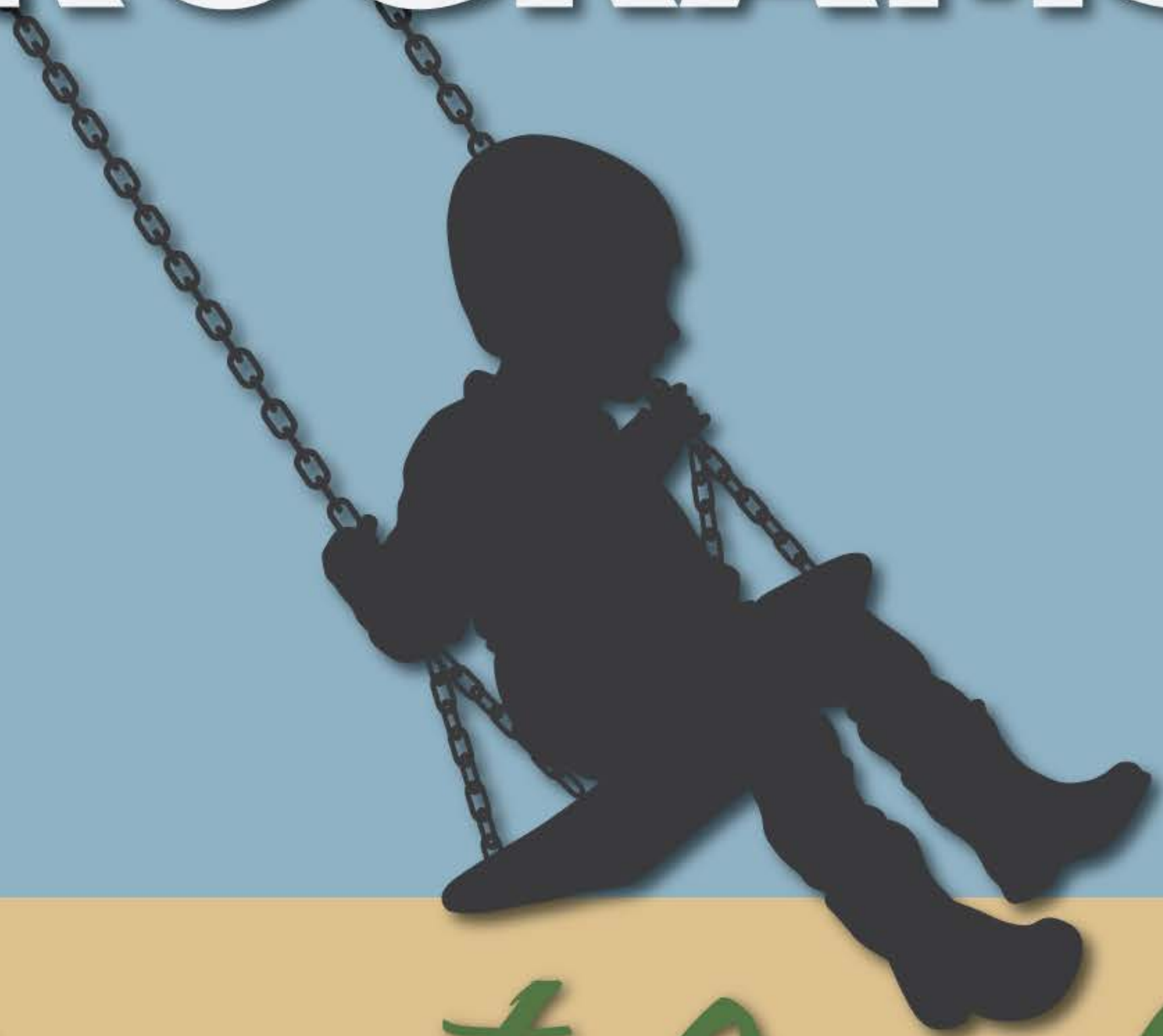


# *Kimnelon* EXTENDED DAY PROGRAMS



*Parent Guide*  
2017-2018

Kids Korner AM ~ Kindergarten Extended Day ~ Kids Korner PM

## **Kinnelon Extended Day Programs**

### *Featuring*

**Kid's Korner AM Grades K-8 (7am to 9:15 am)  
(earlier if needed)**

**Kindergarten Extended Day (KED) (1:25 - 3:40)**

**Kid's Korner PM K-8 (dismissal to 6:00 pm)  
(later if needed)**

Linda Russell, Supervisor

E-mail: [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) and [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org)

Welcome to the Kinnelon Extended  
Day Programs.

We hope the Parent Information Guide  
answers many of your questions.

The Parent Information Guide  
is also available on our website

[www.kedkid.org](http://www.kedkid.org)

Don't forget to sign up at the website to receive  
important updates, information  
and reminders of special dates.

