

GREENWICH TOWNSHIP SCHOOL DISTRICT

# Child Care Program

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## Mission of the Child Care Program

Greenwich Township School District's Child Care Program is committed to assist parents before and after school hours by providing a safe, enjoyable environment for Greenwich Township children in kindergarten - grade 5. Our PreCare and KinderWrap programs are offered during the school day for children who attend our ½ day preschool or ½ day kindergarten programs.

## Program Description

Children will be afforded the opportunity to complete homework assignments (with parent permission) and arts/crafts projects, play table games, participate in indoor/outdoor activities contingent upon weather conditions, view appropriate DVDs, participate in storytelling and additional age appropriate activities under the supervision of district staff. A ratio of one adult to 10 children will be maintained.

## Hours of Operation

### Normal School Operation

- ✚ Before Care: 7:00 am – 8:35 am
- ✚ AM Wrap: 8:35 am – 12:15 am
- ✚ PM Wrap: 11:15 am – 2:55 pm
- ✚ After Care: 2:55 pm – 6:00 pm

### Delayed Opening

- ✚ Before Care: Cancelled
- ✚ AM Wrap: 10:05 am – 1:00 pm
- ✚ PM Wrap: 12:00 pm – 2:55 pm
- ✚ After Care: 2:55 pm – 6:00 pm

### Early Dismissal

- ✚ Before Care: 7:00 am – 8:35 am
- ✚ AM Wrap: 8:35 am – 10:55 am
- ✚ PM Wrap: 10:35 am – 12:55 pm
- ✚ After Care: 12:55 pm – 6:00 pm

### Days Aftercare Will Not Operate

- ✚ Early dismissal day preceding Thanksgiving recess;
- ✚ Early dismissal day preceding winter recess;
- ✚ Days school is closed;
- ✚ Last day of school; and
- ✚ Emergency closings.

## Tuition

- ✚ Before Care Program (3-5 days per week): \$125 per month
- ✚ Before Care Program (2 days per week): \$100 per month
- ✚ After Care Program (5 days per week): \$250 per month
- ✚ After Care Program (3 days per week): \$175 per month
- ✚ After Care Program (2 days per week): \$125 per month
- ✚ Wrap: (5 days per week): \$300 per month, (3 days per week): \$225 per month, (2 days per week): \$175 per month
- ✚ After Care Drop In - \$20 per day regular dismissal
- ✚ After Care Drop In - \$30 per day early dismissal
- ✚ Wrap Drop-In - \$25.00 per day

## Tuition Billing Information

- ✚ Checks should be made payable to Greenwich Township School District Child Care Program.
- ✚ Billing will occur the 20<sup>th</sup> of each month for the following month. Tuition is due on or before the 28<sup>th</sup> of each month.
- ✚ Checks received after the 30<sup>th</sup>/31<sup>st</sup> will be subject to a \$35.00 late fee. Child/Children will not be able to attend until tuition is paid.
- ✚ A \$1.00 per minute fee/per child will be charged for children picked up after 6:00 pm. Bills for late fees will be given to parents the day after the late fee is accrued. Parents who consistently pick up their child(ren) late will be asked to find child care more suitable to their personal time schedule.
- ✚ Withdrawals from the program or changes in the child's schedule must be made in writing to the Program Coordinator in advance – refunds will not be provided. If a child's schedule increases during the month the adjusted amount will be included in the next month's bill.
- ✚ Students will **NOT BE ABLE** to attend child care if their Tuition bill is not paid by the first of the month. Reminder payment is due by the 28<sup>th</sup> of the previous month.
- ✚ The Child Care Program is funded entirely by the parents who use the program and not by the taxpayers of Greenwich Township. As such, the Greenwich Township BOE reserves the right to increase fees as necessary.

## Sign Out Procedures

- ✚ Parent(s)/Guardian(s) or individuals listed on the application must sign out children. *Children may not leave the program unless they are properly signed out.*
- ✚ Staff members may not sign out students.

## **Attendance**

Attendance will be taken daily.

## **Emergency Drop In**

If, in an emergency, you need to have your child stay in After Care, contact the main office of your child's school and tell the secretary that your child is to stay in After Care that day. The secretary will communicate that information to the child's homeroom teacher and the Child Care Director.

## **Behavior Management**

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

Children are expected to comply with the Greenwich Township School District Code of Conduct during the Child Care Program. Staff members will utilize positive behavior management techniques.

Disciplinary issues will be addressed with students privately and on an individual basis or circumstance. Parents / Guardians and building principals will be notified in writing as to the conduct and action taken if issues persist.

## **Health & Safety**

A school nurse is not available during child care hours and child care staff members do not have the authority to administer medication. Children may self-medicate (inhaler/epi-pen only) if a medication permission form is signed by the child's doctor. These forms can be found on the Greenwich School District website under the heading "forms". There is an asthma medication form and also a food /insect allergy medication form for epi-pens found under this heading on the website.

Medications must be kept with the before/aftercare program and not transported from the home via the child. Please notify the before/after care staff members of any health problems that could affect your child while in their care.

Children will be excluded from participating in the program if they exhibit symptoms of communicable diseases, or if a child is too ill to remain. They will not be permitted to return to the program until they are no longer contagious and provide the caretakers with a physician's note if specified for certain illnesses. In the event that a child becomes ill during the program, a parent will be notified to pick up their child.

## **Health & Safety - Continued**

Should your child be involved in an accident during the course of before or after care, a staff member will complete an incident report regarding the accident. The incident will be copied to the school nurse.

## **Personal Items**

Because we cannot provide the same opportunity for everyone, personal items / toys are not allowed.

## **Bathroom Use**

Children may use the bathroom or get a drink of water at any time. Younger children will use the buddy system.

## **Snacks**

Parents / Guardians must provide snacks.