

Bound Brook After Care Handbook 2016-2017

The Bound Brook School District After Care Program welcomes all Pre-School, Kindergarten and First Grade students. We hope that all pupils will have a wonderful, enriching experience. The program has limited space availability. After the program is full, a waiting list will begin according to application date.

After Care Program

The program runs daily from dismissal at 2:40 PM until 6 PM. **There is NO After Care Program available on days when the district has an early dismissal.**

****In the event of an unscheduled early dismissal, due to inclement weather, etc., the After Care Program will not be available. When this occurs, during the school day (prior to the normal 2:40 PM dismissal time), all pupils will be sent home early, and the Parent Link Message will go into effect. You will not receive a phone call from the After Care Program directly.***

General After Care Schedule:

1. Attendance – All students will come to the After Care “home-base” at dismissal time. The After Care staff does not pick up children at their classrooms. The classroom teachers will drop students off at After Care. Attendance is then taken.
2. Homework Time/Enrichment – Following attendance, student will work on assigned homework. After Care staff are available to assist with general questions regarding homework and will review directions or give a simple explanation about questions related to a student’s homework. Those not working on homework may choose to go to another area to engage in free read activities according to appropriate age levels.
3. Snack – At approximately 4 PM, snack is provided to students. Snack varies on a daily basis. Water is provided as a drink. Please notify staff if your child is allergic to any foods or specific ingredients. Parents are encouraged to provide additional snacks for their child. If your child has only certain snacks that can be eaten **due to a medical condition**, the family may provide these snacks.
4. Group Activities – Following snack, students will usually be given a choice of activities available. These may include outside play, videos, coloring, puzzles, books, crafts, etc.

IMPORTANT: There is **NO NURSE** available during After Care Programs. Therefore, there will be **no** distribution of medications to students. Also, students **may not** self-administer medications. All current medical information must be on file in the schools nurse’s office, and a copy must be provided to After Care. Students must also be fully toilet trained in order to attend the program.

Release of Children from the After Care Program

Please call the After Care phone when you arrive to pick up your child. The number is **732-652-7932** The back-up number is **732-652-7975**. If indoors, a staff member will bring your child to the door for parents to sign out. If outdoors, you will be asked to come to the playground areas in order to sign out your child.

Each family will fill out an “Alternate Approved Pick-Up” form, which will be kept on file at Child Care. It is important to list any person allowed to sign out your child from the After Care Program. Please inform all persons listed that you have placed their names on this form. Please make sure that your alternate pick-ups are able to pick up your child by the 6 PM closing time.

**A copy of any court order limiting parental rights must be given to the After Care Personnel.*

Late Pick-Ups

The After Care Program closes **promptly** at 6 PM. If you are anticipating being delayed, please make arrangements for a person on your Alternate Pick-Up form to pick up your child. If a child is not picked up by 6 PM, the After Care Program must be contacted by phone. Staff will attempt to contact parents, and alternate pick-ups, if necessary.

There will be a **\$15 charge for children who are signed up to stay until 4:30 PM and are picked up between 4:30 PM – 4:45 PM**. There will be a **\$1 per minute charge after 4:45 PM**. There will be a **\$15 charge** for children picked up between **6:00 PM – 6:15 PM**. There will be a **\$1 per minute charge after 6:15 PM**. If 3 late arrivals occur after the 6 PM closing, your child may be asked to leave the program.

In the event that a child remains in the After Care Program for **one hour (7 PM) after closing**, and staff has not spoken directly to a parent or alternate pick-up, staff will call Division of Child Protection and Permanency (DCP&P) 24-hour child abuse hotline to report abandonment and seek assistance in caring for the child until the parent (or alternate pick-up) can pick up the child.

Discipline Policy

The district and school’s code of conduct policies apply for the After Care Program. If inappropriate behavior persists, a time-out will be given and a follow-up discussion about the behavior will occur with the child and parent. Serious infractions of the programs’ rules that compromise any child’s safety or the authority of the staff, or excessive behaviors that disrupt the nature of the program, will result in a written incident report. A **one-day** suspension from

After Care may occur. If inappropriate behavior becomes chronic, a meeting between the After Care Teacher, school administrator, and the parent/guardian will be necessary for the child to continue in the program.

Registration

Registration will be completed online through the Bound Brook Website at www.bbbrook.org. Space is limited in the After Care Program. Each family is required to complete a new registration form yearly, accompanied by the registration fee of \$40 for one child, or \$60 per family for the entire school year.

If you wish to switch your child's enrollment from part-time to full-time or vice-versa, you may do so before the 20th of the prior month.

**Registration will be open to all incoming Pre-School, Kindergarten and First grade students beginning on August 12, 2015.*

Drop In Students

Drop-In service is available at a cost of \$35.00 per day, per child. Payment is due at the time of drop-in. Once your child is registered for the program you may use the drop-in service but it is subject to availability. It is important for us to maintain appropriate staff/child ratio. If you wish, you may simply register your child and then use the drop-in service at your convenience, again subject to availability. Only children who are registered with the program and fully paid up may be admitted to the program.

Tuition Payments

You will be billed for tuition each month. Payments are due by the 20th of each prior month. If payment is received after the 20th, a \$10 late fee will be charged.

Your payment reserves a space for your child in the After Care Program. Therefore, **no reimbursement is given if your child is absent from the program. If you withdraw your child for one or more months, your child will lose his/her reserved slot in the program(s).*

Program and Fees

After Care (2:30 PM – 6:00 PM)

Monthly Fee	3:30 pm	4:30 pm	6 pm
1 Day/Week	\$35.00	\$70.00	\$120.00
2 Day/Week	\$50.00	\$90.00	\$140.00
3 Day/Week	\$65.00	\$110.00	\$160.00
4 Day/Week	\$85.00	\$130.00	\$180.00
5 Day/Week	\$105.00	\$150.00	\$200.00