



GBEAF

GREEN BROOK
EDUCATION & ATHLETIC
FOUNDATION

BAC Programs

PARENT HANDBOOK

2019-2020

MISSION AND PHILOSOPHY

The Green Brook Education and Athletic Foundation **Before, After Care and Summer Camp Programs** provide care during the summer and before and after school for students of all grades from Pre-K to 8 in the Green Brook Township Public School District.

The BAC program enables students to extend learning beyond the typical hours of a school day. Snacks, homework, and games are merely a start. Certified teachers preside over instruction and activities, and learners will engage in a variety of experiences that will expand their interests, help them relate to peers and adults, and develop a meaningful enjoyment of the world. Children should arrive home at the end of the day with homework done and lots of exciting stories to tell.

Activities include snacks, homework time, peer tutoring, large-and small-group instruction, demonstrations, presentations, structured play, unstructured play, educational computer time, arts and crafts, seasonal events, and music.

MONTHLY FEES

There is a yearly registration fee of \$50 per child. See the GBEAF website (<https://www.gbeaf.org/>) for current rates for the Before, After Care and Summer Camp programs.

DROP-IN PROGRAM

A one-time fee of \$50 per child will secure drop-in eligibility for the school year. See the GBEAF website (<https://www.gbeaf.org/>) for current rates.

SCHEDULE

The BAC programs will operate only on days of the regular school year when class is in session. On normal school days, the Before-School program will run from 7:00 AM until the beginning of school. The After-School program will begin immediately after dismissal and continue until 6:00 PM

When Green Brook Schools operate on a shortened-day schedule, the After-School program will operate from each school's dismissal time until 6 PM.

The After-School program ends promptly at 6:00 PM. **Delayed pickup will result in a fee of \$2.00 per minute per child added to the next monthly invoice.**

Notes regarding inclement weather:

- The BAC programs will not operate when schools are closed for the day.
- A delayed opening will delay the start of the Before-School program by two hours.
- In the event of an early dismissal, the After-School program will run until 6:00 PM.
- **In ANY emergency situation, however, the Superintendent of the Green Brook School District may, at his or her discretion, cancel or shorten the BAC program.**

COMMUNICATION

Important information will be posted at www.gbtps.org. Also, the Program Coordinator will contact parents periodically by email and by phone. Parents wishing to contact the Program Coordinator or site personnel should refer to the information below.

- Program Coordinator, Brian Mojta: 732-301-4233 (voicemail during school hours)
- Program Coordinator, Brian Mojta 732-301-4233 (direct call or text during BAC program hours)
- IEF Before and After Care 201-296-7811 (**direct call or text during BAC program hours**)
- GBMS Before and After Care 201-296-7812 (**direct call or text during BAC program hours**)
- Green Brook Day Camp, Camp Coordinator, Nicole Cruts: 201-296-7811
- Green Brook Day Camp 201-296-7812 (**direct call or text during Camp program hours**)
- Email communication regarding the BAC program should be sent to foundation@gbtps.org.

GENERAL POLICIES

1. All applicable forms and fees must be submitted prior to any child's participation in the BAC programs. A \$25.00 fee will be assessed for nonsufficient funds or returned checks.
2. Parents/guardians must inform the Program Coordinator (foundation@gbtps.org), immediately of changes to information on registration and/or medical forms.
3. The BAC programs will operate only on days of the regular school year when class is in session. On normal school days, the Before-School program will run from 7:00 AM until the beginning of school. The After-School program will begin immediately after dismissal and continue until 6:00 PM. THIS INCLUDES HALF DAYS.
4. Before Care students may be dropped off and signed in no earlier than 7:00 AM.
5. The After-School program ends promptly at 6:00 PM. Delayed pickup will result in a fee of \$2.00 per minute per child added to the next monthly invoice.
6. Drop-In service requires parents to notify the Program Coordinator by 6:00 PM on the school day before the child is to attend. Payment for the day of attendance will be added to the next monthly invoice.
7. The BAC programs will not operate when schools are closed for entire day due to inclement weather.
8. A delayed opening will delay the start of the Before-School program by two hours; however, the Superintendent of the Green Brook School District may, at his or her discretion, cancel or shorten the Before-School program due to emergency conditions of any kind. Information regarding the status of the BAC programs will be posted at www.gbtps.org.
9. In the event of an early dismissal, the After-School program will run until 6:00 PM; however, the Superintendent of the Green Brook School District may, at his or her discretion, cancel or shorten the After-School program due to emergency conditions of any kind. Information regarding the status of the BAC programs will be posted at www.gbtps.org.
10. Payment for each month after September is due on the 24th of each month—a **\$20 late fee applies.** **IF YOU HAVE NOT DONE SO ALREADY, PLEASE CONSIDER SETTING UP CREDIT CARD PAYMENTS ON THE [SANDBOX PARENT PORTAL.](#)** If you prefer to pay by check, please include your child's full name on the memo line.

