

Little Egg Harbor Community School



Learning Sharing & Growing Together
CHILD CARE PROGRAM HANDBOOK
2011 ~ 2012

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Dear Parents/Guardians,

Welcome to the Little Egg Harbor Community School Child Care Program!

The Little Egg Harbor Community School is committed to providing both affordable and safe before and after school programs for all children. Our high quality programs provide a much needed alternative for parents, while helping children with their studies and providing a wide range of enrichment activities for our students. Children will be encouraged to try new things and meet new friends. They will have freedom of choice within a structured environment to meet their needs and build a positive self-image.

Our dedicated staff will plan age appropriate activities, assist in homework help, and allow time for a snack and socialization. We encourage open communication between the children, staff, and parents.

Please become acquainted with our procedures and policies by reading this Child Care Program Handbook. Be sure to read, complete and sign all required forms. This will assure your child's smooth transition into our Child Care Program. **To avoid any confusion on the first day of school, please send a note with your child advising the classroom teacher and the main office of your child's Child Care Schedule.**

We sincerely hope that your family has an enjoyable and successful school year.

Denise Milby

Little Egg Harbor Community School
307 Frog Pond Road
Little Egg Harbor, NJ 08087
609-296-1719 ext. 2201

GENERAL INFORMATION

OPERATING HOURS

- Office Hours for the Little Egg Harbor Community School are 8:00 AM – 4:00 PM.
- The Before Care Program opens at 7:00 AM until the start of the school day.
- Please walk your child/ren inside and sign in with the teacher.
- Child Care Programs take place in both the George J Mitchell School and the Frog Pond School. Children may be picked up at their respective schools in the Multi - Purpose Room or a designated classroom.
- All programs end at 6:00 PM. If you are going to be late, please call the Child Care staff or your emergency pick-up person to pick-up your child/ren as soon as possible. You will be billed a **Late-Pick Up Fee of \$1.00 per minute for every minute that you are late.**

OPERATING DATES

- We follow the Little Egg Harbor School District calendar of 180 school days.
- There are no refunds or day exchanges for months containing holidays, snow days, and/or sick days.
- Child Care closes for legal holidays and all District Holidays.
- During the weeks of parent conferences, and all half days, Child Care will operate from dismissal until 6:00 PM.
- **Extended Day Fees apply only to children registered for the Drop-In Program.**
- If the Little Egg Harbor School District has an emergency closing all Child Care programs will be canceled for the day.

ATTENDANCE

- It is recommended that you start your child in the program immediately. This prevents confusion on those first days of school in September.
- On the first day of school, send a note advising the classroom teacher of your child's Child Care schedule.
- Any changes in your child's program must be accompanied by a written note to your child's/children's school, teacher and the LEHCS Child Care Office.

CHANGE IN PROGRAM USAGE

- For each additional change, a \$5.00 service charge will be assessed.
- The LEHCS Child Care office requires **5 days advance notice** for withdrawal from any program or you will be charged for those days.
- No day exchanges will be allowed for absences.

TERMINATION OF SERVICE

- As per Child Care procedures, services may be terminated for reasons including but not limited to delinquent accounts, student discipline problems and repeated late pick-up of children.
- Written notice of intent to terminate child care service will be delivered to the parent/guardian five (5) school days prior to exclusion.
- When a child is terminated from the program, **DO NOT send him/her back to Child Care after that date. The student will not be accepted.**

INSURANCE POLICY

Child Care parents/guardians are responsible for their own insurance for their children. **The Board of Education and Little Egg Harbor Community School assume no liability for injuries that occur while participating in our program.**

SICK/ INJURED CHILD

- If your child is ill or is injured in any way the teacher will report the illness or injury to you.
- Sick or injured children must be taken home.
- If your child is seriously injured, staff will phone the Little Egg Harbor First Aid to provide services and then you will be telephoned.
- Accident reports will be filed.
- It is **imperative** to keep emergency information updated.
- A child recovering from injury/illness who is restricted from physical activity during school hours will also be restricted from physical activity while attending the LEHCS Child Care Program. Upon the receipt of a written release the child will be permitted to resume physical activity.

