

LONG BEACH ISLAND SCHOOLS KIDS CARE PROGRAM



Parent Handbook

Updated September 2022

**PARENT HANDBOOK FOR
LONG BEACH ISLAND SCHOOLS KIDS CARE PROGRAM
(LBISKCP)**

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LONG BEACH ISLAND SCHOOLS KIDS CARE PROGRAM

DIRECTORY

Coordinator:

LisaAnne Foglia.....609-494-8851 x 2011

Email: lfoglia@lbischools.org

Program Number:

Emergency Number.....609-494-2341 x1208

Email: Ms. Cifone – dcifone@lbischools.org

Ms. McClellan – kmclellan@lbischools.org

ENROLLMENT POLICY

The Long Beach Island Schools Kids Care Program (LBISKCP) enrollment is open to children in grades Full day Preschool - 6 attending the LBI School District. The program is located at the Ethel A. Jacobsen School. In order to apply for enrollment into the LBISKCP, you need to submit a completed LBISKCP Application (signed and dated), along with the non-refundable \$25 registration fee. Upon receipt of your completed application we will notify the parent of their child's acceptance into the LBISKCP. **If confirmation is not received, call the Coordinator (494-8851, ext. 2011) to verify the start date for your child.**

A parent may enroll a student at any time during the course of the school year. 5-day, 4-day, 3-day, 2-day, and 1-day programs are available. No other options are available. **There is no daily drop-in option. All changes to your application must be made in writing to the Business Office at least one week in advance of the start date of the change. A change is not effective unless received in writing.**

All children must be toilet trained in order to participate in the LBISKCP. The LBISKCP reserves the right to terminate any child from the program where the child's safety is believed by the LBI BOE to be at risk.

TUITION POLICY

The monthly tuition is due on the 1st of every month. Please refer to the attached Tuition Rate Sheet for the current LBISKCP tuition rates. **Children's attendance at the LBISKCP will be terminated because of nonpayment. There is a grace period of 5 days for the tuition payment to arrive in our office. If the payment is not received by the 16th of the month, a \$20.00 late fee will be posted to the account. On the 16th or 17th of the month a courtesy phone call is made to each parent/guardian who has not made their payment alerting them that their child is in danger of not attending the following month. If payment is still not received by the end of the month, a change notice is sent to the LBISKCP staff alerting them that we are canceling the child at the end of the month.**

Monthly tuition will not be reduced for school holidays, emergency closing, absences or early pick-up. **WE DO NOT ISSUE BILLS.**

Please pay by check or money order made out to the LBI BOE. **NO CASH WILL BE ACCEPTED.** No post-dated checks will be accepted. Payment may be mailed to:

LBI BOE
Attn: Board Office
201 20th Street
Ship Bottom, NJ 08008

All checks returned to the LBI BOE as unpaid for any reason, will result in a charge of \$35.00 per item to the check issuer. There will be no exceptions to the \$35.00 fee for returned items. The first time a check is returned, we will redeposit the check with the parent's permission as a courtesy. If that check is returned a second time, the child will be terminated from the program until payment of balance is received in full. That payment and all future payments must be paid with a money order or certified check. **NO CASH WILL BE ACCEPTED.**

TERMINATION POLICY

Parents are required to give advanced telephone and written notification, stating the effective date, to the LBI BOE of withdrawal from the LBISKCP. The LBI BOE reserves the right to terminate a child from the program at any time. Reasons for termination may include, but are not limited to:

- Non-payment of tuition, late fees or outstanding balance
- Severe disciplinary problems
- Habitually late pick-up of children
- Program closing**

**In the event that the LBISKCP becomes under enrolled and the necessity for closing the program arises, parents will be notified in writing and given 3 to 4 weeks prior notifications. Refunds are given for paid tuition if appropriate.

DROP-OFF & PICK-UP POLICY

Children who attend the LBISKCP Morning session must be dropped off as follows: LBI students prior to 7:45 AM, EJ students prior to 8:00 AM. LBI Grade School students will be bussed to their school each morning. The parent/guardian must accompany their child(ren) into the building and must sign their child(ren) into the program. **No child(ren) can be dropped off prior to the start of school if they are not enrolled in the Morning Kids Care Program.**

The parent, guardian or authorized person is responsible for picking up the children at dismissal time. Children will not be permitted to walk home under any circumstances. The parent or authorized person MUST sign out the child(ren) when picking them up from the program. The child(ren) will not be released to anyone other than the parent, guardian or authorized person as stated on the initial enrollment form. **A pick-up person must be at least 18 years of age.** It is the parent's responsibility to notify the Kids Care Coordinator and the Main Office in writing if any changes are to be made regarding pick-up.

If there is a situation in which the parent/guardian or authorized pick up person cannot pick up their child(ren), it is the parent's responsibility to call another authorized pick-up

person. If there is no else on your authorized pick up list, call the LBISKCP staff on the Emergency Number to let them know you will be late. You will be charged a late pick up fee. Be sure to let the phone ring enough times in order to be answered because the LBISKCP staff may not be in the direct vicinity of the phone.

A late charge of \$25.00 for up to one half hour (1/2) late will be assessed for late pick-up of child(ren). A late charge of \$50.00 for one half hour (1/2) to one (1) hour late will be assessed for late pick-up of your child(ren). **Late charges begin to incur at 6:00 pm.** This late pick up charge will be due immediately. A record of lateness is kept in the office. Habitual lateness for student pick-up is a reason for termination.

