



GREEN TOWNSHIP SCHOOL DISTRICT CHILD CARE PROGRAM MANUAL

Goal of the Child Care Program

The Green Township School District Child Care Program is committed to assisting parents by providing a safe, as well as fun environment for the children after school hours. Adults employed by the Green Township School District will supervise children participating in outdoor and indoor activities, using the resources of the school, Child Care program and will follow state guidelines.

Who can join the Child Care program?

Any child enrolled in the Green Hills School will be permitted to attend, providing the child is registered. No child may attend the program if there is no registration form on file. There is a \$25.00 registration fee for each child.

You may register at any time throughout the year. A new registration form along with the registration fee is required each year.

Registration forms can be obtained on line at www.greenhills.org , under the For Parents tab select Childcare.

Hours of Operation

Normal hours are Monday through Friday from school dismissal to 6:00 PM.

Children will eat lunch in school, and they will be provided with a small snack and/or they can bring one from home. Child Care will be available from the first day of school in September through the last day of classes in June.

There is no Child Care available on days when there is no school, such as vacation days and snow days.

In the event of early dismissal due to inclement weather or other emergency, Aftercare will be cancelled. You will be notified by the instant alert system. Please make arrangements to pick up your student(s) or have someone on your emergency contact list take responsibility for your student(s) at the designated dismissal time.

Students need to be picked up so that Child Care staff can also get home safely. Be sure to notify the school of your changed plan for dismissal on those days. **Note: There are no adjustments in tuition payments for these unexpected school closings.**

Program Choices and Tuition Rates

Daily rate- \$14.00 a day

Drop In hourly rate: \$17.00 per hour

Payments

All families will be billed at the end of the month for the days in attendance.

Please make checks payable to: **Green Hills School Child Care.**

Payments can be sent in with your child, dropped off in Child Care when you pick up, or mailed to:

Green Hills School Child Care
Green Township Board of Education
PO Box 14
Greendell, NJ 07839

Daily Changes to your Child's After Care Schedule-

Should be made through pickuppatrol.net by 11:00 AM

PLEASE NOTE:

In the event of an emergency requiring you to notify the school of any change in schedule after pick up patrol closes, be sure to email your child's teacher, the main office: mainoffice@greenhills.org, and the Aftercare program: Karen D'Annibale : kdannibale@greenhills.org. Changes after pick up patrol closes cannot be guaranteed if the email is not received in time, so sending it to more than one email gives greater likelihood of receipt.

Sign Your Children Out Each Day

Please ring the doorbell when picking up your child. They will be accompanied to the door and the parent will have to sign the child out each day.

Parents/guardians will be allowed to sign children in and out of the program unless there are legal documents on file to the contrary.

When a child is signed out, the parent/guardian must sign their name and print the time at which they are signing their child/children out.

Until the staff learns to recognize parents/guardians, the person picking up the child/children will be required to show his/her driver's license as identification to the staff. This procedure is to ensure the safety of your child/children at all times. Children cannot leave the program until this is done.

Please do not take your child unless you notify a staff member.

Children must be picked up no later than 6:00 PM. Childcare staff must leave the school at 6:00 PM therefore parents need to make alternate arrangements in the event of an emergency that prevents them from arriving by the 6:00 PM deadline. An additional \$10.00 per 5-minute late fee will be charged for any late pick up and the student(s) may possibly not be permitted to continue to attend the program if overtime is frequently needed.

Alternate sign out list

Parents/Guardians have the option to list a variety of friends, family and neighbors that may sign out the child/children. Those mentioned on the list will be asked for picture identification when picking up the child. A note in pick up patrol is helpful when one of these alternates is picking up your child/children. The child/children will not be allowed to leave with anyone not on this list unless otherwise informed by the parents/guardians. Parents may revise their list as often as necessary with a written note or phone call if necessary.

Emergency Contacts

Please be sure that the childcare staff knows where to contact you at all times while your child is attending the program.