MEDICATION POLICY

- Child Care providers may not administer medications. Only school nurses may dispense medications. No nurse is in either building after dismissal.
- A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses.
- The only medications that may be self-administered are inhalers for asthma or medications to treat anaphylactic reactions.
- If at any time a prescribed epi-pen requires administration “911” will be called and the child will be transported to the Emergency Room.
- Parents are strongly encouraged to arrange medication time so that prescribed medicines can be given at home.
- Prescribed medications that have been given by the school nurse during the school day are not available to the Community School Staff as the Health Office is locked after School Hours.
- **In order for a student to self-medicate, the parent must obtain and complete the medication administration packet from the school nurse. The parent and private physician must complete this packet. A copy of these forms must be provided to the Child Care Office at the time of registration.**

MEALS

- **Before School:** 7:00 AM to start of school. Parents may provide breakfast or pay an additional fee for breakfast provided by the school.
- **After School:** Snack packed by parent, separately from lunch.

TRANSPORTATION

It is the responsibility of the parent to arrange transportation to and from the **Before & After School Programs**. **In order for any After School Child Care student to take a bus home, written notification by parents to the Child Care teacher and Classroom teacher must be provided.**

DISCIPLINE

Any child engaging in repetitive disruptive, disrespectful and/or dangerous behavior shall be disciplined as follows:

First Incident

Verbal and written notifications will be sent to the parent/guardian by the Lead Counselor.

Second Incident

A letter will be sent to the parent/guardian from the Lead Counselor of the Community School. Please note that the next incident will result in a two (2) day in-school suspension from the LEHCS Child Care Program.

Third Incident

The child will receive an automatic two (2) day in-school suspension from the LEHCS Child Care Program. This suspension will commence within five (5) working days of the incident.

Fourth Incident

A conference will be called with the parent/guardian by the Lead Counselor of the Community School. At this conference the history of incidents will be reviewed and the possible termination of the child from the program will be discussed. Should termination be the end result, such termination will commence on the sixth (6th) working day from the date of the fourth and final incident.

Please note: The severity of the incident will determine the consequences.

PROGRAM CANCELLATION & EVACUATION PROCEDURES

INCLEMENT WEATHER

In the event of severe weather, the Superintendent will make the decision whether or not to have either a delayed opening or even to close school. Once the decision has been reached, every effort will be made to share the information with you. The District uses **Global Connect** to notify parents by phone of important announcements and changes in the school day schedule. The following radio and television stations will also be used to alert you to changes in the school day schedule:

Radio: WJRZ 100.1FM
 New Jersey 101.5FM
 Soft Rock 92.7
 WOBM AM 1160
 WFPG 96.9FM Lite Rock
 WADB 1310 AM
 WKOW 106.3 FM Shore
 The Point WJLJ 94.3 FM
 WPUR 107.3 CAT Country

Television: NBC 10 “School Closing Alert 10 System”
 News 12 New Jersey
 Pinelands Cable Channel 21

Parents are encouraged to monitor these radio and television stations and be alert to incoming phone messages for important information. Please plan ahead to make arrangements for your child to be supervised in the event that there is a need to delay the opening of school, or send students home early.

In the case of a delayed opening the Before Care Program will be canceled but all other programs will remain open.

In case of a school closing all programs will be canceled for the day.

EVACUATION PROCEDURES

Evacuation is a situation where the children are escorted out of the building and are not permitted back in the building. Alternate sites have been made available to the staff. Parents will be notified if the Child Care site changes due to an evacuation.

TUITION AND FEES

2011/2012 Child Care Program Monthly Tuition					
Programs Available	1 day per week	2 days per week	3 days per week	4 days per week	5 days per week
Before School at GJM (K-6) 7:00AM – 8:45AM	\$40.00/mo	\$50.00/mo	\$76.00/mo	\$102.00/mo	\$126.00/mo
Before School at GJM (Preschool) 7:00AM-9:30AM	\$50.00/mo	\$60.00/mo	\$86.00/mo	\$112.00/mo	\$136.00/mo
After School at GJM (Preschool-6) Dismissal to 6:00PM	\$43.00/mo	\$53.00/mo	\$79.00/mo	\$105.00/mo	\$134.00/mo
Before School at Frog Pond (K-6) 7:00AM-8:00AM	\$30.00/mo	\$40.00/mo	\$66.00/mo	\$98.00/mo	\$116.00/mo
After School at Frog Pond (K-6) Dismissal to 6:00PM	\$53.00 /mo	\$63.00/mo	\$89.00/mo	\$115.00/mo	\$144.00/mo
Discovery & Play: Frog Pond 3 & 4 year old morning program 8:30AM-11:30AM	\$60.00/mo	\$120.00/mo	\$180.00/mo	\$240.00/mo	\$300.00/mo

PLEASE CHECK PROGRAMS AND DAYS IN WHICH YOUR CHILD IS ENROLLED

Additional Preschool Child Care Program Options:

- *Registration is required to participate in the Drop –In Program•*

Drop-In Rate AM / PM \$12.00 per day

Drop-In Rate Early Dismissal Half Day is \$12.00

Drop-In Rate Early Dismissal Extended Half Day is \$20.00

If your child is scheduled to attend the After Care Program on a day on which the district schedules an early dismissal half day, the additional charge for attending Early Dismissal After Care is \$9.00.

