



# CARE

Child-Centered Activities  
Reinforcing Excellence



## PARENT HANDBOOK

2023-2024

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## **MISSION STATEMENT**

The Bellmawr C.A.R.E. Program will provide child centered activities that reinforce excellence for children who need additional supervision outside the hours of the typical school day. The program will offer a safe, caring, and structured setting for students in preschool through eighth grade. The C.A.R.E. Program is consistent with the Bellmawr learning environment in that all students are entitled to excellence every day. Children that participate in the before and/or after school program will be exposed to a variety of opportunities to engage in play activities, arts/crafts, fine and gross motor tasks, as well as ongoing social interactions with peers. The C.A.R.E. program shall offer caring support for the children and families in an atmosphere of mutual respect.

## ACTIVITIES

The C.A.R.E. Program is designed to provide opportunities for students to take ownership of the program and they are encouraged, as appropriate to participate in planning indoor and outdoor activities. Both quiet and active play, homework and snack time are included. To promote social, emotional, and developmental growth, children in the C.A.R.E. program are typically grouped in multi-age groups. The staff guides successful group play. At times, individuals or specific ages are encouraged to play or work together. Activities include a variety of enrichment experiences including literacy, and science.

Movies will be shown from time to time in the program, especially on half days or during inclement weather.

Parent/guardian suggestions and comments regarding activities are always welcome. Please address concerns with the program activities with the site supervisor. If a concern persists, please contact the Bellmawr C.A.R.E. Program Administrator by email [jcroce@bellmawrschools.org](mailto:jcroce@bellmawrschools.org) or by phone at (856) 931-6273 Ext.1399

## ADMINISTRATION OF MEDICINE

It is the policy that CARE staff may not administer any medication, either prescription or nonprescription, except for intervention for a life-threatening incident. Exceptions will be made for children with a doctor's note stating the child/children require medications during a **specific time period** that cannot be altered. If the school nurse is not available during that time frame to administer the medication, CARE staff trained in medication administration will administer the medication. All required documentation must be complete and on site with the medication in its original container.

## ARRIVAL, DISMISSAL, DROP OFF & PICK UP

Children enrolled and attending the C.A.R.E. Program are not permitted to leave the school building or grounds. Exceptions are at the discretion of the parent, Site Supervisor, C.A.R.E. Program Administrator and Building Principal.

Children will be released to their parent/guardian or to authorized persons who are listed as Emergency Contacts. Parents/guardians are encouraged to name as many authorized persons as they wish when completing the emergency forms. Authorized persons must be over 18 years of age or a sibling in sixth grade or older. Parents/guardians **must** come up to the building in the morning and afternoon to sign the child in and out for the child to enter the program in the morning and be released in the evening.

Parents/guardians and other persons picking up children will be asked to produce identification **EVERY TIME**. This is a requirement of the Bellmawr School District and is for the safety of your child/children. Please remind anyone new picking up your child to bring identification with them.

Parents/guardians with children in both Pre-K and K-4 at Park will be directed to the Early Childhood Center main door to drop off and pick up.

If parents/guardians will be out of town for more than a day, they are encouraged to inform the program staff of their whereabouts in case of emergency, and to designate which person(s) will temporarily act on the parent's behalf. Please be aware that, in the case of separated or divorced parents, we are unable to restrict one parent's right to visit or pick up a child without a current court order signed by a judge. A copy of such order must be given to the Bellmawr C.A.R.E. Program to be retained in the child's file. Once a child has been signed out of a program by a parent/guardian or other authorized person, the safety of the child becomes the responsibility of the person signing him/her out. Once signed out, children may not be left on site to play with children remaining under the care of the program.

## Attendance Policy

For the safety of all children, please understand that when your child does not show up to our program, we must verify his/her whereabouts. The program cannot start until a final headcount is accurate.

If your child is registered for the CARE PM program and for any reason cannot attend that day due to illness, an appointment, club, etc. The site supervisor **must** be notified prior to the session start time via any method listed below:

- Site cell
- Supervisors email

A \$3.00 fee will be imposed per incident if a parent fails to notify the CARE program in advance of non-attendance. If the violation of this policy persists, you may be terminated from the CARE Program.

