



Family Handbook

2026/2027

Before and After School Child Care Programs

Roxbury Community School

34 N Hillside Avenue | Succasunna, NJ 07876

Phone: 973-584-7699

<https://rcs.roxbury.org/yp/rcs-bases-before-after-care>

Welcome to the Roxbury Community School BASES

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ABOUT US / MISSION / PHILOSOPHY

The Roxbury Community School Before and After School Enrichment Services (RCS BASES) operates under the auspices of the Roxbury Township Board of Education and is a tuition-based program. The school year program provides quality care for children enrolled in Kindergarten through Sixth Grade (K-6). The program is designed to provide flexible care to children of families that reside in Roxbury Township and attend Roxbury Township Public Schools.

RCS BASES is a before and after school enrichment program designed to provide healthy physical and academic activities, social and emotional development, and artistic opportunities for students. All of the programs operate on a child-centered philosophy. The specific needs and interests of the children are explored in order to develop programming that is engaging and developmentally appropriate.

RCS BASES staff, as responsible caregivers, will enhance children's days. We will provide enjoyable experiences in a safe and caring environment. Through child directed and staff planned activities, children can express creativity, foster appropriate interactions, learn and grow. RCS BASES is a fun, interactive, learning environment!

Our goals are to:

- Provide high quality care
- Provide a safe and healthy environment
- Provide a positive environment and enriching age-appropriate activities
- Provide relationships with caring and competent adults
- Support the needs of working families
- Support healthy behaviors and physical well-being
- Recognize the uniqueness of each child by respecting race, ethnicity, gender, ability, religion, and socio-economic status
- Be familiar with the emerging base of knowledge about school-age children and demonstrate this knowledge in school-age care program practices
- Be honest and fair in interactions with each child.
- Promote community engagement

TRANSPORTATION

All children must be picked up by an authorized adult. There is no transportation to morning care in the mornings. There is no busing home from aftercare*.

*Busing at the school's regular dismissal time will be provided to aftercare families regardless of the number of days (1-5) enrolled in aftercare. Your child will always have a seat on a bus (if eligible). Your Genesis account will show your child's busing information (if eligible).

This is especially important if you are registered for less than five days and need to use busing on those "off" days or if you're registered for five days and your child needs to take the bus home and not attend aftercare on any particular day. By making sure your children have a spot on the bus also ensures they will have a safe way home in the event of an early dismissal or when all afterschool activities are canceled due to inclement weather or an emergency closing as on those days the BASES staff doesn't report for duty.

With this being said, it will be crucially important that we all work together to ensure your building principal, school secretary, child's teacher, and BASES staff know when your child will be (or won't be) in attendance in our aftercare program, taking the bus, or being picked up or allowed to walk home on any given day if it's not their usual schedule.

Again, this is for anyone enrolled in aftercare. Please follow your school's procedures for notifying them of a change in schedule whether it is an email to the secretaries, a backpacked note to the teacher, a note in Genesis, etc.

EVACUATION PROCEDURES

In the event of an evacuation where the children are not permitted back into the building and the location of the program changes, parents will be notified via the district's Instant Alert System.

FOOD SERVICE

Children are asked to bring a light breakfast for the Morning BASES program if they so desire. Children are asked to bring a light snack for Aftercare BASES if they so desire. [Here is a list of suggested approved snacks.](#) Due to increasing costs, unreliable supply chain issues, and growing student allergy/dietary concerns, BASES does not provide snack. Aftercare snacks will occur shortly after arrival to the program. On occasion though BASES may arrange for a special treat.

PROGRAM DESCRIPTIONS / INFORMATION

RCS BASES is designed to create an engaging environment for children of the Roxbury Township School District. Planned activities are challenging and age-appropriate for each child and reflect the interests expressed by the children in each program. Morning care is open to all students who attend one of the Roxbury K-6 Schools. Aftercare for the 2026/2027 school year is open to only students who attend one of the Roxbury K-4 Schools. There is no aftercare for Grades 5-6.

Morning BASES

Beginning at 7:00 a.m., the students in the morning program have the opportunity to participate in group games, light physical activity, and/or various hands-on activities. Additionally, a designated table is available for those students to eat breakfast in the morning program. Please note after 8:15 for LRS and 8:45 for the K-4 schools we are dismissing the children to school. If you arrive at or after those times, please use the regular morning arrival procedures.

Afternoon BASES

The After-School program begins upon school dismissal and ends at 6:00 p.m. As the children arrive, they check-in with the RCS BASES staff, immediately, for attendance.

The program schedule followed varies from site to site, and day-to-day, but includes the same components as all other BASES programs each day. First, the children are given the opportunity to eat a light snack while unwinding from the school day. The Afternoon BASES is designed to allow the children to explore their own interests through the various materials provided for "free play" and through the activities that are provided regularly by the staff. These activities include arts and crafts, board games, science projects, civic/community projects, and organized indoor and outdoor games. RCS BASES staff work with the children in order to develop programming that meets the needs and interests of a multi-aged group of children. A quiet time is available each day for the children to work on their homework.

Early Dismissal

The school calendar includes a number of days when early dismissal of students is required. On early dismissal days, the children spend an extended period of time in Afternoon BASES. Children registered for the day that the early dismissal falls on will be dismissed to RCS BASES. No additional steps need to be taken. All early dismissal days will remain open until 6:00 p.m. unless it is before a holiday, then BASES will close at 4:00 p.m.

If your child DOES NOT attend Afternoon BASES on the day of the early dismissal, but you need to use the program, you must contact the Roxbury Community School Office to confirm we can accommodate the drop in. There is an additional fee per child for the additional day of attendance. Children cannot be signed in and out on conference days or for any other reason. If you sign them out of the program for the day, they may not return. Registered families will be emailed prior to the dates to see about Early Dismissal Day needs and provided a deadline date for notification which will be firmly enforced.

Staff

All RCS BASES staff are employees of the Roxbury Township Board of Education through the Roxbury Community School who are subject to a criminal background check and are fingerprinted. All staff also participate in a staff orientation, which covers topics such as Child Growth and Development, Positive Discipline Techniques, Health and Safety Procedures, and Child Abuse Prevention. At least one (1) staff member at each of the schools are trained in First Aid, CPR/AED, and Epi-Pen.

General Program Rules

All Roxbury Township Public Schools policies, rules, and codes of conduct that are in place during the school day at your child's school extend into the BASES program. The students of our program are expected to treat their peers, staff, school property, and program equipment/supplies with respect. Please refer to the "Safety and BASES Program Rules" found later in this handbook.

Activities

- **General Activities:** There will be designated times for free play in which staff will provide board games, craft stations, etc. for the children to choose from. Free play is supervised and the staff assist children who are not making choices to join in activities or help them do something they would like.
- **Staff-Led Activities:** Staff-led activities are planned and carried out by the staff with input from the children. Staff-led activities will also include weekly enrichment activities which will include STEAM and/or service projects as the schedule allows.
- **Gym Play:** Children will be given the opportunity to play in the gym when temperatures are too cold or there is inclement weather. The staff will organize games and group activities, as well as allow for free play with multiple types of gym equipment.
- **Outdoor Play:** This can be an organized or a free play period in which the children play on the playgrounds at the site or play organized games. Sports equipment and outdoor play materials are made available.
 - We will try and get outside as much as possible, even in cold weather. When it is 32 degrees or colder, we will have indoor/gym play. 33 degrees or warmer and we will try to be outdoors (for at least 15-20 minutes), as feasible (as per BOE Policy 2422). This is the real temperature (not with wind chill). This is the same policy applied in all the elementary schools for recess. Please dress accordingly.
- **Non-RCS BASES Programs** (i.e., Scouts, school run programs like Early Act, community school run programs like Mad Science): Children may participate in programs located in the school during RCS BASES program hours. It is the parent's responsibility to put in writing the activity their child is participating in and submit it to the RCS BASES staff and the Community School Office. Please indicate the following, in writing
 - 1.) **Name of Child/School;** 2.) **Name of Activity** (i.e., Girl Scouts, Early Act, Mad Science);
 - 3.) **Supervising Adults;** 4.) **Times of Activity;** 5.) **Days;** 6.) **Dates Effective;** and 7.) **Will your child be returning to BASES at the program's conclusion?**

PROGRAM OPERATING HOURS

Before School Care – 7:00 a.m. to the start of school (8:15 a.m. for LRS students)

After School Care – School dismissal until 6:00 p.m.

