

Somerdale Park School After School Care Program



2023 – 2024 Parent Handbook

Kellyn Lowden, After School Program Coordinator
(856)-484-0466 klowden@somerdale-park.org

Important Contact Information

After School Care Coordinator (856)-484-0466

After School Care Fax (856)-783-2607

Somerdale Board of Education After School Care Tax ID/Fed EIN # 21-6000-201

Somerdale Park School Administration

- Mr. Robert Ford Superintendent/Principal
- Mrs. Nancy Strassle Administrative Assistant to the Superintendent
- Mr. Kevin Kretschy Vice Principal
- Mrs. Dana Poole Administrative Assistant to the Vice Principal
- Mr. William Thompson Business Administrator
- Mrs. Laura Henkel Business Clerk
- Mr. Gregory Cesare Director of Special Education
- Mrs. Luthina Gordon Administrative Assistant to the Director of Special Education
- Mr. Shane Sammons Director of Technology

Board of Education Members

- Mrs. Kimberly Barkoff – President
- Mr. Kevin Smith – Vice President
- Mrs. Tara Voigt
- Mrs. Barbara Boyle
- Mr. Marc Ritz
- Mrs. Mary Jo Schoettle
- Mr. James Anderson
- Ms. Taylor Klenk

Unless otherwise noted, Board of Education meetings are held on the second Thursday of each month at 6:30 pm. All dates are posted on the school website: www.somerdale-park.org. All information pertaining to the board of education can be found using the “Administration” Tab at the top of the page.

Guidelines

Please review the guidelines, expectations, policies, and procedures with your children. To best strengthen the home/school partnership, please discuss any questions and/or concerns with the ASP Staff. We look forward to another great year. Thank you, and, as always, GO CAVS!

- The ASP will begin for students on Wednesday 9/6/23.
- Children are offered a safe and relaxed atmosphere with opportunities for many different activities, including games, crafts, indoor/outdoor play time and time to do homework. All activities are conducted and monitored by a professional and caring staff. Somerdale Park School participates in the state funded snack program. As such, snack and drink from the cafeteria are offered to all students each day at no cost for the 2023-2024 School Year. Students may also bring their own snack/drink.
- During the 2023-2024 School Year, the program will operate in correlation with the Somerdale Park School Calendar. ASP is closed on extended holidays and full snow days.
- If Somerdale Park School is forced to close due to inclement weather, the ASP will remain open but will close no later than two hours after school closing time.
- To attend the ASP, children must be enrolled as a student at Somerdale Park School and be fully toilet trained. The ASP will follow all health and safety guidelines, as required during the school day at Somerdale Park School.
- Parents will not be admitted into the school. Pick-up will be handled by staff at the ASP Dismissal Door.
- The ASP is funded through parental tuition and enrollment is determined using on a first come, first-serve method. The registration fee for the 2023-2024 School Year is \$50.00 per child. A 20% discount is applied for additional children in a multi-child family. To register and remit payment, use the EZ Child Track System, a web-based program. Late registration and pick-up fees do apply.

Expectations

Enrollment in the ASP constitutes an understanding that parents/guardians, children, and ASP Staff will abide by the policies listed below. The ASP will reinforce expected school behaviors and principles, as defined in the Somerdale Handbook/Policies:

Parents/Guardians may expect that:

1. Children are cared for in a safe, supportive environment; safety guidelines will be followed to the best of our abilities, as per the Somerdale BOE Policies and Regulations.
2. The ASP Coordinator will be available for appointment to discuss concerns related to their child or the program. In-person visits must be scheduled in advance.
3. Contact will be made concerning misbehavior on the part of their child. Parents may be required to meet with the ASP Coordinator in order to improve the situation. Any misbehavior causing harm to their child, another child, or staff member will require a parent/guardian to pick-up child from ASP immediately.
4. Prompt contact will be made if a child does not arrive at afternoon ASP according to his/her enrollment information, as per EZ Child Track Online System.

