

**West Orange Board of Education
&
Thomas A. Edison
Central Six
Middle School**

Aftercare Program

2018 - 2019



**THOMAS A. EDISON MIDDLE SCHOOL
CENTRAL SIX**

75 William Street • WEST ORANGE, NJ • 07052-2829 • 973-669-5360 • FAX 973-243-9802

Website: www.schools.woboe.org

Xavier M. Fitzgerald, Principal

West Orange Board of Education Aftercare Program

The West Orange Board of Education is pleased to announce the Aftercare Program at Thomas A. Edison Middle School. This program will be held at Thomas A. Edison Middle School. This is an opportunity for our students to participate in worthwhile activities supervised by teachers and staff members.

The **Aftercare Program** allows parents an opportunity to pick up their child later in the day. Students will begin the program in the cafeteria where they will have a snack provided from home and an opportunity to begin homework. Students will then proceed to the gymnasium with the option of participating in a sport/activity. Students will then go to the library where they will start homework and have an opportunity to use the computers. This program will run Monday-Friday from 2:53 p.m. – 6:00 p.m. There will **NO LATE BUSES** provided at 6:00 p.m. **Parents must pick-up their child from the library at Edison Middle School. If a parent is picking up their child before 4:30 p.m., they must knock on the outside gymnasium back door.**

PROCEDURES

Program Schedule:

2:53 – 3:30 Sign in, snack, & homework

3:30 – 4:30 Planned activities in the gymnasium

4:30 – 5:30 Homework and computer time

5:30 – 6:00 Parent pick-up in the LMC

***Before 4:30pm parent pick-up in the gymnasium**

Aftercare Program Cost

The aftercare program fee will be a flat rate of \$200.00 a month regardless of how many days you would like your child to attend. *Checks or money orders are due the first Friday of each month.* Please make all checks payable to The West Orange Board of Education. All checks should be turned into Ms. Jean Medley (Administrative Assistant) in the Edison Middle School main office. Payments are due by the following dates for the 2018-2019 school year:

Month	Due Date
September	Friday, September 7 th
October	Friday, October 5 th
November	Friday, Nov. 2nd
December	Friday, Dec. 7 th
January	Friday, Jan. 4 th
February	Friday, Feb. 1st
March	Friday, March 1st
April	Friday, April 5th
May	Friday, May 3rd
June	Friday, June 7th

Aftercare Procedures

1. The After School Program will follow the West Orange District calendar with operating hours Monday through Friday, 2:53 to 6:00 p.m. The program will be in session on district ½ days. The program will be closed on holidays, school breaks, vacations, and all non-contract school days. **In the event of inclement weather where school is dismissed early, the program will not be in session.**
2. There is an open enrollment policy. Daily sign in and sign out is required. If parents would like students to have the option to sign out and leave the program during aftercare hours, written permission to do so is mandatory. Once students sign out, they will not be re-admitted to the program for the afternoon.
3. A “Child Pick Up/Release” form is required for any person other than the immediate parents/guardians to pick a student up. In the event of an adult picking up a student that is not listed on the registration form, a copy of their license will be required and the student’s parent/guardian will be contacted before the student is released in their care.
4. **Any parent that is late picking up their child will have to pay an additional fee of \$1.00 every minute past six o’clock. Please make every effort to pick your child up on time.** After 5 late pick-ups, Administration will conduct a review and a student may be removed from the Aftercare Program.
5. Program participants are expected to adhere to Edison Central Six school rules enforced during the school day. This includes any rules regarding attire and dress codes, language, respect for authority, and being in the appropriate area of the school facility. Failure to adhere to above rules, may lead to removal of the Aftercare Program.
6. If you need to contact a coordinator during aftercare hours from 4:30-6 pm, call 973-669-5360 Ext. 28530 to reach the Edison LMC.

Student Procedure:

1. Students are required to report to the Edison cafeteria at 2:55 p.m. for attendance and snack that is brought from home. Students reporting to the cafeteria after 3:00 p.m. must have a written pass excusing their tardiness. If a student is part of an Edison school club, they may attend their club first and then report to the cafeteria. All students must go to their lockers before reporting to the cafeteria. At 3:30 p.m., students will then go to the gymnasium where they will have the option of participating in an activity/sport.
2. The **Aftercare Program** is scheduled to begin Thursday, September 6, 2018 and end Friday, June 21, 2018.
 - a. **If dates are subject to change, students will be notified in advance.**

AFTERCARE REGISTRATION FORMS

Student Name: _____

Team Color: _____

ADVISORY TEACHER: _____

Aftercare Program - Monday- Friday from 2:55pm – 6:00pm.

Please circle the day(s) your child will be attending. **Please note, parent pick-up is required to participate in the Aftercare Program.**

M T W TH F

EDISON MIDDLE SCHOOL – Parental/Guardian Waiver and Consent Form

As the parent or legal guardian of the child named below, I hereby give my full consent and approval for my child to participate in the Edison Aftercare Program. In addition to giving my full consent for my child’s participation, I do hereby waive, release and hold harmless West Orange Board of Education as well as the Edison Middle School, its teachers and staff for any injury that may be suffered by my child in the normal course of participation in the designated activities. I understand my child is responsible for following the rules as delineated in the Edison Middle School Agenda Book.

Parent/Guardian’s Name: _____

Address: _____

Home Phone Number _____ Cell # _____

Emergency Person _____

Emergency Person Phone Number _____

Parent/Guardian Signature: _____

If you have any questions, please contact the program coordinator Mr. Xavier Fitzgerald, Principal. If you need to contact an instructor during aftercare hours from 4:30-6:00 p.m., dial 973-669-5360 Ext. 28530. Please complete enclosed Registration Forms and a check or money order made payable to “West Orange Board of Education”. Registration forms can also be downloaded from the Edison Middle School website www.woboe.org . Click on Edison Central Six menu. Your payment and registration form must be turned into Ms. Jean Medley in the Edison Middle School main office.

**Edison After-School Program
Application/Consent Form 2018-2019**

Student Name _____

Address: _____

Mother's/Guardian Name: _____ Email: _____

Father's/Guardian Name: _____ Email: _____

Home Phone: _____

Mother's Work Phone: _____ Father's Work Phone: _____

Mother's Cell Phone: _____ Father's Cell Phone: _____

EMERGENCY INFORMATION (If Parent is not available) - This person must show identification when picking up a student(s).

Adult Contact: _____ Relationship: _____

Emergency Phone: _____ Cell Phone: _____

Permission to Have Someone Else Pick Up Your Child

I hereby give my permission for the following people to pick up my child from the After School Program:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Parent/Guardian Signature: _____ Date: - _____

Persons NOT Permitted to Pick-up Child

Name: _____ Relationship: _____

I have read the Edison Aftercare guidelines and procedures, and understand that continued participation in the After-School Program is contingent on the student's attention to the school rules.

I hereby grant permission for my child to participate in the Edison Aftercare Program during the 2018 - 2019 school year. I agree that, to my knowledge, my child is physically and medically able to participate in these activities. If any injuries do occur to my child, I also understand that the program directors will respond in the same manner that occurs during regular school hours.

The program runs from 2:53 p.m. – 6:00 p.m. I agree to pick up my child promptly at 6:00 p.m. or before such time. After 5 late pick-ups, Administration will conduct a review and a student may be removed from the Aftercare Program.

Students must have parent written permission to walk home; otherwise parents will be required to COME INTO THE SCHOOL AND SIGN OUT THEIR CHILD. This ensures their safety at all times. If my child is not able to attend a session, I agree to notify either the directors or the school secretary to let them know in writing.

Parent/Guardian Signature: _____ Date: _____