- **\$50 Registration Fee per Family**
(non-refundable) *due upon enrollment*

- **Make checks payable to LEHCS**
- **Late-Pick Up Fee \$1.00 per min.**
- **Late Tuition Fee \$25.00 per week**

Please Note: Any parent / guardian enrolling more than one child into the Little Egg Harbor Child Care Program will receive a discount equal to 10% of the total monthly tuition.

EARLY DISMISSAL AND DROP-INS

NOTE: Drop-ins must be pre-registered and billing must be arranged directly with the LEHCS Office. A note must be sent into school with instructions about aftercare, please identify the letter for the aftercare program and the school office. This will help the main office and the aftercare supervisors in taking attendance.

Little Egg Harbor Community School Child Care Program must receive 7 day advanced notice if you will be using the Early Dismissal Half Day or Early Dismissal Extended Half Day programs. Please send a note or email to the LEHCS and your child's school confirming they will be attending

FAMILY DISCOUNT

Any parent/guardian enrolling more than 1 child into the Child Care Program will receive a discount equal to 10% of the total monthly tuition.

ADDITIONAL FEES

- **Registration Fee = \$50.00 per family.**
- **Returned Check Fee = \$25.00 per check. (After the first returned check, then future payments must be made in cash, money order or certified check.)**
- **Late Payment Fee = \$25.00 (if payment received after the 15th of the month.)**
- **Change In Program Fee = \$5.00 per change after first change.**
- **Late Pick-Up Fee = \$1.00 per min.**
- **No credit is granted for unused time.**
- **There will be no refunds or credits of any fees for cancellations, vacations, illnesses, or absences.**
- **Snow days are made up as per school year.**

COMMUNITY SCHOOL CONTACT INFORMATION

LITTLE EGG HARBOR COMMUNITY SCHOOL OFFICE: 609-296-1719 EXT.2100

George J. Mitchell School: 609-296-7131

George J. Mitchell Child Care: 609-296-7131 EXT. 3510 (after school hours)

Administration Office and Frog Pond School: 609-296-1719

Frog Pond School Child Care: 609-296-1719 EXT. 2016 (after school hours)

LITTLE EGG HARBOR COMMUNITY SCHOOL CHILD CARE PAYMENT SCHEDULE

The Child Care Program runs from September 2011 through June 2012. If your child is registered and attends the child care program for the full school year from **September 6, 2011 through June 12, 2012 (ten months)**, you will be billed for **nine** months of regular scheduled child care. Registrations after September 15th will be billed out on a monthly basis. There are additional charges for extended ½ days hours and drop ins. Tuition payments are due a month in advance on the first day of each month.

Please note that payments made after the due date must include a \$25.00 late fee. Any account two (2) months in arrears may be terminated by Little Egg Harbor Community School. All accounts MUST be paid in full by April 1, 2012.

Monthly Coupons are attached to this registration packet. Monthly invoices **will not** be sent home, your monthly payment is noted in your contract. You will only receive an invoice for additional child care charges or any changes that you make in your child's program.

For your convenience, we have enclosed your initial payment invoice and the September coupon. Please print the required information on the September payment coupon; clearly detach the September coupon and send it with your payment no later than August 31st. **Failure to do so will result in your child forfeiting his/her place in our Child Care Program.**

ALL PAYMENTS MUST BE ACCOMPANIED BY THE MONTHLY COUPON.
DO NOT GIVE PAYMENT TO CHILD/REN TO GIVE TO TEACHERS OR
COUNSELORS!

**ANY REQUESTS FOR TAX YEAR-TO-DATE PAYMENT STATEMENT WILL
REQUIRE SEVERAL DAYS TO PROCESS AND MAIL. PLEASE SEND A STAMPED,
SELF-ADDRESSED ENVELOPE TO THE SCHOOL ALONG WITH YOUR REQUEST
FOR INFORMATION.**

**MAKE CHECKS PAYABLE TO:
LITTLE EGG HARBOR COMMUNITY SCHOOL**

Please write your **child's name**, school and session in the "memo" section on the front of the check.

