



Bayone Board
of Education

Before/After School Care Parent Handbook



PARENT

RECEIPT OF INFORMATION:

- Information to Parents Document
- Policy on the Release of Children
- Policy on Methods of Parental Notification
(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name:

Parent/Guardian's Name:

Signature

Date



BAYONNE BOARD OF EDUCATION
Community Education Department
669 Avenue A
Bayonne, New Jersey 07002

Daniel Castles
School Business Administrator

Phone: 201-858-5809

September

Dear Parents/Guardians:

The Community Education Department is pleased to welcome you to Before/After School Child Care Program.

This letter contains important information that will ensure that your child has a safe and enjoyable experience. We encourage parents to take a moment to read through all of the attached information with your children. If you have any question, feel free to contact me at 201-858-5809.

Thank you for enrolling in the Before/After School Child Care Program.

Regards,

Daniel Castles

Before/After School Child Care Program Information

Staff:

Teachers

- The program is supervised by New Jersey Certified Teachers.

Assistants:

- Our assistants are Bayonne Board of Education teacher assistants.
- College level and high school juniors and seniors
- Service learning students

Calendar:

- The BSCC/ASCC program follows the Bayonne Public School Calendar. The program will operate only when school is in session.
- BSCC will not be provided when school has a delayed opening.
- ASCC will not be provided when school has an abbreviated session.

Fees:

- Payments are by check or money order, **no cash**, made payable to the Bayonne Board of Education and are made monthly. Payment due the first of each month.
- Repeated failure to make timely payments will result in your child being removed from the program.
- Your cancelled check shall serve as your receipt for tax records.

Snack:

- A snack will be provided each day for the ASCC program. The cost is included in the monthly fee. Your child may choose to bring a snack from home.

Pick up/Dismissal:

- The ASCC program runs from 3:05-6:00 p.m.
- Parents are responsible for a timely pick up at 6:00 p.m.
- Repeated or unexplained delays in picking up your child will result in your child being removed from the program.
- List people permitted to pick up your child on the registration form.

Transportation:

- Transportation is not provided.

Parent Contact Number:

- It is important that the BSCC/ASCC Teacher have the most recent number to reach you, be sure they have your cell number, and work number. Also, your child should know how to reach you.

Special Needs:

- If your child has any special needs, allergies, or uses any medications, please list them on the back of this emergency card, and inform us during registration.
- Please inform the BSCC/ASCC Teacher of the program of all special needs.
- Expectation is all students will be toilet trained at the time of registration.

BAYONNE BOARD OF EDUCATION

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

EXPULSION POLICY

NAME OF CENTER: BAYONNE BOARD OF EDUCATION

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits 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 your child.
- Verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION:

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

SCHEDULE OF EXPULSION:

If after 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 and 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 PARENT/GUARDIAN:

- 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.
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

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Use of Electronic Communication and Recording

Devices (ECRD)

Oct 15

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5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. **The Board of Education emphasizes that this Policy also applies to the re-use and re-broadcast of video and audio transmissions associated with remote instruction which takes place as a result of a health emergency.** In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

A student is not permitted to bring, possess, or use an ECRD on school grounds at any time, regardless of whether school is in session or not.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



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Use of Electronic Communication and Recording Devices (ECRD)

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

A student shall not knowingly bring or possess any remotely activated paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present.

A student who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the student is required to respond to an emergency and the student provides a statement to the Superintendent from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the student at all times and that the student is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

N.J.S.A. 2C:33-19

Adopted:	March 24, 2003
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POLICY - Electronics

The Board of Education believes students may benefit from the use of technology devices for their use during non-school hours. These devices may be beneficial to pupils for approved education purposes.

For the purposes of this Policy, “technology device” or “device” shall include, but not be limited to, television, portable devices such as computers, laptops, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

Students must comply with school district policies and regulations regarding acceptable use of computers and technology.

During non-instructional times, cell phones and other devices must be off unless permission for an approved use has been explicitly granted by a faculty member or building administrator. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off.

The school district assumes no responsibility for any privately-owned technology brought to school.

The district guidelines for screen time are adopted, as recommended by the American Academy of Pediatrics (AAP), as follows:

- **Children 2 to 5 years:** Limit screen use to one hour each day. Caregivers should view media with kids to help them understand the media and apply it to the world, relying on high-quality programs.
- **Children 6 years and older:** Put consistent limits on media time and types of media kids consume while ensuring media use doesn’t replace physical activity, adequate sleep, and other healthy behaviors.