

# **RP AFTER-SCHOOL PROGRAM**



**PARENT PACKET  
2019-2020**

**RPAS WELCOME LETTER**

**WELCOME TO THE RPAS SCHOOL AGE CHILD CARE PROGRAM (SACC).**

**WE APPRECIATE THE IMPORTANT TRUST THAT YOU HAVE PLACED IN US.**

**THE RPAS BELIEVES THAT OUR KIDS DESERVE THE OPPORTUNITY TO DISCOVER WHO THEY ARE AND WHAT THEY CAN ACHIEVE IN A SAFE AND STRUCTURED ENVIRONMENT.**

**THE SCHOOL AGE CHILD CARE STAFF AND I ARE LOOKING FORWARD TO A SAFE AND SUCCESSFUL SCHOOL YEAR.**

**PLEASE TAKE THE TIME TO REVIEW THE PARENT PACKET SO YOU HAVE A BETTER UNDERSTANDING OF OUR POLICIES AND PROCEDURES.**

**SINCERELY,**

**BOB KILMURRAY**

**RPAS DIRECTOR**

## **PROGRAM PHILOSOPHY**

THE RPAS IS A NOT-FOR-PROFIT ORGANIZATION. OUR MISSION IS TO FOSTER A SAFE AND STRUCTURED ENVIRONMENT WHILE PROVIDING EDUCATIONAL AND RECREATIONAL PROGRAMS THAT PROMOTE SOCIAL, PHYSICAL, AND EMOTIONAL DEVELOPMENT FOR OUR CHILDREN.

## **PROGRAM HOURS**

THE AFTER-SCHOOL PROGRAM BEGINS AT THE DISMISSAL OF THE SCHOOL DAY AND ENDS AT 6:30 P.M. IF YOU ARE UNABLE TO PICK YOUR CHILD UP BY 6:30 P.M. ALTERNATE ARRANGEMENTS MUST BE MADE AND COMMUNICATED TO THE SITE COORDINATOR.

ROOSEVELT 201-440-0808

LINCOLN 201-994-1830

GRANT 201-641-0441

RPAS DIRECTOR 201-870-1202

### **LATE PICK UP FEES**

UP TO 15 MINUTES - \$10.00

UP TO 30 MINUTES - \$20.00

UP TO 45 MINUTES - \$30.00

UP TO 60 MINUTES - \$40.00

THE BEFORE SCHOOL PROGRAM BEGINS AT 7:30A.M.AND RUNS UNTIL 8:30A.M. CHILDREN WILL THEN BE DISMISSED TO THEIR CLASS.

## **OFF SITE PROCEDURES**

THE AFTER SCHOOL PROGRAM WILL TAKE TRIPS TO LOCAL PARKS FROM TIME TO TIME. A NOTE WILL BE LEFT ON THE DOOR FOR YOU TO PICK UP YOUR CHILD AT THE PARK NEAR THE SCHOOL.

## **EARLY DISMISSALS**

THE RPAS PROGRAM FOLLOWS THE RIDGEFIELD PARK SCHOOL DISTRICTS SCHOOL CALENDAR. THE RPAS WILL BE OPEN ON HALF DAYS.

## **PICK UP PROCEDURES**

ALL CHILDREN MUST BE SIGNED OUT BY THEIR PARENT/GUARDIAN TO ENSURE THE SAFETY OF THE CHILDREN. IF ANYONE OTHER THAN THE PARENT/GUARDIAN NEEDS TO PICK UP YOUR CHILD PLEASE INFORM THE RPAS DIRECTOR.

## **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 THE 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 BY THE PARENT(S) FAILS TO PICK UP A CHILD AT THE TIME OF CENTER'S DAILY CLOSING, THE CENTER SHALL ENSURE THAT:

1. THE CHILD IS SUPERVISED AT ALL TIMES; AND

2. STAFF MEMBER ATTEMPT TO CONTACT THE PARENT(S) OR PERSON(S) AUTHORIZED BY THE PARENT(S); AND
3. AN HOUR OR MORE AFTER CLOSING TIME, AND PROVIDED THAT OTHER ARRANGEMENTS FOR RELEASING THE CHILD TO HIS/HER PARENT(S) OR PERSON(S) AUTHORIZED BY THE PARENT(S), HAVE FAILED AND THE STAFF MEMBER(S) CANNOT CONTINUE TO SUPERVISE THE CHILD AT THE CENTER, THE STAFF MEMBER SHALL CALL THE *24-HOUR STATE CENTRAL REGISTRY HOTLINE 1-877-NJ-ABUSE (1-877-652-2873)* TO SEEK ASSISTANCE IN CARING FOR THE CHILD UNTIL THE PARENT(S) OR PERSON(S) AUTHORIZED BY THE CHILD'S PARENT(S) IS ABLE TO PICK-UP THE CHILD.

