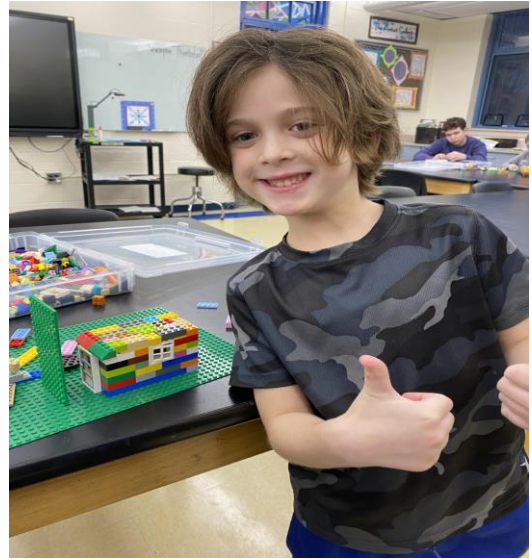


After Care Experience (ACE) Handbook 2023-2024



ACE Program Description

The After Care Experience (ACE) program is designed to provide quality childcare after the school day has concluded at 2:30pm for Upper Saddle River School District families. The program is available for children Kindergarten through 8th grade.

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

Staffing

ACE Program & Student Support Coordinator	K-8 Assistant Principal
ACE Program Coordinator of Services	Ann McGovern
ACE Assistant Program Coordinator of Services	Susan Doherty
Site Coordinators	Monday: Robyn Ranges Tuesday: Tracy Nussman Wednesday: Sarah Maginnis Thursday: Michelle Carucci Friday: Stacy Schiff
Team Members	Various teachers and teaching assistants

Contact information

Email	ace@urschoolsk8.com
Ann McGovern *accessible between 8:30am-2:15pm, Monday through Friday	201-961-6506

<p>ACE Site Phone *accessible between 2:15-6:00 pm Monday-Friday, September 7, 2023- June 19, 2024</p>	<p>201-739-1458</p>
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Days & Hours of Operation

The program will start on Thursday, September 7, 2023 and will end on Wednesday, June 19, 2024. The hours of operation are 2:30pm-6:00pm. The program will not be in session on any student early dismissal days. The ACE program has two semesters of enrollment.

Semester 1: Thursday, September 7, 2023 - Friday, January 26, 2024

There will be no ACE on 9/6/23, 10/10/23, 11/22/23, and 12/22/23.

Semester 2: Monday, January 29, 2024 - Wednesday, June 19, 2024

There will be no ACE on 3/28/23 and the last day of school, 6/20/24.

The ACE program will **NOT** run on days when the district is closed due to inclement weather, or a state of emergency. (Note: No refunds will be made for these closures).

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

Registration/Payment

After Care Experience (ACE) registration must be completed online, along with payment via check made out to Upper Saddle River Board of Education. (Note: There is an option to pay in full for the entire school year for a discounted price.) It is our policy that tuition is paid in full for each

semester. We do not accept partial payments and we do not prorate for any reason, including, but not limited to, absences or emergency closings.

You must enroll your child via the google form located on our [district website](#).

Registration for the fall semester (semester 1) will open at 8:00am on Monday, June 19, 2023 and close at 3:00pm on Friday, July 28, 2023. Payment is due no later than Friday, July 28, 2023.

For families that have not paid for the full year in advance and are already enrolled in the fall semester, registration for the spring semester (semester 2) will open at 8:00am on January 2, 2024 and close at 3:00pm on January 5, 2024. Payment is due no later than January 5, 2024.

If space allows, registration for new students to the program for the spring semester (semester 2) will open at 8:00am on January 8, 2024 and close at 3:00pm on January 19, 2024 (or once capacity has been reached). Payment is due no later than January 19, 2024.

Payments will only be accepted via check. Upon completion of the registration form, an invoice and directions for payment will be sent to your email from ACE within 5-7 business days.

***Note:** Our program has capacity limits. The ACE program reserves the right to close sign-ups after the registration deadline and/or once capacity has been reached (whichever comes first). Registration is not guaranteed unless you received an invoice from ACE and payment is received. If your registration is received after we reach capacity, you will be notified via email.

***Please note the following:**

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.

ACE Program Cost- Per Semester

5 days per week	\$1,600.00 per Semester per child
4 days per week	\$1,300.00 per Semester per child
3 days per week	\$1,000.00 per Semester per child

Note: The minimum days of attendance is 3 days per week.

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 by July 28, 2023 using the rates below:

- 5 days - \$3,040.00 per child
- 4 days - \$2,470.00 per child
- 3 days - \$1,900.00 per child

Please note: There are no cancellations or refunds once enrollment is processed.

Checks should be made out to “Upper Saddle River Board of Education” or “USRBOE” and mailed or dropped off to the Board Office:

395 West Saddle River Road
Upper Saddle River, NJ 07458

Note: All checks must be received on or before July 28, 2023 for the fall semester/year-in-full payments. All checks must be received on or before January 5, 2024 for fall students returning for the spring semester and on or before January 19, 2024 for students new to the program signing up for the spring semester.

