

School-Age Child Care PARENT HANDBOOK

Old Bridge Township Before & After School Program

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OLD BRIDGE TOWNSHIP SCHOOL-AGE CHILD CARE PARENT HANDBOOK

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GENERAL INFORMATION

The School Age Child Care (SACC) Program operates in all elementary schools between the hours of 7:00 to 9:00 a.m. and 3:00 to 6:00 p.m. on days when Old Bridge schools are in session. The program is closed when school is closed. This includes, November recess, Winter Recess, Spring Recess. It does not operate when school is closed for the day due to an emergency school closing..

In the event that the District closes school early, due to an emergency, parents or their emergency contacts will be notified to pick up the children by the REMIND 101 APP. In case of a delayed school opening, before-school child care will be CLOSED. After-school child care is held as usual until 6:00 p.m. Enrollment is open to only children who attend Old Bridge Public Schools.

A summer program is available also. Information about this program is available on the website in January. Children are registered for the specific weeks that they will attend.

SACC program is sponsored by Old Bridge Township and is supported by parent tuition fees. The parent/guardian/custodian will be responsible for payment of any fees from enrollment until withdrawal from the program. All tuition and fees must be kept current in order for child care services to be provided.

The staff-child ratio is 1:8/10. Each SACC site also has an individual telephone line in case of an emergency (see attached addendum for individual SACC site phone numbers).

The SACC central office phone number is 732-721-5600 ext. 4040, 2390 or 2395. It is the parents' responsibility to contact the **SACC site staff**, if a child will not attend Aftercare. You don't need to call the SACC site if your child will be absent from Before School. Don't call the main office if your child is going to be absent from Before or After School.

Parents must escort and sign in their children to the SACC room for the before-school program. Parents must come inside to the SACC room to collect their children, sign out at the end of the after-school program and show identification. Minors, under the age of 18, are not allowed to sign out or be designated to pick up children.

For more information about visit www.oldbridge.com. The link for the program can be found under the RESIDENTS tab.

MISSION STATEMENT

The mission of the School Age Child Care Program is to provide a safe, affordable, nurturing environment for Old Bridge Township children who need before-school and after-school care. The children shall have opportunities to choose activities designed to promote their physical, mental, social and emotional development in an atmosphere of mutual respect.

The focus of the Before and After school program is the education of social skills. The before-school program provides a warm welcome to the school setting. Caring supervision and materials are provided so the child can play quiet games, do homework or read, use art supplies and talk with friends. They are welcome to bring breakfast to eat (no food will be provided in the morning). Each morning there is a short time for outdoor play in nice weather or games indoors in bad weather.

In the after-school program the daily schedule provides a balance of active and quiet activities in individual, small group and large group settings. Child-initiated and adult-directed activities occur indoors and out. Milk or juice is provided each day at snack time. Parents are encouraged to provide nourishing snacks that encourage healthy choices. Occasionally, the children make their own snack as part of a nutrition activity. If your child requires a special diet please send a snack from home. The mixed age grouping of children in each school fosters the development of initiative, leadership, responsibility, cooperation and respect for others. It mirrors a family or neighborhood play situation.

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing(OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families(DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition, rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF/Office of Licensing/ Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing toll free at 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

INFORMATION TO PARENTS (continued)

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://data.nj.gov/childcarre> explorer.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center, is required, at least annually, to review the Consumer Product Safety Commission (CPSC) unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at 800-638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at 877-NJ ABUSE/877-652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting:: DCF, Office of Communications and Legislation at 609-292-0422 or go to www.state.nj.us/dcf.

Policy on the Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff member's attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State of Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s)

PARENT INVOLVEMENT

Parents are welcome visitors to the program at any time. Parents are encouraged to suggest topics or themes for activities by email to afterschool@oldbridge.com. If you have any questions about your child's progress, the group program, etc., during the year, please contact the Site Supervisor for a conference. They will contact you for an appointment if they feel a need to discuss similar concerns.

Parents should not approach another child in the program about a problem related to their child. Please notify the Site Supervisor who will communicate a resolution to you accordingly. All issues will be resolved in an environment of mutual respect.

