

HADDON TOWNSHIP SCHOOL DISTRICT



SCHOOL AGE CHILD CARE PROGRAMS

Before School Care
After School Care
Kindergarten Care
Summer Recreation

PARENT HANDBOOK

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MISSION STATEMENT

The mission of HADDON TOWNSHIP SCHOOL AGE CHILD CARE (HTSACC) Programs is to provide a safe, affordable, nurturing environment for all Haddon Township children who need Afterschool Care, Kindergarten Care or Summer Recreation. The children shall have opportunities to choose activities designed to promote their physical, mental, social and emotional development in an atmosphere of mutual respect.

ACTIVITIES

HTSACC Programs are designed to provide opportunities for students to take ownership of the program and they are encouraged, as appropriate, to participate in planning indoor and outdoor activities. Both quiet and active play, homework and snack time, are included. In order to promote social, emotional and developmental growth, children in the Aftercare program are typically grouped in multi-age groups. The staff guides successful group play. At times, individuals or specific ages are encouraged to play or work together. Activities include enrichment experiences in instructional subjects such as literacy, math, science and social studies.

“G” rated movies will be shown from time to time in the program, especially on half or inclement weather days.

Parent/guardian suggestions and comments regarding activities are always welcome. Please address concerns with the program activities with the site supervisor. If a concern persists please contact the HTSACC Director at 856 869-7750 ext. 1113 or Email at sacc@htsd.us

ADMINISTRATION OF MEDICINE

It is HTSACC policy that staff may not administer any medication, either prescription or non-prescription. With the exception of intervention for a life threatening incident.

ARRIVAL, DISMISSAL, DROP OFF & PICK UP

Children enrolled and attending the Afterschool Care program are not permitted to leave school building or grounds. Exceptions are at the discretion of the Parent, Site Supervisor, SACC Director and Building Principal.

Children will be released to their parent/guardian or to authorized persons who are listed as Emergency contacts. Parents/guardians are encouraged to name as many authorized persons as they wish when completing the emergency forms. Authorized persons must be over 18 years of age or a sibling in sixth grade or older.

Parents/guardians and other persons picking up children will be asked to produce identification until all site staff are familiar with them. Please remind anyone new picking up your child to bring identification with them to the program.

If parents/guardians will be out of town for more than a day, they are encouraged to inform the program staff of their whereabouts in case of emergency, and to designate which person(s) will temporarily act *in loco parentis*. Please be aware that, in the case of separated or divorced parents, we are unable to restrict one parent's right to visit or pick up a child without a current court order signed by a judge. A copy of such order must be given to HTSACC CARE to be retained in the child's file. Once a child has been signed out of a program by a parent/guardian or other authorized person, the safety of the child becomes the responsibility of the person signing him/her out. Once signed out, children may not be left on site to play with children remaining under the care of HTSACC

APPROPRIATE ATTIRE

As children spend a great deal of time in our program engaged in gross motor activities, parents/guardians are asked to dress them appropriately to maximize their safety. Children dressed inappropriately for a particular activity may not be permitted to participate. Open shoes, flip-flops, jellies, platforms, or slides are dangerous when climbing or running. If a child wishes to wear these types of shoes to school, we suggest that sneakers or other sturdy, closed shoes be brought along for changing. Extremely short or long skirts may also limit playground participation or be a safety hazard. Children should always come to the program with appropriate outerwear and footwear, or they may be required to remain indoors. Although every effort will be made to purchase non-staining creative materials, accidents do happen, and HTSACC cannot be responsible for stained or damaged clothing. Parents/guardians should always feel free to send a change of clothing on days when the child is dressed in especially good school clothing.

CALENDAR

HTSACC Afterschool Care and Kindergarten Care programs operate according to the Haddon Township School District calendar. Please check the Haddon Township School District calendar for starting and ending dates, school closings, and early dismissal days. There will be no program on snow days or school closing days, unless otherwise noted.

CELL PHONE POLICY

Children of the HTSACC programs are not permitted to use a cell phone during program hours. The cell phone must remain in backpack and turned off. If the child needs to use the cell phone for any reason, they must approach a HTSACC Staff member to discuss. Consequences for non-compliance are at the discretion of the HTSACC Director and Site/Program Supervisor.