All checks should be made out to GBEAF and mailed to the following address:

GBEAF BAC Programs
132 Jefferson Avenue
Green Brook, NJ 08812

11. Before Care students are welcome to bring a breakfast to eat prior to the beginning of school. The BAC programs will provide a light snack as needed to After Care participants, making reasonable accommodations for food restrictions/allergies.

12. Students participating in the BAC programs will follow all rules and live up to all expectations that apply during the regular school day. They will respect all students and staff. BAC staff will instruct students how to behave appropriately. Failure to live up to those expectations may result in an age appropriate time out.

13. Any child posing a serious or chronic disciplinary problem may be suspended from the BAC program for a period of one to five days. Payment for the current cycle during which suspension occurs is non-refundable. Parents or emergency contacts will be summoned for immediate pickup if a child's behavior becomes dangerous or uncontrollably disruptive.

14. Disciplinary issues of a severe nature may result in expulsion from the BAC Programs. Payment for the current cycle during which dismissal occurs is non-refundable. Parents or emergency contacts will be summoned for immediate pickup if a child's behavior becomes dangerous or uncontrollably disruptive.

15. Personal belongings are the sole responsibility of the students who bring them to the BAC programs. At the discretion of program coordinators some items, including but not limited to Pokemon cards, may need to be prohibited. BAC program personnel, the GBEAF, and the Green Brook School District are not responsible if any such items are lost, stolen or broken.

16. Students are not permitted to buy items from or sell items to participants in any GBEAF program.

17. Any child making negative, intimidating, or abusive comments based on race, ethnicity, religion, gender, sexual orientation, **or any other distinguishing characteristic of other people** will be subject to disciplinary consequences up to and including expulsion from this and all GBEAF programs.

18. Any parent, guardian, or designated adult who speaks or behaves in a disruptive or abusive manner toward program participants or staff will jeopardize the eligibility of the child he or she represents to participate in GBEAF programs, i.e. a child may be suspended or expelled from the BAC program due to an incident involving a guardian.

19. Any disruptive or abusive incident involving a guardian will be reported to the Program Coordinator and it will result in immediate suspension for the child until a meeting occurs during which a satisfactory plan is devised to ensure that no further disruption will occur. Should a second incident be reported to the Program Coordinator, the child may be declared permanently ineligible.

GENERAL PROCEDURES AND PROVISIONS

CHECK IN/CHECK OUT PROCEDURES

Before Care requires drop off by the parent/guardian/authorized person **no earlier than 7:00 AM**. That person will sign the child in on our electronic tablets. When Before Care is finished, children are to be sent or taken (as is age appropriate) to their classrooms for the beginning of the school day.

Children attending **After Care** will check into the program directly after school and will be in the care of BAC program staff until evening pickup. Parents or other authorized guardians will communicate to the Program Coordinator any change or absence in a child's regular schedule of attendance. **An authorized person must sign each child out by 6:00 PM,** using our electronic tablets.

It is important that adults dropping off and picking up children drive conscientiously and observe all posted parking signs and pavement markings. Unauthorized use of handicapped parking spaces is illegal.

Particularly until teachers and staff are fully familiar with adults arriving to pick up children, **BAC personnel reserve the right to ask for identification** in order to verify the identity of an authorized adult.

BAC personnel will not release a child if they have reason to suspect that an adult authorized to conduct pickup is intoxicated, under the influence of any drug, or in any manner not competent to see to the safety of the child. In such cases, BAC

personnel will contact other adults on the list of authorized pickup adults. If BAC personnel are unable to get an authorized, competent adult to pick up the child, they will turn the matter over to the Green Brook Township Police Department.

The Program Coordinator will provide an attendance list for every care session at each site every day. **Program personnel must record attendance.** Students that attend Green Brook Township Public Schools may be denied admittance to the BAC programs if they are not registered for the BAC programs.

If a child does not appear for Before or After Care as scheduled, parents must be notified and be responsible for locating the child. Site personnel will also notify the Program Coordinator. If attempt to reach parents and adults on the emergency list are unsuccessful, and if BAC personnel are otherwise unable to verify the location and safety of the child unaccounted for, BAC personnel will notify the Green Brook Township Police Department.

HOMEWORK

Ultimate responsibility for completing homework rests with each individual student and not with BAC program personnel; however, students in the After Care program will have ample time to complete their homework. Assistance will be available from peers, aides, and teachers on site. BAC program personnel will make every reasonable effort to ensure that homework is complete before parents arrive for pickup.

BAC personnel will inform the parent of a child's refusal to complete homework or of a child's unwillingness to complete it in a meaningful and conscientious manner. If a child is discovered during regular daytime classes not to have done his or her homework, teachers and parents must communicate with BAC program personnel in order to ensure meaningful completion of the work.

