

Lopatcong Township School District

After-Care Program



PARENT HANDBOOK

Lopatcong Township Elementary School

263 Route 57

Phillipsburg, NJ 08865

Judith Eriksen After-Care Director

Cell Phone: 908-235-7477

Voice Mail: 908-859-0800 ext 4000

Email: eriksenj@lopatcongschool.org

Lopatcong Township After-Care Program

The Lopatcong Township After-Care program welcomes you and your family to the program. Our program allows children a safe and fun place to go after school, and is designed to meet the needs of today's working parents. Children will be involved in age appropriate activities, and led by dedicated staff. We believe all children deserve the opportunity to discover who they are and what they can achieve.

Staff

Our staff members are selected based on their previous experience, education, and desire to work with children. They consist of the After-Care Director/Coordinator and assistant(s) who are employed by the Lopatcong Township Board of Education.

Hours

2:35 p.m. to 6:00 p.m.

Tuition

All payments are due by the 1st of each month. Payments can be made by, check. Payments received after the 10th of the month are subject to a \$25 late fee. Any returned check or bank draft is subject to a \$25 fee.

Checks should be made payable to the ***Lopatcong Township School District After-Care*** and should include the child's first and last name and submitted to the Director/Coordinator. Parents who are 45-60 days past due on their children's tuition bills will be asked to find alternate child care for their children.

Important: After Care tuition fees are based on the number of school days, broken down to ten equal monthly (September-June) payments. The fee is **not** based on the number of calendar days per month, and there will be no pro-rating of fees due to holidays, half days, participation in school or other organization's programs or personal days will be allowed. Your child may participate in school as well as other organizations activities during the After-Care program but please be advised we will not be responsible for your child during their participation with these organizations.

Fees are as follows:

Weekly Full –Time Participation (8 or more hours per week)

\$260.00 per month (First child)

\$195.00 per month (Second child)

\$140.00 per month (additional children)

Weekly Part-Time Participation (Up to 8 hours per week)

\$195.00 per month (First Child)

\$125.00 per month (Second Child)

\$100.00 per month (Additional Children)

Hourly/Drop-In Participation (Less than 5 hours per week)

\$8.00 per hour (First Child)

\$4.00 per hour (Second Child)

\$3.00 per hour (Additional Children)

Before Care

The BeforeCare program begins at 6:40AM and continues to the start of school. Children may be dropped off at any time during this period, however; the full 1 hour fee will be charged. Fees are based on the AfterCare program hourly fees: \$8.00 for the 1st child, \$4.00 for the 2nd child and \$3.00 for each additional child. Fees will be billed monthly. Children should be dropped off and signed in at the rear door of the school each morning. You MUST be pre-registered in the program in order to participate. The registration fee of \$25.00 for 1 child and \$40.00 for 2 or more children.

The Lopatcong Township After-Care staff is looking forward to meeting and getting to know your children this school year. Feel free to contact the Director/Coordinator at any time during the program with any questions or concerns you or your child may have.

Registration

A **non-refundable** registration fee is required upon registering, \$25.00 for first child/ \$40.00 two or more children. Necessary paperwork for registration can be found on the school website and must be completed.

All completed paperwork as well as the non-refundable registration fee and first month payment must be submitted to the Director/Coordinator. ***You will then receive confirmation sent out by the Director/Coordinator notifying you that your paper work is complete and payments were received along with your child(s) start date.***

Changes and Withdrawals

All changes and withdrawals in After-care must be submitted to the Director in writing. For parents wishing to decrease their current days of care, please be advised, changes (including pricing and days of care) will not go into effect until the 1st of the following month.

To withdraw your child from the program, 30 days written notice is required and must be submitted to the Director. You will be charged tuition each month unless 30 days written notice is submitted to the Director prior to leaving the program.

Please note: Parents who are 45-60 days past due on their children's tuition bills will be asked to find alternate child care for their children.

School Closings

(Includes, but not limited to Inclement Weather, Emergency Closings, etc.)

If a school is closed for the day due to weather, there will be **NO** After-Care.

If a school has a delayed opening, there will be **NO** BeforeCare.(AfterCare will continue as scheduled.)

