

After Care Experience Handbook



2020-2021

ACE Program Description

The After Care Experience program (ACE) is designed to provide childcare after the school day has concluded at 2:30pm for Upper Saddle River Elementary School students.

To contact the After Care Experience email ace@urschoolsk8.com at anytime or call 201-961-6365 between the hours of 2:45pm and 6:00pm daily.

Staffing

Program Director:	Christi Cipollini
Site Coordinators:	Monday: Robyn Ranges Tuesday: Tracy Nussman Wednesday: Sarah Maginnis Thursday: Jimmy Dunn Friday: Cayla Casey
Team Members:	Various teachers and teaching assistants

Students are grouped by age/grade level and are assigned a team member. The team members may be different each day. We aim to keep a 1:10 adult to child ratio within the groups.

Days and Hours of Operation

The program will start on Wednesday, September 9, 2020 and end on Monday, June 21, 2021.

Regular school days	2:30pm - 6:00pm
Special Schedule Days November 25, 2020 December 23, 2020 Please send your child with lunch and snack.	12:30pm - 6:00pm

**Note: There is NO program on the FIRST day of school!
There is NO program on the LAST day of school!**

IMPORTANT:

The program will **NOT** run on days when school is closed due to inclement weather or a state of emergency.

If inclement weather or other emergencies occur during ACE hours, parents will be contacted by email, and/or “Reverse 911” text alert. School closings or early dismissals due to inclement weather or emergencies will result in the program being cancelled until school resumes its usual operations.

Registration/Payment

After Care Experience (ACE) registration and semester payment will be on-line only and open in accordance with the schedule on the next page.

Registration and payment must be completed online. We do not accept checks or partial payments for each semester. (Note: there is an option to pay by check in full for the entire school year.) For your convenience, families can sign up for recurring payments during the month of August. It is our policy that tuition is paid in full for each semester. We do not prorate for any reason, including, but not limited to, absences or emergency closings.

Note: Our program has attendance limitations. The ACE program reserves the right to limit sign-ups after the deadline has been reached.

Enrollment

You must enroll your child online. Visit our district website at www.usrschoolsk8.com. In the navigation bar, under district information, programs and organizations, click on ACE. Complete the registration form and pay online.

Online payments will only be accepted in accordance with the schedule below.

Semester 1: 9/9/20 – 1/29/21 Payment Due August 21, 2020
(Payment window open Aug. 5-28)

**NOTE: 9/9/20 is the second day of school.
There will be no ATB on the first day of school 9/8/20**

Semester 2 : 2/1/21 - 6/21/21 Payment Due January 22, 2021
(Payment window open Jan. 1-22)

**NOTE: 6/21/21 is the FINAL day for ACE.
There will be no ACE on the last day of school 6/22/21.**

Please note the following:

Late registration will ONLY be accepted IF there is space available. (You are ONLY guaranteed a space if you register on time.) **We do NOT accept any students on a per diem basis.**

Students who have not registered and/or have not paid for the program will be sent to the main office and will wait for a parent to pick them up.

Our policies are for the safety of all children and to provide appropriate staffing of the program.

Enrollment is subject to availability based on the staffing (we strive to maintain a 1:10 faculty/student ratio).

If you choose to drop out of the ACE program, no refunds will be provided for that semester.

Cost – Per Semester

5 days per week - \$1,555.00 per Semester per child

4 days per week - \$1,255.00 per Semester per child

3 days per week - \$950.00 per Semester per child

2 days per week - \$ 650.00 per Semester per child

1 day per week - \$ 350.00 per Semester per child

For your convenience, there is a **ONE-TIME** opportunity to save an additional 5% on your annual ACE tuition. You may choose to pay the entire year in full, VIA CHECK ONLY, by August 21, 2020 using the rates below:

5 days - \$2,955.00

4 days - \$2,385.00
3 days - \$1,805.00
2 days - \$1,235.00
1 day - \$ 665.00

Checks should be made out to “USR After Care Experience” and dropped off at the Upper Saddle River Board of Education Office.

395 West Saddle River Road
Upper Saddle River, NJ 07458

Note: All checks must be received on or before August 21st.

Attendance/ Day Changes

In order to maintain safety for all children during our aftercare program, sign up days must be consistent. The days you sign up for your child(ren) must remain consistent for the semester.

No day changes will be permitted during the semester.

Please email Ann McGovern in the business office at amcgovern@usrschoolsk8.com if you have further questions regarding registration or payment.

If your child is absent from school, the main office will notify After Care Experience of the absence. If your child is in school and will not be reporting to After Care Experience on their regularly scheduled days for any other reason (i.e. play date, sports, etc.), it is the **parents' responsibility** to inform After School Experience via email (ace@usrschoolsk8.com).

If your child is part of another after school group, i.e. LEAP, Girl/Boy Scouts, intramurals, etc., and you will pick them up from their activity, inform ACE via email prior to 2:00 PM.

Please note: If your child is at a school-approved activity, they may return to After Care Experience directly from said activity. However, should your child leave school property for any reason such as a playdate, doctor, private extra-curricular activity etc., they will not be permitted to return to the program for the day.