COMMUNICABLE DISEASES

In some cases, a child may be refused admission due to a presenting illness. If a child is too ill to attend or is prohibited from attending school due to an illness or medical condition, they may not attend HTSACC. If a child becomes ill at the program, a parent/guardian or authorized person may be called to pick up a child earlier than scheduled. These situational restrictions apply particularly to illnesses such as:

-Acute diarrhea

- Vomiting
- Fever
- Contagious illness

For the safety of all children and staff, parents/guardians are expected to report to HTSACC directly and immediately if their child is diagnosed with a communicable disease. As always, HTSACC will respect the confidentiality rights of children and families if/when we find it necessary to notify other participating families of detection of communicable diseases within the program environment.

COMMUNICATION

In order to support your child's success in the HTSACC Program, our goal is to work in collaboration with families. To that end we appreciate being able to communicate in the best possible way matching the situation and your availability. Communication will occur in person, on the phone or via email. In the event of an accident, injury or code of conduct violation the Site Supervisor will provide an incident report in writing so that all parties have appropriate documentation. The HTSACC Director can be reached at, 856 869-7750 ext. 1113 or Email at sacc@haddontwpschools.com

Communication with School Staff/Administration

We believe that it is in the best interest of the children for programs to work closely with school personnel at all times. Communication is the key to successful collaboration. We have found that by working and strategizing together, we are often able to prevent problems or improve the level of service we can provide to a child.

For this reason, parents/guardians are asked to sign a release permitting the sharing of information about their child between HTSACC and the school. Information may include (but is not limited to) successful homework strategies, general behavioral issues and other important notes that will assist with maintaining your child's health and safety.

From time to time the school or HTSACC Staff may feel that more extensive sharing of information would help to meet the needs of a child or family. In these cases, either HTSACC Staff or school personnel may request permission for more in-depth discussion. We hope that, should these circumstances occur, parents/guardians will feel comfortable permitting a more extensive dialogue. Be assured that HTSACC considers any such information confidential, to be shared with school or HTSACC Staff only a need-to-know basis.

Short conversations with staff to discuss program questions are always welcomed and encouraged. However, we ask that a parent/guardian desiring lengthy, private conference arrange this in advance with the Site Supervisor, so that staff may give undivided attention to the issue under discussion without jeopardizing the safe supervision of the children.

Court Orders

If a child is the subject of any court order, HADDON TOWNSHIP SCHOOL AGE CHILD CARE must have a copy of the most recent version, signed and with a judge's seal, included in the child's file. This included orders regarding guardianship, parental custody, restraining orders, or any other orders relevant to the child's enrollment or pick up from the program.

Please note that, without proper documents, HTSACC Programs may not restrict a parent from visiting or taking a child from a program, or providing information.

HTSACC Programs will make every effort to follow the order as written; however, if there is any confusion to the meaning or requirements of the document, we may consult our attorney for clarification and/or request interpretation by the court or police.

CONDUCT AND BEHAVIOR

HTSACC approaches conduct from a positive perspective. The rules and consequences are designed to effectively reflect the school codes of conduct and to ensure the safety and security of our students, who also participate in the development of the rules. We strongly encourage parents/guardians to review and discuss the HTSACC rules and consequences and to support the staff as they enforce them. When student behavior is disruptive or disrespectful students will be given consequences that reflect their behavior. Redirected into a different activity, removed for a cool down period and discussion of the inappropriate behavior . When a behavior or incident is more serious in nature it is documented in writing and an incident form (pink slip) is completed and shared with the parent/guardian. For repeated incidents, meetings will be scheduled so that the Site Supervisor and parent/guardian will collaboratively develop a specific plan for the student. Continued incidents may result in suspension or removal from the program. That decision is made in conjunction with the HTSACC Director. Serious or persistence incidents for one of the following reasons may be cause for suspension or removal:

- Fighting
- Repeated or serious defiance of adult directives that may result in concerns for safety/security
- Use of inappropriate language
- Threats, harassment, intimidation or bullying
- Vandalism
- Possession of anything can be considered a weapon
- Stealing
- Leaving the program/school grounds w/o permission