[www.kedkid.org](http://www.kedkid.org)

# Kinnelon Extended Day Programs

Glenn L. Sisco School  
109 Kiel Avenue  
Kinnelon, NJ 07405

Parent Information Guide  
(KED4-2017-08-01)

**ALL PROGRAMS ARE HELD AT THE  
GLEN L. SISCO SCHOOL BUILDING.**

**STONYBROOK CHILDREN WILL TAKE THE BUS  
TO AND FROM SISCO SCHOOL.**

**KIEL AND PRM CHILDREN WILL WALK  
WITH STAFF MEMBERS TO AND  
FROM THE SISCO SCHOOL**

## **SPECIAL NOTICE**

When you **sign the enrollment form**  
you are acknowledging that  
you have **read the information packet**  
and that you are  
**accepting the terms and conditions**  
of the information packet.

# **Kinnelon Extended Day Programs Parent Information Guide**

## **Table of Contents**

- 1. Program Overview**
- 2. Our Programs**
- 3. Enrollment Policies and Information**
- 4. Family Discount**
- 5. Payment and Payment Plan**
- 6. Picture Release**
- 7. Homework Policy**
- 8. Student Conduct**
- 9. Student Dress Code**
- 10. Snacks**
- 11. Family Emergencies**
- 12. Weather Related Schedule Changes**
- 13. Student Drop Off and Pick Up Procedures**
- 14. Absences**
- 15. Kinnelon 2017-2018 Approved School Calendar**
- 16. Kinnelon Extended Day Holidays**
- 17. Kinnelon District Minimum Days and Scheduled School Closings**
- 18. Electronic Devices**
- 19. Additional Items to Leave at Home**
- 20. Enrollment Forms and Filling Out the Enrollment Form**
- 21. Contact Information**
- 22. Kinnelon Extended Day Program Staff Members (Proposed)**

# Parent Information Guide

## 1. Program Overview

At the Kinnelon Extended Day Program, we understand that for working parents, quality family time is both very important and difficult to find. We also understand how important it is for parents to know their children are safe and well cared for before and after school.

With the goal of helping you and your children make the most of your time together, we are proud to offer Kid's Korner AM, Kindergarten Extended Day and Kid's Korner PM.

The Kinnelon Extended Day Program are an affordable choice that meets the needs of our students and parents in the safety and security of the Glenn L. Sisco School.

Our dedicated and caring staff will make sure that all of our students are provided with age appropriate activities during the day. We will also supervise and help the students with their home work assignments.

**We take great pride in offering a  
VIDEO FREE and ELECTRONICS FREE  
(See Section 18 for our policy)  
zone for our students.**

**In place of videos we offer age appropriate activities  
including games, arts and crafts,  
puzzles, building blocks including Legos, and a reading area.**

**\*\*\*\*\*ALL PROGRAMS FOLLOW THE SCHOOL CALENDAR.\*\*\*\*\***

**We will be in session on ½ days and,  
we will open on scheduled early dismissal days.**

**THANK YOU FOR CHOOSING  
THE KINNELON EXTENDED DAY PROGRAMS**

## 2. Our Programs

The Kinnelon Extended Day Programs Feature:

**Kid's Korner AM Grades K-8 (7am to 9:15 am)(earlier if needed)**

**Kindergarten Extended Day (KED) (1:25 - 3:40)**

**Kid's Korner PM K-8 (dismissal to 6:00 pm) (later if needed)**

### Special Notice

Children in grades 3-5 attending Kid's Korner AM and PM will attend Glenn L. Sisco School and will take the bus to Stonybrook School. The children will be the first stop in the morning to be picked up on the way to Stonybrook. and the first stop in the afternoon to be dropped off at Sisco.

Since the Stonybrook students spend less time in Kid's Korner AM due to bussing, the prices on the enrollment form for Kiel and Stonybrook Schools differ.

Stonybrook students are charged for the actual amount of time they are in Kid's Korner AM which does not include travel time.

### Kid's Korner AM Grades K-8 (7am to 9:15 am) (earlier if needed)

Kid's Korner AM is an affordable program held in the safety and security of our school. Students will have some free time with their choice of age appropriate activities which may include games, arts and crafts, puzzles, building blocks including Legos, or quiet reading time.

#### Kid's Korner AM for Grades K-8 (\$7.25 per hour)

**Kiel Students: 7am to 9:15 am**

**Stonybrook Students : 7am to 8:30am**

**Pearl R. Miller Students : 7am to 8:15am**

**Kiel School Cost:** 7am Drop Off Time: \$ 14.50

8am Drop Off Time: \$ 7.25

(All craft and activity supplies and a **small** morning breakfast or snack are included)

**Stonybrook Cost:** 7am Drop Off Time:\$ 10.90

8am Drop Off Time: \$ 3.65

(All craft and activity supplies and a **small** morning breakfast or snack are included)

**Pearl Miller Cost::** 7am Drop Off Time: \$ 9.05

7:30 am Drop Off Time: \$ 5.45

(All craft and activity supplies and a **small** morning breakfast or snack are included)

## **Kindergarten Extended Day (KED)**

**1:20 to Kiel Dismissal Time (3:30)**

**Cost: Kiel School and Stonybrook: \$18.80 per diem (all supplies are included)**

Kindergarten Extended Day is our fantastic and popular educational program for our Kindergarten Students. It includes outside or inside play time, a snack provided by parents, fun and educational lessons on a wide variety of topics including animals, “visiting” another country, weather, rocks and space and so much more. We will then create a project related to the lesson. At the end of the day we go to Kiel School to take the bus home. If your child will be attending Kid’s Korner PM they will remain at Sisco School.