## CALENDAR

The Bellmawr C.A.R.E. Program operates according to the Bellmawr School District calendar. Please check the district calendar for starting and ending dates, school closings, and early dismissal days. CARE reserves the right to close earlier than 6:00pm on school “early dismissal days”. There will be no program on snow days or school closing days, unless otherwise noted. Program early closure dates and times for the 2023-2024 school year are as follows:

- November 22<sup>nd</sup>, 2023 / Program will close at 3:00pm
- December 22<sup>nd</sup>, 2023 / Program will close at 3:00pm
- March 28<sup>th</sup>, 2023 / Program will close at 3:00pm
- LAST DAY OF SCHOOL : TIME AND DATE TBD

## CELL PHONE POLICY

Children of the C.A.R.E. Program are not permitted to use a cell phone during program hours. The cell phone must remain in the backpack and turned off. If the child needs to use the cell phone for any reason, they **must request permission from a C.A.R.E staff member**. Consequences for noncompliance are at the discretion of the C.A.R.E Program Administrator and Site/Program Supervisor.

## COMMUNICABLE DISEASES

The health and safety of your child is a matter of major importance to all of us. To protect the children in the program who are well, we have very stringent rules about sick children.

In some cases, a child may be refused admission due to a presenting illness. If a child is too ill to attend or is prohibited from attending school due to an illness or medical condition, they may not attend C.A.R.E. If a child becomes ill at the program, a parent/guardian or authorized person may be called to pick up a child earlier than scheduled. Once called you will need to make arrangements to pick up your child within 30 minutes. These situational restrictions apply particularly to illnesses such as:

- Acute diarrhea
- Vomiting
- Fever
- Contagious illness

Readmission will be allowed with a doctors note or when a child has been without symptoms for 24 hours. This means if we send your child home on Tuesday, he or she may not return until Thursday.

For the safety of all children and staff, parents/guardians are expected to report to C.A.R.E. directly and immediately if their child is diagnosed with a communicable disease. As always, C.A.R.E. will respect the confidentiality rights of children and families if/when we find it necessary to notify other participating families of detection of communicable diseases within the program environment. A child must be symptom free for 24 hours to return to the program.

**\*\*ADDENDUM: Effective June 15, 2020, pursuant to Executive Order 149 all childcare programs operating in the state of New Jersey must comply with the requirements detailed in the Department of Children and Family Services Office of Licensing Guidance for New Jersey Child Care Facilities on Covid-19 Related Health and Safety Requirements.**

- *Children that have a fever of 100.4 degrees or above OR other signs of illness shall NOT be admitted to the CARE program.*
- *Any confirmed or suspected exposure to COVID-19 occurring in the CARE Program will be immediately reported to both the local department of health and the Division of Children and Family Services Office of Licensing.*
- *If a child contracts or has been exposed to COVID-19, they cannot be admitted back into the CARE Program until the criteria for lifting transmission-based precautions and home isolation have been met.*

## COMMUNICATION

To support your child's success in the C.A.R.E. Program, our goal is to work in collaboration with families. To that end we appreciate being able to communicate in the best possible way matching the situation and your availability. Communication will occur in person, on the phone or via email. In the event of an accident, injury, or code of conduct violation the Site Supervisor will provide an incident report in writing so that all parties have appropriate documentation. The C.A.R.E. Program Administrator can be reached at (856) 323-3621

### Communication with School Staff/Administration

We believe that it is always in the best interest of the children for programs to work closely with school personnel. Communication is the key to successful collaboration. We have found that by working and strategizing together, we are often able to prevent problems or improve the level of service we can provide to a child.

For this reason, parents/guardians are asked to sign a release permitting the sharing of information about their child between the Bellmawr C.A.R.E. program and the school. Information may include (but is not limited to) successful homework strategies, general behavioral issues and other important notes that will assist with maintaining your child's health and safety.

