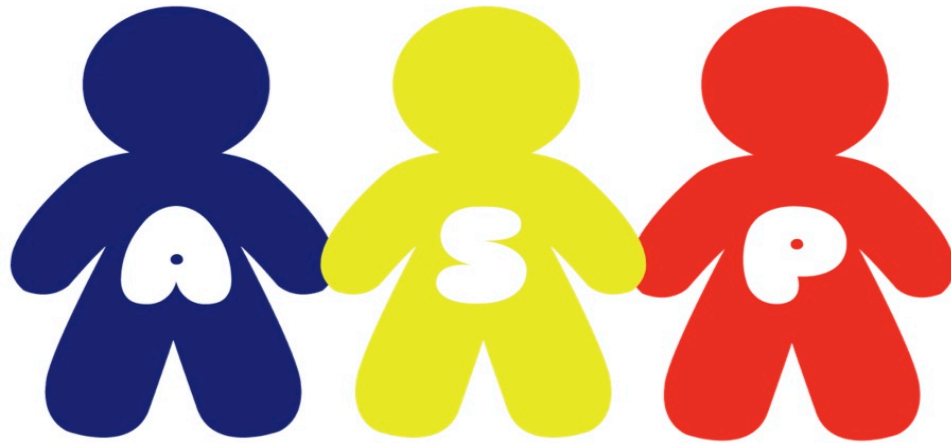


# RIVER EDGE



Extended Day Care Program

Director: Mrs. Carol Hermalyn 201-870-3877  
hermalync@riveredgeasp.org

Bookkeeper: Mrs. Barbara Greenhalgh 201-370-4605  
greenhalghb@riveredgeasp.org

## Parent Information Handbook

2018-2019

Tax ID# 22-2669642

# *River Edge Extended Day Care Program*

PO Box 307  
River Edge, NJ 07661  
Tax ID# 22-2669642  
www.riveredgeasp.org

Roosevelt School  
(201) 390-5663  
Mrs. Terri Bevilacqua  
bevilacquat@riveredgeasp.org

Cherry Hill School/NBC  
(201) 967-5524  
Mrs. Judy Albrizio  
albrizioj@riveredgeasp.org

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**Director: Mrs. Carol Hermalyn (201) 870-3877 or hermalync@riveredgeasp.org**

**Bookkeeper: Mrs. Barbara Greenhalgh (201) 370-4605 or greenhalghb@riveredgeasp.org**

## **PHILOSOPHY**

To support children's sense of competence  
To support children's peer associations  
To provide opportunities for initiative  
To provide recreational and social activities

## **ACTIVITIES**

Supervised homework help  
Quiet time/snack time  
Games/ Arts and crafts  
Monitored free playtime  
Outdoor games and sports

## **ELIGIBILITY**

Children (grades K-6) enrolled in the River Edge Public School System

## **HOURS AM/PM**

The after school program operates on school days, including early dismissal days.

The before school program hours are 7:30 a.m. to 8:25 a.m.

The after school program hours are school dismissal to 6:00 pm.

When the public schools are closed, we are closed. This includes the offices of the REEDCP.

## **STAFF**

The lead and senior staff consists of adults that are NJ State certified by the Office of Children and the junior staff are high school students who are NJ State approved employees

## Monthly Payment Information

When you register your child (children) payment must include the first and last month's tuition fees. In addition, there is a nonrefundable/nontransferable \$75.00 registration fee required of all new families and all late registrants.

If you choose to pay the year's tuition in full, your payment must be received at registration. Please pay the full amount and you will be refunded the 10% after your check payment clears.

Please make checks payable to **REEDCP**. In the memo section of the check please write your child's name, especially if your last names are different, and the school he/she attends.

Monthly payments must be postmarked by the 20<sup>th</sup> of each month; otherwise you must pay a \$15.00 late fee. Please be sure your return address is on the envelope.

All payments must be mailed.

Any payments over 30 days late must be submitted in the form of a money order or a bank check with the additional \$15.00 late fee. Your child will be suspended from the program until financial matters are cleared.

### Monthly Tuition

#### Before School Program

1 day weekly	\$17.00
2 days weekly	\$33.00
3 days weekly	\$50.00
4 days weekly	\$66.00
5 days weekly	\$75.00

#### After School Program

	<u>1<sup>st</sup> Child</u>	<u>Additional Children</u>
1 day weekly	\$45.00	\$42.00
2 days weekly	\$89.00	\$83.00
3 days weekly	\$133.00	\$123.00
4 days weekly	\$177.00	\$164.00
5 days weekly	\$200.00	\$185.00

### ADDITIONAL FEES

**Late Payment (after the 20<sup>th</sup> of the month) Fee:** \$15.00

**Returned Check Fee:** \$40.00

**Late Pick-Up Fee (after 6:00 p.m.):** \$25.00 for the first 15 minutes and, then \$1.00 per minute following

**Drop-in Fees:** if you need to use the program on a non-contracted day you MUST notify the Lead Supervisor at the school your child attends and the charges are: \$8.00 per child/before school program; \$15.00 per child/after school program; \$18.00 per child/12:45 dismissal days

**Any financial questions, please call Barbara Greenhalgh at 201-370-4605**

## **Important Information to Parents Statement**

The REEDCP is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the Division of Child Protection and Permanency, CP&P (formally DYFS). A copy of our current license must be posted in a prominent location at each program site.