**Kindergarten Extended Day Students attending Stonybrook School will be bussed door to door to the Glenn L. Sisco School.**

## **Kid’s Korner PM for Grades K-8 (\$7.25 per hour)**

**Kiel, Stonybrook and Pearl Miller**

**Dismissal Times to 6:00pm**

Our after school program for Grades K-8 students offers affordable after school care, in the safety and security of our school. Students will have some free time and **a small snack provided by the program**. This will be followed by homework time for older students. We pride ourselves on being a **VIDEO FREE ZONE**, so when their homework is complete they may choose from a variety of age appropriate activities. Our younger students who do not have homework, will be able to participate in a variety of engaging games and/or activities.

**In the event of ½ days or scheduled early dismissal days, Kids Korner becomes 4.5 hours and would incur an additional cost of \$14.40 for the day. The cost is reflected on the enrollment form.**

**Cost:**

**Kiel School Cost:** 4pm Pick Up Time: \$ 3.65

5pm Pick Up Time: \$10.90

6pm Pick Up Time: \$18.15

**(All craft and activity supplies and a small snack are included)**

**Stonybrook Cost:** 4pm Pick Up Time: \$ 3.65

5pm Pick Up Time: \$10.90

6pm Pick Up time: \$18.15

**(All craft and activity supplies and a small snack are included)**

**Pearl Miller Cost:** 4pm Pick Up Time: \$ 7.25

5pm Pick Up Time: \$14.50

6pm Pick Up time: \$21.75

**(All craft and activity supplies and a small snack are included).**

**If you need to drop off or pick up your child at a time that is not listed on our enrollment forms, please contact Linda Russell, at [kedkidsupervisro@gmail.com](mailto:kedkidsupervisro@gmail.com) and [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org) and she will work with you to find a solution.**

(KED4-2017-08-01)

## **Reminder:**

**Children in grades 3-5 attending either Kid's Korner AM and PM will be attending Glenn L. Sisco School and will be bussed to and from Stonybrook School.**

**For Kid's Korner AM: Stonybrook Students will be the first stop in the morning to be picked up on the way to Stonybrook .**

**Stonybrook Kid's Korner PM: Students are one of several stops the bus makes in the afternoon.**

**Since the Stonybrook students spend less time in Kid's Korner AM due to bussing, the prices on the enrollment form for Kiel and Stonybrook Schools differ.**

**Stonybrook Kid's Korner AM students are only charged for the time they are at Sisco School.**

**They are never charged for the travel time to Stonybrook School.**

**Kiel School Students will be picked up by our staff members and walk to Glenn L. Sisco School at their dismissal time.**

**PRM Students will walk to Glenn L. Sisco School at their dismissal time.**

## **3. Enrollment Policies and Information**

**Enrollment forms are available online at [www.kedkid.org](http://www.kedkid.org)**

**The Kinnelon Extended Day Programs always have open enrollment. However, at the beginning of the school year it is important to register in a timely fashion. This allows us to prepare for the approximate number of incoming students and to allow the Transportation Secretary ample time to include our students on the bus.**

The Kinnelon Extended Day Program has 3 Trimesters for the school year. The trimesters are September - November, December - February and March - June.

Enrollment is open to children in Grades K-8 **attending** school in the Kinnelon Public School District.



### 3. Enrollment Policies and Information (continued)

You may choose 1,2,3,4 or 5 days a week. There are no set number of days a week you must attend. **However, you may NOT pick and choose individual dates.** For example, if you sign up for Monday, you must sign up for all of the Mondays in the trimester. This policy extends to each of the days.

Kid's Korner, both morning and after school, provides the option of different pick up times. Please make sure you pick a time that reflects your needs or a **LATE FEE** may be imposed.

Initial enrollment is contingent upon receipt of the **completed and signed** enrollment form and **receipt of payment** for the trimester. If you are unable to pay for the full trimester at this time, a payment plan is available and the details are below under Payment and Payment Plan. All information of the form **MUST** be filled in and the form must be signed.

#### **EARLY DROP OFF OR LATE PICK UP**

Kid's Korner, both morning and after school, provides the option of different pick up times. Please make sure you pick a time that reflects your needs or a **LATE FEE** may be imposed.

