

OCEAN TOWNSHIP SCHOOL DISTRICT



EXTENDED DAY PROGRAMS 2023 - 2024

HANDBOOK

Waretown Elementary School
Frederic A. Priff Elementary School
64 Railroad Avenue
Waretown, NJ 08758
ClassDojo
609-693-3131 Ext.226

Ocean Township Extended Program

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Welcome!

Welcome to the Ocean Township School District's Extended Day and School Year Programs! Extended Day and School Year is designed for working parents who need before and after school care during the school year and full-day care in the summer. Our self-supporting programs try to not only enrich your child's school experience, but are also mindful of the value and necessity of relaxed and unstructured free play.

This handbook is one way of sharing information with the parents and guardians of the children in this program. Written letters and the school website are also great ways to communicate with families. However, the best way to learn and know about this program is by talking with the staff. Someone is always available to respond to your questions and concerns. It is important to know that if there is a need, then someone is available to help – on both sides.

We look forward to having your child in our program. Our goal is to maintain a fun, safe, and educational atmosphere. In order to do so, we must all abide by the same policies. This handbook explains the many ways that will be able to happen. Please remember that we have an open door policy and any questions, concerns and comments are always welcomed. Please take the time to read this handbook carefully and sign the last page and return it to us as soon as possible.



PHILOSOPHY

The Ocean Township Extended (Day and School Year) Program, sponsored by the Ocean Township Board of Education, exists to meet the needs of the parents and the children of the Ocean Township School District.

The Extended Day Program will overlap to some extent with both the home and the school and, yet, it will have a separate identity. Since it uses that block of time that the child is usually at home, the Extended Day Program will strive for more of the characteristics of the home and will attempt to compliment rather than supplement the school's program – a mirror of a family or neighborhood play situation. To that end, we strive to provide:

- a safe, healthy, stable environment.
- a morning time that is intended to be a quiet time during which students may either read, study, or do some other quiet activities with a friend.
- an afternoon time that is intended to allow children time to unwind from the day.
- a quiet place where doing homework is encouraged.
- a play time where the children will be encouraged to go outside (temperature, air quality, heat index, wind chill, age of child being considered). However, indoor options will also be available, if possible.
- a balance of active and quiet activities in individual, small group and large group settings.
- play and quiet activities that are either child initiated or adult directed and/or supervised.

GENERAL INFORMATION FOR EXTENDED DAY PROGRAM

*Welcome to the Ocean Township School District Extended Day Program. We want you and your child to be happy with our service. Our mission is to provide a high quality, family-friendly service for elementary school children in a safe, caring and well-supervised environment. **Please bring you identification daily, it is required for child pickup.** If there are any questions or concerns with what follows, please see one of the staff to discuss our program. Thank you!*

BEFORE/AFTER SCHOOL CARE

LOCATION:

Waretown Elementary School
64 Railroad Avenue
Waretown, NJ 08758
(609) 693-3131 Ext
Extended Day room is in back of school, (when facing the school).

YOUR CHILD'S SCHEDULE: Probably the most important issue regarding you and your child is his or her schedule. In the afternoon, it is essential that he or she gets to the right place. The best schedule is one that never changes – it stays the way it is from day one to day done! **All accounts will be billed based on your selection. Regardless of attendance to the program and or school. In the event of a schedule change a new form will be filled out and returned two weeks prior. We do not take a child's word for their schedule.** If there is a question as to their schedule for a day, we will make every effort to reach you. If that does not happen, we will take them with us to ensure their safety.

EARLY PICK-UP: If you find out there is a schedule change for the day, you may call your child's office to have that message relayed to the teacher. At the end of the day, however, if you are picking up your child early, it is best to pick them up at the Waretown School Extended Day room. The office is very busy with a half-hour left in the day. Just get your child at the room.

SCHEDULE CHANGES: Always be sure to communicate any schedule changes to your child's teacher or your child's school office as soon as you know them.

