



Weymouth Township
School District



Before and After Care
Program
and Information
Handbook



2023-2024

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Welcome to Our Program!

This school year we will be offering our Before-School Care Program and our After-School Care Program to students/parents. The programs will be located in the library. As always our goal in our Before-School Care and After School Care programs is for the children to have a safely supervised area to have fun and be able to complete any homework/school work they may have. We appreciate your interest in the program and look forward to being of service this school year.

Please review this handbook as it outlines the programs. If you have any questions, suggestions, concerns please contact us. We are working to streamline the information and keep it in one packet rather than duplicate materials into several packets. At the end of this booklet you will find a school district calendar, registration form, and a Behavior Management Procedure form that you will need to sign to verify that you have read and understood the behavior requirements for students attending the program.

This handbook will provide information explaining the procedures and practices of the Weymouth Township School District Before and After Care Programs. Please take a moment to read through this handbook. The handbook may answer many of your questions. It 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.

Our goal is to provide a safe, enjoyable, caring and positive environment for students and their families. As always, please feel free to contact the Program Lead Assistants, Lead Teachers or the Superintendent/Principal at any time for assistance.

Contact information for these programs is listed below.

In-School Phone Number and Extension

BSC/ASC (609) 476-2412, Ext. 314

Main Office (609) 476-2412, Ext. 504

Al Lewis

Superintendent/Principal

alewis@weymouthtsd.org

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Business Administrator

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After School Program Lead

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Before School Program Lead

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WEYMOUTH TOWNSHIP “BEFORE- SCHOOL CARE” PROGRAM - OVERVIEW

Our Before-School Care program is designed to provide quality childcare before school hours. Before Care provides supervised care along with time to complete schoolwork, eat breakfast, use computers, read and complete other leisure activities in a safe and familiar environment. Students will be supervised by certified staff and/or qualified aides. The Before Care program is open to all K – 8 students enrolled in the Weymouth Township School District. The program this year operates from 7:00 a.m. to 8:20 a.m. each day that school is in session. Children can be dropped off as early as 7:00 a.m. and will be supervised until the regularly scheduled students arrive at 8:20 a.m. At 8:20 a.m. BSC students will be escorted/dissmissed to homerooms/breakfast pick up as appropriate.

WEYMOUTH TOWNSHIP “AFTER-SCHOOL CARE” PROGRAM - OVERVIEW

Our After-School Care program is designed to provide quality childcare during after school hours. After Care provides supervised care along with recreational and educational activities in a familiar environment. Students will be supervised by certified staff and/or qualified aides. Homework time is scheduled each day, along with a variety of enrichment and indoor/outdoor activities. The After Care program is open to all K - 8 students enrolled at the Weymouth Township School. The program this year will operate from 2:55 p.m. – 5:30 p.m. each day school is in session.

******Students must be fully toilet trained in order to attend the program******

REGISTRATION

To register for the “Before or After Program” please contact the office at (609) 476-2412 for registration forms.

LOCATION – PROGRAM DATES – PROGRAM TIMES

Location - the “Before and After Care Program” are housed in the Weymouth Township School District Library.

However, our students may use many areas of the building, including the all-purpose room, library, gym and various classrooms. Students also have supervised outdoor recess time in the back of the school and on the playground.

Program Dates - The program will begin on **September 7, 2023** and run until the day before the last day of school. Before and After Care are offered this school year each full-day session. As in previous years, no After-School Program will be conducted on days before holidays, i.e., the day before Thanksgiving Break, the day before Winter Break, and the day before Spring Break and on the day before the last day of school. No program will run on any day that school is closed.

Program Time - The “Before Care” program operates from 7:00 a.m. to 8:20 a.m. The After Care Program operates from 2:55 p.m. to 5:30 p.m. The program will follow the school district calendar, which is posted on the Weymouth Township School District Website and included in this handbook.

