

# EMERGENCY CARD

SCHOOL YEAR \_\_\_\_\_

GRADE \_\_\_\_\_

CHILD'S NAME (Last, First) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

\*MEDICAL/EMOTIONAL CONDITION \_\_\_\_\_

\*MEDICATIONS \_\_\_\_\_

ALLERGIES (What is the reaction? What is the treatment? If reaction is severe, must provide MCS with Epi-Pen.)  
\_\_\_\_\_



**IN CASE OF AN EMERGENCY**, MCS will call an ambulance and the child's parent(s). If a parent is unreachable, MCS will call the Emergency Contacts (list 3 below) until someone is reached. The child will be transported to an appropriate hospital.

FIRST CHOICE OF HOSPITAL \_\_\_\_\_ TOWN \_\_\_\_\_

PARENT \_\_\_\_\_ HOME TEL. \_\_\_\_\_ WORK TEL. \_\_\_\_\_

CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

PARENT \_\_\_\_\_ HOME TEL. \_\_\_\_\_ WORK TEL. \_\_\_\_\_

CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ TEL. \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ TEL. \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ TEL. \_\_\_\_\_

DOCTOR \_\_\_\_\_ TEL. \_\_\_\_\_

\* You are not required to disclose this information on the emergency card. If you choose not to do so, please attach a separate piece of paper listing this information. It will be kept only in the nurse's office.

1. I authorize MCS to call an ambulance or the Montclair Police in case of accident or acute illness and to allow for possible emergency medical care for my child in case I am not immediately available. **(Please initial)** \_\_\_\_\_

2. I authorize MCS to release my child to the person(s) listed below. If anyone else is to pick my child up from MCS, I will inform my child's teacher in writing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. My child has my permission to participate in walks or rides off school grounds during school hours under the supervision of a teacher and/or an authorized school staff member. **(Please initial)** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_





Montclair Cooperative School  
65 Chestnut Street  
Montclair, NJ 07042  
Tel: 973-783-4955  
Fax: 973-783-1316  
www.montclaircoop.org

# BEFORE AND AFTER SCHOOL PROGRAMS MONTCLAIR COOPERATIVE SCHOOL

**Before School Program Director: Janine Coppola**

**After School Program Director: Jennifer May**

The **Before School** and **After School Programs** offer safe, quality care for children enrolled in the Montclair Cooperative School. All children from **PreK** through **8<sup>th</sup> grade** are eligible to use the program on a drop-in or full-time basis as long as they have a current Emergency Card on file with the school. **If you think you might use the program during the school year, please return the Extended Care Form to the school. This form is not binding. It will be used to help us assess our staffing needs.**

**THE BEFORE SCHOOL PROGRAM** operates from 7:30 am to 9:00 am every day school is in session. The children start their morning in the Extended Care room (located in the basement of the building), where they can engage in a variety of activities including arts and crafts, board games, puzzles, and dramatic play. Should your child need breakfast, cereal is available. The children also play outdoors when weather permits.

The Before School Program can be used full-time or on a drop-in basis as needed. Children are signed in on arrival.

**Full Time:** \$150.00 per month. You will be billed monthly. No credit is given for holidays or sick days.

**Drop in:** \$15.00 per day. You will be billed monthly for dates attended. Whether you need 10 minutes or 2 hours of care, you pay the flat \$15 fee.

**THE AFTER SCHOOL PROGRAM** operates from 3:15 pm – 6:00 pm every day school is in session except for half days. The children gather in the Extended Care room, which is set up for arts/crafts, blocks and manipulatives, dramatic play, reading, board games and puzzles. Some other activities such as gardening, jewelry making, cooking\*, yoga, etc. are offered as part of the Program. Students also play outdoors and utilize the annex.

See information about our **Thursday Ice Skating** at the end of this communication.

*\*ASP staff should be made aware of any food allergies your child may have.*

## **The Home Link**

Communication with parents and caregivers is an essential element of the program. If someone other than you, or your designated pick-up person, will be picking up your child from ASP, please call or email. **For safety reasons, all children in the program must be signed out daily by a parent or caregiver on file unless a note, email or call from a parent is received.**

### **Homework**

Supervised homework time begins after the children have snack and time to unwind from the school day, and extends for up to 1 1/2 hours. Staff encourages a quiet and independent atmosphere while providing problem-solving assistance as needed. Please let the program director know if your child has special homework arrangements or materials. Please note: ASP does not provide tutorial services.

