

Wayne Township Public Schools



# Extended Day Program

## Grades K - 5



# Parent/Guardian Handbook

Revised July 2012

**Administered by:**

Wayne Community Programs

1006 Hamburg Turnpike, Wayne, NJ 07470

973-968-7427, FAX 973-872-9236

## **Wayne Extended Day Program Participant Program Rules**

1. Follow all safety and program directions from the Staff.
2. Always treat others with kindness and respect in your words and actions.
3. Enjoy safe play with others but keep your hands, feet and other objects to yourself.
4. Use appropriate language.
5. Clean up from your last activity before moving on to the next.

### **Parent/Guardians & Participants, Please Note!!**

The Wayne Extended Day Program follows Wayne Public Schools Board of Education Policy and Code of Conduct.

*Please review the program rules with your child(ren) prior to starting the Program and as needed if problems occur. Thank you!*

## **Program Site Telephone Numbers**

School	Program Phone #	Emergency/Cellular #
Albert Payson Terhune School	686-2654	973-417-4409
James Fallon School	633-0394	973-714-2144
John F. Kennedy School	686-2655	973-714-2331
Lafayette School	686-2656	973-714-1180
Packanack School	686-2659	973-214-8615
Pines Lake School	686-2658	973-714-2618
Randall Carter School	686-2652	973-714-1506
Ryerson School	686-2657	973-714-3028
Theunis Dey School	686-2653	973-714-1524

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## The Wayne Extended Day Program

*Meeting the needs of working parents  
and their children.*





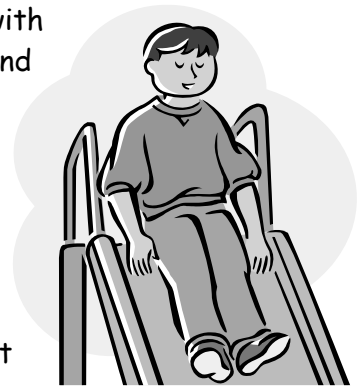
## To Our Program...

The Wayne Township Public Schools Extended Day Program is a great place for children to be in the morning and afternoon. It is designed and continues to evolve to meet the needs of today's working parents and their children. Participants in the Early Start/ Wrap-Up Programs are involved in age appropriate activities, which are planned and supervised by experienced staff.

While located at the Wayne Public Elementary Schools for the convenience of parents and Participants, the Extended Day Program is not part of the School day, nor part of state mandated education. The Extended Day Program is a discretionary recreational program based on peer group interaction. As a recreational program, the intent is to provide participants with a less structured, more relaxed environment where they can enjoy playing and working with groups of peers.

Extended Day Caregivers provide group supervision for participants.

Participants in the program must be able to handle peer and group activities with limited one to one interaction.



### Participant Program Rules

While Caregivers review the Program Rules at each site, we request that Parent/Guardians also review these rules of the program for your child (ren) and help them understand your support of these rules. *(See inside front cover of this Manual.)*

### Registration Paperwork

In order for a Participant to be enrolled and attend any Extended Day Program, the Registration Package must be **completed in full**. This includes Emergency Contact Forms, Medical Forms, etc.

The Registration process includes a \$30.00 non-refundable fee. This fee covers the entire school year, and any program changes needed during that time. Included in this fee is registration management and a supplemental accident/injury medical policy for the hours that your child is in the program. Both the fee and the supplemental insurance are required for enrollment in the Program.

The parent or guardian who signs the registration paperwork will receive the monthly payment due notice and is responsible in full for payment for the program. The Extended Day Program Staff can NOT get involved in marital legal proceedings. These personal family issues must be handled by the family outside of the program and schools. The program only gets involved in the rare case of a restraining order, and ensuring safe dismissal to an authorized person.

Program Changes

It may become necessary during the year to change your child (ren)'s enrollment status between programs or for different numbers of days per week. Please use the "Enrollment Change Request Form" and provide the information in writing at least two weeks in advance of the change. These forms will be provided to you at the time you receive your handbook. A sample Enrollment Change Form is included below. Additional forms may be picked up at the WCP Office, program site, or on the district website at [www.wayneschools.com](http://www.wayneschools.com) (Community>Youth Programs>Extended Day>Forms).