PROGRAM ACTIVITIES

Before Care Activities

- Homework
- Breakfast
- Computer Time
- Reading
- Leisure Activities

After Care Activities

- Homework
- Snack
- Arts and Crafts
- Sports
- Games
- Computer Time
- Music
- Enrichment and Special Activities
- Movies

PROGRAM DESIGN

The After Care Program will provide assistance and an environment for students to complete daily assignments. The students will be given downtime and snack time after the very structured and busy school day. Students will have the opportunity to participate in various activities such as listening to music, watching movies with popcorn, playtime, outdoor activities, computer time and enrichment activities.

PROGRAM PAYMENT FEES AND DISCOUNTS

Program fees are due on the last day of the previous month. So, as an example, the fees for October will be due on the last school day of September. *All payments are to be made by check or money order* (no cash can be accepted) and can be handed in to the program Lead Assistant, the main office or mailed to the following address:

Weymouth Township School District
Before and After Care Program
1202 11th Ave
Dorothy, NJ 08317

Please make all payments payable to the Weymouth Township School District.

PROGRAM CHARGES 2023-2024

The fee for the Before School Care program is \$6.00 per day.

Program fees are due on the last day of the previous month. EXAMPLE: October fees will be due on the last school day of September.

The fees for the After-School Care program are as follows:

Regular School Day:

First Child = \$ 10.00 per day

Second and subsequent Children = \$ 9.00 per day

Single Session Days:

First Child = \$15.00 per day

Second and subsequent Children = \$14.00 per day

EMERGENCY/DROP-IN FEE

Charges for Students Not Registered in the Program: Parents of any student who is not registered for the After-School Care Program will be charged a fee of \$12.00 per day for an Emergency Drop-In.

Parents of any student, who is not registered for the After-School Care program and is not picked up at school by 3:00 p.m., may have to be placed in the program to wait for parent pick up. If this situation occurs the parent will be charged a fee of \$12.00 per day.

ATTENDANCE/SCHEDULE CALENDAR

An attendance calendar will be required as part of the payment process. The calendar will be distributed in person or available on the website.

LATE PICKUP PROCEDURE AND FEES

Families should contact the Coordinator if a child will be picked up late from the After Care Program. We understand that circumstances may arise that could affect your ability to pick your child up on time. We will do our best to accommodate these types of situations; however, it is very important that families pick up their children by 5:30 p.m. on a regular basis.

A late fee of \$10.00 will be assessed for each 15 minute interval each time a student is picked up late. After three late pickups, the student may be suspended from participation in the program until further notice and any program fees previously paid will not be refunded.

ABSENCES

It is the responsibility of the families to inform the school and the Lead Assistant if the student will not be attending the After-School Care Program on a day that the child is attending school. A note should be sent to school with the student and given to the office or the homeroom teacher, in order to communicate sufficiently with the Main Office and After Care staff. A student who is absent or sent home from school due to illness or injury may not attend the After Care Program on that day.

Absence from school does not constitute a reason for a refund.

CUSTODY OR LEGAL MATTERS

It is the responsibility of the families to inform the Main Office and the Lead Assistant of any child custody or legal related issues. Any parental custody issues must have a court ordered document on file noting who has custodial rights for the child(ren). Please be reminded that any discussion between parents/guardians cannot take place with students present. Please refrain from engaging in any discussions or arguments in front of the "Before or After Care" students or staff. Any custody or legal disputes must remain outside of the program. Failure to comply with this requirement may prevent the child from being able to attend the program.

HEALTH AND SAFETY

If a child becomes ill during the After Care Program, appropriate care and first aid will be administered. Families or Emergency Contacts will be called for further instruction. At times, families may be advised to pick up the child as soon as possible. It is important to have the most recent and up to date information on file for students. The registration, emergency contact and allergy information provided to us will be essential in the event of illness or emergency; inaccurate information can delay proper treatment of your child.

MEDICATION/SPECIAL NEEDS

Any medication arrangements must be made with the school nurse prior to attending the program. The school nurse will be consulted regarding any special needs of the students.

APPROPRIATE BEHAVIOR

Before and After Care is designed to provide quality and enriching childcare during after school hours. Our program offers supervised care along with recreational and educational activities. Our goal is to provide a safe, harmonious, and positive environment for **all** of our students. In order to effectively operate our program and ensure the safety of the whole group, rules and regulations are set. These rules follow the same discipline code in effect during the regular school program.