Roxbury Community School Office - Monday-Friday, 8:30 a.m. to 3:00 p.m. If you would like to make an appointment outside of these hours, please call the office at 973-584-7699 or email us at rcsbases@roxbury.org.

PROGRAM LOCATIONS

Programs are held at the students' home elementary school*, except for LRS**

- **Franklin Elementary School** – 8 Meeker Street, Succasunna, NJ 07876
- **Jefferson Elementary School** – 35 Cornhollow Road, Succasunna, NJ 07876
- **Kennedy Elementary School** - 20 Pleasant Hill Road, Succasunna, NJ 07876
- **Nixon Elementary School** – 275 Mt. Arlington Blvd., Landing, NJ 07850
- **Lincoln/Roosevelt Elementary School** – 8 Meeker Street, Succasunna, NJ 07876

* This is subject to change as needed based on enrollment and staffing.

** There will be no aftercare for LRS regardless of enrollment or staffing.

PARENTAL NOTIFICATION METHODS AND CONTACT INFORMATION

At RCS BASES, we view our program as a partnership between our families, our BASES staff, our schools, and our Administrative Team. Through frequent communication, we can ensure a quality program for your children. There are several methods of communication used in the program.

Below are the main ways we will communicate program information with you:

- **BASES Website** – <https://rcs.roxbury.org/yp/rcs-bases-before-after-care> – The pages of our website are updated as needed to provide families with the most current information and forms.
- **Day-to-Day** – Staff will regularly discuss children's experiences in the program with families. This will be done at drop off or pick up time in person, or through phone contact.
- **Emails** – Periodically we will send emails to all our families to share important upcoming dates and reminders. Families are able to email the RCS BASES office as well.
- **Notices Home** – Please check your child's backpack as on occasion we will send letters and flyers home with your children.
- **BASES Staff** – Our BASES staff is a vital resource to help all our families navigate the specifics of our program.
- **Staff/Family Conferences & Meetings** – If a behavioral problem exists or if a parent requests, a staff/family meeting may be arranged. Arrangements should be made as soon as possible to the event and the Program Teacher and/or Coordinator should be present. All information discussed at the meeting will be documented and is confidential.
- **Family Orientation** – We will make every effort to have an RCS BASES staff member be present at Back-to-School nights with information and are available to answer questions regarding the program. The RCS BASES office staff is available to answer your questions about our program – please call the office at 973-584-7699 between 8:30 a.m. and 3:00 p.m. to talk or to set up an appointment. You can also email us at rcsbases@roxbury.org.
- **Program Visitation** – Parents and authorized adults are welcome to visit the program. To do so, a scheduled day and time must be confirmed with the BASES Program Supervisor. Parents are not allowed in the school during program hours.

Main Contact Information:

- **Roxbury Community School Coordinator** – Ann Rhodes, 973-584-7699 or arhodes@roxbury.org
- **Roxbury Community School Main Email** – comschool@roxbury.org
- **Roxbury Community School Office** – 34 N Hillside Avenue (inside L/R school), Succasunna, NJ 07876
- **RCS BASES Main Email** – rcsbases@roxbury.org

INCLUSION OF STUDENTS WITH DISABILITIES

RCS BASES is committed to providing a quality before and after school child care program for all children of the Roxbury Township Public Schools and will include children with special needs for whom reasonable accommodations can be made to help those children participate safely, comfortably, and successfully in the program. Even though the BASES program strives to maintain a low staff to student ratio (1:15 max), we are unable to provide individual companions or aides. Students with disabilities will be expected to comply with all rules and regulations of the programs, including health, behavior, and safety standards. If a child's actions repeatedly endanger the health and safety of his or herself, another child in the program, or staff members, they may be removed, suspended, or terminated from the program.

Upon registration, families are asked to provide information regarding any special needs that the child may have including IEPs, 504s, IHPs, or behavioral modification plans. Please provide any additional information on what, if anything, would be needed to accommodate those needs during BASES. It is the parents responsibility to provide us this information to see if we are able to reasonably accommodate their child's needs. A separate email may be sent for clarification and confirmation purposes.

REGISTRATION AND PAYMENT POLICY

The Fees and Discounts described in this section are subject to change with 60 days advance notice to all subscribers.

Before students can begin attending the RCS BASES program, each child must have a completed registration packet submitted along with a \$25 non-refundable annual registration fee per child and the first month's fees. Families need to register for RCS BASES **every year**. Registration forms are available online from the BASES website: <https://rcs.roxbury.org/yp/rcs-bases-before-after-care>.

In order for a successful enrollment into our program, all pages of the registration form need to be completed fully, signed, dated and/or submitted online. Families may email (rcsbases@roxbury.org), mail, or drop off their completed forms to 34 N Hillside Avenue, Succasunna, NJ 07876 (located within Lincoln/Roosevelt School). A silver mailbox is located outside of the Roosevelt front entrance if dropping off.

Once enrolled in the BASES program, it is the family's responsibility to keep information provided on the registration form current. In the event that any of the work numbers, home numbers, emergency contact numbers, email addresses, or medical information changes, please notify the RCS BASES staff at your site and the Roxbury Community School Office as soon as possible.

RCS BASES enrollment is for a minimum of one month. The child(ren)'s attendance must remain the same on a weekly basis for that month. To register child(ren), registration materials and the \$25 annual non-refundable registration fee per child must be received in the Roxbury Community School Office on or before the cut-off dates listed. A confirmation email with the effective start date will be sent prior to the first day. Children may begin attendance in the program on the first school day of the new month, regardless of the day of the week it falls on. Schedule changes may take place once per month for the upcoming month. Requests must be received on or before the 15th of the current month for the upcoming month. There is a \$25 schedule change fee per change per child. There are no refunds or credits given for absences from the program on a scheduled day. If a change request is received after the 15th of the current month for the upcoming month, you will be charged a \$50 schedule change fee per change per child.

If an immediate change needs to occur in the current month, you must notify the Community School the week prior to the effective date to see if we can accommodate. There is a \$75 schedule change fee per change per child.

All changes must be made in writing via email or a letter mailed or placed in the mailbox. Verbal requests will not be accepted.

All new enrollments and/or schedule changes are pending, based on availability in the program. ***Enrollment and schedule changes are not in effect until you receive a confirmation email from the Community School Office with an effective date. Drop in fees will be charged if done without authorization.***

Registration

Enrollment forms must be completed and returned before your child begins the program. After registration is received, you will receive a confirmation email and your annual monthly statement and effective start date.

Enrollment Fee

All enrollees of RCS BASES must pay an annual non-refundable fee of \$25 for the program year (August through June, regardless of when you enroll) per child. This payment must be received with your enrollment materials or your enrollment may be delayed.