IF THE PARENT(S) OR PERSON(S) AUTHORIZED BY THE PARENT(S) APPEARS TO BE PHYSICALLY AND/OR EMOTIONALLY IMPAIRED TO THE EXTENT THAT, IN THE JUDGEMENT 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:

1. THE CHILD MAY NOT BE RELEASED TO SUCH AN IMPAIRED INDIVIDUAL; AND
2. STAFF MEMBERS ATTEMPT TO CONTACT THE CHILD'S OTHER PARENT OR AN ALTERNATIVE PERSON(S) AUTHORIZED BY THE PARENT(S); AND
3. IF THE CENTER IS UNABLE TO MAKE ALTERNATIVE ARRANGEMENTS, A STAFF MEMBER SHALL CALL THE *24-HOUR STATE CENTRAL REGISTRY HOTLINE 1-877-NJ-ABUSE (1-877-652-2873)* TO SEEK ASSISTANCE IN CARING FOR THE CHILD.

FOR SCHOOL-AGE CHILD CARE PROGRAMS, NO CHILD SHOULD BE RELEASED FROM THE PROGRAM UNSUPERVISED EXCEPT UPON WRITTEN INSTRUCTION FROM THE CHILD'S PARENT(S)

## **CHILDREN'S PERSONAL ITEMS**

CHILDREN SHOULD NOT BRING TOYS OR ELECTRONIC GAMES. THERE WILL BE A FULL SCHEDULE OF EDUCATIONAL AND RECREATIONAL ACTIVITIES DURING THE PROGRAM. THE RPAS IS NOT RESPONSIBLE FOR CHILDREN'S TOYS OR ELECTRONIC DEVICES IN THE EVENT THEY ARE LOST OR DAMAGED.

## **LUNCH/SNACK POLICY**

PLEASE SEND YOUR CHILD WITH A SNACK. DUE TO AN INCREASED NUMBER OF CHILDREN WITH NUT ALLERGIES, WE ASK THAT YOU DO NOT SEND YOUR CHILD WITH SNACKS THAT CONTAIN ANY FORM OF NUTS.

## **REGISTRATION**

EACH CHILD MUST BE REGISTERED PRIOR TO THE CHILD STARTING THE PROGRAM. PLEASE MAKE SURE THE REGISTRATION FORM IS FILLED OUT COMPLETELY. IT IS ESSENTIAL THAT WE HAVE ALL OF THE NECESSARY INFORMATION, INCLUDING TWO LOCAL EMERGENCY PHONE NUMBERS. PARENTS WILL NEED TO NOTIFY THE DIRECTOR OF ANY CHANGES TO THEIR ADDRESS OR PHONE NUMBER.

