

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



Elementary Schools
Before and After Care Program

Parent Handbook
2011-2012

Dear BEST Program 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 and to engage them in developmentally appropriate activities, all at an affordable cost to you.

Our program, which takes place at each of Brick's elementary schools, provides the children with a variety of activities to participate in before and after school. Programs include socialization time to unwind from the school day before starting homework assistance, organized sports and games, arts and crafts, as well as other planned activities and events that are fun, challenging, and age-appropriate for all of the children.

As the BEST Program Coordinator, I bring seven 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 a degree in Human Development and Family Studies, I moved back to my home state of New Jersey and in July 2009 joined Brick Township Public Schools as the Brick Extended School Time Program Coordinator.

This parent handbook covers our BEST Program policies and procedures for the 2011-2012 School Year. Please read it carefully and thoroughly. If you have any questions, please contact our office at 732-262-2590 ext. 1531.

I look forward to working with you and your children to help make our before and after school care program the BEST it can be for the children of the Brick Township Public Schools!

Sincerely,

Ellen Tyndell
BEST Program Coordinator

Brick Extended School Time (BEST) Program Information

Telephone Listing:

<u>BEST Program Office</u>	<u>732-262-2590 x 1531</u> (Primary Learning Center)
District Main Number	732-785-3000

E-mail

Ellen Tyndell	BEST Program Coordinator	etyndell@brickschools.org
Lisa Rosamilia	BEST Program Secretary	lrosamilia@brickschools.org

Please direct any questions regarding billing to Lisa Rosamilia.

District Website: www.brickschools.org

BEST Program Office Address

Brick Township Public Schools
BEST Program
224-260 Chambers Bridge Road
Brick, NJ 08723

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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. All programs are held at the children's home schools. 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 have the opportunity to participate in group games, light physical activity, and various hands-on activities. Additionally, a designated table is available for those students who bring their own breakfast to eat at the morning program.

After School Care

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

The program schedule followed varies from site to site, and day to day, but includes the same components as all other BEST Programs everyday. The children have the opportunity to have a light snack and then are provided 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 a criminal background check. All employees also participate in staff orientation which covers 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 is trained 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 B.E.S.T. Program.

Program Enrollment

Each child must submit a completed application, \$25 registration fee, and the first month's fee to the BEST Office before the first day the child starts at the program.

A note from the parent/guardian should be sent to your child's classroom teacher advising them of the days your child will be attending the BEST after school care program as a reminder.

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 days the district is closed, the BEST Program is closed as well. On scheduled early dismissal days the BEST Program will be open from the time school dismisses until 6:00 PM. On delayed opening days the BEST Program's before school care program is closed.

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 before school program and signed in by a parent/guardian or other adult. 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. Billing is based off of the last schedule we have for your child; there will be no credits or adjustments for time not used in the program. The only exception to this policy is a 5 day absence due to illness that is documented by a physician.

A note is required for your child to leave the before school care program to participate in extra-curricular activities. 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 are to 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 has been registered 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, as well as their child's BEST after school care staff on the program site cell phone, and their child's school office if he/she will be absent from the after school care program or if there is a change in the child's schedule. Repeated failure to comply with this policy can result in suspension or termination of 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 on your child's registration form to verify the whereabouts of your child. If for some reason we can not contact you directly we will then call the emergency contacts listed on your child's registration form.

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 designate. 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 authorized adult 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. In order to add someone to your child's authorized pick-up list the BEST Office must be notified in writing. 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

Your child's monthly schedule for BEST is due to your child's Site Supervisor by the 15th of the preceding month. Payments are to be left in the lock box by the 15th of the preceding month as well.

- One program schedule change per school year will be made free of charge with five (5) school days written notice to the BEST Office. (ex. – changing a schedule from Monday, Wednesday, Friday to Tuesday, Thursday, Friday.) Additional schedule changes will also require five (5) days written notice and will incur a \$20.00 service charge. All schedule changes MUST be submitted to the BEST Office in writing.
- NO credits will be given for schedules received after the 15th of the preceding month. If days have been added to your child's schedule you will be charged the Parents-in-a-Pickle Rate for those days. (\$10.00 per day for Before School Care, \$20.00 per day for After School Care, and \$30.00 per day for early dismissal days.)

Please notify the BEST office, in writing to Lisa Rosamilia, BEST Program Secretary, at lrosamilia@brickschools.org of any changes to your child's schedule, address, phone numbers, emergency contacts, etc.

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

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.

Elementary School Discipline Policy

1. Warning – 1st offense
2. Time Out & Parent Notification by Site Supervisor – 2nd offense
3. Written Conduct Reports – 3rd and 4th offense
4. Suspension – 5th offense
5. Termination – 6th offense

Middle School Discipline Policy

Since the children that attend BEST from the middle school, are older and should be more mature than our elementary school students, our discipline policy for the middle school students varies from that of the policy for the elementary school students.

1. Warning – 1st offense
2. Written Conduct Report – 2nd offense
3. Suspension – 3rd offense
4. Termination – 4th 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 termination. Any child, who steals, hits another child or staff member, or runs from the program will be automatically suspended from the program.

Please note that no credits will be given for days your child has been suspended from the BEST Program.

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.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend the program. If such symptoms occur during program, the child will be removed from the group and you will be called to take him/her home.

Severe pain or discomfort	Acute Diarrhea
Episodes of acute vomiting	Oral Temperature of 101.5 or higher
Sore throat or severe coughing	Yellow eyes or jaundiced skin
Red eyes with discharge	Infected untreated skin patches
Skin rashes lasting longer than 24 hours	Shingles

Once a child is symptom free or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to the program.

