Green Township School District
Before & After Care Handbook

Goal of the Before & After Care Program

The Green Township School District Before and After Care Program is committed to assisting parents by providing a safe, as well as, fun environment for the children outside of school hours. Adults employed by the Green Township School District will supervise children participating in outdoor and indoor activities, using the resources of the school. The Before and After Care program will follow state guidelines.

Who can join the Before & After Care Program?

Any child enrolled in grades K – 8 in the Green Township School District will be permitted to attend, providing the child is registered. No child may attend the program if there is no registration form on file. There is a $25 registration fee for each child. You may register at any time throughout the year. A new registration form along with the registration fee is required each year. Registration forms can be obtained on line at www.greenhills.org, under the "For Parents" tab select "Childcare."

Hours of Operation

Before & After Care will be available from the first day of school in September through the last day of classes in June. There is no Before & After Care available on days when there is no school, such as vacation days and snow days.

Before & After Care will be cancelled (respectively) for both delayed openings and early dismissals due to inclement weather or other emergency, and you will be notified by the instant alert system. For Aftercare on early dismissal days due to inclement weather or other emergencies, please make arrangements to pick up your student(s) or have someone on your emergency contact list take responsibility for your student(s) at the designated dismissal time. **Be sure to notify the school of your changed plan for dismissal on those days.**

Before Care:
Normal hours are Monday through Friday from 7:00 AM until the start of the school day at 8:10 AM.

Students can be dropped off at the Aftercare door in the rear parking lot from 7:00 AM to 8:10 AM. After 8:10 students may be dropped off at the front of the building. NO STUDENT SHOULD BE DROPPED OFF AT THE FRONT DOORS PRIOR TO 8:10 AM. There is no supervision at the front doors until 8:10 AM. Parents/Guardians will be automatically charged if students are dropped off in the front lobby before 8:10 AM and sent to Before Care.

After Care:
Normal hours are Monday through Friday from school dismissal to 6:00 PM.

Students are to be picked up at the Aftercare door in the rear parking lot. Please ring the doorbell when picking up your child. They will be accompanied to the door and the parent will have to sign the child out each day. Parents/guardians will be allowed to sign children in and out of the program unless there are legal documents on file to the contrary. When a child is signed out, the parent/guardian must sign their name and print the time at which they are signing their child/children out. Until the staff learns to recognize parents/guardians, the person picking up the child/children will be required to show his/her driver's license as identification to the staff. This procedure is to ensure the safety of your child/children at all times. Children cannot leave the program until this is done. **Please do not take your child unless you notify a staff member.**

Children must be picked up no later than 6:00 PM. Childcare staff must leave the school at 6:00 PM therefore parents need to make alternate arrangements in the event of an emergency that prevents them from arriving by the 6:00 PM

deadline. An additional $10.00 per 5-minute late fee will be charged for any late pick up and the student(s) may possibly not be permitted to continue to attend the program if overtime is frequently needed.

Alternate sign out list

Parents/Guardians have the option to list a variety of friends, family and neighbors that may sign out the child/children. Those mentioned on the list will be asked for picture identification when picking up the child. A note in pick up patrol is helpful when one of these alternates is picking up your child/children. The child/children will not be allowed to leave with anyone not on this list unless otherwise informed by the parents/guardians. Parents may revise their list as often as necessary with a written note or phone call if necessary.

Daily Changes to your Child's After Care Schedule

Should be made through pickuppatrol.net by 11:00 AM

PLEASE NOTE:
In the event of an emergency requiring you to notify the school of any change in schedule after pick up patrol closes, be sure to email your child's teacher, the main office: mainoffice@greenhills.org, and the Aftercare program: Karen D'Annibale : kdannibale@greenhills.org. Changes after pick up patrol closes cannot be guaranteed if the email is not received in time, so sending it to more than one email gives greater likelihood of receipt.

Emergency Contacts

Please be sure that the childcare staff knows where to contact you at all times while your child is attending the program. Emergency contacts are people listed by the parents/guardians that will be contacted in case an emergency arises and the parents are unable to be contacted. Emergency contacts can sign children out as well. We recommend that parents add these people to the alternate sign out list to save confusion. It is your responsibility to keep all contact information up to date.

