

# **South Brunswick Community Education School Age Care Programs**

## **Family Handbook**

**Before School and After School (K-5)**



**September 2016 - June 2017**

**The Mission of the Before and After School 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.**

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**South Brunswick Community Education Office  
P.O. Box 701  
Monmouth Junction, NJ 08852**

Our offices are located on the first floor of the Board of Education building at 231 Blackhorse Lane. Office hours are 8:30 AM – 4:30 PM. For your convenience our drop-box is located outside the front entrance of the building.

**Before & After School Office Staff**

<b>Neel Desai, Director of Community Education</b>	<b>732-297-7800 x5167</b>
<b>Sheila Barry, School Age Care Manager</b>	<b>732-297-7800 x3197</b>
<b>Kelli Williams, Asst. Mgr. For Children’s Programs</b>	<b>732-297-7800 x3198</b>
<b>Sylvia Jenkins, Before/After School Secretary</b>	<b>732-297-7800 x3196*</b>
<b>Deana Myers, Secretary for Holiday Camp</b>	<b>732-297-7800 x3159</b>
<b>Maria Chavkin, Office Manager, Tuition Assistance</b>	<b>732-297-7800 x3175</b>
<b>Barbara Luddecke, Office Manager, Personnel</b>	<b>732-297-7800 x3176</b>

**\*Please note that extension 3196 is now the attendance line where you should leave any messages about your child’s absence from the program; to contact Sylvia Jenkins on any other matter, press 1.**

**SOUTH BRUNSWICK STATEMENT OF AFFIRMATIVE ACTION AND NON-DISCRIMINATION**

The Board of Education affirms its responsibilities to ensure all employees equal employment opportunity and all students in South Brunswick equal opportunity, regardless of age, race, creed, religion, handicap, sex, ancestry, national origin, or social and economic status. Complaints of discrimination/denial of equal opportunity should be directed to Kim Maloy-White x5107, the affirmative action officer, at the Board of Education Office 732-297-7800.

1. I am enrolling my child/children in the Before/After School Program. Payment of the \$50 registration fee and first month's tuition, which are both non-refundable, is due at time of enrollment.
2. I am entering into an agreement that is divided into equal payments for the school year. If I withdraw my child(ren) before the end of the school year, I will automatically be charged an Early Termination Fee of \$75 per family. If I choose to re-enter the program after terminating this agreement, I understand that I must pay all outstanding fees.
3. If I need to withdraw my child(ren), I will email or call Community Education by the 15th of the previous month, for withdrawal effective on the 1st of the next month. Ex: Notify Community Education by November 15, and withdrawal is effective on December 1.
4. I am responsible for monthly payments to be paid by the 25th of each preceding month. Payments received after the 10 day grace period will be assessed a \$25 late fee.
5. Payments in arrears two months or more will result in dismissal from the program. Additionally, all payments must be current by May 5th, or student will be dismissed immediately. Likewise, June's tuition and any other fees must be received by June 5th or student will be dismissed immediately, and registrations for any other Community Education programs will be placed on hold until payments are brought current.
6. In the event of illness, vacation, or other absences such as scouts and other after school activities, the After School Program staff must be notified in writing. Additionally, if my child attends a school for children with special needs, I will inform the Community Ed. office on a daily basis of changes in child's attendance for any reason including differences in school calendars. Regardless of other activities, illness, or differences in school calendars, I am responsible for my child's full tuition payment.
7. A finder's fee of \$25 will be charged if I fail to notify the school and the Community Education Office about my child not attending the After School Program and a search has to be undertaken. This fine is payable upon receipt of bill.
8. The fee for pick-up after 6:00 PM is \$15 for each 15 minutes or portion thereof. In addition to this fee, the second time I am late, I will be fined \$10; the third time \$20. These fines are billed directly to me and are payable upon receipt. Any further lateness will result in dismissal from the program.
9. If I am enrolled for half sessions in either the AM or PM, I may not sign in my child earlier than 8:00 AM or pick up later than 5:00 PM. The same fees and fines listed in Item 8 will apply to early drop off or late pick up.
10. There is a \$40 processing fee for returned checks. If this occurs a second time, all future payments must be made only in cash or by money order.
11. I will notify the Comm. Ed. Office of any phone number or address changes for myself and/or my emergency contacts.
12. I understand that there will be no program on days that South Brunswick Township Public Schools are closed due to bad weather. For specific instructions for "Emergency Closings/Delayed Openings," refer to parent handbook.
13. The staff will assume full responsibility for my child from the time he/she arrives at the program until dismissal time. In the AM, a parent/authorized person must come in to sign in their children. In the AM, children will be sent to their regular classroom teacher. In the PM, each child will be checked in upon arrival. The child must be signed out by a parent/authorized person over 13 years of age no later than 6:00 PM.
14. I give my permission for my child to participate in walks and field trips. Specific details will be provided.

