

Winslow Township School District  
Before & After School Childcare Program

# Parent Handbook 2018/2019



Office Location:  
20 Coopers Folly Road  
Atco, NJ 08004

Contact Numbers:  
856-767-2850 ext. 7531  
856-809-4118 fax

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*For those students entering Kindergarten to those entering Grade 6*

Registration	\$35.00 per family
Before School Care	\$140.00 per month
Before & After School Care	\$240.00 per month
After School Care	\$140.00 per month
Flex Tickets	\$110.00 per book

## *Program Rules and Regulations*

1. The Before & After School Childcare Program opens at 6:30am (before school begins) and then again after school dismisses until 6:30pm. Childcare is provided for early dismissal days at no additional cost. Breakfast and snack are provided at no extra charge.
2. The Program is only open when school is open. We follow the school calendar. **If school is closed for a holiday or an emergency closing the Before and After School Childcare Program is closed. *On delayed openings there is NO BEFORE (AM) SCHOOL CARE. The after (PM) care will remain open to regular closing of 6:30PM.***
3. Monthly statements are provided to families of the Before & After School Childcare Program. Statements will be distributed during the first full week of the month.
4. Payment/tuition fees are paid at time of registration, then again each month on or by the 15<sup>th</sup>. Payment for September is due by August 15<sup>th</sup>; your last payment for the school year will be May 15<sup>th</sup> for June tuition. A \$25.00 late fee will be assessed if payment is not received by the 15<sup>th</sup> of each month. ***Refunds are not given.*** WTSD reserves the right to terminate and /or suspend a child from the program if payment is not received. If a payment is returned by your bank for any reason a fee of \$30.00 will be assessed to your account, a money order, cash or certified check will then be required for payment.
5. Payments can be mailed or dropped off at the Winslow Twp. BASP located at 20 Cooper Folly Road, Atco, NJ 08004. You may also drop payments off at the Before & After School Childcare Program your child attends. Be sure to have your payment in a sealed envelope with your name and child's name on the envelope. ***Checks/money orders should be made payable to Winslow Township BOE.***
6. Late pick-up fees will be assessed if a child is not picked up by 6:30pm. The late fee will be \$15.00 per child starting at 6:31 pm for every fifteen minutes of overtime care. Your account will be charged for any late fees. Children picked up after 6:30pm more than three times during the school year may be suspended or removed from the program.
7. Parents or a parent designee must come inside the school building to sign their child "in" every morning and "out" every afternoon. Your child is not permitted to sign themselves "in" or "out". Once a child is signed out of the Program they are required to leave. A child cannot be signed back into the Program. A child **MUST** be dismissed to the Before & After School Program Childcare from their classroom. **If a child did not attend school they are not permitted to attend the Before & After School Childcare program.**
8. All children must be toilet trained to participate in our programs.
9. Our ratio is approximately one staff member to ten/twelve students.

10. Per self-administration of medication for a student during BASP hours please contact the BASP office for appropriate forms to be completed by parent/guardian and physician.
11. All changes to the registration form must be in writing. Forms are available for changes at the Program sites or the Winslow Township Childcare Office.
12. Only the people designated on the registration form will be permitted to sign your child out. **If someone other than your designated pick-up is going to be picking up, we must have a dated, signed letter from you giving your permission.** Parents or a parent designee will be asked to show photo identification when picking up their child from the Program.
13. Siblings under the age of eighteen will not be permitted to sign out a child without a letter of authorization from the parent. The letter must be submitted to WTSD's Childcare Office or given to a program staff member at the program's site/school that the child attends.
14. Parent agrees to notify the WTSD's Childcare Program in advance *in writing* to terminate or make any changes in childcare services. Failure to do so will result in continued billing of services which you will be responsible for payment.
15. For those families using vouchers, your daily co-pay and the voucher payment must total your monthly tuition rate.
16. **Assertive Discipline** is the behavior management technique employed by the Before & After School Childcare Program. Additionally, school rules for behavior apply as well. WTSD is not obligated to keep children in the Before & After School Childcare Program that do not observe our rules for behavior. WTSD will also, depending upon the incident, issue one, two or three day suspensions, etc. to enforce the disciplinary rules of the program, for the safety and security of all children and staff members
17. If your account balance is over \$240.00 your account will be frozen and you must seek alternative childcare until your debt is resolved.
18. In order to participate in our programs, you must have a zero balance from any prior year Before & After School Program and or Super Summer Camp. *Again, per #15* of the Program Rules & Regulations of the BASP Parent Handbook; any families receiving subsidized care, your co-pay and or difference amounts must be paid in full prior to moving to the next years programs.
19. Flex tickets can be purchased for \$110.00 per booklet of 5. Each Flex Ticket allows a child to participate in the **AM session- PM session** or both **AM&PM sessions** per day. A completed registration form needs to on file prior to purchasing Flex Tickets.