Students in the “Before and After Care” programs are expected to exhibit appropriate behavior by following the code of conduct procedures for the school. Our program mirrors our district’s student discipline code. We believe in developing self-discipline and expect our students to behave in a responsible manner.

In order to maintain a safe, orderly, and educationally sound environment, the following rules and regulations must be followed:

1. School, staff, and personal property will be treated respectfully.
2. Students are expected to follow school rules. This includes respecting their peers and staff members.
3. Students are required to comply with Board Policies governing appropriate dress and the proper use of electronic devices.
4. Students will be released to the parent(s) or only those authorized by a parent. Children are not allowed to open the door for anyone.
5. Any form of harassment, bullying, aggression, violence, disrespect, or foul language will not be tolerated.
6. Students are not permitted to share snacks during snack time.
7. Students are not permitted to leave the designated location of the building without permission of the Before/After Care personnel.

Consequences for Failing to Follow “Before and After Care” Program/School Rules will be handled through the following process:

1. The child will be separated from the group to reflect on his/her actions. The staff may ask the child to sit out from play, gym time, or an activity. The child will be given time to sit quietly and determine an appropriate solution. The staff members will notify the parents in person on the same day of the occurrence.
2. If a child is asked to sit out twice in a single day or the severity of a problem is great enough to threaten the safety of the child or other children, the staff will write a discipline report. This report will be given to the parent or guardian to read, sign, and return the following day. The office will also receive a copy of the report.
3. If a child receives three written disciplinary reports, the child will be referred to the administration and may be suspended from “Before or After Care” program for up to three (3) days. When this occurs, the staff and administration will develop constructive and individual strategies to help prevent reoccurring behavior. **If a child is suspended from the program, these days will not be credited or refunded.**
4. If the child continues to disobey the rules of After Care, indefinite suspension from the program may occur. The parent(s) will be notified by administration.

Parents are required to sign an acknowledgment form agreeing to these policies. This form is included in this booklet.

INCLEMENT WEATHER

Ways to check for school closing and delayed opening announcements:

- Local Radio Station – KYW 1060
- Local News Channel – Channels 3,6, 10
- Weymouth Township School District Website
- Notifications from the Black Board Connect System

You may receive messages about school closings, early dismissals, delayed openings and other important or emergency situations involving our school. Messages will be sent electronically in order to keep you informed.

Before-Care is not provided on delayed opening days.

After-Care is not provided on unplanned early dismissal days.

On the rare occasion that the school will need to close due to inclement weather, an effort will be made to contact families and announcements will be sent using the mass communication system. If families are unable to be contacted, students will be released according to emergency information/contacts.

Credits for weather events will be reviewed on an event by event basis.

PROCEDURES ON THE DROP-OFF AND RELEASE OF CHILDREN

The students will need to be signed in to the Before-Care program and signed out of the After-Care program by their approved guardian or contact. Anyone picking up a student for the first time must show identification, which we will keep on file as part of the student's file. Families need to communicate with program personnel about matters regarding student pick-up or drop-off.

We hope this handbook is of assistance. We do know that a handbook may not answer all of the questions you may have. Please contact the program personnel with any additional questions. If for any reason they are not able to answer your question they will refer it to administration.

Thank you for your participation in our program.



Weymouth Township School District

2023-2024 School Calendar



PICTURE SCHEDULE
 11/03 - Fall Student/Staff Pics
 12/08 - Retakes
 03/07 - 8th Grade Indiv/Group
 03/14 - Spring/Class/Group

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 - Staff Pictures
 5, 6 - Teacher In-Service - NO SCHOOL
 7 - SCHOOL OPENS/STUDENTS 1st DAY
 21 - Back to School Night - SINGLE SESSION
 S=17 T=19

February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 - Presidents' Day - SCHOOL CLOSED
 S=20 T=20