I agree to adhere to the South Brunswick Before and After School Childcare Programs enrollment agreement and procedures listed in the parent handbook and give my child permission to participate fully in these programs. I understand that my failure to abide by any part of this agreement may result in removal from the program. **(This agreement was electronically agreed to online when you enrolled your child.)**

2016-2016 Before/After School Calendar

	<b>SEPTEMBER</b>			<b>FEBRUARY</b>
<b>1</b>	Family Orientation, K-8		<b>17</b>	Schools Closed, Staff Development
<b>5</b>	Schools Closed, Labor Day			<b>HOLIDAY CAMP</b>
<b>6</b>	BAS Programs start		<b>20</b>	Schools Closed, Presidents' Day
<b>12</b>	Schools Closed, <b>HOLIDAY CAMP</b>			<b>NO HOLIDAY CAMP</b>
			<b>28</b>	Camp Fair
	<b>OCTOBER</b>			<b>MARCH</b>
<b>3-4</b>	Schools Closed, <b>HOLIDAY CAMP</b>		<b>7-10</b>	Early Release, Parent conferences
<b>12</b>	Schools Closed, <b>HOLIDAY CAMP</b>		<b>21</b>	Early Release, Staff Development
<b>19</b>	Schools Closed, <b>HOLIDAY CAMP</b>			
	<b>NOVEMBER</b>			<b>April</b>
<b>7-9</b>	Early Release, Parent Conferences		<b>10-13</b>	Schools Closed, Spring Recess
<b>10-11</b>	Schools Closed, <b>HOLIDAY CAMP</b>			<b>HOLIDAY CAMP</b>
<b>14</b>	Early Release, Parent Conferences		<b>14</b>	Schools Closed, <b>NO HOLIDAY CAMP</b>
<b>23</b>	Early Release, Thanksgiving Eve		<b>17</b>	Schools Closed or Inclement Weather Makeup
<b>24-25</b>	Schools Closed, Thanksgiving			
	<b>NO HOLIDAY CAMP</b>			
	<b>DECEMBER</b>			<b>MAY</b>
<b>6</b>	Early Release, Staff Development		<b>24</b>	Early Release, Staff Development
<b>23</b>	Early Release		<b>26</b>	Schools Closed or Inclement Weather Makeup
<b>26&amp;30</b>	Schools Closed, Winter Break		<b>29</b>	Schools Closed, <b>NO HOLIDAY CAMP</b>
	<b>NO HOLIDAY CAMP</b>		<b>30</b>	Schools Closed or Inclement Weather Makeup
<b>27-29</b>	Schools Closed, Winter Break			
	<b>HOLIDAY CAMP</b>			
	<b>JANUARY</b>			<b>JUNE</b>
<b>2</b>	Schools Closed, Winter Break		<b>8</b>	Early Release, School Planning
	<b>NO HOLIDAY CAMP</b>		<b>21</b>	Early Release, SBHS Graduation
<b>16</b>	Schools Closed, MLK Day		<b>22</b>	Early Release, Last day for students
	<b>NO HOLIDAY CAMP</b>			
<b>25</b>	Early Release, Staff Development			

## ELIGIBILITY

We serve all children in grades K-8, from ages 5-13, as of October 31, 2016, in the South Brunswick Public schools. We provide an inclusive environment and make every effort to accommodate special needs students. If a support staff is required for your child, we will advertise the position once we have received registration paperwork. Your child will be enrolled in the program when that position is filled.

## ENROLLMENT

South Brunswick Community Education uses Community Pass as its online registration and payment system. A temporary username and a password was sent to all district families. If you are in need of your temporary username and password, e-mail your name, child's name, and school to [program.registration@sbparents.org](mailto:program.registration@sbparents.org).

Families may enroll for five days a week or a partial week of two, three or four days, provided the days remain the same throughout the year. To start on September 3rd, complete all enrollment information online by **August 15**. After August 15<sup>th</sup>, all children will be placed on a waiting list. You will be notified of acceptance into the program as staff/space becomes available. If you plan to register your child to begin after the first day of school, you will automatically be placed on a wait list.

