

WINSLOW TOWNSHIP BOARD OF EDUCATION
CALVIN C. DYE
BEFORE AND AFTER SCHOOL
PROGRAM

Parent Handbook

2008-2009



Mailing Address

Winslow Twp. Board of Education
30 Coopers Folly Road
Atco, NJ 08004

Office Address

30 Coopers Folly Road
Atco, NJ 08004

The rates for the 2008-2009 Calvin C. Dye Before & After School Program are as follows:

	<u>Per month</u>
<u>Before & After School Care</u>	\$220.00
<u>AM only</u> (not available at Middle School)	\$120.00
<u>PM only</u>	\$120.00
Middle School (due to time schedule difference)	\$220.00
<u>FLEX</u> Tickets (Pack of 5)	\$100.00

Please Note: There is a \$35.00 non-refundable registration fee per family each new School Year.

There is not a discount for a second child or more.

Tuition is paid on the 15th of each month for the next month. That is, on September 15, 2006 you will pay for October's tuition, etc. Late fees and cancellation of service will apply if tuition is not paid in a timely manner.

Please include a payment coupon from your coupon booklet with the child/childrens' name indicated, as well as the school and session. All payments can be made with one check.

Returned checks with insufficient funds will not be tolerated. Please do not write a check unless there are available funds to cover it. We also accept money orders.

Any changes in sessions, or withdrawal must be made in writing. This will keep statements more accurate.

INTRODUCTION

Welcome to The Winslow Township Calvin C. Dye Before/After School Program. The Winslow Township Before/After School Program is operated by the Winslow Township Board of Education. We thank you for entrusting us to provide for your childcare needs.

Hours of Operation

CCDBASP operates between the hours of 7:00 a.m. until the start of school and from the time of dismissal until 6:00 p.m. when school is in session. Care is available on scheduled early dismissal days until 6:00 p.m. Winslow Township Middle School operates a PM session only.

Late Pick-up

Any parent picking their **child up after 6:00 p.m. will be assessed a \$15.00 per child late fee**, based upon the time on the school clock. There will be an assessed fee of an additional \$15.00 per child for each additional half hour. These additional fees will be invoiced to the child's account by the CCDBASP office. This fee is to cover the costs of keeping the program open late. Please be courteous to our staff and arrive prior to 6:00 p.m. If a parent/guardian is late on three (3) occasions they may be terminated from the program. If you are running late, please notify your Head Care Giver. A phone number will be provided for this purpose.

Emergency Closings

The program will not operate on emergency delayed/late openings or early dismissals called by the school. In addition, the program will not operate on any day when school is closed. You must abide by the district's policy for emergency closings and arrangements should be made in advance for your child's care. No one will contact you. In the event that there is an emergency after CCDBASP begins, either you or your emergency contact person will be contacted to arrange early pick-up.

Drop off – Pick up:

Parents must escort their children into the program in the morning and sign them in.

This is for your child's safety and we strictly enforce this rule. In the afternoon, parents must come into the CCDBASP area to gather their children and sign them out on the provided form.

In the event of an emergency when it is necessary for someone other than the parent to pick up the child, only those adults over 18 years of age, who have been approved by the parent, and can identify themselves with a photo ID will be permitted to pick up a child from the CCD Before and After School Program. These people should be listed on the enrollment form and parents must notify the program either by calling the CCDBASP main office at (856) 767-2850, between 8:00 a.m. and 4:00 p.m. or by calling the Head

Care Giver. Please notify your emergency person to pick up your child. We will not release your child to another adult unless the parent/guardian has notified CCDBASP personnel. If there is restricted visitation, parents must provide the CCDBASP and school with custody documents signed by a judge.

If a child is not picked up by closing time the staff member contacts persons authorized by parents. An hour after closing time, provided that other arrangements for releasing a child to parents or authorized persons have failed, the staff member shall call the police and/or The New Jersey Division of Youth and Family Services' 24 Hour Child Abuse Hotline to seek assistance in caring for the child.

Absence Notification Procedure

Parents must notify the CCDBASP site if a child will be absent when scheduled for PM sessions.

Notes to classroom teachers often do not reach us. It is the responsibility of the parent to call CCDBASP or give a note in writing prior to the child's absence or if the child will not attend the program. Please be considerate.

