



Parent Handbook

South Plainfield Board of Education
125 Jackson Avenue
South Plainfield, NJ 07080
(908) 754-4620
www.spboe.org

Welcome:

Welcome to the South Plainfield Public School District Latchkey Program. The district is committed to providing this service to our students in support of working parents and is available only to children who attend the South Plainfield Public Schools. Our objective is to provide a safe environment for children that fosters academic success and the opportunity to socialize with other students. The district is honored to have this opportunity to assist the parents/guardians in the developmental growth of your child.

Staffing:

Staff to student ratio: 10 to 1

Two school nurses assigned to the program

One in district Program Director

One in district Program Coordinator

After School Latchkey Program:

The after school program begins at dismissal in each building and parents/guardians have the option to have their children attend the program until 6:00 PM. Pick-up must be designated at the time of enrollment and any deviation from the established time must be preceded by notification to the program director. Parents are required to report to the supervising adult in order to secure the release of their child(ren). The schools participating in the After School Program are:

- Franklin Elementary (732).902.1996
- Grant School (732).902.1249
- Kennedy Elementary (732).902.1862
- Riley Elementary (732).902.1662
- Roosevelt Elementary (732).902.1308
- Roosevelt Admin Building

Before School Latchkey Program:

The before school program provides morning care for our children. The morning program is open to students from 7:00 - 8:35 AM. Parents cannot drop students off before 7:00 AM as there will be no available adult supervision available before that time. The schools participating in the Before School Program are:

- Franklin Elementary
- Kennedy Elementary
- Riley Elementary
- Roosevelt Elementary

Before/After School Calendar

The program **will not** be available when the district operates on a Delayed Opening/Early Dismissal Schedule for emergency or weather purposes. At the beginning of every school year, the program will distribute a calendar consistent with the District academic calendar.

Medical Information:

Program staff will not administer medications. Nursing staff will be available. To ensure that your child's medical information, including allergy restrictions and medication needs, is current, all medical information must be submitted in writing to the Program Director or Coordinator at the time of registration or as soon thereafter as is possible.

Student Pick-up

Pick-up will be conducted at the main entrance of each building.

Students will not be released unless signed out by a parent/guardian or his/her designee. Prior written notice of any such designee, other than the parent/guardian, must be provided to the Adult School Office or Program Director before a student will be released to anyone other than the student's parent/guardian.

To protect the children of the program, staff may request identification.

Late Fee:

Note: Parents who arrive late for PM pick-up will be assessed \$1 for every minute with a maximum fee of \$35 for each occurrence.

Attendance:

As per district policy, students are not permitted to attend the Before/After School Program if they were not in attendance in school for that day.

Program Plans:

Parents have the option to enroll their children in the South Plainfield Latchkey Program for 1 - 5 days per week. The fee for program attendance is based on the number of days a student attends (see payment schedule).

Enrollment:

Parents may enroll children prior to the opening of school in September, or at any time during the school year, through the district Enterprise Services office located at 125 Jackson Avenue, South Plainfield, NJ 07080. A registration form and emergency information form must be completed for each child. The forms are available online through the district web site, www.spboe.org. Payment for the first month of enrollment is due at the time of registration.

The payment schedule is as follows:**Registration fee:**

Beginning with the 2016/17 school year there will be an annual non-refundable registration fee of \$30 per family.

Tuition:

Tuition rates will be assessed on a weekly basis. In order to guarantee adequate supervision, the child(ren)'s enrollment must be completed 10 days prior to the start of the service week. Enrollment will continue on a recurring basis. Consequently, any enrollment not cancelled within 10 days prior to the start of the service week will be billed at normal rates.

Before School Tuition per Month per Child

Days per Week:

	5	4	3	2	1
1 st Child	\$120	\$100	\$82	\$52	\$40
2 nd Child	\$95	\$75	\$60	\$45	\$28
3 rd Child	\$90	\$72	\$57	\$42	\$25

After School Tuition per Month per Child

Days per Week:

	5	4	3	2	1
1 st Child	\$255	\$220	\$175	\$125	\$75
2 nd Child	\$210	\$180	\$130	\$90	\$50
3 rd Child	\$200	\$174	\$125	\$86	\$48

Late fee/Non Payment:

Tuition will be due on the 1st day of every month of service. A **\$20** late fee will be assessed for payments received after the 5th day of the month. If tuition is not received by the 10th day of the month, your child will not be permitted to attend the program until all tuition and fees are paid in full.

Insufficient fund fee:

In the event that a tuition payment is returned for insufficient funds, a **\$40** returned check fee will be assessed for the service month, and will be due as soon as possible, or at the latest, the 1st day of the following month. Failure to submit funds in a timely manner may result in your child(ren)'s removal from the Program.