**UNLESS YOU HAVE MADE OTHER ARRANGEMENTS WITH MRS. RUSSELL,** All students must be picked up at the appropriate time. If you are only occasionally late you will be charged for the additional time. **If you are chronically late A late fee of \$30.00 will be added to your account and will appear on your bill. If you know you are going to be late, please call us at 973-838-1418 extension 5028 and let us know if you will be late. Please leave a message if no one answers.**

**Most communication is via e-mail. Please be sure to fill in the e-mail addresses.**

On the back of the form, please be sure to let us know if there are any special circumstances such as health concerns or custody agreements.

You may also list the names and relationship of alternate people who may pick up your child in your absence.

**The Kinnelon Extended Day Programs have a flexible enrollment policy.** We understand our busy families have different needs. **We will work with you to accommodate special circumstances if possible.**

### **3. Enrollment Policies and Information (continued)**

**If you are in need of various days throughout the year (requires a \$100.00 deposit per child) or need to drop off or pick up your child at a time that is not listed on our enrollment forms, please contact Linda Russell, at [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) and [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org) and she will work with you to find a solution.**

#### **Court Orders Effecting Enrolled Children**

In cases where an enrolled child is the subject of a court order (Custody Order, Restraining Order, etc.) Please provide a copy of the most recent order. The orders will be strictly followed, unless notified in writing, by the custodial parent (s) of a change. In the case of joint custody, both parent must sign the request.

### **4. Family Discount**

If your family will be enrolling more than 1 student, The Kinnelon Extended Day Program offers a 10% Family Discount.

**The discount is applied by totaling the tuition for all the children attending the program and deducting 10% from the total. This will give you the amount of your trimester's tuition.**

**The discount applies only to the trimester enrollment and does not include additional days or time.**

### **5. Payments, Payment Plans, and Billing**

#### **Computerized Billing:**

**Due to the growing need of the community, our program is always growing and with that growth the need to computerize our billing has become urgent.**

**Beginning with the 2017 - 2018 School Year, the Kinnelon Extended Day Program will be changing to computerized billing.**

**When children arrive for any of the programs (KKAM, KED (Kindergarten Extended Day), KKPM) they will be signed in to the computer. For Kid's Korner AM the **Kinnelon Extended Day Staff will sign the children** and well enter the time they arrived. For Kindergarten Extended Day they will be logged in either as attending or absent, and for **Kid's Korner PM PARENTS MUST SIGN THEIR CHILDREN OUT AND INCLUDE THE TIME THEY ARE PICKED UP.****

## **5. Payments, Payment Plans, and Billing (continued)**

Tuition payments may be made in cash, check or money order. We do not accept credit cards at this time.

**Payment must accompany the enrollment form each trimester.**

**There will be no credits or reimbursement for: any child's absence due to illness , family vacations, school closings due to emergencies or inclement weather. (If there is a family emergency or extended child illness please contact Linda Russell as soon as possible.)**

### **Payment Plan:**

If you would prefer to pay for the trimester in installments, The Kinnelon Extended Day Program offers a simple payment plan.

Once you have totaled your tuition for the trimester (and deducted your family discount if applicable) divide the total by 3 (number of months in the trimester) and that will be the amount of your monthly payment for the trimester.

The first payment is due with your enrollment form and subsequent payment must be made by the 10<sup>th</sup> day of months 2 and 3 of the trimester.

The final trimester will also be divided by 3 even though there are 4 months in the trimester.

Billing statements will be sent home by the 5<sup>th</sup> of each month.

**All outstanding balances must be paid by June 5th of the current school year or report cards may be held until payment is received.**

## 6. Picture Release

We love taking pictures of our students. From time to time we would like to use these pictures in presentations or on our website. **NO NAMES WILL EVER BE USED** with our pictures. Just children having fun in our programs. If you do not want us to use a picture of your child please contact us at [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) and [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org) or just send us a note.

## 7. Homework Policy

We are very happy to assist the children with their homework and we try to make sure they finish it. We do this in hopes that it will give our families precious time to enjoy each other. Sometimes children have a sufficient amount of homework that they are unable to complete during the time they are in Kid's Korner PM and sometimes the children only show us part of what they have as homework. (We do check their homework folders.) If they were unable to complete the assignment we know about, we will inform the person picking up the student from Kid's Korner PM that the homework assignment was not completed. [Kid's Korner is here to help, but we can not accept responsibility for completed homework assignments.](#)

**It is very important for the parents to go over the homework with the children .**

This affords the parents the opportunity to see how their child is doing and what they are currently working on and to make sure all of their assignments have been completed. It also allows the child a chance to make sure it is accurate.

## 8. Student Conduct

To keep the program a happy experience for all the children, we strive to set consistent, clear and understandable limits to help foster our children to become self-disciplined. Negative behavior is often a child's way of seeking attention, so the staff is encouraged to try to ignore negative behavior. Instead, the staff is encouraged to look for and reinforce positive behavior. Correcting a child for every little thing can have a negative effect on a child's innate creativity and inquisitiveness.. By trying to teach the children that each choice they make has consequences, and that negative choices have negative consequences, the children will begin to learn self-discipline. Children who are not making good choices will be taken aside and spoken to regarding the choices they are making. Children will be given the opportunity to rectify the situation and make positive choices. Hopefully, this approach will work, but sometimes this method does not work. When this happens, a child will be removed for the situation and encouraged to think about making a positive choice to change the outcome of the situation.