ASP expects that parents/guardians will:

1. Maintain current parent/guardian contact information (phone numbers and email address) in the EZ Child Track online system. The ASP utilizes email to communicate with parents on a regular basis.
2. Keep their child's enrollment and changes to emergency contacts up to date.
3. Register children and pay tuition fees on time. Families that continually schedule late, thereby not in compliance with required due dates, may be subject to exclusion from the ASP for the current school year.
4. Send in writing any changes to authorized pickups to the ASP Coordinator at klowden@somerdale-park.org.
5. Pick up children on time.
6. Follow the health policy outlined further in this handbook.
7. Notify the ASP Coordinator at (856)-484-0466 or email klowden@somerdale.org if their child will not attend on a scheduled day.

8. Pay attention to communications from ASP regarding their child's behavior and cooperate in efforts to improve the situation.
9. Direct any questions at afternoon pick-up to ASP Coordinator, rather than other ASP Staff; if unable to speak to the ASP Coordinator, contact the ASP Coordinator by phone at (856) 484-0466.

ASP expects that children will:

1. Behave in a manner that promotes a **SAFE** environment for all students and staff, by following school rules.
2. **TAKE RESPONSIBILITY** and care of materials and equipment and return them to their place when done, or before taking out new ones.
3. Report to ASP immediately following school dismissal.
4. **ALWAYS BE KIND** and courteous to all at ASP by using thoughtful words, lending a helping hand, sharing, and working cooperatively with classmates.
5. Show **RESPECT** to everyone by following directions when given, providing personal space to others, and keeping hands to self.
6. Be fully toilet-trained (this includes children enrolled in the 4-Year-Old Preschool program).

Children may expect to:

1. Have a safe, supportive and consistent environment.
2. Use all the program equipment, materials and facilities equally.
3. Receive respectful, kind, and courteous treatment.
4. Have discipline that is fair and non-punitive.
5. Receive nurturing care from staff members who are actively involved with them.

Policies and Procedures

Eligibility

Any resident student in the Somerdale School in grades Pre K (4 year-old) - 8, may be registered for enrollment in the program at any time during the school year, provided enrollment capacity has not been met. (Due to schedule changes, registration may be closed at times, consistent with school schedule; see website for specific dates/information). During the first week of in-person school, no enrollments will be taken. Parents must adhere to the “1-week prior” scheduling requirement.

Registration

Each parent must complete the online registration using the EZ Child Track System web-based program at <http://www.ezchildtrack.com/somerdale/parent> and submit it with the appropriate non-refundable registration fee. Registered children who cannot be immediately enrolled will be placed on a waiting list. The EZ Child Track System is used for both registration and weekly enrollment. The EZ Child Track System does not function fully on a mobile device; parents must use a stand-alone computer.

Enrollment

Prior to the child’s first day of attendance, the parent will complete all on-line forms and submit them through <http://www.ezchildtrack.com/somerdale/parent>. A complete registration is required for each child enrolled in the program. (For returning families, new school age children can be added to your EZ Child Track Family Account during the annual enrollment process.) Upon enrollment, the parent must provide a nonrefundable enrollment fee of \$50/child (20% discount for additional children in a multi-child family). The parent must also sign and return a program registration agreement electronically, as well as sign all the necessary releases and waivers.

Children will be allowed to attend the program only after all forms have been completed and submitted, and all registration and necessary tuition payments have been submitted. Parents must schedule each child’s ASP attendance via the online system; at a minimum, families must register and make online payment weekly. ***Advance registration is required each Tuesday of the week prior.*** Families that continually schedule late, thereby not in compliance with required due dates, may be subject to exclusion from the ASP for the current school year. Any parent who wishes to register their child(ren) but does not have access to a computer may use a computer available at Somerdale Park School. Please contact the ASP Coordinator at (856) 484-0466, to schedule an appointment.

Hours of Operation

ASP will be offered in the afternoons, in Somerdale on all days that school is in session for students. Students will be dismissed from school directly to ASP. Parents/guardians are required to pick children up by 6 p.m.

Tuition/Fees

Refer to the schedule below for specific tuition information. A sibling discount is offered – 20 percent discount for the second (or more) child(ren) attending ASP (same day, same session.) Sibling discount is only offered for families making online payments.

ASP Hours	Tuition Rate/Day per Child	Tuition Rate/Week per Child (5 Days)
Dismissal – 6:00 pm	\$12	\$60
Early Dismissal – 6:00 pm	\$24	

*There is a one time registration fee of \$50 per child (20% discount for additional children in a multi-child family).