**Wayne Extended Day Program: Enrollment Change Form**

Please allow a minimum of 2 weeks to process this request.

Printed Child Name	School	Program	
Change From Program	School	Days/Week	
Change To Program		Days/Week	
Printed Name of Person Making The Change	Relationship to Participant	Date of Request	
Custodial Parent/Guardian Signature		Date	
<b>For Community Programs/Extended Day Program Use Only</b>			
Date Received	Date Processed	Processed By	Date Confirmation mailed

**Extended Day Programs**

Children may only be registered for the programs at the school they attend during the day. The program options are flexible to meet the needs of the working parent.

Registration is completed annually, and covers all processing of programs and program changes for the school year. A Participant can attend as needed as long as they are registered for that program. You may cancel or change programs, alter number of days, etc. and there will be no further registration charges.

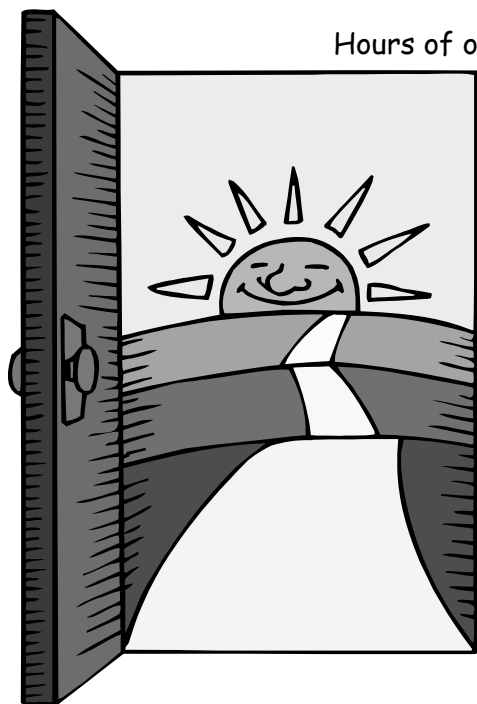
Monthly fees are charged according to the program(s) the Participant is registered for during any given month. If you find you need additional time or programs, (or wish to cancel or change programs) you must first contact the Extended Day Office by completing the Program Change Form.



Participants in the Early Start and/or Wrap-Up Programs may also use the "Drop-In" program without prior additional registration. You must notify the Caregivers per the procedure shown in the "Drop-In Program" section. The fees for this service will show up on your next monthly statement.

Any Wayne Public Schools participant in kindergarten through grade five is eligible to participate in these programs. The programs are available to any child from the school district in need of such services, without regard to race, color, sex, religion, or national origin. The programs are available on a first-come, first-serve basis.

## The Early Start Program



Hours of operation for the Early Start are at 7:15AM to school opening. We operate according to the school calendar. When the Wayne Public Schools are closed, the Early Start will be closed. This includes emergency school closings, holidays, and snow days.

Each of our sites has qualified Caregivers in attendance. Activities will include table and card games, homework and reading time. Children are welcome to bring breakfast or a morning snack.

Parents must sign their child into the program each morning.

This policy is for your child's safety. Children will not be accepted prior to 7:15 AM under any circumstances.

### School Delayed Opening

When there is a delayed opening for the School, the Early Start will begin at 8:45 AM.

## The Wrap-Up Program

The program begins at school dismissal and children must be picked up by 6:00PM. Children participate in the Wrap-Up Program at the school he or she attends during the day. Each of our sites has qualified Caregivers in attendance.

We operate according to the school year calendar (see current year calendar). When the Wayne Public Schools are closed, the Wrap-Up Program is also closed. This includes emergency school

closing, holidays, and snow days.

The Program will provide extended hours of service on Parent/Elementary Conference Days from 1:00 PM till 6:00 PM. Please provide an adequate lunch for your child on these days.