When starting later in the year, all enrollment information must be completed, agreement signed and initial tuition paid **at least 3 days** before starting the program.

Children are enrolled for the entire school year (10 months) or the remaining part of the year if the child enters after September. This contract is divided into 10 equal monthly payments for the year. If you withdraw your child(ren) before the end of the contract period, you will automatically be charged an **early termination fee of \$75 per student**. If your schedule changes during the year, please contact Sylvia Jenkins at 732-297-7800 x3196, press 1, by emailing or calling her by the 15<sup>th</sup> of the previous month, for withdrawal effective on the 1<sup>st</sup> of the next month. Ex: notify Sylvia Jenkins in Community Education, by November 15, and withdrawal is effective on December 1.

## COMMUNICATION

Due to the large number of families served in our programs, communication between families and the Community Education office will be done primarily via e-mail, using the address listed on your Community Pass account. It is imperative that you check your e-mail for correspondence daily, and add [info@communitypass.net](mailto:info@communitypass.net) and "program.registration@sbparents.org" to your address list in order to avoid important and timely information being sent to spam or junk mail folders.

## TUITION PAYMENTS

**DUE: 25<sup>th</sup> of the preceding month**

**LATE: 10 days after the 25th**

A courtesy e-mail reminder will be sent out each month. Tuition is based on the number of hours and days enrolled. **The yearly total is divided into 10 equal monthly payments.** Tuition is paid every month through June and is due by the 25<sup>th</sup> of the preceding month (for example, December's tuition is due on November 25<sup>th</sup>).

Remember to notify the After School Program staff in writing in the event of extended illness, vacation or other absences from the program; however, note that you are still responsible for the full monthly tuition. Families who withdraw prior to the end of the school year are charged a

**\$75 early termination fee per student.** There will be a past due charge of \$25 for payments not received after the 10 day grace period. This fee will be assessed on the next month's tuition bill. If tuition is two months in arrears, the child may be removed from the program. Contact Maria Chavkin x3175 for tuition assistance information (see page 16).

Payments are made online through Community Pass using a Visa/Mastercard credit or debit card. Payments by check should be mailed to PO Box 701 Monmouth Junction NJ 08852 or dropped in our secure drop box outside of 231 Black Horse Lane. We CANNOT accept post-dated checks. Cash payments need to be made in person at Community Education at 231 Black Horse Lane.

### **CHECKS RETURNED FOR INSUFFICIENT FUNDS**

When a check is returned to us for insufficient funds, the family will incur a \$40 fine. The check must be replaced with the additional \$40 fee, or payment for both can be made online through Community Pass. If a family experiences a returned check a second time, they will no longer be permitted to pay for any Community Education program with a check. All payments will then need to be made online or with cash in our office.

### **RECEIPTS AND FLEXIBLE SPENDING ACCOUNTS**

Receipts for childcare will be available on Community Pass. If you require a signature for an FSA, send a self-addressed, stamped envelope to Sylvia Jenkins. We will not FAX or e-mail receipts.

### **ARRIVAL & DEPARTURE**

There is a buzzer system in place at the entry to our programs. Please state your name and the name of the student you are picking up or dropping off.

**Sign In/Out:** Parents/Guardians **MUST** sign children in and out on the attendance form, include sign out time.

**AM Arrival:** Each child must be brought into the program site by the parent/guardian who will sign the child in on the attendance form no earlier than 7AM, include sign in time. This might appear to be an inconvenience when you are in a hurry to get to work in the morning – but it is a legal requirement. It also enables you to receive important information and is your only way of knowing that your child will arrive at the program. Failure to follow this procedure may result in removal of your child from the program.

**PM Departure:** ALL children must be picked up by 6 PM. A parent must come in and sign out on the attendance form, include sign out time. No child can be released to someone under 14 years of age. Additionally, no student can be released to someone suspected of being under the influence of drugs or alcohol.

**Pick-up Authorization:** Your enrollment forms provide space to list those people authorized to pick up your child after school. Your child will be released to no other person unless you have sent a note to the program authorizing that person to pick up your child. For emergency authorization, please call the BAS office. They will confirm your call and instruct the staff accordingly. The authorized pick up person will be required to show identification

**Cell phones** - As a courtesy to our staff and other parents, we ask that you refrain from speaking on your cell phone while dropping off or picking up your child.

**Change of plans?** If your child is absent from school during the regular school day, you do not need to notify the program unless your child attends a special needs school. The staff at each school will check the daily absentee lists to note which children are absent from school.

