

Brick **E**xtended **S**chool **T**ime



Before and After School Care Program

Parent Handbook
2009-2010

Dear Families,

It is with great pleasure that I welcome you to Brick Township Public Schools' Before and After School Care Program! Our goal for the **Brick Extended School Time (BEST) Program** is to provide a safe environment for your children while you are at work by engaging them in developmentally appropriate activities, all at an affordable cost to you.

The children will have a variety of activities to participate in including socialization time to unwind from the school day before starting homework assistance time, organized sports and games, arts and crafts, as well as other planned activities that are fun, challenging, and age-appropriate for all of the children.

Let me now take this opportunity to introduce myself. I have four years of experience working with school-age children in summer day camps and after school care programs. After graduating from The University of Connecticut with my degree in Human Development and Family Studies, I moved back to my home state of New Jersey and worked as the Program Director of 25 After School Care Programs in 6 separate school districts. It is with great enthusiasm that I now join the Brick Township Public School District as the Before and After School Care Coordinator.

This parent handbook covers our BEST Program policies and procedures for the 2009-2010 School Year. Please read it carefully and thoroughly. If you have any questions, please do not hesitate to contact our office at 732-785-3000 ext. 1071.

I look forward to working with you and your children to help make this Before and After School Care Program the best it can be for the children of the Brick Township Public Schools.

Sincerely,

Ellen Tyndell
Before and After School Care Coordinator

Brick Extended School Time (BEST) Information

Telephone Listing:

District Main Number 732-785-3000
BEST Program Office 732-785-3000 ext. 1071

E-mail

Ellen Tyndell	Program Coordinator	etyndell@brickschools.org
Rachel James	Program Secretary	rjames@brickschools.org

District Website: www.brickschools.org

BEST Program Office Address

Brick Township Public Schools
BEST Program
107 Hendrickson Avenue
Brick, NJ 08724

Table of Contents

Program Description	4
Staff	4
General Program Rules	4
Program Enrollment	4
BEST Program Operating Hours and Locations	4
Operating Dates	5
Attendance Policies and Procedures	5
Sign In and Sign Out Policy	6
Late Pick-Up Policy	6
Changes in Days Attending, Personal Information, Emergency Contact Information	6
Personal Items	6
Inclusion of Students with Disabilities	7
Discipline and Suspension/Expulsion Policy	7
Homework	7
Safety	7
Illness	8
First Aid/Emergency Procedures	8
Medication	8
Program Cancellation Procedures	9
Emergency School Closing	9
Payment Information	9
Methods of Payment	
Credits and Refunds	
Returned Checks	
Program Withdrawal/Termination	10
BEST Program Family Feedback	10

Program Description

The BEST Program is designed to create an engaging environment for children of the Brick Township School District. Planned activities are challenging and age appropriate for each child and reflect the interests expressed by the children in each program. The Before and After School Care Programs are held at the home school in the all purpose room, classrooms, gymnasiums, and outdoor areas. Children experience homework assistance, arts and crafts, and daily recreation activities.

Before School Care

Beginning at 6:30 AM, the students in the morning program will have the opportunity to participate in group games, light physical activity, and various hands on activities. Additionally, a designated table will be available for those students who bring their own breakfast to eat at the morning program.

After School Care

The After School Program will begin upon school dismissal and will end at 6:00 PM. As the children arrive they will check-in with their Site Supervisor immediately for attendance. No buses will leave school property until all After School Care children are accounted for.

The schedule followed at each program varies from site to site, and day to day, but includes the same components as all other BEST Programs everyday. The children will have the opportunity to have a light snack and time to unwind from the school day before beginning their homework, participating in physical activity, engaging in hands on activities, and arts and crafts.

Staff

All BEST Program staff are subject to both a criminal background check and child abuse check. All employees must also participate in staff orientation which will cover topics such as Child Growth and Development, Positive Discipline Techniques, Health and Safety Procedures, and Child Abuse Prevention. At least 2 staff at each school will be training in First Aid and CPR/AED through the American Red Cross.