If your child contracts any of the following disease, please report it to the BEST Program Office at 732-262-2590 ext. 1531 immediately. The child MAY NOT return to the program without a doctor's note stating that the child presents no risk to himself/herself or others.

Chicken Pox	Tuberculosis	Escherichia Coil
German Measles	Whooping Cough	Impetigo
Hemophilus Influenza	Giardia Lamblia	Lice
Measles	Hepatitis A	Scabies
Meningococcus	Shingella	
Mumps	Salmonella	
Strep Throat	Campylobacter	

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 contact the parent and call 911. At least one staff member at each location holds 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 the staff member at their child's program who is First Aid and CPR/AED certified 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.

Payment Information

All payments should be made payable to **The BEST Program** and will be accepted in person at the BEST Office or dropped in the BEST Program Box at each elementary school. Post-dated checks will NOT be accepted. *Payment will be due by the 15th of the previous month. (Ex. – December’s payment is due by November 15th.)*

In Person

Payments in the form of cash, check, or money order will be accepted at the BEST office at 224-260 Chambers Bridge Road (PLC Building).

At School

Checks and money order payments should be placed in the BEST Program box located in/near the gymnasium of each elementary school, not handed to our BEST staff at the school.

Cash should not be left in the box!

PLEASE REMEMBER TO:

- Put your child’s full name on the check
- Make checks payable to The BEST Program

Payment Credits, Refunds, and Discounts

Credits will only be given 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, days your child did not attend that they were scheduled for, or days your child was suspended from the program. Refunds for fees will be considered in the event of extenuating circumstances, but must be submitted in writing for approval to the BEST Program Coordinator.

A discount will be given to families with multiple children living in the same household that are registered in the BEST Program. A 10% discount is given to the first sibling’s tuition and then a 20% discount will be applied for each additional child. There are no discounts given on Parents-In-A-Pickle rates.

First child – full tuition
Second child – 10% discount
Additional children – 20% discount

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 account if balances are delinquent for 2 or more weeks.

Monthly Payment Plan and Parents-In-A-Pickle Plan Information

Monthly Payment Plan

Before School Care – MONTHLY rates		
5 days per week \$100.00/month	4 days per week \$80.00/month	3 days per week \$60.00/month
After School Care – MONTHLY rates		
5 days per week \$220.00/month	4 days per week \$175.00/month	3 days per week \$130.00/month

- Using the monthly payment plan requires a set schedule for each month and the same number of days per week. Schedules must be submitted to the BEST Office by the 15th of the preceding month.
- Tuition is based on the number of scheduled school days (180 days) for the school year divided into ten equal monthly payments. Holidays and other scheduled days off have been taken into consideration when calculating monthly fees
- Tuition payments are due on the 15th of the preceding month. (For example, October’s payment is due by September 15th). All cash payments should be made directly to the BEST Office. Payments received after the 20th of the month will be charged a \$25.00 late fee per family.
- One program schedule change per school year will be made free of charge with five (5) school days written notice to the BEST Office. (ex. – Changing 4 days per week enrollment to 3 days per week.) Additional schedule changes also require five (5) days written notice and will incur a \$20.00 service charge. All schedule changes MUST be submitted to the BEST Office in writing.
- All scheduled early dismissal days are included in the monthly payment plan at no additional charge as long as you have registered your child to attend on those days by the 15th of month before.
- Any schedules received after the 20th of the preceding month will be charged the Parents-In-A-Pickle Plan rates.
- There are no credits, refunds, or adjustments for time not used in the BEST Program due to school closings, delayed openings, vacations, absences or illnesses, other school activities, etc. The only exception to this policy would be in the case of an extended illness, whereby the student has missed five (5) consecutive days of school or more and that is documented by a doctor’s note, a credit will be applied to your child’s account.
- A discount will be given to families with multiple children living in the same household that are registering in the BEST Program. A 10% discount is given to the first sibling’s tuition and then a 20% discount will be applied for each additional child.
- Late fees, schedule change fees, returned check fees, Parents-In-A-Pickle Plan rates, etc. are not subject to discounts.

Parents-In-A-Pickle Plan

Before School Care - \$10.00/day After School Care - \$20.00/day Early Dismissal Days - \$30.00/day

- Students MUST be registered in the BEST Program prior to using the Parents-In-A-Pickle Plan.
- If using the Before School Care Program on the Parents-In-A-Pickle Plan a message must be left at the BEST Office (732-262-2590 ext. 1531) and at your child’s BEST Program Site Cell Phone.
- If using the After School Care Program on the Parents-In-A-Pickle Plan the BEST Office must be contact prior to 12:00PM (noon) of the day you need your child to attend.
- Parents-In-A-Pickle rates can be scheduled in advance. Schedules must be submitted to the BEST Office by the 15th of the preceding month.
- Parents-In-A-Pickle rates are due on the same date of service.
- If Parents-In-A-Pickle policies are not followed by the parent/guardian, the BEST Program reserves the right to deny parents/guardians the right to utilize the Parents-In-A-Pickle Plan.

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 is closed.
- **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 and by telephone from the BEST Program that after school 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 732-262-2590 ext. 1531.

There will be **no credits or adjustments** for time not used in the BEST Program due to school closings because the tuition is evenly distributed into ten (10) easy monthly payment based the 180 required school days. Therefore, emergency school closing days will be made up before the last day of school. Credits will be given for delayed opening to children that were scheduled to attend the before school program on those days.

Program Withdrawal/Termination

Withdrawal from the BEST Program requires one week written notice to Lisa Rosamilia at lrosamilia@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 732-262-2590 ext. 1531, or e-mail the BEST Program Coordinator at etyndell@brickschools.org.

***** The BEST Program reserves the right to make changes to the policies listed in the parent handbook as we deem necessary. *****