From time to time the school or C.A.R.E. staff may feel that more extensive sharing of information would help to meet the needs of a child or family. In these cases, either the C.A.R.E staff or school personnel may request permission for more in-depth discussion. We hope that, should these circumstances occur, parents/guardians will feel comfortable permitting a more extensive dialogue. Be assured that the C.A.R.E. staff considers any such information confidential, and if it is to be shared with school or C.A.R.E. staff, it will only be done on a need-to-know basis.

## COURT ORDERS

If a child is the subject of a court order, the Bellmawr C.A.R.E. Program must have a copy of the most recent version, signed and with a judge's seal, included in the child's file. This includes orders regarding guardianship, parental custody, restraining orders, or any other orders relevant to the child's enrollment or pick up from the program. **Please note that, without proper documents, the Bellmawr C.A.R.E Program may not restrict a parent from visiting or taking a child from a program or providing information.** The Bellmawr C.A.R.E. Program will make every effort to follow the order as written; however, if there is any confusion to the meaning or requirements of the document, we may consult our attorney for clarification and/or request interpretation by the court or police.

## CONDUCT AND BEHAVIOR



The Bellmawr C.A.R.E. Program approaches conduct from a positive perspective. The rules and consequences are designed to effectively reflect the school codes of conduct and to ensure the safety and security of our students, who also participate in the development of the rules. We strongly encourage parents/guardians to review and discuss the C.A.R.E. rules and consequences and to support the staff as they enforce them. When student behavior is disruptive or disrespectful students will be given consequences that reflect their behavior. Being redirected into a different activity, removed for a cool down period and discussion of the inappropriate behavior are the methods most often used to address inappropriate behavior. When a behavior or incident is more serious in nature it is documented in writing and an incident form is completed and shared with the parent/guardian. For repeated incidents, meetings will be scheduled so that the Site Supervisor and parent/guardian will collaboratively develop a specific plan for the student. Continued incidents may result in suspension or removal from the program. That decision is made in conjunction with the C.A.R.E Program Administrator. Serious or persistent incidents for one of the following reasons may be cause for suspension or removal:

- Fighting
- Repeated or serious defiance of adult directives that may result in concerns for safety/security.
- Use of inappropriate language.
- Threats, harassment, intimidation, or bullying.
- Vandalism
- Possession of anything that can be considered a weapon.
- Stealing
- Leaving the program/school grounds without permission

Repeated discipline notices result in the following:

- First Offense - Warning
- Second Offense - Parental meeting
- Third offense - Temporary 1 -day suspension
- Forth offense - Temporary 2 -day suspension
- Fifth Offense - Temporary 3 -day suspension
- Sixth Offense - Permanent dismissal from CARE

The goal of the Bellmawr C.A.R.E. Program is to maintain student enrollment in the program. If repeated attempts to resolve behavior problems yield no positive results, the student will be terminated from the program as a last resort. Termination will follow repeated written warnings and conferences with the parent/guardian. If the behavior is serious and threatens the safety of him/herself or others, termination may be immediate. Please note that school administrators are granted the authority to exercise good judgement and apply a greater or lesser consequence than those listed above. The parent/guardian will be notified of the effective date of termination in writing. Every effort will be made to meet in person with the parent. If this is not possible a phone call will be made prior to the date of termination.

## **EMERGENCY/DISASTER PLAN**

The Bellmawr C.A.R.E. Program has developed an Emergency/Disaster Plan for response to emergencies,

disasters, or other traumatic incidents which may occur during program hours or impact the children enrolled in our program. This plan was developed in accordance with best practices and coordinated with the plans followed by the school district.

## EMERGENCY MEDICAL PROCEDURES

In the event of a minor injury on site, the staff will administer basic first aid. In the case of a head injury, a separate head injury report will be given to parents at pick up.

