

**Warren County Special Services School
District
After Care Program
Washington Boro Schools**



2021-2022

Taylor Street School (Cell: 908-645-3585)
16-24 Taylor St.
Washington, NJ 07882

Memorial School (Cell: 908-645-3568)
300 West Stewart Street
Washington, NJ 07882

Note: Cell Phones are only monitored during after care hours

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WCSSSD reserves the right to alter the handbook at any time and without prior notice.

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Mission of the Child Care Program

The WCSSSD Aftercare Program at Washington Borough Schools is committed to assist parents after school hours by providing a safe, as well as fun, environment for the children.

- Children from pre-kindergarten to sixth grade will be supervised in a safe environment by adults employed by WCSSSD.
 - Children will participate in outdoor/indoor activities.
 - A childcare staff member will be available to offer homework assistance.
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Program Description

After Care

The After Care program is housed in the Taylor Street and Memorial Schools and runs from dismissal to 5:30 pm daily. Parents may send a snack for their child. Daily curriculum activities will vary. Homework assistance will be available, as needed. In addition, students have an opportunity to participate in table games or an indoor/outdoor activity, contingent upon weather and available staff; and view appropriate movies.

Who Can Join Child Care?

Any child enrolled at Washington Borough School in grades PK-6 may attend the Child Care Program, providing the child is registered for childcare. If the application is not on file, the child may not attend.

- Applications are to be completed and on file for a child to attend.
 - Applications can be received at any time.
 - If an application cannot be located, then the child will be sent to the office and the parent will be called.
 - Applications may and should be completed for emergency purposes.
 - Applications must be re-submitted each year, so that information may be updated.
 - Students attending the Child Care Program MUST demonstrate self-management skills. Personal aides cannot be provided to support students in the program.
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Hours of Operation

Normal School Operation:

- Program operates from dismissal – 5:30 pm
- Planned early dismissal – 5:30 pm (except as noted below)

After Care, Will Not Operate on the Following Days:

- Unplanned early dismissal
- The day preceding Thanksgiving, Winter Recess and Spring Recess; the last day of school; Emergency Closings

Special Reminders:

- After Care, will not operate on days when school closes early due to an Emergency.
- If the school is closed, then so is the Child Care Program.

Emergency Closings/Delayed Openings Communication

Consult with your school regarding emergency closings.

General Billing Information

- a. WCSSSD: \$200 fee due on the first of each month. (additional fee may apply to pay with credit card or EFT at discretion of the provider)
- b. All fees are to due and payable on the first school day of each month.
- c. As this is a parent-paid program, the child may be excluded from Child Care if payments are late.
- d. **A \$1.00 per minute fee/per child will be charged for children picked up after 5:30 pm. All late charges will be included in the monthly bill (minimum \$5.00 charge). Parents who consistently (3 times) pick up their child(ren) late will be asked to find childcare more suitable to their personal time schedule.**
- e. Child Care bills that are more than 15 days past due may result in a child being excluded from the program and after 45 days, the bill will referred to a collection agency.
- f. Prior unpaid balance must be paid prior to participating.

Signing Children Out at the End of the Day

Ring Aftercare bell at Door or Call the school cell phones listed on the cover

A. General Information

1. Parent(s)/guardian(s) may sign a child out of the daily program unless there are legal documents to the contrary.
2. A parent may make arrangements to have another person pick up their child(ren) providing arrangements are made in advance and Child Care staff has been notified.
3. When children are signed out, the parent(s)/ guardian(s) must sign their name and note the time. Children may not leave the program unless they are properly signed-out as we are legally responsible for that student.
4. Staff members may not sign out students.

B. Alternate Sign-Out list

1. The parents have the option to list a variety of friends, family, and neighbors that may sign-out the child.
2. Those mentioned on the list may be asked for picture identification.
3. The parent(s)/guardian(s) does not need to send in a letter once a name is on the Alternate Sign- Out List. However, a note is helpful to the Child Care Staff.
4. Only adults (18+) may sign children out.
5. Parents may revise the list as often as they like.

C. Alternate Contacts

Alternate contacts are people listed by the parent/guardian that will be contacted in case an emergency arises and the parents are unable to be contacted. Alternate contacts may also sign children out.

