

BERNARDS TOWNSHIP
BEFORE AND AFTER CARE PROGRAM
ELEMENTARY

This is the registration packet for 2019-20 school year.

YEARLY REGISTRATIONS FEES:

<u>Register by:</u>	<u>Cost:</u>
August 1-present	\$50.00 per child not to exceed \$100 per family
New families moving into the district after July 1st	\$25.00 per child not to exceed \$50 per family

*Registrations will not be accepted after August 31, 2019. Any students registered after this date will be able to begin the program until September 9. After September 9th, there is a 48 hour waiting period to begin the program.

PAYMENTS:

Payments are due on the 15th of each month for the following month. You have a few options for payments. You can pay online, the convenience fee is 8.00 but you can pay for multiple children and/or months in one transaction. You can pay via check and mail it to me at 101 Peachtree Road, Basking Ridge NJ 07920, leave a check at your school or drop it at the Board office. The other option is to set us up as a payee/vendor from your bank's bill pay. The information would be Bernards Township BOE, Attn: Before/After Care, 101 Peachtree Road, Basking Ridge, NJ 07920. Your account number would be your child's name and in the memo you can put the days you are using. Example M, T AM or M-F PM.

Tuition is payable in monthly installments. In the event a check is returned by the bank due to insufficient funds, a \$30 service charge will be imposed. Tuition is non-refundable.

If you qualify for the National Free/Reduced lunch program you may be eligible for a reduced rate.

In constructing our school calendar, we have already taken into consideration the holidays that school is not in session and have computed three (3) weather emergency days into that calendar as well. Your monthly tuition payment is based upon the average number of school days per month, and does not change based on actual school days per month. This is similar to an annual tuition bill you would receive from a private school or care provider. You make the same payment whether or not there is a school holiday or weather-related closing in a particular week.

We will only cancel school due to an extreme weather condition. We are very sensitive to the fact that you have an obligation to get to work. We are committed to meet your needs and will continue to make that our priority.

If you have multiple children in the program (including William Annin), you will receive 10% off all children after the first.

Your September tuition is due August 15, 2019.

If tuition is not received by the 15th of each month, there will be a \$30.00 late fee imposed and your child may not be able to continue in the program the following month. If you are having difficulty making the payment, please contact Cherie Ackerman at ext. 102 or email at cackerman@bernardsboe.com

DROP IN/AD HOC USE:

If you wish to use the program on an as needed basis you can. You would fill out the packet and click Drop In Basis. The cost is \$25.00 for mornings and \$35.00 for afternoons. When there is a scheduled early dismissal day the drop in rate will be \$50.00. This option is also available if you are enrolled in the program for extra days or if you need a morning but you are only enrolled in the afternoon. We do require 48 hours notice for a registration before we can let you drop in.

Mission:

The Mission of the Before/After School Care Program is to provide all children quality care in a safe, recreational environment that fosters mutual respect and offers children a variety of choices of developmentally appropriate and interest-driven activities. This program also provides an environment for students to work on homework to include their daily assignments as well as long term projects when applicable. In addition students may receive support and/or instruction from teachers who work in the program, when necessary, so that assignments are meaningful as well as complete.

Schedule/Pickup Procedures for the Release of Children

The Care Program is offered to Cedar Hill, Liberty Corner, Mount Prospect, and Oak Street Schools students, kindergarten through grade 5, as follows on days when school is in session:

7:00 am – 8:30 am

3:15 pm – 6:00* pm

On Parent/Teacher Conference days, the afternoon session will begin at 12:45 pm. Please send a lunch with your child on those days as the cafeteria is closed. If your child is absent from school, you do not need to notify the program. However, if your child attends school during the day but will not be attending the After School program on a regularly scheduled day, please send a note to your child's teacher. Your child must be present at dismissal in order to attend the program. The program does not run on the days that schools are closed. The program will also close at 5:00 on the day before Thanksgiving break and the winter recess.

Only parents/guardians listed on the application are permitted to pick up your child.

If another person will be picking up your child, please submit a Release Permission Form to the Director. The person will be asked to provide a photo ID.

If a child remains past 6:00 pm (please see below), the staff members will attempt to contact the parent/guardian phone number listed on the application. The emergency contact will then be notified.

In the event that your child is not picked up by you or an alternate before 6:30, your child will be released to the care of the police department until your arrival there. In the event you are running late, please call your school at the following numbers:

Liberty Corner 908-552-7338

Cedar Hill 908-552-7026

Oak Street 908-766-8286

Mount Prospect 908-470-1600 ext. 157

*If you are unable to get to your school, by 6:00 on any given day you should call them directly. After one late pick up, there will be a late charge fee. See below..

We understand circumstances arise that cause you to be late, please note the following rates/procedures for lateness. The teacher at the desk will present you with a late bill. Please forward your payment to the Board office, attention: Cherie Ackerman.

Arriving:	Charge per child:
6:01-6:05	\$10.00
6:06-6:15	\$15.00
6:16-6:30	\$50.00

Impaired Drivers:

As per State regulations, if a parent or other authorized individual appears to be physically/emotionally impaired to the extent that, in the judgment of the staff, the child would be placed at risk of harm if released to that individual, the child will not be released. Staff will attempt to contact others on emergency/authorized pick up list to take child and the impaired individual home. If the staff is unable to make alternative arrangements for pick-up, staff will call the Department's State Central Registry Hotline at 1-877- NJ ABUSE. Should the impaired individual attempt to drive, the police will be called.