In the case of a serious injury, the Site Supervisor, in consultation with the C.A.R.E. Program Administrator, may judge that additional medical care is needed. Every attempt will be made to contact the child's parent/guardian, physician, or other authorized person to discuss options for further care. In the case of an injury or acute illness deemed very serious or life threatening by the staff, the C.A.R.E. Program staff may call 911 immediately and turn the decision for subsequent appropriate care over to their professional judgment.

The Bellmawr C.A.R.E. Program maintains accident insurance secondary to the family's own policy to cover injuries which occur at the program. Parents wishing to utilize this secondary insurance coverage should contact the C.A.R.E. Program Administrator to request the appropriate claim forms.

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- *If a child develops symptoms of COVID-19 while at the program (e.g., fever of 100.4 or higher, cough, shortness of breath) the child will immediately be separated from the well children until the child can leave the building. The CARE staff waiting with the child will remain as far as safely possible from the child (preferably 6 feet).*
- *Any confirmed or suspected exposure to COVID-19 occurring in the CARE Program will be immediately reported to both the local department of health and the Division of Children and Family Services Office of Licensing.*
- *If a child contracts or has been exposed to COVID-19, they cannot be admitted back into the CARE Program until the criteria for lifting transmission-based precautions and home isolation have been met.*

## ENROLLMENT POLICY

The Bellmawr C.A.R.E. Program offers before and after school care for school aged children. These are fixed tuition-based programs supported by the Bellmawr Board of Education to provide care for preschool through

eighth grade children before and/or after their regular school hours. To participate, children must attend school in the district and must attend the program at the same school they attend. Exceptions can be made for out-of-district special education students.

### **FIRE DRILL AND LOCK DOWN DRILLS**

A fire drill and lock down drill will be conducted at all C.A.R.E. Programs. Times and days of drills will vary.

### **HOLIDAY CELEBRATION**

The program will be inclusive and multicultural in our holiday celebrations and encourage children to share traditions and activities from home. No child is ever required to participate in an activity if they are uncomfortable or the parent objects.

### **HOURS OF OPERATION**

The C.A.R.E. morning program will operate daily from 7:00-8:35 am for school age children and 7:00-9:00 am for preschool children. The afterschool program will operate from 2:45-6:00 pm daily. On early dismissal days, the C.A.R.E program will begin immediately upon dismissal for all students.

### **HOMEWORK**

The Bellmawr C.A.R.E. program recognizes the need for support for students while completing homework during the Before/Aftercare program. Many children need a brief respite from the stresses of the school day and an opportunity to enjoy socializing with the other children enrolled in the program. Every effort will be made to provide a quiet area to facilitate an optimum environment for the children during homework time, within the constraints of space and staffing.

### **INFORMATION CHANGE PROCEDURE**

To ensure the safety and security of your child, please notify the C.A.R.E. Program Administrator in writing or by email at [jcroce@bellmawrschools.org](mailto:jcroce@bellmawrschools.org) of any:

- Change of home address or home phone number.
- Change of or new place of employment or employment phone number.
- Change of or new cell phone numbers.
- Change in names of adults authorized for pickup of your child.

### **LATE PICK UP**

All parents arriving after six o'clock pick-up time will be required to sign a late pick-up form verifying the actual time of arrival. The form will be forwarded to the C.A.R.E. Program Director for further action. **The late charge will be \$25.00 for every fifteen minutes after 6:00 pm.**

The report of lateness is not at the discretion of the staff member, nor is it based on the reason for lateness. **Time will be based on the time on the CARE site supervisor's cell phone.** If you know you will be late, please make a phone call in advance to the Afterschool C.A.R.E. Site your child attends and discuss with the Site Supervisor your intentions. This call in **NO WAY** waives the late pick-up fee.

If you know you will be late, it is also important to call so that we can reassure your child, as he/she is usually aware of the time and may be worried about you. This is also a courtesy to our staff.

