

Dear Parents and Guardians:

I would like to take this opportunity to welcome you and your children to the Palisades Park After Care Program. We are happy that you have chosen to register your children in the program.

This handbook will give you a detailed explanation of the After Care policy set forth by the Board of Education. I ask that you please read the handbook carefully and keep it at your disposal for easy reference during the school year.

If you have questions regarding the content of this handbook or anything relating to After Care, please feel free to call 201-947-3556, Ext. 2428, or email jvelardo@palpkschools.org.

Sincerely,

Jennifer Velardo

After Care Coordinator



After Care Program

The Palisades Park Board of Education offers an After Care program that is committed to providing a safe and secure environment that allows students to maximize their social and emotional development. In the After Care program, your child/children will be with schoolmates and friends, engage in outside playtime (weather permitting), but also have time for homework.

The After Care Program is for children in grades K-6, and is available for working families whose child/children attend the Palisades Park School District. The After Care program is available at the ECC from 2:35-5:45 p.m. and at Lindbergh Elementary School from 2:45-5:45 p.m. For each building there is a minimum number of students required to run the program, and space is available on a first come first served basis.

Guidelines/Requirements

Parents/Guardians are required to complete a registration form at the beginning of each school year. Registration must be completed before the child/children can attend the program. Parents/guardians must pay the monthly fees by the due date in order for children to be permitted to attend.

New Jersey state law requires a 1:15 adult to student ratio. Therefore, if necessary, the After Care program will be closed for registration and any prospective registrants will be put on a waiting list. If your child/children are registered for After Care, and you withdraw them for any reason, the spot will be forfeited and your child/children will be put on the waiting list until a place becomes available and/or until another staff member is hired.

You must notify the After Care coordinator, of any changes in your child's schedule (e.g., attending another program, or not attending on a particular day), if you are withdrawing your child from the program, change in medical status, change in pick-up information, legal notifications, etc. If your child will no longer be attending the After Care program, you must notify the After Care coordinator two weeks prior to the day your child will be leaving. Any tuition paid is not refundable once the month has begun. Per Diem care is not available. If you wish to register your child for After Care, they must be registered according to the monthly rates.

Registration

All registration forms must be completed in full and include up to date contact information. Registration forms are available by contacting the After Care Coordinator or on the district website. All forms must be received and processed prior to your child/children entering the program. The first month's tuition is due at registration.

Children registered in After Care cannot withdraw and reregister for months that are shorter because of holidays or school breaks. If you decide, for whatever reason that your child will not attend After Care for any particular amount of time, this will be considered a withdraw from the program.

Emergency Closings

The After Care program will not be held if schools are closed for any emergency or inclement weather. Should there be an early dismissal for whatever reason, the After Care program will not be held. You must pick up your child/children at the designated time.

Late Fees

The After Care Program ends at 5:45 p.m. In the event of any situation that may delay pick-up, parents/guardians are required to notify the staff at the school where their child/children attend the program. Staff members will attempt to contact parents, guardians and/or designated pick up contacts. If a parent, guardian or designated contact cannot be reached, the police will be called.

The fee for late pick up is \$30 for the first half hour or any part thereof. An additional \$30 will be added per half hour until the child is picked up. After (2) late pick-ups, the parent/guardian is obligated to speak with the After Care Coordinator to discuss continuation of the program.

Staff

After Care staff members are all certified teachers in the Palisades Park School District. Some staff members are trained in CPR. Each year, all staff members take the required professional development training courses, such as: Safe Schools Training, Blood Borne Pathogens Exposure and Prevention, Harassment and Bullying Recognition and Response, CPR and Health Emergencies: Anaphylaxis, Diabetes, etc.

Snack Time/Homework

Students will be given a small snack everyday, to be eaten at the designated snack area. Students may bring their own snack if they choose to. After snack time, students will be directed to do their homework. Please indicate on the registration form of any allergies your child/children have.

If your child/children has an allergy that requires them to carry and/or use an Epi-Pen, please make sure that he/she has access to it, and that After Care staff is notified. In such a case, the parent/guardian must send the child/children with an appropriate snack.

As a precaution, After Care does not offer snacks that have nuts as an ingredient. However, we cannot guarantee that the snacks we provide are processed in a nut free environment.

Sign Out/Pick Up

Each student has his/her own sign out sheet. Parents/Guardians must sign their children out each day. If someone other than the parent/guardian will be picking up, we must have a note or a phone call from the parent/guardian informing us who will be picking up. Please make sure that your designated pick up people are on the registration form. At time of pick up, they will be asked to provide identification.

If there are any legal issues involving the child (i.e. custody dispute, visitation, etc.), we must be provided with proper documentation from the court, in order to be able to address the situation appropriately.

If you require your child/children to be picked up by someone who is not 18 years of age (i.e. an older sibling or cousin), you must complete the authorization form, and return it, notarized, before your child/children can attend After Care. This form must be filled out every year.

Tuition

Tuition is for one month of attendance (from the first of the month to the end of the month). Tuition is due by the first (1st) of each month. Tuition for September is due at registration. If there is an upcoming holiday or school break, payment must be paid before school closes (i.e., payment for January must be made before the winter break).

We begin collecting payment two weeks before the due date. If your payment is late you will be assessed a \$25 late fee. If you are paying by check and your check is returned for insufficient funds, you will be assessed a \$25 returned check fee.

Please mark your calendars or set a reminder on your electronic devices. A sign will be put up at the sign out book reminding you that your payment is due. If monthly payment is late, your child/children will not be permitted to attend the program, thus forfeiting your child's place in the After Care program. Please make checks and money orders, payable to Palisades Park Board of Education (PPBOE).

Monthly tuition rates

Days Per Week	Tuition
1 day a week per month	\$100
2 days a week per month	\$125
3 three days a week per month	\$150
4 four days a week per month	\$175
5 five days a week per month	\$200

You must indicate on your registration form what days your child/children will be attending. Please note that there is no refund for any days that your child does not attend. If your child/children are absent or there is a closing on any particular day, you cannot send them on a different day.