If your child will participate in an after school activity, sport or club, prior to attending CCDBASP, the parent is responsible for providing permission and notification in writing to the CCDBASP provider in advance.

Change in Personal Information:

In order to ensure the safety and security of your child, please notify us in writing to CCDBASP at the mailing address, by phone at (856) 767-2850 or through e-mail at **mccracam@winslow-schools.com** of any:

- Change of home address or home phone number,
- Change of or new place of employment or employment phone number
- Change of, or new beeper or cell phone numbers, or
- Change in names of adults permitted to pick up your child.
- All custody issues

Program Goals

The mission of the CCDBASP is as follows:

- Promise quality extended care during before and after school hours for families.
- To provide a place for children to feel safe and secure.
- To provide a caring environment where a child can develop a feeling of self worth.
- To provide age-appropriate activities that meet physical, emotional, mental and social developmental needs of the children.

The CCDBASP staff, the school staff, parents and children are a cohesive team that help to create a program that has a relaxing yet stimulating atmosphere where children are active. School-Age childcare is not intended to replace or replicate the home or school, but complements both. It is clearly **not** intended to be an extension of the academic school setting.

Parent Involvement

Parents are welcome visitors to the program. Parents are encouraged to suggest topics or themes for activities. The program is always interested in collecting odds and ends for arts and crafts, dress-up, group activities, etc. and all donations are appreciated.

If you have any questions about your child's participation, the group program, etc., during the year, please contact the supervisor for a conference. You will be contacted for an appointment if there is a need to discuss similar concerns. Do not approach another child in the program about a problem related to your child. Please notify the **Head Care Giver or Program Supervisor** who will communicate the resolution to you accordingly. All problems will be resolved in an environment of mutual respect.

PLEASE NOTIFY THE CCDBASP PROGRAM SUPERVISOR WHEN...

- Something is happening at home which may affect you child's feelings or behavior.
- You or your child is not pleased with an area of the program.
- You need clarification of a procedure, communication, or request, etc.

Activities

It is the intention of the CCDBASP to provide a supportive and positive environment within the school building. Materials and caring supervision are provided for all activities. A nutritious breakfast and snack are offered to each child. Menus are provided, in advance. **Please notify the Care Givers if your child has food allergies of any kind.**

The morning program consists of low key, wake up type projects developed to meet the needs of the children. In the after school program, again the activities reflect the needs of the children. Child initiated, adult-directed activities occur indoors and outdoors. Time is provided for homework. It is not mandated to be finished. Homework is not checked for completion or accuracy.

CCDBASP Discipline Policy

CCDBASP promotes positive behavior in children through: setting consistent and realistic limits; structuring the environment to meet needs of children; structuring the schedule and activities to meet the developmental needs of children; encouraging and reinforcing cooperation and other pro-social behaviors; and teaching and modeling positive communication and interaction between staff and children.

Behavioral issues are first dealt with proactively within the program. When a child has difficulty participating within the rules of the program, the parent or guardian will be notified as outlined below. Staff will use a progressive disciplinary approach where disciplinary consequences increase in severity as warranted. Staff will utilize the parents as resources to help problem solve what interventions work best for a particular issue or problem.

The Winslow Township Public Schools Discipline Code will be followed.

Verbal communication is warranted with a parent for the following:

- Behavior against the rules of the program which has been exhibited multiple times and staff interventions may have worked to change the behavior at the moment.
- This could take place in the form of a private short discussion at pick up time or a parent conference.

Written communication is warranted with a parent for the following using the Disciplinary Form:

- Behavior against the rules of the program that has been on-going and staff interventions has been generally unsuccessful.
- Behavior which puts the child or other children in jeopardy such as running off school grounds or out of the program room without permission, hitting another child, destruction of property, self-injurious behavior, spitting, pushing, etc. Such behaviors include, but are not limited to those listed above.

A parent conference may be recommended for infractions that warrant a written communication in order to problem-solve the issue at the time.

Suspension and/or permanent removal must be approved by the Program Supervisor and is warranted for the following:

- The same or similar severe behaviors which have been written up a minimum of three times for the child.
- Harassment/bullying behaviors of any kind
- Behavior that puts the child or children at imminent risk i.e. seriously verbally or physically threatening behavior to harm another child or staff.
- Physically assaulting a staff person or another child.