Although we understand that occasionally a traffic problem or other situation may cause you to be late, we ask that you try to arrange for an alternate person to come for your child. If we have not been able to contact you to arrange for pickup by 6:01, we reserve the right to call someone on your emergency form to come for your child. **If we have not heard from a parent/guardian and are unable to locate anyone to pick up a child by one-half hour after closing time, the C.A.R.E Program Administrator may, at his/her discretion, choose to consult with the police and/or NJ DYFS for instruction as to how to proceed.** Repeat offenders (3 late pick-ups) will be asked to discuss with the Program Administrator about other arrangements for pick up. If necessary, the family may be asked to leave the program.

### **NUTRITION**

Snacks and beverages are provided to our students each day. It is an integral part of the program, giving children time to relax and enjoy conversation with their peers and the staff. Our food program will promote healthy eating and good nutrition. Students will participate in food selection, distribution, preparation, and clean

up. Our staff will also model and promote healthy eating, good nutrition, and appropriate table manners, by sitting with students and discussing healthy eating, modeling good table manners and by not consuming foods that are not permitted in the program.

Parents/guardians of children with food allergies should provide their own daily snack to ensure safety. Due to the increase in and severity of nut and other food allergies, the C.A.R.E program may decide to eliminate foods containing nuts or other ingredients from the snacks served, and if necessary and feasible, go so far as to prohibit them from the program site. If a child has any serious or life-threatening allergy or medical condition related to food, these must be clarified, and a care plan outlining needs/solutions prepared in advance with the C.A.R.E. Program Administrator. A list from the parent to the provider with acceptable/appropriate and safe snack choices, for a child with a food allergy would be helpful. Additional forms may be required to have on file with the program site.

Snack time is an integral part of our program. It gives the children time to relax and enjoy conversation with their peers, while reinforcing sharing and table manners.

## **NUTRITION POLICY**

This policy aligns with the Bellmawr School District Nutrition Policy and Policy Standards set forth by the NJDE and NAA:  
8505

### **SCHOOL NUTRITION (M)**

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, fat-free or low-fat (1%) milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and

consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity. All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After-School Snack Program shall meet the standards as outlined within this Policy. The following items may not be served, sold, or given out as free promotion anywhere on School property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations.
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products was required by January 1, 2006. All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturer's nutritional data or nutrient facts labels:
  - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
  - b. No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
  - a. Water.
  - b. Milk.

Schools shall make potable water available to children at no charge where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables.

and/or make potable water available for pupils to fill their own cups or water bottles by

means of a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.

Schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve fat free milk, low fat (1%) milk, fat free or low-fat lactose reduced/lactose free milk, fat free or low-fat buttermilk, or acidified milk or fat free or low-fat acidified milk.

Schools must offer at least two choices of these milks. Fat free milk may be flavored or unflavored while low fat (1%) milk must be unflavored. All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii). In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices. In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat. Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, except for foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to medically authorized special needs diets pursuant to 7 CFR.

Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible. The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards. The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

*N.J.A.C. 2:36-1.7(a); 2:36-1.7(b)*

## **Personal Property**

The CARE program will not be responsible for personal property that is either lost, stolen or damaged. All your child's personal items/property should remain in their backpack and be individually labeled to avoid confusion of ownership.

## **Pre-School**

The Bellmawr CARE Program is licensed by the NJ Office of Licensing as a School-Age Child Care program. Under the definition of “school-age childcare program” in the licensing Manual of Requirements, it states that **we can serve preschoolers if pre-school children attend the program for no more than three and a half hours per day**. This total number of hours includes any hours, whether morning or afternoon sessions, each day.

**\*\*Due to mandated time constraints a 10% discount for Pre-K children ages 5 and under will be applied to tuition\*\***

To serve all the students attending school, we are allowing the registration of pre-school students. The following conditions must be met to follow the licensing requirements:

- The child must attend Bellmawr School.
- The child must be at least 3 years old.
- The child must be potty trained.

\*CARE will assess a \$25.00 late fee if time child attends the program exceeds the 3.5 hours allotted\*  
Repeat offenders may be asked to leave the program.

