

# **B**rick **E**xtended **S**chool **T**ime



Kindergarten Wrap Around Program

**Parent Handbook  
2011-2012**

Dear BEST Kindergarten Wrap Around Parents,

It is with great pleasure that I welcome you to Brick Township Public Schools' Kindergarten Wrap Around Program! Our goal for the **Kindergarten Wrap Around 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.

Your children will be involved in an academically based instructional program revolving around center driven stations where the children will be learning to work with each other as well as be involved in skills that are age appropriate. Some of these include, but are not limited to movement, music, crafts, reading corner, technology, and hands-on manipulatives and games. The children will also have a period to enjoy lunch with their friends and an afternoon snack in after After Care. All activities are supervised by a Classroom Supervisor as well as Classroom Assistants at all times.

Let me now take this opportunity to introduce myself, I am a certified teacher with the State of New Jersey, graduated from The College of New Jersey and have several years experience working with school-age children at the Kindergarten level as a teacher for Brick Schools. I taught the first year at the PLC and continued to teach until having my own children. After taking some years off with my children I am very excited to return to the classroom to do what I enjoy and be with the children making their learning experience fun and educational.

This parent handbook covers our BEST Kindergarten Wrap Around Program policies and procedures for the 2011-2012 School Year. Please read it carefully and thoroughly. If you have any questions, please feel free to 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 Cusack  
BEST Kindergarten Wrap Around Program Coordinator

**Brick Extended School Time (BEST) Program Information**

**Telephone Listing:**

BEST Program Office                    732-262-2590 ext. 1531 (Primary Learning Center)  
District Main Number                732-785-3000

**E-mail**

|                |                              |  |
|----------------|------------------------------|--|
| Ellen Tyndell  | BEST Program Coordinator     | <a href="mailto:etyndell@brickschools.org">etyndell@brickschools.org</a>     |
| Ellen Cusack   | BEST Wrap Around Coordinator | <a href="mailto:ecusack@brickschools.org">ecusack@brickschools.org</a>       |
| Lisa Rosamilia | BEST Program Secretary       | <a href="mailto:lrosamilia@brickschools.org">lrosamilia@brickschools.org</a> |

**Please direct any questions regarding billing to Lisa Rosamilia.**

**District Website:**                    [www.brickschools.org](http://www.brickschools.org)

**BEST Program Office Address**

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

## **Table of Contents**

|  |    |
|--|----|
| Program Description  | 4  |
| Staff  | 4  |
| General Program Rules  | 4  |
| Program Enrollment   | 4  |
| BEST Program Operating Hours and Locations                                     | 4  |
| Operating Dates  | 4  |
| Attendance Policies and Procedures   | 5  |
| Sign In and Sign Out Policy  | 6  |
| Late Pick-Up Policy  | 6  |
| Changes in Days Attending, Personal Information, Emergency Contact Information | 6  |
| Personal Items   | 7  |
| Inclusion of Students with Disabilities  | 7  |
| Discipline and Suspension/Expulsion Policy                                     | 7  |
| Homework   | 7  |
| Safety   | 7  |
| Illness  | 8  |
| Policy on the Management of Communicable Diseases                              | 8  |
| First Aid/Emergency Procedures   | 8  |
| Medication   | 9  |
| Program Cancellation Procedures/Emergency School Closing                       | 9  |
| Payment Plan Overview  | 10 |
| Payment Information  | 11 |
| Program Withdrawal/Termination   | 12 |
| BEST Program Family Feedback   | 12 |

## **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 your child and reflect the interests expressed by the children in each program. Children experience classroom work assistance, arts and crafts, and daily recreation activities.

### **Program A (6:30 AM-start PM-K)**

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

### **Programs B and C (8:30-start of PM K and end of AM K -3:15 PM)**

Programs B and C will consist of guided instructional centers that will include movement, computer station, reading corner, games and puzzles, kindergarten enrichment, and outside play. The day will also have a designated time for lunch and rest time.

### **Program D (3:00-6:00 PM)**

The After School Program will begin upon school dismissal and end at 6:00 PM. The children will have a snack provided by the BEST Program and also have time for arts and crafts and physical activity as well.

## **Staff**

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

## **General Program Rules**

All district policies and rules that are in place during the school day at the PLC extend into the Kindergarten Wrap Around Program.

