

Winslow Township School District
Before & After School Childcare Program
20 Coopers Folly Road, Atco, New Jersey 08004
Phone: 856-767-2850 ext.7531 Fax: 856-809-4118
maccarellaj@winslow-schools.com

Dear Parents & Guardians:

Attached is the registration packet for the 2019/2020 Before & After School Program for those students entering Kindergarten to those entering Grade 6.

Be sure to see the chart below for our rates. Our rates includes breakfast, snack, educational power half-hour materials, enrichment activities, arts and crafts, athletics, music appreciation, supplies, early dismissal days, etc.

A completed registration form (attached to the WTSD Childcare BASP 2019/2020 packet) along with payment is due at time of registration. *We do offer open enrollment; however a child's participant start date will commence approximately two weeks from receipt of completed registration form and payment.*

\$35.00 Registration fee per family
\$145.00 Before School care (AM) - per child
\$145.00 After School care (PM) - per child
\$245.00 Before & After School care (AM&PM) - per child
\$115.00 Flex Tickets- 5 tickets per booklet

Payment/tuition is due at time of registration, and then each month on or by the 15th. Payment for September is due by August 15th; your last payment for the school year will be May 15th, 2020 for June 2020 tuition.

Be sure to complete both sides of registration form, sign, date and return with registration fee and tuition fee to the Before & After school program, BASP office or mail to:

Winslow Township School District
Attn: Before & After School Childcare Program
20 Coopers Folly Road
Atco, NJ 08004

Thank you!

Winslow Township Before & After School Staff

**Winslow Township School District
Before & After School Childcare Program
2019/2020 Registration Form**

Registration	\$35.00 per family
Before School Care	\$145.00 per month
Before & After School Care	\$245.00 per month
After School Care	\$145.00 per month
Flex Tickets	\$115.00 per book

Open Enrollment; child participant start date will commence approximately two weeks from receipt of completed registration form and payment.

1. Name of Child: _____ Grade: _____ DOB: _____ Male /Female
School Child Attends: _____ Please check: AM _____ PM _____ AM& PM _____ FLEX TICKETS _____
Name of Classroom Teacher: _____

2. Name of Child: _____ Grade: _____ DOB: _____ Male / Female
School Child Attends: _____ Please check: AM _____ PM _____ AM& PM _____ FLEX TICKETS _____
Name of Classroom Teacher: _____

Parent / Guardian Information

Parent / Guardian Information

Name: _____

Address: _____

Place of Employment: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Local Emergency Contacts & Permission to Pick-up

Name

Telephone Number

Cell Phone Number

1. _____

2. _____

3. _____

Please share any other information that would be helpful in meeting your child's needs:

List any allergies and reactions:

Food Restrictions:

Per state childcare licensing requirements, should your child require any medications during BASP program, please list below. You will need to complete a "Physician's Form for Emergency/Self Medication" and a Waiver of Liability form" in order for the Winslow Twp. BASP to keep your child's medication on site and for your child to attend the program. Please contact the BASP Office for these forms.

Please list any Medications: _____

Medical Insurance Information:

Family Physician: _____ Phone Number: _____

Name of Insurance Co. _____ Policy/Insurance ID#: _____

Family Dentist: _____ Phone Number: _____

Please check () and initial _____ if you give permission for photographs, write-ups of activities and your child's artwork to be used in any of our newsletters/publications.

Please check () and initial _____ if you have a court order that would prevent anyone from picking your child (ren) from BASP you must submit a copy of your court order to the Administration Office with paperwork. Please be sure keep ALL Staff as well as the Administrative Staff updated on any changes to your court orders. Please list any persons and relationship to child (ren) NOT able to pick up your child (ren).

Please check () and initial _____ you have been given the- BASP 2019/2020 Parent Handbook including "Positive Guidance & Discipline Policy"- "Policy Release of Children"- "Policy on Management of Communicable Diseases"- "Information To Parents"- "Policy Use of Technology & Social Media" per NJ State Licensing Guidelines Recommendations.