Program:

The Program will provide the opportunity for children to participate in a variety of active and quiet recreational and educational activities. In the morning, children are not grouped by age. For the afternoon program, children will be grouped as closely as possible by grade, and will have the opportunity to spend some time completing homework assignments.

Breakfast and Snacks

Breakfast and simple snacks will be available. We use the safe snack list provided to us by our food services company. You are welcome to send in a snack for your child.

Delayed Openings

There will be no Before School Care.

Early Dismissals due to Weather or Other Emergency

There will be no After School Care. You will be responsible to pick up your child/children at dismissal (time 12:45 pm), and will be notified by the Instant Alert System after the Superintendent has made a decision to close school early. The decision will be made by 10:30 am. The schools will be dismissed at 12:45. Please make sure you are registered for Honeywell Instant Alert and messages can be received at your place of employment or mobile device in the event you are not home.

In the event evening activities are cancelled due to inclement weather or a building emergency later in the day, please have a plan in place for your child to get home safely.

Student Absence

Because our costs remain constant throughout the school year, we cannot reduce your tuition payment if your family takes a vacation or if you choose to keep your child home, for any reason.

Administration of Medication

A nurse is not on staff during the Before/After School Care Program. Program staff may not administer medications. If your child requires medication during those hours, please arrange for the administration at home in the morning, or by the school nurse near the end of the school day. In emergency medical situations, such as seizure disorders, the Program staff may call qualified emergency personnel to attend to your child.

CHILDREN'S PERSONAL ITEMS

Any personal items left behind at the end of the day will be taken to the school's lost and found.

Handheld games, IPODs , cell phones and other electronic items are not allowed at programs. The staff will not be responsible for any personal items/toys brought from home.

Code of Conduct

We encourage appropriate behavior by our students whether they are in school or in our Care Program. In the event that unacceptable behavior is exhibited, parents will be contacted by Program staff. If the behavior is continual, the student may be removed from the Program.

Thank you for entrusting your child to our care. We are committed to providing a safe and enjoyable program. Please let us know if you have any questions or concerns.

DISCIPLINE / EXPULSION POLICY

No child shall be deprived of food, isolated, subjected to corporal punishment, abusive language or punitive physical exercise. Programs shall use positive reinforcement as a tool to avoid unwanted behavior.

- When a child exhibits inappropriate behavior, they shall be warned and given an explanation of why such behavior is unacceptable.
- Should the behavior persist, staff may implement the consequences listed below.**
- Should the behavior continue, parents will be called to pick up the child immediately. Children are entitled to a safe and harmonious environment at Before and After School Programs.

Ongoing, inappropriate behavior, chronic disrespect of staff or serious infractions of site rules will result in a progressive discipline report being written.

- The child and parent will be asked to review and sign the report. A child who has three incident reports will be suspended from the program for 1 day. Additional reports will result in longer suspensions, a conference with Director and possible removal from program. Suspension/progressive discipline reports may occur at any time depending on infraction. There will be no credits/refunds for suspensions. Physical violence, inappropriate sexual contact and/or verbal abuse towards other children or staff will not be tolerated and could result in immediate removal from program. Parents who are habitually tardy when picking up or who are verbally abusive to staff or who cause staff to feel afraid, harassed, or intimidated or who harass or verbally abuse other children and/or parents may have their child removed from program.

****Rules for Students**

- Keep their hands to themselves. (no pushing, shoving, grabbing, etc)
- Follow directions the first time. (no arguing with adults)
- Talk with inside voice

Consequences if rules are not followed:

- Warning
- Time out with TIC (Teacher in Charge) 5 minutes
- Time out with TIC 15 minutes
- Removed from the group with TIC for remainder of aftercare
- Parent called if:
 - Elopement (student attempts to run away)
 - Student refuses to comply and continues to argue with the teacher.

All students will be expected to follow the school rules during Before & After Care.

Please click on this link to complete the registration form:

<https://forms.gle/8uMo9HEmrh5ZYnF56>

Costs for 2019-20 School Year

Schedule –AM only Option Monthly Tuition*

- 1 day of AM only per week \$49.00 per month
- 2 days of AM only per week \$85.00 per month
- 3 days of AM only per week \$122.00 per month
- 4 days of AM only per week \$159.00 per month
- 5 days of AM only per week \$195.00 per month

Schedule –PM only Option Monthly Tuition*

- 1 day of PM only per week \$77.00 per month
- 2 days of PM only per week \$136.00 per month
- 3 days of PM only per week \$199.00 per month
- 4 days of PM only per week \$260.00 per month
- 5 days of PM only per week \$323.00 per month

Schedule –AM and PM Option Monthly Tuition*

- 1 day of AM and PM per week \$107.00 per month
- 2 days of AM and PM per week \$206.00 per month
- 3 days of AM and PM per week \$302.00 per month
- 4 days of AM and PM per week \$398.00 per month
- 5 days of AM and PM per week \$494.00 per month