ARRIVAL/PICK-UP: In the mornings, parents and drop-off adults must escort their child into the building. In the afternoons, parents and pick-up adults should escort their child from the building. The minute you spend doing this ensures that your child arrives and leaves safely!

CHILD PICK-UP: An authorized person listed on a registration card may pick up your child. We require ID to dismiss your child with any person listed. If there is an emergency requiring a different pick-up person, please write that information in a note or communicate that with a phone call. **If there are custody issues, that has to be on a copy of a judge's order that we have in our possession.**

DAYS/HOURS OF OPERATION: The program meets every day school is in session for the children. Please check your school calendar. The program also meets on **scheduled** early dismissal and delayed opening days. (It does not meet on scheduled full day staff in-service days.) The before school program is open at 7:00 AM and lasts until the children are taken to the Waretown Elementary School for homeroom or homeroom is in session for the Frederic A. Priff School. The after school program is in session from school dismissal until 6:00 PM.

RULES FOR BEHAVIOR: Before and after school students are expected to act appropriately at all times. This refers to the language they use, the clothes they wear, and the behavior they demonstrate. Students will be expected to keep the environment of the Extended Day Program in a condition that is appropriate for learning, cooperation, fun, and safety. **To that end, the rules for the Extended Day Program are the school rules, which can be found in the Ocean Township School District Student-Parent Handbook and among the forms in the Waretown Elementary School permission slip checklist, which includes the bullying policy, code of conduct, playground rules and Kindness, Pride and Responsibility school goals.**

INCLEMENT WEATHER: The program does not meet on days cancelled due to inclement weather or when there is a delayed opening or an early dismissal because of inclement weather. Please check the local TV and radio stations for school closing information. Also, please have an early dismissal or delayed opening plan for your child.

TRANSPORTATION: During the school year, transportation to or from the program is the responsibility of the parent/ guardian. In case of weather, the children will be bussed to or from the schools at homeroom or dismissal time.

PROGRAM STAFF: Approximately one-two certified teachers and one-two aides depending upon number of children.

FEES:

Rates	First Child	Second Child	Third Child
Yearly Registration Fee	\$40	\$40	\$40
AM	\$8	\$4	\$2
PM	\$13	\$6	\$3

ADDITIONAL FEES:

- **Late Tuition Payment** \$5 per payment for lateness
- **Late Pick-up Charge** \$5 beginning at 6:01 and every 15 minute period thereafter
- **Returned Check Fee** \$20 for every insufficient funds check

OTHER PAYMENT INFORMATION:

- Bills will be placed in mailboxes on Mondays for the previous week. All money is due Friday.
- **All accounts will be billed based on your selection. Regardless of attendance to the program and/or school (including absences), you will be charged for the days you have selected. In the event of a schedule change a new form will need to be completed and returned two weeks prior to the requested change.**
- Checks should be made payable to Ocean Township Board of Education (OTBOE)
- No cash – only checks or money orders.
- There is no additional charge for scheduled early dismissal or delayed opening days.
- If there are any questions regarding your bill, please see one of the staff. They will either answer your question or help you find the person who can.
- There is financial assistance available. Please see the letter in this handbook.
- Sometimes, just talking to a teacher or director may be all that is needed to avoid a late charge.
- Services must be paid for. Failure to make payments may result in disenrollment. All families are expected to make payments regularly. Additionally, all families are expected to have a zero balance on the last December school day before winter break. Yearly statements for tax purposes are worked on during that time. The Federal Tax Identification number is **21-6000334**.
- All families are expected to have a zero balance by June 1st. At that time, we are preparing to end the school year and get ready for the summer.