Monthly Fees

The monthly fee is the payment for the RCS BASES programs for which your child is enrolled. Tuition is based on the number of State required school days (180 days) for the school year divided into ten equal monthly payments ((daily rate x 180 school days) / 10 months = your monthly payment). Therefore, regardless of the number of school days in a particular month, the monthly service fee is always the same. This includes the months with winter and spring break. Regular monthly rates apply to June as well. June is not pro-rated. Since school must be in session for 180 days, snow days/emergency closings are not refunded as the days are made up.

The monthly tuition fee is due on the 15th of each month prior to childcare services unless an alternative auto-billing date has been agreed upon by the Community School.

September's payment is due by August 15th. Monthly schedules and payments are due by the 15th of the month prior to the month of services. Example: October's schedule and payment are due September 15th.

2026/2027 BASES Program Fees

Morning BASES	Monthly Fees
5 days/week	\$200/Month
4 days/week	\$160/Month
3 days/week	\$120/Month
2 days/week	\$88/Month
1 day/week	\$44/Month

Afternoon BASES	Monthly Fees
5 days/week	\$315/Month
4 days/week	\$252/Month
3 days/week	\$189/Month
2 days/week	\$134/Month
1 day/week	\$67/Month

Additional Program Options		
Drop-In Rate *	AM - \$25/day	PM - \$30/day
Drop-In Rate (Early Dismissal) **	\$40/day for after school on early dismissal	
* For those families registered for BASES on a day that's not the child's normal schedule.		
** This is only if your child DOES NOT attend Afternoon BASES on the day of the early dismissal, but you need to use the program. This is a separate cost for these days and you must contact the Roxbury Community School Office to confirm we can accommodate the drop in. Reminder emails will be sent out prior to the Early Dismissal Half Days.		

Monthly Payment Schedule

The payment schedule is below:

1 st Payment:	August 17, 2026	6 th Payment:	January 15, 2027
2 nd Payment:	September 15, 2026	7 th Payment:	February 16, 2027
3 rd Payment:	October 15, 2026	8 th Payment:	March 15, 2027
4 th Payment:	November 16, 2026	9 th Payment:	April 15, 2027
5 th Payment:	December 15, 2026	10 th Payment:	May 17, 2027

Late Fees / Delinquent Payments

Payments received after the 20th may be charged a \$25 late fee. If payment of fees (include late payment charge) is not received by the 28th of the month prior to the month of service, the child(ren) may not be able to attend the BASES program until payment is received in full or a plan of action has been discussed with the Community School Coordinator and Program Supervisor.

It is our objective to make every reasonable effort to accommodate extenuating financial circumstances that may cause a late or incomplete payment. However, it is of utmost importance that the special circumstances be communicated to the Program Supervisor and Community School Coordinator (comschool@roxbury.org) so that a mutually agreeable resolution can be made between the parent/guardian and the program administration. If there is no communication effort by the parent/guardian when delinquent payment notices and/or follow up calls/notices are made, we must assume that the parent/guardian has no intention to meet the financial responsibility, leaving RCS BASES and the Community School with no alternative other than to terminate service.

Actual receipt of the payment (if no payment plan is needed/discussed) is required in order for your child to return to BASES. **Locks in Genesis will occur for delinquent balances and will remain in effect until the balance is paid in full. These locks can carry over years if left unpaid. Locks in Genesis will restrict families' access to view children's grades, teacher assignments, schedules, bus schedules, etc.**

If payment is not received within 30 days and no plan of action has been discussed, you will receive an email notifying you of a termination date of your child's enrollment. In this event, the child's school, as well as our program staff is advised that the child may not attend the BASES programs effective on the date that is indicated in this email. The child will be sent home at the end of the child's school day via school bus or picked up by an authorized adult.

Requests for removal of late fees must be submitted in writing to the Program Supervisor and will require approval from the Community School Coordinator.

Any child(ren) with outstanding balances from previous school years will not be permitted to attend any BASES program until the previous balance is paid in full and a lock in Genesis will remain.

If the Community School sees a habitual failure to make payments from year-to-year, it may result in a termination from the program.

Cash, Check, or Money Order Payments

Checks and/or money orders can be made payable to the Roxbury Community School and should be mailed to the Roxbury Community School located within Lincoln/Roosevelt School at 34 North Hillside Avenue in Succasunna, NJ 07876. You may also hand deliver payments to the Roxbury Community School between 8:30-3:00 and drop it in the mailbox outside the building. Please indicate the student's name/school with your payment.

A fee of \$35 may be charged for any checks that are returned by the bank. Returned check fees are not subject to discounts. After we have received a returned check, we can require that all future payments must be made via credit card, money order, or cash.

Bill Pay with your Bank

Contact your bank to have a check mailed for your BASES payment directly to the Roxbury Community School located within Lincoln/Roosevelt School at 34 North Hillside Avenue, Succasunna, NJ 07876. If you choose to set-up electronic bill pay through your bank (we do not offer this service), please put your child's full name and school on the memo line of your check when setting up the account. It is advisable to have the deduction taken on the 15th of the month as it can take up to 10 days for us to receive your check.

Credit Card Payments

All major credit card payments are accepted for the registration fee, deposit, and/or monthly fees. A 4% transaction fee will be incurred for any deposit and/or monthly fee for the BASES program, unless auto-billing is set up. If auto-billing is set up, this 4% convenience charge is waived.

Receipt of Payment

Receipts are updated and electronically shared as payments are posted via Google Sheets. This invoice/statement can be used for your receipt and for tax purposes. You may also contact the Roxbury Community School for a PDF copy via email of your receipt. **Our Tax ID is 22-6002278. All requests for hard copy receipts for year-end tax information must be made in writing via email to comschool@roxbury.org.** If you have a Flexible Spending Account with your employer, you can mail your form to the office to be signed, but please include a stamped, addressed envelope for us to mail it to your employer. If you need a specific receipt, please request in writing and allow five (5) business days.

Monthly Statements/Invoices

Your monthly invoice will be electronically shared with you at time of confirmation which includes your monthly payment schedule. It is the family's responsibility to make sure payments are made on time.

All invoices will be electronically shared with you via all the parent/guardian email addresses provided at registration as the invoice/statement is updated. Installment payments are due the 15th of each month. All payments will be made to the Roxbury Community School.

Questions regarding tuition payments should be emailed to comschool@roxbury.org. Please include your name, the child's name, and the school they attend in the email.

RCS BASES Possible Discounts

The RCS BASES program has four possible discounts that can be combined and applied to each child for monthly tuition only. *Documentation may be requested to apply the discount.*

Possible Discounts	1 Day/Week	2 Days/Week	3 Days/Week	4 Days/Week	5 Days/Week
Multi-Child	\$6/month	\$12/month	\$18/month	\$24/month	\$30/month
Roxbury School District Employee (excludes subs)	\$2/month	\$4/month	\$6/month	\$8/month	\$10/month
Roxbury Emergency Personnel (Police, Fire, EMT)	\$2/month	\$4/month	\$6/month	\$8/month	\$10/month
US Veteran/Active Military	\$2/month	\$4/month	\$6/month	\$8/month	\$10/month

*Discounts will be calculated after the per month fee is totaled per child.
Discounts will be based on the maximum number of days in the program
(ex. 2 Days Morning Care and 4 Days Aftercare; Discount will be based on 4 Days/Week)*

Examples

Schedule: 4 Days/Week AM @ \$144/month + 1 Days/Week PM @ \$57/month = \$201/month

Discount: Military @ 4 Days/Week = \$8/month

Tuition: \$201/month - \$8 Discount = \$193/Month

Schedule: 2 Days/Week AM @ \$72/month + 2 Days/Week PM @ \$114/month = \$186/month

Discount: Military @ 2 Days/Week = \$4 + Multi-Child Discount @ 2 Days/Week = \$12 (\$4 + \$12) = \$16/month

Tuition: \$186/month - \$16 Discount = \$170/Month

Refunds and Prorating

WE DO NOT GIVE MONTHLY CREDITS OR REFUNDS. There are no exceptions. Once you pay for the month, you are entitled to services for the entire month whether you choose to use it or not. Tuition is evenly distributed into ten easy monthly payments based on 180 required school days. Therefore, emergency school closing days will be made up before the last day of school. If you sign up for BASES in the middle of a month, we will prorate our services based on the anticipated start date.

