

## CARE Parent Handbook Agreement

I have read and understand the terms of the CARE Parent Handbook. I will comply with the rules outlined in the handbook.

Student Name(s)

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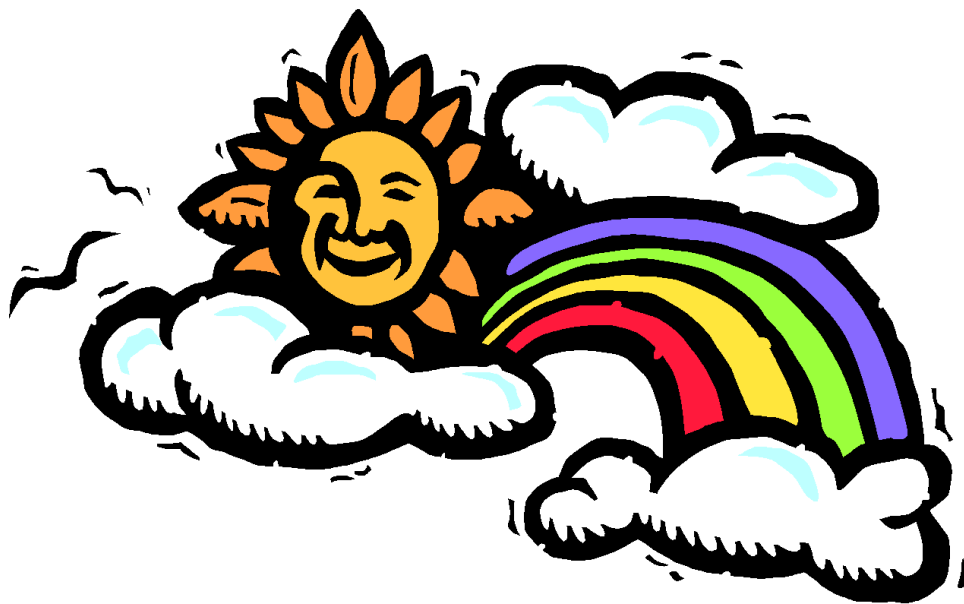
Parent/Guardian Name (Printed)

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Parent/Guardian Signature

Date \_\_\_\_\_

# PARENT HANDBOOK



## CARE PROGRAM

2024/2025

# **BERLIN TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION**

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Principal, John F. Kennedy Elementary School

## **CARE**

Mrs. Tara Fields  
Director, CARE Program

Mrs. Stephanie Davenport  
Assistant Director, CARE Program

## CONTACT NUMBERS FOR CARE PROGRAM

CARE Director 856-281-8229 [tfields@btwpschools.org](mailto:tfields@btwpschools.org)

CARE Assistant 609-500-0383 [sdavenport@btwpschools.org](mailto:sdavenport@btwpschools.org)

**YOU MUST CALL OR EMAIL THE CARE DIRECTOR OR ASSISTANT IN ADDITION TO THE MAIN OFFICE TO REPORT YOUR CHILD'S ABSENCE FROM SCHOOL.**

**DO NOT CALL THE MAIN OFFICE WITH ANY SCHEDULE CHANGES OR QUESTIONS PERTAINING TO CARE.**

**\*\*\*You will be charged a \$5.00 finders' fee for not properly reporting schedule changes/absences.**

## PARENT INFORMATION

Berlin Township Children's After-School Recreation and Education (CARE) is a self supporting before/after school program providing children with an environment that is safe, warm, friendly, and stimulating. The program includes time for rest, play and learning as well as an opportunity for the child to develop intellectually and to interact with adults and peers through a variety of activities. CARE is open to any school-aged children (grades Pre-kindergarten through 8<sup>th</sup>) enrolled in the district provided the program can meet the needs of that child. Pre-schooler must be four years old. **They must be fully potty trained. No exceptions.**

The CARE Program was developed by the director, staff and children, with the guidance of administration, and is designed to be appropriate for the age level and interests of that group. Each program will include at least the following basic elements:

- A warm greeting for each child by an aide, with time to talk over the day's highlights
- Breakfast is provided every morning
- Snack provided every afternoon
- Activities that emphasize:
  - Creativity
  - Pursuit of individual interests
  - Making choices and decision making
  - Use of gross motor skills, as well as development of fine motor coordination
  - Indoor/outdoor play – outdoor activities when weather permits
  - Homework time will be provided for 1st - 8th graders from dismissal to 4:00 p.m. AR and writing projects/essays will be sent home.
- Emphasis on children assuming responsibility for their behavior and for keeping their environment clean and happy

## REGISTRATION AND PROGRAM FEES

Registration is by appointment only with the CARE Director. Children may not start attending unless a registration packet has been completed. Parents are required to keep their child(ren)'s forms up-to-date by promptly reporting any change of information, PARTICULARLY WORK AND CELL PHONE NUMBERS.