A typical day consists of carefully planned and age appropriate activities including:

- |                   |                         |                    |
|-------------------|-------------------------|--------------------|
| * Arts and Crafts | * Homework / Quiet Time | * Outdoor Play     |
| * Story Time      | * Table Games           | * Sports and Games |
| * Parties         | * Community Meetings    | * Special Events   |

A snack is provided to each child during the Wrap-Up Program.

### Emergency School Closings



**If the school day has begun and a school closing is called due to weather or other emergencies, the Wrap-Up Program will NOT be held.** The school buildings are not available for use when the schools are not in session and children may not attend on any day in which they have been absent from school.

## **The Drop-In Program**

Some families do not need the Extended Day Program on a regular basis. The "Drop-In Program" is there to help out in the occasions where you find yourself strapped for your child (ren)'s care. This program is available and invoiced on an "as needed" basis.

The "Drop-In" Program requires the same one-time a year \$30.00 registration fee, however fees are for each Program attendance. The daily rate for the "Drop-In" in Early Start is \$9 per day. The daily rate for the "Drop-In" for Wrap-Up is \$15 per day.

Registration can be completed at any time, but requires a minimum of 3 days for processing. If there is an emergency need for "Drop-In" attendance, you can contact the Extended Day Office at 973-968-7427 or the School Principal. All Elementary School Principals have Emergency Enrollment Forms for the Extended Day Program.

Once registered, you can use the program as needed throughout the School year. You must call the Program Site each day that you need to use the program to alert the Caregivers to expect your child (ren).

*NOTE: If you need the Extended Day Program frequently for a month, the fees may be lower for the regular monthly payment of 3-5 Days per week. A registration can be created for a month, and then cancelled when you no longer need this service.*

## Program Accommodations

The staff will make reasonable accommodations to provide access to the program for participants with disabilities. *However, we do not have the staff for individualized 1:1 attention for each student.*

Below is a list of the routine intervention and accommodation techniques built into the program design.

- Individualized help, re-directing, always using quiet empathic voice,
- Removing participants from activities to quiet places or walking with them to give support and time to regain control,
- Providing alternative activities, clear simple directions, quiet discussion of program rules,
- 'Staff Buddy' (assignment of the staff member the participant feels comfortable with, and discussion with participant and staff member to both 'check in' several times during the day to ensure all is going well),
- Quiet discussion after any incident to discuss the incident, program rules and safety, and increased full staff attention to ensure things are going well.

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## Attendance / Illness / Emergency

Parents are responsible for calling the site to notify the staff that their child will not be attending the program on a particular day due to illness or other circumstances.



- As Parents are required to sign their child into the Early Start Program it is not necessary to notify the program if your child is not attending. (You must still call the school to notify them of any absences.)
- Parents whose children attend the Wrap-Up Program must call the site no later than school dismissal time on that day. (See Site Numbers on Page 1.)
- If you know that your child is going to be out the night before you may call at any hour and leave a message.
- If your child becomes ill during school hours and you are notified by the school nurse to pick up your child, he/she cannot attend the Wrap-Up Program on that day. Be sure to call and notify us that your child will not be attending the program.

If your child is absent from school, for whatever reason, he/she cannot attend the Wrap-Up Program on that day.



If your child becomes ill or is injured during the Wrap-Up Program, a parent or emergency contact will be called.

### **Alert the School When Days Change.**

It is critical that you alert your child's classroom teacher when he/she is changing his/her schedule for the day (E.G: If you or a friend are picking your child up after school for a play date or appointment on a day when he/she is normally in the program. Simply send a note in with your child for his/her teacher on the date of the change. The Teacher is then aware of the proper dismissal location (the program, bus or pick-up) and the note is given to the program. In the absence of written notification or a phone call to the school's program number , your child may not get to the proper location, and you will receive a telephone call from the Extended Day Program concerned for the absence of your child. These forms are provided with the Parent/Guardian Handbook, and a sample is included here for your review.