### **Snack**

A nutritious snack is provided daily. The children are served fresh fruits or vegetables, and a dry snack after school. Please let us know of any food allergies. Snack time ends at approximately 5:00 pm, so as not to interfere with dinner.

### **Fee Policies**

**Full-Time:** \$300 per month. No credit is given for holidays or sick days.

**Drop In:** \$20 per day. Whether you need 10 minutes or 2 hours of care, you pay the flat \$20 fee. When you know in advance that your child will be using After School, please send a note to your child's teacher. If it is a last minute arrangement, PLEASE call Prita in the office to let her know.

### **Late Fees**

Children in Grades PreK-6<sup>th</sup> grade who have not been picked up from school by 3:30 pm will be taken to ASP; families will be responsible for paying the \$20 program fee. The ASP **ends at 6:00 pm**. If you are late picking up your child, you are required to pay a late fee. The fee **from 6.00 pm to 6.10 pm is \$10.00**. There is a further **\$5.00 fee** for every additional 10 minutes or fraction thereof. The fee should be paid at the time of pick-up. If this is not possible, an invoice will be mailed to you specifying the amount you owe.

### **Billing Procedure**

Daily attendance is taken in the ASP from which billing is generated. Invoices are billed in the month following your child's attendance at ASP.

### **Ice Skating**

Beginning in October, Ice Skating will be available every Thursday at the ASP program. Staff and students will leave school at 4:15 pm to walk to the Clary Anderson Arena located at 41 Chestnut Street (973-744-6088). The skating session extends from 4:30 pm - 6:00 pm.

Pick-up and sign-out is from the arena. More specific information will be provided closer to the activity date.

**Please feel free to email me ([jenniferm@montclaircoop.org](mailto:jenniferm@montclaircoop.org))** with any questions, comments or suggestions of afterschool activities that you think your child would like to participate in.

Please complete the Extended Care Form if you plan to use the Before School or After School Program. This form is **NOT** binding. It will be used to help us assess our staffing needs.



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**BEFORE AND AFTER SCHOOL PROGRAM  
REGISTRATION FORM  
MONTCLAIR COOPERATIVE SCHOOL**

The Before and After Care Extended Day Program is available to any Montclair Cooperative School student in Pre-Kindergarten through Eighth Grade. Please complete the form below if you plan to use the Before School or After School Program. *This form is not binding and will be used to help us assess our staffing needs.*

Child's name \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's name \_\_\_\_\_ Parent's name \_\_\_\_\_

Parent's signature \_\_\_\_\_ Parent's signature \_\_\_\_\_

*Please circle your desired choice:*

**BEFORE SCHOOL PROGRAM:**

Full time

Part time - Indicate day/days your child will be attending: \_\_\_\_\_

Drop in

**AFTER SCHOOL PROGRAM:**

Full time

Part time - Indicate day/days your child will be attending: \_\_\_\_\_

Drop in

Please list the name and phone number of anyone other than the above listed parents who has permission to pick up your child from the After School Program. Children will not be released unless the name is listed or a call has been made by a parent to school prior to pick up.

\_\_\_\_\_  
\_\_\_\_\_

# Montclair Cooperative School - Acceptable Use Policy



The Montclair Cooperative School provides access to a variety of technology resources to support and enhance student learning, staff instruction, school administration, school communication, and data management. All members of the community – students, faculty, administrators, staff, alumni, parents, volunteers, adjuncts, and others – are expected to act in a respectable manner when using these resources, just as they would in any aspect of their daily conduct at the Montclair Cooperative School.

The technological landscape is ever-changing, and new resources present themselves continually. The moral and ethical standards established by the School guide us in acceptable use of the School's Technology, rather than the capabilities of the devices, software, or services themselves. In the online environment, our actions and their consequences can reach far beyond the walls of the Co-op. The purpose of this policy is to assure that users of the school's technological resources recognize the limitations that the Co-op imposes in their use of the School's technology and to establish and Acceptable Use Policy for all users.

For the purposes of this document, **“Technology”** includes, but is not limited to, the following:

- The school computer network, servers, and network storage and folders;
- The Internet;
- Any websites, software, or databases that support learning, communication, or administration, including the school's Google Apps for Education, email systems, the School's website, community websites, and blogs;
- Any technology devices, software, or services that belong to or are contracted or licensed by the school, including computers, tablets and mobile devices, peripherals, audio-visual systems, digital boards, phones, etc.;
- Any personal technology devices used on school grounds or while interacting with the School's Technology.

**“Users”** are defined as students, faculty, administrators, staff, alumni, parents, volunteers, adjuncts, guests, and others who share or make use of the School's Technology.