New Jersey Anti-Bullying Bill of Rights Act  
Winslow Township School District Policy  
#5512

The Winslow Township Board of Education prohibits acts of harassment, intimidation and bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. The New Jersey Anti-Bullying Bill of Rights Act (effective September 1, 2011) and the Winslow Township School District Policy #5512, is intended to strengthen the standards and procedures for preventing, reporting, investigating and responding to incidents of harassment, intimidation and bullying.

The Anti-Bullying law and district policy will be strictly enforced. All staff, students and parents are encouraged to familiarize themselves with the law/policy and support the efforts of the school district for implementation.

Program Site Phone Numbers for Emergency use only

School #1	856-542-0691
School #2	856-542-0692
School #3	856-542-0693
School #4	856-542-0694
School #5	856-542-0695
School #6	856-542-0696

Elementary School Addresses

School #1	413 Inskip Road, Blue Anchor, NJ 08037
School #2	125 First Avenue, Sicklerville, NJ 08081
School #3	131 Sicklerville Rd, Sicklerville, NJ 08081
School #4	541 Kali Road, Sicklerville, NJ 08081
School #5	130 Oak Leaf Road, Sicklerville, NJ 08081
School #6	617 Sickler Avenue, Sicklerville, NJ 08081

Drop-off Locations:

Schools #1, 2, 3 & 4 front door of school to all purpose room  
Schools #5 & 6 back entrance to all purpose room

## Winslow Township School District Before and After School Childcare Program Positive Guidance & Discipline Policy

Winslow Before and After School Childcare Program is intended to be more relaxed and less structured than that of the school day. Positive behavior is encouraged through consistent exceptions, realistic limits, predictable routines and procedures. Limits are set to ensure the safety of the children and provide an atmosphere where children learn responsibility for their actions when acting alone or as a part of a group. (We believe in having a well-planned daily schedule.)

Positive Discipline is the policy employed by our program. It is a discipline policy with rules, consequences, and rewards. Children are made aware of the rules and consequences for breaking rules. When a child decides to break a rule, he/she experiences the consequences for choosing to break the rules. Positive behavior is rewarded with a smile, a special "thank you" or a small reward and communication with the parents. Additionally we try and re-direct our students/participants to a new activity to change the focus of a child's behavior & provide individualized attention to help the child deal with a particular situation in allowance of our staff ratios. Positive Discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control. Positive discipline is NOT: \* Hitting, shaking, or any other form of corporal punishment \* Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children, etc.

Positive Discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

Winslow Before and After School Childcare Program adheres to the Winslow Township School District Behavior Standards, Student Conduct and Discipline Management Plan.

Program rules are as follows: Return all items you use; clean up after yourself; no rough playing; hitting, kicking, pushing, fighting, wrestling; follow the directions of the school staff; talk politely to adults and other children; no foul or inappropriate language; respect other students and yourself, etc.

Depending on the severity of the incident, a student may be suspended and/or removed from the program. If a child decides to break a rule, the consequences are as follows: (Per the severity of the incident, steps could be by-passed)

- Step 1 - Warning
- Step 2 - Time out for five minutes (Approx. 1 minute per child's age)
- Step 3 - Time out for ten minutes (Loss of outside play)
- Step 4 - Discuss incident with parent (s) when they arrive at site
- Step 5 - Suspension from the program (1 day, 3 day, 1 week, etc.)
- Step 6 - Possible removal child from program

Incidents of a severe nature will be written up by a staff member on a Student Discipline Notice. The parent will sign the notice and retain the bottom portion of the form.

## Winslow Township School District Grades K - 6 STUDENT HANDBOOK POLICY ON USE OF THE INTERNET

Network resources including internet access are now available to students in our schools who qualify. To qualify, students and parents/guardians must read the Internet Acceptable Use policy, and then sign and return a consent form annually. The staff at Winslow Township Public Schools strongly believes in the educational value of such electronic services and recognizes their potential value of such electronic services and recognizes their potential to support the curriculum. Every effort will be made to provide quality experiences to students using these information services. Inappropriate and/or illegal interaction with any information service is strictly prohibited. Only after a student and the parents/guardians have read, signed and returned the consent form, will he/she be permitted access to these services. Parents/guardians may also deny their child access to the Internet through the consent form. The policy and consent form will be distributed to all parents in September. If a student violates the provisions detailed in Board Policy governing use of technology, he/she may be denied access to the Internet services

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### Winslow Township School District Before & After School Childcare Program Delayed Opening & Early Dismissal Policy

In the event of a school district delayed opening there will be **NO AM** childcare. The after school program will operate on a normal schedule, closing at 6:30pm.

If, for a weather event/emergency, the school district institutes a district-wide early dismissal day, the after school program will **CLOSE** at 4:00 p.m.

Please check out the districts web site at [www.winslow-schools.com](http://www.winslow-schools.com) for any emergency closing or delayed openings.

Department of Children and Families  
Office of Licensing  
**INFORMATION TO PARENTS**

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at [https://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).



## POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to 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); and
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 *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* 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 judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure 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 alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

## **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

### **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).