

Rochelle Park School District
Midland School #1



CARE PROGRAM
Before and After School Care
Parent/Student Handbook
2023-2024

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Our Purpose

The Rochelle Park School District Before and After School Care program's goal is to assist the parent/guardian in the developmental growth of their child(ren). The Before and After School Care program's objective is to provide a safe environment for children to foster academic success and have the opportunity to socialize with other students. The Care Program, serving students from Pre-Kindergarten through Grade 8, strives to provide a clean, warm and welcoming atmosphere created by our professional staff. Students will have the opportunity to complete their homework, participate in structured activities, and play while being supervised by professional staff which includes certified teachers and paraprofessionals. The Rochelle Park School District is committed to providing this service to our students.

Operating Hours

Before and After Care is in operation when Midland School is in session for regular session days. The first day Before and After Care is **Monday, September 11, 2023** and the *last day is Friday, June 14, 2024* (please note the first day of school is Wednesday, September 6, 2023 and the last day of school is Wednesday, June 19, 2024).

Full Day Session

<u>Before Care</u>	<u>After Care</u>
7:00AM - 8:10 AM	Session I: 2:55 pm - 4:30 pm Session II: 2:55 pm - 6:00 pm

Half Day Dates

- The After Care Program will not be held on district half days. This includes Parent-Teacher Conferences (November 20, 2023 and November 21, 2023 and March 20, 2024). Before Care services will be in effect. However, as teachers are required to conduct meetings on these ½ days, **After Care will not be held on the Parent-Teacher Conference dates.**
- Half Day sessions prior to a Holiday or school break, as noted in the district's calendar, will **not** have After Care services.
- Friday, June 14, 2024 is the last day of Before and After Care. The Care Program will not run on the half days of June 17, 2024 - June 19, 2024.

Attendance

Students are not permitted to attend Before and After Care if they were not present in school that day. Please notify the school secretary and Care Program Coordinator if your child will not be attending before/after care.

Before School Care

Before School Care will be available starting, **Monday, September 11, 2023 for PreK - Grade 8**. Children should be dropped off by the gym door entrance near the parking lot between **7:00 -7:45 AM**. Children will be checked in and greeted by a Before Care staff member. Students will have the opportunity to play and relax before school starts. At 7:45AM children will be brought to the cafeteria where they can eat breakfast. Please check the school website for the current cost of breakfast. If children do not want to purchase breakfast, they are welcome to bring their own food that they can eat at this time. At 8:10 AM children will join their classmates in their designated area to get ready for school.

**Please note there will be no before school care when Midland School has a delayed opening.*

After School Care

After School Care will be available starting, **Monday, September 11, 2023 for PreK - Grade 8**. Children in Pre-K through Grade 2 will get picked up at their classrooms by an After Care staff member and brought to After Care. Grade 3-8 children will report to **their assigned classroom**, where attendance is taken. If your child is going home after school it is imperative that you inform the Care Program Coordinator. If your child is scheduled to be in After Care and does not come, every effort to locate your child will be made, including calling you. It is important that if your child goes to an after school activity he/she first checks into After Care and then goes to their activity. The children will do their homework upon arriving at After Care, then will be brought to the cafeteria for snack when their homework session is completed.

Registration

Registration for Before and After Care is done *exclusively* online. Please go to the Rochelle Park Board of Education home page: www.rochellepark.org, and click on the ***For Parents*** tab. Then click on the ***Before/After Care*** link, then scroll down to the bottom and click on the ***Before and After Care online registration***.

Requirements and Fee Schedule for PreK 4 Students

The following requirements apply to a PreK4 program:

- ❖ Only a current PreK 4 year old student is eligible
- ❖ The child must be able to demonstrate age appropriate developmental skills and be independent with toileting
- ❖ A minimum of four (4) PreK4 students are required to establish a group and continue monthly

Tuition is due **on the 1st of each month**. Tuition **cannot** be prorated for hours or days missed. Any billing questions or concerns should be directed to the Care Program Coordinator.

