

**After Care School Program**  
*South Hackensack Memorial School*  
*1 Dyer Avenue*  
*South Hackensack, New Jersey 07606*



**Overview:**

The After School Program is a fee-based program that operates on the South Hackensack District calendar. A completed application and a signed policies statement along with payment for the first month must be submitted before enrollment in the program is granted.

<b>Program</b>	<b>Hours</b>	<b>Drop Off / Pick Up</b>
After School Program	3:30-5:30 p.m.	Exit G

**Program:**

The programs are designed to provide a safe, fun and nurturing environment. This program is open to all children in grades Pre-Kindergarten to Eight who attend school within the district. Activities include homework time, games, recreation, movies and outdoor play (weather permitting). Care is provided by certified teachers and/or aides at Memorial School.

**Fees:**

<b>After School Program</b>	<b>1st child</b>	<b>2nd child</b>
3:30-5:30 p.m.	\$200.00 / month	\$125.00 / month

Please follow the program payment schedule (attached). Partial payments will not be accepted. No exceptions. Exact cash, checks or money orders made payable to the South Hackensack Board of Education (SHBOE) are accepted.

You will accrue a late fee of \$15.00 per day for any late payments.

We also accept child care subsidies such as New Jersey Cares for Kids (NJCK) and Work First New Jersey (WFNJ). Please contact our program coordinators for further information.

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**Withdrawal from Programs:**

A 30-day written notice of withdrawal from the programs is required. For example, if you want to withdraw your child on March 1st, your written notification of withdrawal must be received prior to February 1st and payment for the month of February must be made.

Feel free to contact the Coordinators if you have any questions regarding the programs.

**After School Program Coordinators:**

Elizabeth DeRogatis  
[ederogatis@shmemorial.org](mailto:ederogatis@shmemorial.org)  
201-440-2782

Mary Gould  
[mgould@shmemorial.org](mailto:mgould@shmemorial.org)  
201-440-2782

**I have read the South Hackensack Memorial School After Care School Program Policies and understand my responsibility and financial obligation.**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Enclosed:**

Check  Cash (*exact amount only*)  Money Order

**Note:** Checks and money orders should be made payable to the South Hackensack Board of Education

**All payments are to be given directly to the program coordinators.**

# After Care 2021-2022 Payment Schedule

**Payment is due on the following dates:**

September 10, 2021
October 1, 2021
November 5, 2021
December 3, 2021
January 7, 2022
February 4, 2022
March 4, 2022
April 1 2022
May 6, 2022
June 3, 2022

**\*You will accrue a late fee of \$15.00 per day for any late payments.**

# PARENT

## RECEIPT OF INFORMATION:

- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy
- Policy on Methods of Parental Notification
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

*I have read and received a copy of the information/policies listed above.*

**Child(ren)'s Name:**

**Parent/Guardian's Name:**

**Signature**

**Date**

# PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT

Name Of Child:	Birthdate:	Enrollment Date:
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<b>PARENT/GUARDIAN INFORMATION</b>	<b>Parent/Guardian # 1</b>		<b>PARENT/GUARDIAN # 2</b>
	Name:		Name:
	Relationship:		Relationship:
	Cell Phone:		Cell Phone:
	Home Phone:		Home Phone:
	Home Address:		Home Address:
	Employer Name:		Employer Name:
	Employer Phone:		Employer Phone:
	E-Mail Address:		E-Mail Address:

**Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.**

<b>EMERGENCY CONTACTS</b>	<b>Contact Name #1</b>	<b>Contact Name #2:</b>	<b>Contact Name #3:</b>
	Relationship:	Relationship:	Relationship:
	Cell Phone:	Cell Phone:	Cell Phone:
	Home Phone:	Home Phone:	Home Phone:
	Employer Phone:	Employer Phone:	Employer Phone:

**CUSTODY** Name of person PROHIBITED from picking up your child:  
 If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order.

<b>MEDICAL INFORMATION</b>	<b>Child's Health Care Provider:</b>
	<b>Health Care Provider Phone:</b>
	<b>Health Care Provider Address:</b>
	<b>Name Of Insurance Company/Plan:</b>
	<b>Group #:</b>
	<b>Identification #:</b>
	<b>Subscriber's Name On Insurance Card:</b>
	<b>Known Allergies (including medication):</b>
<b>Medication My Child is Taking:</b>	
<b>List Special Conditions, Disabilities, Medical/Physical Restrictions, Medical Information For Emergency Situations:</b>	

**AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT**

I, the parent(s)/ legal guardian(s) of the above named child, I (we) attest that the information above is correct. I (we) authorize the child care center staff to obtain emergency treatment for my child and understand that I (we) shall be notified.