Ocean Township School District Waretown, New Jersey

SCHOOL CALENDAR 2023-2024

September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER18

- September 1 - Teacher Orientation
- September 4 - Labor Day
- September 5 - Staff In-Service
- September 6 - Schools Open (Early Dismissal)
- September 7 - Early Dismissal

OCTOBER22

- October 13 - Progress Reports
- October 18-19 - Parent/Teacher Conferences (Early Dismissal)

NOVEMBER15

- November 6-10 - NJEA Convention (Schools Closed)
- November 13 - Schools Reconcave
- November 22 - Early Dismissal
- November 23-24 - Thanksgiving Recess (Schools Closed)

DECEMBER16

- December 6 - Staff In-Service - Early Dismissal - First Trimester Ends
- December 15 - Report Cards
- December 22 - Early Dismissal
- December 25-29 - Winter Recess (Schools Closed)

JANUARY21

- January 1 - Winter Recess (Schools Closed)
- January 2 - Schools Reconcave
- January 15 - Staff In-Service (Schools Closed)
- January 26 - Progress Reports
- January 31 - Parent/Teacher Conferences (Early Dismissal)

FEBRUARY20

- February 1 - Parent/Teacher Conferences (Early Dismissal)
- February 19 - President's Day (Schools Closed)

MARCH20

- March 11 - Staff In-Service - Early Dismissal - Second Trimester Ends
- March 22 - Report Cards
- March 29 - Spring Recess (Schools Closed)

APRIL17

- April 1-5 - Spring Recess (Schools Closed)
- April 8 - Schools Reconcave

MAY21

- May 3 - Progress Reports
- May 27 - Memorial Day (Schools Closed)
- May 28 - Staff In-Service (Schools Closed)

JUNE10

- June 12-14 - Early Dismissal
- June 14 - Last Day Students & Staff - Third Trimester Ends, Report Cards, (Early Dismissal)

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Schools Closed
- Early Dismissal
- Staff In-Service Day

Total Student Days: 180
Total Teacher Days: 184

Board approved 1/9/23

The Board of Education reserves the right to add days as required for teacher in-service, emergency closings, or any other adjustments deemed necessary.

Ocean Township Extended Day Program

Waretown Elementary School and Frederic A. Priff Elementary School
64 Railroad Avenue
Waretown, NJ 08758
(609) 693-3131 Ext. 226

Application for Before and After School Child Care

Pre-K – 6th Grade

School Year 2023-2024

PROGRAM BEGINS SEPTEMBER 8 – FIRST FULL DAY OF SCHOOL

Child's Name: _____ Grade: _____ Teacher: _____

Parent(s)/Guardian(s) with whom child resides:

Name: _____

Address: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

E-mail Address: _____

FEES:

A.M.

\$8.00/day 1st Child

\$4.00/day 2nd Child

\$2.00/day 3rd Child

P.M.

\$13.00/day 1st Child

\$6.00/day 2nd Child

\$3.00/day 3rd Child

There may be a late fee of \$5.00 per 15 minute of lateness (after 6:00 PM)

Program begins September 8 – **FIRST FULL DAY OF SCHOOL**

Registration fee is \$40.00 per child.

No cash can be accepted. Only checks or money orders are accepted.

Checks/Money Orders should be made payable to the Ocean Township Board of Education. (OTBOE)

Tuition will be billed on Monday of the following week. All money is due by that Friday.

A \$5.00 late payment fee will be charged for late payment.

SCHEDULE: All accounts will be billed based on your selection. Regardless of attendance to the program and/or school (including absences), you will be charged for the days you have selected. In the event of a schedule change a new form will need to be completed and returned two weeks prior to the requested change.

A.M.

Please circle days on which child will attend.

M T W TH F

P.M.

Please circle days on which child will attend.

M T W TH F

In the event of an emergency change to your child's schedule, a note must be sent to the main office to avoid any transportation confusion.

Parent's Signature: _____ Date: _____

Please fill out and sign. Mail or drop off registration.

