

Mrs. Jennifer Stancek
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140 Mark Tree Road, Centereach, NY 11720

Dear Parents and Students of Driver Education:

Thank you for your interest in our Driver Education Program. Please carefully read this letter as it explains information and policies of our program. **PLEASE KEEP THIS LETTER FOR FUTURE REFERENCE!** I believe it will answer most of your questions.

What is Driver Education and what does it do for me?

Driver Education is an extremely valuable experience. The course is New York State regulated. Students will be taught in the classroom and behind the wheel by state approved Driver Education instructors. The state mandates that each student complete 24 hours of classroom lecture training, and 24 hours of in-car training, which consists of 6 hours of behind the wheel time and 18 hours of observation. At the successful completion of a Driver Education course, students will be able to receive their senior driver's license at the age of 17 (without Driver Education, a senior license will not be issued until 18 years old). A student will also receive a 10% discount on insurance (usually until the time he is 21 years old).

Who runs the Driver Education Program?

The program is run by Our Savior New American School, under the guidelines of New York State. We are in charge of your registration, attendance, grades, driving, completion certificates, etc.

Who is Jim's Cornerstone?

Jim's Cornerstone is the driving school to which we subcontract the driving portion of this course.

What do I need and how do I register for Driver Education?

You can register in person or by mail. Registration is run on a first come – first served basis. No spots can be held without a complete registration package. There are 3 things needed to be brought or mailed in at the time of registration:

1. A completed application and class request form – including a parent's signature at the bottom of the page.
2. A check or money order for **\$585.00** made payable to: **OSNAS** or your paid Credit Card receipt from our website. (Payment in full is required. **A fee of \$50.00 will be charged for any returned checks.**)
3. A photocopy of the student's learner permit or junior license.

If you are mailing in your registration, please send it to the above address ATTN: Driver Education. You will receive a confirmation of your registration by mail within 10 days of the receipt of your application.

What about refunds?

No refunds will be issued. If there is a problem, we are able to carry over your registration to a later session only if our office is notified before the date of your first scheduled class. There will be an additional \$200.00 charge for this request. No exceptions will be made.

Where do I go for the classes?

All students are dropped off and picked up at Our Savior New American School. We are not permitted to pick up or drop off students at their home or any other location other than the school.

How long are the classes?

During the fall and the spring sessions the course runs for 16 weeks. Each week the students meet for 3 hours: 1½ hours is lecture time and 1½ hours is in-car instruction. During the summer session the classes are condensed to 6 weeks, with classes meeting 3 times a week, 3 hours each day.

When are the classes offered?

The dates, days and times offered are listed on the attached schedule and calendar page.

What do I need to bring to class?

A notebook, a pen or pencil, your textbook (this will be given out the first day of class), and your learner's permit.

Can I go in the same car as a friend?

We do not suggest or guarantee that friends drive together during class time, but, if you wish to be together, the applications must be turned in together. We also ask that you indicate in writing on the application the person(s) you would like to be with in your car. There are no guarantees this will happen. Carpooling to and from Driver Education classes is still possible even if students are not in the same car.

What about absences?

Due to the strict hour requirement set by New York State, any class that is missed **MUST** be made up. It is strongly suggested that no more than 2 classes are missed during a session, as it is too difficult to make up classes with this many absences. **It is the student's responsibility to speak directly to both lecture and driving instructors to schedule a make-up time.** (It is not necessary to call the school regarding an absence). In the event that an extra car must go out a special time to accommodate your make-up time, the driving school reserves the right to charge you \$25 per each time out. There will also be a charge of \$25 for every lecture class that a student has to make up, after the second lecture class missed. This fee is payable to the student's lecture teacher. Any additional necessary absences will be handled on an individual basis.

How do I know if a class is cancelled due to bad weather?

Go to www.osnas.org or view school closings on channel 12 news. If our school or Middle Country School District is closed, then Driver Education classes will also be cancelled for that day. (Classes cancelled due to inclement weather will need to be made up.)

What are the office hours?

The school's main office hours are Monday – Friday from 9:00 a.m.– 3:00 p.m. The office will be CLOSED on Saturday & Sunday. Please do not come in or call over the weekend.

What is a 5-Hour (Pre-Licensing) Course and 5-Hour Course Certificate?

Not everybody is required to take Driver Education, but ALL New York State residents are required to take a 5-Hour Pre-Licensing Course in order to sign up for a road test. **THIS COURSE IS INCLUDED IN OUR DRIVER EDUCATION PROGRAM.** If you are enrolled in Driver Education, **DO NOT** take a separate 5-hour course. At the appropriate time during Driver Education class, (after the 5-hour requirement) you will receive a 5-Hour Pre-Licensing Certificate from your lecture teacher, upon request. This certificate is VERY IMPORTANT – do not lose it. You will need this certificate to schedule your road test with DMV.