To be licensed, the REEDCP 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, staff/child ratios, program activities and equipment, health, food and nutrition, administrative and record keeping requirements, etc.

The REEDCP must have on the premises a copy of the Manual of Requirements 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 the Manual of Requirements for Child Care Centers by sending a check or money order for \$5 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.

Parents are encouraged to discuss with us any questions or concerns about the policies and programs of the center, or the meaning, application or alleged violations of the Manual of Requirements. There is always the 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 Bureau of Licensing, toll-free at 1-877-677-9845. Of course, we would appreciate you bringing these concerns to our attention, too.

The REEDCP must have a policy concerning the release of children to people authorized by the parent(s) to be responsible for the child. This is an important part in the registration papers and accuracy is very important.

The REEDCP must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

The REEDCP 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 REEDCP's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued at every State licensing inspection. If there is a licensing complaint investigation, you are also entitled to review the Bureau'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.

The REEDCP must cooperate with all CP&P inspections/investigations. CP&P staff may interview both staff members and children.

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.

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

The REEDCP must offer parents of enrolled children ample opportunity 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 REEDCP director, who can advise them of what opportunities are available.

Parents of enrolled children may visit the program 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.

The REEDCP 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.

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 at the center or not, is required by State law to report the concern immediately to the Division of Child Protection and Permanency's Office of Child Abuse Control, **toll-free at (800) 792-8610**, or to any district office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Child Protection and Permanency, CN 717, Trenton, NJ 08625.

## PHILOSOPHY OF DISCIPLINE

Our philosophy concerning the discipline of children in our program focuses on the utilization of positive, effective approaches to help all children understand and accept appropriate ways of handling problems in dealing with frustration, anger, and other negative, emotional responses. Children need to discover alternatives to acting out with negative behavior that will be helpful in the development of a healthy self-image and productive, social relationships.

The acceptance and exercise of self-discipline is important for children in the development of self-control. The ability to share, cooperate and respond to the feelings of others are all part of the maturation process.

It is important for adults to clearly establish limits and positive directions for all children to follow. However, children need to be helped to understand that ultimately, they are the ones who will control their own behavior. This is extremely important for the development of self-esteem and secure, happy feelings about "self."

Listed below are behavioral policy practices that adults in our program are to follow:

- \* Staff members shall not use hitting, shaking, or any other form of corporal punishment of children.
- \* Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- \* Staff members shall not engage in or inflict any form of child abuse and/or neglect.
- \* Staff members shall not withhold from children food, emotional responses, stimulation, or the opportunities for rest or sleep.
- \* Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.
- \* Staff members must attempt to find positive reinforcement to help a child overcome inappropriate behavior.
- \* Staff members shall not isolate a child without adult supervision.

Ultimately, the adults are responsible for helping children discover ways of beginning to be in better control of their own reactions to negatively provoked feelings such as frustration, irritation, tension, moodiness, anxiety, and anger. Children need to develop the understanding that many times they create their own problems by their behavior with/toward another individual or group. One must accept the feelings of children, no matter what they are or from where they spring, helping them to identify to whom a specific problem belongs.

**FOR QUESTIONS REGARDING PAYMENTS AND CHARGES, CONTACT BARBARA GREENHALGH (BOOKKEEPER): (201)370-4605**

Make checks payable to REEDCP. In the memo section of each check please include your child(ren)'s name(s) and school, especially if your name is different from your child(ren's). Monthly payments are due on the 20<sup>th</sup> of the preceding month (i.e. October's payment is due September 20<sup>th</sup>). There will be a \$15.00 late fee for late payments. **All payments received after the 20<sup>th</sup> will be late and you will be charged accordingly.**

**Do not drop off checks to the staff; they must be mailed to:**  
**REEDCP**  
**P.O. Box 307**  
**River Edge, NJ 07661**

You may not "make-up" days if your child is absent from the program.

If, after one month, you decide to drop out of the program for any reason, your security deposit is **NON-REFUNDABLE**. There is a \$25 fee per child for changes made after registration and throughout the year.

**DELAYED OPENINGS AND EMERGENCY EARLY DISMISSALS**

In the case of a delayed opening (10:00 a.m.), the before school program will begin one hour before school begins (9:00 a.m.).