Enrolling and Withdrawing from the Program

All new or returning students begin the BASES program on the first day of the month or the first day of school for that specific week. **Registrations are due by noon on the Wednesday before the week you wish to enroll.** For example, if you want to enroll your child to begin BASES on Monday, September 28, 2026, your completed registration needs to be in our office by 12:00 p.m. on Wednesday, September 23, 2026. There are no exceptions.

Enrollment for fall conferences (aftercare only) is October 2nd, enrollment for January is by December 16th, enrollment for April is by March 17th, and for spring conferences (aftercare only) by March 19th, all by noon.

If you would like to withdraw from our program, you must provide us with written notification by no later than the 15th of the current month to the month of your withdrawal. For example, if you would like to leave the program after the month of February, you need to send us your written withdrawal no later than January 15th. No refunds/credits will be given for removing a child from a program for a period of time that is less than one month. Children are removed from the program on the last day of that month.

If you withdraw your child in the current month or after the 15th of the month for the coming month, there is a \$25 late withdrawal fee per withdrawal per child.

If you re-enroll your child in the program during the same school year, you will need to pay a \$25 re-registration fee.

Schedule Changes

Schedule changes can be made once per month and are effective on the first of the upcoming month. Requests for schedule changes must be received on or before the 15th of the month prior for the upcoming month. For example, your November schedule will be changing from three (3) days a week of BASES to five (5) days a week, you would need to notify the Community School by October 15th or before of the requested change. There is a \$25 schedule change fee per change per child. If a change request is received after the 15th of the current month for the upcoming month, you will be charged a \$50 schedule change fee per change per child. If an immediate change needs to occur in the current month, you must notify the Community School the week prior to the effective date to see if we can accommodate. There is a \$75 schedule change fee per change per child.

All changes must be made in writing via email or a letter mailed or placed in the mailbox. Verbal requests will not be accepted and all schedule change requests must be made on or before the 15th of the month prior. There are no refunds or credits given for absences from the program on a scheduled day.

Unscheduled Attendance (Drop-Ins)

(Only available for children registered with BASES in the CURRENT School Year)

When an emergency situation arises and your child needs to attend a program for a day (morning and/or afternoon), in addition to their regular schedule, we can help! Please email the Community School Office so we can confirm there is space to have your child as a drop-in. **IMPORTANT—always** send a note to your child's teacher/school, via backpack, email, or note in Genesis on the day that you're using the drop-in service. Without a note, normal dismissal procedures may apply.

Early Dismissal

When an early dismissal (Parent/Teacher Conference Days, half days before a holiday, and the end of the school year) falls on a day where a child is normally scheduled to attend, there is no fee. When an early dismissal falls on a day a child is NOT normally scheduled to attend, there is an additional fee should you need the care. Reminder emails for early dismissals will be sent out prior to the Early Dismissal Half Days for Parent/Teacher Conference/Testing Weeks. Please follow the notification process above (see Unscheduled Attendance).

You must be registered with BASES by October 2nd for fall conferences and by March 19th for spring conferences.

Availability of BASES Program Tuition Assistance

Reduced childcare fees are available to enrollees of the RCS BASES programs providing certain criteria are met. All requests for reduced fees will remain confidential and each request will be carefully considered. Applicants will not be eligible for discounts listed above if approved for the Program Tuition Assistance. If you would like more information please contact comschool@roxbury.org for an RCS BASES Program Tuition Assistance application.

DROP IN POLICY

For your child to participate in Drop-In care for either Morning BASES or Afternoon BASES, they must be fully registered for our program at least one week prior to the drop-in need. For conference weeks, your child must be fully registered by noon October 2nd for fall conferences and March 19th for spring conferences.

You may request a drop in until 12 p.m. the day before they will attend. Because of staffing, we may not be able to take students after the cut off time.

EMERGENCY SCHOOL CLOSINGS

All emergency closings due to weather or other unforeseeable reasons are for the purpose of either keeping your children home from dangerous roads or getting them home before roads become too dangerous. In the event of snow, ice, inclement weather or emergency, the following will apply:

Schools are CLOSED for Emergency Closing – This is a complete closing. All RCS BASES sites will be closed when the Roxbury Township Public Schools close for inclement weather or emergency. All closings will be announced via the district's Instant Alert notification system. It will also be posted on the district homepage at www.roxbury.org and on the Roxbury Public Schools Facebook page.

District Called Delayed Openings – In the event that Roxbury Township Public Schools has a delayed opening because of weather or other emergency, the Morning BASES will open at 9:00 a.m. Delayed openings will be announced via the district's Instant Alert notification system. It will also be posted on the district homepage at www.roxbury.org and on the Roxbury Public Schools Facebook page.

For Delayed Opening Changed to Full Closing Prior to School Opening – When the Roxbury Township Public Schools announce a delayed opening but then change this to a full closing prior to school opening, all RCS BASES sites will also be closed.

Emergency Early Dismissal of School and/or Cancellation of All After School Activities – When schools are closed early due to hazardous weather conditions or other emergencies, RCS BASES program may also be canceled or closed early at 4:00 p.m. Parents/Guardians will be notified by the Roxbury Township Public Schools' Instant Alert notification system of the cancellation or of the early closing time. Please have emergency plans in place for your child after school when BASES is canceled or closed early due to an emergency early dismissal or when all after-school activities are canceled due to inclement weather. Children will be either transported on the bus they would have taken if they were not in the aftercare or if they are walkers, they will be released to your emergency contact that you provided in the beginning of the school year.

When an early dismissal is called and BASES canceled, all children will be sent home with all of the children in the school. No child will remain in school. RCS BASES staff do not report on these days.

Weather Emergency Closings of RCS BASES AFTER Schools are Closed – On some occasions, it will be necessary to close BASES early at one or all locations. An example of needing to close at all locations would be a weather emergency after 3 p.m. that warrants closing the program early. An example of closing early at one particular location is if we lose power or water for an extended period of time. RCS BASES staff will notify parents via the Roxbury Township Public Schools' Instant Alert notification system. We prepare emergency phoning procedures utilizing the RCS BASES emergency numbers you give us. Please keep the emergency phone numbers updated in Genesis for our records.

RCS BASES staff will remain on site until all children have been picked up in this situation. Parents are asked to have an emergency plan in effect so that once notification of RCS BASES' early closing is received, the children will be quickly and safely picked up from the program.

