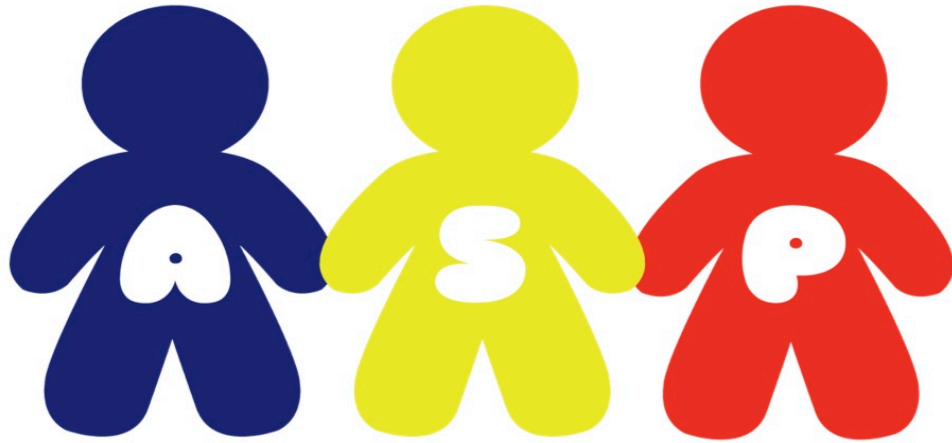


RIVER EDGE



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

2019-2020

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

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

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.

The REEDCP must post its written statement of philosophy on child discipline in a prominent 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.

RIVER EDGE EXTENDED DAY CARE PROGRAM

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 20th of the preceding month (i.e. October's payment is due September 20th). There will be a \$15.00 late fee for late payments. **All payments received after the 20th 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.

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 unforeseen circumstances, (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 may 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.

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.

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

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/or will require a **mandatory meeting** with the program director.

A phone call, text, or email must be given to the supervisor 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. 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.**

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

Technology Policy

In keeping with district policy, no electronic devices will be allowed 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*

Gastro-intestinal Illnesses

Giardia Lamblia*
Hepatitis A*
Salmonella*
Shingella*

Contact Illnesses

Impetigo
Lice
Scabies

Mumps*
Strept throat
Tuberculosis
Whooping Cough

*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.