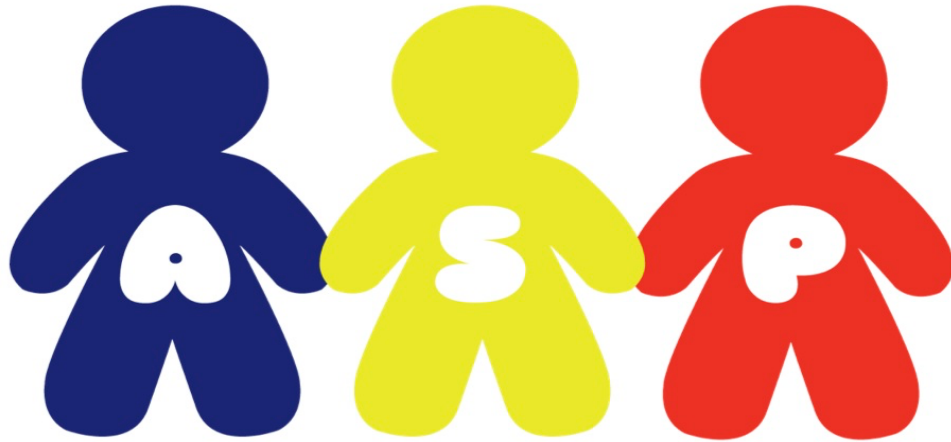


# RIVER EDGE



Extended Day Care Program

## Parent Information Handbook

2021-2022

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

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

# *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 REEDCP 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

**Tax ID# 22-2669642**

## **Monthly Payment Information**

When you register your child (children) payment must include the first month's tuition fees, plus a \$50.00 registration fee. This nonrefundable/nontransferable \$50.00 registration fee is required of all families.

### **Paying by mail/personal check:**

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 received by the 1<sup>st</sup> of each month; otherwise you must pay a \$15.00 late fee. Please be sure your return address is on the envelope.

Errant payments will result in your child's dismissal from the program.

**Paying by electronic deposit will be set up within this school year.**

## **Monthly Tuition**

### **Before School Program**

Each month: \$85.00 per child

### **After School Program**

Each month: \$250.00 per child

## **ADDITIONAL FEES**

**Late Payment (after the 1<sup>st</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

## **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 1st of each month (i.e. October's payment is due October 1<sup>st</sup>). There will be a \$15.00 late fee for late payments. **All payments received after the 1<sup>st</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.

#### **DELAYED OPENINGS AND EMERGENCY EARLY DISMISSALS**

In the case of a delayed opening (10:00 a.m.), the before school program will be cancelled.

In the case of an early dismissal due to weather (12:45 PM), the after school program will be cancelled.

#### **BEFORE SCHOOL PROGRAM**

**PARENTS:** Please come to the outside door 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 and afternoon snack on early dismissal days.

No one will be allowed into the school building. You will need to call the program when you are outside the doors waiting for your child. Every child will be released by a staff member and time of pick-up will be recorded . There will not be any direct sign-outs.

### **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.**

The program must be notified 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.

### **Electronics Policy:**

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

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\*  
Strep Throat  
Tuberculosis  
Whooping Cough

### **COVID-19**

### Gastro-intestinal Illnesses

Giardia Lambila\*  
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.**

## Protocols for 2021-2022

The following protocols must be followed, as per the decision of the REEDCP. All changes will be decided upon by the program board.

1. All children and non-vaccinated staff must wear masks indoors at all times. (this will be revisited in August.)
2. Parents must complete an admittance release each day online. If not completed, then your child will not be admitted.
3. Children will be required to bring their own snacks, water, and lunches on 12:45 days.
4. Children will be required to bring their own snacks and water each day.
5. The program will be implementing physical distancing measures as an effective COVID-19 prevention strategy.
6. Children must bring their own school supplies in order to complete homework.
7. We will ensure adequate supplies (i.e. classroom supplies, equipment) to minimize sharing of high-touch materials or limit use of supplies and equipment by one group of students at a time and clean and disinfect routinely and preferably between use.
8. We strongly encourage hand washing hygiene practices between the use of any shared items.
9. We discourage the use of shared items that cannot be cleaned and disinfected.(i.e. pencils, markers, etc)
10. Parents should not send students to school when sick. For school settings, NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school: At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; OR } At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.