

MIDLAND PARK CONTINUING EDUCATION

BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM



PROGRAM HANDBOOK

2018-2019

We would like to take this opportunity to welcome you and your children to the Child Care Programs operated by Midland Park Continuing Education (MPCE) and sponsored by the Midland Park Board of Education. The programs are designed to provide a safe, fun and nurturing environment for your children each day and is open to all children in grades K-6 who attend school within the district. Activities include homework time, games, arts and crafts, movies and outdoor play (weather permitting). Care is provided by certified teachers and/or aides at Godwin School who report to Danielle Bache, Godwin School Principal.

In order to receive before or after school child care services for the first week of school, your child’s complete registration, including the registration fee and first month’s tuition, must be received by the MPCE office or done online by August 25th. For your convenience, our office will have in person registration (dates and times to be determined) during the summer. **Any registration received after August 25th must be made in person or called in and will incur a \$25 late registration fee.**

The regular public school calendar will be followed and will not operate when schools are closed for any reason. The school calendar can be viewed online at www.mpsnj.org.

This handbook is a guide for parents and guardians that provides insight to policies and procedures of the program.

BEFORE SCHOOL CHILD CARE TIMES (BSCC): 7:15 am – 8:15 am

AFTER SCHOOL CHILD CARE TIMES (ASCC): 2:50 pm – 4:30 pm or 6:00 pm
 (2:40 pm start time for Kindergarten)
 (12:30 pm start time for scheduled early dismissal days, 12:20 pm for Kindergarten)

IMPORTANT CONTACT INFORMATION	
PROGRAM LOCATION:	Godwin School
	41 E. Center Street Midland Park, NJ 07432 (201) 445-5350
PROGRAM PHONE #:	(201) 965-1791
REGISTRATION COORDINATOR:	Beth Kasbarian
EMAIL:	Bkasbarian@mpsny.org
WEBSITE:	www.mpsny.org (Continuing Education)
ONLINE REGISTRATION:	https://register.communitypass.net/midlandpark
MIDLAND PARK CONTINUING EDUCATION OFFICE (MPCE):	250 PROSPECT STREET MIDLAND PARK, NJ 07432 (201) 444-2030 – PHONE (201) 444-2091 – FAX mpcestaff@mpsny.org

DROP OFF/PICK UP PROCEDURE

The Godwin School doors are locked at all times. Please **call or text to notify the staff** upon your arrival and an aide will meet you at the door.

Before School- 7:15 am – 8:15 am - Upon arriving at the Godwin School or a few minutes before, please call or text the Before School Child Care telephone (201) 965-1791 to advise the staff that your child/children are being dropped off. The door will be opened by a building aide. Children should enter the Godwin School through the door by the flag pole. Parents will not be able to enter the building.

After School- 2:50 pm – 4:30 pm or 6:00 pm (2:40 pm start time for Kindergarten) - Upon arriving at the Godwin School, please call or text the After School Child Care telephone (201) 965-1791 to advise the staff, that you have arrived to pick up your child/children. Children will be brought to the door and be released to the parent or designated person authorized to pick up. Parents will not be able to enter the building. Parent or designated person must initial the sign-out sheet. After School Child Care ends at 6:00 pm. We know emergencies do occur, however, if you are unable to pick up your child by 6:00 pm, please make other pick up arrangements. If none are made, your emergency contacts will be called. Late pick up fees will be incurred if you arrive later than your scheduled pick up time (either 4:30 pm or 6:00 pm).

We have created a photo ID book which contains the photographs of the children so they are properly identified. The parent agreement asks for permission to take your child's photo and should be completed, signed and returned to the MPCE office as soon as possible. If your child has already had their picture taken it may be used again.

It is your responsibility to notify your child's teacher/school of their ASCC schedule, including any changes. In the event your child will be absent and does not go to Before or After School Child Care please call or text (201) 965-1791 with that information, in addition to notifying your child's teacher/school. You must also text or telephone if your child will arrive late, attends Brownies, is practicing for a school event, CCD or any other activity that they will attend and be absent from Before or After School Child Care on a particular day. Messages can also be left with the MPCE Staff at (201) 444-2030, if you cannot text or telephone the BSCC/ASCC phone.

