

The logo for Glen Rock Community School is a dark blue square. Inside the square, the words "GLEN ROCK", "COMMUNITY", and "SCHOOL" are stacked vertically in a light blue, sans-serif font. A thin horizontal line is positioned below the word "SCHOOL".

**GLEN ROCK  
COMMUNITY  
SCHOOL**

### **Welcome Before and After Care Families!**

Welcome back to our families from last year and greetings to our new families. Our staff is looking forward to an enriching 2020-2021 school year with your student. The Glen Rock Community School continues to offer exceptional before and after care for students enrolled in Glen Rock elementary schools. The combination of our nurturing staff and safe and enriching environment makes Glen Rock's before and after care a favorite caregiving choice in the community.

Please read the attached Parent Agreement for the Before and After Care Program for 2020-2021.

This year, due to the pandemic, the program has a variety of changes and new procedures. We thank you in advance for your cooperation. The health, safety and wellbeing of our students and staff is most important to the Glen Rock Community School. Your patience is appreciated as we implement these new changes.

If you have any questions, concerns or ideas, please contact your Lead Caregiver, the Coordinator or Director. The Glen Rock Community School office contact information is: 600 Harristown Road, Glen Rock, NJ 07452 // (201) 389-5011 // [grcs@glenrocknj.org](mailto:grcs@glenrocknj.org).

We wish you a wonderful and successful year.

Regards,

Allison De Meulder

Glen Rock Community School Director

## *Program Details*

**Before and After Care is a full year program operating from September through June. Tuition is paid monthly.**

### **HOURS OF OPERATION**

Before care hours: Monday through Friday, 7:00 am – 8:25 am. If school has a delayed opening, before care will be closed.

After care hours: Monday through Friday, 3:18 pm – 6:30 pm. If school has an early dismissal, after care will be closed.

**2020-2021 Students assigned an AM schedule will ONLY be allowed to register for Before Care. Students assigned a PM schedule will ONLY be allowed to register for after care.**

### **EARLY DISMISSAL**

If the school closes early due to inclement weather, warm or snow, or for any other reason, after care will be closed.

### **STAFF**

Each before or after care program has a Lead Caregiver and is supported by an adult Assistant(s) when necessary. Our exceptional staff has many combined years of experience in the program. Staff members are committed to providing a safe and caring environment. Our adult staff is First Aid, CPR, AED and Epi-Pen trained. Staff are also aware and trained on new procedures regarding temperature taking, hand washing, etc.

### **SECURITY, SAFETY & CLEANING**

Security and safety is a priority in the before and after care program. Parents are not allowed in the building for 2020-2021 related to before and after care. Drop off and pick up will be contactless.

When students are dropped off in the morning, their temperature will be taken. We require parents/caregivers to wait outside of the door to receive a "thumbs up" that their child does not have a fever. We must have the parent/caregiver wait as we do not have space to hold sick children.

Parents will receive an email before the start of the year to find out the exact drop off location for before care and pick up for after care for their specific building.

Each location will have staff who can assist with drop off and sign out. Parents will be required to call the school's after care number upon arrival for pickup, and the staff will

escort the student to the door for pickup. Parents should be located outside of the door for pickup. Parents and caregivers are not allowed in the building. Students cannot be walked to a car.

Each site will be cleaned prior to use and after use with the appropriate cleaning supplies and checkpoints that the staff has been educated on.

## **MASKS, TEMPERATURE TAKING & ILLNESS**

Students will be required to wear masks at before and after care. We will provide outdoor time and as much mask free time that is safe and available. Students should have extra masks in their supply bag kept at the program.

Each morning prior to entering before care, students will have their temperature taken. Each afternoon prior to entering their assigned rooms for after care, students will have their temperature taken.

If a student has a fever at drop off, the parent/caregiver will be asked to take the child home, as parents/caregivers will be required to wait outside while temperature is taken. If a child has a fever in the afternoon prior to entering after care or during after care, the parent(s) will be contacted for immediate pickup. Sick children must be picked up within 30 minutes by a parent, caregiver, emergency contact, or authorized pickup. The child will be asked to sit in an area of the room or right outside of the room so they may be supervised but not in direct contact with other students.

## **STUDENT GROUPS**

Students will be grouped in smaller groups than previous years and assigned by grades. If a particular grade does not have enough students in the room, another grade may be added. This will depend on numbers at registration. The same students will always be together in the program.

## **ACTIVITIES**

New information is coming out on a regular basis so the list of activities that students may engage in at before and after care may change throughout the year. Students will have as much outdoor time as possible. Please make sure students are dressed appropriately each day for the weather. Students will have time to work on homework and other individual projects.