**MAIL PAYMENTS TO:
LITTLE EGG HARBOR COMMUNITY SCHOOL
307 FROG POND ROAD
LITTLE EGG HARBOR, NEW JERSEY 08087**

ATTN: DENISE MILBY

REGISTRATION FORMS TO BE COMPLETED AS FOLLOWS:

DISCOVERY AND PLAY STUDENTS ONLY: You must present a record of immunizations and your child's birth certificate at the time of registration

THE LITTLE EGG HARBOR BOARD OF EDUCATION REQUIRES EACH CHILD TO HAVE THE FOLLOWING IMMUNIZATIONS BEFORE ADMISSION TO SCHOOL. PROPER DOCUMENTATION MUST BE PRESENTED TO THE SCHOOL NURSE.

- 1. DIPHTHERIA AND TETANUS TOXOIDS AND PERTUSSIS (DPT) VACCINE. *A MINIMUM OF 4 DOSES OF DPT OR DT ARE REQUIRED. ONE DOSE IS TO BE ADMINISTERED ON OR AFTER FOURTH BIRTHDAY.**
- 2. ORAL POLIO VACCINE *A MINIMUM OF 3 DOSES OF ORAL POLIO VACCINE ARE REQUIRED. ONE DOSE IS TO BE ADMINISTERED ON OR AFTER FOURTH BIRTHDAY.**
- 3. MMR MEASLES VACCINE - ONE DOSE AT 15 MTHS OF AGE; *2ND DOSE PRIOR TO ENTERING KDN.
MUMPS VACCINE – ONE DOSE AT 15 MTHS OF AGE; *2nd DOSE PRIOR TO ENTERING KDN.
RUBELLA VACCINE - ONE DOSE AT 15 MONTHS OF AGE; *2nd DOSE PRIOR TO ENTERING KDN.**
- 4. HEPATITIS B VACCINE – MUST RECEIVE 3 DOSES OF HEPATITIS B VACCINE BEFORE ENTERING PRESCHOOL/KINDERGARTEN**
- 5. MANTOUX (T.B. TEST) MUST RECEIVE A MANTOUX TEST IF TRANSFERRING IN FROM CERTAIN COUNTRIES.**
- 6. Hib – MUST HAVE AT LEAST ONE DOSE PRIOR TO ENTERING PRESCHOOL.**
- 7. VARIVAX (CHICKEN POX) OR HAS HAD DISEASE. BEFORE ENTERING SCHOOL**

*****ABOVE LISTED IMMUNIZATIONS ARE AS PER STATE REGULATIONS*****

ALL CHILD CARE STUDENTS MUST COMPLETE THE FOLLOWING FORMS:

- 1. ENROLLMENT AND EMERGENCY INFORMATION FORM**
- 2. HEALTH HISTORY QUESTIONNAIRE**
- 3. TUITION AGREEMENT**

Registration Fee Paid _____

Tuition Paid _____

Date: _____



LITTLE EGG HARBOR COMMUNITY SCHOOL CHILD CARE PROGRAM ENROLLMENT & EMERGENCY INFORMATION FORM

These forms must be completed and submitted to the Little Egg Harbor Community School Child Care Program. Your child will not be permitted to attend the Child Care Program until all paperwork and fees have been submitted.

Name of Child: _____ Date: _____

Address: _____

Mailing Address if different from above: _____

School Child Attends: _____ Grade _____ Sex: Male__ Female__

Date of Birth: _____ Age: _____

Parent(s) or Guardian(s) with whom the child resides:

1. Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Employed by: _____ Work Phone: _____

2. Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Employed by: _____ Work Phone: _____

EMERGENCY CONTACT WHEN PARENT OR GUARDIAN IS NOT AVAILABLE

(Must be at least 18 yrs old.)

1. Name: _____ Cell Phone#: _____ Phone#: _____

Address: _____ Relationship: _____

2. Name: _____ Cell Phone#: _____ Phone#: _____

Address: _____ Relationship: _____

3. Name: _____ Cell Phone#: _____ Phone#: _____

Address: _____ Relationship: _____

THE FOLLOWING PEOPLE ARE AUTHORIZED TO PICK MY CHILD (OR CHILDREN) UP IF I CANNOT: (MUST BE 18 YEARS OR OLDER) **

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

**** Must show identification when picking up child.**

Do not dismiss my child to the following people:

Please share any additional information you feel would be useful in providing for his/her needs:

Please indicate if you wish your child's picture taken or published. Yes No

Child's Physician: _____ Phone #: _____

Address: _____

Any important medical notes that we need to know about your child? _____

If emergency medical care is deemed necessary and I cannot be contacted, I authorize the program staff to act on my behalf in granting permission for my child to receive emergency treatment.

