

BEYOND THE BELL! – REGISTRATION FORM

<u>PARTICIPANT'S NAME</u>		GRADE IN SEPTEMBER 2019	DATE OF BIRTH	AGE
<u>LAST</u>	<u>FIRST</u>			

<u>PARENT / GUARDIAN NAME</u>		
<u>LAST</u>	<u>FIRST</u>	
MAILING ADDRESS	HOME PHONE #	
MOTHER'S EMPLOYER	WORK #	CELL #
FATHER'S EMPLOYER	WORK #	CELL #
E-MAIL ADDRESS (<u>PLEASE PRINT CLEARLY</u>)		
EMERGENCY INFORMATION		
<u>The following people are alternate emergency contacts who also have permission to transport my child(ren) to and from camp.</u>		
NAME	PHONE #	CELL #
NAME	PHONE #	CELL #
NAME	PHONE #	CELL #

2019-20 REGISTRATION SCHEDULE

PARTICIPANT'S NAME(S): _____ GRADE _____ (in Sept. 2019)

_____ GRADE _____ (in Sept. 2019)

<u>Check Your Selection</u>	<u>Dates</u>	<u>Fee</u>	<u>Total</u>
<input type="checkbox"/>	SEPTEMBER – 18 DAYS	\$117.00	
<input type="checkbox"/>	OCTOBER – 22 DAYS	\$143.00	
<input type="checkbox"/>	NOVEMBER – 17 DAYS	\$110.50	
<input type="checkbox"/>	DECEMBER – 15 DAYS	\$97.50	
<input type="checkbox"/>	JANUARY – 21 DAYS	\$136.50	
<input type="checkbox"/>	FEBRUARY – 18 DAYS	\$117.00	
<input type="checkbox"/>	MARCH – 22 DAYS	\$143.00	
<input type="checkbox"/>	APRIL – 16 DAYS	\$104.00	
<input type="checkbox"/>	MAY – 20 DAYS	\$130.00	
<input type="checkbox"/>	JUNE – 19 DAYS	\$123.50	

REGISTRATION TERMS

Monthly Fees are due by the 25th of the month prior to enrollment. For example, fees for October are due by 9/25. Children will not be permitted to remain at the Teen Center if a balance for the month is due.

Balances may be paid via Credit Card (Visa, Mastercard or Discover), Checks made payable to WMCSR, or Cash is accepted.

Payments may be mailed to: West Milford Community Services & Recreation, 1480 Union Valley Road, West Milford, NJ 07480, made in person during regular business hours, Monday through Friday, 8:30 a.m. – 4:30 p.m. at the West Milford Recreation Center, 66 Cahill Cross Road, or be made online with a credit card at <http://register.communitypass.net>. Select the West Milford link.

BEYOND THE BELL! – MEDICAL INFORMATION SHEET

ONE FORM FOR EACH PARTICIPANT MUST BE SUPPLIED

PARTICIPANT'S NAME: _____

Please provide us with the following information:

1. Any known physical conditions of participant: _____

2. Any known mental conditions of participant: _____

3. Any known allergies of participant: _____

4. Any known medications taken by participant: _____

5. Any other information regarding family or health that would help us: _____

Name, address and phone number of Physician: _____

Emergency Contacts:

Mother's name & work number: _____ **Mother's Cell #** _____

Father's name & work number: _____ **Father's Cell #** _____

Name & number of alternate contact(s): _____

(These persons have permission to transport my child home from the Teen Center)

Emergency Release: After attempts to reach me have not been successful, I give permission to the Physician selected by the Director or staff of the Teen Center to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child.

Signature of Parent or Guardian

BUSSING AND ATTENDANCE

- School bus service from your child's school to the Teen Center will be available daily, Monday through Friday. Parents are required to complete the Bus Route Change Form included in this packet to have their child assigned to the Teen Center bus route. Families will be notified approximately one week before the program starts of the bus route students are to take from their school to the Teen Center.
- We realize students are often involved in after school clubs, sports, band practice and other extra-curricular activities. To ensure the safety of your child, we kindly ask you to notify us of your child's schedule if he/she will not be attending on any given day.

Below, please check the days of the week your child will be attending, and what time you anticipate your child will arrive at the Teen Center.

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Arriving on 1 st bus from school. | <input type="checkbox"/> Late Bus from school. |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Arriving on 1 st bus from school. | <input type="checkbox"/> Late Bus from school. |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Arriving on 1 st bus from school. | <input type="checkbox"/> Late Bus from school. |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Arriving on 1 st bus from school. | <input type="checkbox"/> Late Bus from school. |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Arriving on 1 st bus from school. | <input type="checkbox"/> Late Bus from school. |

- If your child does not plan to attend on a scheduled day, please try to notify us ahead of time by calling the Recreation Office at 973-728-2871, email daycamp@westmilford.org, or by sending a note a day or two ahead of time.
- If your child fails to arrive at the Teen Center on a day anticipated, staff from the Teen Center will contact you regarding the whereabouts of your child.

