



Community School Policy

Parental Notification Methods and Contact Information

At the Community School, we view our program as a partnership between our families, our staff, and our Administrative Team. Through frequent communication, we can ensure a quality program for your children. Below are the main ways we will communicate program information with you:

- Emails: We will send email blasts to all our families to share important upcoming dates.
- Community School Website – <http://www.rtnj.org> under the Community School tab on the right of the page. The page on our website provides families with the most current information.
- Community School Staff: Our community School staff is a vital resource to help all our families navigate the specifics of our programs.

Primary Contact Information:

To communicate with any Community School staff, please email us at communityschool@rtnj.org.

Administrative Office Location – 25 School House Rd, Randolph, NJ 07869. Please note that parents will not be admitted to the administrative office without an appointment. Office hours are Monday through Friday from 8:00am until 4:00pm. Please email us to schedule an appointment.

Our Community School Staff Includes:

Christine Downtain – Programs Manager

Cinnamon Lenahan – Community School Coordinator

Rumika Iseman – Community School Marketing Manager

Our Administrative Staff Includes:

Kyle J. Bleeker – Business Administrator/Board Secretary/Director of Community School

Naomi D. Widener and Elizabeth Moreland – Assistant Business Administrators

Social Media Policy

This social media policy applies to parents and staff of the Community School of Randolph Township Public Schools. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g., Facebook, Instagram, Snapchat)
- Blogs
- Discussion forums
- Media Sharing services (e.g. YouTube)
- Micro-blogging
- Electronic forms of communication such as email and text messaging

As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the Community setting or at Community School dedicated events and outings with the children are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for use on the Randolph Township Schools website, Community School webpage, and in other advertising materials).
- No public discussions are to be held, or comments made on social media sites regarding Community School children, staff, or Randolph Township Schools employees (except appropriate use for marketing events) or that could be construed to have any impact on the program's reputation or that would offend any member of staff or parent associated with program.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information
- Staff should not accept parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity. Staff should avoid personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity.
- If staff name the Community School program or workplace in any social media, they do so in a way that is not detrimental to Community School or its participants.
- Staff observe confidentiality and refrain from discussing any issues relating to other staff, students, or families.
- Staff should not share information they would not want children, parents, or colleagues to be made aware of.
- Staff and parents should report any concerns or breaches to the Community School immediately.
- Any comment deemed to be inappropriate is to be reported to the Community School Program Manager and any action taken will be at their discretion.

General guidelines for using social media:

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty, and accountability.
- Apply a “good judgment” test for every social media post.

Illness/Medicines/Communicable Diseases Policy

Participants in all Community School programs must comply with all health and safety regulations of Randolph Township Public Schools and these protocols. Should your child become ill during regular program hours, a staff member will contact you. In the event your child becomes ill, please have someone locally available to assist in emergency pick-ups. Should your child require medication, it must be administered by the parent prior to the program. The Community School does not have access to school site medicine cabinets. The Community School does not have a nurse onsite.

If you indicate any medical concerns on your registration form, you may be contacted by the Community School Program Manager for further discussion. If you would like to speak with the staff about your child's situation, please set up an appointment by contacting the Community School at communityschool@rtnj.org.

If a child exhibits any of the following symptoms, the child should not attend Community School Programs. If such symptoms occur at a Community School Program, 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 100.4 degrees or higher
- 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 Community School Programs unless contraindicated by the 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 Community School programs without a health care provider's note stating that the child or staff member presents no risk to himself/herself or other. Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

Lice Policy

- Counselors/chaperones and parents/guardians should report any noticeable head scratching and/or skin irritations of neck and forehead to Program Manager.
- If live lice are identified, the parent/guardian will be contacted, and an email and/or letter will be sent to the parent/guardian.
- The participant will be excluded from Community School activities; physician follow-up will be recommended. Parent/guardian should begin treatment.
- A notification letter will be sent to Community School participants who have direct contact with the individual identified with lice.
- Community School activity participant must have no evidence of live lice and must have undergone treatment of lice to return to Community School activities.

Food Allergy and Dietary Accommodations

With participant safety and well-being paramount in our programs, parents/guardians are responsible for providing detailed allergy information on their child's health form. When the program's activities involve outside venues or food providers, it is the parent/guardian's responsibility to contact the venue directly to confirm allergy information: food ingredients and preparation methods. Please review this information with your child prior to their trip so that they can make an informed decision when ordering and consuming food from a trip's respective venue. Parents will be required to provide a pre-packed, dietary friendly meal for their child if a venue cannot accommodate a child's specific allergy or dietary needs.

Our staff will be fully informed of all allergies to understand exposure risks and respond to emergencies, including the use of an EpiPen if necessary. We are committed to working in partnership with you to ensure our programs remain fun, safe, and friendly for all.