## **Pre-School Behavior Management and Discipline**

A very important part of our CARE preschool Program is giving your children an opportunity to learn how to enjoy being with other children and follow the directions of an adult other than their parent. A caring and positive approach will be taken regarding behavioral management and discipline. The Supervisors and support staff will focus on positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibilities for their actions. The following are discipline strategies we use:

- Encouraging the children to use their words to express feelings.
- Redirecting children from a challenging behavior to an appropriate, positive behavior.
- Speaking with the children individually about their behaviors, in an age and stage-appropriate manner.
- Making parents aware of disciplinary concerns.
- Providing” RUFF” day incident reports.

## **PROGRAM ENVIRONMENT**

The Bellmawr C.A.R.E. program is designed to afford children, families, and staff a peaceful, safe, nonthreatening environment in which everyone is treated with respect. Disrespectful, threatening, or aggressive behavior disrupts the safe and peaceful operation of the program. This includes verbal and/or physical abuse or threats of such abuse. As such, individuals who engage in such behavior may be asked to cease participation in the C.A.R.E. program immediately and may potentially be barred from the site.

## Recognizing Early Signs of Illness

- Children and staff are observed by the site supervisor upon arrival to the program for any signs of illness or any other health issues. ***Parents/guardians of AM session children are required to sign and return the Covid-19 Health Screening Attestation.*** This is done for the safety and well-being of the child, other children in the program and staff members. If a child shows any sign of illness, we will separate the child from the other children and staff. The child will be supervised by the site supervisor until someone comes to pick up the child. If a staff member shows any sign of illness they will be asked to leave.

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- ***If a child develops symptoms of COVID-19 while at the program (e.g., fever of 100.4 or higher, cough, shortness of breath) the child will immediately be separated from the well children until the child can leave the building. The CARE staff waiting with the child will remain as far as safely possible from the child (preferably 6 feet).***
- ***Any confirmed or suspected exposure to COVID-19 occurring in the CARE Program will be immediately reported to both the local department of health and the Division of Children and Family Services Office of Licensing.***
- ***If a child contracts or has been exposed to COVID-19, they cannot be admitted back into the CARE Program until the criteria for lifting transmission-based precautions and home isolation have been met.***

## RELEASE TO AN IMPAIRED INDIVIDUAL

The Bellmawr C.A.R.E. program follows the NJDCF guidelines prohibiting release of a child to an individual suspected to be impaired due to drugs, alcohol, or other cause. The staff reserves the right to refuse to release a child to anyone under suspicion of impairment. Should a dispute occur regarding release in such a circumstance, the police department may be called in to make the final judgment.

## SCHEDULE



The C.A.R.E. Program offers a Flexible schedule. The schedule follows the school calendar. The Flexible schedule is 3, 4 or 5 days a week. AM, PM or AM and PM sessions available. The schedule you provide will remain for the entire month. Due to the need to maintain the legally required supervisory ratios, days cannot be switched. *No refunds or credits will be given for scheduled days NOT used due to illness, vacation or holidays falling on regularly scheduled days, appointment, club, etc.*

Non-scheduled days will be billed separately at the per diem Drop-in Care rate.

\*If your child's monthly schedule needs to be changed, please complete, and submit a "Change of Schedule Form" at least ONE week prior to the start of the new month and the changes will be made for that **following** month\*

### **Hours of Operation:**

**AM Program:** 7:00am – 9:00am Drop off times: **anytime** between 7:00am and 8:30am. If you arrive after 8:30am you will be instructed to take your child/children to their respective grade entrances.

**PM Program:** 3:00pm – 6:00pm Pick up times: anytime between 3:00pm-6:00pm.  
Pre-k follows time constraint hours.

\*On early dismissal days, the C.A.R.E program will begin immediately upon dismissal for all students. The CARE Program reserves the right to close earlier than 6:00pm on school "early dismissal days".

**Days of Operation:** Monday through Friday

Drop-in Care is available by paying an **emergency** add-on fee or using Flex Tickets. Drop-in CARE is for EMERGENCIES only. Flex tickets are available for purchase and include five tickets per book. Both the emergency add-ons and Flex tickets are only available to registered C.A.R.E. students. Parents/guardian must inform the Site Supervisor or the C.A.R.E. Program Administrator in advance regarding the dates needed for add on services.