RCS BASES CALENDAR

The BASES Program follows the school calendar, however, there are times when BASES may be in session when schools are closed. Extended day schedules will take place at each of the BASES locations. Below is the tentative schedule for the 2026/2027 school year. *Please note: this schedule is subject to change.*

DATE	SCHOOL & BASES STATUS
Sept 7	LABOR DAY - Schools are closed. BASES is closed.
Sept 23	YOM KIPPUR - Schools are closed. BASES is closed.
Oct 12	INSERVICE DAY - Schools are closed. BASES is closed.
Oct 19-23	EARLY DISMISSALS - Half days. BASES will run in the afternoon and close at 6pm**
Nov 3	ELECTION DAY - Schools are closed. BASES is closed.
Nov 5-6	NJEA BREAK - Schools are closed. BASES is closed.
Nov 25	EARLY DISMISSAL - Half day. BASES will run in the afternoon and close early at 4:00pm*
Nov 26-27	THANKSGIVING BREAK - Schools are closed. BASES is closed.
Dec 23	EARLY DISMISSAL - Half day. BASES will run in the afternoon and close early at 4:00pm*
Dec 24-Jan 3	WINTER BREAK - Schools are closed. BASES is closed.
Jan 18	MLK DAY - Schools are closed. BASES is closed.
Feb 12	INSERVICE DAY - Schools are closed. BASES is closed.
Feb 15	PRESIDENT'S DAY - Schools are closed. BASES is closed.
Mar 12	TENTATIVE RECESS - Schools are closed. BASES is closed.***
Mar 25	TENTATIVE RECESS - Schools are closed. BASES is closed.***
Mar 26	GOOD FRIDAY - Schools are closed. BASES is closed.
Mar 29-Apr 2	SPRING BREAK - Schools are closed. BASES is closed.
Apr 19-22	EARLY DISMISSALS - Half days. BASES will run in the afternoon and close at 6pm**
Apr 23	TENTATIVE RECESS - Schools are closed. BASES is closed.***
May 27	TENTATIVE RECESS - Schools are closed. BASES is closed.***
May 28	TENTATIVE RECESS - Schools are closed. BASES is closed.***
May 31	MEMORIAL DAY - Schools are closed. BASES is closed.
June 14-15	EARLY DISMISSALS - Schools have a half day and BASES will run in the afternoon at every site**

*Early Dismissal (Halloween & Before Holiday)	Afternoon BASES programs during half days before a holiday are available to students currently enrolled in the BASES program. Afternoon BASES will begin once school is dismissed and will close early at 4:00pm. There are no additional fees for students who are currently in the afternoon program on those days. If your child does not attend Afternoon BASES on the day of the early dismissal or enrolled in only the Morning BASES, but you need to use the program, there will be an additional fee. You must contact the Community School Office to confirm we can accommodate the drop in on those days.
**Early Dismissal (Scheduled)	Afternoon BASES programs during half days are available to students currently enrolled in the BASES program. Afternoon BASES will begin once school is dismissed and will close at 6pm. There are no additional fees for students who are currently in the afternoon program on those days. If your child does not attend Afternoon BASES on the day of the early dismissal or enrolled in only the Morning BASES, but you need to use the program, there will be an additional fee. You must contact the Community School Office by the respective deadlines to confirm we can accommodate the drop in on those days.
***Tentative Recess Days	The Roxbury School's calendar builds in five (5) emergency days. If no emergency days (ex. snow days) are used, schools and BASES will be closed on those days.

Inclement Weather or Emergency Closings

- If schools are closed, BASES is closed.
- If there is a delayed opening, Morning BASES will open at 9:00 a.m.
- If students are sent home for an early dismissal due to inclement weather/emergency, BASES is closed.
- If after school and evening activities are canceled, but students are dismissed early or at regular school closing time, BASES may close early at 4:00 p.m. Families will be notified via the district's Instant Alert notification system.

ATTENDANCE POLICY

Before School

The before care program begins no earlier than 7:00 a.m. and ends at the time school begins. For the safety of our children, they must be accompanied to the entrance of the building for the before care program by a parent/guardian or other adult. This allows our staff to touch base with you if there are any announcements or issues of concern that need to be addressed. Under no circumstances is a child to enter the building alone or be left unattended inside or outside of the school building prior to the start of the program. Failure to follow this procedure may result in termination in the program. Billing is based on the schedule you submit to us for your child; there will be no credits or adjustments for time not used in the program.

A note is required for your child to leave the before care program to participate in extracurricular activities or in-school tutoring. Please specify the dates and times your child will be leaving and returning to the program.

After School

Children in the aftercare program are to come directly to the RCS BASES program at the end of the school day unless participating in a school-based activity (i.e., Scouts, Early Act, Young Rembrandts). A schedule will be provided to the building secretary to inform them of the days each child in the program is registered to attend RCS BASES after school. Your child's safety is very important to us and each child's whereabouts on days he/she is scheduled to attend our program is a critical issue of safety. The aftercare program maintains a list of all students who are registered to be in attendance on a daily basis. Attendance is taken promptly after the school's dismissal to aftercare, and the names of absent children are thoroughly checked against the school's absentee list and early sign out list.

It is the family's responsibility to notify the school secretary, the child's teacher, the Community School Office (rcsbases@roxbury.org) and the BASES staff if there is a change in the child's schedule. This includes if the child will be taking the bus home on a day they are scheduled to attend the BASES program. Repeated failure to comply with this procedure can result in suspension or termination from the program.

If your child does not arrive at aftercare and we have not been contacted regarding his/her absence for the day, our staff will check with the main office. If the office doesn't have a record of your child leaving school early, we will make every effort to contact you using the phone numbers on your child's registration form that you provided to verify the whereabouts of your child. If we cannot reach a student's parent/guardian, we will keep them at BASES. If a student is not registered to attend BASES that day and we cannot contact you in a timely manner during the school's dismissal time, we will charge your account the Drop-In rate for the afternoon.

Additionally, your child may not attend aftercare if he/she was absent from school or left early (example for a doctor's appointment) and doesn't return to school before school dismisses (this includes half days). Once the program has begun and aftercare attendance has been taken, your child may not leave our program without being signed out by an authorized pick-up person. A note is required for your child to leave the aftercare program to participate in an extracurricular activity (example: Early Act Club, Young Rembrandts, etc.) or to help a teacher in their classroom. Please specify the dates and times your child will be leaving and returning to the program.

Additionally, the staff checks for messages as well as the mailbox located in the school office for any notes or messages regarding aftercare students. If your child is going to be absent from aftercare, you must email (rcsbases@roxbury.org), the school, the child's teacher, and/or input a note in Genesis to inform the staff. Do not call the Roxbury Community School Office as we are not located in the K-4 schools.

Please note if you sign your child out of school and do not sign them back in (including on half days) or if your child leaves school during the day either due to illness or disciplinary reasons, they will not be allowed to come back to the school and sign in for after care. Please plan accordingly.

Parents/Guardians please be advised that it is not the Roxbury Township Public School's responsibility to notify BASES of changes in your child's daily schedule.

SIGN IN/OUT PROCEDURES

Signing into the Program

Children will be signed in upon arrival by the RCS BASES staff at before care and aftercare.

If a child is not attending a program as scheduled, it is the parent/guardian's responsibility to contact the Roxbury Community School (comschool@roxbury.org) and RCS BASES (rcsbases@roxbury.org) site and alert the absence.

Please note if a child leaves early from school and does not return prior to the day's dismissal, they will not be able to attend aftercare.

Releasing Children from the Program

All RCS BASES program enrollees must be checked out daily at aftercare by a parent, guardian, or previously authorized adult. Enrollees in before care will be released directly to their class at the start of school.

Each child may be released **ONLY** to adults that are listed on his/her RCS BASES authorized pickup list. These individuals must be at least 18 years of age and provide picture identification for the safety of our children and must sign children in and out of RCS BASES each day they attend. In order to add someone to your child's authorized pickup list, the Roxbury Community School Office must be notified in writing by the parent/guardian who registered your child for BASES. No authorized pick-up information will be accepted over the phone. Additional names can be emailed to rcsbases@roxbury.org. RCS BASES staff does not have access to Genesis to look up your authorized pick-ups in that program.

