

BRIGANTINE COMMUNITY SCHOOL

Before & Aftercare Program



Together we Succeed

Brigantine Community School

Before & After School Care Program

2019-2020

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Introduction

The Brigantine Board of Education is proud to offer a Before and After School Care Program to students in preschool through fifth grade. Our goal is to provide affordable childcare in a safe, secure, and fun environment. Before and After Care is fully licensed by the State of New Jersey (License #171200233) and is run by our highly trained school staff. Children will be dropped off and picked up at the main entrance (Door #1) in the horseshoe on E. Evans Boulevard.

The **Before School Program** opens to students at **7:30 a.m.** Fees are \$6.00 per day (per child) for this program. A light breakfast is provided by Nutri-Serve. Children must be signed into the program by a parent/guardian/authorized adult each day. At 8:30 a.m., children will report to their assigned playground area, when supervision is on duty.

The **After School Program** is available from dismissal until **6:00 p.m.** You should arrive to pick up your child no later than 5:45 p.m. to have sufficient time to gather belongings and sign your child out. Fees are \$12.00 per day (per child) for a regular dismissal day and \$16.00 per day (per child) on early dismissal days. The program provides recreation, homework help (not tutoring) and opportunities to socialize. A snack is provided by Nutri-Serve each day; however, if your child has food allergies, please send a snack with them. Children must be signed out of the program by a parent/guardian/authorized adult each day. All authorized adults must provide proper identification every time they pick up a student. **No child will be released to an adult whose name does not appear on the list or does not have proper identification.** There is a \$15.00 per 15-minute late fee for children picked up after 6:00 p.m. Repeated abuse of the 6:00 p.m. pick-up time can result in the child being dismissed from the BAC Program.

Registration

For each child attending the program, a parent or guardian must complete all forms at the end of this packet and return them to the elementary office prior to attending. **A registration fee of \$15.00 must be submitted with the registration packet.** No children will be permitted to attend the program without registering.

Weekly Enrollment and Payments

Parents are responsible **each week** for handing in payment with a voucher showing which days their child will be attending the program. The parent/guardian will be required to send in the voucher, with a check or money order for the weekly fee, by 6:00 p.m. on the previous Thursday or other day noted on the voucher. Vouchers for the following week, submitted after the date noted on the voucher will be charged a late fee of \$15.00 and require a note to your child's teacher and a phone call to the office. For the safety of your child, please make every effort to submit your vouchers by the due date. This policy must be adhered to or you may be asked to make other child care arrangements.

Emergency Add-ons

Once the vouchers are handed in for the week, no changes can be made. However, we realize that an emergency may arise where you are unable to pick your child up from school and the BAC program is your last resort. In case of such emergencies, a child may be added to the program after the voucher has been handed in. **Parents should call the school office before 1:00 p.m. on the day of the emergency at 609-264-9501 and the program director at 609-264-9507** to let them know your child is to attend the program. **No changes will be made after 1:00 p.m.** Payment for that day, in addition to a \$15 fee, must be paid at pickup for that day. This is **ONLY** for such emergencies and is not to be abused or you may be asked to make other child care arrangements. Once this emergency add-on has been placed, no changes can be made.

Lateness

Parents are expected to arrive to pick up their children no later than 5:45 p.m. This will give you time to sign your child out and collect all belongings before 6:00 p.m. A late fee of \$15 for each 15 minutes will be assessed after 6:00 p.m. and must be paid at pick-up.

NO REFUNDS will be made once the vouchers have been handed in. If your plans have changed and you no longer need childcare, you must pick your child up at the BAC program any time after school dismissal.

Behavior Policy

All school policies, procedures, rules and regulations will be in effect for the program. Any child who does not behave, cannot follow rules, hurts someone deliberately, or is disruptive will be removed from the program after all reasonable efforts to correct the situation have been exhausted. All children must be self-sufficient.

After School Activities

Students who have after-school activities (such as Homework Club, Math Club, Art, etc.) must first report to the program to indicate they are present. They will then be signed out of the program by the activity instructor, and signed back in at the end of the activity. Students attending CCD classes on Mondays, will be signed out of our program by the CCD instructor and will be picked up directly from CCD at the time provided by the CCD staff.

Attendance and Payment

- You are responsible for payment any day your child is signed up regardless of absences.
- Credits are offered only if the school is closed for an emergency or inclement weather.
- All payments are due in full by check or money order made out to the Brigantine Board of Education. Payments are due with the weekly blue voucher on the Thursday (or date marked on the blue form) before the week your child will attend. If payment does not accompany the voucher, your child will not be permitted to attend.
- Payments can be made in the following ways:
 1. In person at the Main Office.
 2. Sent to school with student in a sealed envelope marked "Before and After Care Program."
 3. Given to the BAC staff upon pick-up or drop-off of your child.

***No cash will be accepted.**

Closure Dates

We do not offer Aftercare on the following dates:

- Wednesday, November 27th (half day before Thanksgiving)
- Friday, December 20th (half day before Winter break)
- Thursday, April 9th (half day before Spring break)
- The last half days of school in June (dates will follow)

The Before and After Care Program is a self-supported program approved by the Brigantine Board of Education. We are happy to provide high-quality care at a minimal cost to our families as follows:

Yearly Registration	\$15.00 per year
Before School Program	\$6.00 per day
After School Program	\$12.00 per day
After School Program – Early Dismissal Day	\$16.00 per day

Penalty and Late Fee Schedule:

Child returned by bus driver	\$20.00
Child not picked up at school	\$20.00
Late enrollment fee (emergencies only)	\$15.00 per child*
Late Pick-up fee – assessed after 6:00 p.m.	\$15 per 15 min.

***In the case of an emergency, you may add a day only with a call to the Main Office no later than 1:00 p.m. on that day at 609-264-9501 and a call to the program director at 609-264-9507. In this case, payment must be made upon pick-up in the form of a check or money order for the cost of the day. A \$15 fee will be added for the change. No changes are accepted once this add-on is approved by the director. There are no exceptions to this rule.**

Credits:

Credits will **ONLY** be issued for emergency school closings; such as snow or flood days. No other credits or refunds will be issued.

Childcare Subsidies:

Our program accepts the NJ Child Care Subsidy Program. To learn more about the program, or to download an application, please visit www.rusouthernccrr.org for information.

Parent/Guardian Name

Parent/Guardian Signature