

Harrison Kids Extended Care

Registration Instructions

Thank you for choosing Harrison Kids Extended Care for your childcare needs.

Please complete all registration forms for all children attending. **Returning families**, please note that the State requires an annual update of all information and full packets are required each year.

During the school year you can drop off paper copies to us at pickup or drop off time.

During the summer you can USPS Mail or Drop Off at:

Harrison Kids Extended Care
c/o Fun and Fit Aftercare (Our sister program)
33 South Main Street
Mullica Hill, NJ 08062

Email (PDF only): HKEC.HTWP@Comcast.net

Please do not return any registration materials or payments to the HTS school teachers, administration, or BOE offices.

PRINTING NOTES: Please do **NOT** print the packet double sided. These forms must be sequenced in a particular way in your child's folder for state inspection and double-sided printing can cause issues. **Each child needs an individual registration and medical forms.** Permissions and acknowledgments can be a combined on one form. You do NOT need to print any of the policy/procedure PDF as these are for your reference. You need only acknowledge your receipt of them. Every effort was made to produce the PDF forms in a universal fashion. Some parents have had issues with the PDF forms printing correctly. If you print your forms from your PC/Laptop and they do not look like the on-screen format, please request paper copies.

Please note that registration is on a *first come first served* basis, and that we reserve the right to limit enrollment. Enrollment is based on the receipt of completed documentation and your registration fee. (Please make checks payable to Harrison Kids Extended Care).

Harrison Kids Extended Care accepts Check, EFT, and Credit/Debit Cards for payment. Please note that credit card payments will have a 3.5% surcharge added to cover the additional fees imposed by credit card companies on those transactions.

If you have any questions about the registration forms, please do not hesitate to contact us.

If your child has an inhaler, Epi-Pen, or will require routine prescription medication during their time with us, please request the appropriate forms. We will need a physician signed medication action plan for each child.

TJ's Cell is 856-816-1537

Harrison Kids Extended Care 2023-2024 School Year Application

(ONE FORM PER CHILD PLEASE)

Child's Information

Child's Legal Name (LN, FN): _____

Date of Birth: ____/____/____ Age ____ Gender M_F__

Grade (as of Sept 2023): _____ School (as of Sept 2023): _____

Sessions Attending: Before School () After School ()

Days Attending: M () T () W () Thr () F ()

*Services are available from 7:00am – 8:30am (before school) and after school until 6:00pm on all days checked.

Parent/Guardian Information

Parent/Guardian #1 Name _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone Number: _____ Cell # _____

Employer: _____

Preferred Contact Number is () Home () Cell

Parent/Guardian #1 Email Address _____

Parent/Guardian #2 Name _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone Number: _____ Cell # _____

Employer: _____

Preferred Contact Number is () Home () Cell

Parent/Guardian #2 Email Address _____

Alternate Pick-up / Emergency Contact Designees

Harrison Kids Extended Care takes the safety and security of every student as its utmost responsibility. We will not release a child to anyone not listed as a parent/guardian or on this additional authorized pick-up list. Please note we may ask for Photo Identification to verify the identity of any person picking up a child.

Please provide the names of up to two **additional** persons you authorize to pick-up your child or who can serve as an alternate Emergency Contact if we are unable to reach you. You may amend these contacts at any time by providing electronic or written notice.

Alternate Responsible Party #1

Name of Contact Person: _____

Relationship to Child: _____

Address: _____ City: _____ State: _____

Preferred Contact Number: _____

Alternate Responsible Party #2

Name of Contact Person: _____

Relationship to Child: _____

Address: _____ City: _____ State: _____

Preferred Contact Number: _____

Prohibited Pick-up Notification

Please identify any individual(s) who are prohibited from picking up your child. In the event that this person(s) attempts to retrieve your child from the center, and does not leave immediately upon our refusal to release the child, we reserve the right to call law enforcement for assistance. We are required to request documentation in the event that a parent is listed as a prohibited pick-up.

Prohibited Person(s)

(Please attach additional sheet if necessary)

Name: _____

Relation to Child (if any): _____

Physical Description: _____

Address (if known): _____

Parent/Guardian Application Signature (Sign here regardless of Prohibited Person notification) Date

Harrison Kids Extended Care Medical Background Statement

Child's Full Name _____

Date of Birth ____/____/____ Age ____ Gender M____ F____

Is your child in overall good health? Yes No

Child's Pediatrician: _____

Pediatrician's Office Number: _____

Date of last Well Child Visit: _____/_____/_____

Does your child have any restrictions that would prevent them from participating in the program's physical activities? Yes No

Does your child have any significant medical conditions such as:

Check one	Medical Condition
<input type="checkbox"/> Yes <input type="checkbox"/> No	Asthma
<input type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes (Type I or Type II)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fainting Spells
<input type="checkbox"/> Yes <input type="checkbox"/> No	Recurring Headaches / Migraines
<input type="checkbox"/> Yes <input type="checkbox"/> No	Blood Pressure (High or Low)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vision Issues
<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing loss/Issues
<input type="checkbox"/> Yes <input type="checkbox"/> No	Previous Broken Bones or Joint Mobility Issues
<input type="checkbox"/> Yes <input type="checkbox"/> No	Balance Issues
<input type="checkbox"/> Yes <input type="checkbox"/> No	Other: (explain below)

If you answered Yes to any of the above, please provide additional details here:

Is your child current on all vaccinations required to attend NJ Public Schools?