## **Program Enrollment**

Each child must have a completed application, \$25 registration fee, and monthly fees turned into the BEST office before the 15<sup>th</sup> of the month prior to the month your child will be starting the program.

A note should be sent to your child's classroom teacher advising them of the days your child will be attending the Kindergarten Wrap Around Program as a reminder.

## **Operation 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.

## **Attendance Policies and Procedures**

### **Kindergarten Wrap Around Program A**

The before school care program begins at 6:30 AM and ends at the time school begins. For the safety of our children they must be accompanied into the building for the morning program and signed in by a parent/guardian or other adult that is 18 years of age or old who is on the child's emergency contact or release list. Under no circumstances is a child to enter the building alone or be left unattended inside or outside of the school building prior to the start of program. Failure to follow this procedure may result in termination of enrollment in the program. 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.

### **Kindergarten Wrap Around Program B, C and D Programs**

Children in these programs will be picked up from their regular PLC classrooms by our Wrap Around staff and walked down together to the BEST Kindergarten Wrap Around wing of the PLC building. A schedule will be provided to each classroom teacher informing them of the days each child in the program are to attend. Attendance is taken by the classroom supervisor at program before any activities begin and also before the buses leave school property.

It is the parent's responsibility to notify the BEST Program office if their child will be absent from any of the Kindergarten Wrap programs. Please contact the BEST Program Office, and the PLC before the start of school at 8:00 AM and send a note to your child's classroom teacher any day your child will not be attending. Repeated failure to comply with this policy can result in suspension or termination of the program.

If your child does not arrive to the Kindergarten Wrap Around 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 not attending that day, we will make every effort to contact you using the phone numbers you provided on your registration form to verify the whereabouts of your child.

Once the program has begun and after attendance has been taken, your child may not leave our program without being signed out by an approved pick-up person that you provide.

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

### **Sign in and Sign out Policy**

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

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

### **Late Pick-Up Policy**

If you anticipate being late picking up your child from Program C please call the BEST Office before hand to inform us. If you do not call the BEST Office by 3:15 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 is not listed on your child's authorized pick up list. There will be a \$15 charge per 15 minute interval (i.e; 3:16 – 3:30 PM will incur a late fee of \$15.00; 3:31 – 3:45 PM will be a \$30.00 late fee).

If you anticipate being late picking up your child from Program D please call the Wrap Around Program D staff on their site cell phone to inform them. If you do not call the Kindergarten Wrap Around Program 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 will be due on the 15<sup>th</sup> of the previous month along with your payment.

- One program schedule change per school year will be made free of charge as long as it is submitted in writing by no later than Wednesday of the week before. (ex. – changing a schedule from Monday, Wednesday, Friday to Tuesday, Thursday, Friday.) Additional schedule changes will also need to be submitted in writing by Wednesday of the week before 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 15<sup>th</sup> of the preceding month.

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

## **Personal Items**

The BEST Kindergarten Wrap Around Program discourages bringing toys and electronics (handheld video games, mp3 players, cell phones, etc.) from home. Please keep in mind, the BEST Program staff is not responsible for lost or stolen toys and other personal items brought from home.

## **Inclusion of Students with Disabilities**

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

## **Discipline and Suspension/Expulsion Policy**

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

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

1. Warning – 1<sup>st</sup> offense
2. Time Out & Parent Notification by Classroom Supervisor – 2<sup>nd</sup> offense
3. Written Conduct Reports – 3<sup>rd</sup> and 4<sup>th</sup> offense
4. Suspension – 5<sup>th</sup> offense
5. Termination – 6<sup>th</sup> 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, abusive, or other inappropriate behavior by a child and/or parent towards a staff member or another participant will be grounds for immediate suspension. 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.*

## **Safety**

The BEST Wrap Around Program provides a safe place for students of the Primary Learning Center 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 BEST Program. If we cannot reach you, we 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 Influenzae | 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 simultaneously contact the parent and call 911. All of our Classroom Supervisors hold current First Aid, CPR, and AED certifications.

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

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

## **Medication**

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

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

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

## **Program Cancellation Procedures**

In the event that the Brick Township School District is closed, the BEST K-Wrap Program is cancelled. Notification of school closings are made through the automated phone message system and the district website; [www.brickschools.org](http://www.brickschools.org).