PLEASE NOTIFY THE SACC PROGRAM SUPERVISOR WHEN

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

CHILD ABUSE PREVENTION

The Division of Youth and Family Services asks that the following information be disseminated to all parents and staff:

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment or any other kind of child abuse, neglect or exploitation by any adult is required by state law to report such allegations to the DYFS office of child abuse control or any district office immediately.

Reports may be made
anonymously by telephone.

HEALTH AND SAFETY PRACTICES

The safety and health of children attending SACC is of primary concern to the staff and administration. The school buildings are maintained by the school district according to state rules and regulations. The parents can assist our health practices by planning for alternate care when your child is sick.

SACC's health practices include:

- * Exclusion of children and staff with infectious diseases until they no longer present a health problem for themselves or others. Students must be fever free (temp.<100) for a full 24 hours, without the use of fever reducing medicine before returning to SACC or school.
- * Notification to families of any infectious diseases contracted by children and staff.
- * Frequent hand washing by staff and children.
- * Sound food-handling practices.

In the event of a child's illness during the program, any of the following actions may occur:

- * An attempt will be made to notify the parent(s) regarding the situation. Parents will be given an indication of any action which may be taken and/or if there is a need for the child to be picked up early.
- * The child will be isolated under the supervision of a staff member.
- * In case of an emergency, the emergency squad (911) will be called.

The parents can assist our health practices by planning for alternate care when your child is sick.

PLEASE NOTE: Staff members are not permitted to dispense medication. Children receive medicine from the school nurse during school hours *in the original prescription container* according to school policy (N.J.S.A.45:11-23). Physician's order and parental permission form must accompany medications. Non-nursing delegates can administer auto-injectable epinephrine in cases of severe allergic reaction to students identified as having severe allergies. Specific emergency forms must be completed and signed and Auto-injectable epinephrine must be provided by the parent/guardian.

In the event of an accident, the child will be treated with first aid supplies for minor abrasions or non-serious injuries. If there is any doubt, the child's parent/guardian or the emergency squad will be called. Teachers will complete a written accident report, which the Manager will review.

The parents/guardians can assist our safety practices by:

- * Dressing child appropriately for active play - sneakers and rubber-soled shoes are the safest footwear.
- * Monitoring what your child brings for before and after school play that might be hazardous to himself/herself or others.
- * Reinforcing appropriate play behavior and limits.

Please note: Staff members are not allowed to privately baby-sit your children outside of SACC hours or drive them to or from the SACC program. Failure to comply with the policies and procedures of the Old Bridge Township School Age Child Care program will be cause for dismissal.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- *Severe pain or discomfort*
- *Acute Diarrhea*
- *Episodes of acute vomiting*
- *Elevated oral temperature of 101.5 degrees Fahrenheit*
- *Lethargy*
- *Severe Coughing*
- *Yellow eyes or jaundiced skin*
- *Red eyes with discharge*
- *Infected, untreated skin patches*
- *Difficult or rapid breathing*
- *Skin rashes in conjunction with fever or behavior changes*
- *Skin lesions that are weeping or bleeding*
- *Mouth sores with drooling*
- *Stiff neck*

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself,/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

Excludable Communicable Diseases

A child or staff member who contracts and excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

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

Communicable Disease Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Policy on the Use of Technology and Social Media

Internet

No student may have access to the Internet at school without a signed contract. Student users must always obtain permission from their instructors prior to using the Internet.

Unacceptable Internet Practice:

- Use of the Internet for “for-profit” activities.
- Use of the Internet for private or personal business.
- Academic dishonesty.
- Transmission of material in violation of any U.S. or State regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Any malicious attempt to harm or destroy data of another user.
- Uploading, downloading or creating a computer virus.
- Cyber bullying.

Students who are found to have violated acceptable internet practice will be subject to disciplinary action ranging from warning to suspension or expulsion

Personal Electronic Equipment

Radios, IPODS, MP3 Players, portable video games, CD players, laser pens and cellular phones are only allowed during certain times. Each program supervisor will determine these times. Children who need to talk to parents while in the program can ask the Supervisor to use the program cell phone. Students are strictly prohibited from taking pictures during program hours. The school and district assume no liability for lost or stolen items.

