



CER Parent Information

Thank you for allowing your child to participate in our CER program. We are confident this will be a fun and rewarding experience! Please carefully review the CER policies and expectations as outlined below and contact Michelle Sojda, at 856-767-0129, x201 with any questions or concerns.

Pick Up Procedure:

- Please be sure to check the end time for your child's particular class. Students should be promptly picked up from their CER class at the Community Education door (to the left of the elementary school entrance).
- Walk to the pick-up door to escort your child back to your car. At the time of pick up, you will be asked to sign out your child as an additional security measure. We appreciate your cooperation and patience with this procedure. Please escort your children back to your vehicle as they should not be instructed to cross a busy parking lot. Children are NOT permitted to walk home alone after a CER club. Additionally, children may only be picked up by authorized adults.

Missed Classes:

- If your child will miss a class, we ask that you make every effort to notify the CER office. Missed classes will not be prorated or price adjusted.
- Classes which are cancelled by the instructor will be rescheduled beginning the week following the last scheduled class.

Payments:

- Payments are due in full prior to the start of the first class.
- Registrations will close one full business week prior to the start of classes; any late registrations after this time will be subject to an additional \$10.00 CER processing fee.
- Payment methods include: check, e-check, or credit card. Returned checks will be subject to a \$40 returned check fee.
- Refunds will not be issued after the class has started.
- Once a session has begun, students will not be permitted to switch classes.

PALS and CER:

- Students are not permitted to join CER clubs if there is an outstanding balance of monies owed on their PALS accounts. Please contact the CER office with any questions regarding account balances.

Discipline and Behavior Expectations:

- The school's discipline code is in effect during CER Clubs and can be found in your child's school handbook. Participation in a CER Club is a privilege. This privilege can be revoked due to continued misbehavior or failure to follow the procedures listed in the BCS School Handbook.
- We will be abiding by the policies in the State of New Jersey Expulsion Policy which is found on the next page. We will do everything possible to work with the family of the child in order to prevent this policy from being enforced. This is for everyone's safety and well-being.
- There will be no refunds issued if a child's participation is revoked due to continued non-compliance to our behavior and discipline expectations.

10:122-6.8 STATE OF NEW JERSEY EXPULSION POLICY

IMMEDIATE CAUSES FOR EXPULSION

- Child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parents exhibit 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 including the child's immunization records.
- Habitual tardiness when picking up a child.
- Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

- Failure of a child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.

SCHEDULE OF EXPULSION

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Was not given sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

Staff will:

- Redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, and supervision.
- Use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Apply consequences for rules.
- Give verbal warnings.
- Allow time for a child to regain control. Child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally. Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors. The parent will be given literature or other resources regarding methods of improving behavior. Recommendation of evaluation by professional consultation on premises or by local school district child study team will be given.