

RECEIVED MAR 24 2017



March 22, 2017

Mrs. Steffi-Jo DeCasas, Business Administrator
Readington Township Public Schools
P.O. Box 807
Whitehouse Station, NJ 08889

Dear Steffi-Jo:

Enclosed is contract information for the YMCA School Age Child Care Programs for the 2017/2018 school year. The same packet was forwarded to Dr. Sargent.

We ask that our request for renewal of service be put on the next Board meeting agenda. Please call me should you have any questions. I can be reached at 908-483-4622. Thank you very much for your ongoing support of the YMCA.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Wendy Crocetti', is written over the typed name and title.

Wendy Crocetti
Director, School Age Child Care Programs



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

March 22, 2017

Dr. Barbara Sargent, Superintendent
Readington Township Public Schools
P.O. Box 807
Whitehouse Station, NJ 08889

Dear Dr. Sargent:

The YMCA would like to make arrangements to continuing providing Before and After School Programs for the 2017/2018 school year in the Readington School District.

Enclosed is an agreement to continue service, it outlines our mutual responsibilities in offering the program.

The YMCA has been pleased to work cooperatively with the Readington Township Schools to provide safe, quality child care to so many families in the community and hope this excellent relationship will continue. I appreciate the ongoing support of our programs by the district.

For your convenience, a copy of this agreement has also been sent to the School Board Administrator requesting the Renewal of Service Agreement be put on the next Board meeting agenda. We would like to be notified as soon as possible regarding the outcome

We will begin distribution of registration materials during the second week of May, unless we hear otherwise, to current participants, so they may begin preferred registration. Registration opens up to all other individuals on June 1.

Please contact me with any questions, concerns or changes. I can be reached at 908.483.4622.

Sincerely,

Wendy Crocetti
Director, School Age Child Care Programs

2017 – 2018 SCHOOL YEAR PROPOSAL

For Before and After School Child Care Between Readington Township Public Schools and the Hunterdon County YMCA

The Hunterdon County YMCA proposes to conduct Before and After School programs for children in grades K-8 who are enrolled in the Readington Township School District. The programs will be conducted on-site at the Whitehouse, Three Bridges, Holland Brook and Readington Middle Schools.

OPERATION

Program implementation would begin in September 2017 with the first day of school and will continue throughout the 2017/2018 school year.

AFTER SCHOOL

The program will run daily from dismissal until 6:00pm and will begin at dismissal time on scheduled early dismissal days. The program will be assured use of its normal facilities on early dismissal days or a suitable in-building alternative. The program will not run on snow days or emergency closings and it is the districts responsibility to alert parents to the early closing through their normal procedures. Participants would be made aware of this through registration materials. Please be aware that the after school program is not an after school "activity" and if school goes to the end of the day, regardless of the weather, we WILL run program until 6:00pm.

HOLIDAY CARE

Holiday care would be offered from 7:00am until 6:00pm on school holidays **except:** Labor Day, Thanksgiving, Thanksgiving Friday, December 25th and 26th, January 1st, President's Day, Good Friday and Memorial Day. We usually use Whitehouse School on those days, but remain flexible if Whitehouse is not available.

TUITION COSTS

AFTER SCHOOL PROGRAM MONTHLY FEES

of days

5	\$386
4	\$322
3	\$270
2	\$196

Multi child discount is provided and confidential financial assistance is available through the YMCA's Open Door Program.

BEFORE SCHOOL PROGRAM

Program will run 7:00am until the beginning of the school day. We will run the Before School Program on delayed opening days. We would open on the same delay schedule as the district. Participants will be made aware of this through registration materials. Fee for the Before School Program is \$163 per month. There is no second child discount for the Before School Program.

DIVISION OF RESPONSIBILITY

The successful operation of the program will require close cooperation between the district and the YMCA. The attached chart of responsibility outlines the specifics of the cooperative relationship.

PROGRAM EVALUATION

Results of the parent evaluations, done in June will be forwarded once complete. Year-end meeting with the Superintendent and YMCA will be held at the discretion of the Superintendent.

AGREEMENT TO CONDUCT HUNTERDON COUNTY YMCA
BEFORE AND AFTER SCHOOL PROGRAMS
WITH READINGTON TOWNSHIP SCHOOL DISTRICT

March 22, 2017

Dr. Barbara Sargent, Superintendent
Readington Township Public Schools
P.O. Box 807
Whitehouse Station, NJ 08889

Dear Dr. Sargent:

A service agreement is enclosed outlining the terms of service for the 2017/2018 YMCA Before and After School Programs. The terms of this agreement are set forth in the attached documents.

Carefully review the documents and approve by signing below. This agreement is effective throughout the school year. Discontinuation of the program would require four months notice to parents.

Please return one signed copy to me as soon as possible. We look forward to working cooperatively with you on behalf of the parents and children utilizing the programs.

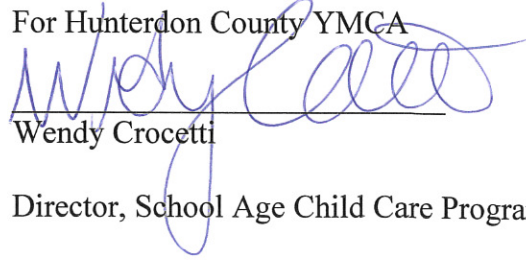
For Readington Township School District

Signature

Title

Date

For Hunterdon County YMCA



Wendy Crocetti

Director, School Age Child Care Programs

March 22, 2017

DIVISION OF RESPONSIBILITIES

To be provided by the YMCA:

1. Program administration and oversight, including:
 - a) Registration of participants
 - b) Record Keeping
 - c) Providing office with monthly enrollment lists
 - d) Fee collection
 - e) Designation of YMCA staff person to serve as agency contact
 - f) Compliance with NJ State Licensing Guidelines
2. Recruitment, hiring and supervision of staff.
3. Curriculum development and scheduling.
4. Development and provision of promotional materials.
5. Organize, promote and hold parent meetings.
6. Provision of program material and supplies
7. Provision of Certificate of Insurance
8. Responsible for enrolled youngsters upon arrival at program's designated location.
9. Provide office with program information and promotional materials.
10. Space rental fees, if applicable.

To be provided by Readington Township School District

1. Designated program space suitable for both small-group sedentary and large group physical activities.
2. Custodial services and utilities.
3. Means of promoting program to district families through distribution of registration flyer and notices in appropriate school/district publications.
4. Designation of individual to serve as contact for closing and calendar changes. YMCA Before and After School Directors to be added to school's emergency telephone chain.
5. Notification of absence of program participants from school.
6. Storage space for equipment and supplies.
7. Timely notification of unscheduled school closings, weather cancellations, and changes in use of designated space for school use when no other arrangements can be made.
8. Program and playground areas are maintained and inspected according to state guidelines.