

CARE Parent Handbook Agreement

I have read and understand the terms of the CARE Parent Handbook.
I will comply with the rules outlined in the handbook.

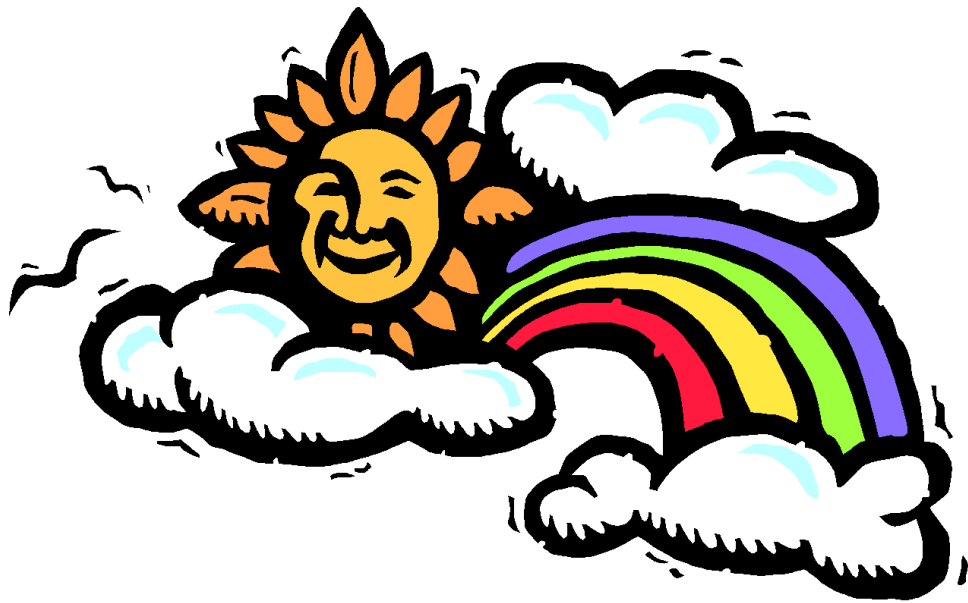
Student Name(s)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

PARENT HANDBOOK



CARE PROGRAM

2018/2019

BERLIN TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION

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Mr. Michael Murphy
Principal, John F. Kennedy Elementary School

CARE

Mrs. Tracey Richards
Director, CARE Program

Mrs. Tara Fields
Assistant Director, CARE Program

PHONE NUMBERS FOR CARE PROGRAM

CARE Director 609-929-4271
CARE Assistant 609-929-4272

CALL THE CARE DIRECTOR, NOT THE MAIN OFFICE, TO REPORT ABSENCES, CHANGES, OR ANSWER QUESTIONS, ETC.

*****If you contact the main office to report a change for your child, you will be charged a \$5.00 finders' fee for not properly reporting the change/absence.**

PARENT INFORMATION

Berlin Township Children's After-School Recreation and Education (CARE) is an extended day program providing children with an environment that is safe, warm, friendly, and stimulating. The program includes time for rest, play and learning as well as an opportunity for the child to develop intellectually and to interact with adults and peers through a variety of activities. CARE is sponsored by the Berlin Township Board of Education and is open to any school-aged child (grades pre-kindergarten through 8th) enrolled in the district provided the program can meet the needs of that child. Pre-kindergarteners must be four years old by October 1st of that school year.

The CARE Program was developed by the director, staff and children, with the guidance of administration, and is designed to be appropriate for the age level and interests of that group. Each program will include at least the following basic elements:

- A warm greeting for each child by an aide, with time to talk over the day's highlights
- Breakfast is provided every morning
- Snack provided every afternoon
- Activities that emphasize:
 - Creativity
 - Pursuit of individual interests
 - Making choices and decision making
 - Use of gross motor skills, as well as development of fine motor coordination
 - Indoor/outdoor play – outdoor activities when weather permits
 - Homework time will be provided for 1st - 8th graders from 3:40 p.m. to 4:20 p.m. AR and writing projects/essays will be sent home.
- Projects that will be enjoyable for the children while stimulating intellectual curiosity and helping them to develop skills and interest
- An emphasis on children assuming responsibility for their behavior and for keeping their environment clean and happy

DISCIPLINE POLICY

Children who attend the CARE Program are expected to conduct themselves in an appropriate manner. They are expected to respect one another and show respect for the aides and facilitators. No obscene or inappropriate language is to be used and no physical contact initiated. Inappropriate conduct will not be tolerated. If a child is written up three times during the course of the school year, the child will be suspended from the program. Parents will be informed of each inappropriate incident so that they may take steps to correct the behavior. Strict adherence to this policy will be followed.

REGISTRATION AND PROGRAM FEES

Registrations are by appointment only with the C.A.R.E. Director at 609-929-4271. Children may not start attending unless a registration packet has been completed. Parents are required to keep their child(ren)'s forms up-to-date by promptly reporting any change of information, PARTICULARLY WORK AND CELL PHONE NUMBERS.