What happens when I complete the Driver Education Program?

Upon successful completion of the course (that is, when all driving time is complete, all lecture time is complete, all written assignments are turned in, and your textbook is returned) you will receive a MV-285 completion certificate. This certificate is proof to the DMV and your insurance company that you have completed a NYS approved Driver Education Course. The MV-285 will be handed out on the last day of class. New York State prohibits us from mailing these certificates.

Does this Driver Education Program schedule and provide me with a car for my road test?

No. You can schedule your road test online at the DMV website (www.nysdmv.com). If you wish to have a private lesson or to have one of the driving instructors take you to your road test, you can schedule that directly through Jim's Cornerstone Driving School at (631) 471-7373 for an additional fee.

What do I need to bring to my road test?

You will need to be in a legally registered, insured car; and of course you'll need your learner's permit.

5 Hour (Pre-Licensing) Certificate – (You do not need this if you have your MV-285).

MV-285 (Completion Certificate) – You can take your road test without this form, it may just mean you will have to take this form to a DMV office location after you have passed your road test. If you do not have this form, you will need the Pre-Licensing Certificate and the MV-262.

MV -262 (Certification of 50 Hours of Supervised Driving) – A parent can fill out this form. It was received at the time you received your permit, or you can download it off the DMV website (www.nysdmv.com).

What do I do if I have lost any of these certificates?

Call (631) 588-2757 ext. 223. Because we are regulated by the state, these forms can take anywhere from 1-6 weeks to get a duplicate. There is also a fee of \$20.00 for any duplicate certificate that our office will need to process. This fee must be paid at the time you pick up your duplicate certificate. Please do not wait until the last minute and be patient.

What is a Junior License?

A junior license is issued to any student who has passed their road test and is either under age 17 and took a Driver Education Course, or under age 18 and has not taken a Driver Education Course. A junior license allows a student to drive directly to and from work (with a letter from the employer stating the student's name and work hours), to Driver Education classes and to college (NOT to high school).

Once again, we thank you for your interest in our Driver Education Program. If you have any further questions or concerns, please do not hesitate to contact our Driver Education Office at (631) 588-2757 ext. 223.

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Driver Education Program Application Summer 2019

Student's Name: _____
First Middle Initial Last

Address: _____
Street City State Zip

Date of Birth: _____ Home Phone: _____

Male _____ Female _____ Cell Phone: _____

School you presently attend: _____

Permit/License# _____ "I.D." Expiration _____
(Located in upper left corner on your permit/license)

Do you have any medical conditions that could affect your ability to drive?

(If yes, please explain and bring to the attention of both your lecture and driving instructors.)

Are you presently enrolled in a special education program? _____
(If yes, please bring this to the attention of your lecture teacher on your first day of class.)

Attendance Policy:

If you sign up for this program, you must complete 24 hours of both in-car and classroom instruction. No exceptions! We only allow up to two absences for in-car and lecture classes without penalty, however ALL of these missed classes must be made up. If you exceed the two absences allowed you will be charged a fee of \$25.00 to make the class up as this will need to be conducted on a one to one basis. Please note that if all time is not completed in both road and lecture, you **will not** receive a completion certificate (MV-285). Also, a fee of \$45.00 will be charged for a lost textbook. Please **DO NOT** call the school if a make-up class is needed, you must speak directly to your lecture teacher and/or driving instructor.

Withdrawal:

No refunds will be issued. If there is a problem, we are able to carry over your registration to a later session only if our office is notified before the date of your first scheduled class. There will be an additional \$200.00 charge for this request. **No exceptions will be made.**

Classroom and In-Car Behavior:

All students are expected to **behave at all times** in their lecture classroom and especially during their in-car driving sessions. This means that in both the lecture classroom and in the car, students must not use profanity or act out in any way that can be considered disrespectful to their teachers or peers. Any student who is found to be under the influence of illegal drugs or alcohol during class or driving time will be immediately expelled. Our instructors are all NYS certified. They all work very hard to teach students the required NYS material and are always respectful to all students. Therefore, they deserve to be treated with the utmost respect in return. Failure to adhere to any of these rules will result in immediate expulsion from this Driver Education Program without a refund.

Confirmation of your application will be sent out no later than one week before classes begin, please do not call for confirmation.

*I have read all the information on the cover letter and on this application, and do hereby agree to all conditions and rules listed. I am aware that I will be charged \$25.00 for any and all classes missed (with the exception of the first two missed classes). I understand that **all** missed classes must be made up by the very last day of the session my child has registered for. I also understand that there will be **NO** refunds issued after my application is accepted.

Parent's Signature: _____ Date: _____

