

**Boys & Girls Club of Clifton
Woodland Park School District**



**Great Futures Start Here.
After School Program
2017 – 2018**



**Parent Information
Handbook**

The Boys & Girls Club of Clifton would like to welcome you to our State Licensed School's Out/After School Child Care Program. The Parent Handbook contains important information about our school age child care program. In order to provide a fun and safe program we request your support and cooperation. We are looking forward to a successful year with you and your child.

MISSION STATEMENT - To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

PHILOSOPHY - The Boys & Girls Club of Clifton believes our children are our most valued resource and are an integral part of the community and our future. The Club serves as a safe haven for children to come after school where they build long lasting relationships with staff, meet friends, play games, read, study, develop their creative minds and relax.

PURPOSE - The purpose of the Boys & Girls Club is to provide opportunities for social, educational, recreational, vocational and character development of youth. The club environment is more structured than traditional custodial care facilities, but without the formality of the academic environment. In sum, we endeavor to:

- Facilitate creativity through play
- Help children grow as individuals and enhance self image
- Facilitate group dynamics, interpersonal relationships and communication skills
- Help children continue to develop self discipline
- Have **FUN**

AFTER SCHOOL CHILD CARE PROGRAM – The Boys & Girls Club of Clifton has accepted the challenge of community and with the Board of Education will provide After School Day Care at the following Woodland Park Public Schools: Memorial Middle School, Beatrice Gilmore, and Charles Olbon elementary schools. The Club will operate the program utilizing the all-purpose room, gym and playground in the schools. The program operates Monday – Friday, from 2:47pm – 6:00pm.

SITE LOCATIONS

Beatrice Gilmore Elementary	1075 McBride Ave	Woodland Park, NJ 07424	(973) 317-7740
Charles Olbon Elembentary	50 Lincoln Ln	Woodland Park, NJ 07424	(973) 317-7730
Memorial Middle School	15 Memorial Dr	Woodland Park, NJ 07424	(973) 256-4945

ADMINISTRATION – The After School Program will be provided by the Boys & Girls Club of Clifton, Inc. The club will hold quarterly parent meetings at your child's after school care site to discuss parent concerns, occurring issues and suggestions to improve our program. The program will be under the guidance and direction of youth development professional staff.

PARENT COMMENTS/CONCERNS – We welcome any comments/concerns you may have. Please feel free to discuss any concerns with the Program Director and/or the Executive Director.

EARLY DISMISSAL - When there is a ½ day in the Woodland Park District Schools, our After School Program will operate from 1:00 – 6:00pm. **Pizza will be served for lunch on ½ days at a cost of \$2.00 per slice and includes a drink.**

SCHOOL CLOSING - When there is an **EMERGENCY** school closing or early dismissal due to inclement weather or any other emergency, the After School Program will be **CANCELED** for the day. The Club will follow the Clifton Public School Calendar.

SCHEDULED SCHOOL CLOSINGS – in the event that school is closed for a NON EMERGENCY such as winter/spring recess or teachers convention, the Club will be open for drop off only program. Members in grades K thru 8 may participate in Club activities from 8:30 am – 6:00 pm at no additional cost. Extended care hours (drop off) 7:30am for \$3.00 per child

FEES & PAYMENTS

- Yearly membership \$40.00 for the 1st child
- \$30.00 for each additional child in the same household
- After School Child Care **PAYMENTS** are due by the 1st of every **MONTH** – **there will be a fee of \$25.00 assessed for each returned check.**
- After School Child Care payments received after the 10th of each month will be assessed a \$10.00 late fee
- If you have a child in the middle school program – no discount will be offered for any additional children in the After Care Program

LATE PICK UP FEES - Parents will be assessed a **\$5.00 late fee for every 15 minutes** – payable upon pick-up of your child for any children remaining in the After School Program after 6:15pm.

SECURITY – All children’s records must be completed before a child is accepted into the program and will be kept confidential. Children’s records will include the application, parental and medical release forms, health records and emergency numbers if the parents/guardians cannot be reached or do not pick-up the child on time.

SICKNESS/ABSENTEEISM – We request that you do not send your child to the program if they are sick. If a child becomes ill at the program, parents will be notified to pick the child up. Under no circumstance will the Club staff administer medication to a child. If **your child is going to be absent, we request that you notify the Club** at 973-773-2697. Please specify which school your child attends.

SNACKS –children participating in the aftercare Program site will be provided an afternoon snack which will consist of juice, and one of the following: chips, cookies, pudding, fruit cups, etc... If your child is allergic to any food product, please inform us and plan to pack a snack from home. If the Club provide an ice cream party for members, we will use the Kirkland Costco brand that has eggs in it.

BOWLING PROGRAM – sign up is on a first come first served basis and space is limited. The cost of bowling is \$6.00 per child. Members will be bussed GARDEN PALACE LANES in Clifton, on the 4th Monday each month.

SWIMMING – the After School Program will have the opportunity to swim at the open youth swims on Tuesday, Thursdays, and Fridays from 4:45 – 5:30 during the school year with the exception of November 15th – the first week of February due to swim meets. Members of the Woodland Park Extensions Program sites will be bussed to the club on the following days:

- Tuesday Memorial Middle School & Beatrice Gilmore
- Thursday Charles Olbon

DISCIPLINARY ACTION – The Boys & Girls Club of Clifton will use “TIME OUT” and withdrawal of privileges as a disciplinary technique. In the event we are experiencing disciplinary or behavioral difficulties with your child, we will follow the CLUB DISCIPLINARY POLICIES. Although it is expected that children will sometimes express themselves in a socially unacceptable way, intentional injury of other persons or destruction of property will not be tolerated. If this occurs parents will be contacted immediately and a suspension may be warranted.