All Users must use the School's Technology in a responsible and legal manner, and I agree to comply with the rules and policies listed below:

## *Respect*

- I will always use the Technology with consideration and respect for others and myself.
- I will not access, tamper with, misuse, or delete other user's accounts, files, or programs.
- I will not eat food or drink beverages while working on the Technology.
- I will be responsible for the devices I am using at all times.
- I will respect all copyrights, trademarks, and other intellectual property.
- I will not do anything that can damage the Technology, such as tampering with or unplugging devices without prior authorization.
- I will not attempt to bypass security or alter any settings on any School Technology without prior authorization.
- I will not use “Montclair Cooperative School”, “MCS”, “the Co-op”, or the Montclair Cooperative School logos, which are registered service marks of the School, without prior written permission of the Head of School.

# Montclair Cooperative School - Acceptable Use Policy



## *Communication*

- I will use electronic mail and Co-op group email lists (including class lists) only for school-related purposes.
- I will only use language that is considered appropriate in school when I am communicating using Technology.
- I will not use abusive, mean, or profane language, nor will I use the school's Technology for the purpose of harassment or bullying.
- I will not misrepresent myself or use others' userids or passwords.
- Students are not allowed to access personal social networking sites or personal instant messaging software from any school Technology unless approved by a teacher or administrator.

## *Safety*

- I will not download or install anything from the Internet onto school Technology without prior permission from the technology teacher or technology administrator.
- I will keep all of my account passwords private.
- I will register personally owned devices used on school grounds with the technology teacher prior to use, and I will ensure that my devices will have current and appropriate virus and malware protection.
- I will not give out personal information about myself or anyone else (such as last name, phone number, address, or password) on the Internet while using Co-op Technology.
- In the event that I come across any inappropriate content over the Internet, I must report it immediately to a teacher or administrator.

## *Software, Apps, and Data*

- I will use school-approved software and apps when given permission at appropriate times.
- I will not illegally copy, download, or use software or media (games, MP3s, etc.).
- I will maintain the confidentiality of the School's data about academic life, community members, and school business as they are the property of the School, and I will not use any of the information or data managed by the School for commercial or personal gain.
- I will not alter or change any information on the School's databases or other Technology without prior authorization.

## *Internet*

- I will not shop online or make any purchases using the school's Technology without prior authorization.
- I will not visit inappropriate websites. Teachers and administrators will determine appropriateness.

I recognize that a student's failure to comply with any of these rules could lead to any of the following consequences depending on severity and repetition:

- Warning;
- Deletion of some or all of the student's work;
- Temporary loss of technology privileges;
- Detention, suspension, and/or dismissal;
- Permanent loss of technology privileges.

# Montclair Cooperative School - Acceptable Use Policy



I recognize that the Co-op Technology is considered virtual extensions of our classrooms, and therefore all school, state, and US federal rules and regulations apply. I am aware that any violation of these rules may be referred to the Head of School. The purpose and uses for these resources are not different from any other type of School resource, and as such, the Co-op retains control over the manner in which these resources are used. I am also aware that the Co-op reserves the right to monitor Internet usage and access data files, email, voicemail, and other communications using the School's Technology.

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Montclair Cooperative School respectfully acknowledges the following schools whose policies were utilized in developing this comprehensive policy for the Co-op community: The School at Columbia University, Oak Ridge Elementary, The Pingry School, The Hotchkiss School, The Lawrenceville School, The Peddie School, Phillips Exeter Academy, Green Acres School, Yale University, Stanford University, and Cornell University.







## 2017 - 2018 Day Field Trip Permission Montclair Cooperative School

Field Trips are an integral feature of active learning at Montclair Cooperative School. We take many trips to participate in learning in the real world and to connect to classroom experiences: museums, parks, food pantries, sites for historical and science studies and so on.

You will receive complete information (date, times, location, and method of transportation) via email from a teacher whenever a field trip is planned. Please sign below to indicate your permission for your child to attend all day trips planned by the Co-op. In the case of overnight trips, there will be a separate and detailed permission form from the Co-op and sometimes an additional form from our destination if their program requires it.

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I agree to release and hold harmless Montclair Cooperative School and its employees and agents for any claim for injury or damages arising during class trips and all voluntary, extra-curricular activities, both on or off-campus, during the course of \_\_\_\_\_ (my child's) enrollment, absent gross negligence.

*(write child's name here)*

Signature(s) of contracted member(s) of Montclair Cooperative School:

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date