Signature of Parent/Guardian & Date

Winslow Township School District
Before & After School Childcare Program

Parent Handbook 2019/2020



Office Location:
20 Coopers Folly Road
Atco, NJ 08004

Contact Numbers:
856-767-2850 ext. 7531
856-809-4118 fax

For those students entering Kindergarten to those entering Grade 6

Registration	\$35.00 per family
Before School Care	\$145.00 per month
Before & After School Care	\$245.00 per month
After School Care	\$145.00 per month
Flex Tickets	\$115.00 per book

Program Rules and Regulations

1. The Before & After School Childcare Program opens at 6:30am (before school begins) and then again after school dismisses until 6:30pm. Childcare is provided for early dismissal days at no additional cost. Breakfast and snack are provided at no extra charge.
2. The Program is only open when school is open. We follow the school calendar. **If school is closed for a holiday or an emergency closing the Before and After School Childcare Program is closed. *On delayed openings there is NO BEFORE (AM) SCHOOL CARE. The after (PM) care will remain open to regular closing of 6:30PM.***
3. Monthly statements are provided to families of the Before & After School Childcare Program. Statements will be distributed during the first full week of the month.
4. Payment/tuition fees are paid at time of registration, then again each month on or by the 15th. Payment for September is due by August 15th; your last payment for the school year will be May 15th for June tuition. A \$25.00 late fee will be assessed if payment is not received by the 15th of each month. ***Refunds are not given.*** WTSD reserves the right to terminate and /or suspend a child from the program if payment is not received. If a payment is returned by your bank for any reason a fee of \$30.00 will be assessed to your account, a money order, cash or certified check will then be required for payment.
5. Payments can be mailed or dropped off at the Winslow Twp. BASP located at 20 Cooper Folly Road, Atco, NJ 08004. You may also drop payments off at the Before & After School Childcare Program your child attends. Be sure to have your payment in a sealed envelope with your name and child's name on the envelope. ***Checks/money orders should be made payable to Winslow Township BOE.***
6. Late pick-up fees will be assessed if a child is not picked up by 6:30pm. The late fee will be \$15.00 per child starting at 6:31 pm for every fifteen minutes of overtime care. Your account will be charged for any late fees. Children picked up after 6:30pm more than three times during the school year may be suspended or removed from the program.
7. Parents or a parent designee must come inside the school building to sign their child "in" every morning and "out" every afternoon. Your child is not permitted to sign themselves "in" or "out". Once a child is signed out of the Program they are required to leave. A child cannot be signed back into the Program. A child **MUST** be dismissed to the Before & After School Program Childcare from their classroom. **If a child did not attend school they are not permitted to attend the Before & After School Childcare program.**
8. All children must be toilet trained to participate in our programs.
9. Our ratio is approximately one staff member to ten/twelve students.

10. Per self-administration of medication for a student during BASP hours please contact the BASP office for appropriate forms to be completed by parent/guardian and physician.
11. All changes to the registration form must be in writing. Forms are available for changes at the Program sites or the Winslow Township Childcare Office.
12. Only the people designated on the registration form will be permitted to sign your child out. **If someone other than your designated pick-up is going to be picking up, we must have a dated, signed letter from you giving your permission.** Parents or a parent designee will be asked to show photo identification when picking up their child from the Program.
13. Siblings under the age of eighteen will not be permitted to sign out a child without a letter of authorization from the parent. The letter must be submitted to WTSD's Childcare Office or given to a program staff member at the program's site/school that the child attends.
14. Parent agrees to notify the WTSD's Childcare Program in advance *in writing* to terminate or make any changes in childcare services. Failure to do so will result in continued billing of services which you will be responsible for payment.
15. For those families using vouchers, your daily co-pay and the voucher payment must total your monthly tuition rate.
16. **Assertive Discipline** is the behavior management technique employed by the Before & After School Childcare Program. Additionally, school rules for behavior apply as well. WTSD is not obligated to keep children in the Before & After School Childcare Program that do not observe our rules for behavior. WTSD will also, depending upon the incident, issue one, two or three day suspensions, etc. to enforce the disciplinary rules of the program, for the safety and security of all children and staff members
17. If your account balance is over \$245.00 your account will be frozen and you must seek alternative childcare until your debt is resolved.
18. In order to participate in our programs, you must have a zero balance from any prior year Before & After School Program and or Super Summer Camp. *Again, per #15* of the Program Rules & Regulations of the BASP Parent Handbook; any families receiving subsidized care, your co-pay and or difference amounts must be paid in full prior to moving to the next years programs.
19. Flex tickets can be purchased for \$115.00 per booklet of 5. Each Flex Ticket allows a child to participate in the **AM session- PM session** or both **AM&PM sessions** per day. A completed registration form needs to on file prior to purchasing Flex Tickets.

New Jersey Anti-Bullying Bill of Rights Act
Winslow Township School District Policy
#5512

The Winslow Township Board of Education prohibits acts of harassment, intimidation and bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. The New Jersey Anti-Bullying Bill of Rights Act (effective September 1, 2011) and the Winslow Township School District Policy #5512, is intended to strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation and bullying.

