

Palmyra School District

Program Supervisor: Mary Petrucelli

West Charles & Walnut Streets Entrance

Palmyra, NJ 08065

856-786-9300 | 609-828-2056 (cell)

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(Note: NO PROGRAM ACCESS for parents from the front door of school)



WELCOME to our Parents & Participants!

Thank you for registering for the Charles Street Child Care Program (CSCC).

All staff members plan for your child's experience to be positive and for you to feel assured that your child is in a safe & trusting environment. We are happy to be able to provide a safe and secure transition for your child from the school day to a more relaxed & fun atmosphere without the loss of guidance or supervision. The program is structured around scheduled activities but also allows children to make choices about what & where they participate.

A daily snack is provided, homework time is required, & daily physical activity is encouraged for all.

The Program is open for all students in Kindergarten through 5th grades who are enrolled in the Charles Street School.

****Your signature on the included registration form means that you have received and read the information contained in this program guide and agree to abide by its contents. If there is something you do not understand-please do not hesitate to ask or call for clarification.***

Program Goal & Objectives

Our goal is to provide a less-expensive, enriching & enjoyable after care program for Charles Street School families.

Objectives include:

1. Provide a safe place for student after school hours & peace of mind for parents/guardians.
2. Provide students with opportunities to be creative, athletic, artistic, and supportive of one another.
3. Give students opportunities to develop social responsibility and an appreciation of our diverse community.
4. Encourage 60 minutes of movement.
5. Provide a quiet & supportive environment for homework.
6. Provide students with alternatives to inappropriate responses to conflict & to be accountable for their actions.

Registration

In order to register:

- Complete the CSCC Registration form for EACH child attending the program (one form per child). Registration forms must be complete and signed by the parent/guardian enrolling the student. Information on this form is important for the safety of the student, please ensure that it is correct, complete & legible.
- Return forms to Ms. Kimberly Allen at the Palmyra Community Center during business hours. Ms. Allen's phone number is 856.786.9300 x1000
- In order to complete your registration, all outstanding balances from prior participation must be paid in full.
- All children must be toilet trained to participate in the CSCC.
- **Your signature on the registration form signifies compliance with the attached rules**
- The CSCC reserves the right to refuse or terminate services if we are unable to provide a child with a safe & appropriate environment.

Program Location & Hours

The Before & After School Program is located in the Cafeteria & Gym at Charles Street School (CSS)

These spaces are in the REAR of the building near the playground. (Parents cannot access the Program from the front door of the school)

The Program operates each day that CSS is in session (consult District Calendar)

Before Care Program

Charles Street School is now offering before care for students in Kindergarten through 5th grade. Students will enter through door 9 (Walnut street door) starting at 7:00am. Students will be greeted by a staff member and directed to the cafeteria to sign into the program. Students will have access to table games, books, coloring sheets, and access to the gym. Students will be directed by staff to breakfast program at 7:45am. Students that do not attend breakfast will be directed to their classroom following the normal school day schedule.

After School Program

After school begins at student dismissal & runs until 5:45pm. **All students must be picked up NO LATER than 5:45pm in order to avoid late pickup fees.**

- All Students must report to the inside cafeteria doors for check-in when they are dismissed from class. Please stress to your children the importance of reporting to the Program in a timely manner once they are dismissed from school.
- Classroom teachers need to be made aware of what students and when students are to report to the CSCC. Please keep your child's teacher informed when there is any change to their scheduling.
- During the Program day, students will make use of the Charles Street School cafeteria, gym, playground and playing fields, courtyard, multiple individual classrooms and/or the library as well.
- The program will NOT operate on days when Charles Street School closes before the start of the school day **OR if the school day is unexpectedly cut short** (snow day or other emergency situation). If there is a delayed opening, the Program will operate as if it was a regular school day.

Although the Palmyra Board of Education provides program support in the form of program space, utilities & supporting services, the daily operational costs of the program are fully funded through participant fees.

Emergency Contact

Parents/Guardians **MUST** provide the name, address & phone number of at least 2 people that can be contacted in an emergency or if you are not available.

When choosing an emergency contact to act on your behalf please keep in mind that this person should have the ability to come immediately to the program site & assume responsibility for your child. Every effort will be made to contact parents/guardians before the emergency contact is called.

Please recognize that by listing these individuals as an emergency contact for your child, you are also authorizing the Program to release your child into their custody if the situation warrants it.