General Program Rules

All district policies and rules that are in place during the school day at your child's school extend into the Before and After School Care Program.

Program Enrollment

Each child must have a completed application, \$25 registration fee, and first week's fees turned into the Before and After School Care office before the first day the child starts at the program.

A note should be sent to your child's classroom teacher advising them of the days your child will be attending the after school care program.

BEST Program Operating Hours and Locations

Before School Care – 6:30 AM – the start of school
After School Care – school dismissal – 6:00 PM

Operating Dates

Please refer to the district calendar. On scheduled early dismissal days the BEST Program will be open from the time school dismisses until 6:00 PM at no additional charge.

Attendance Policies and Procedures

Before School

The before school care program begins at 6:30 AM and ends at the time school begins. For the safety of our children they must be accompanied into the building for the morning program and signed in by a parent/guardian or other adult that is 18 years of age or old who is on the child's emergency contact or release list. Under no circumstances is a child to enter the building alone or be left unattended inside or outside of the school building prior to the start of program. Failure to follow this procedure may result in termination of enrollment in the program. There are no credits or adjustments for time not used in the program.

A note is required for your child to leave the before school care program to participate in an extra-curricular activity. Please specify the dates and times your children will be leaving and returning to the program.

After School

Children in the after school care program will come directly to the BEST Program at the end of the school day. A schedule will be provided to each classroom teacher informing them of the days each child in the program are to attend after school care. Attendance is taken by the site supervisor at program before any activities begin and also before the buses leave school property.

It is the family's responsibility to notify the BEST Program office if their child will be absent from after school care. Please contact the BEST Program office (not the school's main office) by 11:00 AM and send a note to your child's classroom teacher any day you child will not be attending after school care. Repeated failure to comply with this policy can result in suspension or termination in the program.

If your child does not arrive to the after school care program and we have not been contacted regarding his/her absence for the day, our staff will check with the main office. If the office does not have record of your child leaving school early, we will make every effort to contact you using the phone numbers you provided on your registration form to verify the whereabouts of your child.

Once the program has begun and after attendance has been taken, your child may not leave our program without being signed out by an approved pick-up person that you provide. A note is required for your child to leave the after school program to participate in an extra-curricular activity. Please specify the dates and times your children will be leaving and returning to the program.

It is required that each child must be signed in and out of the program by an adult that is 18 years of age or older each day. Only the custodial parent(s) or legal guardian(s) can authorize our after care staff to release a child to another individual. For the safety of your child, any individual picking up your child will be required to show identification.

Sign-In and Sign-Out Policy

Each child may be released ONLY to the child's parent(s) or individuals on the authorized pick-up list. All individuals must be prepared to show identification at all times for the safety of our children. CHILDREN WILL NOT BE RELEASED TO ANYONE UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL.

If a non-custodial parent has been denied access, or granted limited access to a child by court order, the BEST Program must be provided documentation of the court order for our records in order for us to comply with the terms of the court order.

Late Pick-Up Policy

If you anticipate being late picking up your child, please call your child's program site cell phone number to inform the staff. If you do not call the program site cell phone before 6:00 PM, we will try to contact you first. If we cannot reach you, emergency contacts will be called next. Your child will not be released to anyone who does not appear on the authorized pick up list on your application. There will be a \$15 charge per 15 minute interval (i.e; 6:01 – 6:15 PM will incur a late fee of \$15.00; 6:16 – 6:30 PM will be a \$30.00 late fee). Participation in the BEST Program is contingent on payment of these fees. Participation in the program may be denied after four late pick-ups or if late pick-up fees are not paid within ten days.

If you or someone on your authorized release list fails to pick-up your child by 7:00 PM the Brick Township Police Department will be contacted.