Signature (Parent / Guardian)

TEEN CENTER DISCIPLINE, RULES AND CONSEQUENCES

If any of the following problems occur during Teen Center operating hours, participants will be given three (3) chances to cooperate before being dismissed from the program.

INAPPROPRIATE BEHAVIOR INCLUDES (but is not limited to):

- ✓ Repeated or habitual use of foul language
- ✓ Failure to listen to directives of staff
- ✓ Failure to stay with the group
- ✓ Hiding from staff
- ✓ Fighting
- ✓ Repeated insubordination.
- ✓ Any behavior that is continually disruptive to the program.
- ✓ Possession of drugs / alcohol / cigarettes / lighters / stink bombs / firecrackers

In the event that drugs / weapons are found, the parent will be called immediately, and the incident will be reported to the West Milford Police Department.

In the event children engage in physical violence, each situation will be evaluated on the severity of the occurrence and history of participants involved. Children may be disciplined through a meeting between the Director and Parent, suspension, and/or termination of the child from the program. The Director of Community Services and Recreation will have final say over all disciplinary actions.

The course of action taken, if any problems occur, is the following:

Your child will have a conference with the Staff to discuss the problem behavior. If necessary, you, the parent, will be called and notified of your child's inappropriate behavior. If required, and your child's inappropriate behavior continues, you will be informed by a written Discipline Report Form that will be sent home by the Director. This form will indicate the problem. It must be signed and returned to the Director before your child can return to the program. If the inappropriate behavior continues and you have received three (3) Discipline Reports your child will be dismissed from the program.

Signature of Parent or Guardian

IMPORTANT INFORMATION

- **BUS ROUTES**

The Board of Education requires each student taking the bus to the Teen Center to have completed a BUS STOP CHANGE FORM, enclosed in this packet. The Change Form will be forwarded to the BOE by the Recreation Department. There will be a bus departing each local school at dismissal which will be the bus designated en route to the Teen Center. A bus route number will be released in late August. There will also be a late bus departing Macopin MS to the Teen Center. This bus route number will also be released in late August.

- **SCHOOL CLOSINGS, EARLY DISMISSALS, SNOW DAYS**

On scheduled school closings, (Holidays, Teacher's Convention, etc.) the Teen Center will be closed. Please use the enclosed school calendar as your guide to scheduled school closings.

On days when there are scheduled early dismissals (during Parent/Teacher Conferences, end of year), the Teen Center will open early. Regular bus service will drop kids off at the Teen Center immediately following the early dismissal. The Center will remain open until 6:30 p.m.

On Snow Days when there is no school, the Teen Center will be closed. On days when school dismisses early due to inclement weather, the Teen Center will be open. Refunds and/or credits will not be issued due to inclement weather situations.

- **ILLNESS**

If a child arrives at the Teen Center displaying signs of illness such as fever, diarrhea, vomiting, etc., a parent will be contacted to pick up the child. If a parent cannot be reached, the emergency contact will be called.

- **CONTACT INFORMATION**

Teen Center: 973-856-1313
1073 Westbrook Road
West Milford, NJ 07480

Recreation Office: 973-728-2871
West Milford Recreation Center – 66 Cahill Cross
West Milford, NJ 07480

WEST MILFORD PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT

51 HIGHLANDER DRIVE

WEST MILFORD, NJ 07480

Phone: 973-697-0777 Fax: 973-208-8467

SPECIAL TRANSPORTATION DAY CARE/BUS STOP CHANGE FORM

2019-2020 School Year

Please complete this form and return to the above address by July 15th

Student's Name _____ School _____ Grade _____

Home Address _____ Phone _____

Start Date _____ Alt. Phone _____

Requested AM Pickup Address _____

Requested PM Drop off Address _____

Reason: Babysitting _____ Day Care/SACC _____ Change of Bus Stop _____

The Board of Education is responsible for transporting children to and from their home according to its policy. Requests will not be honored if it requires transportation outside of the boundaries of the child's assigned school. Use this form to request a change in bus stop or for child care pick up and/or drop off.

Applications received after July 15th, will be considered only as space is available on the already established bus routes on a first come, first serve basis. If you elect to use non-domicile transportation, the same morning and/or afternoon locations must be utilized Monday through Friday. For example, you cannot request that your child be transported on Tuesdays and Thursdays only.

It is important to remember that any granting of transportation will be rescinded if the seat is needed to transport another student who would qualify by law to be served by that bus. Also, it is understood that the Board will not make any changes to established routes or stops to accommodate a non-domicile transportation request.

ALL TRANSPORTATION REQUESTS EXPIRE AT THE END OF THE SCHOOL YEAR. YOU MUST RE-APPLY FOR THE NEXT SCHOOL YEAR. FORMS ARE AVAILABLE ON OUR WEBSITE – WMTPS.ORG.

I understand the above policies of the Board and agree to be bound by them.

Signature of Parent/ Guardian _____ Date _____