Repeated pink slips result in the following:

3 pink slips = 1 day of suspension

5 pink slips = 3 day suspension

The goal of the HTSACC is to maintain student enrollment in the program. If repeated attempts to resolve behavior problems yield no positive results the student will be terminated from the program as a last resort. Termination will follow repeated written warnings and conferences with the parent/guardian. If the behavior is serious and threatens the safety of him/herself or others, termination may be immediate. The parent/guardian will be notified of the effective date of termination in writing. Every effort will be made to meet in person with the parent. If this is not possible a phone call will be made prior to the date of termination.

EMERGENCY/DISASTER PLAN

HTSACC has developed an Emergency/Disaster Plan for response to emergencies, disasters, or other traumatic incidents which may occur during program hours or impact on the children enrolled in our program. This plan was developed in accordance with best practices and coordinated with the plans followed by the school district.

EMERGENCY MEDICAL PROCEDURES

In the event of a minor injury on site, the staff will administer basic first aid. In the case of a head injury, a separate head injury report will be given to parents at pick up.

In the case of a serious injury, the Site of Program Supervisor, in consultation with the HTSACC Director, may judge that additional medical care is needed. Every attempt will be made to contact the child’s parent/guardian, physician, or other authorized person to discuss options for further care. In the case of an injury or acute illness deemed very serious or life threatening by the staff, HTSACC Programs may call 911 immediately and turn the decision for subsequent appropriate care over to their professional judgment.

HTSACC Programs maintain accident insurance secondary to the family’s own policy to cover injuries which occur at the program. Parents wishing to utilize this secondary insurance coverage should contact the SACC Director to request the appropriate claim forms.

ENROLLMENT POLICY

The HTSACC Programs offer afterschool care and kindergarten care. These are fixed tuition based programs supported by the Haddon Township Board of Education to provide care for Kindergarten through fifth grade children after their regular school hours. PM Kindergarten students may be enrolled in a before school care program. Afterschool care is provided on site at each of the Haddon Township Schools currently being served by HTSACC:

- Edison School
- Jennings School
- Stoy School
- Strawbridge School
- Van Sciver School

Kindergarten Care location: TBD yearly

In order to participate, children must live in the school district . **Kclub students must be toilet trained and be able to handle all aspects of toilet hygiene independently.** The exception of out-of-district special education students, children must attend the program at the same school they attend.

FIELD TRIPS

As part of the program, staff may plan walking trips in the neighborhood, or to nearby program sites. Permission slips with specific trip information will be distributed.

FIRE DRILL AND LOCK DOWN DRILLS

A fire drill and lock down drill will be conducted at all SACC programs. Times and days of drills will vary.

HOLIDAY CELEBRATIONS

HTSACC Programs recognize that children and staff enjoy celebrating holidays. The program will be inclusive and multicultural in our holiday celebrations, and encourage children to share traditions and activities from home. No child is ever required to participate in an activity if they are uncomfortable or the parent objects.

HOURS OF OPERATION

The Before School Care program runs from 6:30 am- 8:30am every day school is open.

The After School Care program runs from dismissal to 6:00 pm every day school is open.

The K Club AM Care runs from 8:20 – 12:30. PM Care runs from 11:00 – 3:00pm. Both Classes then filter into the Afterschool Care program as necessary.

HOMEWORK

HTSACC Staff understands the stress caused by large amounts of homework and the pressure of other family commitments. Therefore, time will be reserved at the program for children to work on their homework.

It is also our belief that all children need a brief respite from the stresses of the school day, and an opportunity to enjoy socializing with the other children enrolled in the program. Every effort will be made to provide a quiet area to facilitate an optimum environment for children during homework time, within the constraints of space and staffing. Staff will not act as tutors, but will assist children much in the way a parent would. Some of our site locations may use a homework agreement. This agreement is a mutual decision if homework is to be completed on site during Afterschool Care.