Potty Training

All participants in a Community School program shall be potty trained. If a participant has a toileting accident, the parent will be notified and requested to pick up the child immediately. Staff will document the incident. Community School staff are not obligated to change the participant or assist with other toileting needs (e.g. wiping). Community School will allow for a maximum of three toileting accidents before requesting that the participant not return to the program.

Discipline & Expulsion Policy

The Community School is committed to providing a safe environment for all students, we encourage relationships based on dignity, respect, and fairness. All program staff members practice positive discipline when working with students. Positive discipline is a process of teaching children how to behave appropriately, by respecting the rights of the individual child, the group, and the adult. Methods of positive discipline are consistent with the child's age and developmental needs and lead to the ability to foster and maintain self-control. In practicing positive discipline, program staff members are instructed to plan, intervene when necessary, and show support and encouragement.

Since maintaining a safe and friendly environment is the responsibility of both staff members and participants, all participants are expected to:

- Always ask an adult for permission to leave the group for any reason, as walking off from activities is alarming.
- Be held responsible for willful damage to Community School, school, or private property including graffiti and theft. Additionally, all students will show respect for the physical space of the school by keeping shared areas (gym, classrooms, hallways, etc.) and bathroom areas clean and in good order.
- Demonstrate respect for self and others. As such, only appropriate language is acceptable. Vulgar language will not be tolerated. Words like please, thank you, and excuse me are always encouraged.
- Any behavior such as bullying or threatening other students or staff is forbidden. Any action which poses a physical, emotional, or verbal threat to self or others is not tolerated.
- Understand that the Community School programs request participants not to bring personal items. The Community School is not responsible for loss or damage to personal items.

Repeated behavior, which violates Community School policies will result in disciplinary action, parents/guardians being contacted, and/or School District Administration being notified. If a discipline issue arises, staff will follow the protocol below:

- First Offense: A staff member will discuss with the child the rule broken and determine if the child understands the rule. A parent/guardian will be verbally notified the day of the offense and written record of the offense will be kept.
- Second Offense: Same procedure as above with the addition of a written report being sent to the Community School Program Manager and Assistant Manager. The Program Manager and/or Assistant Manager will discuss the situation with the parents/guardians either through a phone call or email.
- Third Offense: the child will be removed from the group until a parent/guardian arrives. A written report will be sent to the Community School management team. The Program Manager and/or Assistant Manager will meet to discuss the next step and if expulsion is

appropriate. Subsequently, the parent/guardian will receive an email with information regarding the management team's decision.

Unfortunately, at times there are reasons when the Community School program must excuse a child, either on a short term or permanent basis. The following list details some examples of behavior which may lead to suspension or expulsion from the program:

Immediate Causes for Expulsion:

- The child is at risk of causing significant injury to other children or self.
- Parent/guardian threatens physical or intimidating actions toward staff.
- Parent/guardian exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion:

- Failure to pay/habitual lateness in making payment
- Failure to complete required registration and health information
- Habitual tardiness when picking up child(ren)
- Verbal abuse to children and/or adults

Child's Actions for Expulsion:

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/outbursts
- Ongoing physical or verbal abuse to staff or others
- Excessive biting, hitting, kicking or similar physical action
- Failure to follow program rules or staff direction

A child will not be expelled if a parent/guardian:

- Reported abuse or neglect occurring at the program
- Questioned the center regarding policies and procedures
- Reported any alleged incident of H.I.B.

Schedule of Expulsion

If the above remedial actions are unsuccessful, the parent or guardian will be notified verbally and in writing regarding the expulsion decision, including the length of the expulsion period and the specific behavioral changes required for the child and/or parent/guardian to return to the Community School. Failure to meet the terms of this plan may result in permanent expulsion and disqualification from future enrollment in Community School programs.

Expulsion Refund Policy

If a Community School participant is expelled from a program, a refund of fees will not be offered. If a camper has begun the week and is requested not to return during that week, no fee will be refunded. If a Ski Club member is requested not to return, no fee will be refunded.

Camp Hours and After-Care Pickup

- Camp begins at 8:30 a.m. and ends at 5:00 p.m.
- Campers **MUST** be picked up no later than 5:00 p.m. Campers picked up after 5:00 p.m. will be charged for after-care.
- Campers in after-care **MUST** be picked up no later than 6:00 p.m. If a camper is picked up late, you will be charged.
- *First Offense* = \$0
- *Second Offense* = \$1 per minute
- *Third Offense* = \$5 per minute
- *Fourth Offense* = camper may be withdrawn from camp

Prior to the start of the program, this policy should be reviewed with the participant(s) by a parent/guardian. Failure to do so does not negate it or its enforcement.