EMERGENCY EVACUATION - Parent signature is required for emergency evacuation. In the event that the aftercare program have to evacuate the building and relocate to our designated location, parents will be notified.

SIGN IN/OUT POLICY – Children participating in the After School Program will be required to scan in each day. Attendance will be taken during the first fifteen minutes of the program. Parents will be notified if their child is absent from the program. **We require that parents sign their children out daily.**

AUTHORIZATION TO PICK UP CHILDREN – We require that you notify the Club in writing if someone other than the parent/guardian will be picking up our child. Please advise such person to present identification upon entering the program/building.

CHILD ABUSE AND NEGLECT – New Jersey State Law requires that any instance of child abuse or neglect suspected by a child care worker must be reported to the division of youth and family services. Both the After School and School's Out Program will follow this directive.

HOMEWORK TIME – The aftercare program will provide at least 45 minutes of homework time daily. Unfortunately, staff cannot sit with each child nor check each child's homework. The staff will do the best we can to assure that your child's homework process is started, but it is the responsibility of the parent to sit with their child and go over their assignments. Please know that the Club does acknowledge that homework is very important, however, the Club's purpose is to also provide opportunities for social, recreational and character development of our youth.

STATEMENT OF GOOD HEALTH – I understand that my child is in good health and has **NO RESTRICITONS** placed upon him/her while participating in the After School Program activities.

INFORMATION TO PARENTS DOCUMENT AND DISCIPLINE POLICY
Please READ and SIGN BOTH of these policies in keeping with New Jersey's Child Care Center Licensing requirements.

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION

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

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, supervision
- Staff will use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief time out will be given so child can regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The Director, staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- The parent will be provided with resources regarding methods of improving behaviors

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center
- The parent/guardian will be informed regarding the length of the expulsion period
- The parent/guardian will be informed about the expected behavioral changes required in order for the child/parent to return to the center
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety)
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center

A CHILD WILL NOT BE EXPELLED - If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (877) 667-9845
- Reported abuse or neglect occurring at the center (877) NJ ABUSE or (877) 652-2873
- Questioned the center regarding policies and procedures.
- Without giving the parent an adequate amount of time to make other child care arrangements.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- The child is supervised at all times

- Staff members attempt to contact the parents/persons authorized by the parents
- If after an hour or more after closing time all efforts to contact parents and/or persons authorized by parents have failed and staff members cannot continue to supervise the child at the center, the staff members shall call the Division's 24 hour Child Abuse Hotline (877) 652-2873 to seek assistance in caring for the child until the parents or persons authorized by the child's parents are able to pick up the child.

If the parents/persons authorized by the parents appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and /or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual
- Staff members attempt to contact the child's other parent or alternative persons authorized by the parents; and
- If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (877) 652-2873 to seek assistance in caring for the child

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parents.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend aftercare. If such symptoms occur at aftercare, the child will be removed from the aftercare, and you will be called to take them home.

Severe pain or discomfort	Blood in urine lethargy
Episodes of acute vomiting	Red eyes with discharge
Acute diarrhea	Infected untreated skin patches
Sore throat or sever coughing	Swollen joints
Yellow eyes and jaundice skin	Stiff neck
Difficult or rapid breathing	Visible enlarged lymph nodes
Shingles weeping / bleeding skin lesions	Skin rashes lasting longer than 24hr
Temperature of 101.5 degrees Fahrenheit	

Once the child is symptom free, or has a physician's note stating that they are no longer pose a serious health risk to themselves or others, they may return to aftercare.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

If a child contacts any of the following excludable communicable diseases, please report it to us immediately. The child may not return to aftercare without a doctor's note stating that the child presents no health risk to themselves/others. *Reportable diseases, as specified in N.J.A.C 10:122-7.1(d)

<u>Respiratory Illness</u>	<u>Gastrointestinal Illness</u>	<u>Contact Illness</u>
Chicken Pox	*Giardia Lamblia	Impetigo
*German Measles	*Hepatitis A	Lice
*Hemophilus Influenzae	*Salmonella	Scabies
*Measles	*Shingella	Shingles
*Meningococcus	*Campylobacter	
*Mumps	*Escherichia Coli	
*Strep Throat		
*Tuberculosis		
Whooping Cough		

If your child is exposed to any communicable diseases at the club, you will be notified in writing.

OFFICE OF LICENSING INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers** (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Services (DHS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information. Our center is required by the State Child Care center licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the **Manual of Requirements for Child Care Centers** (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the **Manual of Requirements for Child Care Centers** and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of Manual of Requirements by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the **Manual of Requirements for Child Care Centers**. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing by calling toll-free 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DHS inspections/investigations. DHS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law against Discrimination (LAD), P.L. 1945, c. 169(N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act, P.L. 101-336 (42 U.S. C 12101 et seq.) Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 541-0301 (voice) or (800) 541-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working a center or not, is required by State law to report the concern immediately to the State's DHS Child Abuse/Neglect Hotline: Toll Free at: 1-877-NJABUSE (1-877-652-2873). Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-07017.