



# WEST ORANGE PUBLIC SCHOOLS

## Thomas A. Edison Central Six

75 William Street  
West Orange, NJ 07052  
Tel. (973) 669-5360

Steve Melendez, **Principal**  
Dr. Keri Orange-Jones, **Assistant Principal**  
<https://www.woboe.org/edison>

## Aftercare Program

2024 - 2025

### West Orange Board of Education Aftercare Program

The West Orange Board of Education is pleased to announce that Thomas A. Edison Central Six will be offering an aftercare program to its students. This program will give our students the opportunity to participate in worthwhile activities supervised by teachers and staff members.

The **Aftercare Program** allows parents the 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. to 6:00 p.m. There will be **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 PM Sign in, snack, & homework  
3:30 – 4:30 PM Planned activities in the gymnasium  
4:30 – 5:30 PM Homework and computer time  
5:30 – 6:00 PM Parent pick-up in the LMC

**\*Before 4:30 pm 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 2024 - 2025 school year:

Month	Due Date
September	09/13/2024
October	10/04/2024
November	11/01/2024
December	12/06/2024
January	01/03/2025
February	02/07/2025
March	03/07/2025
April	04/04/2025
May	05/02/2025
June	06/06/2025



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### **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 readmitted 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 five (5) late pick-ups, the 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 the above rules, may lead to removal of the Aftercare Program.
6. If you need to contact a coordinator during aftercare hours from 4:30-6:00 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 snacks that are 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
  - a. **If dates are subject to change, students will be notified in advance.**



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### AFTERCARE REGISTRATION FORMS 2024 - 2025

**Student Name:** \_\_\_\_\_

**Team Color:** \_\_\_\_\_

**ADVISORY TEACHER:** \_\_\_\_\_

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

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 – Parent/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. Steve Melendez, 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](http://www.woboe.org) . Click on the Edison Central Six menu. Your payment and registration form must be turned into Ms. Jean Medley in the Edison Middle School main office.**



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### Application/Consent Form 2024-2025

**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 2024-2025 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, the 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:** \_\_\_\_\_