**HOWEVER**, if your child **attends school during** the day but **will not** be attending the After School program on a regularly scheduled day, **CALL** the attendance line 732-297-7800 x3196 before 11 AM. Please spell your child's name, include their school, grade and how they will get home. **Also send a note with your child to his/her classroom teacher**, indicating that your child is to go home on the school bus or has other plans. If we do not have a note and cannot trace the child, the police will be called to investigate. **A Finder's Fee of \$25 will be charged if you have failed to notify us and we initiate a search.** If we are unsure about your child's departure arrangements, we will keep the child in the program. We will not rely on your child to tell us- we need confirmation from the parent/guardian.

**Are you going to be late?** If you find that you will not be able to get the school by 5 PM or 6 PM, call the person designated for emergency pick-up giving them ample time to arrive at the after school site by 6 PM. Call the site and inform them of the change. If no one arrives by 6 PM, After School staff will call the emergency pick-up person to come get your child. Late pick-ups put an unfair burden on the staff who have other obligations. If your child is registered at half time and you arrive after 5 PM, you will automatically be charged a late pick-up fee and fine. Abuse of this policy will result in the child's removal from the program.

**Late Pick-Up Charges** - There is a fee of \$15 for each 15 minutes or part thereof that you are late. There is also a \$10 fine for second lateness and \$20 fine for third lateness. After the third time, your child will be dropped from the program. Fees/fines will be charged to your Community Pass account.

## **PROGRAM**

Our Before and After School (BAS) program provides the opportunity for children to choose from a variety of active and quiet recreational and enrichment activities. Children are encouraged to make their own choices, be creative and pursue individual interests. They assume responsibility for their own behavior, respect the rights of others and keep their environment clean and happy. Programs provide families with a monthly calendar that outlines available choices related to a theme. In the **morning program**, children are not grouped by ages but instead children will choose interest areas. In the **afternoon**, children are grouped according to grades and given a healthy snack. Thirty minutes of outdoor play is encouraged on a daily basis, weather permitting. The children may be involved with computers, crafts, creative arts, physical fitness, nature studies, etc. as well as table games, puzzles and sports. The after school program combines enrichment, community service and homework time within a recreational environment.

Time is set aside each afternoon for **homework**. We offer a quiet place for homework to be completed. **Please note that we cannot guarantee that homework will be completed during the scheduled homework time. Also, we do not offer homework tutoring. If your child requires assistance in completing his/her homework because it is too challenging, please contact your child's classroom teacher.**

**Morning Hours** – from 7 AM until school begins. If your child attends a school that starts at 9:05, you may select the half session at our K-5 schools and sign your child in any time after 8:00 AM. If you sign in before 8AM, you will be charged an early drop-off fee.



**Afternoon Hours** – close of school until 6 PM including regular early closing days. If you use the half session, you must pick your child up by 5 PM or be charged late fees/fines. Your child **may not attend** the after school program if she/he was absent from school.

### **AFTER SCHOOL SNACKS**

Working with Chartwells Dining Service, the program provides a daily after school snack. The monthly menu is sent with the program calendar.

Due to the growing number of students who have been diagnosed with peanut allergies, which can be fatal to some, Chartwells School Dining Services no longer serves items that are peanut-based or use foods prepared with peanut-based products in any of our cafeterias. While this change does not impact “packed” lunches or snacks, we ask that you be mindful of the existence of food allergies among children and discourage sharing of snacks.

We are also unable to serve snacks in our daily programming in which the first ingredient is sugar.

### **EARLY RELEASE DAYS**

The school district schedules early release days for parent-teacher conferences and school planning. **If your child is registered on the day of the week that is an early release day, we take care of him/her from the close of school until the usual pick-up time.** Our program starts when the children are dismissed. **Unfortunately, we cannot accept schedule changes on these days and we do not offer drop in on early release days.**

### **UP-TO-DATE ADDRESS & HOME/WORKPLACE PHONE NUMBERS**

Please be sure to inform Sylvia Jenkins if your home, work, cell, or emergency contact phone numbers change. She will inform the sites. Please keep your emergency numbers up to date. **The emergency contact number and address must be local, within 10 miles of the school.** We ask that you provide us with an **alternate work number** where someone will answer the phone and contact you in an emergency.

