

# **Pemberton Township Fort Dix Elementary School Child Care Policies and Procedures Preschool - Grade 5 2019-2020**

## **Philosophy**

The Pemberton Township Child Care Program is a non-profit program whose purpose is to provide quality supplementary care to children of families who have a need for such a service. In order to participate in the Fort Dix program, children must be registered in Fort Dix Elementary School. The purpose of the program is to meet the needs of parents who have a need for quality supervised before and after school child care. The program is based on the whole child's physical, emotional, social, and intellectual development, however, the child care program is not responsible for tutoring or completion of those assignments.

## **Registration**

*Registration is required every year. **Deadline for registration in order to begin on the first day of school will be Wednesday, August 21, 2019.***

**A twenty-five dollar (\$25.00) non-refundable registration fee (Per Child) and the current month's tuition must accompany the registration application.**

Since child care options are more readily available on the Joint Base for some age groups than others, there will be a tiered approach in regards to reserving slots. The priority will be for preschool children. If there is still room, slots will then be made available to siblings of preschool children enrolled in the child care program. Finally, if there is still availability, slots will be afforded to any child in kindergarten through fifth grade. All registrations are received on a first-come-first-served basis, within each tier. Once the program is full, a waiting list is initiated. Fort Dix Child Care may fill up before the actual deadline.

No payment or registration form will be accepted for the wait list. Registration information can only be completed once the program determines there is room and the parent is notified of such availability. Wait lists do not carry over to the next year as registration is always on a first-come-first-served basis. Tuition refunds are at the discretion of the Coordinator and are contingent upon prior written notice. In order to receive a refund for September, notice must be received before **August 28, 2019**. A minimum of three (3) working days is needed from the date of initial registration until the child can be placed in the program. New registrations will only be allowed to begin the program Monday through Thursday. The childcare office will determine start dates. Registrations received at the beginning of the school year, after the August deadline, will require a longer processing time due to heavy volume. You will be notified of your child's start date. **No schedule changes will be accepted for September. Please be sure to register for your expected needs.**

***Families with financial obligations to any district childcare program or district department (ie. Food Services) will not be allowed to register until proof is given of payment in full on outstanding accounts.***

Parents that register their child in the program will be held as the responsible party for payment. Only the custodial parent or legal guardian may register the child in the program. Documentation of legal custody is required. The Child Care office is not responsible for collecting payments or sending information to non-custodial parents. The office will only be responsible for dealing with the local parent or guardian. **Changes in custody must be reported, immediately, to the Child Care office.** Child support and other court issues dealing with tuition are the responsibility of the custodial parent or guardian. The childcare program cannot enforce alternating schedules for child visitation and or custody.

**INFORMATION ON ALL FORMS SHOULD BE KEPT CURRENT FOR THE SAFETY OF YOUR CHILD. UPDATING RECORDS IS THE RESPONSIBILITY OF THE PARENT. FAILURE TO DO SO WILL RESULT IN REMOVAL FROM THE PROGRAM. If your child does not attend through the last day of school, or you have an outstanding balance, you will not receive a courtesy summer mailing for the following school year.**

Children must be registered for a minimum of two days per week, per program (2 days AM or 2 days PM). These days are established at the time of registration and continue for the year. Students must be registered for the same days each month. **FAMILY VACATION DAYS WILL NOT BE HONORED. EXCUSED ABSENCES ARE BY A DOCTOR'S NOTE ONLY FOR 5 OR MORE CONSECUTIVE DAYS. Child must have been absent from school and from the childcare program for the entire day.** Doctor's notes for excused absences for credit must be turned in within 30 days of occurrence. Refunds are only made with the approval of the Director or Coordinator. This request must be in writing to the Child Care office.

**No schedule changes are allowed for the months of September and June.**

### **Fees (Per Child)**

* Registration fee (non-refundable)	\$25.00 (per child)
* AM program only (minimum 2 days week)	\$7.00/day
* PM program only (minimum 2 days week)	\$7.00/day
* AM/PM program (minimum 2 days week)	\$14.00/day
* Late payment (after designated payment date)	\$20.00
* Returned check fee	\$25.00
* Late charge pick-up fee (per child)	\$2.00 a minute for the first fifteen minutes, \$3.00 for every 5 minutes thereafter
* Schedule Change (Per Child)	\$10.00 per change
* Early Dismissal Day Fees	\$10.00 per day
* Unscheduled day	\$10.00 per day

## **Payment Procedures**

All tuition is to be paid by the first of each month. Failure to keep monthly payments up-to-date can result in denial of participation in the program. Children will not be allowed to attend the program when outstanding family balances become overdue.

