



## ***Saddle Brook Board of Education***

### ***Community Programs Office***

355 Mayhill Street Room 120

Saddle Brook, NJ 07663

Phone 201-843-1142 ext. 2314

e-mail: [cgasnick@saddlebrookschoools.org](mailto:cgasnick@saddlebrookschoools.org)

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### **2016-2017 School Year**

Dear Parents/Guardians:

Welcome to our Before and After School Program! We have few reminders for you. The Before Care Program begins at 7:15 AM. Please do not bring your child before that time. Doors will not open until 7:15 AM. Also all parents are required to bring their child into the building and sign them in. Please do not drop your child off at the door.

**Payments are due on the 21<sup>st</sup> of the previous month for the next month (ie: October payment due 9/21) A late charge of \$10.00 will be assessed for any payment received after the 21<sup>st</sup>. If payment is not received by the 30<sup>th</sup> of the month, your child will not be permitted to stay in the program.**

Payments accepted MC/Visa/Amex/Discover, cash, check, money order.

To pay in person, please call 201-843-1142 ext. 2314 for an appointment. Office hours are 8:00-3:00. The office is closed between 12 and 1 daily.

#### **Mail payments to:**

Saddle Brook Board of Education

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If your child will be picked up by someone other than the parent, please notify the individual school at the numbers listed below or call the office at (201) 843-1142 ext. 2314 between 8:30AM-3:30PM.

If you need to get in touch with the Afterschool Program please call the following numbers between 3:00-6:00 PM:

Franklin School – 201-655-8561

Long Memorial School – 201-655-3889

Helen I Smith School - 201-580-1758

If your child will be going to Sports, Cub Scouts, Girl Scouts, or any other activity where your child will leave the program, the Community School **must be notified in writing, mail, or e-mail** ([cgasnick@saddlebrookschoools.org](mailto:cgasnick@saddlebrookschoools.org)) before day in question, otherwise your child will not be released from the program.

If your child attends the program for less than 5 days per week, you must provide a written schedule to the Community Programs Office and Supervisor of your child's school of the days your child will be in program.

If you are using the program on an as needed basis, you must call the Community Programs Office before 2:00 PM at 201-843-1142 ext. 2314. If your child will be attending any additional days or switching days of the week, the Community Programs Office must be notified before child attends.

**Pick up time is 6:00 PM. Late fees will be incurred for children picked up later than 6:00 PM as set forth in the contract. Please call your school cell phone if you are going to be late, so the staff knows that you will be late. You will still incur the late fees.**

- **\$10.00 from 6:05-6:15 PM(or any part thereof)-you will be called**
- **\$15.00 from 6:15-6:30 PM ( or any part thereof)- emergency contact will be called**
- **After 6:30, \$15.00 for each 15 minute increment or any part thereof.**
- **At this time if we have not heard from you, the Saddle Brook Police Department will be contacted.**
- **After 3 late pick-ups, parent is obligated to speak to the Director to discuss continuation in the program**

The After Care program is an extension of the school day and therefore, children will not be permitted to change out of their school uniforms.

### **After Care Schedule**

- ✓ Children come to the program and are given time to settle down.
- ✓ Snack time
- ✓ Homework time
- ✓ Games or go to the gym or play outside.

Please be advised that none of the staff members are certified teachers and, therefore, cannot be put in the position of checking homework for accuracy. The role of the staff member is similar to that of a parent. Help will be provided, but homework will not be done for students nor will answers simply be given. Staff members, of course, are not going to turn a child away who needs assistance, but there has to be a limit on the amount of assistance the staff member can offer to each child.

Parents are not permitted to come to the After Care Program to visit with their child. The parent can come into the program only if they are there to pick up their child. All children must be signed out of the After Care Program. Once children are signed out of the program, they must leave the premises immediately.

Thank you.