

Parsippany SKIP  
A Before and After School Child Care Program



Family Handbook  
School Year 2019-2020

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## **ABOUT US/INFORMATION FOR PARENTS**

SKIP is a before and after school care enrichment program designed to provide healthy physical and academic activities, social and emotional development, and artistic opportunities for students.

Our goals are to:

- Provide a safe haven before and after school hours and on some school holidays.
- Provide working parents with the emotional security of knowing their children are well cared for and supervised by a highly qualified and caring staff.

The SKIP program is a licensed child care center through the State of New Jersey's Department of Children and Families Office of Licensing. Please read their statement below:

Department of Children and Families  
Office of Licensing  
INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual/pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled

to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. *(Please review the Sign Out/Pick Up Time policy section of this handbook for further details).*

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy. *(Please review the Illness/Medicines/Communicable Diseases policy section of this handbook for further details).*

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. *(Please review the Discipline and Expulsion policy section of this handbook for future details).*

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF Inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the SKIP Supervisor or Coordinator of External Programs, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believed the center is not in compliance with these laws may contact the Division on

Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure the items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information, call the DLPS, DCA, toll-free at 1 (800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll-free at 1-877-NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

## **PARENTAL NOTIFICATION METHODS & SKIP CONTACT INFORMATION**

At SKIP, we view our program as a partnership between our families, our SKIP staff, and our Administrative Team. Through frequent communication, we can ensure a quality program for your children. The primary method of communication with families by the PACE office is through email. However, in the event our SKIP teachers need to contact families, they will use the phone numbers provided at the point of registration. Below are additional ways we will communicate program information with you:

- SKIP/PACE Website - <http://www.pthsd.k12.nj.us/>: The pages of our website are constantly updated to provide families with the most current information and forms.
- Emails: Periodically we will send email blasts to all our families to share important upcoming dates and reminders.
- Notices Home: Please check your child's backpack as we occasionally send letters and flyers home with your children.
- Signage at the Sites: Important dates and deadlines will often be posted at each individual SKIP site.
- SKIP Staff: Our SKIP staff is a vital resource to help all our families navigate the specifics of our program.

### **Main Contact Information:**

- Coordinator of External Programs – Dawn Singerline, 862-702-2040
- SKIP Supervisor – TBA, 973-214-2282
- SKIP Secretary – Marie Asaro, 862-702-2023
- SKIP Nurse – Crissi Lydiksen, 973-270-1126
- SKIP Fax Number – 973-263-7216
- SKIP Main Email – [skipregistration@pthsd.net](mailto:skipregistration@pthsd.net)
- Administrative Office Location – 292 Parsippany Road, Parsippany, NJ 07054

**SKIP Site Phone List:**

- Brooklawn: 973-225-0444
- Central: 973-255-0445
- Eastlake: 973-985-9387
- Intervale: 973-713-9119
- Knollwood: 973-985-9611
- Lake Hiawatha: 973-476-8444
- Lake Parsippany: 973-985-9459
- Littleton: 973-479-5318
- Mount Tabor: 973-714-8197
- Northvail: 973-985-9484
- Rockaway Meadow: 973-985-9507
- Troy Hills: 973-985-9458

**Hours of Operation:**

Our office hours are Monday through Friday from 8:00am to 3:30pm. If you would like an appointment outside of these hours, please call the office.

**Site Visits:**

To ensure everyone's safety, please contact the SKIP Supervisor if you would like to visit or tour a specific site.

**REGISTRATION & PAYMENT POLICY**

Families need to register for SKIP every year. Registration is an online process using the software CommunityPass. This system can be accessed through the following website: [www.paceskip.com](http://www.paceskip.com).

In order for a successful enrollment into our program, all required fields of the online registration form need to be completed fully.

Once enrolled in the SKIP program, it is the family's responsibility to keep their CommunityPass account current. In the event that any of the work numbers, home numbers, emergency contact numbers, or medical information changes, please notify the SKIP teacher at your site and the Administrative Office as soon as possible.

SKIP fees are based on 180 school days which are broken down into ten equal monthly installments. The fee is not based on the number of days of SKIP for each individual month.

