



Before  After
Care Program

★ Riverbank Charter School of Excellence ★

Parent Handbook

Affirmative Action/Equal Opportunity Statement

Riverbank Charter School of Excellence Before and After Care Program affirms that this program will not and does not discriminate against any child on the basis of race, color, creed, national origin, sex, or disability.

Riverbank Charter School of Excellence Before and After Care Program further affirms that the organization will not discriminate against any employee or applicant for employment because of the race, color, creed, national origin, sex, age, marital status, or disability.

Arrival Procedures

To ensure your child's safety, it is required that your child be signed in and out daily. Please initial and mark the time of your arrival on the sign-in sheet.

Please do not ever send your child into the building unaccompanied.

Children will not be admitted to the Before Care Program before 7:15AM.

Child Abuse Reporting

The staff at Riverbank Charter School of Excellence Before and After Care Program are required by the State of New Jersey to report any unusual situations that are cause for concern in the areas of abuse or neglect.

Any person who has reasonable cause to believe that a child enrolled in the Riverbank Charter School of Excellence Before and After Care Program has been subjected to any form of abuse by any person whether working at the school or not, is required to immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, 911 will be called, as well as **1-877 NJ ABUSE (1-877-652-2873)**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

Closing Due to Inclement Weather / Emergencies

Information about a closure Riverbank Charter School of Excellence Before and After Care Program can be obtained by receiving a phone call from the PostCall system. Information will be posted on the school Facebook page and an email will be sent as well.

The Riverbank Charter School of Excellence Before Care Program and will not be open when there is a delayed opening.

If Riverbank Charter School of Excellence is closed or closes early for inclement weather, The Riverbank Charter School of Excellence Before and After Care Program will be closed.

Discipline Approaches

The methods of discipline used at Riverbank Charter School of Excellence Before and After Care Program shall be positive and consistent with the developmental level of each child.

To modify behavior, we offer acceptable alternatives for the inappropriate behavior or remove the child to a quiet area for a short “time out” period. This “time out” period is used when a child is exhibiting inappropriate behavior such as:

- Hitting, pushing, biting, kicking of himself/herself, another child or staff member
- Causing emotional or physical harm to another child or staff member
- Destroying toys, materials, program property or the property of others
- Creating a disturbance
- Not following directions
- Running away from staff

During the “time out” period, the child will be removed from the area where the problem occurred for a short period of time. The child will always remain in full view of a staff member and the group. After an appropriate amount of time, the child will be asked to rejoin the group. A staff member will discuss and explain to the child why his/her behavior was not appropriate and what the appropriate behavior should have been.

In the event that a child’s behavior becomes uncontrollable or dangerous, the staff reserve the right to ask the parent/guardian to pick the child up from the program.

Emergency Drills

Emergency Drills are necessary for the safety of the children and staff. All children must know the specific direction for reaching a point of safety from those areas of the school they will be in. Emergency drills will be held monthly in compliance with State regulations.

Health and Sick Policy

If your child becomes ill or has a fever during program hours, you will be notified immediately and your child will need to be pick up within 30 minutes of the call. In case of a medical emergency requiring immediate attention, 911 will be called.

Hours

Before Care – 7:15 – 8:00AM

After Care – 3:15 – 6:00 PM

Injury Reports

In the event that any injury or unusual incident occurs concerning your child, you will be notified immediately and an injury report will be sent home with your child. A copy of the report will also be kept in your child’s program file.

Late Pick Up

The Riverbank Charter School of Excellence After Care Program ends at 6:00PM. It is imperative that every parent/guardian have a plan in place that would permit a family member or friend to pick-up your child in case of an unforeseen emergency, which keeps you from picking up on time.

Please be prompt in picking your child up from the program. A late charge of \$1 per minute will be billed for any child picked up after 6:00PM.

If a child has not been picked up within 1 hour of closing and other arrangements have not been made, a call will be placed to the Division of Children and Families to seek assistance in caring for your child.

Please note: Failure to comply with the late pick-up policy or payment of the late charge (\$1.00 per minute) or abuse of closing time will be reason for dismissal from the program.

Medication

No medication will be administered in the Riverbank Charter School of Excellence Before or After Care Program.

Outdoor Play

Outdoor play is a part of your child's program except during inclement weather or if otherwise ordered by your physician. Please ensure your child is dressed appropriately for all weather conditions.

Release of Children

It is required that Parents/Guardians notify the staff in advance if a child is going to be picked up by a person other than themselves.

Children will only be released to those persons whose names are on the registration form or who you informed the staff of in writing. A valid Driver's License will be required if a new person is picking up a child.

Any situation involving a court order will be required to keep on file.

If a parent/guardian or person authorized appears to be physically and or emotionally impaired to the extent that, in the judgement of the staff member, that the child would be placed at risk of harm if released to such as individual, the child will not be permitted to be released from the program's care. In such an instance, another person on the emergency contact list will be contacted, as will the authorities if necessary.

Return Check Free

There will be a fee of \$25 for any check that is returned to due insufficient funds. After two returned checks, payments may only be made by cash or money order.

Smoking

Riverbank Charter School of Excellence Before and After Care Program is a smoke free environment. No tobacco products or electronic cigarettes are permitted on the premises.

Snacks

Each day a snack will be provided for your child. Please notify staff of any food allergies upon registration. If your child is unable to eat the snacks provided by the before/after school program, please contact our office.

Standards of Conduct

Riverbank Charter School of Excellence Before and After Care Program ensures that all staff and volunteers abide by the following standards of conduct:

- Respect and promote the unique identify of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Follow confidentiality policies concerning information about children, families, and other staff members
- Ensure that no child will be left alone or unsupervised while under their care.
- Use positive methods of child guidance and will not engage in corporal punishment or reward, or the denial of basic needs
- Not solicit or accept personal gratitudes, favors, or anything of significant monetary value from contractors or potential contractors.

Terms of Suspension / Expulsion

We will make every possible effort to keep your child enrolled in our program. Since we must assure the health, safety and learning environment for all children, we reserve the right to ask a parent/guardian to remove the child from the program, under extreme circumstances and/or when all other measures have been exhausted.

The following are terms for expulsion:

- Causing emotional/physical harm to oneself, other children or staff
- Destroying program property and materials and/or the materials/property of others
- Creating frequent disturbances which result in the interruption of the other children
- Chronic late pick-up
- Chronic late payments
- Expulsion from the program will occur after 3 suspensions