### **EMERGENCY CLOSING**

We operate any day that school is open beginning September 3<sup>rd</sup> until the last day of school. If schools are closed because of snow/ice, the program does not operate. If the school day has begun and a school closing is called due to weather conditions, parents/guardians are encouraged to pick up as **early as possible. However, the program will remain open until all children have been picked up.** Please be mindful of the fact that our own staff are placed in dangerous driving conditions as well. Emergency closings will be broadcast on the district website, and on the district auto-dialer system.

**In an emergency After School closing, we will use the district’s auto-dialer system. The numbers used are those you provide to your school. We do not have a separate system. If you have not provided cell or work numbers to the auto-dialer system, then you will only receive a phone call at your home phone.**

**An emergency email notification keeps subscribers informed of emergency closings or delayed openings or other instances where parents may be required to take action (school evacuation due to power outage, etc.). Signing up is simple, visit [www.sbschools.org](http://www.sbschools.org) for instructions.**

### **DELAYED OPENINGS**

If the school district has a delayed opening, **our programs begin at 8:30 AM.** There will be no staff prior to 8:30 AM. As usual, please walk your children into the program and sign them in. If you are

unsure of the status of Before School, please use the same procedures as mentioned for emergency closing information.

## **TIER II DISMISSAL**

During times of high alert the school may experience a larger than usual number of parents coming to pick up children for early dismissal. In the event of such an emergency, we have put plans in place for an orderly, organized dismissal called a Tier II. (Tier I is regular dismissal.) Note: The building is not in danger; this is a plan to control parent traffic. Please follow posted directions for the safety and well being of all children.

## **PERIODIC DROP-IN**

Families who have current enrollment information on file may use the program occasionally, on a drop-in basis. **There is no guarantee that the drop-in space will be available.** You must first contact Sylvia Jenkins at 732-297-7800 x3196, press 1, to see if there is space. Please call her at least 24 hours before the date you wish to use the program. The drop-in fee is \$20 for the Before School Program, \$30 for the regular After School Program and \$40 for early release days. **Unfortunately due to staffing and other constraints, we may not be able to accommodate all drop-in requests.**

## **STAFF**

The **School Age Care Manager** oversees the entire program. She is most focused on after school programs, site staff and the curriculum. The **Assistant Manager for Children's Programs** oversees the morning program and curriculum materials. Our **site staff** are paraprofessionals who offer your child a wealth of experience. We have teachers, district personnel, college students, community members and high school interns. At all sites, there is a Site Coordinator or Program Leader. Our staff attend regular training given South Brunswick School District as the New Jersey School Age Child Care Conference and workshops given by other agencies. We staff at a 1:15 ratio.

## **FAMILY ORIENTATION**

Family Orientation will be held on September 1<sup>st</sup>. An email will be sent prior to September 1<sup>st</sup> with specific times and locations. Staff from each site are introduced to parents and children. Policies and procedures are reviewed with parents/guardians. To arrange for an orientation during the year, contact your Site Coordinator or Sheila Barry at 732-297-7800 x3197.

We encourage parents who are unfamiliar with our programs to schedule an appointment to observe before enrolling.

## **ILLNESS – EMERGENCY**

In the event that a parent/guardian is notified by the school nurse during the school day to pick up a child because s/he is ill, the child will not be admitted to the after school program. Please be advised that if a child attending the program develops a fever, has diarrhea, is vomiting or has broken out in a rash, the parent will be contacted to pick up the child from the program.

In the event that a child becomes ill during BAS, the staff will notify the parents and request that the child is picked up as soon as possible. This is to ensure the health and safety of all of the children. If the parent cannot be reached, the staff will contact the emergency contact person listed on the registration form. In the case of extreme medical emergency, the local rescue squad will be contacted. BE SURE that your medical records and phone numbers are up-to-date, as inaccurate numbers can delay treatment for your child. Emergency contact numbers should be local contacts who live in or around South Brunswick. Contact Sylvia Jenkins at (732) 297-7800 x 3196 or [Sylvia.jenkins@sbschools.org](mailto:Sylvia.jenkins@sbschools.org) to make changes to information.