Please complete the emergency/medical form with all current emergency/medical information and all persons authorized to be contacted and to pick up your child from the programs. If there are custody arrangements in place, a copy of the Agreement must be provided to MPCE.

IMPORTANT- procedure notification for parents: "When your child does not arrive at After School Child Care":

Parent/guardian will be contacted if the child/children are expected to be in ASCC. It is not the responsibility of the ASCC staff to know if the child is playing around the school and needs to be "reminded" to report to the Godwin Gym. If the child is not accounted for by the parent, the only alternative for the ASCC staff is to call the Police for assistance. It is extremely important for the safety of the children for the staff to know if a real threat exists or if it is the dawdling and irresponsibility on the part of a student.

Parents have requested that their Highland children be walked over to Godwin School for ASCC and/or to Highland School after BSCC. The BSCC/ASCC staff is unable to provide individual or group pick up.

We appreciate your cooperation as we continue to safeguard the children in our care.

DISCIPLINARY PROCEDURES & GUIDELINES

Student Behavior	Consequences
<u>Level 1</u> <ul style="list-style-type: none"> • Chewing gum • Running in hallway/stairwell • Lack of cooperation/disrespect to staff • Use of other people's devices 	<u>Level 1</u> <ul style="list-style-type: none"> • Reprimand
<u>Level 2</u> <ul style="list-style-type: none"> • Inappropriate language (includes profanity, threats, teasing, name calling) • Inappropriate behavior (any type of physical encounter) • Continued lack of cooperation/disrespect to staff 	<u>Level 2</u> <ul style="list-style-type: none"> • Reprimand • Counseling • Loss of privileges • Parent call/conference
<u>Level 3</u> <ul style="list-style-type: none"> • Pushing/shoving/hitting/kicking • Program disruption/misbehavior • Cheating/stealing • Harassment/bullying/cyber bullying • Continued lack of cooperation/disrespect to staff 	<u>Level 3</u> <ul style="list-style-type: none"> • Reprimand • Counseling • Loss of privileges • Parent call/conference • Out-of-Program Suspension
<u>Level 4</u> <ul style="list-style-type: none"> • Endangerment to the physical well-being of others • Fighting/assault • Insubordination/defiance of authority • Continued harassment/bullying/cyber bullying/theft • Vandalism (defacing district property) 	<u>Level 4</u> <ul style="list-style-type: none"> • Out-of-Program Suspension • Restitution may be required • Possible police intervention

Behavior Management

The behavior expected from students during the school day is the same as expected at BSCC/ASCC. This is a combination of common courtesy and safety considerations. Staff reinforcement of positive behavior is the preferred disciplinary technique to help the children learn self-control and responsibility for their actions. When negative behavior occurs a child may be redirected to another activity or group, asked to sit quietly for a short period of time, or helped privately to work out the solution with another child. The staff will report any incidents to the parent/guardian at pick up. Our Program cannot serve children who display chronically disruptive behavior toward other children or staff. This behavior is defined as verbal or physical abusive behavior such as persistent bullying, harassment, hitting, biting, kicking, punching, spitting, swearing, departure or attempted departure from the playground or program room without permission, stealing, ignoring or disobeying the rules outlined by the program, or requiring constant staff attention. Parents should not approach another child in the program about a problem related to their child. Please notify the staff member in charge who will help to arrive at a resolution and will communicate this to you. If you have any concerns or questions regarding any incidents that your child is involved in, behavioral concerns, etc., please contact our BSCC/ASCC telephone (201) 965-1791. Leave your name, telephone number, a detailed message and a staff member will return your call as soon as possible. All issues will be resolved in an environment of mutual respect.

Discharge Policy

In the event that a child is continually disruptive, the staff, along with Ms. Bache will assess the behavior history of the child, and review the steps taken to correct stated behavior in making their decision. If the severity of any problem is great enough to threaten the safety of the child or other children or staff in the program, or be deemed too disruptive to continue, discharge will be effective immediately after the parent/guardian is notified. Discharge from the program could also occur due to lack of tuition payment, or repeated failure to follow other rules and procedures outlined in this handbook.

