

LINDEN PUBLIC SCHOOLS

2023-2024 BEFORE CARE AND AFTER CARE PROGRAM

GUIDELINES

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

Before and After Care IMPORTANT DATES AND TIMES:

- Both programs will start on **Monday, September 11, 2023.**
- After Care **will be** provided on the Parent Teacher Conference days, until **5:00pm.**
- **After Care will be CLOSED on the following dates: 11/22/2023, 12/6/2023, 12/22/2023, 1/10/2024, 2/7/2024, 3/6/2024, 3/28/2024, 5/8/2024.**
- **The last day of the programs will be on the last full day of school (to be determined by end-of-school-year schedule).**
- In case of a **delayed opening**, there will be **no Before Care.**
- In case of an **emergency closing**, there will be **no After Care.**

The hours of the programs are as follows:

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

To provide the safest environment, we have implemented online registration as well as an automated attendance check in and check out program to reduce touch points. During the registration process, a registration will not be approved until all contacts have a picture of their ID uploaded.

The use of disinfecting sprays, all-purpose wipes, masks, and gloves have been put into place to enhance the district's sanitizing measures in spaces our program uses. Throughout the program, handwashing and frequent sanitizing will be utilized with every change of activity.

We follow the local Health Department and CDC, OOL and DOE guidelines on contact tracing and quarantining. ****In the event of closure due to mandated quarantining, we will credit your account for the following month.**

BEFORE CARE DROP OFF PROCEDURES:

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

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	#1	732-221-2353
SCHOOL #10	#1	732-215-2284



Parents will bring their child to the door. A staff member to sign your child in. Once your child is in the building, they will be organized into age-appropriate groups.

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 must remain in their groups until it time to dismiss to class. Staff will escort children to their teachers.**

AFTER CARE STUDENT RELEASE PROCEDURES:

Before you arrive for pick-up, please call the After Care number given to you. This will give us time to have your child ready for pick up. The staff will bring your child to you and then check you out on the iPad. 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 daily at pick up.**

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.

If there are any changes to your child's schedule (i.e. no care needed today, pick up person), then please take the following steps:

- 1) Please notify your child's school via note or email.
- 2) Please notify the Department of Before/After School Programs:
 - a. Email: amonaco@lindenps.org and acattendance@lindenps.org
 - b. Text: (908) 477-9477

ANY CHANGE must be made by 11:30am for your child's safety at dismissal. 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. Due to 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.

PAYMENT POLICY:

- Monthly payment due dates will be communicated by program administration.
- **LATE PAYMENT FEE** – A fee of \$25.00 is due when payment is not made by the monthly due date.
- 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 online. If a check or MySchoolBucks payment is void, then you will only be allowed to pay by cash or money order moving forward.



- If the monthly and late payment is not made by the end of the month, then a fine will be added to your child's account in the student information system and your child will be unable to attend the program until the payment is made.

LATE PICK-UP POLICY:

- At 6:00pm, emergency numbers will be called. In the event no one is available to pick-up your child within a reasonable amount of time, Linden Public Schools After Care reserves the right to notify DCP&P of this fact.
- **LATE PICK-UP FEE** - Beginning at 6:01pm, \$1.00 per minute/child for every minute after. **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.**
- 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 6:00pm to complete this every day. Time beyond 6:00pm will be charged.
- Habitual tardiness when picking up a child will lead to removal from the program.

HOMEWORK POLICY:

Part of our daily schedule is set aside for homework support. Instruction and guidance are 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 of 100°, nausea, or other illness, you will be called to pick up your child. **In these circumstances, a parent or authorized adult must pick up your child within 30 minutes of notification.** Failure to pick up within the time frame will lead to removal from the program. The safety and well-being of all children, family and staff is a major priority.

Please see File Code 5141.2 for the Board of Education Policy on Illness by clicking [here](#) or scanning the QR Code.



We do not administer any medications, except an EpiPen in case of an allergic emergency or Glucagon for diabetic incidents.

DISCIPLINE POLICY:

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

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.** Failure to comply could lead to removal from the program.

- 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 from the program 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.

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 will be notified if there is a consistent behavior problem. Parents may set up a meeting with program staff and/or administration 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.

SOCIAL MEDIA POLICY:

Please see File Code 6142.10 for the Board of Education Policy on Internet Safety and Technology by clicking [here](#) or scanning the QR Code.



Program administration will send announcements to staff and families through email and Remind. Please check with your child's school for information regarding the receipt of Remind updates.

We like to promote activities that our students participate in. We do not use personal identifiers. You may follow our Facebook, Instagram, and Twitter accounts for updates: @LPSAfterSchool.

Facebook



Instagram



Twitter



Please complete the Photo Release section of the registration form that is specific to the Before Care and After Care programs.

USE OF COMPUTER/TV/VIDEO POLICY:

Students are to use their iPads for homework completion and instructional activities. Students are to use their iPads for a maximum of one consecutive hour. All use of TV, computers, and videos are to be educational/instructional and not used as a substitute for planned activities or for passive viewing.

Students with special needs are to use technology in accordance with the paragraph above and their IEP or 504 Plan.

I have read and agree to the Linden Public Schools Before Care and After Care Guidelines and will adhere to all guidelines put in place by the program.

Student(s) Name

School

Parent Signature

Date