A **twenty dollar** late payment fee (per child) will be imposed on tuition payments made after the designated date. This date is listed at the bottom of the tuition form. **Late payments will be required to be paid by money order.** There will be a one-time waiver of the late fee if the payment is made no more than one business day after the due date. All June tuitions and payment plans are required to be paid by **May 28, 2020**. Refunds for days absent **will not** be granted. We are unable to give refunds for days missed due to family vacations. We are unable to accommodate switching of scheduled days-or rotating schedules. A partial credit may be issued in the event that a child is absent from school and the child care program for the entire day for five consecutive days due to illness. A doctor's notes for excused absences days is required for credit and must be turned in within 30 days of occurrence. Credit will not be given if the time line is not met. Credit may be given due to death in the family with a copy of the obituary. We are unable to accept post-dated checks. All post-dated checks will be voided and returned to the sender. Late fees may apply if a replacement check is not received before the tuition deadline. Any checks with errors or changes the child care office feels the bank will not accept will be returned to client for replacement. Checks should not be stapled to tuition forms. Checks not written in dark blue or black ink will be voided and must be replaced. **Checks should be made payable to PTSACC (Pemberton Township Schools Age Child Care).** All inquiries regarding finances can be handled by calling (609) 893-8141 ext.1563 or 1025. **Money orders will be required for late payments and after a returned check is received by the program.**

**GROUP LEADERS AND STAFF CANNOT ACCEPT TUITION PAYMENTS, ONLY LATE PICK-UP FEES.**

## **Early Dismissal Days**

In order to accommodate parent schedules, the child care program will be held on Early Dismissal Days. Due to the extended time for child care, there is an additional fee. These days will be charged at the rate of \$10.00 per day. This fee will be charged for the days, based on your normal schedule. These are not days that can be added if they are not already scheduled.

## **Returned Checks & Late Payments**

A \$25.00 fee will be charged for a returned check. After a returned check is received by the program, **only money orders** will be accepted for payment. Failure to make payments on time will result in immediate dismissal from the program. Parents with a history of continued late payments may be asked to sign a separate payment agreement before registering their child. Outstanding balances will be referred to the district Business Administrator for further collection action. Such action may include reports to credit agencies. Military personnel with outstanding balances may have their balance reported to their commanding officers in the event their balance is deemed excessive and normal attempts to collect have failed.

## **Tuition Forms**

Packets containing tuition forms,-return envelopes and payment instructions will be available in mid-September for the months of October through May. June forms will be available in early May. Packets can be picked up at the childcare site and the childcare office. Parents will be asked to sign for the receipt of these packets. **Please note that we are unable to mail the packets.** Alternative payment plans are available by contacting the Program Coordinator. **Payment plans are not available for the months of September and June. Designated dates for payment before late fees are charged are noted on the bottom of each tuition form. Dates will vary due to calendar.**

## **Schedule Changes**

We may not be able to accommodate all requests for schedule changes after the initial application. **All schedule changes must be in writing and presented to the Child Care office at least one week in advance. Changes will not be made retroactive.**

**IF YOU ARE REMOVING YOUR CHILD FROM THE PROGRAM, NOTICE MUST BE GIVEN TO THE CHILD CARE OFFICE IN WRITING ONE WEEK (5 business days) IN ADVANCE. TUITION WILL BE CHARGED FOR THE WEEK UNTIL SUCH NOTICE IS RECEIVED. Swapping of days is not permitted. At least one week's tuition will be charged if notice of withdrawal is not received in time. Changes should not be made on the tuition form.**

**The Child Care Program does not have a drop in service. Parents cannot switch days of service or expect service on days their child is not registered to attend.**

**Schedule changes are not permitted during the months of September and June.**

In an emergency, one program change per school year will be permitted free of charge, with five (5) school days written notice to the Child Care office (i.e. 4 afternoon to 3 afternoons; 2 mornings to 4 mornings, etc.) Additional program changes requested during the same school year will also require five (5) school days written notice and will incur a **\$10.00 service charge**, per child. All program changes must be approved by the Coordinator before the new schedule can begin. Any extra days not scheduled will be charged at a rate of \$15.00 per day.