Parent/Guardian Signature #1:	Date:	Parent/Guardian Signature #2:	Date:
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# MEDICAL DECLARATION STATEMENT FOR SCHOOL-AGE CHILD CARE

(AND/OR FOR CHILDREN ENROLLED IN PUBLIC OR PRIVATE SCHOOL)

<b>CHILD'S NAME:</b>	<b>DATE OF BIRTH:</b>	<b>GRADE IN SEPTEMBER:</b>

## HEALTH STATEMENT (CHECK ONE)

- My child is in good health and can participate in the normal activities of the program and has no conditions or special needs that require special accommodations.
- My child can participate in the normal activities of the program but has conditions or special needs that require special accommodations as indicated below.

## SCHOOL-AGE CHILD'S SPECIAL CONDITIONS OR NEEDS REQUIRING SPECIAL ACCOMMODATIONS

Please list any allergies, medical conditions, including chronic health problems (such as asthma, seizures), behavioral disorders, special needs, etc.

<b>PARENT/GUARDIAN SIGNATURE:</b>	<b>DATE:</b>



## Internet Use Agreement

*Please read this document carefully before signing the agreement.*

Internet access is available to students and teachers in Memorial School. We are very pleased to have Internet access, as we believe it offers valuable, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation and communication.

Access to the Internet will enable students to explore thousands of libraries, databases and other sources of information, while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and District communication, enhance productivity and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also enable us to share information with the local community, including parents, social service agencies, government agencies and businesses.

Access to computers and people from around the world also avails certain material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net may contain items that are illegal, defamatory, inaccurate or potentially offensive. Therefore, no student is to use the Internet without being directly supervised by a professional staff member. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. Students are expected to follow board policy regarding social media, cyber bullying and plagiarism. We firmly believe, however, that the benefits to students from online access far outweighs the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are stated in the Board of Education Policy #2361 and is available on the school's website ([www.shmemorial.org](http://www.shmemorial.org)). They are provided so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her access will be terminated and future access could be denied.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

South Hackensack School District



**INTERNET USE AGREEMENT**

**STUDENT**

I have read the District "Internet Use Agreement". I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(Please Print)

Grade: \_\_\_\_\_

User's Signature: \_\_\_\_\_

**PARENT**

As the parent or legal guardian of the student named signing above, I have read this "Internet Use Agreement" and grant permission for my son or daughter to access the Internet. I understand that the district's computing resources are designed for educational purposes, and that the school will provide supervision and guidance in the use of the Internet. I also understand that it is impossible for Memorial School / South Hackensack School District to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations.

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_  
(Please Print)



# EXPULSION POLICY

NAME OF CENTER: Memorial School - Bulldog Clubhouse

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in an effort to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

## IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

## PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

## CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

## SCHEDULE OF EXPULSION:

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

## A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

## PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

Department of Children and Families  
Office of Licensing  
**INFORMATION TO PARENTS**

**Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.**

**Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.**

**To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.**

**Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.**

**We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.**

**Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.**

**Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.**

**Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.**

**Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint**

**Investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njcccls.com/portal/>.**

**Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.**

**Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.**

**Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.**

**Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.**

**Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.**

**Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.**

**Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).**

**Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.**

**Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).**

## **POLICY ON THE RELEASE OF CHILDREN**

**Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.**

**If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.**

**If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:**

- 1. The child is supervised at all times;**
- 2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and**
- 3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.**

**If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:**

- 1. The child may not be released to such an impaired individual;**
- 2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and**
- 3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.**

**For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).**

## **Policy on the Management of Communicable Diseases**

**If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.**

- **Severe pain or discomfort**
- **Acute diarrhea**
- **Episodes of acute vomiting**
- **Elevated oral temperature of 101.5 degrees Fahrenheit**
- **Lethargy**
- **Severe coughing**
- **Yellow eyes or jaundiced skin**
- **Red eyes with discharge**
- **Infected, untreated skin patches**
- **Difficult or rapid breathing**
- **Skin rashes in conjunction with fever or behavior changes**
- **Skin lesions that are weeping or bleeding**
- **Mouth sores with drooling**
- **Stiff neck**

**Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.**

### **EXCLUDABLE COMMUNICABLE DISEASES**

**A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.**

**Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.**

**If a child is exposed to any excludable disease at the center, parents will be notified in writing.**

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

**Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:**

**[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).**