## 8. Student Conduct (continued)

Please do not be discouraged if your child is disciplined. Children naturally test the limits of their world at all stages of development.

Parents will be notified immediately regarding any negative physical contact (hitting, biting etc.) You will also be notified of any behavior we feel should be reinforced at home.

If after exhausting all possibilities, there is no improvement in a child's behavior the parents will be asked to remove the child from the program. After an agreed upon period of time, the child may be reinstated.

## 9. Student Dress Code

**Please make sure your last name only is inside of all jackets, sweatshirts or sweaters etc.**

### Clothing

All of our programs will have outside time when the weather permits, including in the winter. Please make sure your child's clothing and shoes are appropriate to the time of year.

Since the weather in the autumn and spring can change rapidly, Children should have a jacket, sweatshirt or sweater with them when they come to school.

For the winter, please make sure your child has a hat, gloves, scarf (if needed) and a heavy winter coat. Please make sure scarf/hat combinations do not have excessively long ends. Long ends can be a safety hazard on the playground.

Layering your child's clothing is the best way to insure they are comfortable both indoors and out.

### Shoes

Please make sure shoes are appropriate for play. Closed shoes that either tie or have velcro closings are best. **Please do not send you child to school in flip flops or sandals that do not have a back strap as they are not safe for running and playing on the playground**

If you child wears boots to school, **please send them with an additional pair of shoes** so they may be comfortable.

## **9. Student Dress Code (continued)**

### **Jewelry**

Jewelry can also be a safety hazard. Please make sure necklaces are not too long and bracelets are not too tight on the wrist.

Also, children often play with the jewelry and it can be lost or broken.

### **Extra Clothing**

Some times an accident might occur during the day (spills, bathroom etc) that may require a change of clothing. We have a limited amount of spare clothing available just in case. Please make sure to wash the clothing and return it to us as soon as possible.

**You know your child best - if you think it is necessary, please send in spare clothing for your child. Please place it in a bag with their name on the outside.**

**Donations of used or new extra clothing for both girls and boys (sweat pants, shirts, underwear and socks) in sizes 4 - 8 would be happily accepted and deeply appreciated.**

## **10. Snacks**

Our program understands that children get very hungry during the day. We try to have a variety of snacks and breakfast items available for our students.

While the Kinnelon Extended Day Programs are NOT a peanut free environment, children who have foods with peanuts in them will be seated away from the children with allergies. Hands will be washed immediately after snack time. Tables will also be cleaned immediately following snack time.

**Since nut allergies are the most common, we always have snacks available that are free of any kind of nuts.**

**However, if your child has additional allergies or is on a special diet (gluten free etc.) you may either provide us with the appropriate food for your child and we will dispense your child's food to them at snack time or send your child with a snack every day. Please send a snack for each program in which your child is enrolled. (If your child is enrolled in Kid's Korner AM, KED and Kid's Korner PM, your child would require 3 snacks.)**

## 10. Snacks (continued)

**Kindergarten Extended Day:** Parents should pack a snack for our Kindergarten Extended Day student. Please put it in either a plastic or paper bag clearly marked for KED.

**Kid's Korner AM:** Students will be given a snack or small breakfast in the morning. We will have a variety of items available and we will try to have days during the trimester for a special breakfast treat!

**Kid's Korner PM:** Since it has been a long time since lunch, we try to provide a slightly more substantial snack in the afternoon. **If your child is always extra hungry, please send your child with additional snacks in their backpack.**

## 11. Family Emergencies (We are here to help.)

**Whether or not** your child is part of our program, we are happy to help out on an emergency basis. If you know in advance that you might need our services for a day or a short period of time, please contact Linda Russell, Supervisor at [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) AND [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org)

If you have a sudden emergency and need your child to remain at school, **let us as soon as possible.**

**Please notify your child's school first so that your child will not be put on the bus home.**

The school will notify us and we will take care of your child until you or a person you designate comes to pick up your child. **Just a reminder - play dates, birthday parties etc. are not an emergency and we would not be able to accommodate your request.**

If you will be designating someone other than a parent to pick up your child, please give us the person's name and let them know that we will require a valid driver's license in order to release your child to your designated person.

## **12. Weather Related Schedule Changes (2 PAGES)**

During the winter months, we try very hard to remain open. However, sometimes the weather does not cooperate. Since we are part of the Kinnelon School District, we must follow the district policy for weather related school closings and delays.

