



**LINDEN PUBLIC SCHOOLS  
BEFORE AND AFTER CARE PROGRAMS  
GUIDELINES**

Time for homework assistance, recreational and learning activities will be provided for your child in a safe and nurturing environment.

A monthly calendar will be provided to parents with activities your child will be involved in.

**Before and After Care is only offered during school days:**

- In case of a **delayed opening**, there will be no Before Care.
- In case of an **emergency closing**, there will be no After Care.
- After Care **will be** provided on half days and conference days. \* June Half Days-Close at 5:00 p.m.
- Before Care **will not be provided on the first day of school but will be provided on the last day of school.**
- There will be **no** After Care on the last day of school for students.
- After Care will have an early closing of 3:00 p.m. on 11/21/18 and 12/21/18.
- Aftercare will be closed on March 6<sup>th</sup>, 2019 for mandatory state training for staff.

The hours of the programs are as follows:

- Before Care: 7:00 a.m. to 8:00 a.m. (Schools 1,4,5,6,8)
- Before Care: 7:00 a.m. to 8:15 a.m. (Schools 2,9,10)
- After Care: Dismissal – 6:00 p.m.

**BEFORE CARE PROCEDURES:**

Before Care will open at 7:00 a.m. Students may be dropped off between 7:00 a.m. and 7:30 a.m. at the door number listed below.

Parents will call the phone to have staff meet them at the appropriate door. Parents must sign their students in with the staff every morning.

The schedule consists of homework check, light physical activity, reading, recreational games, or arts and crafts. Children will eat breakfast during their designated school's breakfast time. You may either pack breakfast or purchase breakfast from the cafeteria. Children will be signed out to the staff assigned in the cafeteria.

**AFTER CARE PROCEDURES:**

When you arrive for pick-up, please call the After Care number given to you in order to enter the building. Be sure to give the number to anyone who is authorized to pick up your child and remind them to have their ID for staff to check. **It is district and state policy to provide ID everyday at pick up.**

| SCHOOL     | DOOR | PHONE        |
|------------|------|--------------|
| SCHOOL #1  | #8   | 732-215-6459 |
| SCHOOL #2  | #9   | 732-259-8847 |
| SCHOOL #4  | #6   | 201-407-6377 |
| SCHOOL #5  | #5   | 201-407-1354 |
| SCHOOL #6  | #7   | 732-215-8707 |
| SCHOOL #8  | #6   | 732-770-2419 |
| SCHOOL #9  | #4   | 732-221-2353 |
| SCHOOL #10 | #4   | 732-215-2284 |

## **AFTER CARE PROCEDURES: (Continued)**

Students must be signed out daily upon pick up. Students will only be released to designated adults who are listed on your registration/emergency form and who have ID.

Notify the Program Coordinator via text at (908) 477-9477 with any changes to your child's schedule, i.e. no care needed today, pick up person. ANY CHANGE must be texted by 11:30 a.m. for your child's safety at dismissal.

Send a note or email to the main office of your child's school when a change is made so the After Care Program and your child's school and teacher are all on the same page. We work together for your child's safety at dismissal.

## **WHAT TO BRING:**

Due to the length of the After Care Program, please provide your child with a snack daily. Please refrain from packing cans or glass bottles. It is our policy to contact you if no snack has been provided. Do allergies and dietary restrictions we do not provide snack.

For younger students, we recommend you provide a change of clothing in case of an accident. Please have them labeled.

*Leave personal belongings at home. We are not responsible for theft, loss, or damage of personal items.*

## **LATE PICK-UP AND PAYMENT POLICY:**

- **LATE PICK-UP FEE** - Beginning at 6:01 p.m., \$10.00 for the first 15 minutes then \$1.00 per minute/child for every minute after 6:15 p.m. **This fee is to be paid at the time of pick-up or the next morning. Your child will not be allowed to attend until the late pick-up fee is paid.**
- ***ALL PAYMENTS ARE DUE ON THE FIRST SCHOOL DAY OF THE MONTH.***
- Payments can be in the form of cash, check, money order, or you may pay by credit card or e-check with MySchoolBucks.com. There are fees for paying on-line.
- **LATE PAYMENT FEE** – A fee of \$25.00 is due when payment is not made by invoice due date.
- **ANY ACCOUNT OVER TWO (2) WEEKS PAST DUE WILL RESULT IN THE EXCLUSION FROM THE PROGRAM UNTIL THE ACCOUNT IS PAID IN FULL.**
- If you call to check your child in/out with your Families First card, it must be done daily. Please allow enough time and arrive at drop-off before 6:00 p.m. to complete this every day. Time beyond 6:00 p.m. will be charged.
- At 6:00 p.m. emergency numbers will be called. In the event no is available to pick-up your child within a reasonable amount of time, Linden School District Aftercare reserves the right to notify DCP&P of this fact.

## **HOMEWORK POLICY:**

Part of our daily schedule is set aside for homework support. Instruction and guidance is given. **Please note, we do not correct homework.** It is important to see what your child is doing on their own. When checking the homework folder, please review your child's work and make notes for the teacher if needed.

## **MEDICATION/SICKNESS POLICY:**

If your child has a fever, nausea, or other illness, you will be called to pick up your child. We follow the Linden Public School District guidelines.

We do not administer any medications, except an epi-pen in case of an allergic emergency.

## **DISCIPLINE POLICY:**

Age-appropriate consequences will be adhered to. Should inappropriate behavior occur, the concern will be discussed with the students, and a written warning may be given.

If your child's behavior seriously violates the safety of any child or staff, please understand that he/she may be temporarily excluded from the program. **In these circumstances, a parent or authorized adult must pick up your child within 30 minutes of notification.**

- Should the same or similar inappropriate behavior continue; a second warning will be given and the parents will be notified.
- Should the same or similar inappropriate behavior continue; a third warning will be given and the student will be suspended based on the severity of the behavior.
- Continued behavior problems may result in permanent dismissal. (Refunds will not be given.)

## **Immediate causes for expulsion from the program:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

## **Parental Actions for Child's Expulsion**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up child.
- Verbal abuse to staff.

## **Child's Actions for Expulsion**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Parents may set up a meeting with the program coordinator to discuss individual needs and concerns. We use a consistent, positive approach including re-direction, diversion, and separation, but always promoting self-discipline. Parents will be notified if there is a consistent behavior problem.

We are focused on promoting an engaging and fun program for your child and will promote and practice positive communication to resolve conflicts or behavior issues.

## **PUBLICITY POLICY:**

We like to promote activities that our students participate in. We do not use personal identifiers or locations. You can follow me at AntoinetteModrak@LindenAftercare on Twitter. A periodic newsletter will also be provided to you highlighting activities of the program. Please be sure to sign the District Publicity form.