PreK 4 Before Care

There is a \$15 non-refundable registration fee

Days per Week	Yearly Fee	Monthly Payment Due
5 days	\$1,683.00	\$168.30
4 days	\$1,428.00	\$142.80
3 days	\$1,137.00	\$113.70
2 days	\$918.00	\$91.80

PreK 4 After Care Session I- 4:30PM Pickup

There is a \$25 non-refundable registration fee

Days per Week	Yearly Fee	Monthly Payment Due
5 days	\$3,060.00	\$306.00
4 days	\$2,652.00	\$265.20
3 days	\$2,254.00	\$225.40
2 days	\$1,816.00	\$181.60

PreK 4 After Care Session II - 6:00PM Pickup

There is a \$25 non-refundable registration fee

Days per Week	Yearly Fee	Monthly Payment Due
5 days	\$3,988.00	\$398.80
4 days	\$3,417.00	\$341.70
3 days	\$2,815.00	\$281.50
2 days	\$2,193.00	\$219.30

Fee Schedule for Students in Kindergarten to Grade 8

Tuition is due **on the 1st of each month**. Tuition **cannot** be prorated for hours or days missed. Any billing questions or concerns should be directed to the Care Program Coordinator.

KDG - Grade 8 Before Care

There is a \$15 non-refundable registration fee

<u>Days per Week</u>	<u>Yearly Fee</u>	<u>Monthly Payment Due</u>
5 days	\$1,500.00	\$150.00
4 days	\$1,200.00	\$120.00
3 days	\$900.00	\$90.00
2 days	\$600.00	\$60.00

KDG - Grade 8 After Care Session I- 4:30PM Pickup

There is a \$25 non-refundable registration fee

<u>Days per Week</u>	<u>Yearly Fee</u>	<u>Monthly Payment Due</u>
5 days	\$2,250.00	\$225.00
4 days	\$1,850.00	\$185.00
3 days	\$1500.00	\$150.00
2 days	\$1,000.00	\$100.00

KDG - Grade 8 After Care Session II - 6:00PM Pickup

There is a \$25 non-refundable registration fee

<u>Days per Week</u>	<u>Yearly Fee</u>	<u>Monthly Payment Due</u>
5 days	\$3,250.00	\$325.00
4 days	\$2,750.00	\$275.00
3 days	\$2,100.00	\$210.00
2 days	\$1,400.00	\$140.00

Special Combination Fee for KDG - Grade 8

There is a \$30 non-refundable registration fee

Five days of Before and After Care with a pick up at 6:00 PM costing \$4,200 yearly / \$420.00 per month.

Drop Ins (KDG - Grade 8 only)

In order to utilize the Before/After Care program Drop In option, students must be registered. In the event you need to utilize our Drop In option, below you will find the fee schedule.

*One-time registration fee of \$15.00 is also required if not already registered for before care
One-time registration fee of \$15.00 is also required if not already registered for after care*

<u>Pick Up</u>	<u>Drop In Fee</u>
4:30 PM	\$15.00
6:00 PM	\$20.00
8:00 AM (Before Care)	\$10.00

Payments are due by the 1st of each month via Payschools. If payment has not been received by the 15th of the month, a student will NOT be able to attend the program until payment is received. No credits will be issued due to missed days because of non-payment.

**Please note monthly payments are TEN equal payments for the school year.
The payment schedule is not based on how many days in a given month.**

Pick-Up Responsibilities

Late pick-ups can cause your child to feel anxious and worried. Please notify the school secretary and Program Coordinator of any changes to your child(ren)'s schedule that will affect drop-off or pick-up. If you are going to be late please call the school office at 201- 843 - 3120 or the program coordinator. If we do not hear from you we will try to contact you, and then your emergency contact. If by 6:15PM, we have not heard from you, school administration will be notified. A late fee of **\$15** may be applied every 5 minutes late per child beginning at **4:35 or 6:05** (depending on your pick up time).

Dismissal

Please come to the rear cafeteria door to pick up your child. A Before/After Care program staff member will be there to open the door for you and to call for your child. Younger children will be escorted to the door for you.

Children will be released to their parent/guardian or to a designated person on their pick up list. If someone not on the list is picking up your child, please email the Program Coordinator in advance or send a note with your child. If the staff member is uncertain about a person who is picking up, the parent/guardian will be called to verify. Your child's safety is our number one priority.

