

Mansfield Elementary School

Before and After School Program



Parent and Student
Handbook
2026-2027

Important Information

Program Staff

The Before and After School Program will be staffed by certified Mansfield Elementary School teachers at all times. There will be a CPR/Defibrillator trained staff member on hand to handle all medical emergencies.

Program Calendar

The Before and After School Program is open every day that school is in session. On scheduled early dismissal days, (half days) the After School Program will run from the conclusion of the school day until 6:00 PM. Each child must be signed up for specific days of the week. **Switching of days is not permitted unless prior arrangements have been made.** If it is necessary for changes to be made, Mrs. Favreau and Mrs. Teets must be notified at least 2 days in advance.

****Inclement Weather**

If school is **closed** due to inclement weather, there will be no Before or After School Program. In the event of a **delayed opening**, the Before School Program will be canceled. In the case of an **early dismissal**, due to inclement weather, the After School Program will be canceled. Please be aware that your child's safety is our number one concern.

Arrival and Pick-up Guidelines

Parents are responsible for signing their child in and/or out each day. There will be a sign-in/sign-out book for parents to sign and record the time in which they drop off or pick up their child. Students will only be released to authorized parents/guardians. **If it is necessary for your child to be picked up by another adult, a note is required naming the adult, along with a phone number where the parent/guardian can be reached. ID will be checked for any unfamiliar person picking up a child.** Students will not be released to anyone under the age of 18.

Parents dropping off students for the Before Care Program must escort the student to the vestibule no earlier than 7:00 AM. All students participating in the After School Program will be required to be picked up no later than 6:00 PM. **There will be a fine of \$3.00 per minute for each minute a parent/guardian is late picking up their child.** Late charges will be billed on your monthly statement.

Rules and Regulations

The Before/After School Staff expects your child to abide by the same rules and regulations that are present during the school day. In the event of inappropriate behavior, parents will be notified of their child's actions upon pick-up or by a written notice. If inappropriate behavior continues, the child will be dismissed from the program. Inappropriate behavior will not be tolerated. Safety for all children is our number one priority.

Student Attendance

It is understood that if your child is present at school, on their registered aftercare day, they will be attending the After School Program, unless a note is submitted to the office. **If your child is attending an after school club or activity, a note is required.** There is no refund or switching of days when a child is not present at Before or After Care.

Proper Attire

Every attempt will be made to go outside each day, weather permitting. Please make sure your child comes prepared with **sneakers** and warm clothes when needed. This includes gloves and a hat during the winter months.

Payment Requirements

Monthly charges are posted on Genesis and PaySchools by the 20th of the month for the subsequent month's services. **All tuition payments must be received by the 1st of the month that services are provided or there will be a \$50.00 late fee.** Please login to your PaySchools account or make checks payable to Mansfield Township Board of Education. There will be a \$50.00 fee for a returned check. If a check is returned for insufficient funds, only cash payments will be accepted. Failure to pay in a timely or consistent manner will result in your child's dismissal from the program. If you have any questions about your billing statement, please contact the business office at (908) 689-3212 ext. 1186.

Tuition Rates - June Tuition will be prorated based on the last day of school. The drop in rate for Before Care is \$10 per day. For After Care, the daily drop in rates are \$20 on a regular dismissal day and \$30 on an early dismissal day.

Before School Care:

	Sept - May
<u>Days/Week</u>	<u>Monthly Tuition</u>
1	\$38.00
2	\$64.00
3	\$90.00
4	\$118.00
5	\$150.00

After School Care:

	Sept - May
<u>Days/Week</u>	<u>Monthly Tuition</u>
1	\$80.00
2	\$122.00
3	\$160.00
4	\$212.00
5	\$275.00

Payments:

**** Payments for the 26-27 School Year will not be accepted until July 1st****

Payment for the first week of school must be paid by August 7th

Payments are due the 1st of each month prior to your child(ren) attending that month. For example, you will pay for the month of September BC and/or AC on September 1st.

Withdraws

To withdraw your child from the program, please notify Mrs. Favreau and Mrs. Teets in writing or by email. No refunds are available for the current month.

Communication

Communication between parents and the Before and After School Staff is the key to the safety of your child and the positive experience they will get from the program. If any concerns or questions arise, please contact Mrs. Favreau and Mrs. Teets.

Mrs. Teets
(908)689-3212 ext. 1186
teetsj@mansfieldtsd.org

Mrs. Favreau
(908)689-3212 ext. 2222
favreaul@mansfieldtsd.org

****In the event of a change in pick-up (to give someone permission to pick up your child or if you will be late) please contact the**

Visitor Center at (908) 689-3212 ext. 2222

****Please add this number in your phone contacts.****

Aftercare phone number and extension rings from 4pm-6pm.

To call during school hours, 8am-4pm, call the Visitor Center at (908) 689-3212 ext. 1180.

Student Health and Medication

The Before and After School Program will be utilizing the emergency contact and medical information that you submitted for use during the school day and the information you provided on your registration form. Please inform the Before/After School Staff in writing if there are any changes to this information. The Before/After School Staff is not permitted to administer any medication.