**PLEASE CHECK THE DISTRICT WEBSITE and SIGN UP FOR TEXT MESSAGING FROM THE SCHOOL DISTRICT FOR CURRENT INFORMATION DURING THIS TIME.**

**[www.kinnelonpubicschools.org](http://www.kinnelonpubicschools.org)**

You should receive information directly from the school and I will send an e-mail from the KED e-mail **[kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com)**

**Please remember to put our e-mail address in your contact list.**

**PLEASE REMEMBER - IF SCHOOL IS CLOSED THE KINNELON EXTENDED DAY PROGRAM IS ALSO CLOSED.**

### **Weather Related: Delayed Opening:**

When the Kinnelon School District has a weather related delayed opening, **Kid' Korner AM WILL BE ON A DELAYED OPENING.** The standard delayed opening is 90 minutes.

### **Weather Related: Early dismissals: VERY IMPORTANT INFORMATION**

When the Kinnelon School District has a weather related early dismissal the **KINNELON EXTENDED DAY PROGRAMS (KED and Kid's Korner PM) WILL NOT BE HELD.**

The Kinnelon District Early dismissal time for Stonybrook (including Kindergarten) is 1:25 , Early dismissal for Kiel School (including Kindergarten) is 1:35 and PRM Early dismissal time is 12:50.

Early Dismissals are usually called before the Kinnelon Extended Day Program staff arrives in the Sisco Building. School Messenger is usually in effect at this time. Since it would not be possible for me to call each and every person in the program, **if you receive a notification via School Messenger, please include the Kinnelon Extended Day Program in the information relayed by this call. There will not be any Kindergarten Extended Day or Kid's Korner PM.**



## 12. Weather Related Schedule Changes (continued)

### SPECIAL EARLY DISMISSAL INFORMATION

**IF YOUR CHILD NORMALLY COMES TO KINDERGARTEN EXTENDED DAY or KID'S KORNER PM, YOUR CHILD WILL NOT AUTOMATICALLY BE PUT ON THE BUS HOME FROM HIS OR HER SCHOOL!!!!!!**

**PLEASE EITHER E-MAIL OR CALL YOUR CHILD'S SCHOOL OFFICE AND LET THEM KNOW IF YOU ARE PICKING UP OR IF YOU WOULD LIKE YOUR CHILD TO TAKE THE BUS HOME.**  
**IF YOU HAVE MORE THAN ONE CHILD IN OUR PROGRAM, PLEASE MAKE SURE YOU CALL EACH OF YOUR CHILDREN'S SCHOOLS**

### **Weather Related: Full Day of School But All District After School Activities Are Cancelled:**

If the school district has been in session for the full day, but due to weather conditions **After School Activities (KASE, Sports, Clubs, Extra Help, etc) are cancelled: KID'S KORNER PM WILL REMAIN OPEN.**

However, we request that parents pick up their children **AS SOON AS POSSIBLE** so our staff may also go home safely.

If you have any questions, please contact Mrs. Russell at: [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com)  
as soon as possible.

**THANK YOU FOR YOUR HELP IN KEEPING EVERYONE SAFE!!**

## 13. Student Drop Off and Pick Up

**ALL STUDENT DROP OFFS AND PICK UPS ARE AT GLENN L. SISCO SCHOOL 109 KIEL AVENUE (NEXT TO KIEL SCHOOL)**

### **Kid's Koner (KK)AM Drop Off:**

Please bring your children to the front door. A buzzer equipped with a camera is installed on the front door. Please press the buzzer and the door will be unlocked by a staff member monitoring the camera. A staff member will meet you at the door. **At this time children will be signed in by a staff member and arrival time will be noted and entered into the computer.**

(KED4-2017-08-01)

### 13. Student Drop Off and Pick Up (continued)

#### Kindergarten Extended Day (KED) Pick Up

If you are picking up your child from KED, please come to the front door of Sisco School. A buzzer equipped with a camera is installed on the front door. Please press the buzzer and the door will be unlocked by a staff member monitoring the camera. A staff member will meet you at the upstairs door.

Since we are so very busy with our lessons and projects and time flies by so quickly for us, **we ask that you do not enter the KED rooms at this time.** A staff member will get your child for you and bring them to you in the hallway. While you are waiting, **please take this time to sign your child out on the computer.**  
**Thank you for your cooperation in this matter.**

#### Kid's Korner (KKPM) Pick Up:

Please come to the front door. A buzzer equipped with a camera is installed on the front door. Please press the buzzer and the door will be unlocked by a staff member monitoring the camera. A staff member will meet you at the upstairs door. At this time children will be signed out by the parent. **The parent will sign out on the computer entering the time of pick up and a signature.**

If the weather is nice, there will be a sign on the door stating Kid's Korner is on the playground. Please come to the playground and sign your child out. Parents must sign their children out upon arrival. **After sign out, your child is no longer the responsibility of the Kinnelon Extended Day Program.** If you would like your child to remain and play with the Kid's Korner Students, **the Kinnelon Extended Day Program will no longer be responsible for your child. Once you sign your child out, you are solely responsible for the well being of your child.**