It is important that all emergency phone numbers are updated & accurate. Please notify the Program Supervisor immediately of ANY CHANGE.

For the safety of all Program participants, children will be released **ONLY TO THOSE PERSONS LISTED AS**

AUTHORIZED to pick up your child. Written changes to the authorized pickup list may be made at any time. Changes to pick up authorization will not be accepted by phone.

Children must be ***DIGITALLY SIGNED OUT*** by a person authorized to do so ***BEFORE a child will be released*** from the Program.

No child may enter a pickup code - only the adult picking up may.

Individuals authorized to pick up children must produce appropriate identification when requested by Program staff.

Custodial Situations

It is assumed that the parent/guardian who signs the registration form has the custodial rights to do so & therefore also assumes all rights & obligations as contained herein.

If there is a court order or other form of custody agreement in place which would prohibit the program from releasing a child or information about the child, into the custody of a parent/guardian, **a copy of the order/agreement should be attached to the registration form.**

Medical Information & Emergencies

For the safety and well-being of your child, medical conditions - physical or emotional- must be listed on the registration form at the time of registration.

If your child becomes ill during Program participation, a safe isolation area will be provided until the parent/guardian or emergency contact arrives.

Program staff are not authorized to dispense medication of any type. In case of accident or injury, staff will attempt to administer appropriate first aid and/or call for emergency assistance if necessary. Incident reports will be completed by the Program Supervisor. A copy will be made available to the parent upon request & a copy will be forwarded to the appropriate Administrative Office(s).

We ask that parents/guardians notify the Charles Street School Administrative office (856.786.9300) immediately if your child develops an infectious or contagious illness.

Program Fees & Payment Schedule

ALL PROGRAM FEES ARE DUE IN ADVANCE OF ATTENDANCE DATES AND ARE PROCESSED THROUGH THE BRIGHTWHEEL APP

Students may register at any time throughout the school year.

Fee Schedule

Billing is due on the 15th of each month for the following month's services. The first bill due August 15th is for September and the last bill due May 15th is for June.

School is in session for 180 days over a 10-month period. Monthly fees are based on full attendance for the entire school year. Days school is not in session (such as holidays, winter/spring breaks, snow days) is factored into rates. All rates have been standardized based on this criteria. Based on the above there are **NO CREDITS** for days absent or days school is not in session during the program week or month.



The Charles Street School Before and After Care uses the App, Brightwheel for program management & accounting purposes. Families will receive an electronic invitation to join once their registration is processed- (see pages 5/6)

DO NOT JOIN UNTIL you receive this link that will attach to your child's records directly.

Parents must create a free account & make all payments through this service. Link your Brightwheel payment to your bank account or a credit/debit card to ensure timely payments – no more check writing!

Before Care at Charles Street School

Registration Fee	\$10 one time
All students	\$60 per month
Flex Package	\$25 for 5 days

After Care at Charles Street School

Registration Fee	\$20 one time
Full Price Lunch	\$212 per month
Reduced Price Lunch	\$204 per month
Free Price Lunch	\$197 per month
Flex Package	\$135 for 5 days

Late Pickup Fees

- \$5 first 15 minutes late
- \$15 every 15 minutes late after the first

If a child is not picked up by 6:30pm we will be obligated to contact the Palmyra Police & the Department of Children & Family (DCF) Services.

Failure to pay posted fees or other program charges can result in immediate disenrollment. Re-enrollment will not be considered until full restitution of all overdue/outstanding balances is made.

Flex Package

The Flex Package consists of five "Flexible" days of before and after care that can be used "as needed" throughout the school year.

Parents using a flex day need to notify the student's Teacher or the School Office by 10AM on days that they will be attending.

The student must be registered AND the fee paid prior to admission to the program, no exceptions.

Parents needing to add another Flex Pack to their Brightwheel account must email Kimberly Allen (kallen@palmyra.k12.nj.us) to add the invoice BEFORE their child attends again.



HOMEWORK

A supervised homework period is included as a part of the CSCC day. Please understand that this is not a one on one teaching or tutoring period.

Teachers expect students to complete homework independently and/or with parental supervision. This part of the program is not designed or staffed to offer a comprehensive homework program. When homework time is over, students must move on to the next activity.



Behavior Guidelines

- Students are not to go anywhere without staff permission.
- Students are expected to follow the same Rules & Behavior Guidelines as established in the Charles Street School Handbook.
- Students are responsible for their own actions & belongings.
- Students are to respect each other, staff, and the environment.