I have read the rules and regulations as outlined in my procedure brochure and agree to them.

Signature of Parent/Guardian

Date

There are no custody issues regarding my child. If at any time this status changes, I am responsible for providing a copy of custody papers to the Child Care Program. If I do not, I understand that my child may be released to either parent or persons listed on the emergency form.

Signature of Parent/Guardian

Date

I have given the Child Care Program a copy of the latest custody papers for my child. I am also aware that it is my responsibility to furnish any updated custody papers. If I fail to do so, the latest papers on file will be enforced.

Signature of Parent/Guardian

Date

Custody Papers Filed

If you have not submitted your registration fee please do so to ensure a place for your child in our programs.

Registration fee of **\$50.00 PER FAMILY**

Make check payable to: **LITTLE EGG HARBOR COMMUNITY SCHOOL**

Return this Registration Form to: LITTLE EGG HARBOR COMMUNITY SCHOOL

307 Frog Pond Road

Little Egg Harbor, NJ 08087

Attention: Denise Milby

* Little Egg Harbor Community School Child Care Program must receive **7 day advanced notice** if you will be using the *Early Dismissal Half Day* or *Early Dismissal Extended Half Day* program.

PLEASE CHECK PROGRAMS AND DAYS IN WHICH THE CHILD WILL BE ENROLLED

11- 12 Schedule		M	T	W	TH	F
Before School	<input type="checkbox"/>					
After School	<input type="checkbox"/>					
AM Discovery & Play	<input type="checkbox"/>					
<input type="checkbox"/> Drop - In Program	<input type="checkbox"/>					



LITTLE EGG HARBOR COMMUNITY SCHOOL CHILD CARE PROGRAM TUITION AGREEMENT

(I/We) the parent(s) or guardian(s) certify that _____ presently resides with the undersigned at the designated address and is presently a student enrolled in the Little Egg Harbor School District.

(I/We) have been informed of all the regulations and provisions offered by the Little Egg Harbor Community School Child Care Program and have received copies of the same and hereby agree to abide thereto. The undersigned agrees to pay all tuition payments in accordance with the outlined, on the 1st day of the preceding month for which services will be provided. The undersigned understands that the child/ren shall not be permitted to participate in this program if the tuition and any late charges are not received in full on the date set forth above. A child shall be permitted to participate in the program for any month for which total payment of tuition has been received. The undersigned fully understands that the Little Egg Harbor Community School Child Care Program reserves the right to terminate this agreement at any time and for any reason, providing the undersigned receives five (5) days prior written notice. The undersigned further agrees to give the Little Egg Harbor Community School Child Care Program five (5) days written notice before withdrawing from the program; failure to give five (5) days notice will incur an additional charge of \$25.00. The undersigned further acknowledges that the Little Egg Harbor Community School Child Care Program may terminate this agreement for any failure of the undersigned or the child to abide with the regulations and conditions referred to in the above documentation and may for any other cause which the Little Egg Harbor Community School Child Care Program, in its sole discretion, is not for the best interest of the child or the district. Any default in the payment of tuitions or other related charges shall result in the undersigned being responsible for the same plus interest, as well as any cost, including reasonable attorney fees, which may be necessary for the Little Egg Harbor Community School Child Care Program Board to expend in collecting the same.

(I/We) agree to make payments by the 1st of the month preceding my child's attendance, payable to the Little Egg Harbor Community School and mail to: Little Egg Harbor Community School, 307 Frog Pond Road, Little Egg Harbor, New Jersey 08087, ATTN: Denise Milby. If account goes beyond two (2) months without payment, Child Care services will be cancelled.

In acknowledgment of the terms of this agreement, please sign below and return with all forms.

Name of Parent(s)/Guardian(s)

Date

Address

Child/ren Names

Registration Payment

(non-refundable)

\$50.00 per family

Child's Name:	Grade 2011/2012:	School Attending:
Parent/Guardian Name(s):	Home Phone:	
Home Address:	Parent/Guardian Work or Cell Phone:	
Street: _____		
City/State/Zip: _____	Parent/Guardian Work or Cell Phone:	
LEHCS ONLY Date Received: Check #:		

September 2011

Payable by August 31, 2011

Child/ren Name: _____

Parent/Guardian Name: _____

Monthly Tuition Payment: \$ _____ Drop In Fee: _____ Late Fee: _____

Amount Enclosed: _____ Cash _____ Check # _____