D. Alternate Sign Out Contacts

Alternate Sign-Out contacts have permission to sign-out a child. Alternate Sign-Outs will be contacted in case of an emergency.

E. Emergency Sign-Out Contacts

Adults not mentioned on the list may also pick up children providing a note from the parent/ guardian is given in advance. The person picking up the child may not bring the note in; the parent of the child being picked up must sign the note; note may be faxed in, but not e-mailed.

F. Verbal Permission for Sign-Out

Verbal permission by a parent/guardian for someone else to pick up their child is acceptable when the parents contact the Child Care Director directly by phone.

G. Department of Child Protection and Permanency

If the parent/guardian has not picked up the child by 5:40 pm or communicated with the staff regarding their delay, the staff will attempt to call the alternate contact. If by 6:30pm the staff is unable to contact the parent/guardian, alternate contact, or other relative known to the child, they will call DCP&P. The staff is required by law to contact DCP&P when the parent/guardian or alternate contact has not picked up the child within one hour following dismissal.

Application/Record Keeping

A. Application

This form lists student's name, home address, home, work and cell phone numbers of the parent (s)/guardian(s) as well as alternate contact information. This sheet is to be used in case of an emergency and a parent must be contacted. Alternate contacts are used when both parents cannot be reached, and all attempts are made to contact them (excluding e-mail). This sheet is to be filled out by the parent/guardian and returned. Parents/ guardians may wish to submit additional information such as cell phone numbers or additional alternate contacts.

B. Attendance Records

Each day when the children arrive to the program, attendance will be taken. Each day's attendance form also acts as the sign-out form. To sign-out your child(ren) please find their name on the list, sign your name, and note the time you are picking-up your child.

C. Alternate Sign-Out Contact Form

The parent(s)/guardian(s) have the option to list a variety of friends, family, and neighbors that may sign-out the child. Those mentioned on the list may be asked for picture identification. The parent(s)/guardian(s) do not need to send in a letter that an adult from the list will be picking up the child. Additionally, it should be remembered that only adults (18+) may sign children out. Parent(s)/guardian(s) may revise the list as often as they like. Only one sheet per family is needed. This sheet is also filled out by the parent and returned. The alternate Sign-Out Sheet is kept in a binder with the General Information Sheet.

Program Contacts

- After 3:00 PM and until 5:30 PM the program may be contacted by calling the Child Care Locations cell phone listed on the cover. The Child Care Staff carry the Child-Care cell phone during all operational hours.
- Other methods that may be used to reach the program are mail and faxing. The address and number are noted below.

Janet Cunningham, Coordinator
682 Oxford Road, Oxford, NJ 07863
Office Phone #: 908-223-7275

Communication between parents and the Child Care staff is key to the safety and positive experience your child will get from the program.

Behavior Management

Our goal is to provide a safe and respectful environment for all the students. Children will be participating in fun and safe activities that help develop self-esteem and social interactions.

- Children are to abide by the same daytime school rules and regulations mandated by Washington Borough Schools during before or after care programs.
- Respect to adults and to other students are of great importance. Swearing/cursing or threats of any type will not be tolerated.
- Disciplinary issues will be addressed with the student privately and on an individual basis or circumstance. If the same type of offense continues, the appropriate parent will be notified in writing as to the issues and action taken by a staff member.

The following consequences may be taken, but not necessarily in the following order.

- Think About It Time - Students may be requested to sit out of an activity for a short time if behavior becomes physically disruptive. Prior to resuming the activity, a staff member will sit and discuss the occurrence and/or make recommendations or suggestions.
- A staff member in the care program may be required to speak with an administrator concerning a student's misbehavior in order to gain insight as to the issues of the day.
- If behavior by the student remains unchanged or becomes repeatedly disruptive, the student will be required to be limited to a non-participative activity.
- The parents will be contacted, either by phone or personal contact.
- Disrespectful behavior will not be tolerated. The student will be required to take time to think about their actions.
- If after the interventions noted above the student continues to demonstrate disruptive behavior, the childcare director will complete a discipline report detailing the child's behavior. The report will be forwarded to the parent(s)/guardian(s) and school administrator.
- If a child cannot follow Child Care behavioral expectations and directions, they may be suspended from the program.
- Children are able to use personal technology devices (i.e. iPads, cell phones, etc.) for school appropriate games, music, and homework. However, children are NOT permitted to take videos or pictures during before or after care for any reason.
- Behavioral expectations are the same as during the school day.