When guidelines are NOT followed:

- Staff will remind the student of what is appropriate, redirect the student, and/or remove them from the area of difficulty.
- If unacceptable behavior persists, a parent will be notified of the problem. A conduct referral may be completed and sent to the Charles Street School Principal.
- If a child's behavior at any time threatens the immediate safety of anyone, the parent will be notified and will be expected to pick up the child immediately.
- Staff will record infractions and input records into OnCourse.
- Persistent behavior issues may result in the child being suspended or dis-enrolled from the CSCC Program.

General Unacceptable Behaviors

- Endangering the health and safety of children or staff.
- Stealing or damaging property.
- Continual disruption to the program.
- Using profanity, vulgarity or obscenity.
- Physical or verbal abuse directed toward participants or staff.
- Refusal to follow the behavior guidelines or program rules.

Persistent behavior issues will be documented in 3 tiers

Tier 1

- After 5 infractions – a letter will be sent home from the principal of CSS regarding the child's specific behavior.

Tier 2

- After 10 infractions – a meeting will be held with the principal and aftercare supervisor at CSS to discuss the child's continued behavior. At this time, the student will be placed on a probationary period regarding their enrollment status in the program.

Tier 3

- After 15 infractions- A second letter will be sent home from the principal of CSS terminating the child's enrollment in the program for the remainder of the year.

For Parents:

Communication is important to us. We would like to know what your child enjoys while at the program as well as any problems. Please share your ideas & concerns.

FYI: Program staff are given specific instructions to walk away from any inappropriate or confrontational situation involving a parent & to immediately contact the Program Supervisor.

Parents who believe that a member of the Program staff have behaved in an inappropriate or confrontational manner should report the incident to our Program Supervisor.





Meet brightwheel, an easy-to-use mobile app that helps schools & teachers stay better connected with families.

What is brightwheel?

Charles Street Child Care Program uses brightwheel for recording and tracking daily attendance & managing administrative tasks. As a parent, you'll get private updates delivered to your mobile device regarding your child's program & account.

Stay Connected: stay in touch with the program supervisor & business office.

Digital Check-out: Easy digital sign-out with your personal check-in code & image scan at the pick-up desk.

Messaging: Leave notes for the program supervisor about your child.

Paperless Billing: Secure online system for receiving invoices & receipts for tuition, as well as paying bills digitally & safely. (No more Checks!)



Why use brightwheel?

Parents report that the peace of mind brightwheel delivers is invaluable! It provides more time for program staff to spend with students & alleviates a bottleneck at program check-out!

Download today for iPhone, iPad & Android





brightwheel was built for schools & families, to make your lives easier. That's why we've made school payments as easy as 1-2-3!

Our billing feature allows for digital payments direct from your bank account; OR you may also pay via credit & debit card in the app- it's your choice.

Yes, it's true: No more checks to write! Get invoices electronically, and pay your bill with one click OR choose to set up automatic withdrawals.

brightwheel billing features INCLUDE:

- **EASY SETUP:** Set up your brightwheel account **ONCE YOU RECEIVE THE EMAIL INVITE LINKING YOU DIRECTLY to your child's account** created in the CSCC billing office.
- **EASY PAYMENTS:** Direct from your bank account or via credit/debit card. Credit card payments will include a 2.9% surcharge for the service fee.
- **EASY TRACKING:** All records kept in your secure brightwheel portal, receipts are sent automatically via email & are available to download yourself for tax purposes.
- **SECURE:** brightwheel uses the highest levels of security & compliance. Info is protected & encrypted. CSCC is unable to view specifics regarding your personal financial information.

Date	Student	Items	Amount	Status	Due Date	Take Action
March 11, 2016	Adam Johnson	Equipment and supplies	\$45.00	unpaid	February 1, 2016	View Invoice
February 27, 2016	Adam Johnson	Tuition	\$555.00	paid	February 3, 2016	View Invoice

After receiving your email invite:

Log in on the app and follow the simple instructions to complete your billing profile setup. Note that it takes 2-3 days for brightwheel to authenticate your bank account when choosing this method.

More details are available at the brightwheel website: **mybrightwheel.com**

For brightwheel assistance in Palmyra:
Contact Kim Allen at 856-786-9300 x1000
email: Kallen@palmyra.k12.nj.us