**Fees:**

Initial Registration Fee:	\$25		
AM SKIP Fee:	\$100	monthly for one child and \$95	monthly for each additional child
PM SKIP Fee:	\$250	monthly for one child and \$205	monthly for each additional child
Re-registration Fee:	\$25	Late Payment Fee:	\$25

**Payment Schedule:**

Payment is required on the last Monday of the month for the following month. For example: payment for enrollment in the SKIP program for the month of October is due by Monday, September 26, 2019. If the last Monday of the month is a day when offices are closed, families will be billed on the Friday before. Families will be sent an email through CommunityPass several days prior to the billing date as a reminder. A \$25 late fee will be applied to any account delinquent more than 2 weeks from the payment date. Late or non-payments may also result in the dismissal of a student from the program. The payment schedule is below:

1 <sup>st</sup> Payment: August 26, 2019	6 <sup>th</sup> Payment: January 27, 2020
2 <sup>nd</sup> Payment: September 27, 2019	7 <sup>th</sup> Payment: February 24, 2020
3 <sup>rd</sup> Payment: October 28, 2019	8 <sup>th</sup> Payment: March 30, 2020
4 <sup>th</sup> Payment: November 25, 2019	9 <sup>th</sup> Payment: April 27, 2020
5 <sup>th</sup> Payment: December 30, 2019	10 <sup>th</sup> Payment: May 22, 2020

**Refunds and Prorating:**

**WE DO NOT GIVE MONTHLY CREDITS OR REFUNDS.** There are no exceptions. Once you pay for the month, you are entitled to services for the entire month whether you chose to use it or not. If you sign up for SKIP in the middle of a month, we will prorate our services at a daily rate of \$6 for AM SKIP and \$14 for PM SKIP.

**Enrolling and Withdrawing from the Program:**

All new or returning students begin the SKIP program on a Monday or the first day of school for that specific week. Registrations are due at the close of business on the Wednesday before the week you wish to enroll. For example: if you want to enroll your child to begin SKIP on Monday, October 7, 2019, your completed registration needs to be in our office before 6:00pm on Wednesday, October 2, 2019. There are no exceptions.

If you would like to withdraw from our program, you must provide us with written notification no less than 5 days before the billing date. For example: if you would like to leave the program after the month of October, you need to send us your written withdrawal no later than Monday, October 21<sup>st</sup>. No refunds/credits will be given for removing a child from a program for a period of time that is less than one month. Children are removed from the program on Fridays or the last day of the week. *When planning please keep the following in mind: the last day of the month for SKIP will be the last Friday of the month.*

If you re-enroll your child in the program during the same school year, you will need to pay a \$25 re-enrollment fee.

## SKIP CALENDAR & CLOSINGS

The SKIP Program follows the school calendar, however, there are times when SKIP is in session when schools are closed. Below is the calendar for the 2019-2020 school year.

# SKIP Calendar - 2019-2020



The SKIP Program follows the school calendar; however there are some times SKIP is in session when schools are closed. Please refer to the information below:

DATE	SCHOOL & SKIP STATUS
Sept. 30	Schools are closed and SKIP is closed.
Oct. 9	Schools are closed and SKIP is closed.
Nov. 5	Schools are closed for students and SKIP is closed.
Nov. 7 & 8	Schools are closed. SKIP will run a special 2 day program.*
Nov. 22, 25, 26, 27	Elementary schools have a half day and SKIP will run in the afternoon.**
Nov. 28 & 29	Schools are closed and SKIP is closed.
Dec. 23 – Jan. 1	Schools are closed and SKIP is closed.
Jan. 20	Schools are closed for students and SKIP is closed.
Feb. 17	Schools are closed and SKIP is closed.
March 4, 5, 6	Elementary schools have a half day and SKIP will run in the afternoon.**
March 16	Half day for students and SKIP is closed.
April 6-9	Schools are closed. SKIP will run a special 4 day program from April 6-9.*
May 25	Schools are closed and SKIP is closed.
June 2	Schools are closed for students and SKIP is closed.
June 16 – 18	Schools have half days and SKIP will run in the afternoon for all dates.**

*Please note: schedule is subject to change.*

\*Special programs require registration and are available at an additional cost.

\*\*SKIP programs during half days are available to students currently enrolled in the SKIP program. SKIP will begin once school is dismissed. There are no additional fees for students who are currently in the PM program. AM students will need to register and there will be an additional cost to participate in the program.