Changes in Days Attending, Personal Information, Emergency Contact Information

Substituting one day for another within the same week is permitted provided that the Site Supervisor, the BEST Program office, and your child's school office and teacher are all notified in writing. You cannot substitute a non-school day for another day or reschedule a day for a scheduled half day.

You will be able to change the number of days and specific days of enrollment each week. Your child's schedule for the following week will be due on the Monday of the week before along with your payment.

Please notify the BEST office, in writing to Rachel James, Secretary for the BEST Program, at rjames@brickschools.org of any changes to your child's schedule, address, phone numbers, or emergency contacts.

Personal Items

The BEST Program discourages bringing toys and electronics (handheld video games, mp3 players, cell phones, etc.) from home. The use of electronic devices is permitted at program during designated times only. Cell phones must be kept on silent and in the child's book bag. Please keep in mind, the BEST Program staff is not responsible for lost or stolen toys and other personal items brought from home.

The use of headphones inhibits children from being able to hear our staff; therefore, headphones are NOT permitted at the program.

Inclusion of Students with Disabilities

The BEST Program is open to inclusion of and reasonable accommodations for students with disabilities to participate in our program along side of their peers. Even though the BEST Program keeps a lower staff to student ratio than is required by the state, we are unable to provide individual companions. Students with disabilities will be expected to comply with all rules and regulations of the program, including health and safety standards. If a child's actions endanger the health and safety of his or her self, another child in the program, or staff members they may be withdrawn from the program.

Discipline and Suspension/Expulsion Policy

All BEST Program staff will receive training in the use of positive methods of discipline. Under no circumstances will our staff use any form of hitting, corporal punishment, abusive language, ridicule, humiliating or frightening treatment to the children in our programs. Our goal is to help each child develop self-control and build self-esteem while learning independence and respect for themselves and others.

Unfortunately, there are some reasons we have to suspend or expel a child from our program. We will do everything possible to work with the family of the child(ren) in order to prevent the need for this policy to be enforced.

1. Warning – 1st offense
2. Time Out & Parent Notification by Site Supervisor – 2nd offense
3. Written Conduct Reports – 3rd and 4th offense
4. Program Coordinator/Parent Conference – 5th offense

In cases of excessively harmful or aggressive behavior or language, a parent may be called to pick up a child if the student's behavior cannot be controlled or the child is harmful to themselves or anyone else. Aggressive or abusive behavior by a child and/or parent towards a staff member or another participant will be grounds for immediate suspension.

Homework

An hour each day is allotted during After School Care for homework. We cannot force a child to do his or her homework, or search his or her book bag for their homework, but at the parents' request, our staff will encourage a child to complete their assignments. Parents should share their expectations on homework completion with their child. If a parent does not wish for their child to do their homework at program, their Site Supervisor should be notified in writing and the child will be asked to play quietly in order to allow the other students to concentrate on their homework.

All children participating in homework time at After School Care should bring all homework papers, books, pencils, and anything else they need to complete their homework to program. If a child forgets anything they need, they will NOT be permitted to return to their classroom to retrieve it.

Safety

The BEST Program provides a safe place for students of the Brick Township Public Schools before and after school. Students are expected to follow all school rules and program safety rules. Violation of these rules may result in your child not being allowed to participate in the BEST Program.

Illness

If your child shows signs of illness while at our program he/she will be isolated from the rest of the children and you will be contacted by the Site Supervisor. If the Site Supervisor cannot reach you, he/she will then begin to call individuals on your emergency contact list.

Children may not be sent to the BEST program at the end of the school day from the nurse's office if they are ill.

First Aid/Emergency Procedures

In the event of an accident or injury to a child in our program, which does not require professional medical attention, our staff members who are training in First Aid will administer the appropriate care, and notify the parents when they come to sign them out for the day. In the event of an accident or injury which requires professional care, we will simultaneously contact the parent and call 911. All of our Site Supervisors hold current First Aid, CPR, and AED certifications.

For mild bumps and scrapes parents will be verbally notified by our program staff. An Incident Report will be filed for all injuries.