Payments and Scheduling

To adhere with district guidelines, as outlined by the Business Office, the preferred method of payment for ASP tuition is via the online EZ Child Track System with a credit card or e-check. Processing fees, which are tax deductible, are as follows:

- Credit Card (Additional per transaction fee of 2.25% of the tuition covers bank-initiated charges).
- E-check (Additional per transaction fee of 75-cents per transaction covers bank-initiated charges).

These fees are included in the annual statement of childcare expenses, which is provided to all ASP Families each January.

Parents or guardians who are paying using a cashier's check, cash, or money order must complete a Cash or Check Payment Form and submit along with their payment. These forms are located at the ASP Site or can be downloaded and printed from the school's website. The manual (off-line) payment processing fee is \$1.00 per transaction.

ASP Session sign-up for each child is done online via the EZ Child Track Calendar; payment must be made at time of scheduling and must be done **one week in advance**, on the previous Tuesday. Tuition payments for the upcoming week must be received by the previous Tuesday at 6 pm at the ASP Site, or 11 p.m. via online registration guidelines. Manual (off-line) payments and accompanying registration forms may be dropped into the lockbox at the ASP Location or brought directly to the ASP Coordinator. Families that continually schedule late, thereby not in compliance with required due dates, may be subject to exclusion from the ASP for the current school year.

The EZ Child Track System **will** allow for future scheduling (multiple weeks in advance, monthly or for the entire year), depending on your family's budget. Any changes to future schedules must be handled by the ASP Coordinator. The reason changes must be made at the ASP Coordinator is because once you sign-up for the week, the week is no longer available in the EZ Child Track Parent Portal for

updates/changes. Please note, to alleviate any late fees/charges for future weeks, all changes must be made by the previous Tuesday, as outlined above.

The ASP Online System vendor, EZ Child Track, routinely performs maintenance between 2:00-2:30 am, EST. If the system is down for maintenance, as indicated on the EZ Child Track log-in screen, the maximum time the system will be inaccessible is 30 minutes.

Failed Check/Credit Card Fees

Online check and/or credit card payments can fail required online edits with our financial clearing house for a number of reasons: entry of incorrect or incomplete card/account/routing number; account name does not correspond to individual on account; account is not an open account, etc. The fee charged for failed transactions is \$10 per transaction. If a payment is returned by our financial clearing house, the ASP will notify parents immediately by email and/or phone upon confirmation by our payment processing company; *parents will have two school days in which to pay the \$10 charge plus tuition in full. As most of these transactions are a result of an incorrect keying/entry error by the parent, payment can be remitted again online.* If charges are not paid by the second day after the notification, child care services will be suspended immediately.

Credits/Refunds

Tuition credits and refunds will only be given for emergencies or other unexpected school closings, snow days, student illness as confirmed by the school nurse. (Child must be absent from school and ASP). Parents/guardians will need to notify the ASP Coordinator to request the refund (by phone or email) at least 24 hrs. prior to the absence date being requested. The credit will be processed to EZ Child Track online account, once confirmed with the school nurse.

Late Payments and Non-Use of ASP

An additional **\$5 per day per child** will be charged for children who are added to ASP after the weekly deadline.

When your child is scheduled to attend the ASP and will not be attending, it is the parent/guardian's responsibility to arrange for pick up from school. To ensure the safety of your child, a note (either typed, handwritten, or emailed) must be provided. A phone call to the ASP Coordinator at (856)-484-0466 is acceptable as well. **Please do not call the school main office for ASP schedule changes.** Once the ASP Coordinator is contacted, staff will advise ASP Coordinator, teacher, and school's main office secretary of the change.

An account will be determined delinquent if there is a balance past the due date. No new scheduling is permitted with a balance due. If the unpaid balance exists for more than seven (7) days, ASP Services will be suspended; a child's report card can be held and unavailable to parents/guardians if balance due is not paid by the end of the marking period.

Schedule Changes

If a child attends extracurricular activities or has another arrival/departure time change than originally scheduled, the ASP Coordinator must be notified immediately by email, providing date, time, and classroom teacher. A phone call to the ASP Coordinator is acceptable as well (856) 484-0466 – **please do not call the school main office for ASP schedule changes.** Notification to your child’s teacher is considerate; however, the ASP Coordinator must be contacted to make any and all changes to scheduled dates. The ASP Coordinator will contact the following personnel: ASP Coordinator, student’s teacher, and the main office secretary to advise any changes to afternoon schedules.