Personal Items

Children are permitted to bring personal items/ toys to be used during playtime. Please be aware the childcare program and childcare personnel are not responsible for lost, missing, or stolen items.

Bathroom Use

Children may use the bathroom or get a drink of water at any time. Younger children will use the buddy system. Students attending the program must be fully potty-trained and able to utilize the bathroom facilities independently.

Snacks

- a. Children must wash their hands prior to snack
 - b. Children are not permitted to share their own snacks from home, as it could cause an allergic reaction. An example of this would be a student bringing in a snack made with peanut oil and sharing it with someone allergic to peanuts.
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Activities

The After Care program is committed to providing activities that are fun and aid in the development of children's creativity and physical ability, while at the same time increasing self-esteem and social interactions. The program makes use of the school's available space outdoors, basketball courts, and fields. Arts/crafts and coloring will be available to the children, as well as games.

Homework Time

Homework time will be offered to all children. The Child Care staff cannot force children to do homework, but all students are welcome to participate. At least one staff member will be available to assist children in completing homework.

- Children may work on schoolwork during Homework Time, however, Homework Time is the only time a staff member will be available to assist.
 - Homework Time can also be used as a silent reading period.
 - Staff members are to “assist” children, but do not have the time to tutor a child.
 - Homework Time will usually begin after a play period and snack. This gives children a chance to unwind from a long day in the classroom.
 - During Homework Time children are to be quiet, unless asking for assistance or helping another child.
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Exclusion Policy

All the children in the Aftercare Program are entitled to a safe, supervised, and supportive environment while in our care. Staff will use positive reinforcement, consistency in following routines, and enforcing reasonable limitations as tools to avoid unwanted behaviors. Our goal as a staff team is always to help children develop and maintain self-control in the group activities & settings with which they are presented. Staff members shall not: a) discipline children for failing to eat or sleep or for soiling themselves, b) withhold active play as a means of discipline unless the child’s actions or behavior present a danger to themselves or others, c) use hitting, shaking, or any form of corporal punishment, d) use abusive language, ridicule, harsh, humiliating, or frightening treatment or other forms of emotional punishment, e) engage in or inflict any form of abuse and/or neglect, f) withhold food, emotional responses, stimulation, or the opportunities for rest or sleep, or g) require a child to remain silent/inactive for an inappropriately long period of time for the child’s age. When a child does exhibit unwanted behavior, the child will be warned and given an explanation of why such behavior is unacceptable. Should the behavior persist, the child may be separated from his/her peers for a time appropriate to the child’s age, to cool down and have a more in depth discussion with a staff member. The child so removed will either be under the supervision of another staff member or continuously visible to a staff member. If the behavior still continues, a discipline report will be written, then emailed to parents in a timely manner. Serious behavior infractions may warrant an immediate report and even a phone call requesting pick-up. Ongoing inappropriate behavior, uncontrollable tantrums/angry outburst, chronic disrespect of other students and/or staff, consistently not obeying site rules, or any ongoing verbal or physical abuse of other students/staff will result in suspension from the program until a conference can be arranged with the Coordinator to discuss an action plan. Immediate expulsion from the program would be necessary if: a) a child is deemed by program staff to be at risk of causing injury to him/herself, other children, or staff members b) if a parent exhibits verbal abuse to staff, especially in front of enrolled children, or c) if a parent threatens physical violence or shows intimidating actions toward staff members. With the exception of Immediate Causes for Expulsion, if remedial actions do not improve behaviors, the child’s parent/guardian will be advised in writing with a specific timeframe and behavior expectations for continued enrollment through email. This timeframe will

be of sufficient time to allow parent/guardian to seek alternative care in the event that the situation does not improve. Additional parental actions for temporary suspension or permanent expulsion could result from failure to complete required forms, falsifying information on required forms, failure to pay, habitual lateness in payments, and habitual tardiness when picking up child(ren). There will be no credits/refunds for suspensions or expulsions. Parents and student participants must adhere to the Washington Boro HIB Policy (<https://www.washboroschools.org/affirmative-action/>)