



The Springfield Board of Education would like to welcome you to our Before and After School Program. Our program is open to all Pre-K (4 years old) through Grade 5 students enrolled in our district. We are looking forward to an exciting and fun filled school year (2018-2019) with you and your child.

We have created this information guide to help take you through the steps of our program. It includes a summary of our program as well as our policies and practices.

Enclosed you will find our Before and After School registration application. Please pay close attention to our billing procedure. Your signed registration form, application fee and first month payment indicates that you have read the information guide and are aware of our rules, regulations and policies.

Please take a moment to read through this guide, which may answer most of your questions. As always, please feel free to contact our office at any time if we can be of further assistance.

*The Springfield Community Programs are sponsored by the
Springfield Board of Education*

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What is the Before/After School Program?

These programs are designed to provide quality Before School childcare and an After School Extension Program. Our goal is to enhance the children's time spent away from home by providing recreational and educational activities in a caring environment. This packet is designed to help you understand how the program works and what is expected of you and your child to ensure a smooth and safe operation. Students must attend school during the school day in order to attend any before/after care programs.

Before School Program (BSP)

This program is open to all Pre-K (*4 years old*) through Grade 5 (provided enough interest is generated) students attending Springfield Public Schools.

Facility - Caldwell, Sandmeier, and Walton School buildings.

Time - The BSP is held from 7:00 a.m. until each school start time.

A cold breakfast will be provided. Please notify us of any dietary restrictions.

Beginning the first day of school, if your child is registered for this program, you may bring him/her between these hours only. Please do not drop off your child prior to

7:00 a.m. **There will be no one available to supervise your child.**



After School Program (ASP)

This program is open to all Pre-K (*4 years old*) through Grade 5 (provided enough interest is generated) students attending Springfield Public Schools.

Homework and other academically enriched programs are our priority. However play time and even a little "down time" after a busy day at school are all part of the array of activities available. Some after school activities include arts, crafts, sports, games and computer time. All activities will be geared to the age and interest of the children. Please feel free to discuss any ideas you may have or that your child may particularly enjoy with the Site Director or contact the Supervisor of Educational Programs.

Facility - Caldwell, Sandmeier, and Walton school buildings.

Time - Immediately following the school day and all schools will end at 6:00 p.m.

All children registered by August 14th may start on the first day of school. A nutritional snack will be provided. Again please notify us of any dietary restrictions on your forms.

Please read *Billing and Scheduling* carefully. If you have any questions regarding payment contact Patricia Mannino at 973-376-1025 ext. 1217.



Billing System

Tuition ~ Tuition is due on the 1st of each month. It is your responsibility to make these payments. A notice will be sent to all unpaid accounts on or about the 5th of the month. If no payment is received by the 14th of the month, parents will be notified that their student(s) will not be permitted to attend the program starting on the 15th of the current month. The Board of Education will not bill you. After your first payment has been received there is a 48 hour turn around time for processing paperwork before your child can begin a program.

Payments are computed per diem based on a 180 day per year schedule, then divided into ten (10) equal payments. Therefore, if a given month has either three (3) or five (5) weeks, the monthly payment rate remains the same. Please be assured you are not paying for holidays or snow days. Therefore, you do not need to deduct tuition costs from your scheduled payments. (*Tuition is subject to increase*)

The Superintendent and the Board of Education reserve the right to exclude children from the Before and After School Programs for non-payment of tuition. No child may be registered for either program if tuition is still outstanding from the previous year.

Registration Fee ~ The first payment for new registrants should include a \$25.00 non-refundable registration fee, it must accompany the tuition before your child may start either program. The registration fee is a *one-time fee*. You do not pay this fee each year your child is enrolled in our program.

Payment Coupons ~ Payment coupon can also be downloaded from our website. Coupons must be sent with your payment each month. Please take the time to complete and return the coupon with your payment. This will ensure the appropriate days your child will be attending. Our records need to reflect what is entered on your coupon, as some changes are made monthly. For your records, your coupons are returned to you with the school name and tax ID number stamped on the back.



Scheduling

Parents must make arrangements for the number of days per week they would like their child (ren) to attend the Before and After School Programs on a monthly basis. This is established by including the payment coupon with your tuition payment before the 5th of each month.

Your child must be registered in order to utilize the programs.

- The numbers of days cannot be changed until the following month. All change requests must be made before the 15th day of the month prior to the month you would like those changes to go into effect.
- Parents/Guardians are responsible for all the days they have contracted for during that month regardless of whether those days are used or not. In case of an emergency, days may be added to a current month but not reduced.
- Parents/Guardians are responsible for each month's payment unless the SBOE Business Office located at Jonathan Dayton High School is notified directly in writing or by phone before the fifteenth of the month if you wish to remove your child from the program.