### 14. Absentees

For the safety of our children, when a child is absent from our program, we have to spend precious time calling parents and schools to check and see where the child may be. **When your child will be absent from all or part of their Kindergarten Extended Day Program,** please let us know by **calling and leaving a message at 973-838-1418 Ext. 5028 and please send and e-mail to both [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) AND [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org)**

## 15. Kinnelon District 2017-2018 School Calendar

The Kinnelon Public School 2017-2018 School Year Calendar can be found on the district website [www.kinnelonpublicschool.org](http://www.kinnelonpublicschool.org) under the Calendar heading. **The Kinnelon Extended Day Programs follow the Kinnelon District School Calendar**

**THE KINNELON EXTENDED DAY PROGRAM WILL BE OPEN ON ALL SCHEDULED MINIMUM DAYS**

## 16. Kinnelon Extended Day Programs Holidays

**Please remember we will now be following the school calendar.**

**The Kinnelon Extended Day Programs will NOT be open on the following days:**

**Rosh Hashanah - September 21 and 22, 2017**

**Teachers Convention - November 9 and 10, 2017**

**Thanksgiving - November 23 and 24, 2017**

**Christmas - December 25 through 29 2017**

**New Year's Day - January 1, 2018**

**Martin Luther King Day - January 15, 2018**

**President's Day - February 16 and 19, 2018**

**Good Friday - March 30, 2018**

**Spring Break - April 2 through 6, 2018**

**Memorial Day - May 28, 2018**

## 17. Scheduled Mimimum (half) Days:

**Kinnelon Extended Day will be open until 6PM**

**All Kinnelon Extended Day Programs will be open on ScheduledMinimum (Half) Days.** However, Kindergarten Extended Day will begin at approximately 11:30 and end at approximately 1:35. **Children taking the bus home will be getting on the bus at 1:35.**

All Kid's Korner PM Students will arrive at Kid's Korner PM approximately 2 hours earlier then the regularly scheduled dismissal time.

**Tuition for Scheduled Minimum Days is included on the enrollment form.**

## 18. Electronic Devices

**Most electronic devices are prohibited during the Kinnelon Extended Day Programs.**

The exceptions are:

**Electronic E-Reader: To be used for school reading assignments only.** A note from a parent or guardian is required. No electronic games may be played on the reader.

**Cell Phones: All cell phones must have the sound turned off during our programs.** We understand that there are times when older students may need to contact their parents. (For example - emergency or weather related school closings.) If a student must contact their parent(s) the student should ask permission to use his or her cell phone.

**At no time may the students play games or text message or call friends on their cell phones.**

**If parents need to contact their children, please contact the main number (973-838-1418 ext 5028) and we will put you in touch with your child.**

## 19. Additional Items to Leave at Home

Children are often excited and want to bring special things from home such as a favorite stuffed animal, Pokemon Cards, favorite toys or books etc.

Many times, through no fault of the children, these favorite items are lost or ruined. Sometimes out of the goodness of their hearts, children “trade” or give things to other people, only to realize when they get home that they did not really want to trade or give their favorite things to someone else.

To avoid anxiety and sadness for the children, we ask that you explain to your child that it is best to leave these things at home and not bring them to school.

## 20. Enrollment Forms & Filling Out The Enrollment Forms

Filling out the enrollment forms is easy, but here are a few reminders and tips.

**Please make sure you print clearly. The enrollment form contains all of your contact information, including your e-mail contact and it is very important that the form be completely legible.**

Your e-mail address is very important - information (other than billing) about the programs will be sent via e-mail. PLEASE make sure you add our e-mail address [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) to your address book to avoid having important e-mail sent to your spam folder. You may also receive information from our website [www.kedkid.org](http://www.kedkid.org).

**Please make sure you let us know about any allergies or medical conditions.**

Please make sure you have read all of the information contained in the Parent Information Guide. **When you sign the enrollment form you are acknowledging that you have read the information and you are accepting the terms and conditions of the packet.**

**When filling out the days and programs please remember:**

1. You may choose 1, 2, 3 or all of the days. You may sign up for any combination of days, but you may not pick and choose individual dates. If you sign up for Monday you are signing up for all of the dates for Mondays, Tuesday would be all Tuesdays etc.
2. Please color in the box for the day(s) and program(s) you are choosing. An example would be if you are signing up for Monday, Wednesday and Friday KED and Kid's Korner 5pm pick up, you would color the boxes under the KED column **AND** the Kid's Korner 5pm column. You would then add the 2 totals together and enter the total in the Daily Tuition Cost column.
3. **We try to accommodate your schedule to the best of our ability.** If you have different drop off or pick up times for Kid's Korn AM and PM on different days you may sign up accordingly. Example: On Monday and Thursday you would like to drop off your child at 7am and on Tuesday, Wednesday and Friday it would be 8am, you would fill in the appropriate boxes. The same may be done for Kid's Korner PM pick up times.