### **Emergency Contact Information**

The registration paperwork requires a **MINIMUM** of two Emergency Contact individuals who can pick up your child (ren). The emergency contact must be able to reach the school immediately. In case of an emergency, the physician listed on the medical information form will be contacted and steps necessary to ensure your child's safety will be taken.

***PLEASE NOTE: Caregivers are prohibited from babysitting for Participants under their care due to conflict of interest issues. Neither can Caregivers assume legal responsibility for driving your child (ren) home. The Caregivers at your program site may NOT be listed as Emergency Contacts for your child (ren).***

To best protect your child (ren), please be sure that your medical records and phone numbers are up to date. Report any changes in writing to the Caregiver Site Group Lead at your site as soon as any change may occur.

### **Medications**

**No medication can be given during the program hours.** Any required medication should be scheduled during school hours so that the school nurse toward the end of the day may administer the last dose. If medical attention is needed due to an emergency, 911 will be called.

## Payment Schedule



Statements are mailed to parent/guardians two weeks before payment is due. Payment must be in the office by the first of the month.

Because the yearly cost is divided into ten equal payments, no deductions are made for school vacations or missed days. Payments are due by the 1st of the month.

### Late Payments

- A late fee of \$10.00 will be charged for payments received after the 7th of the month.
- A fee of \$20.00 will be charged for checks returned by the bank.
- Payments must be made on time to ensure your child's spot in the Program.
- Non-payment of fees by the 10<sup>th</sup> of the month will result in the cancellation of your child(ren)'s registration and participation in the program.
- If you have extenuating circumstances that prevent you from paying the fees in a timely and consistent manner, please call the Extended Day Program at 973-968-7427. We will make every effort to work with you.

### Late Pick-up Service Charges

Parents arriving after 6:00PM will be charged a late fee of \$10.00 for each 10 minutes beginning at 6:01 PM. Late fee payments will be added to the monthly invoice and must be paid with the currently due fees. Continuous late pick-ups will result in your child's permanent dismissal from the Program. This policy is strictly enforced.

1-10 Minutes Late = \$10	11-20 Minutes Late = \$20	21-30 Minutes Late = \$30
31- 40 Minutes Late = \$40	41-50 Minutes Late = \$50	51-60 Minutes Late = \$60

*Wayne Police will be called for any child left longer than 1 hour after the program closes. Please see "Policy on the Release of Children" for procedures for the children who are not picked up for more than one hour after the Program is closed.*

If you pick your child (ren) up later than 6 p.m., the daily timesheet will list "LPU" (late pick-up) and your Caregivers will provide a Late Pick-up Attendance Sheet for your signature.

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## Policy on the Release of Children

Each child may be released only to the child's custodial parent(s) or person(s) authorized in writing by the custodial parent(s), to take the child from the site and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. Authorized persons must be available immediately to respond.

A child shall not be visited by, or released to, a non-custodial parent unless the custodial parent specifically authorizes the site to allow such visits or release in writing. This written authorization, including name, address and telephone number shall be maintained in the file



If a non-custodial parent or other family member has been denied access to a child by a court order the custodial Parent/Guardian must provide Wayne Township Public Schools Extended Day Program with the appropriate documentation to ensure the child is not released to the denied individual.

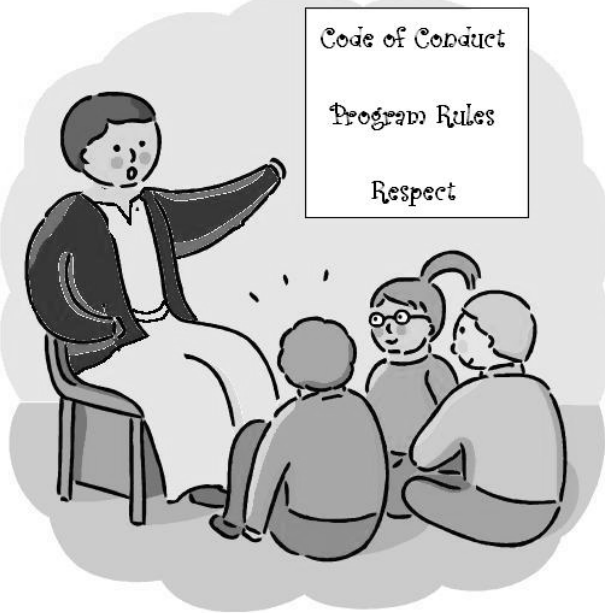
**Written procedures to be followed by staff member(s)** if the parent(s) or person(s) authorized by the parent(s), as specified in (A) above, fails to pick up a child at the time of the site's closing. The procedure shall require that:

- the child is supervised at all times;
- staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); &
- at 7:00PM, 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 site, the staff member shall call the Wayne Township Police 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.

Written procedures to be followed by the staff member(s) if the parent(s) person(s) authorized by the parent(s), appear to be physically and/or emotionally impaired to the extent that, in the judgment of the staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:

- The child may not be released to such an impaired individual ; and
- Staff members shall contact the child's other parent or an alternate person authorized by the parent(s); and
- *\*If the Wayne Township Public Schools are unable to make alternative arrangements, as noted above, a staff member shall call the Wayne Police to provide care until the Parent/Guardian or other authorized adult can pick up the child(ren).*

## Discipline Policy



The Wayne Township Public Schools staff creates an environment in which children are encouraged to develop an appreciation of their own rights and the rights of others. The Program uses the same Cooperative Discipline procedures that are in use during the school day.

At the beginning of the school year, children discuss with each other and staff the rules and regulations that will help them have a positive environment.

In the event that a child displays inappropriate behavior, a brief "time out" or other action as defined in this section is used to remove the child from the situation. A discussion between the child and the staff member follows.

Parents are notified by the staff regarding problems that occur during the program through Behavior Incident Report/Participation Reports, contact with the Program's Supervisor, or the Program Administration.

The well-being of **every** child in our Program is important to the Extended Day Staff. Because of this, we cannot allow children to behave in ways that may be harmful or disrespectful to themselves or others. Frequent incidents, or incidents deemed severe may result in Parent conferences, suspension and/or Participant enrollment cancellation. Help us help your children by taking these incidents seriously, and discussing them with your child(ren) at home. If you feel you need assistance with problems that may impact on appropriate behavior of your child(ren) in the Program, please call the Wayne Extended Day Program at 973 968-7427.

Children whose behavior results in injury to a person or property, or who consistently do not follow program rules, may be suspended or cancelled from the Program by the Extended Day Program management based on the severity and/or frequency of the incident(s).

### Behavior Incident Report/Participation Reports

Behavior Incident Report/Participation Reports are completed by the Caregiver Staff whenever there is a significant problem or incident. Copies of Behavior Incident Report/Participation Reports are handed or mailed to the Parent/Guardian.

## Guidelines for Positive Discipline

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.

Positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

We will use discipline by intervening when necessary by:

- Redirecting to a new activity to change the focus of the child's behavior
- Providing individualized attention to help the child deal with a particular situation
- Using "time out" by removing a child for a few minutes from the area or the activity so that he/she may gain self - control. (A staff member is always with the child)
- Diverting the child and removing from the area of conflict
- Providing alternative activities and acceptable ways to release feelings
- Pointing out natural or logical consequences of children's behavior
- Offering a choice if there are two acceptable options.

We will use positive discipline by showing respect and encouragement by:

- Responding to and reinforcing positive behavior, acknowledging or praising to let the child know we approve of what he/she is doing
- Providing positive reinforcement through rewards for good behavior
- Using encouragement rather than competition, comparison or criticism
- Overlooking small annoyances and deliberately ignoring provocations
- Giving care and encouragement to every child every day, appreciating the child's point of view

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## Parent/Guardian Responsibilities

- To review and follow Manual guidelines and procedures.
- To use the designated entrance/exit at each site for drop off and pick up.
- To sign your child into the Early Start Program after 7:15AM each morning he/she attends.
- To sign your child out from the Wrap-Up Program at the end of each day by 6:00PM
- To call the site program number by school dismissal for the Wrap-Up Program if your child will not be attending due to school absence, other plans etc.
- To keep address, phone number and emergency care numbers up to date.
- To provide any information to the staff regarding school problems or medical concerns that your child may be experiencing. The staff would like to work as a team with the child's family

and school.