Yes No*

Medication History

Is your child taking **any** Prescription or OTC medications regularly? Yes No

If you answered checked Yes, please provide additional details:

Medication	Reason for taking	Dose needed before or after school?
		() Yes () No
		() Yes () No
		() Yes () No
		() Yes () No
		() Yes () No

If you answered YES to indicate that a dose of a particular medication may be needed during the Aftercare Session, please request an Authorization to Administer Form from the Program Director as children are not allowed to self-administer medication while present in the facility without the knowledge and oversight of the Harrison Kids Extended Care staff.

Harrison Kids Extended Care will require a supply of the medication(s) to be given in the Original Prescription Container with the child's name and dosing information on the Pharmacy Issued Label.

Please note that if your child requires an Epi-Pen due to allergies, we require you to provide us with an Epi-pen that has an expiration date after the completion of the school year. Additionally, we will need a physician signed administration plan.

If your child requires the occasional use of a rescue inhaler, we require you to provide us an inhaler that does not expire until after the completion of the school year. Additionally, we will need a physician signed administration plan.

All Medications provided for student use will be kept under lock and key and administered subject to Harrison Kids Extended Care's Medication Administration Policy.

I, _____ certify that my child is in good physical health, and the above medical information is accurate to the best of my knowledge. My child has no limitations on participation in the Harrison Kids Extended Care program not noted above. Further, should any significant change in my child's medical status change, I will notify Harrison Kids Extended Care management as soon as reasonably possible.

Parent/Guardian Signature _____ Date _____

Release for Medical Treatment

I/We _____ hereby authorize Harrison Kids Extended Care Management and Staff to provide appropriate first aid to my/our child _____ in the event of a minor injury and in keeping with Harrison kids Extended Care's First Aid Policy.

In the event of a significant medical emergency requiring my/our child to be transported to a medical facility, I/we authorize Harrison Kids Extended Care Management to release my/our above-named child to appropriate First Responders/EMS for the purposes of obtaining necessary emergency medical care. A member of the Harrison Kids Extended Care management/staff will accompany the child to the hospital unless prohibited by First Responders.

We acknowledge that the management of Harrison Kids Extended Care will attend to the safety and health of my child as its first priority and that every effort will be made to contact me/us or our Emergency Contact Designees as soon as practical given the specifics of the medical situation.

Signature of Mother/Legal Guardian _____ Date: ____/____/____

Signature of Father/Legal Guardian _____ Date: ____/____/____

BLANKET PERMISSION FOR WALKING TRIPS

Center Name: _____

Child's Name: _____

I hereby give permission for my child to participate in walking trips in the neighborhood around the center. I understand that the walking route is within the center's neighborhood, includes no known safety hazards, and that the walks will not involve entrance into any facility other than the following:

Signature of Parent/Guardian

Date

Harrison Kids Extended Care

2023-2024 School Year Pricing

No Change in Pricing for 2023-24 School Year

Monthly pricing is calculated based on the number of days per week you child will attend over the course of the 10 month, 180-day school year. Tuition is billed monthly and due on or before the first day of the month.

Before and After care

	Number of Days Per Week			
	2	3	4	5
Monthly Cost	\$245	\$265	\$285	\$300

AM Only - \$135.00/month

Other Information

Registration Fee - \$50.00/Family

Early Dismissal Days – No charge on regularly scheduled days

Our drop-in* rate is \$35.00/day

(* A drop-in day is attending on a day your child/ren is not normally scheduled)

School Holiday/Snow Day/In Service - \$65.00 (Full Day)**

**** Program services on days when HTS school is closed are offered at Fun and Fit at 33 S. Main Street Mullica Hill - additional registration paperwork is required.**

Discounts

Each Additional Child - 50% off monthly tuition.

For more information, please call 856-816-1537 or email HKEC.HTWP@comcast.net

Facebook: @HarrisonKidsExtendedCare

Harrison Kids Extended Care Tuition Agreement

I/we _____ the parent/guardian/guarantor of

_____ have enrolled my/our child(ren) in the Harrison Kids Extended Care program.

We have opted for the: AM only program Five Four Three Two day a week program

and agree to pay monthly installments of \$_____ for tuition.

I/we understand that Tuition is payable by Check, EFT or Credit Card on or before the first calendar day of the month.

I/we intent to pay tuition by: Check EFT** Credit/Debit Card (Subject to 3.5% surcharge)

**If EFT is checked, I hereby authorize Fun and Fit Extended Care DBA Harrison Kids Extended Care to initiate ACH debits to my bank account in the amount noted above on or about the first day of each month tuition is due. I understand I may revoke this authorization by emailing HKEC.HTWP@comcast.net at least 10 business days prior to the authorized processing date.