### DURING THE SCHOOL YEAR:

Registration Fee: per child - \$50.00 (non-refundable; includes breakfast, snacks/lunch, and field trips.)

		<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>	
7:00 a.m. until school begins	AM	\$7.00	\$10.00	\$11.00	\$12.00	per day
dismissal until 5:00 p.m.	PM	\$10.00	\$15.00	\$18.00	\$20.00	per day

A minimum of one week is required from the registration date to starting date in the program.

All fees and schedules are due as stated on the schedule of the month prior to attendance (i.e. payment for the month of October is due in September). Schedules received after the grace period as stated on schedule will result in a **\$10.00 per day late fee**. Schedules received after the 20<sup>th</sup> of the month your child(ren) will be withdrawn from the program and you will need to pay a \$50.00 re-registration fee to continue using the program. **Lack of a schedule poses a safety issue for your child(ren).** You must turn in a schedule even if your child is not attending a particular month. Failure to do so will result in late fees and will affect your child's eligibility for summer CARE.

Each family is assigned a folder for transporting schedules/payment from home to school. If you are issued a replacement folder at any time during the school year, you will be charged \$5.00. *Please continue to use your designated envelopes for payment/schedules.*

No credits will be given for absences from the program UNLESS a child is out sick from school for a minimum of three days at a time followed by a doctor's note. Parents need to call and report this absence to CARE.

***A two-week withdrawal is required in writing if the child is withdrawn from the program prior to the end of the school year. No refunds will be issued.***

### DAYS OF OPERATION

The CARE Program will follow the school calendar. Days of operation for the program will be during full day sessions and scheduled half day sessions. **The program will not operate on school holidays, administrative school closing or the last afternoon of the school year. Furthermore, the program will also be closed on the following days:**

**Thursday, October 31, 2024 - No PM CARE  
Wednesday, November 27, 2024 - No PM CARE  
Friday, December 20, 2024 - No PM CARE**

## **OPERATING PROCEDURE**

Both the AM and PM CARE Programs are in the all-purpose rooms of the John F. Kennedy Elementary School.

Parents are responsible for transporting their children to the AM sessions. Parents and/or authorized persons are responsible for picking up their children at the designated time for the afternoon session. **Children who are scheduled for afternoon CARE on a day MUST attend the program that day. They will not be permitted to take the bus home.**

Closing time is 5 pm SHARP!! If parents do not pick up their child(ren) by 5:00 p.m. they will be charged **\$5.00 per minute per child**. We urge you to use one of your emergency pick-up contacts if you cannot arrive by 5:00 p.m. This charge will be billed separately upon notifying Megan Stoddart at the Huster Administration Building. If this occurs three times, the child(ren) will be removed from the program.

### **SIGN-IN AND SIGN-OUT**

In the AM session, parents are to escort their children into the program and sign them in. Please have children here NO LATER than 8:20 am. This is the time we serve breakfast.

In the PM session, attendance is taken when children arrive at the CARE area. It is the child's responsibility to go directly to the CARE area from the classroom.

Each child will be signed out of the program each day by someone authorized to do so. The only persons allowed to pick up a child are those whose names are indicated on the child(ren)'s emergency form. Identification will be required.

CARE closes promptly at 5:00 p.m. **ALL** children must be picked up by that time. Parents or designated adults (**MUST BE 18 YEARS OR OLDER**) responsible for picking up children must enter the building and meet them in the facility. Children may not leave the building without his/her parents or designated adult. **Three late pick-ups from the CARE Program will result in removal from the program. You will be charged \$5.00 per minute per child.**

Parents must put, in writing, permission for designated adults to pick up children. This information will be put on the registration form. The list should include ALL adults and their telephone number who may now, or in the future, be responsible for picking up their child. **Documentation is required for anyone who is legally not permitted contact with your child(ren) as listed on the registration form.** Names may be added or deleted from this list during the school year. Please use your emergency contact if you are going to be late.

## **NOTIFICATION OF ABSENCE**

**YOU MUST CALL OR EMAIL THE CARE DIRECTOR (856-281-8229) or [tfields@btwpschools.org](mailto:tfields@btwpschools.org) AND THE MAIN OFFICE TO REPORT YOUR CHILD(REN) ABSENCE. FAILURE TO REPORT YOUR CHILD'S ABSENCE TO CARE WILL RESULT IN A \$5.00 FINDER FEE!**

Parents are REQUIRED to report a child's absence from the program (for whatever reason) to the CARE Director before noon each day if enrolled in the PM program or by 7:15 a.m. if enrolled in the AM program. The number one objective of this program is your child's safety before and after school.