## MEDICATIONS

**NO prescription or non-prescription medication can be given by our staff during the program. Any required medications must be administered by the school nurse during the school day. Any medications for life threatening emergencies, such as, nebulizers, inhalers, epi pens, etc, will be administered under the direction of one of the Community Education nurses.**

**The parent must provide the medication in its original container, with the doctor's prescription to the after school nurse. Please advise the School Age Care Manager if your child requires medication for a life threatening condition.**

## PERSONAL PROPERTY

Our staff is not responsible for the loss of personal property, so please **DO NOT** bring these items to the Before/ After School Program:

- ◆ Jewelry
- ◆ Toys
- ◆ Trading Cards
- ◆ Collectibles (Pokemon, etd)
- ◆ Electronics (Nintendo DS, PSP)
- ◆ Cell phones, Tablets
- ◆ Radios, CD or MP3 Players, iPod

## CODE OF CONDUCT

We follow the district's code of student conduct in order to facilitate a consistent and unified understanding of behavioral expectations. We try to create an environment in which children are encouraged to develop an appreciation of their own rights and the rights of others, along with assuming the responsibilities that go with those rights. **We do not tolerate any racial slurs or physical or verbal abuse of other children or staff.**

All South Brunswick Schools embrace the following core values, CARES, in an effort to build positive school citizens in our learning community. This is supported through our district's Character Education Program.

- C Cooperation
- A Assertion
- R Responsibility
- E Empathy
- S Self-control

At the beginning of the year, children discuss with each other and the staff the rules and procedures that foster a positive environment. Each group establishes and posts its own rules. Children's involvement in setting the rules helps them be more responsible and respectful of others.

## LOGICAL CONSEQUENCES

The assignment of logical consequences is a school-wide practice to assist children in developing self-discipline. Sometimes children break rules. Logical consequences help students fix their mistakes and learn from them.

Logical consequences help staff respond to misbehavior, in an age appropriate way, that allows children to fix and learn from their mistakes while preserving their dignity.

There are different types of logical consequences:

You break it, you fix it  
Time-out  
Loss of privilege

On occasion, when offenses are repeated or when a student is not learning from logical consequences, additional remediation is necessary. This may include a parent-staff conference or suspension or referral to a counselor.

## RESPECT

The BAS environment is one of mutual respect among staff, children and families. If there is a problem, please discuss the situation directly with a staff member or their coordinator. To arrange a private meeting, please contact the site coordinator.

At no time will parents/guardians be allowed to approach another parent/guardian or student. Violations could result in the parent/guardian being banned from the program.

## BOARD OF EDUCATION POLICIES

Detailed information regarding the following Board policies is available in the main office of all schools and at the Board of Education Office.

### HUMAN DIGNITY-ANTI-DISCRIMINATION

Students who witness or believe they are victims of discrimination should report incidents to an adult in authority.

### HARASSMENT, INTIMIDATION, BULLYING and HAZING

It is the intent of the NJ Legislature in its January 2011 enactment of the new Harassment, Intimidation, and Bullying (HIB) Law to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidence of HIB of students that occur in school and off school premises.

The District prohibits all acts of harassment, intimidation or bullying. HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that **substantially disrupts or interferes with the orderly operation of the school or the rights of other students**; and that
- A reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to person or damage to property; or
- Has the effect of insulting or demeaning any student or group of students, or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

A HIB complaint will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. This policy can be accessed in full on the District webpage at [www.sbschools.org](http://www.sbschools.org) along with contact information for the District's Anti Bullying Coordinator and each school's Anti Bullying Specialist (ABS). The Before and Afterschool Program has its own Anti-Bullying Specialist, Sheila Barry, who will work with the school's ABS to ensure complaints are investigated promptly.

#### DANGEROUS WEAPONS AND THREATS

State Law (2C:39-1) states "any item known to be a weapon or any item used in such a way as to intimidate or physically hurt another person is prohibited from being on school property.." Our policy also prohibits all imitation weapons. Verbal comments, written notes, and gestures will be taken seriously and dealt with accordingly. The program may have to consider police involvement in such instances.

#### ACCEPTABLE USE AGREEMENT

We follow the district's policy on the acceptable uses of technology. A form needs to be on file for your student.

#### **BEHAVIORAL SUPPORTS**

A current list of community and school-based health and social service provider agencies and other resources are available to support a student and a student's family. Please refer to the district web site at [www.sbschools.org](http://www.sbschools.org) for this information or call your school's main office for assistance.

#### **FAMILY INPUT & EVENTS**

Working together, staff and parents can continue to develop a high quality program for our children. Your daily contact with staff gives you the opportunity to share concerns as well as the accomplishments of your child. We welcome comments and suggestions for program improvement. Please advise the site staff if you are able to volunteer with a special project or share a special skill or interest.

Family Events are planned twice a year in both the morning and afternoon. These events give you the opportunity to participate in activities with your children and to meet other families who are part of our community.