October 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 - Teacher In-Service - NO SCHOOL
 9 - Columbus Day - SCHOOL CLOSED
 S=20 T=21

March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 - 8th Grade Pictures
 14 - Spring Class, & Group Pictures
 15 - Teacher In-Service - NO SCHOOL
 25 - SINGLE SESSION
 26, 27 - Conferences - SINGLE SESSION
 28 - SINGLE SESSION
 29 - Spring Break Begins - SCHOOL CLOSED
 S=19 T=20

November 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 - Fall Individual Pictures
 10 - Veterans' Day - SCHOOL CLOSED
 9 & 10 - NJEA Convention - SCHOOL CLOSED
 22, 27 - SINGLE SESSION
 23-24 - Thanksgiving Break - SCHOOL CLOSED
 28, 29 - Conferences - SINGLE SESSION
 S=18 T=18

April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - 5 Spring Break - SCHOOL CLOSED
 S=17 T=17

December 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 - Make-up Pictures
 22 - SINGLE SESSION
 25-29 Winter Break - SCHOOL CLOSED
 S=16 T=16

May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 - Memorial Day - SCHOOL CLOSED
 S=22 T=22

January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 - New Year's Day - SCHOOL CLOSED
 15 - M.L.King Day - SCHOOL CLOSED
 S=21 T=21

June 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12-13 - SINGLE SESSION
 14 - Tentative Last Day - SINGLE SESSION
 14 - Tentative Graduation Day
 20 - Juneteenth observed - Admin. Closing
 S=10 T=10

Teacher In-Service FULL DAY	End of Marking Periods	Report Cards Distributed	denotes 45 day intervals
No School for Students	MP1 - November 8	November 17	*Last day of school may adjust to reflect 180 student days. Additional days will be added or removed from the calendar in the event of emergency closings.
Single Session	MP2 - January 19	January 24	
No School	MP3 - March 21	March 26	
Administrative Closing	MP4 - June 7	June 14 (Last Day)	
Parent/Teacher Conferences			
November 28 & 29			
March 26 & 27			
Board Approved: 02/16/2023			
BOE Revised: 06/22/2023			

**WEYMOUTH TOWNSHIP SCHOOL DISTRICT
BEFORE-SCHOOL/AFTER-SCHOOL CARE PROGRAM
REGISTRATION FORM 2023-2024**

Name of Parent completing form: _____
(please print)

Child(ren) Name(s)

1st Child: _____ Grade: _____

2nd Child: _____ Grade: _____

3rd Child: _____ Grade: _____

4th Child: _____ Grade: _____

Name of Parent(s): _____

Home Address: _____

Emergency Number to be used during the Program Hours (7:00 a.m. – 8:20 a.m. &/or 2:55-5:30 p.m.)

Contact Name #1: _____ Phone #: _____

Contact Name #2: _____ Phone #: _____

Contact Name #3: _____ Phone #: _____

My child(ren) may only be released to the following individuals unless notified in writing (print):

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

I anticipate my child will attend the BSC (7:00 a.m.-8:20 a.m.) program _____ days per week.

I anticipate my child will attend the ASC (2:55 p.m.-5:30 p.m.) program _____ days per week.

HEALTH INFORMATION

My child _____ is allergic to: _____

USE OTHER SIDE OF REGISTRATION FORM TO ADD ADDITIONAL CHILDREN OR INFORMATION AS NEEDED.

Other Health Information that the program should know: _____

Parent Signature: _____ Parent Signature: _____



Weymouth Township School District
 1202 Eleventh Avenue - Dorothy, NJ 08317
 P: (609) 476-2412 F: (609) 476-3966
 Weymouthtownshipschool.org



**2023-2024 Before-School/After-School Care Program
 Behavior Management Procedure Acceptance Form**

I have read and reviewed the information regarding expected behavior when in the programs. My child understands that the same rules that are part of the regular school program are the same rules for the “Before and After School Care” programs.

By signing this form I am certifying that I have read and understood the rules and behavior management procedures/policy of the “Before and After School Care” programs.

Names of children attending (Please Print)

Signature of Parent

Date

:lkq