## **ATTENDANCE POLICY**

Your child's safety is very important to us, and each child's whereabouts on days he/she is scheduled to attend a SKIP program is a critical issue of safety. The SKIP PM program maintains a listing of all students who are registered to be in attendance on a daily basis. Attendance is taken promptly after the school's dismissal to SKIP, and the names of absent children are thoroughly checked against the school's absentee list and early sign out list. Additionally, the staff checks the SKIP site cell phone for messages as well as the mailbox located in the school office for any notes or messages regarding SKIP students. If your child is going to be absent from PM SKIP, you must call the SKIP cell phone to inform the staff. Do not call the Administrative Office.

Brooklawn – 973-255-0444

Central – 973-255-0445

Eastlake – 973-985-9387

Intervale – 973-713-9119

Knollwood – 973-985-9611

Lake Hiawatha – 973-476-8444

Lake Parsippany – 973-985-9459

Littleton – 973-479-5318

Mt. Tabor – 973-714-8197

Northvail – 973-985-9484

Rockaway – 973-985-9507

Troy Hills – 973-985-9458

SKIP Nurse – 973-270-1126

Please note: If your child does not attend school, they cannot attend SKIP. In addition, if you sign your child out of school and do not sign them back in or if your child leaves school during the day either due to illness or disciplinary reasons, they will not be allowed to come back to the school and sign in for SKIP. Please plan accordingly.

## **ILLNESS/MEDICINES/COMMUNICABLE DISEASES POLICY**

Should your child become ill during regular SKIP hours, a staff member will discuss the situation with a nurse on call and contact you. It is the decision of the nurse as to whether the child can or cannot remain at the program. In the event your child becomes ill, please have someone available to assist in emergency pick-ups.

Should your child require medication, it must be administered by the school nurse prior to dismissal from school. The district policy for administration of medication must be followed: "Medication may be taken in school only when a note from the parent is sent with the medication to the school nurse and accompanied by a written order from the physician. All medication must remain in the original dispenser in the Nurse's Office."

If you indicated any medical concerns on your registration form, you may be contacted by the SKIP Nurse for further discussion. If you would like to speak with the SKIP Nurse about your child's situation, please use the cell phone number listed under main contacts.

Please note: neither the SKIP Nurse nor any SKIP staff member has access to school site medicine cabinets.

If a child exhibits any of the following symptoms, the child should not attend SKIP. If such symptoms occur at SKIP, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, and the child has been allowed to return to school, the child may return to SKIP unless contraindicated by local health department or Department of Health.

Excludable Communicable Diseases – A child or staff member who contracts an excludable communicable disease may not return to SKIP without a health care provider's note stating that the child or staff member presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If the child is exposed to any excludable disease at the center, parents will be notified in writing.

### **SIGN OUT/PICK UP TIME POLICY**

All SKIP students must be signed out daily in the sign out log at each program by a parent, guardian, or previously authorized adult who is identified as an authorized emergency pick up contact on the registration form. If you wish to send another adult to pick up your child, you must first contact the SKIP site via the listed cell phone number. You will be required to provide the name and description of the authorized individual. The individual will be required to present photo identification at the site. SKIP will not release a child to an unauthorized adult under any circumstances.

Parents are expected to pick up their children no later than 6:00pm. If you arrive later than this time for pick up, a late fee of \$15.00 will be charged for every 15 minutes or portion thereof. If your account is on auto-pay, late fees will be automatically charged to your credit card/electronic checking account. After three times, your child may be removed from the program.

## **DISCIPLINE & EXPULSION POLICY**

Safe Kids in Parsippany (SKIP) is committed to providing a safe environment for all students. We encourage relationships based on dignity, respect, and fairness. All SKIP staff members practice positive discipline when working with students. Positive discipline is a process of teaching children how to behave appropriately, by respecting the rights of the individual child, the group, and the adult. Methods of positive discipline are consistent with the age and developmental needs of the children, and lead to the ability to foster and maintain self-control. In practicing positive discipline, SKIP staff members are instructed to plan ahead, intervene when necessary, and show support and encouragement.

Since maintaining a safe and friendly environment is the responsible of both SKIP staff members and students, all students are expected to:

- Always ask an adult for permission to leave the group as walking off from activities is dangerous.
- Be held responsible for willful damage to SKIP, school, or private property including, but not limited to, graffiti and theft. Additionally, all students will show respect for the physical space of the school by keeping common areas (Gym, Media Center, etc...) and bathroom areas neat.
- Demonstrate respect for self and others. As such, only appropriate language is acceptable. Vulgar language will not be tolerated. Words like please, thank you, and excuse me are always encouraged.
- Any behaviors such as bullying or threatening other students or staff is forbidden. Any action which poses a physical, emotional, or verbal threat to self or others is not acceptable.
- Understand that personal items and money are not permitted at SKIP. The SKIP program is not responsible for loss or damage to personal items.