BAC program personnel reserve the right to review homework and require students to revise, correct, or redo any portion or even all of a particular assignment. BAC personnel also have the right to require students to continue working beyond the ordinary period devoted to homework and may restrict students from other program activities until homework is done.

ENROLLMENT

It is the policy of the GBEAF BAC Program to enroll children and employ personnel without bias towards sex, religion, race, sexual orientation, or physical disability. Every reasonable effort is made to accommodate any special needs. Our program provides supervisory care, not medical or nursing care. We do not provide toileting services. Children that wear diapers will not be admitted to the program under any circumstance. Children attending the program must be 42 months old at the start of their admittance to the program.

If a child requires special care, parents must consult the program coordinator prior to enrollment. The program coordinator may in some cases decline to offer services to a child if the child's special needs cannot be met by the BAC programs.

A child is considered enrolled only after the non-refundable registration fee has been received, all necessary forms have been completed and returned, and program personnel have confirmed enrollment in writing.

TERMINATION OF ENROLLMENT

Termination may occur for one or more of the following reasons:

- Nonpayment of fees
- Repeated late pickups
- Repeated, sustained refusal of a student to abide by BAC program rules or to follow the instructions of program personnel, including those regarding the completion of homework
- Student behavior that violates the Green Brook Township Public School District's policies regarding harassment, intimidation, and bullying (HIB) or sexual harassment
- Repeated, sustained behavior that proves disruptive to operations of the BAC programs or is disrespectful to participants and/or personnel
- Behavior that poses a threat to the safety of oneself or others
- Inappropriate, disruptive, or abusive behavior on the part of a parent or an adult designated to drop off or pick up a BAC participant
- Discovery by BAC personnel of falsification of any information on any forms provided for registration and participation in the BAC programs

All terminations are made at the discretion of the BAC Program Coordinator and the GBEAF. Termination due to inappropriate behavior—whether on the part of a student, a parent, or an adult designated to drop off or pick up a student—may disqualify that student from enrollment in GBEAF programs at any future date.

CELL PHONE USE

Students may keep cell phones in their backpacks for emergency purposes. Such devices are to be turned off during program hours. Unauthorized use of personal devices will result in confiscation. Parents may retrieve the devices upon pickup. BAC site contact information is listed above, and students can be reached by parents in this manner. Also, students may request to use the school phone to contact an authorized adult for situations of an emergent nature.

TV/Computer/Video Policy

Students may use computers to complete homework assignments while screens are easily under the supervision of staff members. Online homework assignments may not be disruptive to others, including loud music, sounds or notifications. The use of computers is subject to school district acceptable use policies and may not be personal devices. Approved computers may be used to play games if the games are educational in nature or deemed appropriate by staff. Two such appropriate sites are ixl.com and abcya.com. Students may watch PG videos from time to time and not on a regular basis.

MEDICATIONS

Medication should be administered at home or during regular school hours. In extraordinary cases, parents must fill out the pertinent portion of the Health History/Medical Release Form. Medication must be kept in its original package with the child's name indicated. A physician's note is required, and the school nurse must be informed by the parent. The BAC program will share emergency medications, such as EpiPens, with the GBTPS nursing staff. If a child carries a self-administered medication, such as an inhaler, a form must be on file with the school nurse and BAC programs providing verification that the child has permission to carry the medication.

The child must keep his/her medication in his/her possession at all times and not share it with any other person.

ILLNESS/INJURY/EMERGENCIES

If illness or injuries occur, the following guidelines will help to provide safety:

- Program personnel will tend to minor accidents or injuries, informing parents of what happened upon pickup.
- Illness or injury that requires medical attention will be reported immediately to parents, or if parents are unavailable, to emergency contacts listed on the registration forms. Immediate pickup will be arranged if necessary.
- In cases of severe illness or injury, Emergency Services will be contacted, parents or emergency contacts will be notified, and a staff member will accompany the child to the care center designated by Emergency Medical Technicians.

MANAGEMENT OF COMMUNICABLE DISEASE POLICY

The following communicable disease conditions and symptoms will require students to be sent home from BAC programs: vomiting, diarrhea, measles, chicken pox, strep throat, scarlet fever, influenza, fifth's disease, impetigo, conjunctivitis, ringworm, scabies, or lice.

Typical conditions and symptoms such as a fever of 100 degrees or higher (must be fever-free for 24 hours to return to BAC program), an unexplained rash, red, draining eyes, vomiting or an infection which has not yet been treated for 24 hours will also require absence from the program.

EMERGENCY SECURITY PROCEDURES

Procedures for fire, lockdowns, securing students, and building evacuations are practiced during the school day throughout the year. The same procedures will apply to emergency situations after school, which are practiced monthly during program hours. In the unlikely event of a serious emergency, parents and emergency contacts will be notified.