**MONTHLY TUITION  
2019-2020**

**BEFORE SCHOOL**

**\$80.00 PER MONTH**

**AFTER SCHOOL**

**5 DAYS/WEEK**

**\$240; SECOND CHILD DISCOUNT \$210**

**4 DAYS/WEEK**

**\$230; SECOND CHILD DISCOUNT \$205**

**3 DAYS/WEEK**

**\$215; SECOND CHILD DISCOUNT \$195**

**AFTER SCHOOL & BEFORE SCHOOL**

**5 DAYS/WEEK**

**\$285; SECOND CHILD DISCOUNT \$245**

**4 DAYS/WEEK**

**\$275; SECOND CHILD DISCOUNT \$235**

**3 DAYS/WEEK**

**\$260; SECOND CHILD DISCOUNT \$235**

**\*A ONE TIME \$20 REGISTRATION FEE IS DUE UP ON REGISTRATION.**

**PAYMENT POLICY**

- TUITION IS CHARGED ON A MONTHLY BASIS AND IS DUE ON THE FIRST OF EVERY MONTH.
- CHECKS SHOULD BE MADE PAYABLE TO RPAS. ALL PAYMENTS ARE TO BE MADE BY CHECK, MONEY ORDER, OR CASH. PLEASE INCLUDE CHILD'S NAME AND SCHOOL WITH PAYMENT.
- A CHARGE OF \$35 WILL BE LEVIED FOR ANY RETURNED CHECK. AFTER TWO RETURNED CHECKS, PAYMENTS MUST BE MADE BY CERTIFIED CHECK, MONEY ORDER, OR CASH.
- A LATE CHARGE OF \$25 WILL BE ASSESSED FOR PAYMENTS NOT RECEIVED BY THE 15<sup>TH</sup> DAY OF THE MONTH. IN THE EVENT TUITION IS

NOT RECEIVED BY THE 15<sup>TH</sup> DAY OF THE MONTH, SERVICES MAY BE SUSPENDED UNTIL PAYMENT IS MADE.

- **CHILD CARE SERVICES MAY BE TERMINATED FOR:**
  - FAILURE TO MAKE PAYMENTS ON TIME
  - CONTINUOUS PICK UP AFTER PROGRAM CLOSING TIME

### **PROGRAM SCHEDULE**

THE RPAS BELIEVES THAT EACH CHILD WILL BENEFIT FROM A DIVERSE PROGRAM. THE AFTER-SCHOOL PROGRAM WILL BALANCE HOMEWORK AND PHYSICAL ACTIVITY TO STIMULATE BOTH THE MIND AND BODY IN A SAFE ATMOSPHERE. WE BELIEVE THAT PHYSICAL ACTIVITY AND SOCIALIZATION ARE A VITAL PART OF THE DEVELOPMENT OF OUR CHILDREN. THIS PROGRAM IS DESIGNED TO ALLOW OUR CHILDREN TO LEARN AND GROW AS INDIVIDUALS.

**3:00 – 4:00 HOMEWORK**

**4:00 – 5:00 ACTIVITIES - GAMES, CRAFTS, SPORTS, COMPUTERS, FREE PLAY.**

**5:30 – 6:00 CLEAN UP FOR DISMISSAL**

### **HOMEWORK POLICY**

EACH AFTERNOON WE DESIGNATE ONE HOUR FOR HOMEWORK, WHICH INCLUDES ASSISTANCE FROM OUR STAFF. IF MORE TIME IS NEEDED FOR YOUR CHILD TO COMPLETE THEIR HOMEWORK THAT TIME WILL BE PROVIDED.

### **DISCIPLINE POLICY**

IT IS THE POLICY OF THE RPAS TO UTILIZE POSITIVE DISCIPLINE WITH CHILDREN. CLEAR AND CONSISTENT GUIDELINES ARE PRESENT TO THE CHILDREN TO THAT THEY ARE AWARE OF THEIR RESPONSIBILITIES AND CAN BE ACCOUNTABLE FOR THEIR BEHAVIOR.

**EXAMPLES OF UNACCEPTABLE BEHAVIOR INCLUDE:**

- **PHYSICAL AGGRESSION**
- **USE OF FOUL LANGUAGE**
- **DISRESPECT TO STAFF OR OTHER CHILDREN**
- **LEAVING THE PROGRAM AREA WITHOUT PERMISSION**

**SHOULD THERE BE AN IN FRACTION OF THE RULES, THE FOLLOWING STEPS WOULD TAKE PLACE.**

- 1. VERBAL WARNING – WE ASK THE CHILD TO CEASE BEHAVIOR AND EXPLAIN WHY THIS BEHAVIOR IS INAPPROPRIATE**
- 2. SECOND VERBAL WARNING – CHILD IS REDIRECTED TO ANOTHER ACTIVITY TO PERMIT A COOL-OFF PERIOD.**
- 3. WRITTEN NOTE – CHILD WRITES A NOTE TO PARENT/GUARDIAN EXPLAINING BEHAVIOR. THIS ALLOWS THE CHILD A CHANCE TO SEPARATE FROM THE PROBLEM AND REVIEW THE SITUATION FROM BEGINNING TO END. THE CHILD WILL GIVE THE NOTE TO THE PARENT/GUARDIAN IN THE PRESENCE OF THE STAFF.**
- 4. EARLY DISMISSAL – PARENTS ARE CALLED AND ASKED TO IMMEDIATELY PICK UP THE CHILD. THIS HAPPENS IN RARE CASES WHEN A CHILD’S ACTIONS ARE DETRACTING FROM THE SAFETY OF THE GROUP.**
- 5. CONFERENCE – IN A CHILD’S BEHAVIOR REACHES STOP FOUR, THE PARENT AND CHILD MUST MEET WITH THE DIRECTOR IN ORDER TO RETURN TO THE PROGRAM. SHOULD THE BEHAVIOR CONTINUE, THE CHILD MAY BE SUSPENDED FOR A PERIOD OF TIME OR ASKED TO LEAVE THE PROGRAM PERMANENTLY.**