Lateness’s and Other Program Fees

Your child depends on you to pick him or her up in a timely fashion, as do the ASP Aides and Program Coordinator. The ASP closes at 6 pm and late pick-up fees are assessed after 6 pm (which is consistent with other local school district sponsored programs). As a consideration to emergency situations, ASP will allow families two (2) courtesy late pick-ups, without charge, each school year as long as the child(ren) are picked up by 6:15 pm. The late pick-up fee structure is as follows, for the family’s third occurrence: An additional \$10 fee for the first 15 minutes and \$1 for every minute thereafter will be charged for picking up a child after 6 p.m. and/or two hours after inclement weather school closings. After two additional late pickups the student/family will be suspended/excluded from the ASP for one week. After three late pickups the student/family will no longer be permitted to use the ASP for the remainder of the current school year. Parent arrival/pick-up time is confirmed by the ASP Coordinator. We appreciate your consideration of the ASP Staff. Students will not be able to attend ASP until all late fees are paid.

Health and Safety

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.) or disability/special needs, please be sure the ASP Coordinator knows what to do if a problem occurs during ASP Hours, in addition to noting it on the online registration form. Make sure that any medication is available and that the appropriate forms for its use have been completed with the school nurse. ASP Staff are permitted to administer epi pens; however, all other medications/inhalers must be kept under the supervision of the school nurse. If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100F-degrees, repeated shaking with chills, vomiting, diarrhea, chronic cough, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, or an accident requiring medical attention. We must require that parents pick-up sick students within 20 minutes of notification from ASP Staff. In serious cases, the child will be taken to Jefferson Stratford Hospital, Stratford, by emergency vehicle for treatment; parents will be called as soon as possible. In addition, “toileting accidents” will require immediate pick-up as well. The ASP follows the health and safety requirements as outlined by the State of New Jersey Office of Licensing and CDC. As a reminder: ***all children must be fully toilet trained to enroll in and attend ASP.*** Hand washing or sanitizing will occur at regular times throughout the school day, for both staff and students, as per CDC guidelines.

Sign Out / Pick-up Procedures

Parents/guardians will not be admitted into the school/ASP Site at afternoon pick-up. ASP Staff will sign-out and dismiss children to authorized adult at ASP dismissal door. ***For your child's protection, children will only be released to the custodial parent/guardian, or an approved adult (over age 18) with proper photo identification.*** Children will be allowed to leave with adults other than the parent only if permission has been given at the time of online registration or in writing by the parent to the ASP Coordinator. ***NO EXCEPTIONS!*** Parents are encouraged to revise the list of authorized adults or update emergency contact forms any time during the year. Please contact the ASP Coordinator to make changes/updates. The law states that parents MUST park in a designated area, turn off the vehicle and remove any children from the vehicle before walking up to the dismissal door for pick-up.

Personal Property

Children's personal property, coats, clothing, school bags, etc., must be ***clearly labeled*** with the child's name and cleared from the child care room after each ASP Session. Any personal property which remains after the session will be taken to the school office lost and found box. Although the ASP Staff try to help children stay organized, the program cannot be responsible for lost personal property. Children should not bring money, jewelry, toys, electronics (other than school issued Chromebooks), or other items not necessary for school activities without checking with the ASP Coordinator. All personal items, including DVDs, must be labeled with the child's name.

Recreation

Children are often able to play outside during daylight hours and when the weather is nice. Outdoor play will not be allowed when temperature (including wind chill) falls below acceptable levels, as determined by ASP Staff. There are many days when the children go outside, even for 10 minutes. Please dress your child in the appropriate outerwear, including footwear. If your child wears sandals to school, send in a pair of play shoes for the playground.

During inclement weather or in late afternoon hours, students may participate in a number of crafts or watch a video/DVD. Children are permitted to bring in DVDs to view with other children; however, they must make arrangements in advance with the ASP Coordinator. DVD's must be labeled with the child's or family's name, in order to ensure that it gets returned to the proper location. ***All videos/DVDs must be rated G for younger children and PG for older children. PG movies must be approved by the ASP Coordinator.***

Snacks

Children may eat snacks in the afternoon: parents may provide a daily snack from home, or children may receive a snack from ASP at no cost.

Visitors and Observations

Visitors or parents will not be permitted in school building.

