

LINDEN PUBLIC SCHOOLS BEFORE AND AFTER CARE PROGRAMS GUIDELINES

Subject to Change depending on School Re-opening Plan

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 IMPORTANT DATES AND TIMES:

- Both programs will start on Monday, September 13, 2021.
- After Care **will be** provided on the Parent Teacher Conference days, until **5:00 p.m.**
- After Care will be CLOSED on the following dates: 11/24/2021, 12/23/21, 2/2, 3/9, 4/14 and 5/4/22.
- The last day of the programs will be on June 17, 2022.
- 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: 7:00 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. (All schools)

PANDEMIC PROTECTIVE GUIDELINES

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 UV light wands, 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. Students will not be allowed to share toys/games between groups. Students will be allowed to play board games and interact, but only among their assigned group to facilitate more efficient tracing in the event of illness.

All staff will be required to wear masks. Please note that children are strongly recommended to wear masks when social distancing is not possible or they are doing a physical 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.**



PANDEMIC BEFORE CARE DROP OFF 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.

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. Staff will do a health survey before your child is allowed in the building. In the event, the student has symptoms of illness, they will not be admitted into the building. The staff will contact the school nurse who will follow up with you.

Once your child is in the building, they will be organized into age-appropriate groups. Each group must maintain a distance of 10 feet apart.

Once Pandemic Protocols are lifted: Parents will call the phone to have staff meet them at the appropriate door. Staff will sign your child in.

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 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. Please wear a mask as you wait for your child. 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.**

*Parents who need to check in with 4Cs will be allowed into the building as long as they have a mask on.

Grades Pre-k-1st will be picked up by our staff.

Once your child is in the program, they will be assigned into age-appropriate groups. Those groups will be together throughout the program. Each group must maintain a distance of 10 feet apart.



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. You can also update pick up persons at www.msactivities.com where you had registered.

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.

LATE PICK-UP AND PAYMENT POLICY:

- **LATE PICK-UP FEE** - Beginning at 6:01 p.m., \$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.**
- ***ALL PAYMENTS ARE DUE ON THE FIRST 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 COULD 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 one 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 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.** *Due to the new pandemic protocols, this will be strictly enforced.* **Failure to pick up within the time frame will lead to removal of the program.** The safety and well-being of all children, family and staff is a major priority.

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.** **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 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.

If a child refuses to abide by our pandemic protocols to be in the program, they will be removed for the safety of all.

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](https://twitter.com/AntoinetteModrak) 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

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

Student(s) Name

School

Parent Signature

Date