## **ARRIVAL AND DEPARTURE**

Parents will receive an email before the start of the year to find out the exact drop off location for before care and pick up for after care for their specific building.

**Drop Off at Before Care:** When students are dropped off in the morning, their temperature will be taken. We require parents/caregivers to wait outside of the door to receive a "thumbs up" that their child does not have a fever. We must have the parent/caregiver wait as we do not have space to hold sick children.

**Pick Up at After Care:** Each after care location has a staff member who can assist with drop off and sign out. Parents will be required to call the school's after care number, and the staff member will escort the student to the door for pickup. Parents should be located outside of the door for pickup. Parents and caregivers are not allowed in the building. Students cannot be walked to a car.

**On Time Pick Up:** Please be punctual when picking up your child. If you realize you will be late please send your emergency contact or authorized adult. If you do not arrive by 6:30 pm, the staff will try to contact you, and then call your emergency contact. If your child is picked up after 6:30 pm, we will assess you a late fee of \$3 per minute according to the sign out tablet clock. In extreme cases, contact will be made to the Division of Child Permanency and Protection or the Glen Rock Police. If tardiness is ongoing, your child may be withdrawn from the program.

**Pick Up Note:** We ask parents to **not** pick up students in after care until at least 3:45 PM. We will have a check in process for after care that will be specific and take time. This will include, but not be limited to: taking attendance and temperature. If a child needs to be picked up for a doctor's appointment between 3:18 and 3:44, we ask parents to pick up their child at dismissal. The phones for pick up will not be picked up until 3:45 PM.

The time you pick up your child is recorded in their account. Attendance is taken via ProCare (formerly known as Kinderlime).

**Pick Up Authorization:** Parents must inform the program caregivers, preferably 24 hours in advance via email if an another adult will pick up their child, who is not listed on the emergency contact or pick up list. We do not release children to adults who are not on the list or who we were not notified of being able to pick up the child. If someone other than you or your emergency contact is picking up your child, they must provide photo identification. If anyone is not permitted to pick up your child, we must receive that in writing. If a court order exists affecting your child's arrangements, we must have a copy on file in order to comply.

## **ATTENDANCE**

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**Absence:** Please use email to report an absence. Telephone extensions will be used for other purposes.

Byrd:	<a href="mailto:SACCBByrd@glenrocknj.org">SACCBByrd@glenrocknj.org</a>
Central:	<a href="mailto:SACCCentral@glenrocknj.org">SACCCentral@glenrocknj.org</a>
Coleman:	<a href="mailto:SACCColeman@glenrocknj.org">SACCColeman@glenrocknj.org</a>
Hamilton:	<a href="mailto:SACCHamilton@glenrocknj.org">SACCHamilton@glenrocknj.org</a>

**After School Activities:** With written permission from parents, children may attend on-site clubs or other after school activities. The after care leader must receive the child's schedule prior to the day of the activity. Children may **NOT** return to after care that afternoon from their on-site club or after school activities held at their school this year.

## **DISCIPLINE POLICY**

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On those rare occasions when a child has a difficult time in the Before or After School Program, related to but not limited to the following: physical aggression, disrespectful words or actions, use of foul language, ignoring program rules, ongoing tardiness, failure to pay tuition on time, the staff will do the following:

- Keep written records of difficult situations
- Alert the parents
- Speak with parent(s) regarding a behavioral plan for the child
- Provide notice to the program Coordinator and GRCS Director of unresolved difficulties
- If no appreciable change occurs in the child's behavior within two weeks, a conference will be scheduled with the coordinator, the parent and the caregiver, and the community school manager if necessary.
- If no appreciable change occurs within a month, the child may be withdrawn from the program.

We will try every reasonable means to help the child adjust to the program's schedule, staff, and other children. We must, however, consider the good of all participants when making program decisions.

The Before and After Care program is in compliance with the Glen Rock Board of Education HIB Policy 5131.2

## **HOMEWORK POLICY**

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Students are encouraged to spend time on homework. However, the staff is not responsible for the completion of or help with homework.

## **MEDICATION**

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Staff members are **not permitted to administer medication** under any circumstances, with the exception of an EpiPen. The community school office and your child's primary caregiver in the program must be advised if your child has an EpiPen.

A current EpiPen must be provided to the program and kept on site. Even if your child has an EpiPen on file with the school nurse, we must have duplicate materials since we do not have access to the nurse's office during our hours of operation.

## **SNACKS**

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**Food and drink may not be brought to Before Care this year.** After care does not provide snack, so it may be brought from home. We are a nut free program. Please inform the site staff and community school of all allergies.