LBISKCP STAFF EMERGENCY CONTACT POLICY

The LBISKCP Staff have a phone for emergency usage during the LBISKCP scheduled hours of operation. You may contact the LBISKCP staff for an emergency situation at 609-494-2341 x 1208.

If you are going to be late to pick up your child it is your first responsibility to contact your emergency person(s) to pick up your child. In the event that you cannot reach an emergency pick-up person you can telephone the LBISKCP staff stating that you will be late. You will be charged the late pick-up fee as previously stated. You need to keep calling until YOU speak with the LBISKCP staff. **DO NOT LEAVE VOICEMAIL.**

Do not call the LBISKCP phone to notify the LBISKCP staff your child will not attend the program. **The LBISKCP phone is for emergency purposes only.**

Your child's safety is of the utmost importance to us during this program. We have established this line of communication for you in the event of an EMERGENCY. Please reserve this usage for emergencies only.

ABSENTEE POLICY

The Long Beach Island Board of Education (LBI BOE) is not responsible for the child on any day the child is absent from school. **Your child cannot attend LBISKCP if they are absent from school.** If a child leaves school prior to school closing, the child's name should be added to the school's absentee list. The school office will be responsible for providing a list of absent students to the LBISKCP staff on a daily basis.(removed last sentence)

If your child is in school but will not attend the LBISKCP after school, you need to send a note in with the child or to their homeroom teacher. You should also email the coordinator and the main office. Notification must be in writing. **Verbal notification will not be accepted.**

If you need to take your child out of school for a dental appointment, etc., but will be bringing your child back to finish the school day, your child may attend the LBISKCP. Please notify the School Office that your child will be returning to school for the day when

you pick them up. **Children cannot attend LBISKCP if they were not returned back to school by the close of the school day.**

DELAYED OPENING/EARLY DISMISSAL POLICY

If the LBI School District has a delayed opening the AM Kids Care program will also have a delayed opening. For a 2 hour delay AM Kids Care will open at 9 am.

The afternoon portion of the LBISKCP will be canceled if there is an early dismissal due to weather. The school is responsible to notify the parent/guardian in the event of early closing due to emergency situations.

In the event of an emergency situation, LBISKCP will remain in the school unless directed otherwise by the Police or school authorities. If the LBISKCP is moved, parents will be advised as to where the children are located. The Police in our district have been notified to the times and days of our program operation.

BEHAVIOR POLICY

The LBISKCP follows the school's behavior policy in order to provide for the safety of each child and LBI BOE staff in attendance at our LBISKCP. A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the LBISKCP by:

- Requiring constant one-to-one attention
- Risking or inflicting physical or emotion harm to other children or the staff
- Physically or verbally abusing other children or the staff
- Destroying program material and/or facilities
- Leaving the program without permission
- Not conforming to the rules and guidelines of the program
- Using profanity

It is the LBISKCP's goal to resolve behavioral problems by working with the child(ren), parent and LBISKCP staff through effective communication. However, should a discipline problem arise, continue or be of serious nature, parents will be notified in writing. Continued difficulties will result in a conference between parents and LBISKCP staff.

If the problem is not resolved or is of a severe nature, a child may be suspended or terminated from the LBISKCP. The LBI BOE follows the zero tolerance procedures set forth by the school district for students and parents.

HEALTH POLICY

A healthy environment is a priority at the LBISKCP. In order to ensure this goal, the LBISKCP will strictly adhere to the same policies embraced by the LBICSD's Student Health Offices. There is no nurse on the premises during Kids Care hours. We encourage you to review these policies on our school's webpage. If a student is not well, becomes sick or injured, the parent will be contacted immediately. Until the parent or authorized "pick-up person" arrives the child will be excluded from activities with the other children. The child will rest in the "quiet area" secluded from the main program area. The parents or authorized persons are to pick up the child as soon as possible. If a Medical Emergency arises, the LBISKCP will contact both 911 and the parent/guardian. A Medical Emergency may require immediate hospital attention and your child will be transported to the nearest hospital as determined by the 911 First Responders.

SNACKS

Parents should send a daily nutritious snack with their child(ren). Please do not send candy, gum, or what is general classified as "junk food". Time for snack will be part of the daily schedule. Any special dietary need will be the parent's responsibility. The parent should discuss this matter with the LBISKCP staff at the onset of the program.

In the event that the LBISKCP has a child enrolled who has a severe life threatening food allergy to peanut butter, peanuts, and tree nuts, the LBI BOE will ask the parents of all children in the LBISKCP to provide snacks that are nut free. Parent's cooperation is appreciated in helping us to maintain a safe environment for all students.

HOMEWORK TIME

The LBISKCP operates a homework center during the after school program. We believe that we can support your family and your child's school success by providing some time during the LBISKCP for homework. Please realize that we cannot provide your child with one-on-one assistance, nor is this a tutorial session. Please complete the "Homework Time" form indicating if you wish to have your child participate in the Homework Time portion of the LBISKCP. If you do not wish for your child to participate in Homework Time they should have a book or some other quiet activity to keep themselves occupied during this period of the program.

Role of the LBISKCP Student:

- Bring the books, notebooks, and worksheets that they need
- Try their best to understand the assignment
- Be quiet if asked by the staff

Role of the Families:

- Check the homework that your child has completed during the program time
- Realize that homework may need to be completed at home
- Support the child with unfinished or difficult homework
- Talk with teachers at the school about homework issues

Role of the LBISKCP Staff:

- Provide a homework area
- Communicate successes or concerns about homework to families