RCS BASES will not release a child to an unauthorized adult under any circumstances.

If a non-custodial parent has been denied access or granted limited access to a child by court order, the RCS BASES Program **must be provided documentation** of the court order for our records in order for us to comply with the terms of the court order. Please be sure to provide updated court documents to the Roxbury Community School and your child's school office as soon as you receive them for the safety of your child.

Any information that is distributed regarding the program or information regarding the child such as incident reports (behavior and/or injury) will be given to the person picking up the child. In divorce situations, it is the pick up person's responsibility to relay any information with the other custodial parent. Information sent to the Community School Coordinator will be shared with both parents/guardians on file.

RCS BASES staff members reserve the right to not release children to authorized adults if the adult's behavior suggests the adult may be under the influence of drugs or alcohol. In a situation where staff suspects that the adult is under the influence of drugs or alcohol, they will contact other adults who are authorized to pick up the child and request they pick up the child. The Roxbury Township Police Department will also be contacted.

Please note that you may only sign your child out of the program once per day. For example, if you pick your child up early at RCS BASES for a medical appointment, you can't return them to the program that day. Children attending RCS BASES must be dismissed directly from school to the program. Children who left early and didn't return prior to regular dismissal or who left at regular dismissal may not be signed into RCS BASES. This excludes those children participating in other building-based Community School programs. Parents/Guardians will still be required to notify the community school and BASES site of alternative schedules.

DROP OFF / PICKUP TIME / LATE POLICY

Before Care Drop Off

Parents are expected to drop off their children for the before care program no earlier than 7:00 a.m. There is no earlier drop off. Repeated offenses will result in a suspension and/or termination from the program.

Parents/Guardians are expected to pick up their children no later than 6:00 p.m. RCS BASES closes every day, Monday through Friday **promptly** at 6:00 p.m.

Late Pick Up

Life happens, traffic happens, and you're running late, unfortunately, when you are late picking up your child, we need to pay staff to stay overtime and they may be late picking up their kids. We strongly recommend having a plan in place if you will be running late.

If you anticipate being late picking up from after care, please call your child's BASES program site phone number to inform our staff. The earlier the better! If you do not call the program site phone by 6:00 p.m., we will try to contact you. If we cannot reach you, emergency contacts will be called next.

Your child will not be released to anyone who does not appear on their BASES authorized pick up list. If you need someone to pick up that is not listed on your child's BASES authorized pick up list, you will be required to send an email to either the Community School Coordinator, RCS BASES Program Supervisor, or RCS BASES Instructor to authorize that person before the BASES staff at your child's school will be able to release your child.

If you arrive after 6:00 p.m., you will be charged a flat \$25 late fee if picked up within the first 15 minutes, and an additional \$25 for every 15 minute increment thereafter until picked up. Participation in the BASES Program is contingent on payment of these fees. If your account is on auto-pay, late fees will be automatically charged to your credit card. Participation in the program may be suspended or denied after three (3) late pickups or if late pickup fees are not paid within ten days. If your account is on auto-pay, late fees will be automatically charged to your credit card. Please try and be on time!

If our staff does not speak with you or someone on your child's authorized pick up list by 6:30 p.m. and you or someone on your authorized pick up list fails to pick up your child by 6:30 p.m., the Roxbury Township Police Department will be contacted.

Early Dismissal

When schools are scheduled for an early dismissal for parent/teacher conferences or at the end of the school year, RCS BASES provides childcare from school dismissal until 6:00 p.m. If your child is regularly enrolled in the Afternoon BASES on a day that the early dismissal falls on, no additional steps need to be taken.

When schools are scheduled for an early dismissal on the day half day before a holiday (Wednesday before Thanksgiving or a half day before winter break), RCS BASES provides childcare from school dismissal until 4:00 p.m. If your child is regularly enrolled in the Afternoon BASES on a day that the early dismissal falls on, no additional steps need to be taken.

If your child DOES NOT attend Afternoon BASES on the day of the early dismissal, but you need to use the program, you must contact the Roxbury Community School office to confirm we can accommodate the drop in. There is an additional fee per child for the additional day of attendance. Children cannot be signed in and out on conference days or for any other reason. If you sign them out of the program for the day, they may not return.

PERSONAL ITEMS / ELECTRONIC DEVICES

Toys (including stuffed animals, trading cards, etc.) and/or electronic devices from home ARE NOT permitted to be taken out and/or used during BASES. Please keep in mind, the BASES program and our staff are not responsible for lost, stolen, or broken toys or other personal items brought from home. If items are brought in, the BASES staff can enforce that they be kept in your child's backpack for the duration of BASES. Repeated offenses will result in notifications home and possible official write ups which may lead to suspension.

Cell phones, smart watches, or other electronic devices with cell phone capability must be kept on silent and/or in the child's backpack. Use of cell phones or other smart devices with cell phone capabilities are not permitted to be used in BASES under any circumstances. If taken out of their backpack or being utilized, it will be confiscated by a BASES staff member. A parent will have to pick up the device from the BASES staff. Multiple incidents could result in suspension or expulsion from the program.

If you are concerned about security for the phone or device you should purchase a travel lock and have your child lock the phone in a zippered pouch in their backpack.

If a child must call a parent or a parent needs to get in touch with their child, phones are provided at each site.

The use of headphones inhibits children from being able to hear our staff; therefore, headphones are **NOT** permitted at the program unless it is noted for sensory issues in an IEP, 504, or IHP. Parents will be required to notify us if that is the case. Students need to be able to hear the BASES staff though at all times. Repeated offenses may result in the student not being allowed to use the headphones.

Recording (voice or video) during the BASES program is not allowed on any electronic device (personal or school-issued).

School-issued Chromebooks or technology issued devices will not be allowed to be used in BASES.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS

In accordance with Roxbury Township Board of Education Regulation #7441, electronic surveillance is used in order to enhance a safe and secure environment. Recordings may be used to monitor and observe the conduct of school district staff, students, and other person(s) in any of the Roxbury Public Schools or on school grounds. Viewing or listening to the recordings will be done by the Principal or designee.

SAFETY, HEALTH, AND NUTRITION

Sanitary Considerations

All children attending the RCS BASES programs must be fully toilet trained at registration. If a situation arises that changes that status, the program may require the child to wear protective undergarments. If a child continues to have incidents involving toileting and we are not able to develop a toileting plan that meets both the needs of the program, the child and the parents/guardians, RCS BASES may require that the child be removed from the program until the situation is corrected. Please note RCS BASES staff will not accompany any child in the program to the bathroom or into the bathroom. A child will need to be able to go independently or with another classmate. If a child needs to change their clothing, the child will change themselves. Parents should provide an extra set of clothing and protective undergarments to be kept in their backpack. Should a situation arise that requires assistance, the parent/guardian will be notified immediately and be expected to pick their child(ren) up as quickly as possible.

Medications

As per Roxbury Township Board of Education Policy #5330, no medication will be administered to pupils in school except by the school nurse or the pupil's parents or legal guardian. ***The school nurse is not available during the hours of the RCS BASES program and the nurse's office is locked.*** RCS BASES is not permitted to dispense medication to the children at any of the RCS BASES programs. Should a child require medication during the day, we suggest that the parent administer the medication at home before and after the program hours or have it administered by the school nurse prior to dismissal from school.