INFORMATION CHANGE PROCEDURE

In order to ensure the safety and security of your child, please notify us in writing or by email at sacc@haddontwpschools.com of any:

Change of home address or home phone number

Change of or new place of employment or employment phone number

Change of or new cell phone numbers

Change in names of adults authorized for pick up of your child.

LATE PICK UP

All parents arriving after six o'clock pick-up time will be required to sign a late pick-up form verifying the actual time of arrival. The form will be forwarded to the HTSACC Office for further action. **The late charge will be \$15.00 for every fifteen minutes after 6:00pm.**

The report of lateness is not at the discretion of the staff member, nor is it based on the reason for lateness. **Time will be based on the cell phone clock at the program site.** If you know you will be late, please make a phone call in advance to the Afterschool Care Site your child attends and discuss with the Site Supervisor your intentions.

If you know you will be late, it is also important to call so that we can reassure your child, as he/she is usually aware of the time and may be worried about you. This is also a courtesy to our staff.

Although we understand that occasionally a traffic problem or other situation may cause you to be late, we ask that you try to arrange for an alternate person to come for your child. If we have not been able to contact you to arrange for pickup by 6:15, we reserve the right to call someone on your emergency form to come for your child. **If we have not heard from a parent/guardian, and are unable to locate anyone to pick up a child by one-half hour after closing time, the HTSACC Director may, at his/her discretion, choose to consult with the police and/or NJ DFC for instruction as to how to proceed.** Repeat offenders (3 Late Pick Up's) will be asked to discuss with the Director about other arrangements for pick up. If necessary, the family may be asked to leave the program.

MOVIES

G rated movies and other videos are sometimes incorporated into the activities during HTSACC Programs. They are used primarily on half days and/or in inclement weather days.

NUTRITION

Snacks and beverages are provided to our students each day. It is an integral part of the program, giving children time to relax and enjoy conversation with their peers and the staff. Our food program will promote healthy eating and good nutrition. Students will participate in food selection, distribution, preparation and clean up. Our staff will also model and promote healthy eating, good nutrition and appropriate table manners, by sitting with the students and discussing healthy eating, modeling good table manners and by not consuming foods that are not permitted in the program.

Parents/guardians of children with food allergies should provide own daily snack to ensure safety. Due to the increase in and severity of nut, and other food allergies, HTSACC may decide to eliminate foods containing nuts or other ingredients from the snacks served, and if necessary and feasible, go so far as to prohibit them from the program site. If a child has any serious or life threatening allergy or medical condition related to food, these must be clarified, and a care plan outlining needs/solutions prepared in advance with the SACC Director. A list from the parent to the provider with acceptable/appropriate and safe snack choices, for a child with a food allergy would be helpful. Additional forms may be required to have on file with the program site.

Snack time is an integral part of our program. It gives the children time to relax and enjoy conversation with their peers, while reinforcing sharing and table manners.

NUTRITION POLICY

This policy aligns with the Haddon Twp District Nutrition Policy and Policy Standards set for by NJDE & NAA:

- No candy/gummy fruit snacks or snacks with sugar as first ingredient
 - Saturated Fats – 2 g per serving
 - No Trans Fats
 - Total Fats – 8g per serving (excluding nuts and seeds)
 - 100% juice (fruit or vegetable)
 - Whole grains – where available
 - Baked good with no trans fats – 2x per month
 - Offer water as primary drink
 - Offer fresh fruit and vegetable weekly
 - Serving Sizes for all food groups reviewed
-

PROGRAM ENVIRONMENT

HTSACC Programs are designed to afford children, families and staff a peaceful, safe, non-threatening environment in which everyone is treated with respect. Disrespectful, threatening or aggressive behavior disrupts the safe and peaceful operation of the program. This includes verbal and/or physical abuse or threats of such abuse. As such, individuals who engage in such behavior may be asked to cease participation in the HTSACC program immediately and may potentially be barred from the site.

RELEASE TO AN IMPAIRED INDIVIDUAL

HTSACC Programs follow the NJ DCF guidelines prohibiting release of a child to an individual suspected to be impaired due to drugs, alcohol or other cause. HTSACC Staff reserves the right to refuse to release a child to anyone under suspicion of impairment. Should a dispute occur regarding release in such a circumstance, the police department may be called in to make the final judgment.