### **EXPULSION POLICY**

**THERE ARE CERTAIN CIRCUMSTANCES THAT MAY FORCE US TO HAVE TO EXPEL A CHILD FROM OUR PROGRAM ON A SHORT TERM OR PERMANENT BASIS. BEFORE WE TAKE THIS STEP, WE WILL DO EVERYTHING POSSIBLE TO WORK WITH YOUR CHILD TO PREVENT THIS FROM HAPPENING. ULTIMATELY, THOUGH, THE SAFETY AND**

WELL-BEING OF ALL THE CHILDREN MUST BE TAKEN INTO CONSIDERATION. LISTED BELOW ARE IMMEDIATE CAUSES FOR EXPULSION:

- A. IF A CHILD IS AT RISK OF CAUSING SERIOUS INJURY TO OTHER CHILDREN OR THEMSELVES.
- B. IF A CHILD EXHIBITS ONGOING PHYSICAL OR VERBAL ABUSE TO STAFF OR OTHER CHILDREN.
- C. IF A PARENT/GUARDIAN THREATENS PHYSICAL OR INTIMIDATING ACTIONS TOWARDS STAFF MEMBERS.
- D. IF A PARENT/GUARDIAN EXHIBITS VERBAL ABUSE TO STAFF IN FRONT OF ENROLLED CHILDREN.
- E. FAILURE TO PAY/HABITUAL LATENESS IN PAYMENTS.

### **ANTI-BULLYING POLICY**

THE RPAS IS COMMITTED TO ENSURING THAT ALL CHILDREN ENROLLED IN OUR SCHOOL AGED CHILD PROGRAM LEARN AND THRIVE IN A SUPPORTIVE, CARING, AND SAFE ENVIRONMENT. BULLYING IS AN ANTI-SOCIAL BEHAVIOR THAT AFFECTS EVERYONE. THIS BEHAVIOR IS UNACCEPTABLE AND WILL BE DEALT WITH PROMPTLY AND APPROPRIATELY.

BULLYING IS A TYPE OF HARASSMENT. EXAMPLES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- PHYSICAL BULLYING – PUNCHING, SHOVING, HITTING, POKING, BITING
- VERBAL BULLYING – NAME-CALLING, TEASING, GOSSIPING, HUMILIATION, INTIMIDATION, THREATENING, RACIST REMARKS, INCLUDING OTHERS OR SIMILAR BEHAVIOR.

### **CELL PHONE & SOCIAL MEDIA POLICY**

\* NO SOCIAL MEDIA OR CELL PHONE USAGE IS PERMITTED IN THE INDOOR OR OUTDOOR AREAS.

A CELL PHONE FREE ENVIRONMENT INSURES PRIVACY OF EACH INDIVIDUAL PERMITTED IN OUR PROGRAM. IF A CHILD NEEDS TO CALL A PARENT/GUARDIAN THEY WILL BE PERMITTED TO USE THE RPAS PHONE. IF A PARENT/GUARDIAN NEEDS TO REACH THEIR CHILD PLEASE CALL THE PROGRAM DIRECTLY.

A SOCIAL MEDIA FREE ENVIRONMENT ENSURES ALL STUDENTS ARE PARTICIPATING IN THE ACTIVITIES PROVIDED BY THE PROGRAM. BY LIMITING THE SOCIAL MEDIA USAGE, WE WILL ALSO ENSURE THAT THERE IS ZERO BULLYING, ESPECIALLY CYBER, OCCURRING ON THE RPAS PREMISES.