If a child fails to report to the program, and we have not been contacted, a parent or authorized adult will be contacted. PLEASE NOTE: Children who are scheduled for afternoon CARE on a day MUST attend the program. You cannot call CARE or the school and have them take the bus home unless an emergency occurs. Please contact the CARE Director @ (856-281-8229) should an emergency or schedule change arise, and it will be addressed by the administration.

## **SCHEDULES AND EMERGENCIES**

### **Schedules**

For the safety of our children, teachers, bus drivers and CARE staff, **schedules must be consistent for the afternoon program.** Only in extreme emergencies, at the discretion of the CARE Director, can a schedule be changed. However, the new schedule must be consistent. **Notes/Messages to the main office or teachers WILL NOT be accepted.** All changes to schedules require a 72 hour notice.

Days may be added with Directors approval in advance. Days may not be switched with a previously scheduled day. Payment is expected when sessions are added.

### **Emergencies**

Should an emergency arise you must contact the CARE Director (856-281-8229) or Megan Stoddart (856-767-9480). No emergency phone calls will be accepted after 2:30 p.m. After 2:30 p.m. you must make arrangements with your emergency contact to pick-up and sign your child(ren) out from the C.A.R.E Program. **NO EMERGENCIES WILL BE ACCEPTED THROUGH THE MAIN OFFICE.**

## **DISCIPLINE POLICY**

Children who attend the CARE Program are expected to conduct themselves in an appropriate manner. They are expected to respect one another and show respect for the aides and facilitators. No obscene or inappropriate language is to be used and no physical contact initiated. Inappropriate conduct will not be tolerated. If a child is written up three times during the school year, the child may be expelled from the program and may prohibit them from attending any

C.A.R.E. trips. Parents will be informed of each inappropriate incident so that they may take steps to correct the behavior. Strict adherence to this policy will be followed.



## **SUMMER CARE:**

**SUMMER CARE ELIGIBILITY:** Students must have attended CARE every scheduled month since their registration date and no later than March 1st in order to be eligible for Summer CARE. Summer CARE has a maximum of 50 students. If there are open spots registration will open up to those not enrolled and will be on a first come first serve basis. This gives us time to get to know the students before the summer program begins. Safety is our top priority as we attend many trips.

Registration packets will be handed out on or about March 1st. There is a limit of 50 students so please reserve early. Once we register 50 students, registration will be closed. Packet and registration fee must be handed in or you will not be considered registered. Current CARE parents will be notified of our registration sign-up (mid-February).

Payment for the first half of summer is due by May 1st. Payment for the second half of summer is due no later than June 1st. If payment is not received in full by June 1st, you will not be permitted to attend the program and no refund will be issued. We encourage you to take advantage of our summer savings plan. You may make payments towards summer throughout the school year. A payment line is provided on the bottom of each monthly schedule.

Each family is assigned a folder for transporting schedules/payment from home to school. If you are issued a replacement folder at any time you will be charged \$5.00.

No credits will be given for absences from the program UNLESS a child is out sick from school for a minimum of three days at a time followed by a doctor's note. Parents need to call and report this absence to CARE.

### **Drop-off and Pick-up times for CARE are as follows:**

**SUMMER CARE HOURS: 7:30 am – 4:30 pm**

**Drop-off: Between 7 am – 9 am**

**Pick-up: Between 4:00 pm and 4:30 pm**

**Please call 609-929-4271 for entry into the school between the hours of 9 am and 4 pm.**

***A two-week withdrawal is required in writing if the child is withdrawing from the program prior to the end of the summer. No refunds will be issued.***

**RETURNED CHECKS:** A \$30.00 fee will be assessed for returned checks. After two returned checks, all payments will need to be made in money order. **Cash will not be accepted as repayment. It must be in the form of a check or money order.**

## **EMERGENCY CLOSING**

### **School Year**

- A. **All Day Closing:** When inclement weather is severe enough to cause the closing of schools for the entire day C.A.R.E. will also close. Credits will be issued for a closing due to an emergency or inclement weather. Credits will be given the following month.

#### **CARE does not operate when school is closed.**

- B. **Early Closing:** When it becomes necessary, once school is in session, to close before regular dismissal times, you will be notified by the CARE staff via email. The administration reserves the right to close early due to inclement weather for the safety and well-being of our staff and students. Please make necessary arrangements through your emergency contacts to have your child(ren) picked up. Credits will not be given during an early closure since the program is fully staffed and they are there to care for our students until they can be picked up by their parents/guardians.
- C. **Delayed Opening:** When the schools are on a delayed opening schedule, CARE will have a two-hour delay as well. CARE will NOT be open at 7:00 a.m. but will open instead at 9:00 a.m.

### **Summer**

Should an emergency closing become necessary, parents will be notified via email. If you cannot pick-up your child, **it is your responsibility to contact your emergency contact to pick-up your child immediately.**

**We thank you in advance for your continued cooperation and support in making our program a safe and successful one.**