DROP-IN ENROLLMENT

Drop-In enrollment is available on an as needed basis for children that require BSCC/ASCC and can be purchased by calling the MPCE office. Anytime a drop-in enrollment coupon is used, the MPCE office **MUST** be notified either by telephone or email and you **MUST** call or text the BSCC/ASCC phone in advance, in addition to notifying your child's teacher/school. In order to purchase drop-in enrollment coupons, your child must be registered. If your child does not regularly attend the ASCC program on scheduled early dismissal day(s) and you need care for the afternoon, please call the MPCE office (201) 444-2030 for registration information and fees for drop-in care.

EMERGENCY SCHOOL CLOSING

In the event that the Midland Park School District is closed for inclement weather or emergency reasons, Before and After School Child Care will not be held.

In the event that there is a delayed opening for the Midland Park School District, there will be no Before School Child Care.

In the event of an emergency early dismissal for the Midland Park School District, or after school activities are cancelled, there will be no After School Child Care. As a courtesy, however, for those parents/guardians that may have difficulty getting there in time, a member of the staff will be at the Godwin School waiting with any children who have not been picked up after school. **FOR THE SAFETY OF THE CHILDREN AND OUR STAFF, AND WITH DETERIORATING ROAD CONDITIONS, YOU MUST PICK UP OR HAVE AN AUTHORIZED PERSON PICK UP YOUR CHILD/CHILDREN.** Check www.mpsnj.org for up to date information.

HEALTH AND SAFETY

A medical form must be filled out for each child (can also be done online). Please provide our staff any relevant information that you have shared with your child's school that would be useful in meeting your child's needs in our program.

There is no nurse available during the morning or afternoon programs and our staff cannot administer medication. Our employees are not trained health care professionals, but have been trained to administer the Epi-Pen/Inhaler. Parent/guardian will be responsible for providing the BSCC/ASCC program with an Epi-Pen/Inhaler, in its original box with the original prescription, labeled with the child's name. The device will be kept in a readily available, secure location at the child's site. In the event that the child is in need of an Epi-Pen for allergic symptoms, the BSCC/ASCC delegate will administer an Epi-Pen/Inhaler to the child. His/her parent/guardian, should be aware of the expiration date and renew the injector/inhaler when needed.

Epi-Pen/Inhaler: The child's parent/guardian must be notified once an Epi-Pen is used and 911 must be called as a precaution should the child need additional Epi Pen serum. If the parent cannot get to the school for their child, the emergency contact will be notified and they become the responsible party. In addition, a person 18 or older must accompany the child and ride along with the 911 responders to the hospital.

Insurance: The parent/guardian's primary insurance will be used in case of accident or injury while participating in the program. The District only provides secondary insurance coverage; the parent/guardian is responsible for expenses related to any accidental injuries.

Emergency Medical Procedure: In the event of a medical emergency, the staff will first attempt to contact the parent/guardian listed. If both the parent/guardian and the emergency contacts cannot be reached and the child needs immediate medical attention, the BSCC/ASCC staff will act on your behalf in granting permission for the child to receive emergency treatment by Professional Emergency Personnel.

HOMEWORK HELP

Homework help is available for up to one hour on most days, Mondays-Thursdays, at the ASCC program. The children will be supervised by a staff member in a quiet area to work on any assignments. The children are responsible for keeping track of their own daily assignments. The staff is there to assist but cannot provide tutoring. It is recommended that the parent review the homework for accuracy and completion. Parents/guardians should discuss homework help with their child as they cannot be forced to do it by the staff.

REGISTRATION

The Midland Park Continuing Education office will hold **in person** registrations throughout the summer months. Dates and times to be announced.

In order to receive before or after school child care services for the first week of school, your child's complete registration, including the registration fee and first month's tuition, must be received by the MPCE office or done online by August 25th.

Online registration will be closed between August 25th and the first day of school. Only **in person** registrations will be taken in the event of a last minute emergency. Any registrations with a start date for the first week of school that is received after August 25th must be made in person or called in and will incur a \$25 late registration fee.

Any child registered on or after the first day of school may have to wait up to two days before he/she may begin attending the Before/After School Child Care Program once all of the registration forms and payments are submitted.

The regular public school calendar will be followed and will not operate when schools are closed for any reason. The school calendar can be viewed online at www.mpsnj.org.

