

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

Family Handbook

CLUB 678

After School- Grades 6-8



September 2017 - June 2018

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 – 5:00 PM. For your convenience our drop-box is located outside the front entrance of the building.

Before & After School Office Staff

Neel Desai, Director of Community Education	732-297-7800 x5167
Sheila Barry, School Age Care Manager	732-297-7800 x3197
Kelli Williams, Asst. Mgr. For Children’s Programs	732-297-7800 x3198
Sylvia Jenkins, Before/After School Secretary	732-297-7800 x3196*
Deana Myers, Secretary for Holiday Camp	732-297-7800 x3159
Maria Chavkin, Office Manager, Tuition Assistance	732-297-7800 x3175
Barbara Luddecke, Office Manager, Personnel	732-297-7800 x3176
TBD, Clinical Social Worker	732-329-4633 x3905

*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.

2017-2018 Before/After School Calendar

	SEPTEMBER			FEBRUARY
5	Family Orientation, K-8		16	Schools Closed, Staff Development
4	Schools Closed, Labor Day			HOLIDAY CAMP
7	BAS Programs start		19	Schools Closed, Presidents' Day
21-22	Schools Closed, HOLIDAY CAMP			NO HOLIDAY CAMP
	OCTOBER			MARCH
10	Early Release, Staff Development		20-23	Early Release, Parent conferences
19	Schools Closed, HOLIDAY CAMP		26-29	Schools Closed, Spring Recess
				HOLIDAY CAMP
			30	Schools Closed, Spring Recess
				NO HOLIDAY CAMP
	NOVEMBER			APRIL
6-8	Early Release, Parent Conferences		2	Schools Closed or Emerg. Closing Makeup
9-10	Schools Closed, HOLIDAY CAMP		10	Early Release, Staff Development
13	Early Release, Parent Conferences			
22	Early Release, Thanksgiving Eve			
23-24	Schools Closed, Thanksgiving			
	NO HOLIDAY CAMP			
	DECEMBER			MAY
6	Early Release, Staff Development		23	Early Release, Staff Development
22	Early Release, Winter Recess		25	Schools Closed or Emerg. Closing Makeup
25-26	Schools Closed, Winter Recess		28	Schools Closed, NO HOLIDAY CAMP
	NO HOLIDAY CAMP		29	Schools Closed or Emerg. Closing Makeup
27-29	Schools Closed, Winter Break			
	HOLIDAY CAMP			
	JANUARY			JUNE
1	Schools Closed, Winter Break		7	Early Release, School Planning
	NO HOLIDAY CAMP		15	Schools Closed, Eid al-Fitr
15	Schools Closed, MLK Day			NO HOLIDAY CAMP
	NO HOLIDAY CAMP		22	Early Release, Graduation, Last Day-Students
25	Early Release, Staff Development			

ENROLLMENT AGREEMENT 2017-2018 School Year

Federal ID# 22-6002305

South Brunswick Community Education Before & After School Child Care Programs

I agree to adhere to the South Brunswick Before and After School Childcare Programs enrollment agreement below and procedures listed in the parent handbook. I 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.

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. I am entering into an agreement that is divided into equal payments for the school year.

2. If I need to withdraw my child(ren), I will email Community Education by the 15th of the previous month, for withdrawal effective on the 1st of the next month. Failure to email Community Education will result in being responsible for that month's tuition. See examples.

Example 1: Email Community Education by November 15, and withdrawal is effective on December 1. Failure to email Community Education will result in being responsible for December's tuition.

Example 2: Email Community Education by May 15, and withdrawal is effective on June 1. Failure to email Community Education will result in being responsible for June's tuition.

3. 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 child. If I choose to re-enter the program after terminating this agreement, I understand that I must pay all outstanding fees and balances before my child(ren) is placed in the program again.

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 4th 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. 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.

8. 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.

9. 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.
10. I will notify the Community Education Office of any phone number, home address changes, or email address changes for myself and/or my emergency contacts by emailing program.registration@sbparents.org
11. I understand that there will be no program on days that South Brunswick Township Public Schools are closed due to inclement weather. For specific instructions for “Emergency Closings/Delayed Openings,” refer to parent handbook.
12. 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 17 years of age or older no later than 6:00 PM.
13. I give my permission for my child to participate in walks and field trips. Specific details will be provided.