Repeated behavior, which violates SKIP policies will result in disciplinary action, parents/guardian being contacted, and/or School District Administration being notified. If a discipline issue arises, SKIP staff will follow the protocol below:

First Offense: A staff member will discuss with the child the rule broken and determine if the child understands the rule. A parent/guardian will be verbally notified the day of the offense and a written record of the offense will be kept.

Second Offense: Same procedure as above with the addition of a written report being sent to the program Supervisor and the Coordinator of External Programs. The Supervisor will discuss the situation with the parents/guardians either through a phone call or by an in person conference.

Third Offense: The child will be removed from the group until a parent/guardian arrives. A written report will be sent to the program Supervisor and the Coordinator of External Program. The Supervisor will arrange a mandatory parent conference to discuss the situation and whether expulsion from the program is appropriate.

Unfortunately, at times there are reasons when the SKIP program must expel a child, either on a short term or permanent basis.

The following list details some examples of behavior which may lead to suspension or expulsion from the SKIP program:

**Immediate Causes for Expulsion:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent/guardian threatens physical or intimidating actions toward staff members.
- Parent/guardian exhibits verbal abuse to staff in front of enrolled children.

**Parental Actions for Child's Expulsion:**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up a child.
- Verbal abuse to staff.

**Child's Actions for Expulsion:**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting or similar physical actions.

**A child will not be expelled if a parent/guardian:**

- Make a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

**Schedule of Expulsion:**

If after the remedial actions above have not worked, the parent/guardian will be informed verbally and in writing as to the length of the expulsion period and the expected behavioral changes required in order for the child or parent/guardian to return to SKIP. The parent/guardian will be given a specific expulsion date that allows the parent/guardian sufficient time to seek alternative child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent/guardian to satisfy the terms of the plan may result in permanent expulsion from SKIP. If an expulsion or dismissal is warranted, there will be no refund of fees paid.

## **SOCIAL MEDIA POLICY**

This social media policy applies to parents and staff of Parsippany-Troy Hills School District SKIP Program. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, Snap Chat)
- Blogs
- Discussion forums
- Media Sharing services (e.g. YouTube)
- Micro-blogging (e.g. Twitter)
- Electronic forms of communication such as email and text messaging

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the SKIP setting or at SKIP special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for use on the Parsippany-Troy Hills School District website, SKIP/PACE webpages, and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding SKIP children, staff or Parsippany-Troy Hills School District employees (except appropriate use for marketing events) or that could be construed to have any impact on the program's reputation or that would offend any member of staff or parent associated with the program.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity. Staff should avoid personal communication, including on social networking sites, with children and parents with who they act in a professional capacity.
- In the event that staff name the SKIP program or workplace in any social media they do so in a way that is not detrimental to SKIP or its families.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents, or colleagues to view.
- Staff and parents should report any concerns or breaches to the Coordinator of External Programs.

Any member of the staff or any parent found to be posting remarks or comments that breach confidentiality, bring SKIP or the Parsippany-Troy Hills School District into disrepute or that are deemed to be of a detrimental nature to the program or other employees, or posting/publishing photographs of the setting, children, or staff may face disciplinary action in line with the SKIP program's disciplinary procedures.

Any comment deemed to be inappropriate is to be reported to the Coordinator of External Programs and any action taken will be at their discretion.

General guidelines for using social media:

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty, and respect.
- Apply a “good judgement” test for every social media post you make.

## **SPECIAL EVENTS POLICY**

Half-Day or One-Session Day – On days when the schools run a half day schedule, SKIP opens immediately following dismissal at each site. There is no charge on these days for children currently registered in PM SKIP. If a current AM SKIP child is interested in participating in the afternoon SKIP program on these days, there is an additional fee for services. Registration forms, explanation of fees, and deadlines will be available on the SKIP website. Payment and completed forms must be submitted to the Administrative office one week in advance.

Full-Day Program – SKIP runs a full day program on some days when the schools are closed (*please check the SKIP calendar for these events*). Full day programs begin at 7:15am and end at 6:00pm. Approximately four weeks prior to each full day event, registration forms, explanation of fees, and deadlines will be posted on the SKIP website.

*Please note:* In order to participate, you must be a current SKIP family and your tuition payments must be up-to-date.