



HADDON TOWNSHIP BOARD OF EDUCATION

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5843. SCHOOL AGE CHILD CARE PROGRAM

A. Philosophy

The Haddon Township Board of Education shall, within the scope of available resources, provide a self-sustaining program for all pupils in kindergarten through fifth grade, who reside in or attend school in Haddon Township. Participation in the School Age Child Care Program is a privilege not a right. Pupils will be expected to conform to all regulations or be removed from the program. Individuals requiring special supervision will be handled on a case-by-case basis regarding acceptance into the program and fees.

The afterschool child care program will be located in the township's five elementary schools where the number enrolled justifies the need for such a program. The Extended Care for Kindergarten will operate in one location for AM care and one location for PM care. Summer Recreation will operate in one location. The School Age Child Care Program shall include such activities as:

- Snack and homework help
- Math, science, social studies
- Games, arts & crafts, cooking
- Nature, music & drama
- Service & Character Counts
- Special events & field trips
- Other areas deemed appropriate for the school age children.

Program emphasis will be on providing a safe, secure and comfortable environment where the children of working parent(s) and/or legal guardian(s) can enjoy the hours between the dismissal of school and their return home with their parent(s) and/or legal guardian(s).

B. Program Guidelines

1. All children must be picked up at the child care site by their parent(s) and/or legal guardian(s) or designated adult. No child will be released without the written consent of the child's parent(s) and/or legal guardian(s). Parent(s) and/or legal guardian(s) should notify the School Age Child Care Director in writing twenty-four hours prior to any changes in the designated person or persons with whom their child may be released. Telephone calls will not be accepted.
2. All children must be picked up at the child care site on time. The designated time for pick up must be included on the child's School Age Child Care Reservation Form.
3. The Extended Care for Kindergarten and Afterschool Child Care Program will operate during the regular school calendar year. The program shall operate from the opening day of school until the day before the closing day of school as designated by the Haddon Township Board of Education.

The program will also be in session during early dismissal (snow, teacher in-service) or designated half days. The Summer Recreation Program will operate for six weeks, from mid-June to end of July. Specific dates will be determined by the School Age Child Care Director.

4. The Extended Care for Kindergarten and Afterschool Child Care Program will not operate on days when school is not in session.
5. Parent(s) and/or legal guardian(s) who habitually arrive late to pick up their child will be assessed an additional fee to compensate the program for additional services provided.

Parent(s) and/or legal guardian(s) who pick up their children beyond the closing time of 6:00 p.m. will be assessed an additional charge for each additional fifteen minutes. A written notification of this additional assessment will be forwarded to the parent(s) and/or legal guardian(s) by the program administrator.

6. Homework assignments, although not part of the regular after school routine, are to be completed by the individual pupils and will not be the responsibility of the childcare directors or the program administrators.

Assistance with homework assignments will be provided only when the childcare site director deems it absolutely necessary.

7. Transportation, both to and from the Afterschool Child Care Program, is the responsibility of the parent(s) and/or legal guardian(s). Transportation will not be provided by the Haddon Township Board of Education. Transportation for the Extended Care for Kindergarten program will be provided mid-day to/from home school kindergarten class and the extended care program.
8. Additional guidelines for the Extended Care for Kindergarten, Afterschool Child Care and Summer Recreation Program will be the responsibility of the Haddon Township Board of Education, the School District Administration, and School Age Child Care Program Director and site supervisors.

C. Registration

Any parent(s) and/or legal guardian(s) planning to utilize the services of the Haddon Township School Age Child Care Program must register their child. Each parent(s) and/or legal guardian(s) will be required to complete an appropriate School Age Child Care Program Registration Form each school year. A fee will be charged for this registration. Children may be registered at any time during the school year.

A registration file card will be kept for each child in the following locations:

1. School Age Child Care Program office;
2. School Age Child Care Site.

Once a child has entered the program, the child's parent(s) and/or legal guardian(s) will be required to complete an School Age Child Care Reservation Form every two weeks. The reservation form will indicate the days and times the child will be present in the program.

All School Age Child Care Registration and Reservation Forms are to be forwarded to, and processed by the program administrator.

D. Fees

All fees are to be paid two weeks in advance.

Extended Care for Kindergarten and Afterschool Child Care program monthly tuition fees are due on the 15th of the month prior to services. Fees are to be paid by check made payable to the Haddon Township Board of Education. No cash will be accepted as payment for School Age Child Care services. The monthly invoice can serve as receipt for payment. Summer Recreation fees are due prior to the start of the first day registered for Summer Recreation.

Receipts will be issued upon each payment.

Program fees will be established annually by the Board of Education.

Adopted: April 19, 2012