

**HAMILTON TOWNSHIP PUBLIC
SCHOOLS**

**KIDS' CORNER
PROGRAM**

Parent Handbook

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

Signature

Date

OFFICE COPY

**HAMILTON TOWNSHIP PUBLIC
SCHOOLS**

**1876 Dr. Dennis Foreman Drive
Mays Landing, NJ 08330**

**KIDS' CORNER
PROGRAM**

Parent Handbook

**PLEASE READ CAREFULLY
AND KEEP FOR
REFERENCE**

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

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General Information

The Kid's 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 Kid's Corner program is available to district students in grades 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. Kid's corner Staff will remain with the children until all have been picked up.

Parents must escort and sign in their children to the Kid's 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. Parent/guardian or their pre determined agent will be asked to supply and recite a password before children will be released.

The focus of the Kid's 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 Kid's 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 Kid's 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.

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 Kid's 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 Kid's 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 Kid's 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 Kid's Corner location.** Changes must be made 3 days prior. No credits or refunds will be made for days that are dropped from submitted calendars. All changes must be at Kid's Corner desks; notes to teachers or calls to school offices will not be recognized. In the event of an emergency change, the Community Education secretary must be notified by 1:00 p.m. No refunds will be given. Misuse of emergencies will result in termination of Kid's Corner services.
5. **Emergency Changes:** Any changes made less than 3 days prior to the date needed will be classified as an emergency and must be coordinated through the **Community Education Department Office (Phone 609-476-6311).** **Do not call school offices or teachers!** After school Emergency Changes are limited to 3 per school year, excess use of emergency changes will result in your loss of use of the Kid's Corner Program.
6. All school rules of behavior apply to the Kids' Corner Program. Repeated infractions will result in dismissal from the program (see behavior policy).
7. A \$30.00 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.

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.

HEALTH AND SAFETY PRACTICES

The safety and health of children attending Kid's 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.

Kid's Corner health practices include:

- Exclusion of children and staff with infectious diseases until they no longer present a health problem for themselves or others.
- Kid's Corner will observe all Covid-19 protocols as per the NJ Department of Education, and the NJ Department of Health, including

but not limited to both students and staff wearing face covering while inside.

- 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 only permitted to dispense life sustaining medications or procedures. 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	\$ 6.00 per day
After School Program	\$ 7.00 per day
Early Dismissal Program	\$10.00 per day
Late Calendar Fee	\$20.00
Late Pick-up Fee	\$20.00
Child Returned by Bus Driver	\$25.00 (first offense)

Child Not Picked Up at School

\$25.00 (first offense)

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:

Sept 15, 29	Oct 13, 27	Nov 17	Dec 1, 15	Jan 5, 19
Feb 2, 16	March 2, 16, 23	April 20	May 4, 18	June 1

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 (See Rules and Regulations Section Paragraph 4).

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	\$6.00	\$7.00
Second Child	\$5.00	\$6.00
Third Child	\$4.00	\$5.00

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 Kids' Corner Program, by law, the latest papers on file will be enforced.

BEHAVIOR MANAGEMENT/DISCHARGE POLICY

Kid's Corner (KC), operates under the premise that all children are entitled to a pleasant and harmonious environment. The KC 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 KC 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 KC 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 KC setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the KC 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 KC 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, KC 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 program for behavior reasons.

4. If the child is reinstated in KC and receives a fourth behavior-related incident report, the site leader may discharge the child immediately, including if necessary, 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 KC, discharge will be effective immediately after the Site Leader consults with the Coordinator and/or Supervisor, who will notify the parent or emergency contact.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child. For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If

such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Policy on Use of Technology and Social Media Kid's Corner

Guidelines for conduct on social networks and websites

Kid's Corner recognizes that parents may engage in social networking. However, use of social media also presents certain risks and carries with it certain responsibilities, especially when minors are involved. Accordingly, this policy addresses the use of technology as it pertains to Kid's Corner.

You are personally responsible for the content you publish on line. Please remember that the internet never forgets and to act responsibly. The following are prohibited under this policy.

- Posting of any and all confidential, private or sensitive information relating to enrolled children, their families or staff that you may have access to.
- Posting photo's or electronic images of children other than your own is prohibited.
- Vulgar or abusive language, disparaging remarks, personal attacks of any kind, or offensive remarks of any kind targeting anyone associated with Kid's corner.

Any breach of this policy shall be promptly reported to the Kid's Corner Administrator. Violators of this policy will subject to disciplinary action as determine by the Administrator, including suspension and or expulsion from the program.

Designated staff may post general center information /updates with prior approval of director. However, use of social media while supervising students is prohibited.

Methods and devices used for communication

Staff/parent electronic communication is limited to personal cell phones, and e-mails via school issued cell phones or school land lines and

Schoolmessenger.com . Staff use of personal cellular devices is permissible but shall not prevent staff from adequately supervising students.

Kid's Corner uses e-mail, text messages and phones to communicate with parents and guardians. You are responsible for maintaining current information and accounts. Please discuss any special needs or methods of communication.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center. To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others. Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to

review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657. We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too. Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy. Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information to Parents/April 2017 investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer. Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to

parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New

Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or

frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at

(877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.