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 ace@usrschoolsk8.com or contact Ann McGovern (201-961-6506) if you have further questions regarding registration or payment.

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

Please note: If your child is at a school-approved activity, they may return to ACE 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.

USR Recreation Tennis Program

The ACE program offers transfers from ACE to the USR Recreational tennis program (located at the tennis courts next to Reynolds school). Tennis registration is separate from the ACE program. Should your child(ren) need to be dropped off at tennis, please notify us of the day(s) and time(s) of your child's attendance at ace@usrschoolsk8.com. **Please note: Your child must be picked up from tennis directly. The ACE program does not pick up from outside activities.**

Pick Up and Lateness

To pick-up your child from the ACE program, please text your child's first and last name and grade level to the ACE phone number (201-739-1458), when you arrive. **The earliest pickup time from the ACE program is 3:00pm.** Pick-up will take place at the front door Reynolds School. An ACE team member will escort your child to the Reynolds Main Entrance. Students will not be escorted outside of the building. Upon arrival to pick up your child, please exit your car and stand outside the Reynolds main entrance in order for the ACE team member to be able to see you and dismiss your child appropriately.

For any dismissals prior to 3:00pm, please contact the main office of your child's school, and notify ace@usrschoolsk8.com that your child will not be attending ACE that day. Your child will be dismissed from the main office.

Parents/guardians/grandparents are not permitted to "visit" students at ACE. 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 ACE at ace@usrschools8.com.

Daily Schedule

Below is a typical schedule of how the program runs.

Monday- Friday

	Grades K-4	Grade 5	Grades 6-8
2:30-2:50	Check-in/Snack	Check-in/Snack	Check-in/Snack
2:50-3:20	HW	HW	HW
3:20-4:00	Workshop Session 1	Workshop Session 1 or Free Choice	Free Choice
4:00-4:40	Workshop Session 2	Workshop Session 2 or Free Choice	Free Choice
4:40-6	Free Choice	Free Choice	Free Choice

*Please note:

1. Dismissal from the ACE program begins at 3pm.
2. Chromebooks will be used for academic activities only, and can only be used during the homework period.
3. Children enrolled in workshops can participate in up to one workshop session per day. Workshops end at 4:40pm.
4. Please dress your child appropriately for the weather, as we make every effort to go outside daily.

Workshops

Workshops will be run by ACE team members, and can include activities such as Lego League, Arts & Crafts, Fitness, Improv and more.

Grades K-4

All children in grades K-4, will be enrolled in a daily workshop. The themes for the workshops will be emailed home at the start of each semester.

Grade 5

Children in grade 5 will have the option to enroll in either workshops or free-play. The option chosen will be the same for all days of attendance. Workshop enrollment for grades 5 will take place twice each semester. A form with themes for workshop enrollment will be emailed home prior to the start of the semester.

Grades 6-8

Children in grades 6-8 will be enrolled in free-play for all days of attendance. Workshops are not offered for children in grades 6-8.

Homework

The children are expected to do their homework at After Care Experience during homework time (30 minutes per day). **We do not provide tutoring services at the program.** Reading log homework and/or projects must be completed at home.

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

Snack

No snacks will be provided. Please pack a snack for your child daily and label it "ACE." Filtered water is available, please bring a refillable water bottle.

Personal Belongings

Children are responsible for their own personal belongings. Please do not bring in any toys or trinkets from home. ACE 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 ACE.

Please label ALL clothing, jackets, backpacks, school supplies, lunch boxes, water bottles etc. with your child's first and last name.

Cell phones are not permitted at ACE. 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 ACE hours, please call 201-739-1458 and a team member or site coordinator will assist you.

Medical

If your child has any allergies and requires an epi-pen, inhaler, etc... on file in the school nurse's office, please send in a second set for the ACE program.

Behavioral Expectations

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

If an incident occurs regarding serious behaviors, the team member or site coordinator who witnessed the event will fill out an incident behavioral report, detailing what happened. The site coordinator will discuss the incident with the parent at pickup. Children who do not behave will be removed from the program at the discretion of the ACE Program & Student Services Coordinator and/or site coordinator. If your child is removed from the program due to behavior, no refund will be granted.

Injuries or Accidents

In case of an injury or accident, the parents will be contacted by the site coordinator, and an accident 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

ACE 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 same code of conduct that all children follow during the school day.

All school codes of conduct are in effect during the district ACE program. Those students who choose not to follow the code of conduct can be subjected to consequences for misbehavior. Consequences for misbehavior can include:

- Time out with site coordinator during ACE
- Behavior Contract or Reflection Sheet
- Phone Call or Meeting with Parent and ACE Program & Student Support Coordinator
- Immediate child pick-up from ACE
- Short/Long Term Suspension from ACE
- Lunch/Recess Detention during school

*Please note: All school codes of conduct can be found on each school's webpages.

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 ACE Program & Student Support Coordinator (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. *****

