

NUTLEY EXTENDED DAY PROGRAM

2019-2020 Parent Handbook



TUITION PAYMENT POLICY

TUITION

Tuition should be paid monthly, due by the 25th of the previous month using your MySchoolBucks.com account. (For example, September's tuition is due by August 25th.) Optional enrichment courses will also be available for purchase through MySchoolBucks.com.

LATE PICKUP FEE

The Extended Day program ends at 6:00 p.m. If a child is not picked up by that time, a late pickup fee will be charged. The fee is \$15.00 per family for the first quarter hour past closing time, \$15.00 for the second quarter hour, \$15.00 for the third quarter hour, and \$15.00 for the fourth quarter hour. For example, if a child is picked up at 6:01p.m. a late fee of \$15.00 is charged. If a child is picked up at 6:16p.m., a \$30.00 late fee is charged, at 6:31 p.m. a \$45.00 late fee is charged and so forth. This late fee is to be paid through invoicing on MySchoolBucks.com.

According to Chapter 122 Manual of Requirements for Child Care Centers—10:122-6.5 Policy on the release of children:

“An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.”

POLICY ON THE SIGNING OUT AND THE RELEASE OF CHILDREN

In accordance to the requirements in the State of New Jersey Department of Human Services Division of Youth and Family Services, all parent(s), guardian(s) or person(s) **(18 years of age or older)** authorized by the parent(s) by law, must walk their child/children into the building, enter the time they arrive and sign the attendance sheet.

No sibling under 18 years of age may walk a child/children into the Extended Day and sign them in or pick them up and sign them out.

Each child may be released only to the child's parent/guardian or person **(18 years of age or older)** authorized by the parent or guardian to take the child from the center, sign them out, and assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick-up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s), appears to be physically and/or emotionally impaired to the extent that, in the judgement of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the procedures shall require that:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s).
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

DISMISSAL PROCEDURES

Please be advised that all students in the Extended Day Program are governed by the Manual of Requirements for Child Care Centers in the State of New Jersey Department of Human Services Division of Youth and Family Services.

- No sibling or person under 18 years of age may walk a child/children into the Extended Day Program and sign them in or pick them up and sign them out.
- No one other than a parent or guardian may sign out a child unless their name is on the Child Release Authorization Form and they are 18 years of age or older.

NO faxes or written notes to release a child from the extended day program unsupervised will be acknowledged.

All children must report to the Extended Day Program on their assigned day and have their attendance taken. If your child/children have another activity that day, the parent/guardian or person (18 years of age or older) authorized by the parent or guardian and whose name is on the Child Release Authorization Form may sign out the child immediately or at anytime.

Your child/children must report to the Extended Day Program on their scheduled day unless they are absent from school or they were signed out of school by their parent/guardian or authorized person prior to the 3:20p.m. regular school day dismissal. If a parent wishes for child/children to be dismissed with the normal school day, they should write a note to the building principal, who will verify and inform the teacher and extended day program for dismissal. The school office will report this information to our Extended Day staff.

Please note, students are not allowed to return to classrooms after school is dismissed. Extended Day Staff is not permitted to give permission to students or parents to return to classrooms for homework or for belongings that were forgotten by students.

These policies are in effect for the safety and well-being of your child.

EMERGENCY DELAYED OPENING:

If the Superintendent of Schools declares an Emergency Delayed Opening of Schools (example: inclement weather) the elementary schools will open at 10:00 a.m. There will be NO Before School Extended Day Program on Delayed Opening Days. There will be After School Extended Day. Please do not bring your child/children to school prior to 10:00a.m.

EMERGENCY EARLY DISMISSAL :

If the Superintendent of Schools declares an Emergency Early Dismissal of Schools (example: inclement weather) There will be **NO After** School Extended Day Program. You will need to pick up your child/children from school at the time they specify.

CHANGE OF DAYS, ENROLLMENT WITHDRAWAL & RESTARTING PROCEDURES

A child/children are allowed to change their days, withdraw from the Extended Day Program, or restart attending Extended Day. This request must be in writing by using the **Change of Days, Withdrawal or Restart Form (attached)**. Submit this form, at least two weeks prior to the requested change date, to your Extended Day Supervisor or to the Nutley Board of Education's office. **A phone call to the Director's office is no longer acceptable.** Forms are available at the school's Extended Day Program, on the Nutley Board of Education website or at the Board of Education office at 315 Franklin Avenue (973-661-8845).