## **Photos and Social Media**

Children may be included in photographs or evaluations connected with the program. Parents will be notified in advance, if possible, before such events. The registration form will be referred to for permission, if time is a factor. Also, photos may be used in some projects the children make. These projects will be sent home with the child. Staff and parents of other children are not allowed to take pictures of children and post to any public or private social media site (i.e. Facebook, Snapchat, Youtube, etc.)

## **Mailing**

Tuition payments must be made by check or money order. We are unable to accept cash. Payments can be made in person at the Child Care Office or by mail.

**Mailing Address:**  
Child Care Program  
P.O. Box 228, One Egbert St.  
Pemberton, NJ 08068

Please do not send payments with children. **Child Care Site personnel, School Main Office personnel or teachers are not authorized to accept payments.**

**Money orders will be required for late payments.**

**In person payments are to be made in the Child Care office, only,** located at the **Pemberton Early Childhood Education Center.** A drop slot for payment is available in the foyer outside of the child care office the week tuition is due. Access to the building is available after 8:00AM. After the due date, the drop slot is closed. The drop box is for regular monthly payments only. No other paperwork should be left in the box. Schedule changes, doctor notes or any other paperwork cannot be put in the drop box. All correspondence and payments are processed by **arrival date in the office, not postmark.** Please allow adequate time for mailing. If you decide to make a payment by electronic check, please be aware we are not set up for these payments and we do not consider the account paid until we receive the actual check in the mail. Please send the tuition form with payment. Failure to follow payment procedures may mean removal from the program. **Payment plans are not available for the months of September and June.** **Designated dates for payment before late fees are charged are noted on the bottom of each tuition form. Dates will vary due to calendar.**

### **Safety and Supervision**

Children will be permitted to use all play equipment and to participate in all activities deemed appropriate by the Group Leader. Children may be taken on neighborhood walking trips. Schedules for those trips will depend on the weather. Please consult your Group Leader as to specifics. The Director and staff will employ due care in conducting and performing said activities and will be held harmless in the event of injury or loss of life. A student who continually exhibits behavior problems will be suspended from the program. Please be sure to review the attached discipline policy.

Refunds will not be awarded for children suspended from the program or from school.

Children suspended from school will not be able to attend the Child Care Program.

**Students who exhibit extreme behavior problems and pose a threat to themselves or others will be removed from the program.** Parents will be notified in advance concerning this matter. Children must be capable of participating in group activities. All children should have at least one emergency contact authorized to pick up, other than parents. Military personnel without local contacts must give name and number of commanding officer. This information will only be used in an emergency.

Persons listed as restricted on the registration will not be allowed to pick-up a child under any circumstances. Legal documentation will be required. This restriction cannot be enforced on an alternating basis. The Child Care Program must have written permission from the parents if other school personnel are to remove their child from the program, such as for tutoring or sports. Child care staff have the right to prevent removal from the program without such permission. The Child Care Program staff are not responsible to deliver children to these programs. Arrangements

should be made for the staff responsible for the activity to pick-up or deliver children to the Child Care Program. Participation in other district programs must be done on a regular schedule. The Child Care Program will not be responsible for drop-in services if other programs are cancelled or not scheduled. All requests for children to attend other activities must be approved by the Child Care Coordinator at least one week in advance of the activity.

The program is not responsible for toys, clothing, and personal items brought by your child. Certain toys or electronic devices may also be restricted from use during the program.

### **Parent Participation**

Parents/guardians are encouraged and welcomed to spend time in the center with permission from the group leader. They may choose to play a game, draw a picture, or have a conversation. Spending time in the center tells the child that it is an acceptable and fun place to be. This does not include authorized pick-up people. At no time should the normal operation of the center be interrupted. Students should not have visitors unless prior arrangements have been made with the group leader. Birthdays may be recognized in the various programs with a special snack from home. Contact the group leader of your program to make arrangements. The Child Care staff may not be able to accommodate certain requests. Also, staff cannot be held responsible for any items, food or otherwise, to be secured and/or delivered to the child's classroom.