The electronic device will be taken and returned only to a parent/guardian/guardian if there are any problems reported to the supervisor. Behavioral issues which arise and are not covered above may be treated on an individual basis pending the seriousness of the incident and may be subject to disciplinary action ranging from warning to suspension or expulsion

BEHAVIOR MANAGEMENT/DISCHARGE POLICY

Old Bridge Township SACC operates under the premise that all children are entitled to a pleasant and harmonious environment. The SACC program is designed to be more relaxed and less structured than the school day. Positive behavior in children is encouraged through consistent expectations; realistic limits; predictable routines and procedures; activities that meet the needs, interests and the abilities of the children; and the support of the parents. Limits are set to ensure the safety of the whole group, to protect the rights of individual children, and to provide a positive atmosphere whereby children learn self-control and responsibility for their actions when acting alone or as part of the group.

Staff reinforcement of positive behavior is the preferred disciplinary technique. When negative behavior occurs a child may be redirected to another activity, asked to sit quietly for a short period of time, or asked to work out a solution with another child.

Old Bridge Township SACC program cannot serve children who display chronically disruptive behavior. Disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior such as: physical or emotional harm to other children, persistent bullying, verbal harassment of peers or staff, unauthorized departure from the grounds of the program, staff abuse, ignoring or disobeying the rules which guide behavior during SACC or behavior which requires constant attention from the staff. These examples of situations leading to termination are just examples, not exclusive causes. If a child cannot adjust to the SACC setting and behave appropriately, then the child may be discharged. **Suspension and discharge from the program are at the discretion of the Manager.**

Reasonable efforts will be made to assist children to adjust to the SACC setting. Staff members consider the interest of the children in their group and seek their suggestions in planning the activity calendar and developing rules for their site. Staff members confer with parents of children who have special needs to help the children participate successfully in the program.

In fairness to all children, disruptive behavior will be handled through the following process:

1. The misbehaving child will be given time to sit quietly and think about his/her actions. The staff will speak privately with the child to determine the problem and seek solutions.
2. If a second time-out is given to the child in a single day, the staff will write an incident report. This report will be given to the parent/guardian to read and sign. The report will be sent to the SACC office.
3. If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day of the third report. The length of the suspension is at the discretion of the Manager and or Coordinator. Parents/guardians will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn by the parents/guardians or discharged by the Manager.
4. If the child is reinstated in SACC and receives a fourth behavior-related incident report, the Manager may discharge the child immediately, including if necessary, notifying the parent/guardian or emergency contact to come and get the child.
5. If the severity of a problem is great enough to threaten the safety of the child or other children in SACC, discharge will be effective immediately after the Site Supervisor consults with the Manager who will notify the parent/guardian or emergency contact.

ABSENCE NOTIFICATION PROCEDURE

The SACC Site in which your child attends needs to be called if, **for any reason**, your child will not be attending After School on their scheduled day. *Notes to classroom teachers do not reach us.*

It is the responsibility of the parent to call the SACC Site by 2:00 PM if your child will be absent from After School.

For your convenience the SACC Site phone has voicemail for after hour messages. Please be sure to clearly state your child's name and the date of the absence.

Procedure when scheduled children do not report to afternoon SACC or EDCC

1. SACC Supervisor reports missing child to SACC Main Office
2. SACC Main Office staff attempts to notify parent.
3. Emergency contacts are called if parent cannot be reached.
4. If all contacts have been exhausted and child has not been located, the Old Bridge Township Police will be called.

INFORMATION CHANGE PROCEDURE

In order to ensure the safety and security of your child, please notify us by email if:

- change of home address or home phone number,
- change employment phone number,
- change of or new cell phone numbers, or
- change in names of adults permitted to pick up your child.
- change in child's days attending or program

EMERGENCY CONTACTS

Please be sure that your emergency contacts have been notified that you have listed them as emergency contacts and will be available at the number listed during SACC's operating hours. Be sure they understand that you have authorized them to act on your behalf and will be expected to do so if contacted. Emergency contacts may pick up your children under three circumstances:

1. You have notified the SACC Office that they will be picking up your child on a particular day
2. You have given expressed written permission that they may pick up at *any* time.
3. A staff member has contacted them for emergency pick up.

Please note: Failure to comply with the policies and procedures of the Old Bridge Township School Age Child Care program will be cause for dismissal.