Vacation / Holiday policy:

The program will follow the South Plainfield School District's regular operating calendar for students.

Snacks:

Each child attending the program will be provided with a snack each day. Parents are required to submit to the onsite necessary medical information regarding food allergies or other medical conditions that may be relevant to your child.

Activities:

The district offers a well-rounded program combining physical activities and academic support. Program offerings include, but are not limited to, the following:

- Homework Help
- Independent Reading Period
- Team Sport Activities
- Outdoor Activities (weather permitting)
- Arts and Crafts
- Special events/programs

On a monthly basis, the Program Coordinator will make available the anticipated schedule of activities for the following month. All activities will be determined solely by the Program Director and Coordinator after consultation with Program staff, based on Program and student needs.

Parent/Guardian Responsibilities:

1. To inform the Program Director (or Supervising Adult) of any concerns you may have relevant to your child. At no time should a parent address a concern with another student or parent.
2. To notify the Adult School Office of any temporary schedule change that will affect drop-off or pick-up within 24 hours of such temporary change. Permanent changes will require a minimum of one-week notice, and must be in writing.
3. To adhere to the pick-up or drop-off time agreed to at the time of enrollment.
4. To enter the building to sign their child in for the day during the Before School Program, and to sign their child out upon pick up from the After School Program (may be done by an appropriately designated individual, if not the parent/guardian).

Student Responsibilities:

1. All students are expected to follow the prescribed district code of conduct while attending the Latchkey Program.
2. Students are expected to be respectful to the adults in charge at all times.
3. Students are not permitted to leave the designated area without permission from the supervising adult.

Student Discipline:

Students who deviate from the prescribed district code of conduct will be subject to discipline ranging from a warning to dismissal from the program. The Program Director will notify the parent/guardian of any disciplinary decisions. The staff will make every effort to correct inappropriate behavior before it rises to the level of warranting disciplinary action. The South Plainfield Code of Conduct will serve as a guide. Program staff will attempt to administer progressive discipline to students in the Latchkey Program in accordance with the following guidelines. However, all determinations of appropriate discipline will be made on a case-by-case basis based on the facts and circumstances of each incident. Exceptions to the progressive

discipline guide, and the determination of appropriate discipline to be imposed, will be made solely by the Superintendent, Program Director and Program Coordinator.

First Offense - Warning and notification to the parent/guardian in writing.

Second Offense - Written notification to the parent/guardian and one (1) day suspension from the program. If the student attends both AM and PM sessions, suspension is for one of each session.

Third Offense - Written notification to the parent/guardian and a suspension for a duration up to five (5) consecutive days (both AM and PM if applicable).

Fourth Offense - Written notification to the parent/guardian and permanent dismissal from all sessions of the Latchkey Program.

Technological Devices:

- The following electronics are **not** permitted:
 - cell phones
 - iPads/iPods/iTouch
 - recording devices

- The following electronic devices are permissible:
 - Kindles
 - Laptop computers (no sound)

Program Contact Person(s):

At various times throughout the school year it may be necessary for a parent to contact a supervisor. This can be accomplished in the following manner:

Program Co-Directors

Mrs. Stacy George-Mingo/TBD

Email: sgeorge@spboe.org

Program Coordinator

Ms. Kristen Herzog

Email: kherzog@spboe.org

Miscellaneous:

All students, parents and staff are expected to follow all rules, policies and regulations of the school district and the above referenced handbook. Participation in the program is voluntary. Failure to follow such rules and regulations may result in dismissal from the program.

South Plainfield Board of Education Policies:

Parents/Guardians are encouraged to review the following district policies; located on the district web site (www.spboe.org.)

5305	Health Services Personnel
5308	Student Health Records
5320	Immunization
5330	Administration of Medication
5331	Management of Life-Threatening Allergies in Schools
5335	Treatment of Asthma
5338	Diabetes Management
5512	Harassment, Intimidation and Bullying
5516	Use of Electronic Communication and Recording Devices
5560	Disruptive Pupils
5561	Use of Physical Restraint
5600	Student Discipline/Code of Conduct
5751	Sexual Harassment
5843	Before and After School Program

South Plainfield Public School District
Before and After School
Latchkey Parent Handbook

I, _____, understand that the participation of my child in the South Plainfield Public School District Before and After School program is based upon district established rules and procedures as outlined in district policies, regulations, procedures and attached handbook.

By signing below, I further understand that participation in the Before and After School Latchkey Program is voluntary and that any violation of District rules, policies and procedures may result in my child's removal from the Program.

Student name: _____

School: _____

Parent name: _____

Parent signature: _____

Date: _____