DURING THE SCHOOL YEAR:

Registration Fee: per child - \$50.00 (non-refundable; includes breakfast, lunch, field trips and early dismissal days)

		<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>
7:00 a.m. until school begins	AM	\$7.00	\$10.00	\$11.00	\$12.00
dismissal until 6:00 p.m.	PM	\$10.00	\$14.00	\$16.00	\$18.00

A minimum of one week is required from the registration date to starting date in the program.

All fees and schedules are to be received no later than the 15th of the month prior to the month of attendance (i.e. payment for the month of October is due by September 15th). There is a five-day grace period and failure to comply will result in a **\$10.00 late fee per day** after the 20th. If schedules are not received by the end of the prior month (i.e. the October schedule is due no later than September 30, your child(ren) will not be permitted to attend for one week. **Lack of a schedule poses a safety issue for your child(ren).**

Each family is assigned a folder for transporting schedules/payment from home to school. If you are issued a replacement folder at any time during the school year, you will be charged \$5.00. *Please continue to use your designated envelopes for payment/schedules.*

No credits will be given for absences from the program UNLESS a child is out sick from school for a minimum of three days at a time followed by a doctor's note. Parents need to call and report this absence to CARE.

A two-week withdrawal is required in writing if the child is withdrawn from the program prior to the end of the school year. No refunds will be issued.

SCHEDULES AND EMERGENCIES

Schedules

For the safety of our children, teachers, bus drivers and C.A.R.E. staff, **schedules must be consistent for the afternoon program.** Only in extreme emergencies, at the discretion of the C.A.R.E. Director, can a schedule be changed. However, the new schedule must be consistent. **Notes/Messages to the main office or teachers WILL NOT be accepted.**

A day may be added, but not switched with a previously scheduled day. Payment is expected when sessions are added.

Emergencies

Should an emergency arise you must contact the CARE Director (609-929-4271) or Megan Stoddart (856-767-9480). No emergency phone calls will be accepted after 2:30 p.m. After 2:30 p.m. you must make arrangements with your emergency contact to pick-up and sign your child(ren) out from the CARE Program. **NO EMERGENCIES WILL BE ACCEPTED THROUGH THE MAIN OFFICE.**

Absences

You must call the CARE Director (609-929-4271) to report your child's absence, as well as the main office. When you do not report an absence, the staff must attempt to locate your child by any means. This takes time away from the other children and causes stress and confusion for all involved. Should this situation arise you will be **charged a \$5.00 finder's fee.**

OPERATING PROCEDURE

Both the AM and PM CARE Programs are located in the all-purpose rooms of the John F. Kennedy Elementary School.

Parents are responsible for transporting their children to the AM sessions. Parents and/or authorized persons are responsible for picking up their children at the designated time for the afternoon session. **Children who are scheduled for afternoon CARE on a particular day MUST attend the program that day. They will not be permitted to take the bus home.**

Closing time is 6 pm SHARP!! If parents do not pick up their child(ren) by 6:00 p.m. they will be charged **\$5.00 per minute per child.** We urge you to use one of your emergency pick-up contacts if you can not arrive by 6:00 p.m. This charge will be billed separately upon notifying Megan Stoddart at the Huster Administration Building. If this occurs three times, the child(ren) will not be permitted to attend the program.

SIGN-IN AND SIGN-OUT

In the AM session, parents are to escort their children into the program and sign them in.

In the PM session, attendance is taken when children arrive at the CARE area. It is the child's responsibility to go directly to the CARE area from the classroom. You **MUST** inform the CARE Director (609-929-4271) when your child is absent.

Each child will be signed out of the program each day by someone authorized to do so. The only persons allowed to pick up a child are those whose names are indicated on the child(ren)'s emergency form. Identification will be required.

CARE closes promptly at 6:00 p.m. **ALL** children must be picked up by that time. Parents or designated adults (**MUST BE 18 YEARS OR OLDER**) responsible for picking up children must enter the building and meet them in the facility. Children may not leave the building without his/her parents or designated adult. **Three late pick-ups from the CARE Program will result in removal from the program. You will be charged \$5.00 per minute per child.**

Parents must put, in writing, permission for designated adults to pick up children. This information will be put on the registration form. The list should include ALL adults and their telephone number who may now, or in the future, be responsible for picking up their child. **Documentation is required for anyone who is legally not permitted contact with your child(ren) as listed on the registration form.** Names may be added or deleted from this list during the school year. Please use your emergency contact if you are going to be late.

NOTIFICATION OF ABSENCE

Parents are **REQUIRED** to report a child's absence from the program (for whatever reason) to the CARE Director before noon each day if enrolled in the PM program (609-929-4271) or by 7:15 a.m. if enrolled in the AM program (609-929-4271). The number one objective of this program is your child's safety before and after school.

If a child fails to report to the program, and we have not been contacted, a parent or authorized adult will be contacted. PLEASE NOTE: Children who are scheduled for afternoon CARE on a particular day MUST attend the program. You cannot call CARE or the school and have them take the bus home unless an emergency occurs. Please contact Mrs. Cohen by telephone (609-929-4271) should an emergency or schedule change arise and it will be addressed by administration.