TUITION FEES

Early dismissal – In-service Days

Early dismissal/ In-service days are included in the After School or Before & After School combination tuition **if it is your child's normally scheduled day**. If your child attends Before School only, you can enroll online in the Half Day Drop in program for \$16 each day during the school year. Please note there are enrollment deadlines for the Half Day Drop in program that can be found on our website.

Schedule Changes

In the event that there is a need for a change in the monthly enrollment schedule, please call the Old Bridge Township SACC Main Office for a Request to Change Schedule form. Requests received by the fifteenth of the month prior to the change will be considered. Credit is not extended nor can days be exchanged for SACC absences. Snow days will be made up as a regular day at the end of the year. No refunds will be credited when the District closes school early due to an emergency.

Late Pick Up

There is a \$15.00 charge, for late pick-up, for each quarter hour or part thereof after 6:00PM. Persistent abuse of the 6:00 PM. closing time will result in dismissal from the program. You are allowed 5 late pick-ups for the entire school year. After the 5th late pick up you will be dismissed from the program.

Withdrawal From Program

Parents wishing to withdraw their child from the program must provide a statement by email. Email us at afterschool@oldbridge.com .

Checks returned

Checks returned for insufficient funds will *not* be redeposited but must be replaced with cash or a money order within 10 business days. A returned check fee will be charged in the amount of \$20. Make money orders payable to Old Bridge Township. All money orders should include child's full name

For tax purposes, our Federal Identification number is 22-6002057.

TUITION RATES

Elementary School Monthly Tuition Fee Schedule

(Includes 181* School Days; Holidays NOT Included)

Before & After School Monthly Tuition	
Before School Hours: (7:00 - 9:00)	
After School Hours (3:00 - 6:00)	
Days per week	Fee due Monthly
5	\$ 290
4	\$ 260
1-3	\$ 240

Before School ONLY Monthly Tuition	
Before School Hours (7:00 - 9:00)	
Days per week	Fee due Monthly
5	\$ 180
4	\$ 170
1-3	\$ 160

After School Only Monthly Tuition	
After School Hours (3:00 - 6:00)	
Days per week	Fee due Monthly
5	\$ 230
4	\$ 210
1-3	\$ 200

Middle School Monthly Tuition Fee Schedule

(Includes 181* School Days; Holidays NOT Included)

After School Only Monthly Tuition	
After School Hours (3:00 - 6:00)	
Days per week	Fee due Monthly
5	\$ 250
4	\$ 2225
1-3	\$ 205

Half Day Drop In Program Tuition Fee

The drop-in program is only available when school has a scheduled half day. If you child is signed up for the After school program or Before & After combination program, you don't need to register for the Half Day Drop-In program as it is included in the tuition. If you child is only signed up for the Before School program and you would like to use the Half Day Drop in program you must register for the program at least 1 week prior to the scheduled half day.

The Half Day Drop in program is not available on November 22nd, December 22nd, March 29th, May 25th.

Drop In Program Fee	
Drop In Program Hours (1:00 - 6:00)	
Days per week	Fee due
1	\$ 16 per child

OLD BRIDGE TOWNSHIP ADDITIONAL FEES

DISCOUNTS:

- **SIBLING DISCOUNT** There are **NO** siblings discounts

ADDITIONAL FEES:

- **LATE TUITION PAYMENT** \$25.00 – for payments received after the 15th of month
- **RETURNED CHECK FEE** \$20.00 – check must be replaced with Money Order
- **LATE PICK-UP CHARGE** \$15.00 - per quarter hour or portion thereof for pick up after 6:00PM.

Site Telephone Numbers

For your convenience, we are providing the following telephone numbers, to use in case of an emergency, in order to contact your SACC Program Site Supervisor.

Parents : Please use this number to contact the Site if your child will be absent from After School, delayed picking up at the After School program, ort you are sending an emergency contact pick up your child that is not listed.

<u>School</u>	<u>Phone</u>
Carpenter	732-947-7185
Cheesequake	732-947-7193
Cooper	732-947-7192
Grissom	732-947-7183
Madison Park	732-947-7191
McDivitt	732-947-7188
Memorial	732-947-7187
Miller	732-947-7184
Salk	732-947-7194
Sandburg	732-947-7186
Schirra	732-947-7182
Shepard	732-947-7189
Voorhees	732-947-7195