

**HAMILTON TOWNSHIP  
SCHOOL DISTRICT**

**KIDS' CORNER  
PROGRAM**

**Parent Handbook**

**PLEASE READ CAREFULLY  
AND KEEP FOR  
REFERENCE**

**By signing this receipt the undersigned attests that they  
have read and understood the rules and procedures of the  
Kids' Corner program.**

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**Signature**

**Date**

**HAMILTON TOWNSHIP  
SCHOOL DISTRICT**

1876 Dr. Dennis Foreman Drive  
Mays Landing, NJ 08330

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PROGRAM**

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REFERENCE**

**By signing this receipt the undersigned attests that they have read and understood the rules and procedures of the Kids' Corner program established under Hamilton Township Board of Education Policy 5843.**

**Emergency Contact Numbers  
Community Ed Office 476-6311  
Community Ed Director 517-0718 (cell)**

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## General Information

The Kids' Corner Program operates in both the Shaner and Hess Elementary schools between the hours of 7:00AM and 6:00PM. Students who attend the Shaner School are cared for in the Shaner School cafeteria. The drop off and pick up is located on the Farragut Avenue side of the school, using the doors by the gym. Students who attend the Hess School are cared for in the Hess School Cafeteria A. The drop off and pick up is located in the rear of the school using the glass cafeteria doors. The program is sponsored by the Hamilton Township Board of Education and is funded through the tuition payments of the participants. The parent/guardian will be responsible for payment of any fees from enrolment until withdraw from the program. All tuition and fees must be kept current in order for child care services to be provided.

The Kids' Corner program is available to district students in Kindergarten through 5th grade. Children may attend both before and after school programs. The programs are in operation in our elementary schools on **school days only**. The after school program is in operation on early dismissal days for an additional fee. The program does not operate when school is closed for the day due to an emergency school closing.

In the event that the school district closes early, due to an emergency, parents or their emergency contacts will be notified where and how to pick up the children as soon as possible. Kids' Corner staff will remain with the children until all have been picked up.

Parents must escort and sign their children in to the Kids' Corner sign-in desk for the before school program. Parents must come inside to the sign-out desk at the end of the day to collect their children. Parents/guardians or their pre determined agent will be asked to supply and recite a password before children will be released.

The focus of the Kids' Corner Program is the education of social skills. The morning program provides a warm welcome to the school setting. Qualified supervision and materials are provided so the child can play quiet games, do homework or read, and talk with friends. A morning snack is provided daily. Weather and time permitting there may be a time for outdoor play or in the gym in inclement weather.

In the after school program children will receive a snack and drink. Adequate time is allocated for homework during which time the children can receive help from the Kids' Corner staff. This help is intended to be informative and constructive and is not to be confused with, or a substitute for, private tutoring. When homework time is concluded, all children will move to a predetermined recreation area. If homework has not been completed, it is the student and parents responsibility to complete the work **at home**. Homework time and recreation time can be changed at the discretion of the Kid's Corner staff. (Excludes Kindergarten)

## **Mission Statement**

The mission of the Kids' Corner Program is to provide a safe, affordable, nurturing environment for all Hamilton Township children who need before and after school care. The children shall have the opportunity to participate in activities to promote their physical, mental and social development in an atmosphere of mutual respect.

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## **RULES AND REGULATIONS**

1. Children attending the Before School Program must be signed in by a parent or guardian. Under no circumstances is a child permitted to enter the program without being signed in. Those attending the After School Program must be signed out by a parent or guardian no later than 6:00 p.m. No one under the age of 18 is permitted to pick-up a child. Please be prepared to give your password when picking up a child. There is a \$20.00 fee (due on arrival) for children picked up after 6:00 p.m. Repeated abuse of the 6:00 p.m. pick-up time will result in the child being dismissed from the Kids' Corner Program.
2. Any child enrolled in the Kids' Corner Program who will be attending another activity in the same school must sign-in at Kids' Corner before proceeding to the activity and must return to Kids' Corner after the activity. This is permitted only after a parental note is on file with the Kids' Corner staff in that school. Failure to comply with these procedures can result in losing the privilege to attend Kids' Corner and or extracurricular activities.