Parents are responsible for all costs in the provision of emergency medical treatment of their child. It is recommended that you purchase the Voluntary Insurance available through the school district if you do not have insurance. Literature on the accident insurance and applications are available at the main office of your child's school.

Medication

As per policy number 5141.21, no medication will be administered to pupils in school except by the school nurse or the pupil's parents or legal guardian. The school nurse is not available during the hours of the BEST program.

If written orders for use of an epi-pen are provided, the orders must say the pupil requires administration of epinephrine for anaphylaxis. District policy states that the school nurse shall have primary responsibility for the administration of the epi-pen however the school nurse may designate another properly trained employee of the district to administer the epi-pen when the school nurse is not physically present at the scene. The designee must be CPR certified. Therefore, parents of the BEST Program must give written consent that their child's Site Supervisor is designated to administer an epi-pen in an emergency situation if applicable.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A 18A:40-12.3. A student is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the District's Policy

Program Cancellation Procedures

In the event that the Brick Township School District is closed, the BEST Program is cancelled. Notification of school closings are made through the automated phone message system and the district website; www.brickschools.org.

Emergency School Closings

- **Full Day Closings:** The BEST Program does not open.
- **Delayed Openings:** Before School Care is cancelled.
- **Mid-day Closings:** All parents of children in the BEST Program will be notified by the Brick Township Public Schools automated phone message that After Care is cancelled for the day.
- **Evacuation Procedures:** In the event of an evacuation where the children are not permitted back into the building, parents will be notified by the BEST Program's office if the location of the program changes.

In the event of any weather related concerns, parents can call the district's main telephone number at 732-785-3000 or the BEST Program office at 732-785-3000 ext. 1071.

There will be no credits or adjustments for time not used in the BEST Program due to school closing or delayed openings.

Payment Information

All payments should be made payable to **Brick Township Public Schools – BEST Program** and will be accepted in person or dropped in the BEST Program Box at each elementary school. Payment will be due on **Monday of the week prior**. For example, payments for the week of September 21-25 are due Monday, September 14th. On Mondays that school is closed, payments will be due on Tuesday.

In Person

Payments will be accepted at the BEST office at 107 Hendrickson Ave in cash or by check.

At School

Checks and money order payments can be placed in the BEST Program box located at the entrance of each elementary school. **Cash should not be left in the box.**

PLEASE REMEMBER TO:

- Put your child's full name on the check
- Indicate that payment is for the BEST Program on the check

Payment Credits and Refunds

Credits will only be given toward the last week's fees for illness lasting 5 consecutive days or more and that is documented by a doctor's note. There will be no credits given for vacations.

Refunds for weekly fees will only be considered in the event of extenuating circumstances which must be submitted in writing for approval.

Returned Checks

A fee of \$25.00 will be charged for any checks that are returned by the bank. Returned check fees are not subject to discounts. After we have received a returned check, all payments must be made via money order or cash directly to the BEST Program office or dropped in the BEST Program box at your child's school.

Delinquent Accounts

A fee of \$25.00 will be applied to your child's account if balances are delinquent for 2 or more weeks.

Program Withdrawal/Termination

Withdrawal from the BEST Program requires one week written notice to Rachel James at rjames@brickschools.org. There will be no credits or adjustments for time not used in the BEST Program.

As per BEST Program policy, services may be terminated for reason of delinquent accounts, student discipline problems, and repeated late pick-up of children. Written and verbal notice of termination from the before and after school care program will be delivered to the parent. When a child is terminated from the program, DO NOT send him/her back to the BEST Program after that date. The child will NOT be admitted to the program.

BEST Program Family Feedback

Feedback for our families is very important to us. Twice a year we will send out family evaluations of the BEST Program. Input from our families is not limited to those times. Please feel free to communicate any suggestions to the Site Supervisor at your child's school, call the BEST Program office at 732-785-3000 ext. 1071, or e-mail the Program Coordinator at etyndell@brickschools.org.