If a school closes early due to inclement weather, there will be **NO** After-Care.

There are no refunds or credits for inclement weather or other emergency closings.

After-care will NOT operate on the following days:

12:45 dismissal day preceding the Thanksgiving Recess

12:45 dismissal day preceding the Winter Recess

12:45 dismissal day preceding the Spring Recess

12:45 dismissal day in June following the last full day

The last day of school

All emergency closings

Please note: that after-care will not operate on days when school closes early due to an emergency. Plan accordingly.

If school is closed, then there is **NO** after-care program.

Emergency Closings/Delayed Openings

Lopatcong Township School District uses its School Messenger (instant alert) telephone/email notification system in the event of a school closing, delayed opening or early closing. Please make sure your contact information is up-to-date with the main office for this system.

Closings/delayed openings and early dismissals are also announced on the following radio and television stations:

WODE-FM (99.9)

WEEX (1230 AM)

WAEB-FM (B104)

WCTO CAT COUNTRY 96 (96.1)

TV Station WFMZ (Channel 69)

In addition, the information is available on the school website (www.lopatcongschool.org) and the television's website (www.wfmz.com).

Health

A nurse is NOT available during child care hours. Medications will not be administered by the after-care staff. However, the child may self-medicate (inhaler/epipen only) if a release form is signed by the child's doctor. Staff member may store the medications if requested and as necessary.

In order to insure a healthy environment, the staff will decide if a child is too ill to remain at the program. The parent(s)/guardian(s) will be notified and the child will be picked up.

Children with severe allergies will be required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form detailing any allergies, food or otherwise, from which their child suffers at the time of enrollment. This form can be obtained upon request.

Children will be excluded from participating in the program if they exhibit symptoms of a communicable disease. They will not be permitted to return to the program until they are no longer contagious. Children must present a doctor's note stating such. In the event that a child becomes ill during the program a parent will be notified to pick up their child.

Should your child be involved in an accident during the course of before or after care, a staff member will complete an accident report regarding the accident. The accident report will be copied to the school nurse; remember she will not receive it until at least the following day.

For the safety of the child, parent(s)/guardian(s) are required to provide notification in the form of a doctor's note of any allergies with instruction for treatment should a child have an allergic reaction. If there are particular foods that the child cannot eat during snack, a list must be provided.

Program Format

The following is a *sample* of our daily program schedule.

Children will have the opportunity to participate in activities that include: arts and crafts, board games, group games, gym activities, and outdoor games.

After Care

2:35 pm Arrival, Attendance

2:40 pm Homework or quiet individual activity

3:10 pm Snack

3:30 pm Organized group activities outdoor/gym time

4:00 pm small group activities, games, art activities

4:30 pm computer use

5:50 pm Sign out & clean up

Attendance

After-care staff will verify that all the children who are scheduled to attend are present. Parents are required to notify the school if their child will be absent for the day if the child will not be attending After-care due to CCD, play date or personal appointment please call the After-care voice mail and leave a message or email jeriksen@lopatcongschool.org

Snack

Children must wash their hands prior to receiving a snack.

Snacks will be provided for the children free of charge. Children may, however, bring their own snack from home.

Children are not permitted to share their own snacks from home as it could cause an allergic reaction. An example of this would be a student bringing in a snack made with peanut oil and sharing it with someone who is allergic to peanuts.

Some of the snacks we may serve will be pretzels, crackers, cookies, juice, or water. We are able to provide snacks with the first ingredient listed not being sugar.

Homework/Quiet Time

Homework time will be offered to all children Monday through Thursday as scheduled. The After-Care staff cannot force children to do homework. Staff members in After-Care will be available to assist children in completing homework.

Homework Time can also be used as a silent reading period, a quiet area can be provided.

During Homework Time children are to be quiet unless asking for assistance or helping another child.

If you do not want your child to do homework during the program, please let the staff know and send a book or quiet activity for them to work on. Staff will not check backpacks or homework folders if children say they do not have homework.

Group Activities

Each day there are staff directed group activities. Active games, quiet games, craft projects, and special events are all possibilities. All children are strongly encouraged to participate in group activities. Children also have time set aside to participate in activities of their choice. This includes indoor, outdoor or gym play, socializing with friends, board games, etc.