### **SCHOOL BASED ACTIVITIES-ON PREMISES**

Children must report first to the C.A.R.E. afterschool program to be checked in and then go directly to the school-based activity. The C.A.R.E. program must know the time the activity is expected to end, and the children must return and check in with the after-school staff immediately upon dismissal from the activity.

### **SPECIAL ACCOMMODATIONS**

The Bellmawr C.A.R.E Program is designed to accommodate the needs of all children enrolled in the school district. The accommodations will represent the most appropriate option to afford each student equitable access

to the program. We ask that parent/guardians share their child's IEP or 504 Plan if there is one so that reasonable accommodations can be made. All information will be kept strictly confidential. It will be used to ensure that your child's program is positive and successful.

### **SUNSCREEN POLICY**

For the Bellmawr C.A.R.E. staff to apply sunscreen to your child, please sign off on the Sunscreen Policy. Please send sunscreen labeled with your child's name in permanent marker. Sunscreen will remain in your child's backpack. Please replenish, as necessary.

### **Supervision and Protection of Children and Staff**

We ensure that all children are adequately supervised. Our supervision includes maintaining the minimum child to caregiver ratios. The Program Administrator will ensure that ratios are adjusted to maintain levels of supervision and care. We always maintain a count of our children on a white board to ensure correct count. We maintain supervision by making sure we can always see and hear all children.

### **SUSPICION OF CHILD ABUSE/NEGLECT**

Please be aware that the staff and administration of the Bellmawr C.A.R.E. Program are considered mandatory reporters and will follow all applicable laws/regulations regarding suspected child abuse and/or neglect to the State Child Abuse Hotline 1-877-NJABUSE.

### **Technology and social media Policy**

Guidelines for conduct on CARE'S social networking:

CARE 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 and social media as it pertains to CARE.

The following are prohibited under this policy:

- Posting of all confidential, proprietary, personal/private, or sensitive information relating to enrolled children and their families or staff that you may have access to.
- Posting of photographs or videos of children, other than your own, is prohibited.
- Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting CARE, individuals or groups associated with CARE and the like.
- Posting/sharing of location during center off-site events/activities.
- Social networking/media and/or unauthorized electronic communication relationships between enrolled families and staff unless a relationship existed prior to enrollment or working at CARE. Please discuss with the Program Administrator any special circumstances of personal parent/staff electronic communication for consideration.

Any breaches confirmed or suspected, of this policy shall be promptly reported the Director's designee, the CARE Program Administrator.

## TUITION

Annual tuition includes daily care, snacks, activities, materials, and supplies. There are no refunds, credits, or exchanges for student absences due to illness, vacation or holidays falling on regularly scheduled days. A designated parent/guardian must sign for the financial responsibility for the Bellmawr C.A.R.E. program. All correspondence, including bills will be sent to the designated person.

There are two tuition payment plan options, yearly and monthly payments. Yearly payments are due on August 15<sup>th</sup>, prior to the beginning of the school year. Monthly tuition statements are posted on or around the 8<sup>th</sup> of the month for the **following** month. Payments are due the 15<sup>th</sup> of every month, beginning in August and ending in May. To access your account, go to [www.myprocare.com](http://www.myprocare.com). All students beginning in the program after September 1st will follow the same schedule. Payments will be prorated according to the date of enrollment.

An annual, family registration fee will be charged. Discounts are available to C.A.R.E. families and include a 10% discount for multiple children in a family (Child with higher tuition pays full tuition, additional children receive discount.) and a 5% discount for payment of annual tuition by August 15<sup>th</sup>. Due to mandated time constraints a 10% discount for Pre-k (under the age of 5) using both AM and PM services will be applied monthly.