For the safety of all children, verbal notification of a change in your child's schedule to a staff member is not acceptable. All program changes and tuition payments must be documented and mailed to: Attn: Patricia Mannino SBOE Office P.O. Box 210 Springfield, New Jersey 07081.



Inclement Weather Procedures

- If school is closed due to inclement weather or a delayed opening occurs, announcements are made as early as possible on these radio/TV stations:
FOX 5 – Channel 5 NJ – 101.5
WINS - 1010 AM News 12 – Channel 62 on cable.
(www.1010wins.com) NBC – Channel 4
Or check the website www.springfieldschools.com
- On the rare occasion that the schools have been closed due to inclement weather or any other emergency, an effort will be made to contact parents/guardians and announcements will be sent to the radio stations listed above. If parents/guardians cannot be contacted, students will be released contingent upon your emergency plans. **If there is a change with your emergency plan, or if you need to confirm your emergency plan, please contact your school Site Director at extension 2249 as soon as possible.**

Health and Safety

If a child becomes ill at the BSP/ASP, a parent or emergency contact will be called for further instructions or advised that it is necessary to pick up the child. In the case of a medical emergency, depending on the seriousness, the parent or emergency contact may be called after emergency services have been contacted.

PLEASE MAKE SURE THAT MEDICAL AND CONTACT INFORMATION IS KEPT UP-TO-DATE. INACCURATE INFORMATION CAN DELAY PROPER TREATMENT FOR YOUR CHILD.

Medication

No medication of any kind will be administered during the BSP/ASP. Any required medication should be administered by the school nurse during the school day.

Late Pick-Up Policy & Fee

There is a late fee of \$10.00/per child for each 15-minute interval if your child (ren) are picked up after 6:00pm. **At the time of pick-up, the Site Director will provide you with a *late fee payment notice* which must be signed and returned with payment to the Before/After Care Office.** After the fourth late fee is charged, your child may be suspended from the program.

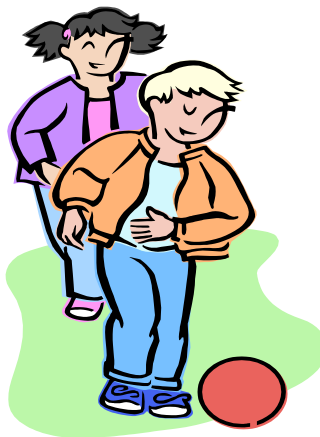
Custody Concerns

It is the responsibility of the Parents/Guardians to inform the BSP/ASP staff of any child custody related concerns.

Appropriate Behavior

Children in the program are expected to exhibit appropriate behavior by following directions and engaging in appropriate interactions with peers and staff. In the event a child continually displays inappropriate behavior, the following procedures will be followed:

- **First Warning:** Conference with the Site Director/staff member and parent.
- **Second Warning:** Conference with the Site Director/staff member, building principal and parent.
- **Third Warning:** Child may be suspended from the program for an appropriate period of time.
- **Final Notice:** Child may be excluded from the program for the remainder of the school year.
- **Should a student be suspended and/or expelled from the program, refunds will not be given.**





IMPORTANT PHONE NUMBERS

Sue Medina, Site Director of the Edward V. Walton School
James Caldwell School
Thelma L. Sandmeier School

If there is an emergency regarding your student, please call 973-376-1025
Ext. 1217 and clearly state your child's name, school and program they are
attending. This voicemail is checked daily.

Patricia Mannino, Accounts Receivable
973-376-1025 Ext. 1217

Erica Scudero, Director of Educational Programs
973-376-1025 Ext. 5292

David Rennie, Principal of the James Caldwell School
Rosa Leonardis, JC Secretary
973-376-1025 Ext.4499

Michael Plias, Principal of the Thelma L. Sandmeier School
Susan Ferreira, TLS Secretary
973-376-1025 Ext.3497

Dr. Adriana Coppola, Principal of the Edward V. Walton School
Marie DuBeau, EVW Secretary
973-376-1025 Ext.2556



IMPORTANT DATES 2018-2019

The **Before School Program** will run on **scheduled** delayed openings. This does not include delayed openings due to inclement weather.

The **After School Program** will run on **scheduled** early dismissals except the day before Thanksgiving.

September 10 & 11	No School/Rosh Hashanah
October 8	No School/Columbus Day
November 6	No School/PD day
November 8 & 9	No School/NJEA Convention
November 21	NO AFTER SCHOOL PROGRAM
November 22 & 23	No School/Thanksgiving Recess
December 24-January 1	No School/Winter Recess
January 21	No School/Martin L. King's Birthday
February 18	No School/Presidents' Birthday
April 19 - April 26	No School/Spring Break
May 27	No School/Memorial Day
June 25	Last Day of School ☺