DAYS OF OPERATION

The CARE Program will follow the school days on the school calendar. Days of operation for the program will be during full day sessions and scheduled half day sessions. **No program will be available on school holidays, administrative school closings or the last afternoon of school. Furthermore, the program will also be closed on the following days:**

Wednesday, October 31, 2018

Wednesday, November 21, 2018 before Thanksgiving

Friday, December 21, 2018 before Winter Break

SUMMER CARE:

SUMMER CARE ELIGIBILITY: Students must have attended CARE since March 1st in order to be eligible for Summer CARE. This gives us time to get to know the students before the summer program begins. Safety is our top priority as we attend many trips.

Registration Fee*: per child \$100.00 (non-refundable)

***Registration fee includes: 2 CARE t-shirts per student and all trips. Additional t-shirts may be purchased for \$6.00 each.**

SUMMER RATES:

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>
PRICE PER DAY	\$30.00	\$50.00	\$70.00	\$90.00

There is a limited amount of space for summer so please reserve early. Current CARE students will be notified of our Annual Summer Registration Event. There is a late fee of \$25.00 if you register after May 1st. Summer Registration will be closed effective June 1st.

Payment for the first half of summer is due by May 10th. Payment for the second half of summer is due no later than June 7th. If payment is not received in full by June 15th, you will not be permitted to attend the program. We encourage you to take advantage of our summer savings plan. You may make payments towards summer throughout the school year. A payment line is provided on the bottom of each monthly schedule.

Each family is assigned a folder for transporting schedules/payment from home to school. If you are issued a replacement folder at any time you will be charged \$5.00.

No credits will be given for absences from the program UNLESS a child is out sick from school for a minimum of three days at a time followed by a doctor's note. Parents need to call and report this absence to CARE.

Drop-off and Pick-up times for CARE are as follows:

SUMMER CARE HOURS: 7:00 am – 5:30 pm

Drop-off: Between 7 am – 9 am

Pick-up: Between 4:00 pm and 5:30 pm

Please call Mrs. Richards for entry into the school between the hours of 9 am and 4 pm.

A two-week withdrawal is required in writing if the child is withdrawn from the program prior to the end of the summer. No refunds will be issued.

RETURNED CHECKS: A \$30.00 fee will be assessed for returned checks. After two returned checks, all payments will need to be made in money order. **Cash will not be accepted as repayment. It must be in the form of check or money order.**

EMERGENCY CLOSING

REMIND Notification System

The CARE Program uses the REMIND Notification System to notify CARE parents of emergency closings and other program reminders. Registration for the REMIND system can be done as follows:

Via text: text @btwpscure to 81010

Via E-mail: btwpscure@mail.remind.com

School Year

- A. All Day Closing: When inclement weather is severe enough to cause the closing of schools for the entire day C.A.R.E. will also close. Credits will be issued for a closing due to an emergency or inclement weather. Credits will be given the following month.

CARE does not operate when school is closed.

- B. Early Closing: When it becomes necessary, once school is in session, to close before regular dismissal times, you will be notified through the REMIND Notification System. We urge you to register to receive all important C.A.R.E. information. The administration reserves the right to close early due to inclement weather for the safety and well-being of our staff and students. Please make necessary arrangements through your emergency contacts to have your child(ren) picked up. Credits will not be given during an early closure since the program is fully staffed and they are there to care for our students until they can be picked up by their parent/guardian.
- C. Delayed Opening: On days when the schools are on a delayed opening schedule, CARE will have a two-hour delay as well. CARE will NOT be open at 7:00 a.m. but will open instead at 9:00 a.m.

Summer

Should an emergency closing become necessary, parents will be notified through the REMIND Notification system. If you cannot pick-up your child, **it is your responsibility to contact your emergency contact to pick-up your child immediately.**

We thank you in advance for your continued cooperation and support in making our program a safe and successful one.

Private Music Lesson Policies and Prices

1. Lessons are \$20 per lesson on a weekly or bi-weekly rotation on piano, guitar and vocal. Please see Mrs. Cohen for availability
2. Payment is Due by the 15th of Every Month. This payment will guarantee your child's lesson time for the month. Students with unpaid balances by the 15th of each month will receive late notices, If payment is not made by the 21st of the month, C.A.R.E. reserves the right to withhold lessons until payment is made.
3. C.A.R.E Will Credit Your Account for Lessons We Cannot Provide. If your teacher cancels your lesson and cannot make it up you will receive a credit for the next month.
4. Two Weeks (Fourteen Days) Notice is Required to Discontinue. Please notify Mrs. Cohen in writing to provide notice of discontinuation. DO NOT give notice to your instructor. Notifying your instructor does not constitute proper notice. Payment is required for all lesson appointments that fall within 14 days after your notice of discontinuation is received.
5. C.A.R.E Reserves the Right to Discontinue Lessons Should a Student's Payments or Attendance Become Inconsistent or practice is not being completed at home.