**If you have raised concerns with the staff and site leader and feel they have been inadequately addressed, please contact Sheila Barry at 732-297-7800 x3197. For payment and enrollment problems, talk to Sylvia Jenkins at 732-297-7800 x3196, press 1.**

Be aware that several corporations email their staff about grant opportunities for child care programs. If you receive such information, please contact our office about nominating the program. We welcome donations of computer paper, arts and crafts supplies, toys and games in good condition, clothes for dramatic play, shirts for cover-up for art, wood scraps, etc.

#### **MEDIA AND WEB NON-CONSENT FORMS**

If a parent/guardian does not want his/her child's name and/or photograph to appear in the local newspapers, district-sponsored publications or on the district web site, they must indicate this on their child's Before and After School emergency form. Permission may be rescinded at any point during the school year by sending a note to the School Age Care Manager. This will take effect upon receipt of the note.

## **VISITATION POLICY**

Parents/guardians of children who are enrolled in the program are welcome to visit at any time. Prospective parents/guardians who are interested in visiting the program need to contact the School Age Care Manager, x3197 at the Community Education office to schedule a visit.

## **DRESS CODE**

Since students have outdoor play every day, it is recommended that the students wear sneakers or other safe footwear to the program. In addition, students should dress appropriately for the weather, wearing coats, mittens and hats when needed, as outdoor play occurs throughout all seasons of the school year.

The wearing of clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. In all such cases, students wearing inappropriate items will be asked to remove or replace them. When it is determined that students are in violation of these guidelines, they will be provided with temporary clothing for the remainder of the school day. No student is permitted to wear a hat or any other head covering in school, unless required to do so by religious custom or medical condition.

## **CUSTODY & GUARDIANSHIP**

Unless a parent's right to information about his/her child has been terminated by the court, both parents have access to this information. If a parent's right has been terminated by the court, the other parent must provide such legal documentation to the program. The program will need **a copy of that part of your legal agreement that specifies the custody and visiting rights of parents**. This information will be kept confidential. The program needs this information in order to meet its legal obligations.

## **COOPERATION WITH SCHOOLS**

As Community Education enters its 27<sup>th</sup> year of providing services to families, we eagerly look forward to meeting your family childcare needs. Although the South Brunswick Community Education Before and After School Programs are self-supporting and must cover all direct expenses from tuition, they are possible only with the support of the South Brunswick Board of Education and school staff. We have 8 sites serving 11 schools. We have benefited from the use of school facilities and equipment and the cooperation of each school's principal, assistant principal, office staff, nurse, custodians, teachers and support staff. We all work together to foster the best for our children.

## **HOLIDAY CAMP PROGRAM**

This is a separate fee-based program for children enrolled in Before & After School program that accommodates children on a first come first serve basis. If your child is not currently enrolled in BAS, contact [Deana.Myers@sbschools.org](mailto:Deana.Myers@sbschools.org). The daily rate is \$52. Registrations are completed online through Community Pass with debit/credit card payments. Payments by checks/cash need to be made at the Community Education office. Register early because program often fills to capacity before deadlines and deadlines are firm.

**Holiday Camp will be held on these dates:**

**September 1**

**October 3, 4, 12, 19**

**November 10, 11**

**December, 27, 28, 29**

**February 17**

**April 10, 11, 12, 13**

Holiday Camp is *not* offered on: November 24-25, December 24-26, 30-31, January 2, 16  
February 20, April 14, May 29.

### **SUMMER DAY CAMPS**

South Brunswick Community Education operates two very successful day camps from 7 AM to 6 PM. BASE camp is for students entering grades 1-5 and Adventure camp is for students entering grades 6-8. Our counselors are teachers, recreational specialists, college students who are interested in a career with children, and experienced high school students. Fees are modest compared to private day camps. We also offer full day enrichment camps including reading/writing, math/science, music, dance and art. Camp information is available on the district website and mailed in late February.

>>> *Brunswick Acres, Cambridge, Constable* <<<  
>>> *Greenbrook, Monmouth Junction, Crossroads* <<<

**2016-2017 Before & After School Programs  
Monthly Tuition Rates**

	First Child				Second Child			
	DAYS PER WEEK				DAYS PER WEEK			
	5	4	3	2	5	4	3	2
Full AM from 7 AM	\$115	\$107	\$101	\$98	\$98	\$91	\$86	\$83
Half AM after 8 AM	\$104	\$97	\$90	\$86	\$88	\$82	\$77	\$73
Full PM until 6 PM	\$206	\$196	\$185	\$180	\$175	\$167	\$157	\$153
Half PM until 5 PM	\$190	\$180	\$168	\$163	\$162	\$153	\$143	\$139
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Club 678 at Crossroads School – After School Only – Program is held at Crossroads North								
	First Child				Second Child			
	DAYS PER WEEK				DAYS PER WEEK			
	5	4	3	2	5	4	3	2
Full PM until 6 PM	\$219	\$206	\$191	\$186	\$186	\$175	\$162	\$158
Half PM until 5 PM	\$204	\$189	\$174	\$168	\$173	\$161	\$148	\$143

There are no early payment discounts.

