



*The Springfield Board of Education would like to welcome you to our Before and After School Program. Our program is open to all PreK4 (4 years old) through Grade 5 students enrolled in our district. We are looking forward to an exciting and fun filled school year (2023-2024) with you and your child.*

*We have created this information guide to help take you through the steps of our program. It includes a summary of our program as well as our policies and practices.*

*Please pay close attention to our billing procedure. Your submitted application indicates that you have read the information guide and are aware of our rules, regulations and policies.*

*Please take a moment to read through this guide, which may answer most of your questions. As always, please feel free to contact our office at any time if we can be of further assistance.*

*The Springfield Community Programs are sponsored by the  
Springfield Board of Education*

**Paula Saha** *President*

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## What is the Before/After School Program?

These programs are designed to provide quality Before/Aftercare experience. Our goal is to enhance the children's time spent away from home by providing recreational and educational activities in a caring environment. This packet is designed to help you understand how the program works and what is expected of you and your child to ensure a smooth and safe operation. Students must attend school during the school day in order to attend any before/after care programs.

## Before School Program (BSP)

This program is open to all Pre-K (*4 years old*) through Grade 5 students attending Springfield Public Schools.

**Facility** – James Caldwell, Thelma L. Sandmeier, and Edward V. Walton Schools.

**Time** - The BSP is held from 7:00 a.m. until each school start time.

A cold breakfast will be provided. Please notify us of any dietary restrictions.

Beginning the first day of school, if your child is registered for this program, you may bring him/her between these hours only. Please do not drop off your child prior to 7:00 a.m. **There will be no one available to supervise your child.**



## After School Program (ASP)

This program is open to all Pre-K (*4 years old*) through Grade 5 students attending Springfield Public Schools.

Homework and other academically enriched programs are our priority. However, play time and even a little “down time” after a busy day at school are all part of the array of activities available. Some after school activities include arts, crafts, sports, games and the infusion of technology. All activities will be geared to the age and interest of the children. Please feel free to discuss any ideas you may have or that your child may particularly enjoy with the Site Director.

**Facility** - James Caldwell, Thelma L. Sandmeier, and Edward V. Walton Schools.

**Time** - Immediately following the school day. **ALL** schools will end at **6:00 p.m.**

A nutritional snack will be provided. It is the responsibility of the parent/guardian to notify staff of any dietary restrictions.

**Please review *Billing and Scheduling* carefully. If you have any questions regarding payment contact Patricia Mannino at [pmannino@springfieldschools.com](mailto:pmannino@springfieldschools.com)**



## **Billing System**

**Registration/Payment** ~ Registration forms **must** be completed at the start of each school year (September) to update all pertinent information.

Registration applications will **ONLY** be accepted online. Please do not mail or drop-off applications as they will not be accepted and could cause registration delays.

***There will be a 2-step process to applying.*** Submitting an application does not secure a seat in the program.

- ***Step 1*** – Complete & submit application for each child and each program. (i.e. before, after, or both)
- ***By only*** clicking submit on the application, you will not secure a seat in the program.
- ***Step 2*** – Once registration is accepted, a confirmation email will follow directing parents/guardians how to make the scheduled online payment

The first payment for new registrants **must** include a \$25.00 non-refundable registration fee, it must accompany the tuition before your child may start either program. The registration fee is a ***one-time fee***. You do not pay this fee each year your child is enrolled in our program.

**Tuition** ~ Tuition is due on the 1<sup>st</sup> of each month. It is your responsibility to make these payments online. A notice will be sent via email, to all unpaid accounts on or about the 5<sup>th</sup> of the month. Non-payment by the 5<sup>th</sup> of the month, parents will be notified that their child(ren) will not be permitted to attend the program. The Board of Education will not bill you.

**Payments are computed per diem based on a 180 day per year schedule, then divided into ten (10) equal payments. Therefore, if a given month has either three (3) or five (5) weeks, the monthly payment rate remains the same. Please be assured you are not paying for holidays or snow days. Therefore, you do not need to deduct tuition costs from your scheduled payments. (*Tuition is subject to increase*)**

The Superintendent and the Board of Education reserve the right to exclude children from the Before and After School Programs for non-payment of tuition. No child may be registered for either program if tuition is still outstanding from a previous year.



**Your child must be registered in order to utilize the programs.**

### **Scheduling**

Parents must make arrangements for the number of days per week they would like their child (ren) to attend the Before and After School Programs on a monthly basis. This is established when making the online payment before the 5<sup>th</sup> of each month. There is a 3 day/week minimum required which must be maintained throughout the school year.