Behavioral Guidelines

ASP will reinforce expected school behaviors and principles, as defined in the Somerdale Park Student Handbook and Code of Conduct. After School Care has zero tolerance for threats from parents or children directed at ASP Staff or other children.

Student Behavior: School rules and code of conduct apply to the ASP, as well. The staff at the ASP is committed to providing a safe, relaxed kind/considerate environment for every student enrolled in the program. To ensure a positive environment for all children, the ASP cannot serve children who display chronically disruptive behavior that is not consistent with school rules.

Chronically disruptive behavior is defined as verbal or physical activity that may include, but is not limited to, such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, or ignores or disobeys the rules which guide behavior during the school day and program time.

If a child cannot adjust to the program setting and behave appropriately, and every effort is made between the parents, school administration and ASP to change the child's behavior, then the child may be discharged from the program. If a behavior incident causes physical harm to your child, another child or staff member, parent will be contacted for immediate pick-up from ASP and immediate suspension from the program will take place. The ASP Coordinator will determine the length of the suspension, based on intent and severity of the injury.

Parent Behavior: Parents are asked to be supportive of ASP Staff and School Administration, and their policies, when in front of children. Parents are also expected to behave in the same way as ASP Staff -- in a polite, kind and courteous manner. If a parent is verbally abusive to an ASP Staff Member, he or she will be asked to leave the ASP Site. If it occurs a second time, the parent will no longer be allowed at the ASP Site and the child may be discharged from the program.

Parents are not permitted to address or discipline other children in the ASP. If a problem occurs between two children, the parent is asked to inform the ASP Coordinator, who will address it or inform the ASP Coordinator if the problem is serious. Parents who reprimand children other than their own will be asked to leave the ASP Site. If it occurs a second time, that parent will no longer be allowed to pick up his or her child from the ASP.

Parking Lot Etiquette: *Please do not exceed 5 m.p.h.* in the school parking lots as children may be walking to or from other areas in the school. Do not leave children unattended in your vehicle while dropping off or picking up your child -- **this is against the law!** Do not park in unauthorized areas (i.e.: fire lanes, handicapped areas) or leave vehicles running.

Driver Impairment: ASP Employees will make every effort to keep a child from getting into a car with a parent or other approved adult who appears to be under the influence of drugs or alcohol. In this instance, the ASP Coordinator will call the district's Substance Abuse Coordinator (during school hours). After hours, the police will be notified to give the adult and child(ren) a ride home. As public school district employees, ASP Staff are required to report suspected child abuse, including parents or guardians impaired by drugs or alcohol.

Disciplinary Steps

Every effort will be made to assist children to adjust to the ASP Setting. Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a five-minute time-out, in order to cool off and think about his/her actions.
2. If a second infraction occurs in a single day, a 10-minute time-out is given to the child and an incident report will be written by the caregiver. This report will be given to the parent/guardian to read and sign.
The report will be returned to the caregiver where it will remain with the child's enrollment information.
3. In some cases, the child may be asked to write about/document his or her behavior during ASP.
4. If a child receives three written behavior-related incident reports, the child may be suspended for three days effective at the end of the day of the third report. During the suspension, the parents and ASP Coordinator will meet in a conference setting in order to determine the conditions for reinstatement. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, the child will be discharged immediately.
5. If the child is reinstated in the program and receives a fourth behavior-related incident, the child will be suspended for one week.
6. If a fifth incident is documented, the child will be discharged/excluded from ASP for the remainder of the school year.
7. If a behavior incident causes physical harm to your child, another child or staff member, parent will be contacted for immediate pick-up from ASP and immediate suspension from the program will take place.

The ASP Coordinator, in conjunction with a school administrator, will determine the length of the suspension, based on intent and severity of the injury. Tuition refunds are not provided for suspensions.

Please note: If a child is uncooperative with staff and unable to cooperate with outlined behaviors/principles noted above, or is causing harm to him/herself, another child or staff member, the parent/guardian will be contacted for immediate pick up from the ASP. This also applies to a child in a situation of potential harm. The ASP Coordinator will follow-up with a phone call to the parent or request a meeting with the parent to discuss behaviors and future ASP Privileges.

If, after reviewing the following material, you have any questions please call the ASP Coordinator, Ms. Lowden at (856) 484-0466.