Emergency contacts are people listed by the parents/guardians that will be contacted in case an emergency arises and the parents are unable to be contacted. Emergency contacts can sign children out as well. We recommend that parents add these people to the alternate sign out list to save confusion. It is your responsibility to keep all contact information up to date.

Health

A nurse is NOT available for this program. The Child Care staff will NOT administer medications. Only a school nurse can administer medications. First Aid can be administered. In the event of a more serious emergency situation, every effort will be made by staff members to contact parents/guardians at the phone numbers provided on the registration form. At the discretion of Childcare employees or school personnel, 911 will be called. The action on the part of the program personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child.

In order to insure a healthy environment, the staff will decide if a child is too ill to remain in the program and will inform the parent to pick up the child as soon as possible. This program cannot care for a sick child.

If there is any information the Aftercare staff needs to know concerning your child, such as not playing sports due to any condition, please share that information

directly with Aftercare staff. **Do not assume the school nurse can / will share information with Aftercare. All staff is first aid & CPR certified with Defib & EpiPen training.**

Homework Club

Once daily attendance has been taken, students will have the opportunity to work on their homework the first hour on the days they attend. Childcare staff will not demand that the children do their homework, but all are welcome. The staff member will be available to assist children who have questions while they are working on their assignment during that one hour, but childcare staff cannot spend time tutoring one individual when other children also need assistance. **Staff cannot check or verify that each student's homework is complete or correct.**

Snacks

A small snack will be provided free of charge. It is very important that snacks are provided only by the program. This insures everyone will have the same snack. It is also important to prevent allergic reactions in students who might have an allergy to a snack brought from home.

If your student seems to need more to eat than the snack provided, you may send extra snacks with your student, however for the safety of other children the snack must be peanut free and you must ask them not to share their snacks with others as some students have allergies other than peanuts.

Bathroom Use

Children may use the bathroom at anytime or get a drink of water. In doing so, they will be accompanied by an adult.

Student Discipline Guidelines

Our goal is to provide a safe and respectful environment for the students. Children will be participating in fun and safe activities that help develop self-esteem and social interactions. Positive social skills are always emphasized.

Rules are developed and limits are set to prevent harm to your child or others, to prevent damage to school or other property, and to respect the rights of others. Children are to follow the Green Hills School District's policies regarding behavior and health issues, including but not limited to the following:

No running in the halls.

No fooling, pushing, or rowdiness at any time, especially at the water fountains, in the restrooms, halls, gym, or classrooms.

Use school property and equipment properly and safely.

Follow playground and gymnasium rules and equipment safety procedures.(when we are able to resume)

No profanity or abusive language.

No harassment or bullying will be tolerated.

No physical contact such as hitting, pushing, tackling or wrestling.

Do not disturb or take personal property from other's desks or backpack.

Do not throw objects that might be capable of hurting another child.

Do not bring in toys from home.

Electronics, including cell phones, Ipads, and Chromebooks may be used according to school regulations. They may not be taken to the gym or outdoors.

All Covid Restrictions per state guidelines are in effect until further notice

Behavior Management and Consequences

The following action may be taken but not necessarily in the following order:

Time out; talk to the child. A child who is having difficulties staying within the guidelines of the program will be moved to a time out area until he/she can return to the group and behave in an appropriate manner.

In the case of inappropriate minor behaviors, staff may talk to parents/guardians and/or school personnel to develop appropriate strategies for changing negative behavior.

If negative behavior does not change as a result of the above, the child may be suspended from the program.

If the behavior continues when the child returns from the suspension, the child may be permanently removed from the program.

In the case of any behavior that creates an unsafe environment for the student or another student or staff member, the student will be suspended or expelled from the program immediately.

Contacting the Program

Please contact Karen D'Annibale, Assistant Coordinator, at

kdannibale@greenhills.org.

For changes to your schedule please contact mainoffice@greenhills.org

For any billing inquiries regarding Childcare, please email Nancy Kaiser at

nkaiser@greenhills.org.

You can contact the Child Care Staff program directly at **862-266-3340**