

Fall 2011

## WESTAMPTON TOWNSHIP AFTER SCHOOL CARE PROGRAM

Dear Parents and Guardians:

Our program begins on the first day of school, Tuesday, September 6<sup>th</sup>, and is available to students who attend Kindergarten through 5<sup>th</sup> grade. The Program is held in the All Purpose Room at the Holly Hills School.

Our first concern is the safety of the children attending the program. The following information and procedures are important and need to be followed to ensure that your child gets to our program and remains there until picked up.

**Hours:** End of school day to 6:00 PM on regular school days and half days.

**Pick Up:** All children must be picked up by 6:00 PM. Please use the gym door nearest the front parking lot for pick up. Please use designated parking spaces.

No child will be dismissed until a parent arrives and signs him/her out. The children will be released to those adults who normally pick them up unless the ASCP is notified in writing of a change. You should list all persons authorized to pick your child up on the back of your Enrollment Form. The main sign-out book will be on the cart.

**Enrollment Form:** Please fill out and hand in on the first day your child attends the program. Please list who may pick up your child on the back of the form.

**Bill/Attendance Envelopes:** Envelopes must be turned in on Friday prior to the week your child will attend the ASCP. You should fill out ALL the information on the envelope and enclose your check or cash and seal the envelope. The teachers collect the envelopes in the morning and send them to the office to be picked up by the ASCP personnel. The teachers are then given a daily list of their students scheduled to attend the program. Only the children on these lists will be sent to the program. Please impress the importance of having your child give his/her teacher the envelope in the morning when they arrive at school. (Children attending the first week of school should hand in the paperwork on the first day of school.)

If it is unavoidable, envelopes will be accepted at the beginning or during the week but **MUST** be sent in and given to the teacher before the child attends so that we are sure your child's name gets on the ASCP daily attendance sheet. This sheet is what is given to all the Holly Hills teachers and is the only way everyone knows where all children should be. Children who do not turn in paperwork for the ASCP will not be sent to the program.

Extra bill/attendance envelopes are kept near the sign-out sheet, please take envelopes when you need them. ASCP envelopes are white and BSCP envelopes are pink.

**Payment:** Payments can be made weekly, two weeks at a time, by the month or by whatever method fits your schedule. Please check the school calendar and don't pay for days school is closed. Payments made late (at pick-up time or on a later day) will be

billed at the \$10.00 per day per child rate. If we have to bill you, you will also owe a \$5.00 billing charge.

Children owing more than one week of fees for the program will not be allowed to stay in the program. They will be sent to the office and parents called to pick them up. Please make sure if for some reason you do not pay the week your child attends, that you pay as soon as possible to avoid this from happening.

We have been experiencing an increase in returned checks for insufficient funds. Please note that there is a \$25.00 fee assessed for returned checks and after two returned checks, you will have to make your payments in cash or money order, we will no longer be able to accept checks from you.

**Attendance:** Children can attend full time or part time. All children will be sent to the After School Care Program once an enrollment envelope is received for the child to attend and his/her name is added to our Daily Attendance List. No change in attendance will be accepted by note or phone. The police are notified to help locate any child who is scheduled to attend the program and does not show up.

**Discipline:** Minor discipline problems are usually handled with a 5-minute time out. Repeated or more serious problems are given a longer time out or certain privileges will be withheld for an appropriate time. Major problems may result in a phone call or note to parents. The ASCP follows the Discipline Policy under the New Jersey Child Care Licensing Requirements.

**Credit Policy:** Credits will only be issued for illness of three or more days, emergency school closings and snow days. For emergency school closings please take your credit in your next week's payment. We will have a list of children who were to attend and are eligible for the credit. For illness (three or more days) please fill out forms available at the program and return to Gloria Jean. Once you receive your credit slip you may include it in your next payment envelope.

**Fees:**

\$7.00 per day (including half days). If you have more than one child in the program, the charge for each additional child is \$5.00 per day.

\$10.00 per day for drop in students (with no paperwork/envelope submitted prior to attending).

\$5.00 weekly billing charge for children who do not pay in advance.

\$5.00 per fifteen minutes late charge for children picked up after 6:00 PM.

**Snack time:** Please send something extra in their lunch box.

**Westampton Middle School Students:** Students will be bussed to Holly Hills School. Your child should bring the filled out Bill/Attendance envelope with them to the Holly Hills School. You will also need to send a note to the child's teacher stating that he/she is attending the ASCP. Your child will get on bus W-10 when dismissed at the end of the school day, get off at Holly Hills School and go to the All Purpose Room.

If you have a problem or question, please feel free to call 267-1891 ext. 6. We look forward to an enjoyable year with your child. The phone number for the Holly Hills ASCP while it is in session is 267-9090.

Donna Ryan, Recreation Department