Barbara Byrnes, Director
Waretown Elementary School
64 Railroad Avenue
Waretown, NJ 08758
609-693-3131 ext. 226

*****Please return to extended day**

Ocean Township Extended Day Program

Before School Program

- Program Center:** Pre-K through 6th grade students utilizing extended day will be at the Waretown Elementary. Parents may drop off at one school. Please use the back entrance of the building.
- Drop-off:** All Children will be dropped off behind the Waretown Elementary. Parents will walk their child to the door.
- Hours of Operation:** 7:00 AM until the opening of school.
- Days of Operation:** We close for all school holidays and full day staff in-services. We are also closed for inclement weather and delayed openings.
- Program Staff:** Ratios range (students to adults), depending on age from 10 to 1 to 15 to 1.
- Activities:** Individual activities are expected and required. Quiet time, homework and study time is provided. You may bring a snack.
- Transportation:** Responsibility of the parent or guardian.
- Closing Information:** **In the event of a school closing, delayed opening or early dismissal due to inclement weather, the program will be closed.** Please check local TV and radio stations, as well as the internet and global phone calls for information.

After School Program

- Program Center:** Pre-K through 6th grade students utilizing extended day will be at the Waretown Elementary. Parents may drop off at one school. Please use the back entrance of the building.
- Hours of Operation:** End of school day until 6:00 PM.
- Days of Operation:** We close for all school holidays and full day staff in-services. We also close for inclement weather and early dismissals.
- Program Staff:** See above.
- Activities:** Outside and inside play. Homework time is provided. You may bring a PM snack.
- Pick-up:** Parents and visitors may not enter the building. Please come to the Waretown Elementary School (back entrance).
- Transportation:** Transportation home is the responsibility of the parent or guardian.
- Closing Information:** **In the event of a school closing, delayed opening or early dismissal due to inclement weather, the program will be closed.** Please check local TV and radio stations, as well as the internet and global phone calls for information. **If school is suddenly closed during the school day, the program WILL NOT stay open. Please have a plan in place for that type of event.**

Ocean Township Extended Day ENROLLMENT APPLICATION

Name Of Child:	Birthdate:	Enrollment Date:
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PARENT/GUARDIAN INFORMATION	<i>Please check the box (<input type="checkbox"/>) to indicate the primary residence of the child listed above.</i>			
	<input type="checkbox"/> PARENT/GUARDIAN # 1		<input type="checkbox"/> PARENT/GUARDIAN # 2	
	Name:		Name:	
	Relationship:		Relationship:	
	Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:	
	Home Address:		Home Address:	
	Employer Name:		Employer Name:	
	Employer Phone:		Employer Phone:	
	Employer Address:		Employer Address:	
E-Mail Address:		E-Mail Address:		

EMERGENCY CONTACTS	Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.			
	Contact Name #1:		Contact Name #2:	
	Relationship:		Relationship:	
	Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:	
	Employer Phone:		Employer Phone:	

CUSTODY	Name of person PROHIBITED from picking up your child:	
	If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order.	

PERMISSIONS	<input type="checkbox"/> I give permission for my child to participate in <u>WALKING TRIPS</u> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated.	<input type="checkbox"/> I <u>DO NOT</u> give permission for my child to participate in <u>WALKING TRIPS</u> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated.
	<input type="checkbox"/> I give permission for my child to be <u>PHOTOGRAPHED</u> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet.	<input type="checkbox"/> I <u>DO NOT</u> give permission for my child to be <u>PHOTOGRAPHED</u> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet.

*Please return to school.

RECEIPT OF POLICIES	<p>I (we) attest that all of the information on this application is accurate, and that I (we) have received the following information:</p> <p><input type="checkbox"/> Center Policies and Procedures</p> <p><input type="checkbox"/> Information to Parents Document</p> <p><input type="checkbox"/> Policy on the Expulsion of Children from Enrollment</p> <p><input type="checkbox"/> Policy On The Use Of Technology And Social Media</p> <p><input type="checkbox"/> Policy On The Management Of Illnesses/Communicable Diseases</p> <p><input type="checkbox"/> Policy On The Release Of Children</p> <p><input type="checkbox"/> Policy on the Methods of Parental Notification of Injuries (if applicable)</p> <p>Other:</p> <p><input type="checkbox"/> Other: <u>Ocean Township Extended Day</u></p>