### **TELEVISION AND COMPUTER POLICY**

THE RP AFTER SCHOOL PROGRAM PROVIDES AN ACTIVITY-FOCUSED LEARNING ENVIRONMENT. WE BELIEVE THAT CHILDREN LEARN AND PLAY BEST THROUGH ACTIVE PARTICIPATION, HANDS-ON EXPERIENCES, INTERACTIVE CONVERSATION, AND EXPLORATION. THE RP AFTER SCHOOL PROGRAM FOLLOWS THE RECOMMENDATIONS ESTABLISHED BY THE AMERICAN ACADEMY OF PEDIATRICS, WHICH HAS FOUND THAT TOO MUCH TELEVISION VIEWING HAS BEEN LINKED TO POOR PERFORMANCE IN SCHOOL, OVERWEIGHT CHILDREN, AND THE ESTABLISHMENT OF POOR DIETARY HABITS. AS SUCH CHILDREN AT THE RP AFTER SCHOOL PROGRAM WILL BE LIMITED TO SIXTY MINUTES OF TELEVISION TIME PER WEEK UNLESS THERE IS A SCHEDULED MOVIE THAT IS APPROVED BY THE DIRECTOR. COMPUTER SCREEN TIME WILL BE LIMITED TO SIX HOURS PER WEEK AND NO MORE THAN FIFTEEN MINUTE INCREMENTS EXCEPT FOR CHILDREN WHO ARE COMPLETING HOMEWORK, SCHOOL WORK, OR SUPERVISED ENRICHMENT ACTIVITIES.

### **POLICY ON ILLNESSES/COMMUNICABLE DISEASES**

IF A CHILD EXHIBITS ANY OF THE FOLLOWING SYMPTOMS, THE CHILD SHOULD NOT ATTEND THE CENTER. IF SUCH SYMPTOMS OCCUR AT THE CENTER, 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 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, THE CHILD MAY RETURN TO THE CENTER UNLESS CONTRAINDICATED BY LOCAL HEALTH DEPARTMENT OR DEPARTMENT OF HEALTH.

### **EXCLUDABLE COMMUNICABLE DISEASES**

A CHILD OR STAFF MEMBER WHO IS 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, THE CHILD MAY RETURN TO THE CENTER UNLESS CONTRAINDICATED BY LOCAL HEALTH DEPARTMENT OR DEPARTMENT OF HEALTH.

### **REPORTING GUIDELINES FOR COMMUNICABLE DISEASES**

SOME EXCLUDABLE COMMUNICABLE DISEASES MUST BE REPORTED TO THE HEALTH DEPARTMENT BY THE CENTER. THE DEPARTMENT OF HEALTH'S REPORTING REQUIREMENTS FOR COMMUNICABLE DISEASE AND WORK-RELATED CONDITIONS QUICK REFERENCE GUIDE, A COMPLETE LIST OF REPORTABLE COMMUNICABLE DISEASE, CAN BE FOUND AT:  
[HTTP:WWW.NJ.GOV/HEALTH/CD/DOCUMENTS/REPORTABLE\\_DISEASE\\_MAGNET.PDF](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

### **ADMINISTRATION OF MEDICINE**

THE RPAS IS UNABLE TO PROPERLY SECURE AND ADMINISTER MEDICATION. THE SCHOOL NURSE MUST ADMINISTER REQUIRED MEDICATION BEFORE THE CHILD COMES TO THE AFTER-SCHOOL PROGRAM. CHILDREN ARE NOT PERMITTED TO HAVE PRESCRIBED OR OVER-THE-COUNTER- MEDICATION IN THEIR POSSESSION. THIS INCLUDES ASPIRIN, ACETAMINOPHEN, COUGH DROPS, COUGH SYRUP, AS WELL AS PRESCRIBED DRUGS. INHALERS PRESCRIBED BY A DOCTOR FOR THE CHILD TO ADMINISTER ARE PERMITTED WHEN THE PARENT OR GUARDIAN HAS GIVEN WRITTEN PERMISSION TO THE DIRECTOR. PARENTS OF CHILDREN, WHO MAY REQUIRE THE ADMINISTRATION OF AN EPI-PEN NEED TO SPEAK DIRECTLY TO THE DIRECTOR, BOB KILMURRAY.