



*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 (2020-2021) 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/Aftercare experience. 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 students attending Springfield Public Schools.

**Facility** – James Caldwell, Thelma L. Sandmeier, and Edward V. Walton Schools.

**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 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 the infusion of technology. 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.

**Facility** - James Caldwell, Thelma L. Sandmeier, and Edward V. Walton Schools.

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

A nutritional snack will be provided. It is the responsibility of the parent/guardian to notify staff of any dietary restrictions.

**Please review *Billing and Scheduling* carefully. If you have any questions regarding payment contact Patricia Mannino at [pmannino@springfieldschools.com](mailto:pmannino@springfieldschools.com)**



## **Billing System**

**Tuition** ~ Tuition is due on the 1<sup>st</sup> of each month. It is your responsibility to make these payments. A notice will be sent to all unpaid accounts on or about the 5<sup>th</sup> of the month. Non-payment by the 14<sup>th</sup> of the month, parents will be notified that their child(ren) will not be permitted to attend the program starting on the 15<sup>th</sup> of the current month. The Board of Education will not bill you. After your first payment has been received there is a 24 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/Payment** ~ Registration forms can be found online. Registration forms **must** be completed at the start of each school year (September) to update all pertinent information.

The first payment for new registrants **must** 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.

**For Mail-In Payments** ~ Beginning October, payment coupons can 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. Please maintain.

**For Online Payments** ~ Beginning October, payments can be made online through the website [www.MySchoolBucks.com](http://www.MySchoolBucks.com).

- *Reminder, September payments must be mailed or made in-person along with the registration form, to update all pertinent information with the registration form. Your form of payment is your September receipt for your records.*



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

### **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 5<sup>th</sup> of each month.

- The numbers of days cannot be changed until the following month. All change requests must be made before the 15<sup>th</sup> 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 15<sup>th</sup> of the month. If you wish to remove your child from the program, you must notify Patricia Mannino, by email, @ [pmannino@springfieldschools.com](mailto:pmannino@springfieldschools.com) before the 5<sup>th</sup> of the month.
- Should a snow day, emergency early dismissal, or holiday fall on one of your child's scheduled days, he/she will not be able to make-up that day.

*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](http://www.1010wins.com))                      NBC – Channel 4  
Or check the website [www.springfieldschools.com](http://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 email Patricia Mannino directly @ [pmannino@springfieldschools.com](mailto:pmannino@springfieldschools.com).**

## **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**

Upon an emergency, 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.

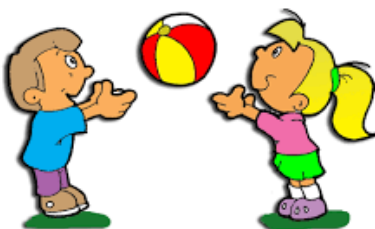
## **Custody Concerns**

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 child(ren), please call Patricia Mannino @ 973-376-1025 Ext. 1217, during the hours of 8:00-4:00 and clearly state your child's name, school and program they are attending.

Patricia Mannino, Administrative Assistant  
973-376-1025 Ext. 1217

Erica Scudero, Assistant Superintendent  
973-376-1025 Ext. 5292

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

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

Michael Plias, Principal of the Edward V. Walton School  
Marie DuBeau, EVW Secretary  
973-376-1025 Ext.2556



## IMPORTANT DATES 2020-2021

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.

<b>September 28</b>	No School/Yom Kippur
<b>October 12</b>	No School/Columbus Day
<b>November 3</b>	No School/PD day
<b>November 5 &amp; 6</b>	No School/NJEA Convention
<b>November 25</b>	<b>NO AFTER SCHOOL PROGRAM</b>
<b>November 26 &amp; 27</b>	No School/Thanksgiving Recess
<b>December 24-January 1</b>	No School/Winter Recess
<b>January 18</b>	No School/Martin L. King's Birthday
<b>February 15</b>	No School/Presidents' Birthday
<b>March 29 - April 2</b>	No School/Spring Break
<b>May 31</b>	No School/Memorial Day
<b>June 22</b>	Last Day of School 😊