Personal Items

Children are **not** permitted to bring personal items/toys to be used during playtime. Please be aware that the after-care program provides an ample supply and variety of items/toys for the children to enjoy.

Child Release Policy

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to pick-up and sign-out. Authorized person(s) must be written on registration forms, over the age of 18 and must have photo ID at pick-up. Staff Members will ask to see photo ID from any person(s) picking up your child that they do not know.

If a non-custodial parent has been denied access to a child by a court order, documentation must be provided to the Lopatcong Township School District After-Care program to maintain on file.

If the parent or person authorized to pick-up the child appears to be physically, mentally, or emotionally impaired to the extent that the welfare of the child is in danger:

- The child will not be released.
- Staff members will try to contact alternate persons authorized for pick-up.
- The authorities will be called.

Late Pick-Ups

There will be a charge for late pick-ups. The director will be notified each time a child is picked up after the 6:00 pm closing time. Parents are required to sign a "Late Pick-up" form for each occurrence.

You will be charged a \$1 per minute, and this fee will be required to be paid in CASH upon your arrival.

If a child is not picked up by the site's closing time, the following procedures will be followed.

- Child will be supervised at all times by at least 2 staff members.
- Staff members will attempt to contact parent or persons authorized to pick-up child.
- If staff is unable to make alternate arrangements, a staff member will call the Division of Youth and Family Services 24 hour Child Abuse Hotline and the authorities will be notified.

Emergency Sign Out Contacts

Adults not mentioned on the list may also pick up children providing a note, from the parent(s)/guardian(s) is given in advance. The person picking up the child may not bring the note in; the parent of the child being picked up must sign the note. **This note may also be faxed in to the elementary school fax machine (908-213-1339) before 2:15 p.m.** Please note the Director/Coordinator will check voice mails prior to the start of the program. It may **not** be emailed.

Behavior Management

Our goal is to provide a safe and respectful environment for all of the students. Children will be participating in fun and safe activities that help develop self-esteem and social interactions.

- Children are to abide by the same daytime school rules and regulations mandated by the Lopatcong Township School District during the after-care program.
- Respect to adults and to other students is of great importance. Swearing/cursing or threats of any type will not be tolerated.
- Disciplinary issues will be addressed with the student privately and on an individual basis or circumstance. If the same type of offense continues, the appropriate parent/guardian will be notified in writing as to the issues and action taken by an after-care staff member.

Behavior Management Procedures:

The following consequences may be taken, but not necessarily in the order indicated.

- Time Outs – Students may be requested to sit out of an activity for a short time if behavior becomes physically disruptive. Prior to resuming the activity a staff member will sit and discuss the occurrence and/or make recommendations or suggestions.
- A staff member in the after-care program may be required to speak with an administrator concerning a student's misbehavior in order to gain insight as to the issues of the day.
- If behavior by the student remains unchanged or becomes repeatedly disruptive, the student will be required to be limited to a non-participative activity.
- The parents will be contacted, either by phone or by personal contact.
- If after the interventions noted above, the student continues to demonstrate disruptive behavior, the after-care director will complete a discipline report detailing the child's behavior. The report will be forwarded to the parent(s)/guardian(s) and a school administrator. Repeat offenses may mean dismissal from the after-care program with parents forfeiting funds already paid.

Parent Responsibilities

- Parents are required to sign their child out each evening along with the time of their pickup. Any notes or information from the staff will be available at this time.
- It is very important that you notify the Lopatcong Township School District After-Care program if your child will be absent due to social activities.
- **If your child is going to be absent from school you MUST notify the Elementary School office they will in turn notify the After-Care program of your child's absence.**
- After Care ends promptly at 6:00 pm. Children present after this time will be charged a late fee of \$1 per minute which must be paid upon arrival and in cash. Please arrive on time.
- Ensure that all addresses, phone numbers, and emergency care numbers are up to date.
- Provide any information to the Director regarding concerns that your child may be experiencing.
- Homework: please notify staff if you would like your child to work on their homework during After Care or not. Staff will help children with homework, but it is the parent's responsibility to review and check all work.