If you indicated any medical concerns on your registration form, you may be contacted by the Community School for further discussion. If you would like to speak with the staff about your child's situation, please use the RCS BASES phone number for that school.

Please note that the Community School does not have access to school site medicine cabinets.

If written orders for use of an epi-pen are provided, the orders must say the pupil requires administration of epinephrine for anaphylaxis. District policy states that the school nurse shall have primary responsibility for the administration of the epi-pen; however, the school nurse may designate another properly trained employee of the district to administer the epi-pen when the school nurse is not physically present at the scene. The designee must be CPR certified. Therefore, the BASES staff member at each school program who is First Aid and CPR/AED certified, can be designated to administer an epi-pen in an emergency situation if applicable. Our BASES staff are ONLY permitted to hold epi-pens that are accompanied by written doctor's orders.

If your child has such written orders for use of an epi-pen, the parent/guardian MUST provide the written orders and epi-pen for our BASES staff to keep in our locked cabinet at the school. The school nurse's office is locked and inaccessible to our staff during the hours of the BASES program.

Self-administration of medication by pupils is in accordance with N.J.S.A. 18A:40-12.3. A student is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code.

Students who need to be able to use their inhaler during BASES must have a permission to carry and permission to self-medicate form completed and signed by their physician and submitted to the school nurse and our BASES staff in order for the student to be able to carry and use an inhaler during BASES.

The BASES staff **CANNOT** hold any type of rescue inhaler for your child. If your child doesn't have permission to self-carry or administer and is in need of their inhaler, the parent/guardian will be notified to come and pick up their child immediately. The child will be required to be signed out and will not be permitted to return that day.

Administering First Aid and Handling Injuries

In the event of an accident or injury to a child in our program which does not require emergency medical attention, our staff members who are trained in First Aid will administer the appropriate care. For mild bumps, scrapes, etc. parents will be verbally notified by our program staff at pickup/drop off.

If a medical situation arises such as a major injury (including head, neck, or back) that staff are not comfortable handling, Emergency Medical Services will be contacted. Staff will notify the parent/guardian of major injuries that occur in the program. Should a child need to be taken to a hospital by emergency transportation, an RCS BASES staff member will accompany them.

Family Notification of Injuries to BASES

It is the family's responsibility to notify the BASES staff of any restrictions from any other accidents or injuries that will prevent the child from participating in any BASES activities. For example, if a child needs to be excused from gym/recess during the school day, they will not be allowed to participate in physical activities during BASES until cleared by their physician. Families need to notify the BASES staff directly. It is not the school nurse's responsibility to notify the BASES staff. Any notifications from the school nurse will be followed per doctor's orders.

Management of Communicable Diseases

Should a child become ill during the program hours, a staff member will contact you. In the event your child becomes ill, please have someone available to assist in emergency pick-ups.

If a child exhibits any of the following symptoms, the child should not attend Community School Programs (including RCS BASES). If children are ill during the school day and it is recommended by the school nurse that they be picked up from school, they may **NOT** be sent to the BASES program. If such symptoms occur at RCS BASES, 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 24-hours 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, and the child has been allowed to return to school, the child may return to the RCS BASES program unless contraindicated by the local health department or Department of Health.

If your child contracts any of the following diseases, please report it to the Roxbury Community School Office. The child **MAY NOT** return to the program without a doctor's note (or school nurse) stating that the child presents no risk to himself/herself or others.

- COVID-19
- Campylobacter
- Chicken Pox
- Escherichia Coil
- German Measles
- Giardia Lamblia
- Hepatitis A
- Haemophilus Influenza
- Impetigo
- Lice
- Measles
- Meningococcus
- Mumps
- Salmonella
- Scabies
- Shigella
- Strep Throat
- Tuberculosis
- Whooping Cough

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

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

The reporting, care, and quarantine and readmission of students with reportable communicable diseases shall be governed by the rules and regulations of the Roxbury Township Board of Health. If a child is unable to return to school they may not attend any RCS BASES or Community School programs until they become eligible to return.

DISCIPLINE AND EXPULSION POLICY

The RCS BASES program provides a safe place for students of the Roxbury Township Public Schools before and after school. Students are expected to follow all school rules (codes of conduct) and program safety rules. Violation of these rules may result in your child not being allowed to participate in the BASES program. In order for our children to feel safe at BASES, we have zero tolerance for students discussing, playing, or drawing anything violent such as play fighting, talking about anything violent, drawing pictures of weapons, etc. If or when this occurs, the matter will be dealt with immediately by the BASES staff. We will implement age-appropriate actions to help resolve the matter and the parent/guardian will be notified at pickup.

We encourage relationships based on dignity, respect, and fairness. All BASES 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 age and developmental needs of the children, and lead to the ability to foster and maintain self-control. In practicing positive discipline, BASES staff members are instructed to plan ahead, intervene when necessary, and show support and encouragement.

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

- Always ask an adult for permission to leave the group (or room) as walking off from activities is dangerous.
- Be held responsible for willful damage to BASES, school, or private property including, but not limited to, graffiti and theft. Additionally, all students will show respect for the physical space of the school by keeping common areas (Cafeteria, Classrooms, Gym, Media Center, etc.) and bathroom areas neat. If your child repeatedly damages any BASES property, they will be written up and you may receive an invoice for damages.
- Demonstrate respect for self and others. As such, only age-appropriate language is acceptable. Vulgar or explicit language will not be tolerated. Words like please, thank you, and excuse me are always encouraged.
- Any behaviors such as bullying or threatening other students and staff is forbidden. Any action which poses a physical, emotional, or verbal threat to self or others is not acceptable.
- Adjust after a reasonable amount of time. Ongoing uncontrollable tantrums/angry outbursts, or aggressive behavior to self and/or others and continual insubordination will not be tolerated. Parents may be called to have the dysregulated student picked up early. Repeated offenses may lead to suspension and termination.

Repeated behavior which violates BASES policies and school codes of conduct will result in disciplinary action (including but not limited to timeouts, suspension from certain BASES activities like gym or outside time, suspension from the program altogether, etc.), parents/guardians being contacted, and/or School District Administration being notified. If a discipline issue arises, BASES 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 a written record of the offense will be kept. A disciplinary action can occur. **This is your first warning.***

Second Offense – Same procedures as above with the addition of a written report being sent to the program Supervisor and the Community School Coordinator. The Teacher and/or Supervisor will discuss the situation with the parents/guardians either through a phone call or by an in-person conference. A disciplinary action will occur. **This is your second warning.***

Third Offense – The child will be removed from the group until a parent/guardian arrives. Same procedure as above with the addition of your child possibly being suspended from RCS BASES for a period of time determined by the Program Supervisor and the Community School Coordinator. Any further instances of misbehavior may result in a termination from the program. **This is your third and final warning.***

Fourth Offense – Your child may no longer be permitted to attend RCS BASES. As unfortunate and difficult this is for all of us, your child's safety, and the safety of others, is important.

Unfortunately, at times there are reasons when the BASES program must expel a child, either on a short term or permanent basis.

The family of the child(ren) may be contacted by the Program Supervisor and/or the Community School Coordinator should incidents continue. The desired outcome from the conversation is to produce behavior guidelines for the child with the staff and families in agreement. The behavior guidelines should then be met and improvements seen within a predetermined period of time. After this period, the decision will be made for the continuation or discontinuation of the child's enrollment in the RCS BASES program.

The Program Supervisor has the discretion to temporarily or permanently remove or suspend a child from the program if behavior problems persist or if immediate action is necessary. It is the discretion of the Site Teacher if a child's behavior requires that a family member pick up a child earlier than the time of program closing. If you are called to pick your child up early due to a behavioral issue, we expect you or one of your authorized

adults to pick-up within 15 minutes of the call. Repeated failure to do so may result in a program suspension or possible termination.