The Anti-Bullying law and district policy will be strictly enforced. All staff, students and parents are encouraged to familiarize themselves with the law/policy and support the efforts of the school district for implementation.

Program Site Phone Numbers for Emergency use only

School #1	856-542-0691
School #2	856-542-0692
School #3	856-542-0693
School #4	856-542-0694
School #5	856-542-0695
School #6	856-542-0696

Elementary School Addresses

School #1	413 Inskip Road, Blue Anchor, NJ 08037
School #2	125 First Avenue, Sicklerville, NJ 08081
School #3	131 Sicklerville Rd, Sicklerville, NJ 08081
School #4	541 Kali Road, Sicklerville, NJ 08081
School #5	130 Oak Leaf Road, Sicklerville, NJ 08081
School #6	617 Sickler Avenue, Sicklerville, NJ 08081

Drop-off Locations:

Schools #1, 2, 3 & 4 front door of school to all purpose room
Schools #5 & 6 back entrance to all purpose room

Winslow Township School District Before and After School Childcare Program Positive Guidance & Discipline Policy

Winslow Before and After School Childcare Program is intended to be more relaxed and less structured than that of the school day. Positive behavior is encouraged through consistent expectations, realistic limits, predictable routines and procedures. Limits are set to ensure the safety of the children and provide an atmosphere where children learn responsibility for their actions when acting alone or as a part of a group. (We believe in having a well-planned daily schedule.)

Positive Discipline is the policy employed by our program. It is a discipline policy with rules, consequences, and rewards. Children are made aware of the rules and consequences for breaking rules. When a child decides to break a rule, he/she experiences the consequences for choosing to break the rules. Positive behavior is rewarded with a smile, a special "thank you" or a small reward and communication with the parents. Additionally we try and re-direct our students/participants to a new activity to change the focus of a child's behavior & provide individualized attention to help the child deal with a particular situation in allowance of our staff ratios. Positive Discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control. Positive discipline is NOT: * Hitting, shaking, or any other form of corporal punishment * Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children, etc.

Positive Discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

Winslow Before and After School Childcare Program adheres to the Winslow Township School District Behavior Standards, Student Conduct and Discipline Management Plan.

Program rules are as follows: Return all items you use; clean up after yourself; no rough playing; hitting, kicking, pushing, fighting, wrestling; follow the directions of the school staff; talk politely to adults and other children; no foul or inappropriate language; respect other students and yourself, etc.

Depending on the severity of the incident, a student may be suspended and/or removed from the program. If a child decides to break a rule, the consequences are as follows: (Per the severity of the incident, steps could be by-passed)

- | | | |
|---------------|---|---|
| Step 1 | - | Warning |
| Step 2 | - | Time out for five minutes (Approx. 1 minute per child's age) |
| Step 3 | - | Time out for ten minutes (Loss of outside play) |
| Step 4 | - | Discuss incident with parent (s) when they arrive at site |
| Step 5 | - | Suspension from the program (1 day, 3 day, 1 week, etc.) |
| Step 6 | - | Possible removal child from program |

Incidents of a severe nature will be written up by a staff member on a Student Discipline Notice. The parent will sign the notice and retain the bottom portion of the form.

Winslow Township School District Grades K - 6 STUDENT HANDBOOK POLICY ON USE OF THE INTERNET

Network resources including internet access are now available to students in our schools who qualify. To qualify, students and parents/guardians must read the Internet Acceptable Use policy, and then sign and return a consent form annually. The staff at Winslow Township Public Schools strongly believes in the educational value of such electronic services and recognizes their potential value of such electronic services and recognizes their potential to support the curriculum. Every effort will be made to provide quality experiences to students using these information services. Inappropriate and/or illegal interaction with any information service is strictly prohibited. Only after a student and the parents/guardians have read, signed and returned the consent form, will he/she be permitted access to these services. Parents/guardians may also deny their child access to the Internet through the consent form. The policy and consent form will be distributed to all parents in September. If a student violates the provisions detailed in Board Policy governing use of technology, he/she may be denied access to the Internet services

Winslow Township School District Before & After School Childcare Program Delayed Opening & Early Dismissal Policy

In the event of a school district delayed opening there will be **NO AM** childcare. The after school program will operate on a normal schedule, closing at 6:30pm.

If, for a weather event/emergency, the school district institutes a district-wide early dismissal day, the after school program will **CLOSE** at 4:00 p.m.

Please check out the districts web site at www.winslow-schools.com for any emergency closing or delayed openings.