- Child bringing an item that could be used as a weapon to program. (In this case the weapon is confiscated and the parent immediately called to pick up the child.)

Behaviors that include, but are not limited to the above can result in suspension and/or removal.

*Please note that any threat or act of violence will not be tolerated and can result in immediate termination. School officials must be notified of the incident. **Acts or threats of violence will require parents to come immediately to remove the child.** If the act or threat is judged to place the children and staff in immediate danger, 911 will be called. A child removed from CCDBASP may **not** return to the program pending an investigation. At the Supervisor's discretion CCDBASP must uphold all school policies regarding threats or acts of violence.* Usually suspensions are instituted the day after the parent is notified. This suspension is for the next day if the child is seriously threatening another child or assaults a provider. The length of the suspension will be determined on an individual basis. Each recommendation to have the child no longer attend CCDBASP will be reviewed by the CCDBASP administration. A decision will be made on a case-by-case basis with the health and safety of the children and staff as the first priority.

Payment Information

1. Yearly fees for CCDBASP are based on 180 days of school attendance. Yearly fees are broken into 10 equal monthly installments as indicated on your Parent Agreement. **Non-payment will result in a child's removal from the program.**
2. Monthly installments are due to CCDBASP by the **15th of the month beginning in August and ending in May.** If the monthly installment is not received on or before the next month your child may not be able to attend the CCDBASP program until payment is received. Periodic statements will be made available for your review.
3. Monthly installment fees for p.m. sessions include payment for all half days. No extra fees will be charged for this extra service.
4. Children attending the CCDBASP using **FLEX TICKETS** are charged in advance for a book of tickets. One ticket is good for (1) session. Tickets are sold in books of 5 for a total cost of \$100.00 and are due at the time of service. It is suggested that you personally hand the ticket to the provider at sign-in. If your child attends without a ticket you will be assessed a charge of \$20.00 for that session (no exceptions). Your provider has been instructed that no tickets will be accepted after the date of service unless notified by the CCDBASP office. Also be advised that flex tickets are non-refundable.

5. Payment coupons are provided by CCDBASP. If your coupons are lost or stolen, CCDBASP will replace them for a fee of \$1.00 to cover the cost of printing. **Payment is still due on time.**
6. Payment coupons are provided by **Winslow Township Board of Education** at 30 Coopers Folly Road, Atco, NJ 08004. **Payments will be accepted by the Head Care Giver or at the WTBOE.** Be sure to make your check or money order payable to: **WTBASP** and to write your child's name at the bottom. **Sorry no cash** can be accepted at the schools. Cash will be accepted at the WTBOE
7. A **\$25.00 late fee will** be charged to your family account if your payment is received more than five (5) days late. If payment is delayed by ten (10) days or more, your child will be terminated from the program or until payment is received in full.
8. Each child is eligible for ***only*** one (1) instance of vacation credit per school year (up to ten (10) days). In order to receive a vacation credit CCDBASP must be notified in writing ten (10) days prior to the intended vacation. Vacation credits ***will not*** be issued during scheduled school holidays.
9. CCDBASP offers emergency use of non-contracted schedules. These are designed for emergencies only. **These are limited to two (2) per school year.** If your child requires special medical or other support, parents/guardians will be charged additional tuition to cover the costs. If you are in need of the extra services more than twice a month you will be considered a Fulltime schedule and billed accordingly. EXAMPLE: If you are contracted for P.M. and you need to use an A.M. you will be charged the daily rate charged for that session. (You may call the office if you have questions concerning this rate.)
10. If you will be withdrawing your child from the Before and After School Program, you must complete the **WITHDRAWAL FORM** that was included with the registration packet. Extra copies can also be obtained from the Care Giver at the school. Completion of this form will aid us in providing you with a more accurate invoice for the services provided, as well as more accurate tax reporting information.
11. If there is a change in the status of your child/children's care (AM to PM or AM to BOTH), please use the change form to help us keep track of your child/children's care, and to ensure your child's safety.

