

# WASHINGTON TOWNSHIP BEFORE & AFTER SCHOOL PROGRAM



Brass Castle School  
16 Castle St.  
Washington, NJ 07882

Port Colden School  
30 Port Colden Road  
Washington, NJ 07882

Heather Wulff  
Child Care Director  
Cell Phone: 908-413-7046

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Child Care Phone Numbers

**Heather Wulff**  
**Child Care Director**

**Cell Phone 908-413-7046**

Washington Township BOE reserves the right to alter the handbook at any time and without prior notice.

## Mission of the Child Care Program

Washington Township School's Child Care Program is committed to assist parents before and after school hours by providing a safe, as well as fun, environment for the children.

- Children from kindergarten to sixth grade will be supervised in a safe environment by adults employed by the Washington Township BOE.
- Children will participate in outdoor/indoor activities using the school's facilities, supplies and staff.
- A childcare staff member will be available to offer homework assistance during library time Monday through Thursday.
- A snack will be provided, free of charge, in After Care, while Before Care will offer a daily breakfast amenity.

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## Program Description

### Before Care

Before Care is offered at the Brass Castle School during the hours of 7am – 8:45am. ***Students should not arrive sooner than 7am, as our childcare staff is not available until that time.*** The drop off parent(s)/guardian(s) must accompany the child to the Child Care room and sign in. Children that arrive between 7am - 7:45am will be provided a breakfast. They may also bring their own choices of morning supplement. Milk and paper goods will be available during breakfast time. Students will be offered an opportunity to participate in our student assistance program. Children participate in activities until approximately 8:30am. At that time, Port Colden students proceed to a designated location to await bus transportation. Brass Castle students proceed to their grade-level designated areas.

### After Care

The After Care program runs from 3:30pm to 6pm daily. An afternoon snack is provided during after care or a parent may send a snack for their child. Daily curriculum will vary. Arts and crafts activities are available typically 2 times per week. Homework assistance will be available, as needed. In addition, students have an opportunity to prepare their own snacks; participate in table games or an indoor/outdoor activity, contingent upon weather and available staff; and view appropriate DVDs.

## Who Can Join Child Care?

Any child enrolled at Washington Township School in grades K-6 may attend the Child Care Program, providing the child is registered for childcare. If the application is not on file, the child may not attend.

- Applications are to be completed and on file for a child to attend.
- Applications can be received at any time.
- If an application cannot be located, then the child will be sent to the office and the parent will be called.
- Applications to attend the program must be completed online. Please view the district website [www.washtwpsd.org](http://www.washtwpsd.org), Parent Tab, Before and After School Care link.
- Applications may be completed for emergency purposes.
- We request students in grades 1-3 are registered and suggest all other students be enrolled in our Child Care Program — even if the parent thinks the program will never be used. *There is no registration fee.*
- Applications must be re-submitted each year, so that information may be updated.
- Students attending the Child Care Program MUST demonstrate self-management skills. Personal aides cannot be provided to support students in the program.

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## Hours of Operation

### Normal School Operation:

- Before Care: 7:00am – 8:45am
- After Care: 3:30pm – 6:00pm

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### Delayed Opening:

- Before Care: Cancelled due to unsafe road conditions (message will be included in Honeywell Alert message)
- After Care: 3:30pm – 6:00pm

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### Planned Early Dismissals at 1:10pm:

- Before Care: 7:00am -8:45am
- After Care: 1:10pm - 6:00pm

### After Care, Will Not Operate:

- 1:10pm dismissal day preceding Thanksgiving Recess;
- 1:10pm dismissal day preceding Winter Recess;
- 1:10pm dismissal preceding Spring Recess;
- The last day of school;
- Emergency Closings.

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### Special Reminders:

- *Before Care will operate all mornings, school is in session, including the first and last day of school.*
- *Before Care may not operate on Delayed Opening Days.*
- *After Care, will not operate on days when school closes early due to an Emergency.*
- *If the school is closed, then so is the Child Care Program.*

## **Emergency Closings/Delayed Openings Communication**

Washington Township School uses its Honeywell Alert Telephone/Email Notification System in the event of a closing, delayed opening or early closing. Please make sure your contact information is up-to-date on the Honeywell System.

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### **General Billing Information**

- a. Checks should be made out to Washington Twp. School Child Care. An online system is available to make Child Care payments.
  - b. All fees are to be paid on time each month.
  - c. As this is a parent-paid program, the child may be excluded from Child Care if payments are late.
  - d. A \$1.00 per minute fee/per child will be charged for children picked up after 6pm. All late charges will be included in the monthly bill. Parents who consistently pick up their child(ren) late will be asked to find child care more suitable to their personal time schedule.
  - e. Parents must inform the Program Director if there will be a change in attendance before the billing month begins. Alterations in billing will not occur until the start of the next month - ask for change of attendance form.
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### **Monthly Billing Procedures**

- f. There are 180 student days (approximately 36 weeks of school-180 days divided by 5 days in a week = 36 weeks). For ease of billing, we divide 180, the number of student days, by 10, the number of months we are in session. It averages out to 18 days per month. Using this method, parents are billed the same rate each month. Parents are reminded that some months have more instructional days (October, January, March) while other months have less (November, December, April, June.) The average is still 18 days per month.
- g. Billing will occur at the beginning of the current month and payment is due by the 10th of that month.
- h. Parents are reminded to pay their child care tuition bills by the 10th.
- i. Parents who are 45—60 days past due on their children's tuition bills will need to find alternate child-care for their children.