SCHEDULE

The Afterschool Care Program offers a choice of a **Fixed** or **Flex** schedule. The **Fixed** Program schedule follows the school calendar. It is 5 days per week when school is open. The **Flex** schedule is 2, 3 or 4 days a week. The Flex Program schedule must be arranged with the HTSACC Director (See above for contact information). Due to the need to maintain the legally required supervisory ratios, days cannot be switched without proper notice. Non-scheduled days will be billed separately at the per diem Drop-in Care rate.

The Kindergarten Program offers only a **Fixed Program** schedule. When a schedule is set for a particular month, there will be no reductions made to the tuition for changes the parent/guardian makes that reduce the number of days/hours that the child attends. Schedule changes must be submitted in writing to the HTSACC Program Director by 3:00 PM, Thursday of the prior week, at sacc@htsd.us.

Our Drop-in Care feature is available for students who are registered in HTSACC in either program. We require one week's advance notice for the K Club program to ensure proper

arrangements for transportation. Drop in is not always an option if the KC classroom is full. Please notify the HTSACC office via email or telephone at least one week prior to the need for Drop-in Care. Fees for Drop-in Care are due on the day of the service. While prior notice is not required for Drop-in Care for students enrolled in the Afterschool Care program it is important that you notify the school office and classroom teacher that you are using Drop-in Care. The form is on the website sacc@htsd.us. Schedule Changes must be arranged through the site supervisor. Please use the appropriate form, which is available on the website.

SCHOOL-BASED ACTIVITIES – On Premise

Children must report first to the HTSACC Afterschool Care program to be checked in, and then go directly to the school-based activity. HTSACC Afterschool Care must know the time the activity is expected to end, and the children must return and check in with the HTSACC Afterschool Care staff immediately upon dismissal from the activity.

SPECIAL ACCOMMODATIONS

HTSACC Programs are designed to accommodate the needs of all children enrolled in the school district. The accommodations will represent the most appropriate option to afford each student equitable access to the program. We ask that parents/guardians share their child's IEP or 504 plan, if there is one so that reasonable accommodations can be made. All information will be kept strictly confidential. It will be used to ensure that your child's program is positive and successful.

SUNSCREEN POLICY

Only the school nurse has permission to apply sunscreen.

SUSPICION OF CHILD ABUSE/NEGLECT

Please be aware that the staff and administration of HTSACC are considered mandatory reporters, and SACC will follow all applicable laws/regulations regarding suspected child abuse and/or neglect to the State Child Abuse Hotline 1-877-NJABUSE.

TUITION

Annual tuition includes daily care, snacks, activities, materials and supplies. Kindergarten Care Program (K Club) fees also includes transportation. There are no refunds, credits or exchanges for student absences due to illness, vacation or holidays falling on regularly scheduled days. A designated parent/guardian must sign for the financial responsibility of the HTSACC program. All correspondence, including bills will be sent to the designated person.

The tuition is different for each program. It is listed on the registration form, which is updated annually. There are two payment plan options, yearly and monthly payments. Yearly payments are due on August 15, prior to the beginning of the school year. Monthly payments are due the 15th of every month, beginning in August and ending in May. All students beginning in the program after September 1 will follow the same schedule. Payments will be pro-rated according to the date of enrollment. Families who qualify for Free or Reduced lunch as designated by school district personnel will be offered a 50% discount for tuition.

Please mail your tuition check/money order to HT BOE/SACC 500 Rhoads Ave, Westmont, NJ 08108. The phone number is 856 869-7750 ext. 1113. Email is sacc@htsd.us. All questions or

concerns regarding tuition must be directed the HTSACC Program Director. Cash payments will not be accepted by site staff at any time. They may be made directly to the HTSACC Director at the office at Edison School by appointment during business hours. A late fee of \$25 will be assessed if payment is not received by the 20th of the month. Accounts that remain unpaid on the last day of the month will result in removal from the program on the next school day. For re-entry the account must be paid by cash, certified check or money order. The HTSACC reserves the right to exclude a child when payments have repeatedly been more than 30 days late. An unpaid balance at the end of the school year will result in removal from the program for the following school year and will deny entry to any siblings as well, until the debt is paid in full.