Payments can be made/given to the program in three ways:

**Online** through the MyProcure free online portal. [www.MyProcure.com](http://www.MyProcure.com)

### **Check or Money Order.**

- Please mail your tuition check/money order to:  
Bellmawr C.A.R.E. C/O Jamie Croce  
256 Anderson Ave. Bellmawr N.J. 08031.

All questions or concerns regarding tuition must be directed to the C.A.R.E. Program Administrator. **Cash payments will not be accepted by site staff at any time.** They may be made directly to the C.A.R.E. Program Administrator or placed in provided payment boxes. **A late fee of \$25 will be assessed if payment is not received by the 20<sup>th</sup> of the month.** Accounts that remain unpaid on the last day of the month will result in removal from the program on the next school day. For re-entry, the account must be paid by cash, certified check, or money order. The Bellmawr C.A.R.E. Program reserves the right to exclude a child when payments have repeatedly been more than 30 days late. An unpaid balance at the end of the school year will result in removal from the program for the following school year and will deny entry to any siblings as well, until the debt is paid in full.

Based on your income, you may be eligible for childcare assistance. Camden County Department of Children's Services provides our families with assistance and support.

\*If you are registering your child last minute, and need immediate care, you may be responsible for a one-month security deposit. Once you're approved for assistance, we will issue a refund based on your contractual responsibilities with CCDCS and Bellmawr Care. Please inquire if you are unsure or need any additional info.

### **VIDEO GAMES**

The C.A.R.E. Program discourages the use of hand-held video games from home during the before and aftercare programs. There may be special occasions when these devices are permitted at the CARE program. When these devices are permitted you will receive advanced notification with a permission slip and waver form that must signed and returned for electronic devices to be used at the CARE program.

### **WEATHER EMERGENCY**

If it becomes necessary to close school early due to inclement weather, an emergency, or afterschool activities are cancelled once the school day has begun, CARE will NOT operate. In the case of a weather emergency during CARE, parents will be notified of any early closing of the childcare program through our GLOBAL CONNECT SERVICE which sends messages to all phones and email addresses that you identify as your family

contacts on the student responsibility form. There is no tuition reimbursement for days missed due to closings of the CARE program for any unexpected circumstance.

The C.A.R.E Program will operate on days designated as a delayed opening due to snow or other unexpected circumstance. The program will follow the district announced delay and will begin operation at the appropriate time.

## **WITHDRAWAL**

If withdrawal from the program is necessary, notice of two weeks prior to the first of the month in which the withdrawal will take place is required. Failure to meet all financial obligations prior to withdrawal or the end of the school year will result in refusal of future re-admission as outlined above.

## **APPENDIX**

**CARE Program Administrator:  
Jamie Croce**

Site Cell Number- 856-323-3621

Office Number – 856 931-6273 Ext.1399

Email- [jcroce@bellmawrschools.org](mailto:jcroce@bellmawrschools.org)

Mailing Address:

Bell Oaks Upper Elementary School  
c/o CARE Program  
256 Anderson Avenue  
Bellmawr, NJ 08031

**Site Supervisors:**

- Bell Oaks Upper Elementary School- Gabrielle Van Art

- Bellmawr Park School - Katara Olivencia
- Bellmawr Park School Early Childhood – Alexis Imperiale
- E.M. Burke School- Susan Saiia
- Assistant to Supervisors – Jaime Mignone

**Site Cell Phones:**

- Bell Oaks Upper Elementary School- 856-473-5565
- Bellmawr Park School- 856-473-5391
- Bellmawr Park Pre-K- 856 688-5438
- E. M. Burke School- 856-617-2868

**Site Emails:**

- Bell Oaks Upper Elementary School- Gvanart@[bellmawrschools.org](mailto:bellmawrschools.org)
- Bellmawr Park School- [Kolivencia@bellmawrschools.org](mailto:Kolivencia@bellmawrschools.org)
- Bellmawr Park Pre-K- [Aimperiale@bellmawrschools.org](mailto:Aimperiale@bellmawrschools.org)
- E.M Burke School- [Ssaiia@bellmawrschools.org](mailto:Ssaiia@bellmawrschools.org)