In the case of an early dismissal due to weather (12:45 PM), the program will be cancelled. Please make sure someone is at the school to pick up your child at 12:45 PM. **You may need to use your emergency contacts.**

**BEFORE SCHOOL PROGRAM**

**PARENTS:** Please come in with your child and be assured that your child has reported to the correct location. Children enrolled in the Before School Program are advised to bring a breakfast snack (no nuts please) or to eat at home before they arrive since there is no provision of snacks in the morning programs.

In keeping with district policy, all entrances will be kept locked at all times.

**ARRIVALS TO THE MORNING PROGRAMS**

**ROOSEVELT:** Students should enter through the side doors to the gym on the south side of the building.

**CHERRY HILL AND NEW BRIDGE CENTER:** Students should enter at the Cherry Hill School multi-purpose room door located on the south side of Cherry Hill School.

**PARENTS: PLEASE DO NOT PARK IN THE STAFF PARKING LOTS BETWEEN THE HOURS OF 7:15 a.m. and 3:45 p.m.**

## VERY IMPORTANT: 12:45 DAYS

You are responsible for sending your child(children) to school with lunch on early dismissal days. The usual snack and water will be provided in the afternoon.

## PICKING UP YOUR CHILD

If you know that you will be picking your child up late, you must call the program **(CH/NBC: 201-967-5524, ROOSEVELT: 201-390-5663)** to notify the adult in charge. If possible, please have alternate arrangements made for these circumstances. **A late fee will be charged for late pick up. You will be billed for this payment.**

**AFTER 6:00 p.m. YOU WILL BE CHARGED \$25 FOR THE FIRST 15 MINUTES AND A DOLLAR PER MINUTE FOR EVERY MINUTE THEREAFTER.**

**Three** late pick ups will be cause for **dismissal from the program** and will require a **mandatory meeting** with the program director.

A phone call or written notification must be given to the adult in charge in the case of absence from the program due to other after school arrangements. No child will be dismissed from the program without prior notification. If your child is absent **from school**, you must call to inform us of your child's absence.

**ALL STUDENTS MUST BE SIGNED OUT BY THE PERSON PICKING UP.** Although this may seem inconvenient it is mandatory and required for the safety of your children. **If you are allowing a person under the age of 18 to pick up your child, you must have a written letter on file at the program.**

## OTHER INFORMATION

**The River Edge Extended Day Care Program's tax ID number is: 22-2669642.**

In keeping with district policy, no electronic devices will be allow at the program. **This includes cell phones.** Please read the policy below:

"The River Edge Extended Day Care Program prohibits the use of personal electronics, i.e. hand-held games, cell phones, Apple watches, etc. while in attendance at the before school and after school program.

The Board of Trustees' primary responsibility is for the safety of your children while under the care of the before school and after school program staff. Personal electronics would be a distraction for your child, as well as a concern and responsibility for staff to monitor appropriate use.

An example of this concern would be your child's communication with people outside the program while being supervised within the REEDCP program. Staff would not be privy to the persons in communication with your child, thus possibly leading to a dangerous situation. Other concerns would be devices being damaged or lost.

As of this date, March 8, 2016, children enrolled in the before school and after school program are not allowed to use personal electronics when in attendance. Staff has the right to demand that electronic devices be put away in backpacks or taken away and returned when parents pick up their child from the program."

## HOMEWORK

If you do not want your child to work on homework during the allotted homework time, we must receive notification.

If you wish to let your child sign himself out, you must send in a note stating your directive. No



child will be allowed to leave without this signed authorization.

Program phone numbers: CH/NBC: 201-967-5524; Roosevelt: 201-390-5663.

**Do not call the main office of your child's school.**

## **EMERGENCY EVACUATION PLAN**

In the event of an emergency the programs will follow these evacuation plans:

**ROOSEVELT:** exit school and proceed on Continental Avenue to Elm Avenue, destination is the library. Emergency contacts will be notified in the event either parent cannot be reached.

**CHERRY HILL/NBC:** exit school and proceed to Stepping Stone Nursery School (340 Bogert Road). Emergency contacts will be notified in the event either parent cannot be reached.

## **EXPULSION POLICY**

All parents and children must follow the guidelines of the program. Failure to comply with the guidelines listed above will result in dismissal from the program. Excessive late pick ups and late payments may also be a reason for dismissal from the program.

Your child will be dismissed from the program if he displays any of the following: OBSCENE BEHAVIOR, ABUSIVE LANGUAGE, HITTING, FIGHTING, PUSHING, BULLYING, OR ANY ACT OF PHYSICAL VIOLENCE OR HARASSMENT TOWARDS A STAFF MEMBER OR STUDENT. At the discretion of the Director and/or Board of Trustees, parents will be notified immediately by phone and will receive a follow up letter stating the reason for dismissal and the timeline which will allow the parent to make alternate arrangements.