**Sibling Discount:** 15% when children are enrolled with the **same** AM and/or PM schedule. Discount taken off lowest tuition. Discounts do not apply if receiving tuition assistance.

**Fees**

- Returned checks - \$40
- Finders fee - \$25
- Late fee - \$25 if received after the 10 day grace period
- Drop in - \$20 AM, \$30 PM
- Late Pick Up - \$15 for every 15 minutes or part thereof, \$10 fine for 2<sup>nd</sup> lateness, \$20 for 3<sup>rd</sup> lateness
- Holiday Camp - \$52 a day per child, no sibling discount
- Early Termination fee - \$75 per student



**>>> Brooks Crossing, Brooks Crossing at Deans <<<  
>>> Indian Fields, Indian Fields at Dayton, Crossroads <<<**

**2016-2017 Before & After School Programs  
Monthly Tuition Rates**

	First Child				Second Child			
	DAYS PER WEEK				DAYS PER WEEK			
	5	4	3	2	5	4	3	2
Full AM from 7 AM	\$94	\$88	\$84	\$82	\$80	\$75	\$71	\$70
Full PM until 6 PM	\$227	\$215	\$202	\$196	\$193	\$183	\$172	\$167
Half PM until 5 PM	\$209	\$199	\$188	\$174	\$178	\$169	\$160	\$148
-----								
Club 678 at Crossroads School – After School Only – Program is held at Crossroads North								
	First Child				Second Child			
	DAYS PER WEEK				DAYS PER WEEK			
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## TUITION ASSISTANCE AND STATE SUBSIDIES

Community Education accepts NJ State Childcare Subsidy program agreements (New Jersey Cares for Kids, Work First etc.). These programs are administered by Community Childcare Solutions. Applications and information for this program are available through [Maria.Chavkin@sbschools.org](mailto:Maria.Chavkin@sbschools.org) and [www.communitychildcaresolutions.org](http://www.communitychildcaresolutions.org).

For families who do not qualify for state subsidy, Community Education has a limited tuition assistance program for qualified families whose income falls within the range described below. Families who are interested in tuition assistance should contact **Maria Chavkin at 732-297-7800 x3175 or via email at maria.chavkin@sbschools.org**. All information will be kept confidential. Tuition assistance is funded by the other parents in the program.

As part of the Community Education Tuition Assistance process, families who fall within state eligibility limits are required to complete the NJ Cares for Kids state application.

### 2016-2017 Tuition Assistance Eligibility Chart

<b>SOUTH BRUNSWICK COMMUNITY EDUCATION TUITION ASSISTANCE ELIGIBILITY CHART 2015-16</b>							<i>Example- Full time</i>	
<i>Size of household</i>							<i>% parent pays</i>	<i>AM + PM</i>
<i>Income</i>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>			
<i>up to</i>	9,500	17,000	25,000	33,500	41,500	10%	\$32	
<i>up to</i>	15,500	23,000	31,000	39,500	45,500	20%	\$64	
<i>up to</i>	20,500	28,000	36,000	44,500	49,500	30%	\$96	
<i>up to</i>	24,500	32,000	40,000	48,500	53,500	40%	\$128	
<i>up to</i>	27,500	35,000	43,000	51,500	57,500	50%	\$161	
<i>up to</i>	29,500	37,500	45,000	53,500	60,000	55%	\$177	
<i>up to</i>	31,000	39,000	47,000	55,000	63,000	60%	\$193	
<i>up to</i>	32,500	40,500	49,000	57,000	66,500	65%	\$209	
<i>up to</i>	34,000	42,500	51,000	59,000	69,500	70%	\$225	
<i>up to</i>	35,500	44,500	53,500	62,000	72,500	75%	\$241	
<i>up to</i>	37,000	46,500	56,000	65,000	75,500	80%	\$257	
<i>up to</i>	38,500	48,500	58,000	68,000	78,500	85%	\$273	
						100%	\$321	