Tuition Rates

Before Care	$5/day
After Care	$20/day for the first child, each additional child $10/day

Payments

All families will be billed at the end of the month for the days in attendance. Payment in full is due no later than the 15th of the following month. If payment is not received by the 15th, your student(s) will not be able to attend the program until payment is made. Please make checks payable to: Green Hills School Child Care. Payments can be sent in with your child, dropped off in Child Care when you pick up, or mailed to:

Green Hills School Child Care
Green Township Board of Education
PO Box 14
Greendell, NJ 07839

Health

A nurse is NOT available for this program. The Child Care staff will NOT administer medications. Only a school nurse can administer medications. First Aid can be administered. In the event of a more serious emergency situation, every effort

will be made by staff members to contact parents/guardians at the phone numbers provided on the registration form. At the discretion of Childcare employees or school personnel, 911 will be called. The action on the part of the program personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. In order to insure a healthy environment, the staff will decide if a child is too ill to remain in the program and will inform the parent to pick up the child as soon as possible. This program cannot care for a sick child. If there is any information the Aftercare staff needs to know concerning your child, such as not playing sports due to any condition, please share that information directly with Aftercare staff. **Do not assume the school nurse can / will share information with Aftercare. All staff is first aid & CPR certified with Defib & Epipen training.**

Homework Club

Once daily attendance has been taken in Aftercare, students will have the opportunity to work on their homework the first hour on the days they attend. Childcare staff will not demand that the children do their homework, but all are welcome. The staff member will be available to assist children who have questions while they are working on their assignment during that one hour, but childcare staff cannot spend time tutoring one individual when other children also need assistance. **Staff cannot check or verify that each student's homework is complete or correct.**

Snacks

Food will not be offered or permitted at Before Care. Please make sure your child has had breakfast before arriving at school. At Aftercare a small snack will be provided free of charge. It is very important that snacks are provided only by the program. This insures everyone will have the same snack. It is also important to prevent allergic reactions in students who might have an allergy to a snack brought from home. If your student seems to need more to eat than the snack provided, you may send extra snacks with your student, however for the safety of other children the snack must be peanut free and you must ask them not to share their snacks with others as some students have allergies other than peanuts.

Bathroom Use

Children may use the bathroom at any time or get a drink of water. In doing so, they will be accompanied by an adult.

Student Discipline Guidelines

Our goal is to provide a safe and respectful environment for the students. Children will be participating in fun and safe activities that help develop self-esteem and social interactions. Positive social skills are always emphasized. Rules are developed and limits are set to prevent harm to your child or others, to prevent damage to school or other property, and to respect the rights of others. Children are to follow the Green Hills School District's policies regarding behavior and health issues, including but not limited to the following:
No running in the halls.
No fooling around, pushing, or rowdiness at any time, especially at the water fountains, in the restrooms, halls, gym, or classrooms.
Use school property and equipment properly and safely.
Follow playground and gymnasium rules and equipment safety procedures.
No profanity or abusive language.
No harassment or bullying will be tolerated.
No physical contact such as hitting, pushing, tackling or wrestling.
Do not disturb or take personal property from other's desks or backpack.
Do not throw objects that might be capable of hurting another child.
Do not bring in toys from home.
Electronics, including cell phones, Ipads, and Chromebooks may be used according to school regulations. They may not be taken to the gym or outdoors.

Behavior Management and Consequences

The following action may be taken but not necessarily in the following order:
Time out; talk to the child. A child who is having difficulties staying within the guidelines of the program will be moved to a time out area until he/she can return to the group and behave in an appropriate manner.
In the case of inappropriate minor behaviors, staff may talk to parents/guardians and/or school personnel to develop appropriate strategies for changing negative behavior.
If negative behavior does not change as a result of the above, the child may be suspended from the program.
If the behavior continues when the child returns from the suspension, the child may be permanently be removed from the program.
In the case of any behavior that creates an unsafe environment for the student or another student or staff member, the student will be suspended or expelled from the program immediately.

Contacting the Program

Please contact Karen D'Annibale, Assistant Coordinator, at kdannibale@greenhills.org.
For changes to your schedule please contact mainoffice@greenhills.org
For any billing inquiries regarding Childcare, please email Patti Hannemann at Phannemann@grennhills.org

You can contact the Child Care Staff program directly at 973-300-3800 ext. 311