## Tuition Costs

Parents are reminded billing will occur at the beginning of the month and payment is due by the 10th of that month.

### Before Care Program (7am—8:45am)

Weekly Full-Time participant (7-8 hours)

- \$28.50 Per Week 1st Child
- \$16.90 Per Week 2nd Child
- \$12.75 Per Week 3rd Child

Weekly Part-Time participant (4-7 hours)

- \$16.90 Per Week 1st Child
- \$10.85 Per Week 2nd Child
- \$8.10 Per Week 3rd Child

Hourly/ Drop-In participant (less than 4 hours)

- \$6.60 Per Hour 1st Child
- \$4.70 Per Hour 2nd Child
- \$3.35 Per Hour 3rd Child

### After Care Program (3:30pm - 6pm)

Weekly Full-Time participant (10-12.5 hours)

- \$56.00 Per Week 1st Child
- \$34.70 Per Week 2nd Child
- \$24.36 Per Week 3rd Child

Weekly Part-Time participant (5-9.5 hours)

- \$39.75 Per Week 1st Child
- \$24.35 Per Week 2nd Child
- \$16.20 Per Week 3rd Child

Hourly/ Drop-In participant (less than 5 hours)

- \$6.60 Per Hour 1st Child
- \$4.70 Per Hour 2nd Child
- \$3.35 Per Hour 3rd Child

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## Signing Children Out at the End of the Day

### A. General Information

1. Parent(s)/guardian(s) may sign a child out of the daily program, unless there are legal documents to the contrary.
2. A parent may make arrangements to have another person pick up their child(ren) providing arrangements are made in advance and Child Care staff has been notified.
3. When children are signed out, the parent(s)/ guardian(s) must sign their name and note the time. *Children may not leave the program unless they are properly signed-out as we are legally responsible for that student.*
4. Staff members may not sign out students.

### B. Alternate Sign-Out list

1. The parents have the option to list a variety of friends, family, and neighbors that may sign-out the child.
2. Those mentioned on the list may be asked for picture identification.
3. The parent(s)/guardian(s) does not need to send in a letter once a name is on the Alternate Sign-Out List. However, a note is helpful to the Child Care Staff.
4. Only adults (18+) may sign children out.
5. Parents may revise the list as often as they like.

### C. Alternate Contacts

Alternate contacts are people listed by the parent/guardians that will be contacted in case an emergency arises and the parents are unable to be contacted. Alternate contacts may also sign children out.

D. Alternate Sign Out Contacts

Alternate Sign-Out contacts have permission to sign-out a child. Alternate Sign-Outs will be contacted in case of an emergency.

E. Emergency Sign-Out Contacts

Adults not mentioned on the list may also pick up children providing a note, from the parent/ guardian is given in advance. The person picking up the child may not bring the note in; the parent of the child being picked up must sign the note; note may be faxed in, but not e-mailed.

F. Verbal Permission for Sign-Out

Verbal permission by a parent/guardian for someone else to pick up their child is acceptable when the parents tells a child care staff member or if the parent contacts the Child Care Director directly by phone.

G. Division of Child Protection and Permanency

If the parent/guardian has not pick up the child by 6:10pm or communicated with the staff regarding their delay, the staff will attempt to call the alternate contact. If by 7pm the staff is unable to contact the parent/guardian, alternate contact, or other relative known to the child, they will call DCP&P. The staff is required by law to contact DCP&P when the parent/guardian or alternate contact has not picked up the child within one hour following dismissal.

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### **Application/Record Keeping**

A. Application

This form lists student's name, home address, home, work and cell phone numbers of the parent (s)/guardian(s) as well as alternate contact information. This sheet is to be used in case of an emergency and a parent must be contacted. Alternate contacts are used when both parents cannot be reached and all attempts are made to contact them (excluding e-mail.) This sheet is to be filled out by the parent/guardian and returned. Parents/ guardians may wish to submit additional information such as cell phone numbers or additional alternate contacts.

B. Attendance Records

Each day when the children arrive to the program, attendance will be taken. Each day's attendance form also acts as the sign-out form. To sign-out your child(ren) please find their name on the list, sign your name, and note the time you are picking- up your child.

C. Alternate Sign-Out Contact Form

The parent(s)/guardian(s) have the option to list a variety of friends, family, and neighbors that may sign-out the child. Those mentioned on the list may be asked for picture identification. The parent(s)/guardian(s) do not need to send in a letter that an adult from the list will be picking up the child. Additionally, it should be remembered that only adults (18+) may sign children out. Parent(s)/guardian(s) may revise the list as often as they like. Only one sheet per family is needed. This sheet is also filled out by the parent and returned. The alternate Sign-Out Sheet is kept in a binder with the General Information Sheet.