- The numbers of days **cannot** be changed until the following month. All change requests must be made before the 5<sup>th</sup> day of the month.
- Parents/Guardians are responsible for all the days they have contracted for during that month regardless of whether those days are used or not. In case of an **emergency**, days may be added to a current month but not reduced.
- Parents/Guardians are responsible for making the monthly payments. If you wish to remove your child from the program, you must notify Patricia Mannino, by email, @ [pmannino@springfieldschools.com](mailto:pmannino@springfieldschools.com) before the 5<sup>th</sup> of the month.
- Should a snow day, emergency early dismissal, or holiday fall on one of your child's scheduled days, he/she will not be able to make-up that day.

*For the safety of all children, verbal notification of a change in your child's schedule to a staff member is not acceptable. All program changes must be documented.*



## **Inclement Weather Procedures**

- If school is closed due to inclement weather or a delayed opening occurs, announcements are made as early as possible via school alerts, as well as our website [www.springfieldschools.com](http://www.springfieldschools.com) .
  
- On the rare occasion that the schools have been closed due to inclement weather or any other emergency, an effort will be made to contact parents/guardians and announcements will be sent to the radio stations listed above. If parents/guardians cannot be contacted, students will be released contingent upon your emergency plans. **If there is a change with your emergency plan, or if you need to confirm your emergency plan, please email Patricia Mannino directly @ [pmannino@springfieldschools.com](mailto:pmannino@springfieldschools.com).**

## **Health and Safety Guidelines**

If a child becomes ill at the BSP/ASP, a parent or emergency contact will be called for further instructions or advised that it is necessary to pick up the child. In the case of a medical emergency, depending on the seriousness, the parent or emergency contact may be called after emergency services have been contacted.

*PLEASE MAKE SURE THAT MEDICAL AND CONTACT INFORMATION IS KEPT UP-TO-DATE. INACCURATE INFORMATION CAN DELAY PROPER TREATMENT FOR YOUR CHILD.*

### **Medication**

**No medication** of any kind will be administered during the BSP/ASP. Any required medication should be administered by the school nurse during the school day.



## **Late Pick-Up Policy & Fee**

There is a late fee of \$10.00/per child for each 15-minute interval if your child (ren) are picked up after 6:00pm. At the time of pick-up, a staff member will provide you with a *late fee payment notice*.

After the fourth late fee is charged, your child may be suspended from the program.

## **Custody Concerns**

It is the responsibility of the Parents/Guardians to inform the BSP/ASP staff of any child custody related concerns.

## **Appropriate Behavior**

Children in the program are expected to exhibit appropriate behavior by following directions and engaging in appropriate interactions with peers and staff. In the event a child continually displays inappropriate behavior, the following procedures will be followed:

- **First Warning:** Conference with the Site Director/staff member, and parent.
  
- **Second Warning:** Conference with the Site Director/staff member, building principal and parent.
  
- **Third Warning:** Child may be suspended from the program for an appropriate period of time.
  
- **Final Notice:** Child may be excluded from the program for the remainder of the school year.  
Should a student be suspended and/or expelled from the program, *refunds will not be given.*



## IMPORTANT PHONE NUMBERS

Sue Medina, Site Director of the Edward V. Walton School  
James Caldwell School  
Thelma L. Sandmeier School

If there is a concern regarding your child(ren), please call Patricia Mannino @ 973-376-1025 Ext. 1217, during the hours of 8:00 a.m. - 4:00 p.m. and clearly state your child's name, school and program they are attending.

Erica Scudero, Assistant Superintendent  
973-376-1025 Ext. 1217

Patricia Mannino, Executive Assistant  
973-376-1025 Ext. 1217

David Rennie, Principal of the James Caldwell School  
MaryJo Campos, JC Secretary  
973-376-1025 Ext.4499

Timothy Kielty, Principal of the Thelma L. Sandmeier School  
Susan Ferreira, TLS Secretary  
973-376-1025 Ext.3497

, Principal of the Edward V. Walton School  
Alice Kerr, EVW Secretary  
973-376-1025 Ext.2556



### **IMPORTANT DATES 2023-2024**

The **Before School Program** will run on **scheduled** delayed openings. This does not include delayed openings due to inclement weather.

The **After-School Program** will run on **scheduled** early dismissals **except the day before Thanksgiving.**

<b>September 25</b>	No School/Yom Kippur
<b>October 9</b>	No School/Columbus Day
<b>November 7</b>	No School/PD day
<b>November 9 &amp; 10</b>	No School/NJEA Convention
<b>November 22</b>	<b>NO AFTER SCHOOL PROGRAM</b>
<b>November 23 &amp; 24</b>	No School/Thanksgiving Recess
<b>December 23- January 1</b>	No School/Winter Recess
<b>January 15</b>	No School/Martin L. King's Birthday
<b>February 19</b>	No School/Presidents' Birthday
<b>March 29</b>	No School/Good Friday
<b>April 1 - April 5</b>	No School/Spring Break
<b>May 27</b>	No School/Memorial Day
<b>*June 17</b>	Last Day of School ☺

\* Subject to change