ALL children must be registered/re-registered every year and pay the annual non-refundable registration fee in order to be enrolled in any of our programs. If your child is not registered for the current school year, he/she will not be able to attend the program until two days after you complete and submit all necessary forms and payment.

To set up your account on Community Pass: <https://register.communitypass.net/midlandpark>

SCHEDULED HALF DAYS/EARLY DISMISSAL DAYS/RECESS/LAST DAY OF SCHOOL

After School Child Care will be provided on scheduled early dismissal days for those that are already enrolled to go on that day(s) at no additional cost. Children should be picked up at their regularly scheduled pick up time, 4:30 p.m. or 6:00 p.m. No lunch is served, please pack lunch/snacks for your child.

If your child does not regularly attend the ASCC program on the scheduled early dismissal day(s) and you need care for the afternoon, please call the MPCE office (201) 444-2030 for information and fees for drop-in care.

I agree to pick-up my child by 5:00 p.m. on the Wednesday before the Thanksgiving Recess begins and the day before December Winter Recess begins. (This applies to 6:00 p.m. pick-up).

Please note that there **will** be Before School Child Care on the last day of school but there **will not** be any After School Child Care on the last day of school.

SNACKS

In order to have each child's needs met, and to be sure there are no adverse reactions to food or drink, the program does **not** provide drinks or snacks for any child. Please be sure that you provide drinks and snacks that your child can have when they arrive. Children may not share snacks.

TECHNOLOGY/PERSONAL ITEMS

There is a technology table at BSCC/ASCC that is the only place that technology can be used. Parents/guardians must choose and sign whether or not to give permission (on the Parent Agreement form) in order for the child to participate in and play age appropriate games or view age appropriate videos on their own device. Children may not share devices at the program. The staff is not responsible for lost, stolen, or damaged personal or electronic items brought to the program.

TUITION AND FEES

Tuition is based on the school calendar, not the number of days in each month. This includes program operation on scheduled early dismissal days as well as months that consist of more than 4 weeks. Tuition will not be prorated for months in which there are days off, starting in the middle of the month or for part of the month. Tuition for day(s) due to emergency school closings will not be reimbursed or carried over to use on a day your child does not attend. No reductions will be made from the monthly fee due to school calendar holidays, sick days or vacations.

Any registrations with a start date for the first week of school that is received after August 25th must be made in person or called in and will incur a \$25 late registration fee.

Tuition invoices will be emailed monthly. Tuition is due on the 20th of each month preceding your child's participation in the program. The tuition for the second child in a family is discounted. There is an annual non-refundable registration fee per child/family. A late fee of \$20 will be added if payment is not made by the 1st of the following month. A fee of \$25 will be charged for all returned checks.

Children that are not picked up promptly by 4:30 pm or 6:00 pm, as indicated at time of registration, will incur a late fee of \$1.00 per minute, for each minute after 4:30 p.m. or 6:00 p.m. that your child is picked up.

Start dates before the 15th of the month will be charged full tuition, after the 15th, tuition is half, tuition will not be pro-rated.

Withdrawal from the program must be made in writing (or email) to MPCE by the 20th of the month prior to when the withdrawal is to take effect. There are no refunds for absences or mid-month withdrawals, once a child has started a month, there will be no refunds for that month.

Continued late payments, late pick-ups, or any other good cause may result in removal from the program.

Parents/guardians are responsible for all the days registered for during that month regardless of whether those days are used or not. In case of an emergency "drop-in" days may be added to a current month but not reduced (there will be no refunds).

Payments may be made by check payable and mailed to "MPCE", or cash by coming to the MPCE office or credit card by calling our office or going to your account on Community Pass. For your convenience, a pre-authorization form for recurring payments with credit/debit cards (Visa, MC, Discover) is available. It is your responsibility to contact our office with any changes or updates to your credit card.

To set up your account on Community Pass: <https://register.communitypass.net/midlandpark>

WORKSHOPS

MPCE offers after school workshops, such as Chef it Up to Go and Mad Science throughout the year. To find out more information about registration and fees, please go online or call the MPCE office. Drop-in enrollment is also available on those days.

Revised: 2/2018