## **SUPPLIES**

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Parents will receive an email prior to the start of the year with a list of supplies we are asking be brought in for before and after care participants. Supplies will be kept in bags at the school so that students do not have to travel back and forth with these items. These items will prevent unnecessary sharing of items.

## **TECHNOLOGY POLICY**

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Cell phones, iPads, computers, Apple watches, GizmoGadget or other technology are not allowed at before and after care. Children are required to keep all technology in their backpack. If students have the devices out, they will be asked to return the items to their backpack. Should a student want to contact a parent with one of these devices, the student should ask the Lead Caregiver for assistance. Cameras or other videotaping devices are not allowed at before and after care.

## **SPECIAL SERVICES**

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Due to confidentiality rules, we must receive written permission from parents in order to receive information from Special Education Services for applicable children. While those same services are not available in the before and after care program, it is important that the program leadership is aware of any special needs when registering children, so we may provide them with the best possible experience in our program. Please call the community school office and ask to speak directly with the Director.

## **CONFIDENTIALITY POLICY**

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All student information is held confidentially. If you have any questions regarding confidentiality, please contact the program Director.

## Payment, Fees & Registration

### **PROGRAM PAYMENT AND FEES**

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The before and after care program is a full school year program. GRCS has specified dates for registering, as staffing and planning are essential for the success of the program. Late fees and late registration fees are charged due to changes in staffing.

In the event that a lawsuit is filed to collect the outstanding balance, you agree to reimburse the Glen Rock Community School for all costs and expenses incurred in seeking collection of the amount due, including the reimbursement of reasonable attorney's fees.

**Payment and Payment Types:** Ten payments are required per year, one each month, from September (collected at Registration) through June. Fees are based on the school year, not the number of days in each month. Monthly payments are not reduced because of a child's illness, other absence, school holidays, school breaks or weather related closings. Tuition is not prorated. Payment is required by the 5<sup>th</sup> of the month. GRCS accepts American Express, Discover, MasterCard and Visa. Families are required to be enrolled in the Automatic Bill Pay program, unless other arrangements have been made with the Director.

**Refunds:** No refunds, credits or makeup dates are given due to closings\*, illness, vacation, activities, withdrawal from the program, etc.

**\*Reimbursement:** If school is closed due to any circumstances, outside of planned closings, I/We understand that our before and/or after care tuition will not be refunded if school is closed for up to 5 consecutive school days. I/We will be refunded for day 6 (the 6th consecutive day of closure) and any consecutive days after that school is closed due to unplanned closures. Families will be reimbursed based on pro-rating their schedules, as some students attend the program for less than 5 days a week. Reimbursement will be in the form of credits on the family Community Pass account.

**Registration Fee:** A non-refundable \$75 per child registration fee is required when signing up for the program each school year. This fee applies to new and returning students. The \$75 registration fee will be waived through August 23, 2020 for the 20-21 school year. Registrations received after September 29th will only be charged a \$75 registration fee.

**Late Registration Fee:** Registrations received between August 24th and September 29th will be charged a \$50 late fee + \$75 registration fee.

**Total Fees at Registration:** Due at the time of registration: registration fee (unless waived based on the date signing up), one month's tuition and late registration fee (if applicable).

**Late Payment Fee:** A \$25 late fee will be assessed on any payment received after the 5th of the month. If payments are routinely received after the 5th of each month, children may be asked to leave the program.

If payment is made by check or cash, and the 5th of any month falls on a weekend, holiday, or school break, payment must be received (not postmarked) by the last business day prior to the 5th.

**Change to registration:** Schedule changes may be made to before and after care. All Changes must be completed using the **Change Form** on the GRCS website, and there is a **\$20 change fee**. Changes may not be made via phone, email or mail.

**Re-Entry Fee:** If your child was registered in the program and withdrawn in the same school year, and you would like to have your child re-enter the program, there is a \$20 change or re-entry fee.

**Returned check fee:** Families will be charged \$35 per returned eCheck or Check. After the second returned check, only credit card will be accepted as a form of payment.

**Discounts:** Due to program costs we can no longer offer staff discounts or sibling discounts.

**Program Fees:**

<b># of Days</b>	<b>Before Care</b>	<b>After Care Pick up by 6:30</b>
Two	\$94	\$165
Three	\$136	\$230
Four	\$168	\$290
Five	\$199	\$345

## **REGISTRATION**

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Registration is ongoing beginning May 15th and can be made online. To receive services starting on the first day of school your child's registration must be completed online by August 23rd to avoid a Late Registration Fee. This includes payment of the registration fee, first month's tuition, and receipt of all Agreements.

Please see below for more detail on start dates and fees.