MEDICAL INFORMATION	Child's Health Care Provider:	[Redacted]
	Health Care Provider Phone:	[Redacted]
	Health Care Provider Address:	[Redacted]
	Name Of Insurance Company/Agency:	[Redacted]
	Group #:	[Redacted]
	Identification #:	[Redacted]
	Subscriber's Name On Insurance Card:	[Redacted]
	Known Allergies (including medication):	
	Medication My Child Is Taking:	
List Special Conditions, Disabilities, Medical/Physical Restrictions, Medical Information For Emergency Situations:		

HEALTH STATEMENT	<p>As the parent/guardian of the above named child, I certify that he/she is in good physical health and may participate in the normal activities of the program and has no conditions or specific needs that require specific accommodations, unless otherwise indicated in the medical information provided above or an attached Universal Health Record or a Care Plan for Children with Special Health Needs.</p> <p style="text-align: right;">Parent/Guardian Initials:</p>

EMERGENCY TREATMENT	<p>As the parent(s)/ legal guardian(s) of the above named child, I (we) attest that the information above is correct. I (we) authorize the child care center staff to obtain emergency treatment for my child and understand that I (we) shall be promptly notified.</p> <p style="text-align: right;">Parent/Guardian Initials:</p>

Parent/Guardian Signature #1:	Date:	Parent/Guardian Signature #2:	Date:

*Please return to school

Ocean Township School District
Extended Day/School Year Program
EMERGENCY INFORMATION

Grade _____ School Year _____ Teacher _____

Student's Name: _____ Birth Date: _____
Address: _____ Home Phone: _____
Town: _____ E-Mail: _____

Mother's Full Name: _____ Cell Phone: _____
Mother's Home Address: _____ Home Phone: _____
Mother's Business Address: _____ Work Phone: _____

Father's Full Name: _____ Cell Phone: _____
Father's Home Address: _____ Home Phone: _____
Father's Business Address: _____ Work Phone: _____

List three relatives or neighbors who will assume responsibility for your child if you cannot be reached:

- | | | | |
|----|--------|----------------|---------|
| 1. | _____ | _____ | _____ |
| | (Name) | (Relationship) | (Phone) |
| 2. | _____ | _____ | _____ |
| | (Name) | (Relationship) | (Phone) |
| 3. | _____ | _____ | _____ |
| | (Name) | (Relationship) | (Phone) |
| 4. | _____ | _____ | _____ |
| | (Name) | (Relationship) | (Phone) |
| 5. | _____ | _____ | _____ |
| | (Name) | (Relationship) | (Phone) |

Family Physician _____ Phone # _____

Family Dentist _____ Phone# _____

Does your child have any allergies or health information that we should be aware of? (This information may be shared with School Personnel, Bus Drivers or EMS personnel.)

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to make whatever arrangements are necessary.

Signature of Parent/Guardian _____ Date: _____

***Please return to extended day program

OCEAN TOWNSHIP EXTENDED DAY AND
YEAR PROGRAM
Parent/Guardian Pick-Up List

On the form below, please list those family members, friends and neighbors who will be picking up your child, or have your permission to pick up your child from the after school and summer programs. List as many as you can. Be sure you have their permission before writing their name on the list.

Name of Person	Relationship to Student	Phone Number

Signature of Parent/Guardian _____

Date: _____

***Please return to extended day program

Ocean Township Extended Program

Waretown Elementary School
Frederic A. Priff Elementary School
64 Railroad Avenue
Waretown, NJ 08758
609-693-0360

To: Extended Day Parents

Re: Funding for Extended Day

There may be supplemental funding available for children who attend our program. This funding is based on need and is provided by the state. There is also funding available through C.H.S.

Anyone can apply, but if your child is eligible for free or reduced lunch, this **may** mean you are eligible. There is no guarantee you will be accepted, and sometimes there is a waiting list, but it is worth a try if you feel you might qualify.

You can apply to:

The Children's Home Society of NJ
1433 Hooper Ave. Suite 340
Toms River, NJ 08753
732-557-9633

If there are any questions, please feel free to contact our program.