

Upper Township School District's

Child Care Program



Summer KEYS 2025

Keeping Elementary Youth Safe

Who: Summer KEYS is available for children enrolled in kindergarten through 6th grade for the 2025-26 school year.

Dates: Summer KEYS begins Monday, June 23rd and runs through Friday, August 22, 2025. KEYS will be closed on Friday, June 20th and Friday, July 4 in observance of the holidays. KEYS will also be closed August 25th-August 29th.

Times: KEYS is in session in the **Primary School** cafeteria Monday through Friday from 7:00 am until 5:30pm. All children must be picked up by 5:30pm. Parents picking up children after 5:30pm will be charged a MINIMUM \$5.00 late fee and an additional \$1 per minute late (No exceptions.)

Cost:

- There is a \$35.00 per child registration fee for residents. The registration fee for non-residents is \$40.00.
 - Registration will open on Tuesday, **April 29th, 2025.**
 - Registration fees are non-refundable.
 - Registration forms and fees are due by Friday, **May 30, 2025**
 - Registrations submitted after this date will incur late fees.
- The cost of KEYS is \$25.00 per day in advance.
 - There is an extra charge of \$15.00 or \$20.00 on field trip days. This fee must be paid when your schedule is submitted and is non-refundable.
 - Days added post schedule due dates are an additional \$5 per child for a total of \$30. Some dates may be closed due to enrollment numbers.
- Additional family members receive a discount of \$5.00 each per day.
- ***Please note there is no half-day session available.***
- Parents picking up children after 5:30pm will be charged a MINIMUM \$5.00 late fee.

Registration: The summer KEYS calendar and registration form are available on the District website under the "KEYS" icon. Once you have completed the registration form **and** paid the registration fee, an email will be sent to you so that you may select your child's summer schedule. It may be a good idea to print the calendar and/or schedule you select for your reference. (Payments may be made via the Venmo app to "@UpperKEYS.") Registrations, schedules, and payments must be submitted by the due dates.

Payments Due: KEYS schedules and payments are now **electronic**. Payments may be made through a payment application called **Venmo**. For instructions on how to use this app, visit the Venmo tab on the KEYS website. Fees for June and July must be paid by Friday, June 6, 2025. August fees are due by Friday, July 25, 2025. **THERE ARE ABSOLUTELY NO REFUNDS, CREDITS, OR SCHEDULE CHANGES.** Your committed dates are used to schedule personnel and presentations, arrange field

trips, and purchase materials. If this causes a hardship, or you have any questions, please call KEYS at 609-390-2242 x 2159 or email rumaker@upperschools.org.

Switching Days: KEYS does not allow you to switch scheduled days. Your completed registration is a commitment that produces a chain of events that includes scheduling personnel and purchasing supplies. Instructors spend a tremendous amount of time preparing activities. This would be impossible if the scheduled number of children continually changed.

Credit For Days: KEYS does not give credit for missed days. While the daily operating costs and the cost of trips and supplies have considerably increased over the past several years, KEYS has kept fees at a low and reasonable rate. This is a result of a fair, efficient, and cost-effective program.

What To Bring:

- Children are to bring a lunch and/or snacks depending on the hours they will attend the program. KEYS has snack time twice a day.
 - On field trip days, all food should be packed in clearly marked Ziploc/**disposable bags**.
- Please pack an **extra drink** for your child on especially hot days. Please clearly mark your child's name on water bottles.
- It is a good idea to have your child bring a bag to carry home papers and projects.
- Please apply sunscreen and/or bug repellent if needed and pack for your child to reapply.
- It is recommended that your child wear sneakers to KEYS as it is safer when playing on the playground and in the gym.
- Please do not send ANY medication to KEYS with your child.
- **ABSOLUTELY NO MONEY** is to be brought to KEYS.
- There is an hour "quiet time" each day after lunch. A movie is usually shown; however your child may opt to bring in an independent activity of his/her own choosing i.e. a book, magazine, knitting project, etc. Personal possessions are the child's responsibility and should be well marked with his/her name. KEYS is not responsible for lost personal items and are the responsibility of the student.

Field Trips: On field trip days your child **MUST** wear his or her KEYS T-shirt. **You must arrive at least fifteen minutes early for field trips.** Before leaving for each trip, the KEYS instructors must account for every child on the bus and call ahead to give a final count to the site we are visiting that day. All field trips are subject to cancellation due to extenuating circumstances. There is an additional \$15.00 or \$20.00 charge per child for visitor days and field trips. If your child is signed up for a field trip day, please note that the trip is **not** optional and all students and instructors participate.

Bag Lunch: On some trips a bag lunch is required. A bag lunch means EVERYTHING is disposable. Please do not use thermoses or lunchboxes on these days. **A Ziploc bag with the child's name clearly marked on it works best.** A KEYS drawstring bag may be purchased and used for this purpose also.

KEYS Shirts: **Your child must wear his or her KEYS shirt for every field trip.** Your child's safety is our first priority. A bright colored KEYS T-shirt will be issued to each child on the day of his/her first trip. This allows the teachers, the public, local businesses, and attraction attendants to easily identify members of the KEYS group. **For this reason, no child will be permitted to attend a trip without wearing a KEYS shirt.** There are a limited number of additional shirts that may be available at a \$10.00 cost.

Bathing Suits: Please have your child wear a bathing suit for pool and waterpark field trips. **KEYS shirts must be worn over top of a bathing suit at all times.** Wearing a rash guard underneath is much more comfortable. Pack a towel, dry clothes, and a plastic bag to bring wet items home. On especially hot days, activities that involve getting wet may be planned. **For this reason, please pack a bathing suit, towel, and bag for wet items every day.**

Pizza Days: Your child may buy pizza for lunch on PIZZA FRIDAYS for \$2.00 per slice. Please bring exact change that day if you wish to order pizza. Venmo is not available for pizza purchases.

Behavior: All students' behavior should reflect appropriate respect and courtesy for school property, fellow students and the KEYS instructors. **KEYS reserves the right to suspend or remove any child from the program whose behavior is disruptive to others. No refund will be issued.** Please refer to the KEYS code of Conduct for more information on policies and procedures.

KEYS Cell Phone:

During KEYS hours – instructors can be reached at **609-213-9454**. Please save this number in your phone as you will need it to receive communications regarding your child.

Parent Communication:

Summer KEYS will use the application “**Remind**” to keep parents updated on all pertinent information and announcements. Parents are expected to download this app, join the Summer KEYS 2025 group, and reference it for updates. You can join by texting the message **@sumkeys25** to the phone number 81010 OR you can join by clicking this link:
<https://www.remind.com/join/sumkeys25>

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