Late fees and failure to make payments

I/we understand that a late fee of \$50 will be assessed for tuition paid after the 7th calendar day of the month and that if our monthly tuition remains unpaid on the 14th calendar day of the month my/our child(ren) may be terminated from the program. Re-admission is dependent on payment of overdue tuition and fees, and you child will be placed at the bottom of the waiting list. I understand that any fees, such as, but not limited, to Drop In Days, late pick-ups, or NSF Bank Fees are due and owing when incurred and must be paid within three (3) calendar days of the occurrence. Repeated late payments or NSFs may result in suspension or expulsion from the program. I/we understand that I/we are responsible for the above stated tuition for my child(ren) regardless of the number of days attended.

Changes to enrollment

I/we understand that if we opted for less than five (5) days per week attendance, we may increase the number of days my/our child(ren) will attend by paying the increased tuition rate. This change requires written authorization and partial month increases will be billed on a pro-rated basis. I/we understand that we can reduce the number of days my/our child attends only in September and January. Tuition will be adjusted accordingly at that time.

My signature below indicates full understanding and compliance with the program's payment policies and my understanding of tuition and any additional fees associated with the Harrison Kids Extended Care Program.

Guarantor/Parent/Guardian Signature

____/____/____
Date

Guarantor/Parent/Guardian Signature

____/____/____
Date

PARENT

RECEIPT OF INFORMATION:

Information to Parents Document

Policy on the Release of Children

Policy on Methods of Parental Notification
(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)

Policy on Communicable Disease Management

Expulsion Policy

Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name:

Parent/Guardian's Name:

Signature

Date

Harrison Kids Extended Care

A dba of Fun and Fit Extended Care, NP

Informed Consent

I, and/or on behalf of my minor child _____ am hereby enrolling in an Extended Care program operated by Fun and Fit Extended Care, a NJ non-profit corporation (dba Harrison Kids Extended Care) referred to below as “the program”.

I assume the responsibility, as indicated by the signature below, of all risk associated with the program that my child engages in. It has been explained to me that no program is without inherent risk of injury, and I fully understand that, if I choose to participate, my child may experience possible minor or major injury, and even death.

I hereby affirm that, to the best of my knowledge, my child does not suffer from any condition that would prevent or limit participation in the program, and I have not withheld any related information regarding my child’s current health condition.

In addition, I acknowledge that if my child’s health status changes it is my responsibility to notify the program Director.

By signing below, I acknowledge the following:

- My child/ren’s participation in the program is completely voluntary.
- I understand that there is some risk of physical injury or harm in participating in the Program.
- I understand that physical contact between students may occur during activities.
- My child/ren has no health condition that would impair them from participation in the program

I hereby affirm that I have read, have been honest, and fully understand the above information.

Date: _____

Parent/Guardian Signature

Harrison Kids Extended Care

A DBA of Fun and Fit Extended Care, NP

Liability Waiver

Student covered by this waiver: _____

This agreement applies to personal injury, which I understand may arise due to participation in the Extended Care Program and any and all claims resulting from personal bodily injury while utilizing the services and equipment of Fun and Fit Extended Care, a NJ non-profit corporation dba Harrison Kids Extended Care herein referred to as 'the program'. The parent/guardian of the student(s) enrolled in the program will herein be referred to as "the parent".

The Parent acknowledges and affirms that the enrolled student(s) is in good health and that participation in the Extended Care offered by the program will consist of activities that are physical in nature.

The parent accepts all risk associated with participation in the program including all on-site and off-site activities. As such, the program shall not be liable to Parent/Student for claims, demands, injuries, damages, or actions arising due to injury to student's person or property arising out of, or in connection with, the use by student of the services, facilities, instruction, and premises of the program.

The parent hereby holds the program directors, agents and employees harmless from all claims which may be brought against them by student or on student's behalf for any reason. The parent hereby further agrees not to bring any claim or suit nor cooperate in the bringing of such a suit or claim against the program. The parent agrees that any dispute on behalf of self, a child, or family member, shall be resolved in binding arbitration.

Should a suit be filed in court, Parent/Student do specifically authorize the court to order the case to binding arbitration. Therefore, in consideration for attendance and participation in the program, the parent acknowledges the existence of certain inherent risks in participation and hereby assume all risk in participation. The Parent shall indemnify the program owners and staff from all judgments, costs, attorney fees and other expenses incurred as a result of a breach of this agreement.

In consideration of participation in the program, I for myself, or on behalf of my minor child(ren) listed above, personal representatives, administrators, heirs and assigns, hereby hold harmless the program, its Board, employees and agents, from any claims, demands, and causes of action, to include reasonable legal expenses and attorney's fees arising from my child's participation in the program unless caused by the program's recklessness or intentional misconduct.

I hereby release the program, its owners, employees and agents, from any liability, now or in the future, for any injury that my child(ren) may sustain as the result of participation in the program.

x _____ Date: _____
Parent or Guardian Signature