We cannot assume responsibility for your child until he/she checks in. If under any circumstance your child does not report directly to aftercare when scheduled to arrive, the parents/guardians will be contacted. If the parent cannot be reached we will call the emergency contacts. If the emergency contacts cannot be reached, staff will call the local police to report the missing child.

Special Schedule Days

The After Care Experience program will be open on the following special schedule days from the time of dismissal until 6:00pm:

November 25, 2020
December 23, 2020

Please make sure to send your child with lunch and a snack on these days. There is no extra fee for these days.

Pick Up and Lateness

Parents/guardians/grandparents are not permitted to 'visit' students at After Care Experience. Parents or the designated pickup person must sign out their child(ren) each day with the site coordinator. All students must be picked up by 6:00 pm. A \$5.00 fee per child will be assessed for every 10 minutes extra that your child(ren) is at the program after 6:00 pm. Parents will be required to sign a "late pickup log" at the time of arrival and will be reminded of the fees assessed. An invoice will be mailed for additional fees incurred. If there is a

change in the pickup person/time, please email the After Care Experience at ace@urschoolsk8.com

Daily Schedule

Below is a typical schedule of how the program runs.

Monday- Friday

2:30-3:00	Attendance Snack provided (Note: pretzels will be provided as a snack each day.)
3:00-3:45	Team Members arrive and take their assigned group to their designated group activity. Group A: Homework Group B: Free-play or Choice Workshop Group C: Free-play or Choice Workshop
3:45-4:30	Group A: Free-play or choice workshop Group B: Homework Group C: Homework
4:30- 5:00	Activity Period 1(Homework/Computer / Gym / Outside / Games/Activities)
5:00-5:30	Activity Period 2 (Homework/Computer / Gym / Outside / Games/Activities)
5:30-6:00	Activity Period 3 (Homework/Computer / Gym / Outside / Games/Activities)

Homework

The children are expected to do their homework at After Care Experience during homework time. **We do not provide tutoring services at the program.** Reading log homework and/or projects must be completed at home. Please do not start any homework/projects with your child during pickup.

Students will not be allowed to return to their classroom/locker for any items after 3:00pm once the main office is closed.

Snack

Pretzels will be provided as a daily snack at the After Care Experience program. Filtered water is also available, please bring a refillable water bottle. If your child is on a special diet (gluten free, dairy free), or does not like pretzels, please be sure to send his/her own snacks from home.

Personal Belongings

Children are responsible for their own personal belongings. Please do not bring in any toys or trinkets as you will be asked to leave them in their bag. After Care Experience will not be held responsible for any lost, stolen, or damaged personal items. No trading, swapping or 'gifting' of items between students is permitted at After Care Experience.

Cell phones are not permitted at After Care Experience. If your child does have one, it must remain in their backpack at all times. If your child does not adhere to this policy, the cell phone will be taken and returned upon pickup. If you need to speak to your child during After Care Experience hours please email the ACE email address ace@urschoolsk8.com, and a team member or site coordinator will call you back.

Behavioral Expectations

Please refer to our program's discipline policy on the next page, which you will be asked to sign during the first week of the program.

If an incident occurs regarding serious behaviors, the group leader who witnessed the event will fill out an incident report, detailing what happened. This will be shown to the parent at pickup and must be signed. A student contract will also need to be filled out where the child details what rule they did not follow, and how they will make better choices in the future. Children who do not behave will be removed from the program at the discretion of the director and/or site coordinator.

Injuries or Accidents

In case of an injury or accident, the parents will be contacted by the site coordinator, and an incident report will be filled out for the parent to sign. If it is an emergency, 911 will be called, and the parents will be contacted immediately.

After Care Experience Discipline Policy

After Care Experience is committed to providing a safe and welcoming environment for all of the children. To promote safety and comfort for all, the children are expected to follow the code of conduct that we also follow during the school day.

The code of conduct rules include, but are not limited to the following:

- Be kind and respectful to others

- Follow directions from the team leaders and the site coordinator
- Respect school and After Care Experience property
- Be respectful of each others personal space

	Consequences
1st consequence	<ul style="list-style-type: none"> · Time out with site coordinator · Filling out a behavior contract with site coordinator or team member <ul style="list-style-type: none"> · Incident report filled out · Contract and report shown to parent(s) for them to sign at pickup
2nd consequences If behavior still continues:	<ul style="list-style-type: none"> · Parent(s) will be contacted by the site coordinator to pick the child up from the program immediately.
3rd consequences If a student does not follow contract or breaks rules again:	<ul style="list-style-type: none"> · Parent(s) will be contacted immediately to pick up their child by the site coordinator, resulting in a multiple day suspension from the program. ***
Severe or Repeated Violations	<ul style="list-style-type: none"> · This indicates that the program is not an appropriate after school setting, due to inability to follow the discipline policy, and the child will no longer be allowed to attend the program.

*Please note that if a child exhibits any behaviors that involve intent to purposely harm themselves, other students, or the team members, the parent(s) will be called to pick up the child immediately and the student will be suspended from the program.

** Should your child require special care you MUST inform the Program Director (ace@urschoolsk8.com) prior to the first day of their attendance at the program!

*****No refunds will be provided if your child is suspended from the program.**