3. Enrollment is by calendar only and payments must be submitted by the dates indicated on each calendar for the following calendar period. **ALL CALENDARS MUST BE SUBMITTED TO KIDS' CORNER STAFF. CALENDARS ARE NOT TO BE SENT TO SCHOOL WITH YOUR CHILD. PAYMENTS MUST ACCOMPANY CALENDAR.**
4. Children are scheduled in two week blocks. Any changes during that period must be made at your Kids' Corner location. Changes must be made three (3) days prior. No credits or refunds will be made for days that are dropped from submitted calendars. All changes must be at Kids' Corner desks; notes to teachers or calls to school offices will not be recognized.
5. All school rules of behavior apply to the Kids' Corner Program. Repeated infractions will result in dismissal from the program as per Policy 5843.
6. A \$35.00 service fee will be charged to your account by our bank for each check returned.

**No child will be permitted to attend Kids' Corner without having been previously registered and a calendar/coupon filled out and payment received before attending.**

## **Release of Children**

Children will be released at the end of the day to the parent(s) or in an emergency only to the person authorized by the parent on the Kid's Corner registration. All person's picking up children must know the personal password and be able to provide identification upon request. Any changes to this list must be made in writing and turned in at the Kids' Corner site.

Procedures in unusual circumstances relative to release of children:

- ✓ If a child is not picked up by closing time the staff member will attempt to contact all persons authorized by parents. An hour after closing time, if all attempts to make alternative arrangements have failed staff members will contact the New Jersey Division of Youth and Family Services to assist in caring for your child.
- ✓ If parent or authorized person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the staff member, the child could be placed at risk or harmed if released, the staff member may not release the child to an impaired individual, but attempts will be made to contact child's other parent or authorized adult. If alternate arrangements cannot be made, the staff member will contact New Jersey Division of Youth and Family Services.

## **PARENT INVOLVEMENT**

Parents are encouraged to suggest topics or themes for activities or resource people to share a hobby, skill or career with the children. The program is always interested in collecting odds and ends for arts and crafts, group activities, etc. Kid's Corner welcomes outgrown but usable games, puzzles, and sports equipment.

If you have any questions about your child's progress, the group program, etc., during the year, please contact the Site Leader for a conference. They will contact you for an appointment if they feel a need to discuss similar concerns.

Parents should not approach another child in the program about a problem related to their child. Please notify the Site Leader who will communicate a resolution to you accordingly. All issues will be resolved in an environment of mutual respect.

**PLEASE NOTIFY THE SITE LEADER WHEN....**

- Something is happening at home which may affect your child's feelings or behavior.
- You are or are not pleased with an area of the program.
- You need clarification of a procedure, communication, or request, etc.

## **CHILD ABUSE PREVENTION**

The Division of Youth and Family Services asks that the following information be disseminated to all parents and staff:

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment or any other kind of child abuse, neglect or exploitation by any adult is required by state law to report such allegations to the DYFS Office of Child Abuse Control or any district office immediately. Reports may be made anonymously by telephone.

## **HEALTH AND SAFETY PRACTICES**

The safety and health of children attending Kids' Corner is of primary concern to the staff and administration. The school buildings are maintained by the school district according to state rules and regulations.

Kids' Corner health practices include:

- Exclusion of children and staff with infectious diseases until they no longer present a health problem for themselves or others.
- Notification to families of any infectious diseases contracted by children and staff.
- Frequent hand washing by staff and children.
- Sound food-handling practices.

In the event of a child's illness during the program, any of the following actions may occur:

- An attempt will be made to notify the parent(s) regarding the situation. Parents will be given an indication of any action which may be taken and/or if there is a need for the child to be picked up early.

- The child will be isolated under the supervision of a staff member.
- The child’s physician will be called if the child exhibits any unusual symptoms.
- In case of an emergency, the emergency squad will be called.

The parents can assist our health practices by planning for alternate care when your child is sick.

PLEASE NOTE: Staff members are not permitted to dispense medication. Children receive medicine from the school nurse during school hours.

### HOURS

Before School Program: 7:00 a.m. until the opening of school. After School Program: Dismissal time until 6:00 p.m.

### Tuition and Fees

Yearly Registration	\$10.00
Before School Program	\$ 5.00 per day
After School Program	\$ 6.00 per day
Emergency Change Surcharge	\$10.00
Late Calendar Fee	\$20.00
Late Calendar Fee (Second Day)	\$50.00
Late Pick-up Fee	\$20.00
Child Returned by Bus Driver	\$25.00
Child Not Picked Up at School	\$25.00

All children must be signed out by 6:00 p.m. A password will be required to sign your child out of the program. There is a late pick-up fee of \$20.00 for any child that is signed out after 6:00 p.m. Abuse of timely pick-up can result in dismissal of your child from the program.