### **Parent Code of Conduct**

The Pemberton Township Child Care Programs require the parents of enrolled students to behave in a manner consistent with decency, courtesy and respect at all times. Parents or adults are not permitted to curse or use inappropriate language on school property or on the phone to a school employee or anyone present at the centers or office at any time. All people dealing with Child Care staff, either on site, in the office, or on the phone, must refrain from making defamatory or slanderous remarks. Deliberate offensive acts or open insults will not be tolerated. Parents are prohibited from addressing, for the purpose of discipline or correction, a child that is not their own. Any concerns should be directed to the staff on site or to the Coordinator of the program. Disciplinary or other action taken concerning issues involving children other than yours will not be shared with you. All children enrolled in the childcare programs have privacy rights that are protected under the Confidentiality Policy of the school district. Threats of any kind towards employees, children or other parents will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. Parents must be in control of their behavior at all times. Parents that have a history of non-payment or deception for any reasons will not be allowed to have their children participate in the program. All issues concerning safety will be reported to the district security office. Parents who violate the Parent Code of Conduct will not be permitted access to the Child Care Program and will compromise their child's continued enrollment. Cases will be assessed individually. Incidents where safety of children, family or staff member is compromised will be considered for termination. The Child Care Coordinator will decide if a child needs to be removed due to the parent's behavior.

### **Illness**

**There is no nurse on duty for any of the Child Care Programs during program hours.** A safe isolation area will be provided if your child becomes ill while in the center's care. The parent/guardian will be contacted as quickly as possible or we will follow the advice on the

emergency medical form. It is the parent's responsibility to arrange for their child to be picked up as soon as possible from the program. Parents that are notified their child is sick and refuse to pick up their child in a timely manner, will have their child removed from the program.

Notification to the school office will be made and to any appropriate agency. Parents should notify the center immediately if their child has a communicable disease.

Children with fevers, vomiting, diarrhea or any communicable disease will not be allowed to return to the program for 24 hours or until a note from a Health Care professional states they are able to return is given to the Child Care office.

Children that require life saving medications, such as Epipens, and have conditions determined to be serious health issues, must have a completed Health Care Plan form signed by a Health Care Provider, that will be supplied at the time of registration. Children will be denied access to the program without this form and a current prescription supplied directly to the Child Care Program staff. A list of communicable diseases will be available through the Child Care office. Group Leaders have the authority to turn a child away that exhibits clear signs of illness or suspicious rashes without a doctor's note. Child Care staff will determine if emergency treatment and/or transport to a medical facility is warranted. Children with a condition that requires they be checked by the school nurse before returning to school will not be allowed in the program until they have been approved. No refunds or credit will be given under these circumstances.

Accidents or medical problems resulting from false information at the time of registration will not be the responsibility of the center. Students will be removed from the program if medical information is determined to be inaccurate or false.

All normal medications or treatments administered during the school day by the school nurse should remain within the parameters of the school day. Schedules should be worked out ahead of time for such procedures.

## **Dropping Off/Picking Up Children**

Staff must be told when a child is leaving. A child will not be released to a person not authorized to pick the child up. Anyone picking up a child must be over 18 years of age. Written notice must be given to the staff person in charge if someone other than the parent/guardian is picking the child up. This should be done prior to the occasion that this happens. **Parents must sign out their children on a daily basis. Identification is required to pick up children. Please inform those on your pick-up list that proper identification is needed at the site. The police may be contacted if a person fails to provide ID. Rotating schedules to accomodate visitation cannot be enforced.**

**Parents must sign the student in daily in the AM program.**

Students are not to enter the school building without a guardian or parent. Students cannot be dropped off at the doorways. *Cars are not to be left running while children are signed in.*

*Parking signs at school buildings must be honored. Cars should never be parked in bus lanes.*

*People that continually violate these rules will have their children removed from the program.*

*Police notification may be necessary for those people that violate state vehicle laws.*

If a child is picked up late, a late charge will be imposed at a rate of \$2.00 a minute for the first fifteen minutes, \$3.00 for every 5 minutes thereafter per child. This fee is due when the child is picked up and is paid directly to the staff.