***Once a child has been signed out of school they MAY NOT return to After Care that day.**

Activities

The district offers a well-rounded program combining physical activities and academic support. A monthly calendar will be sent home in the virtual folder. All activities will begin around 3:45 PM and any children scheduled to leave at 4:30PM will be included in the first group of a planned activity. Please note that activities are based on grade level so all children will participate in age appropriate activities.

Program offerings include, but are not limited to, the following:

- Homework help
- Children's choice
 - Outside play (weather permitting)
 - Technology Activities
 - Craft activities
- Independent Reading/Crafts

Homework

The teachers and aides are willing to help your child with their homework. Please remember that the children have different teachers during the day, so in each Aftercare class children have different homework. We do our best to make sure all homework is done and reviewed, but due to the many needs of the children, and varying assignments, we cannot ensure that everyone will have their work checked. **Please make sure you go over your child's homework when they come home, we are not responsible for the completion of homework.**

**If you do not want your child to do their homework in After Care, please email or send in a note to the Program Coordinator excusing him/her from doing it with us.*

Snacks

Parents are required to submit any necessary medical information regarding food allergies or other medical conditions that may be relevant to your child. Your child is welcome to bring their own snacks. At times, we may have special snacks that the children will make. Children will have a snack after homework. Each child attending the program will be provided with a snack each day, as well as juice or water.

Toys from Home

We realize that children enjoy bringing toys from home. However, this comes with the risk of toys getting lost, broken, or stolen. If you chose to let your child bring a toy from home, please speak with them so they understand the risk of doing so. **The Before/After Care program takes no responsibility for toys brought from home, so please do not bring in anything that would cause you hardship if lost or broken.**

Illness

Should your child become ill while attending Before/After Care, a staff member will contact you. If we are unable to reach you we will call your emergency number. Please keep these numbers current. In a true medical emergency, 911 will be called in addition to the parent and school administration. If a child needs to be taken to the hospital and no family member has arrived, a Before/After Care member will go with the child to the hospital. The Rochelle Park Before/After School Care program conforms to the same illness procedures as outlined in the Midland School handbook.

Emergencies

The Before/After Care program follows the same emergency procedures as Midland School. Before/After Care staff will review emergency procedures with all students to ensure their understanding. In the event of an emergency, parents will be updated on the situation in a timely manner by the program coordinator.

Student Discipline

Children are expected to adhere to the code of conduct outlined in the Midland School handbook. Students who deviate from the prescribed district code of conduct will be subject to consequences ranging from a warning to dismissal from the program. The Program Director will notify the parent/guardian of any decisions regarding consequences. The staff will make every effort to correct inappropriate behavior before it rises to the level of warranting consequences. All determinations of appropriate consequences will be made on a case-by-case basis based on the facts and circumstances of each incident. Some causes for suspension/expulsion are:

- A child who is at risk of causing serious injury to himself or others.
- Violent tantrums/angry outbursts
- Biting or physical aggression
- Chronic disrespect for staff and rules of the Before/After Care Program
- Parental threats or intimidation towards staff or children
- Habitual lateness without calling to inform staff
- Stealing or damage to property

Parent Agreement

I, _____, understand that the participation of my child/children in the Rochelle Park Public School District Before/After School Care program is based upon my and my child's compliance with Board Policies and school district established rules and procedures as outlined in this handbook.

By signing below, I understand payments are due by the 15th of each month via Payschools. Alternatively, I can send a certified check, payable to the Rochelle Park Board of Education, to the School Business Administrator, Dr. James Riley. If payment has not been received (whether via Payschools or check) before the first of the upcoming month during which my child would attend, my child will NOT be permitted to attend the program until payment is received. No credits will be issued due to missed days because of non-payment.

By signing below, I further understand that my child's participation in the Before/After School Care Program is at the sole discretion of the Rochelle Park Board of Education. I further acknowledge and understand that any violation of Board Policy, any violation of school district rules or procedures, and/or my failure to remit payment in full before the first of the month that my child would attend the program may result in my child's removal from the Program.

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____