All calendars/coupons are due to Kids’ Corner by the dates listed below:

September 18	October 2	October 16	October 30
November 13	November 27	December 11	December 18
January 8	January 22	February 5	February 19
March 5	March 19	April 3	April 16
April 30	May 14	May 28	

When submitting your monthly calendars make sure you pay by check, money order or exact payment in cash, as Kids' Corner employees cannot give change.

Any changes made to your calendar during the month must be made at the Kids' Corner desk. Calendars are for two week intervals; changes are not permitted. No changes will be taken over the phone or by notes sent to school.

**No child will be permitted to attend Kids' Corner without having been previously registered and a calendar/coupon filled out and payment received before attending.**

### **TUITION SCHEDULE**

	<u>A.M.</u>	<u>P.M.</u>
First Child	\$5.00	\$6.00
Second Child	\$4.00	\$5.00
Third Child	\$3.00	\$4.00

### **FEES FOR EARLY DISMISSAL DAYS**

#### **P.M. SESSION**

First Child	\$10.00
Second Child	\$ 8.00
Third Child	\$ 6.00

### **CREDITS/REFUNDS**

Refunds will only be issued if your child will no longer be attending Kids' Corner.

Credits will only be issued to a child if there is an emergency school closing. **NO EXCEPTIONS.**

### **CUSTODY**

If there are custody issues regarding your child, you will be responsible for the following:

- Providing the Kids' Corner Program with a copy of the current custody papers before your child uses the program. PLEASE BRING A COPY OF YOUR CUSTODY PAPERS WHEN YOU REGISTER FOR THE PROGRAM. EVEN IF YOU GAVE US A COPY THIS PAST SCHOOL YEAR, WE NEED ANOTHER FOR THIS YEAR'S RECORDS.
- Providing the Kids' Corner Program with a copy of any updated custody papers.
- If you do not submit updated papers to the Kid's Corner Program, by law, the latest papers on file will be enforced.

### **BEHAVIOR MANAGEMENT/DISCHARGE POLICY**

Kids' Corner operates under the premise that all children are entitled to a pleasant and harmonious environment. The Kids' Corner program is designed to be more relaxed and less structured than the school day. Positive behavior in children is encouraged through consistent expectations; realistic limits; predictable routines and procedures; activities that meet the needs, interests and the abilities of the children; and the support of the parents. Limits are set to ensure the safety of the whole group, to protect the rights of individual children, and to provide a positive atmosphere whereby children learn self-control and responsibility for their actions when acting alone or as part of the group.

Staff reinforcement of positive behavior is the preferred disciplinary technique. When negative behavior occurs, a child may be redirected to another activity, asked to sit quietly for a short period of time, or asked to work out a solution with another child.

The Kids' Corner program cannot serve children who display chronically disruptive behavior. Disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior such as: physical or emotional harm to other children, persistent bullying, verbal harassment of peers or staff, unauthorized departure from the grounds of the program, staff abuse, ignoring or disobeying the rules which guide behavior during Kids' Corner or behavior which requires constant attention from the staff. These examples of situations leading to termination are just examples, not exclusive causes. If a child cannot adjust to the Kids' Corner setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the Kids' Corner setting. Staff members consider the interest of the children in their group and seek their suggestions in planning the activity calendar and developing rules for their site. Staff members confer with parents of children who have special needs to help the children participate successfully in the program.

In fairness to all children, disruptive behavior will be handled through the following process:

1. The misbehaving child will be given time to sit quietly and think about his/her actions. The staff will speak privately with the child to determine the problem and seek solutions.
2. If a second time-out is given to the child in a single day, the staff will write an incident report. This report will be given to the parent or guardian to read and sign. A copy of the report will be sent to the Kids' Corner office.
3. If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day of the third report. During the first week of the suspension, the parents, Kids' Corner staff member, and the Coordinator and /or Supervisor will confer to collaboratively identify the problem, develop strategies to solve the problem and determine the conditions for reinstatement. There will be no refunds or credits for a child suspended or removed from the program for behavior reasons.
4. If the child is reinstated in Kids' Corner and receives a fourth behavior-related incident report, the site leader may discharge the child immediately, notifying the parent or emergency contact to come and get the child.
5. If the severity of a problem is great enough to threaten the safety of the child or other children in Kids' Corner, discharge will be effective immediately after the Site Leader consults with the Coordinator and/or Supervisor, who will notify the parent or emergency contact.