### Registrations between May 15, 2020 and September 29, 2020

Register by	Late registration fee of \$50	Begin program first day of school	Once school starts, entrance to program	First Tuition payment
August 23 or before	No	Yes	First day of school	Full month Sept.
Between Aug. 24–Aug. 27	Yes	Yes	First day of school	Full month Sept.
Between Aug. 28-Sept. 10	Yes	No	Mon. Sept. 15	Full month Sept.
Between Sept. 11-29	Yes	No	Thurs. Oct 1st	Full month Oct.

### Registrations between September 30, 2020 and June of 2021

entering the program on or between the 1<sup>st</sup> and 17<sup>th</sup> of the month, the entire month will be charged

**\*\*\*Due to facility and staff planning, we will only be offering the following entry points into the program and deadlines to register: for new registrants or for changes**

Register by:	Entering the program:
Sept. 30 - Oct. 8	Thurs., Oct. 15
Oct. 9 - Oct. 29	Mon., Nov. 2
Oct. 30 - Nov. 12	Mon., Nov 17
Nov. 13 - Nov. 23	Tues., Dec. 1
Nov. 24 - Dec. 10	Tues., Dec. 15
Dec. 16 - Dec. 19	Mon., Jan 4
Jan. 4 - Jan. 13	Fri., Jan 15
Jan. 14 - 28	Mon., Feb. 1
Jan. 29 - Feb. 11	Mon., Feb. 15
Feb. 12 - 25	Mon., March 1
Feb. 26 - March 11	Mon., March 15
March 12 - March 27	Tues., April 1
March 28 - April 13	Thurs., April 15
April 14 - 29	Mon., May 3
April 30 - May 13	Mon., May 17
May 14 - 27	Tues., June 1

## CHANGES OR RE-ENTRY

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**Student Info Changes:** All contact information, pick up authorizations and medical changes, must be placed in writing and emailed to [grcs@glenrocknj.org](mailto:grcs@glenrocknj.org).

**Change to registration (including Re-entry):** Schedule changes may be made to before and after care. All Changes must be completed using the Change Form on [www.grcsonline.com](http://www.grcsonline.com). **See the change dates above.**

Exceptions to changes and prorated tuition are not available. A \$20 fee will be assessed on all changes and re-entry into the program.

## **WITHDRAWAL**

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There is no fee to withdraw. All Changes must be completed using the **Change Form** on [www.grcsonline.com](http://www.grcsonline.com). Requests to withdraw **must be submitted no later than the 25th** of the preceding month or the Friday prior if the 25th falls on a weekend or holiday, otherwise you will be charged for your next tuition payment. No refunds or partial refunds are given.

## **EMERGENCY**

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**Emergency Contacts:** These are required for registration. **It is of utmost importance that your emergency contacts are located nearby in order to reach the school quickly in an emergency. They must be someone other than a parent and kept up to date.** The emergency contact must provide proof of identification when picking up. **The emergency contact must be willing to pick up a sick child.**

**In Case of Emergency:** If a child has a serious accident, the Glen Rock Police Department and Volunteer Ambulance Corps will be contacted first, then the parent, then the emergency contact if necessary. If a child appears ill, we will call the parent/guardian first then the emergency contact.

## **Contact Information**

<b>Byrd Before Care</b>	Kim Ruff	ruffk@glenrocknj.org saccbyrd@glenrocknj.org	445-7700 ext 6201
<b>Byrd After Care</b>	Anita Escalante	escalantea@glenrocknj.org saccbyrd@glenrocknj.org	445-7700 ext 6201
<b>Central Before Care &amp; After Care</b>	Laura Nuzzo	nuzzol@glenrocknj.org sacccentral@glenrocknj.org	445-7700 ext 7517
<b>Coleman Before Care &amp; After Care</b>	Rosemary Hillman	hillmanr@glenrocknj.org sacccoleman@glenrocknj.org	445-7700 ext 7627
<b>Hamilton Before Care &amp; After Care</b>	Linda Cubby	cubbyl@glenrocknj.org sacchamilton@glenrocknj.org	445-7700 ext 8810
<b>Glen Rock Community School Office</b>	Linda Plastina	plastinal@glenrocknj.org	389-5011
	Maura Alvino	alvinom@glenrocknj.org	
	Allison De Meulder	demeuldera@glenrocknj.org	389-5011

\*Staff subject to change

**Glen Rock Community School reserves the right to change fees, program schedules, procedures or personnel at any time.**

**I shall indemnify and hold the Glen Rock Board of Education harmless for any and all claims for injuries and damages and costs that may be incurred in connection with my child attending the Before and After Care Program, including the reasonable attorney's fees, unless caused by the negligence of the Glen Rock Board of Education and the Community School.**