A child/children may return to the Extended Day Program, at any time, during the school year, if all balances are paid in full.

PHILOSOPHY OF CHILD DISCIPLINE

It is the philosophy of this center to help children grow emotionally, as well as intellectually, to help children succeed, feel good about themselves, and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

Within our Center, limits and rules are clearly defined, consistent and in accord with the appropriate development and age of each child, and with the program in general. We focus strongly on reinforcing acceptable behavior and preventing undesirable behavior by being responsive to the needs of children.

Methods of correcting inappropriate behavior within the Center consists of the following:

1. Redirection of activities to change the focus of the child's behavior.
2. Individualized attention to help the child deal with a particular situation.
3. Time out—by removing a child for a few minutes from the area or activity so that he/she may gain self-control.
4. Reinforce positive behavior—we respond to and reinforce positive behavior, we acknowledge or praise them for their behavior to let the child know we approve of what he/she is doing.

Discipline shall not be isolation without supervision, the withholding of food, or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule, or any behavior that shall intimidate, frighten, or endanger a child, or his/her self-image.

PROCEDURE FOR SUSPENSION & REMOVAL OF CHILD

If a child by any behavior, intimidates, threatens, ridicules, or endangers another child either physically or with abusive language, that child will be suspended from the Program.

The Directors of the Extended Day Program, in conjunction with the Supervisor, will set the specific length of the suspension, as determined by the severity of the act.

The Directors and the Superintendent of Schools have the authority to **REMOVE** a child from the program due to chronic misbehavior.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend our child care center. If such symptoms occur at Extended Day, the child will be removed from the class and you will be called to take him/her home:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

Once the child is symptom free, or has a physician's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

If a child contracts any of the following diseases, please report it to us immediately. The child may not return to Extended Day without a physician's note stating that the child presents no risk to himself/herself or others.

Respiratory Illnesses	Gastrointestinal Illnesses	Contact Illnesses
Chicken Pox	Giardia Lamblia*	Impetigo
German Measles*	Hepatitis A*	Lice
Hemophilus Influenzae*	Salmonella*	Scabies
Measles*	Shigella*	
Meningococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		

*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10(a)

If your child is exposed to any reportable disease at Extended Day, you will be notified in writing.

NUTLEY EXTENDED DAY PROGRAM CHILD RELEASE AUTHORIZATION



CHILD'S NAME:

SCHOOL: _____ GRADE/TEACHER: _____ Year: 2019-2020

List below, the names of all the people **(18 years of age or older)** who **you authorize** to pick up your child/children, if you are unable to pick them up yourself. These people will be asked to show identification before they will be able to leave with your child.

NO EXCEPTIONS!

<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If there is a person who is not legally allowed to pick up your child, list their name, relationship to child and attach the appropriate court order to this form.

NUTLEY EXTENDED DAY PROGRAM

CHANGE OF DAYS, WITHDRAWAL OR RESTARTING THE PROGRAM FORM

Phone requests will not be accepted. This form must be submitted at least two weeks prior to the requested change date.

CHILD/CHILDREN'S NAME: _____

SCHOOL: _____ GRADE & TEACHER: _____

I. _____ Change the days or the type of program needed:

A.M. only _____ P.M. only _____ A.M./P.M. _____

Days: _____ 5 days

_____ 3 days (circle which 3 days) Mon. Tues. Wed. Thurs. Fri.

_____ 5 days Beforecare, 3 days Aftercare (circle which 3 days of aftercare)

Mon. Tues. Wed. Thurs. Fri.

Date change will start: _____

II. _____ Withdraw from Extended Day

Date no longer attending: _____

III. _____ Restart Extended Day

A.M. only _____ P.M. only _____ A.M./P.M. _____

Days: _____ 5 days

_____ 3 days (circle which 3 days) Mon. Tues. Wed. Thurs. Fri.

_____ 5 days Beforecare, 3 days Aftercare (circle which 3 days of aftercare) Mon. Tues. Wed. Thurs. Fri.

Date restart will begin: _____

NUTLEY EXTENDED DAY PROGRAM

CHANGE OF DAYS, WITHDRAWAL OR RESTARTING THE PROGRAM FORM

(Continued)

Additional information (if needed): _____

Parent/Guardian Signature: _____ Date: _____

Phone number where parent/guardian can be reached:

Submit completed form to your Extended Day Supervisor or to the Board of Education Office.

Office only

Signature of Extended Day Supervisor: _____ Date: _____

Signature of Extended Day office personnel: _____ Date: _____