## **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, he should not attend the program. If such symptoms occur during school or while at the after school program, the child will be isolated from the large group and you will be called to take him home.

Symptoms include:

Elevated oral temperature of at least 101.5 Degrees Fahrenheit		
Sore throat or severe coughing	Skin rashes lasting longer than 24 hours	
Swollen joints	Episodes of acute vomiting	
Severe pain or discomfort	Yellow eyes or jaundice skin	Red eyes with discharge
Infected untreated skin patches	Difficult or rapid breathing	Stiff neck
Visibly enlarged lymph nodes	Blood in urine	Acute diarrhea

Once a child is symptom free, or has a physician's note stating that he no longer poses a serious health risk to themselves or others, he may return to the program.

If a child contracts any of the following diseases, please report it to us immediately. The child **may not** return to the program without a doctor's note stating that the child presents no risk to

himself or others.

**TABLE OF EXCLUDABLE COMMUNICABLE DISEASES**

Respiratory Illnesses

Chicken Pox  
German measles\*  
Hemophilus influenza\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strept throat  
Tuberculosis  
Whooping Cough

Gastro-intestinal Illnesses

Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shingella\*

Contact Illnesses

Impetigo  
Lice  
Scabies

\*indicates a reportable disease, as specified in N.J.AC. 10:122-7, 10(a)

**If your child has been exposed to any communicable disease at the program, you will be notified by telephone and in writing.**

## **Program Contract 2018-2019**

Date: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

\_\_\_\_\_

Child's (Children's) Name(s): \_\_\_\_\_

\_\_\_\_\_

The REEDCP follows the licensing rules and regulations of The New Jersey Office for Children. Important information is detailed in the Parent Handbook. It is your responsibility to read this handbook online [www.riveredgeasp.org](http://www.riveredgeasp.org). You may download a copy for reference or request a hard copy of this handbook by emailing Mrs. Carol Hermalyn: [hermalync@riveredgeasp.org](mailto:hermalync@riveredgeasp.org)

Please read the following statements. The REEDCP holds these as policy to your understanding and agreement of the responsibilities expected from you throughout the year's contract with the River Edge Extended Day Care Program.

### **Please initial next to each policy statement and please sign each section:**

- \_\_\_\_\_ 1. I have read the REEDCP Parent Handbook, inclusive of the Parents' Statement prepared by the Bureau of Licensing in the Division of Child Protection and Permanency, online on the website: [www.riveredgeasp.org](http://www.riveredgeasp.org)
- \_\_\_\_\_ 2. **I will notify the program when my child (children) is not going to be in attendance on a given day.**
- \_\_\_\_\_ 3. Please circle your choice: I **do give** or **do not give** permission for my child to be photographed for program and media purposes approved by the REEDCP.
- \_\_\_\_\_ 4. I will be responsible for sending my child (children) with lunch on 12:45 days.
- \_\_\_\_\_ 5. I will be responsible for notifying the program supervisors and the program bookkeeper of a change when using non-contracted days.
- \_\_\_\_\_ 6. **I am responsible for calling my emergency contacts, if needed, in plenty of time to avoid the late pick-up of my child.**

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Parent/Guardian Signature

## **Financial Terms and Agreement 2018-2019**

\_\_\_\_\_1. Upon registration, I will pay the registration/late fee of \$75.00, if I am new to the program or registering past the date for returning families, along with the first month and last month (June) as the security fee. The security fee (June tuition) will be applied as your last month's tuition.

\_\_\_\_\_2. I will be responsible for tuition payments that must be postmarked by the 20<sup>th</sup> of the preceding month. If late, a \$15.00 fee is applied to payment.

\_\_\_\_\_3. I will be responsible for payment of all accrued fees, inclusive of extra hours, late payment fees, and late pick-up fees.

\_\_\_\_\_4. I will be responsible to pay \$25.00 every time a schedule change needs to take place.

\_\_\_\_\_5. I will be responsible to pay fees if I am late picking up my child (children) from the program: \$25.00 first 15 minutes and \$1.00 for each minute after.

\_\_\_\_\_6. I will be responsible to pay extra fees for days that my contract does not cover: \$8.00 before school program, \$15.00 after school program, and \$18.00 for a 12:45 day.

\_\_\_\_\_7. I understand that my cancelled checks will serve as receipts for tuition payments. I am responsible for my own record keeping for tax purposes.

\_\_\_\_\_8. I will write my child's (children's) names on all checks.

\_\_\_\_\_9. I am responsible for paying a \$40.00 charge for returned checks.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

Child's (Children's) Name(s) \_\_\_\_\_