PLEASE: READ PARENT AGREEMENT CAREFULLY FOR PAYMENT INFORMATION. KEEP THE AGREEMENT IN YOUR FILE FOR OTHER SPECIFICS.

Health and Safety

The health and safety of children attending CCDBASP is of primary concern to our staff and this administration. Many of our staff hold First Aid/CPR/AED certifications. All School buildings are maintained by the District according to state rules and regulations.

Please Note:

- The Program reserves the right to charge additional fees for students with extraordinary medical circumstances. In some rare situations, it may not be possible to meet the need of a child with extensive medical issues, within the context of the CCDBASP.
- No medication whatsoever will be dispensed by CCDBASP staff.
No child who has displayed illness during the school day or at the time of program opening will be admitted to the program. He/she should not attend the program. If such symptoms occur at the program the child will be attended to by the Provider, and made comfortable away from the group. The parent or emergency person will be contacted to take them home. If the provider is unable to contact either of the above and feels that the child needs attention, the child's doctor will be contacted.
- Once the child is symptom-free, or has a physician's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the center.
- Please update your child's emergency (food and other severe allergies) information promptly and note any specific health issues on your registration forms.
- Children who are not fully "potty trained" will not be admitted to the CCD Before and After School Program.

CCDBASP health practices include:

- Exclusion of children and staff with infectious diseases until the contagion is no longer present.
- Families will be notified of any contagious diseases that occur within the program
- Frequent hand washing by staff and children
- Appropriate handling of foods

- If a child exhibits any of the following symptoms:
 - Severe pain or discomfort
 - Acute diarrhea
 - Episodes of acute vomiting
 - Elevated oral temperature of 101.5 degrees Fahrenheit
 - Sore throat or severe coughing
 - Yellow eyes or jaundice skin
 - Red eyes or jaundice skin
 - Infected, untreated skin patches
 - Difficult or rapid breathing
 - Skin lesions that are weeping or bleeding
 - Skin rashes lasting longer than 24 hours
 - Swollen joints
 - Visibly enlarged lymph nodes
 - Stiff neck
 - Blood in urine

In the event of an emergency, the parent will be notified and emergency procedures put into effect.

1. Basic first aid administered
2. Ambulance called
3. Parent called
4. Administrative office contacted
5. Staff member will accompany child in emergency vehicle
6. Contact with office will be on-going until parent arrives at hospital

An accident report will be filed with our office.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

<u>Respiratory Illness</u>	<u>Gastrointestinal Illness</u>	<u>Contact Illnesses</u>
Chicken Pox**	Giardia Lamblia**	Impetigo
German Measles	Hepatitis A*	Lice
Hemophilus Influenza	Salmonella*	Scabies
Measles*	Shigella*	
Meningococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		

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

Self-Administration of Emergency medication.

It is advisable for parents in cooperation with their physician to instruct the allergic children to self-medicate using an epi-pen if stung by an insect. A note from the physician must be forwarded to the Before/After School Program office. If an allergic child is stung, a call will still be placed to 911.

Safety

Parents can assist our safety practices by:

- Dressing their child(ren) appropriately for active play-Sneakers and rubber-soled shoes may be the safest footwear.
- Monitoring what your child brings to before and after school play that might be hazardous to himself/herself or others.
- Not allowing children to bring personal items such as toys, valuables, or money to the program. CCDBASP will not be responsible for lost, stolen or damaged items.
- Reinforcing appropriate play behavior and limits.

Insurance

The Winslow Township Board Education carries student accident insurance in the case of a child injury. If your child is injured and needs medical care as a result, your personal medical coverage is the primary insurance. The Winslow Township Board of Education's insurance would cover any rejected payments from your insurance company.

Alternate Fund Sources

Families sponsored by the Division for Children (Work First New Jersey, New Jersey Cares for Kids, DYFS, etc.) or other funding source must notify the CCDBASP as soon as possible when sponsorship and payments have been discontinued. Parent/Guardian is responsible for payment of tuition co-pay amounts, and full tuition, in the event of a termination of contract. Parent/Guardian is responsible to keep all paperwork current and to ensure compliance with the stipulation of these programs in order to remain under their sponsorship. Work First New Jersey, New Jersey Cares for Kids, DYFS, payments and all co-pays must add up to the full tuition price.