**(Enrollment Forms & Filling Out The Enrollment Forms continued on next page.)**

## 20. Enrollment Forms & Filling Out The Enrollment Forms (continued)

4. **Most communication is conducted via E-Mail.**  
**PLEASE MAKE SURE YOU PROVIDE AN E-MAIL ADDRESS SO YOU DO NOT MISS ANY IMPORTANT INFORMATION!**
5. If you do not see a drop off or pick up time that suits you schedule, please contact Linda Russell, Supervisor at [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org) or [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) and she will do her best to accommodate a time that is perfect for you and your family, **however there is a minimum charge of one half (½) hours time.**
6. **PLEASE MAKE SURE YOU SIGN AND DATE THE ENROLLMENT FORM**  
**When you sign the enrollment form you are acknowledging that you have read the information and you are accepting the terms and conditions of the packet.**
7. **PLEASE MAKE SURE TO ENCLOSE YOUR CHECK WITH THE ENROLLMENT FORM.**  
**Your child will not be officially signed up unless either the full tuition is enclosed or the first payment of your payment plan is enclosed.**
8. Closer to the beginning of the school year, you will receive a confirmation of enrollment via e-mail.
9. If you have any questions, please contact Linda Russell, Program Supervisor at [www.kedkidsupervisor@gmail.com](mailto:www.kedkidsupervisor@gmail.com) AND [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org) .  
Using both addresses insures that Mrs. Russell will receive the e-mail.

**We know how busy your lives are and how very important your child's safety and security is and we are here to help.**

**Please do not hesitate to contact Mrs. Russell at [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) AND [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org) with any questions.**

## 21. Contact Information

We are very busy here at the Kinnelon Extended Day Program. So many children with so many things to do. Sometimes we are so busy or having lots of fun and making such great amount of noise, that we are not able to pick up the phone. Sometimes we are working hard on a project or homework and we need lots of quiet time so we turn on the do not disturb button so it will be quiet. **We usually try very hard to answer the phone but, if for any reason we do not answer** ( playing outside, busy with KED Projects, etc.) **please leave a message. Some one will respond as soon as possible to let you know we received your message and answer any questions.**

While we do not always have time in the afternoon to check our computer, you may also send an e-mail.

### Number for all Programs

**973-838-1418 Ext. 5028**

**(Please call this number first - someone will answer or return your call promptly.)**

### Mrs. Russell

**973-838-1418 Ext. 5025**

**(Use this number last. Mrs. Russell is seldom in her office when the children are in the building)**

## 22. Kinnelon Extended Day Program Staff Members

**2017-2018 Kinnelon Extended Day Program Staff Members. (PROPOSED)**

<b>Mrs. Linda Russell</b>	<b>Program Supervisor</b>
<b>Miss Tracey Andrews</b>	<b>KED Instructor KKAM and KKPM</b>
<b>Mrs. Barbara Milone</b>	<b>KED and KKPM</b>
<b>Mrs. Debbie Knorr</b>	<b>KKAM</b>
<b>Mrs. Cynthia Barry</b>	<b>KKAM. KED Aide and KKPM</b>
<b>Mr. Austin Burnett</b>	<b>KKAM, KED Aide and KKPM</b>
<b>Miss Courtney DeMaio</b>	<b>KKAM and KEDAide</b>
<b>Miss Heather Ginsburg</b>	<b>KK PM</b>
<b>Miss Alexandra Harven</b>	<b>KKAM, KED Aide and KKPM</b>
<b>Miss Daneilla Burnett</b>	<b>KKPM</b>
<b>Miss Noor Almosbeh</b>	<b>KED Aide and KKPM</b>
<b>Miss Madiline Florio</b>	<b>KKPM</b>
<b>Miss Veronice Fink</b>	<b>KKPM</b>

## **A Short Message from Mrs. Russell**

**I would like to take this opportunity to thank you for enrolling in the Kinnelon Extended Day Program. I am looking forward to seeing our returning Kinnelon Extended Day friends, and welcoming our new friends in September.**

**We try very hard to make the program a happy and active place for our students.**

**Homework is an important part of a students day. In order to help our families spend more time with their children we have set aside some time in the afternoon for the children to do their homework. Our staff is available to help our children with their homework and to encourage them to concentrate on the task and hand.**

**For the 2017-2018 school year we will hope to add some new equipment and inside activities.**

**As the Program Supervisor, it is my job to make sure that every aspect of the program is a positive experience for both our children and parents.**

**If you have any questions or concerns, please do not hesitate to contact me.**

**I am seldom in my office when children are in the building so please contact me first by e-mail at [kedkidsupervisor@gmail.com](mailto:kedkidsupervisor@gmail.com) AND [RussellL@kinnelon.org](mailto:RussellL@kinnelon.org) . I use 2 e-mail addresses so that if the district is updating the system and the school e-mail is unavailable, you will still be able to reach me by e-mail at the G-mail account.**

**My office phone number is 973-838-1418 Extension 5025.**

**Once again, I thank you for choosing the Kinnelon Extended Day Programs.**

Sincerely,

Linda Russell