## **Emergency School Closings**

- **Full Day Closings:** The BEST Kindergarten Wrap Around Program is closed.
- **Delayed Openings:** Program A is cancelled, Program B will begin at 10:00 AM, and Program C and D will follow the normal schedule.
- **Mid-day Closings:** All parents of children in the BEST Kindergarten Wrap Around Program will be notified by the Brick Township Public Schools automated phone message and by telephone from the BEST Kindergarten Wrap Around Program that Program is cancelled for the remainder of 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.

There will be **no credits or adjustments** for time not used in the BEST Program due to school closing or delayed openings because the monthly payments are 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 end of the school year.

|   |
|---|
| <b>2011-2012 KINDERGARTEN WRAP AROUND MONTHLY PRICING</b> |
|---|

|   |   |   |
|---|---|---|
| <b>PROGRAM A (6:30 AM – start of AM K)</b>      |   |   |
| <b>5 days per week</b><br><b>\$108.00/month</b> | <b>4 days per week</b><br><b>\$86.00/month</b>  | <b>3 days per week</b><br><b>\$65.00/month</b>  |
| <b>PROGRAM B (8:30 AM – start of PM K)</b>      |   |   |
| <b>5 days per week</b><br><b>\$274.50/month</b> | <b>4 days per week</b><br><b>\$218.00/month</b> | <b>3 days per week</b><br><b>\$162.00/month</b> |
| <b>PROGRAM C (end of AM K – 3:00 PM)</b>        |   |   |
| <b>5 days per week</b><br><b>\$274.50/month</b> | <b>4 days per week</b><br><b>\$218.00/month</b> | <b>3 days per week</b><br><b>\$162.00/month</b> |
| <b>PROGRAM D (3:00 PM – 6:00 PM)</b>            |   |   |
| <b>5 days per week</b><br><b>\$216.00/month</b> | <b>4 days per week</b><br><b>\$171.50/month</b> | <b>3 days per week</b><br><b>\$127.00/month</b> |

- Tuition for the Kindergarten Wrap Around Program is based on the number of scheduled school days (180 days) for the school year divided into ten equal monthly payments.
- Schedules must be submitted to the BEST Office by the 15<sup>th</sup> of the preceding month. Any schedules received after the 20<sup>th</sup> of the preceding month will be charged a late fee.
- Tuition payments are due on the 15<sup>th</sup> of the preceding month. (For example, October's payment is due by September 15<sup>th</sup>). All cash payments should be made directly to the BEST Office. Payments received after the 20<sup>th</sup> 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 will 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 tuition at no additional charge.
- Please notify the BEST Program Office if you wish to discontinue use of the BEST Program. One week written notification to the BEST Office is required.
- 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 for either Kindergarten Wrap Around or the Before and After School Care Program in the elementary schools. A 10% discount will be given off of the oldest child's tuition.
- Late fees, schedule change fees, returned check fees, etc. are not subject to discount.

## **Payment Information**

All payments should be made payable to **The BEST Program**. *Payment will be due by the 15<sup>th</sup> of the previous month.*

### **During Office Hours**

Payments in the form of check, cash, or money order will be accepted at the BEST office at the PLC Building 224-260 Chambers Bridge Road. Checks and money order payments can be placed in the BEST Program box located at the entrance of the BEST office at the PLC. **Cash should not be left in the box.** Cash payments should be hand delivered to the BEST Program Secretary in the BEST Office.

PLEASE REMEMBER TO:

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

### **Payment Credits, Refunds, and Discounts**

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

Discounts are given to families with 2 or more children. A 10% discount is given to the first sibling's tuition and then a 20% discount will be applied for each additional child.

First child – full tuition

Second child – 10% discount

Additional children – 20% discount

All credits for emergency closing or early dismissals will be given at the end of school year in June.

### **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.

### **Delinquent Accounts**

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

### **Program Withdrawal/Termination**

Withdrawal from the BEST Program requires one week written notice to Lisa Rosamilia at [lrosamilia@brickschools.org](mailto: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 BEST 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 your child's Classroom Supervisor or call the BEST Program office at 732-262-2590, or e-mail Ellen Cusack, BEST Kindergarten Wrap Around Coordinator at [ecusack@brickschools.org](mailto:ecusack@brickschools.org).

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