## Program Contacts

- If, in an emergency, you need to have your child stay in After Care, contact the main office of your child's school and tell the secretary that your child is to stay in After Care that day. The secretary will communicate that information to the child's homeroom teacher and the Child Care Director.
- To leave a voice mail message for the Child Care Director dial 908-689-0681 and press 2565 for the Director's voice mailbox.
- After 3:30 PM and until 6:00 PM the program may be contacted by calling the Child Care Director's cell phone at 908-413-7046. The Child Care Director carries the Child-Care cell phone during all operational hours.
- Other methods that may be used to reach the program are mail and faxing. The address and number are noted below.

Heather Wulff, Child Care Director  
16 Castle Street  
Washington, New Jersey 07882  
Cell Phone #: 908-413-7046  
Fax #: 908 – 689 – 2356

Communication between parents and the Child Care staff is key to the safety and positive experience your child will get from the program.

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## Behavior Management

*Our goal is to provide a safe and respectful environment for all the students. Children will be participating in fun and safe activities that help develop self esteem and social interactions.*

- Children are to abide by the same daytime school rules and regulations mandated by the Washington Township Schools during before or after care programs.
- Respect to adults and to other students are of great importance. Swearing/cursing or threats of any type will not be tolerated.
- Disciplinary issues will be addressed with the student privately and on an individual basis or circumstance. If the same type of offense continues, the appropriate parent will be notified in writing as to the issues and action taken by a staff member.
- Behavior Management Procedures:

*The following consequences may be taken, but not necessarily in the following order.*

- Think About It Time - Students may be requested to sit out of an activity for a short time if behavior becomes physically disruptive. Prior to resuming the activity, a staff member will sit and discuss the occurrence and/or make recommendations or suggestions.
- A staff member in the care program may be required to speak with an administrator concerning a student's misbehavior in order to gain insight as to the issues of the day.



- If behavior by the student remains unchanged or becomes repeatedly disruptive, the student will be required to be limited to a non-participative activity.
  - The parents will be contacted, either by phone or personal contact.
  - Disrespectful behavior will not be tolerated. The student will be required to take time to think about their actions.
  - If after the interventions noted above, the student continues to demonstrate disruptive behavior, the childcare director will complete a discipline report detailing the child's behavior. The report will be forwarded to the parent(s)/guardian(s) and school administrator.
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### **Health & Safety**

- A nurse is not available during child care hours. Medications will not be administered by the Child Care Staff. However, the child may self-medicate (inhaler/epi-pen only,) if a release form is signed by the child's doctor. Staff members may store the medications as needed.
- In order to insure a healthy environment, the staff will decide if a child is too ill to remain. The parent(s)/guardian(s) will be notified and the child will be picked up.
- Children with severe allergies will be required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form detailing any allergies, food or otherwise, from which their child suffers at the time of enrollment. This form can be obtained by request.
- Children will be excluded from participating in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Children must present a doctor's note stating such. In the event that a child becomes ill during the program, a parent will be notified to pick up their child.
- Should your child be involved in an accident during the course of before or after care, a staff member will complete an accident report regarding the accident. The accident report will be copied to the school nurse.
- For the safety of the child, parents are required to provide notification in the form of a doctor's note of any allergies with instructions for treatment should a child have an allergic reaction. If there are particular foods that the child cannot eat during snack a list must be provided.

### **Personal Items**

Children are permitted to bring personal items/ toys to be used during playtime. Please be aware the childcare program and childcare personnel are not responsible for lost, missing or stolen items.

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### **Bathroom Use**

Children may use the bathroom or get a drink of water at any time. Younger children will use the buddy system. Students attending the program must be fully potty-trained and able to utilize the bathroom facilities independently.

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### **Snacks**

Children must wash their hands prior to receiving a snack.

- a. Snacks will be provided for the children free of charge. However, children may bring their own snack.
  - b. Children are not permitted to share their own snacks from home, as it could cause an allergic reaction. An example of this would be a student bringing in a snack made with peanut oil and sharing it with someone allergic to peanuts.
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### **Activities**

The Before Care and After Care programs are committed to providing activities that are fun and aid in the development of children's creativity and physical ability, while at the same time increasing self-esteem and social interactions. The program makes use of the school's available space outdoors i.e., outdoor equipment, basketball courts, and fields. Arts/crafts and coloring will be available to the children, as well as games. Programs will also take advantage of the library facilities for homework study time.

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### **Homework Time**

Homework time will be offered to all children Monday through Thursday. The Child Care staff cannot force children to do homework, but all student are welcome to participate. At least one staff member will be available to assist children in completing homework.

- Children may work on schoolwork during Homework Time, however, Homework Time is the only time a staff member will be available to assist.
- Homework Time can also be used as a silent reading period. This is a separate program.
- Staff members are to "assist" children, but do not have the time to tutor a child.
- Homework Time will usually begin after a play period and snack. This gives children a chance to unwind from a long day in the classroom.
- During Homework Time children are to be quiet, unless asking for assistance or helping another child.
- After completion of homework, students may rejoin the rest of the children in After Care.