VIDEO GAMES

HTSACC discourages the use of hand held video games from home during Afterschool Care and Kindergarten Care. Parents must sign off that HTSACC and Haddon Township School District are not responsible for loss or damage of such items when brought to the program site in the care of the child.

WEATHER EMERGENCY

In the care of a weather emergency, parents will be notified of any early closing of the childcare program through our GLOBAL CONNECT SERVICE which sends messages to all phones and emails addresses that you identify as your family contacts on the student responsibility form.

WITHDRAWAL

If withdrawal from the program is necessary, notice of two weeks prior to the first of the month in which the withdrawal will take place is required. Failure to meet all financial obligations prior to withdrawal or the end of the school year will result in refusal of future re-admission as outlined above.

SUMMER RECREATION PROGRAM

Summer Recreation is a flexible, weekly tuition program supported by the Haddon Township Board of Education to provide care for children entering Kindergarten through entering 5th Grade. It is held for 6 consecutive weeks in the summer. Summer Rec is held at the Edison School, 205 Melrose Ave., Westmont, NJ 08108. Parents/Guardian must complete the enrollment forms, pay tuition in full prior to the start of the program.

The Summer Recreation program runs from 9:00 – 3:00pm with extended care available from 8:00 – 9:00am and 3:00 – 6:00pm daily during the 6 weeks of the program.

Summer Rec will provide a list of special events and field trips in advance to the parents for review. Field Trip parental/guardian permission slips will be required and all students must be registered in advance for each trip. Children do not have to attend field trips. Staff will be provided at the program site to supervise children not attending the trip. Trips will be on a first come, first serve basis. All trips and special events are subject to cancellation without notice.

Tuition for Summer Rec is due in full prior to the start of the program. Payments can be made as necessary up to the first day of attendance. All fees and schedules are not subject to change after June 15th. Questions or concerns can be directed to the HTSACC Office.

Permission to walk home from Summer Rec must be on file with the Permission to Walk Home form. Dismissal to walk home is at 3:00pm only. Please see the Program Supervisors for more information.

The Summer Rec program will have a nurse on duty daily.

APPENDIX

Site Cell Phone Numbers: Please have this number available to you when your child is scheduled for HTSACC programs:

School Age Child Care Office: 856-869-7750 x1113
BOE/SACC Office
500 Rhoads Ave., Westmont, NJ 08108
sacc@htsd.us

SACC Site Phones

| | |
|-------------|--------------|
| Edison | 609-922-5987 |
| Jennings | 609-922-6164 |
| Stoy | 609-922-6169 |
| Strawbridge | 609-922-6170 |
| Van Sciver | 609-922-6171 |

Summer Recreation Phones

| | |
|-----------------|--------------------|
| Edison APR | 856-869-7750 x3017 |
| Site Supervisor | 609-922-6169 |
| After Rec Care | 609-922-6171 |

Please read the parent handbook on line and return this with Registration forms.

HTSACC ACKNOWLEDGEMENT FORM

Name of Child(ren) _____

Please print

Parent/Guardian must sign and date next to each item in order for the child to attend

POLICIES & PROCEDURES

I have read and reviewed the Parent Handbook and all HT SACC Policies & Procedures which are available on the HTSD website (www.haddontwpschools.com). I understand and agree to follow and abide by all such policies. I am aware that a copy of the policies and procedures as well as the Parent Handbook is also available for my review at my child's program site, and at the HT SACC Office during normal business hours. Policies & Procedures can be subject to change with written notification to parents.

Signature of Parent/Guardian

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby give permission for the release of information between the staff and administration of my child's school and HT SACC. This may include, but is not limited to, information regarding daily activities, homework, and behavior. Should release of any confidential records be requested, I will be contacted for specific written permission.

Signature of Parent/Guardian

Date

PERMISSION TO PHOTOGRAPH CHILD

I hereby give permission for my child to be photographed for use in such things as photo albums, public displays, or local press releases, and to appear on the HT SACC website or in media coverage approved by HT SACC.

Signature of Parent/Guardian

Date