The following list details some examples of behavior which may lead to suspension or expulsion from the BASES program:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent/Guardian threatens physical or intimidating actions toward staff members, other children, or other parents/guardians.
- Parent/Guardian 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
- Failure to meet program policies/requirements
- Habitual tardiness when picking up a child
- Verbal and/or physical abuse to staff or children
- Falsification of information at time of enrollment, time of semi-annual financial review, proof of income, etc.

Child's Actions for Expulsion

- Failure of a child to adjust after a reasonable amount of time and/or continual insubordination
- Ongoing uncontrollable tantrums/angry outbursts, or aggressive behavior to self and/or others
- Ongoing physical or verbal abuse to staff or other children
- Any child caught stealing
- Excessive biting or similar physical actions
- Eloping* - Running away without permission from the building, playground, staff, or group
*(Automatic Immediate 2-Day Suspension from BASES; second occurrence will result in student being expelled from BASES)

Schedule of Expulsion

If the remedial actions above have not worked, the parent/guardian will be informed verbally and in writing as to the length of the expulsion period and the expected behavioral changes required in order for the child or parent/guardian to return to BASES. The first suspension may only be for a day or two and will occur immediately.

If the offense is so egregious or has happened before, the suspension may be longer. The parent/guardian will be given a specific expulsion date that allows the parent/guardian sufficient time to seek alternative child care (approximately one to two weeks' notice depending on the risk to other children's welfare or safety). Failure of the child/parent/guardian to satisfy the terms of the plan may result in permanent expulsion from BASES. If an expulsion or dismissal is warranted, there will be no refund of fees paid.

Additionally, when a child is removed or terminated from BASES, it is the parent/guardian's responsibility to inform the main office staff at their child's school as to what their child's dismissal arrangements are for that time. For instance, taking the bus home, parent pick up, etc. Terminated students from BASES will not be allowed to re-register in BASES in future years.

Please note that no credits will be given for days your child has been removed from BASES.

SAFETY AND BASES PROGRAM RULES

RCS BASES Student Rules Agreement

General Rules:

1. I will listen and respect those in authority that are working at BASES each day and follow their directions the first time they are given.
2. I will answer when called.
3. I will stop what I am doing and listen to the teachers when they clap, say “freeze”, or blow the whistle.
4. I will be honest and use good manners.
5. I will play safe with all students at BASES by being respectful and sharing.
6. I will be responsible for myself and clean up after myself.
7. I will keep my hands and feet to myself and use kind and age-appropriate words.
8. I will adjust games/activities to include all who want to play.
9. I will ask a BASES staff member for help if I am or another student is upset, hurt, or if there is a problem.
10. I will ask a BASES staff member if I have a question about any of the rules.
11. Even when my parent/guardian has arrived at BASES, I will still abide by the BASES rules until I leave the building or playground area with parent/guardian.
12. Most importantly, I will try my best to have fun!

Playground/Gym Game Rules:

1. I will wear appropriate footwear (sneakers) while participating in gym games and while on the playground. Sneakers can be kept in my backpack and changed during BASES.
2. I will use equipment only for its intended purpose.
3. I will be honest and cooperative if I get “out” in a game.
4. If the playground equipment is wet, I will not use it.
5. I will use all playground equipment appropriately. I will not hang, dangle, flip, jump off, or play on equipment in an inappropriate manner.
6. I will wait my turn in line when using the playground equipment. If in line for the slide, I will wait my turn, go down on my bottom, feet first, and sit up.
7. I will not climb up the slides at any time.
8. I will always sit on my bottom while on the swings and will hold onto the chains with both hands.
9. I will stop the swing completely before getting off and will not jump off the swing.
10. I will make sure to stay a safe distance from other children that are swinging when I walk by the swings.
11. I will use other gym equipment (balls, jump ropes, hula-hoops, etc.) in a designated space away from the playground equipment.
12. I will only play “tag” on the ground and not on the playground equipment.
13. If a ball or other piece of equipment goes outside the playground area or out of the gym, I will ask an adult for permission to go get it.
14. I will not kick or throw balls or other equipment in or to inappropriate places (i.e., over the fence or on the roof).
15. When a teacher says that it's time to go inside, I will gather my belongings and line up quickly and quietly. I will not run/hide from the group.

RCS BASES Social Media Policy

This social media policy applies to parents, students, and staff of the Roxbury Township School District BASES Program. 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 (e.g., Twitter)
- 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 BASES setting or at BASES special events and outings with 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 Roxbury Township School District's website, BASES webpage, and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding BASES children, staff or Roxbury Township School District 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 the 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 with.
- 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.
- In the event that staff name the BASES program or workplace in any social media they do so in a way that is not detrimental to BASES or its families.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents, or colleagues to view.
- Staff and parents should report any concerns or breaches to the Roxbury Community School Coordinator.

Any staff member of the program or any parent found to be posting remarks or comments that breach confidentiality, bring BASES or the Roxbury Township School District into disrepute or that are deemed to be of a detrimental nature to the program or other employees, or posting/publishing photographs of the setting, children, or staff may face disciplinary action in line with the BASES program's disciplinary procedures.

Any comment deemed to be inappropriate is to be reported to the Roxbury Community School Coordinator 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 totally 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 respect.
- Apply a "good judgment" test for every social media post you make.

HOMEWORK HELP

- **Our homework help time is:**
 - Monday through Friday for 30-45 minutes each day in Afternoon BASES
 - Designed to provide your child an opportunity to do his/her homework at BASES
 - Not a tutoring service.
 - Not a time for students to be on their Chromebooks.
- **Our STAFF will:**
 - Encourage a child to complete their assignments at BASES
 - Circulate through the group to make themselves available to the students.
 - Direct students in searching for materials/information they need to find answers.
 - Answer questions to the best of their ability to children who ask them for help.
- **Our STAFF will NOT:**
 - Force a child to do his or her homework or search their backpack or folder.
 - Work one-on-one with a child for an extended period of time.
 - Give students answers to their homework.
 - Check student homework to ensure it is correct.
 - Make sure all assignments are complete each night.
- **Our FAMILIES are expected to:**
 - Share their expectations on homework completion at BASES with their child.
 - Notify the Community School in writing if they do not wish for their child to do their homework at BASES (if different from what you noted on your registration form)
 - Check their child's homework each night at home.
- **Our STUDENTS are expected to:**
 - Ask if they need help or do not understand their assignments.
 - Arrive at BASES with all of their homework papers, books, etc.
 - Be honest about whether they have homework each day and if they have completed all assignments by the end of homework help time if asked.
 - Participate in a quiet activity during homework help time if their parents do not require them to do homework at BASES
 - Not use their Chromebooks while at BASES. If their assignment is on the computer, they will need to work on that portion at home.
 - No electronic devices may be used at BASES.

RCS BASES PROGRAM FAMILY FEEDBACK

Feedback from our families is important to us. Please feel free to communicate any suggestions to the Program Teacher at your child's school, call the Roxbury Community School Office at 973-584-7699 or email the Community School at comschool@roxbury.org.

DONATIONS TO RCS BASES

Families sometimes reach out to see if we're accepting donations of new or slightly used toys and games. We do! Please speak with the BASES staff at your child's school or contact the Roxbury Community School Office at 973-584-7699 or email the Community School at comschool@roxbury.org.

**** The RCS BASES Program reserves the right to make changes to this Family Handbook as we deem necessary. ****