ELIGIBILITY

We serve all children in grades K-8, from ages 5-13, as of October 31, 2016, in the South Brunswick Public schools

Reasonable Accommodations Policy

The South Brunswick Before & After School Program is required by law to provide reasonable accommodations for children and/or parents with disabilities and to comply with the NJ Law Against Discrimination, and the Americans With Disabilities Act. The South Brunswick Before and After School Program will make every effort to accommodate your child to help them experience success in the program. Please contact Sheila Barry at (732) 297-7800 Ext. 3197 or Sheila.Barry@Sbschools.org if you feel that your child requires special accommodations. We will work with the parents and the district staff who are familiar with your child to determine the most fitting accommodations for your child.

For more information on compliance or if you feel that the South Brunswick Before & After School Program is not in compliance with these laws, you may contact the Division of Civil Rights in the New Jersey Department of Law & Public Safety for information about filing an LAD claim at (609)292-4605 (TTY users may dial 711 to reach the NJ Relay Operator and ask for (609)292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800)514-0301 (voice) or (800)514-0383 (TTY).

Expulsion Policy

Our mission is to provide quality Before & After School Programming for all families who choose to enroll their children in BAS. On rare occasions, if the students needs or behaviors are more than what the district can manage or if we are unable to accommodate the behaviors or special needs (anything that requires more than reasonable accommodation) of a child, we reserve the right to suspend, remove or expel a child from our program. In addition, we retain the right to expel a child based on the certain actions of the parent. This includes but is not limited to: Parental threats, intimidation, or verbal abuse of the BAS staff or any of the program children; habitual tardiness in picking up a child; failure to make payments and/or failure to complete required program forms.

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.

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 6th, complete all enrollment information online by **August 15**. After August 15th, 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 15th of the previous month, for withdrawal effective on the 1st 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, general 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 program.registration@sbparents.org and infor@communitypass.net to your address list in order to avoid important and timely information being sent to spam or junk mail folders.

TUITION PAYMENTS

DUE: 25th 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 25th of the preceding month (for example, December's tuition is due on November 25th).

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 received after the 10 day grace period. This fee will be assessed on the next month's tuition bill. Payments in arrears two months or more will result in dismissal from the program. The Board of Education **cannot** extend credit terms. Email or call Maria.chavkin@sbschools.org (x3175) to discuss special circumstances or tuition assistance (see page 18).

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 a 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 Out: Parents/Guardians **MUST** sign children out on the attendance form, include sign out time.

PM Arrival: ALL Club 678 students must check into the program in the cafeteria by 3:15PM before going to other after school activities. You are subject to a finder's fee if your student does not sign in on time.

PM Departure: ALL students must be picked up by 6 PM. A parent/guardian must come in, check where your student is, get the student and return to sign the student out on the attendance form with sign out time. No student 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 the adult 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 an out of district 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. 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 6:00 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

At Club 678, students may be involved with community service, computers, crafts, creative arts, physical fitness, nature studies, as well as table games, puzzles and sports. The Club 678 participants help to plan their program activities and community service projects. Outdoor activities are encouraged on a daily basis, weather permitting.

Students can also choose to participate in school-sponsored activities provided they check in to the program first and inform the staff of where they are going and when they will return.

Afternoon Hours - close of school until 6 PM including regular early closing days. If you use the half session, you must pick your student up by 5:00 PM or be charged late fees/fines. Middle School students housed in Crossroads South building will walk as a group to Crossroads North at the end of their school days. Your student cannot attend Club 678 if she/he has been absent during the day.

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 site. 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 6th 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 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 for instructions.

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 \$30 for the regular After School Program and \$40 for early release days. **Unfortunately due to staffing or 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. 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 by the Community Education office as well 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 5th at 6:15 PM in the Crossroads North auditorium. Staff are introduced to parents and students. 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/s 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 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 after school nurses.

The parent must provide the medication in its original container, with the doctor's script 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, which includes, but is not limited to, the following items:

- ◆ Jewelry
- ◆ Electronics (Nintendo DS, PSP)
- ◆ Radios, CD or MP3 Players, iPods
- ◆ Cell phones, Tablets
- ◆ Collectibles (Pokemon, etc)

We recognize that many parents communicate with their children during the program by cell phone. Please do NOT call your child directly; instead, contact the program at (732) 329-4191 x 2860. Staff will be available to answer the phone and get a message to your child. Club 678 follows the District's Acceptable Use Policy (AUP) with regards to technology.

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.**

DISTRICT CODE OF STUDENT CONDUCT (CSC)*

All schools in the South Brunswick School District share the common mission to foster positive school citizenship. To that end, we embrace the following core values or CARES:

C Cooperation

- A Assertion
- R Responsibility and Respect
- E Empathy
- S Self--control

As students progress through the school system and into the high school, they continue to build upon this basic core while also emphasizing the values of Honesty, Respect, Kindness, Service, and Responsibility.