Failure to pay late pick-up fees will mean removal from the program. The registering parent is the responsible party for all late fees, no matter who was responsible for the late pick-up. If a parent expects to be late, but refuses to let staff contact an emergency person on their list, or has no local contacts, it will be the responsibility of the parents to pay late fees, no matter the reason for such lateness. In the event the late parent is military and they or their local contacts cannot be reached, commanding officers will be notified. This would only be done as a last resort when all other attempts to contact the parents/guardians have failed.

**Students not picked up at a reasonable time will be referred to the Pemberton Township Police Department and Child Protection and Permanency (CP&P) formerly DYFS.**

Continued lateness will result in dismissal from the program. Refusal to pay late fees will mean dismissal from the program. Classroom teachers and school offices will be given a list of students who are participating in the program. Notes from parents concerning attendance in the program should be sent to classroom teachers and to the group leader.

**The SACC program is not responsible for changes unless proper procedures are followed.**

**Program Opening or Closing**

The centers will be open Monday through Friday.

The AM program centers open at **6:30 AM.**

The PM program centers close at **5:30 PM.**

**Emergency Delayed openings: 8:30 AM**

**The Child Care program follows a different schedule on delayed opening days. Centers open at 8:30AM.**

During the normal school year program parents and children must vacate the building by 5:30PM. Any time parents and children are still in the building after the closing time, parents will be charged the late fee of **\$2.00** per minute for the first fifteen minutes or portion thereof, and an additional \$3.00 for each five minutes thereafter. Continued lateness will mean removal from the program. The afternoon program will be closed on some Early Dismissal days before a holiday. The morning program will remain open and will require payment if it is a regularly scheduled morning. There will not be a charge for the afternoon program when the site is closed.

**Holiday Dates with PM closing: Wednesday, November 27, 2019**

**Friday, December 20, 2019**

**Thursday, April 9, 2020**

The program is closed on all inclement weather days and all school emergencies closings. If school closes early for an emergency, the program will not open and you will receive an email, phone call and/or text regarding the closing through the district Global Connect System. Please be sure to update all email addresses and phone numbers through the school Main Office. Please be sure your child is aware of your emergency plans.



All information concerning phone numbers must be updated and remain current. Use of the Global Connect System is dependent on parent contact information through the child's school main office. Phone numbers up-dated through the program must also be up-dated through the school's main office. The Child Care office cannot make changes in the Genesis system. In the event of school closing due to inclement weather or any emergency, vouchers may be issued. The Coordinator will determine if vouchers will be issued based on the closing circumstances. Families with outstanding balances will not receive a voucher. Deductions should not be made without a voucher. Vouchers are only good during the fiscal year they are issued, July through May. Using vouchers in a timely manner will be the responsibility of the parents. Credits will not be able to be used beyond the fiscal year.

**Vouchers will not be issued for emergency closing days in May or June.**

Requests for individual letters or information including completion of forms require at least 72 hours notice. Requests should be made in writing listing, in detail, information needed and the date due. Coordinator has the right to decide what information may be released. Not all requests can be accommodated. Fees may be charged depending on information requested.

#### **TAX INFORMATION**

**If you claim your childcare payments on your taxes, please be sure to save your receipts, we cannot give you a printout of your payments.**

The tax Id. # 21-6000150

#### **OFFICE INFORMATION**

**HOURS MAY VARY DURING THE SCHOOL YEAR**

**Normal office hours are 10:00AM -6:00PM Monday –Thursday**

**8:00AM – NOON Friday**

Hours change during the summer. Please call ahead.

**OFFICE NUMBER IS (609) 893-8141**

**EXTENSIONS 1025 AND 1563**

**Closed on school holidays**

**Office hours before a holiday or school closure will be different, please call ahead.**

**KAREN TENNIS**

Coordinator

**DIANA BAKER**

Secretary

**\*REGISTERING IN THE PROGRAM MEANS ACCEPTANCE  
AND COMPLIANCE WITH ALL RULES AND REGULATIONS.**