- To discuss any Behavior Incident Report/Participation Reports with your child(ren) and with the Program Caregivers as needed.

## Basic Safety Rules

1. Please park in designated parking only.
2. Please keep conversations with working Staff short to ensure that their attention is not diverted from their primary responsibility of supervising all of the children. Please call the program supervisor at 973-968-7427 during the day to discuss any issues that are needed for the care of your child.
3. Please when given access to the school; do not open the door for others to enter. For safety and security reasons, only approved people can enter the school buildings for known appointments. Only approved staff or people from groups holding permits are authorized to allow others admittance to the building.

## Responsibility of the Adult Visitors to Extended Day Program

Whenever Parents/Guardians enter the program as an approved adult visitor they need to be sensitive to the responsibilities of the Caregivers who supervise the children. Depending upon the time and/or activity in process, there may not be uninterrupted time for prolonged conversations with the Caregivers.

**Parent/Guardians and authorized pick-up adults also serve as role models for our Participants and must always conduct themselves in a respectful manner.** Any concerns about your child or the program may be discussed with the Caregivers and/or Lead Caregiver in a school location that provides some privacy and confidentiality.



Parents/Guardians may approach *only* their child (ren) to discipline or request information of any sort. The Program will not allow any disruptive behavior from visitors. Disruptive behavior includes: shouting at, scolding or threatening Participants or staff, behavior that interrupts activities to stop, making verbal threats to any individual in the Program site.

Based on the discretion of the Coordinator and assessment of the nature of the incident, the adult visitor will be advised of any behavior that is not acceptable as well as the way in which he/she can make his/her concerns known in an acceptable manner. If the behavior is repeated, or in the case of a severe first offense, the adult visitor will be advised to make immediate alternate pick-up arrangements as he/she can not enter the premises to pick up the child (ren) for the duration of the school year.

## Parent/Guardian Input

We welcome your comments and suggestions for program improvement. By working together, staff and parents can develop a high quality program for our children. Please notify the site Caregivers whenever you have a question or concern. This information is critical in allowing the Program Staff the opportunity to intervene before any issue becomes a problem.

### Non-Fraternization

Requesting babysitting, socializing or offering other employment for the Extended Day Program staff in the program site/school in which your child is enrolled creates personal relationships for all parties that can potentially affect the children and families the same during program hours.

Please do not offer employment or initiate a social personal relationship with a WED staff member currently employed in your child's program. Doing so compromises appropriate staff/client relationships and compromises the staff member and the program.

## Wayne Extended Day Program: Enrollment Change Form

Please allow a minimum of 2 weeks to process this request as Staffing levels, snacks and supplies are ordered in advance of the month. **No Program changes will be processed retroactively or through verbal requests.** All enrollments are by the month: no monthly payments are pro-rated. This Form must be returned or faxed to the Extended Day Office, 1006 Hamburg Turnpike, Wayne NJ 07470

(973) 872-9236

Printed Child Name			School			Month to begin new program(s)							
Change From <b>Current Registration Status</b>				Change to <b>New Registration</b>									
<b>Program</b>	<b># Days</b>	<b>Circle Days</b>			<b>Program</b>	<b># Days</b>	<b>Circle Days</b>						
<b>Early Start</b>		M	T	W	H	F	<b>Early Start</b>		M	T	W	H	F
<b>Wrap-Up</b>		M	T	W	H	F	<b>Wrap-Up</b>		M	T	W	H	F
Printed Parent/Guardian Name			Relationship to Participant			Custodial Parent/Guardian Signature							
<b>For Community Programs/Extended Day Program Use Only</b>													
Date Received			Date Processed			Processed By			Date Confirmation mailed				