Our primary goal is to maintain a safe and caring learning community. This is supported by the District's proactive, intentional approaches to Character Education—Elementary Responsive Classroom , Middle School Developmental Designs , and High School Strive for Five (Ethics and Excellence)---- which foster social, emotional and academic growth.

The ultimate purpose of the Code of Student Conduct is the development of self--discipline and self--regulation. In all of the South Brunswick Schools, we strive to be consistent, firm but fair, and aware of the pride and dignity of every student. We expect students to behave responsibly, to respect the rights and properties of others, and to work cooperatively with all members of the school community.

LOGICAL CONSEQUENCES in the MIDDLE SCHOOL

The South Brunswick School District Student Code of Conduct was designed to ensure a safe and caring environment in which all members of the community can work and learn with dignity and respect.

The list of Logical Consequences sets forth the actions that are taken when a student fails to comply with behavioral expectations. It is a set of guidelines only. The administrator in charge may vary the consequences depending on the particular circumstances of an offense. Logical consequences help children see the effects of their actions, repair the situation, and learn to make better decisions in the future.

Consequences may include meetings, conferences, community service, counseling, detention, and loss of privileges, suspension, police notification, parental notification, administrative hearings and/or expulsion. Definitions of the consequences are outlined in the Crossroads Student/Parent Handbook.

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, not with another student or parent. To arrange a private meeting, please contact the site coordinator.

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 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. We have a grant-funded clinician at Club 678 who is available to work with our Middle School students and staff. Please refer to the district web site at 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 childcare 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 29th 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. 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. Please choose your Holiday Camp dates carefully, as there are no refunds after each registration deadline.

Holiday Camp will be held on these dates:

September 21, 22

October 19

November 9, 10

December 27, 28, 29

February 16

March 26, 27, 28, 29

Holiday Camp is *not* offered on: November 23-24, December 25-26, January 1, 15, February 20, March 30, May 28.

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 Camp 678 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* <<<

**2017-2018 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	\$121	\$112	\$106	\$103	\$103	\$95	\$90	\$88
Half AM after 8 AM	\$109	\$102	\$95	\$90	\$93	\$87	\$81	\$77
Full PM until 6 PM	\$216	\$206	\$194	\$189	\$184	\$175	\$165	\$161
Half PM until 5 PM	\$200	\$189	\$176	\$171	\$170	\$161	\$150	\$145

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	\$230	\$216	\$201	\$195	\$196	\$184	\$171	\$166
Half PM until 5 PM	\$214	\$198	\$183	\$176	\$182	\$168	\$156	\$150

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
- 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 2nd lateness, \$20 for 3rd 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 <<<**

**2017-2018 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	\$99	\$92	\$88	\$86	\$84	\$78	\$75	\$73
Full PM until 6 PM	\$238	\$226	\$212	\$206	\$202	\$192	\$180	\$175
Half PM until 5 PM	\$219	\$209	\$197	\$183	\$186	\$178	\$167	\$156

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	\$230	\$216	\$201	\$195	\$196	\$184	\$171	\$166
Half PM until 5 PM	\$214	\$198	\$183	\$176	\$182	\$168	\$156	\$150

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.

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- Holiday Camp - \$52 a day per child, no sibling discount
- Early Termination fee - \$75 per student

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 and 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.

2017-2018 Tuition Assistance Eligibility Chart

SOUTH BRUNSWICK COMMUNITY EDUCATION TUITION ASSISTANCE ELIGIBILITY CHART 2017-18							<i>Example- Full time</i>
<i>Size of household</i>						% parent pays	<i>AM + PM</i>
Income	2	3	4	5	6		
<i>up to</i>	9,500	17,000	25,000	33,500	41,500	15%	\$51
<i>up to</i>	15,500	23,000	31,000	39,500	45,500	20%	\$67
<i>up to</i>	20,500	28,000	36,000	44,500	49,500	30%	\$101
<i>up to</i>	24,500	32,000	40,000	48,500	53,500	40%	\$135
<i>up to</i>	27,500	35,000	43,000	51,500	57,500	50%	\$169
<i>up to</i>	29,500	37,500	45,000	53,500	60,000	55%	\$185
<i>up to</i>	31,000	39,000	47,000	55,000	63,000	60%	\$202
<i>up to</i>	32,500	40,500	49,000	57,000	66,500	65%	\$219
<i>up to</i>	34,000	42,500	51,000	59,000	69,500	70%	\$236
<i>up to</i>	35,500	44,500	53,500	62,000	72,500	75%	\$253
<i>up to</i>	37,000	46,500	56,000	65,000	75,500	80%	\$270
<i>up to</i>	38,500	48,500	58,000	68,000	78,500	85%	\$286
						100%	\$337