

**MONTVALE CHILD CARE PROGRAM
PARENT HANDBOOK
2015-2016**



Revised February 8, 2016

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OUR MISSION

It is the mission of the Montvale Child Care program to provide high quality after school care for all members of our community. Children are afforded opportunities to explore, discover, play, cooperate, create, and learn new skills as well as be provided with quiet opportunities for reflection. Through team building and individualized experiences, children will be enveloped in a safe environment where parents are able to rely upon a strong community of supporters to provide care while they are at work.

PROGRAM DESCRIPTION

The Montvale Child Care Program (MCC) is a tuition supported program that was initiated by the Montvale PTO as a non-profit organization in 1989 and operated under the name School Aged Child Care (SACC). In 2012 it transitioned under the direction of Montvale Public Schools and was renamed Montvale Child Care (MCC). The program is designed to provide high quality before and after school care for the children who attend the Montvale Schools.

The purpose of the MCC program is to provide an extension of the nurturing function of the family. The program itself replaces neither the home nor the school, but complements both, augmenting and enriching what each of these institutions can provide. The program provides children with a "home-base," a place to go before and after school where the staff and environment is predictable and safe.

School based childcare minimizes the stress of making many transitions to a different childcare environment every day. It provides an affordable, safe and accessible program with good care and supervision. It also enables the children to interact with each other socially in a non-academic setting.

All participants of the Montvale Child Care program are required to abide by all Montvale Board of Education district policies as found on the district website: www.montvalek8.org.

BEHAVIOR GUIDELINES

An important focus of this program is to assist children in learning to make appropriate decisions about their behavior. The safety and well being of all children in the program is of the greatest importance and will be maintained in several ways.

Guidelines for behavior will be developed with the children and enforced in positive ways to encourage children in the development of self-discipline. The Montvale Public Schools Code of Conduct is consistent with our behavior policy and procedures. Positive reinforcement methods will also be used in order to help children develop positive patterns of behavior with the other children and adults in the program. From time to time, parents may be called upon to participate in a disciplinary partnership to resolve special situations.

If it is determined by the staff that a child is unable to benefit from the program or that he/she presents a danger to the other children or the program, the parents will be requested to withdraw that child from the program.

SCHOOL AIDES/CHILDREN WITH SPECIAL NEEDS

The Montvale Child Care Program does not supply aides for special needs children. It is our policy that an aide be supplied by the parent/guardian for the child when registered in the program if an aide (either one-to-one or shared) is required for a child during the school day. The MCC Program is self-sustaining and not funded by the Montvale Board of Education.

DAILY ACTIVITIES

While the Montvale MCC believes that the before and after school programs should not be highly structured, a level of organization is implemented in order to ensure that all children are monitored in a safe, secure environment.

Memorial Elementary School

The three hours of the afternoon program involve snack time, homework time provided in a quiet atmosphere that is grade level appropriate, and free play (outdoors whenever possible) engaged under adult supervision in games, slides or the playing field. If there is inclement weather, this recreational time will be spent in the gym or classroom. Snack is served at this time.

After the first hour or so, we provide more structured activities such as crafts, board games, group games, computer games, cooking,

science, and nature projects. Children may participate or not, and may play in groups or alone, depending upon their own needs. However, we encourage children to play together as this is one of the benefits of our program.

Every grade level has a designated time allotted for homework. Kindergarten is included in this schedule, although it is understood that homework is not assigned to Kindergarten students everyday of the week. When this occurs, Kindergarten students may participate in a small, grade level appropriate activity with their MCC teacher. In all instances, we encourage and advise parents to review and discuss their child's completed homework upon their return home. This will ensure parents are kept abreast of their child's daily academic development and performance in the classroom.

As the program provides a wide variety of toys and games, we discourage children from bringing electronic devices or toys from home. If items are brought from home to the program the staff cannot be responsible for their safe return.

Fieldstone Middle School

Montvale MCC at Fieldstone recognizes the increasing demand of homework at the middle school level. The children enjoy the first half hour outside, getting some fresh air. At 3:45 p.m. the students return to have a snack and start their homework with help from the teachers, as needed. When the students are finished many games and activities are available that are age appropriate.

SNACK

Children at both Memorial and Fieldstone are offered a snack everyday. The menu may include fruit and vegetables, whole grains, juice, cheese and other nutritious foods. We do our best to limit your child's intake of sugar, salt, and fat. Children are introduced to new foods during the year. We are extremely conscious of food allergies and will not order any snacks that contain nuts. However, if your child does suffer from a food allergy, you may feel more comfortable sending them in with their own snack.

We do find that students at Fieldstone tend to be more choosy when snack is offered. Students are encouraged to bring their own snacks if they wish, however Fieldstone MCC will always have snack available for those who do not bring in their own.

DRESS CODE

All children should be sent to MCC in play/comfortable clothes. If your child is required to wear dress clothes for school on a certain day, please send play clothes and appropriate shoes, such as sneakers, with them. Shoes with heels and leather bottoms can be very dangerous on the gym floor and outside on the blacktop. Therefore, students may not be permitted to participate in an activity without appropriate footwear.

Children must be dressed properly for the weather. We will be outside each day unless it is raining or *very* cold. Please be sure they have hats, gloves and boots in the winter. All children will be kept out of the snow unless they are wearing waterproof boots. If you would like to send in extra clothes, we do have space to keep them for you. Please send them in a bag identified with your child's name. *Any dress code rules set forth by the Montvale Board of Education at both Memorial and Fieldstone will apply at Montvale MCC.*

DISCIPLINE

Appropriate behavior is always expected. Parents will be notified if a child is disruptive or presents a safety problem to themselves or others. Disruptive behavior may result in suspension from the program. A conference will be held with the parent, director and teacher before suspension. Suspension is considered a final warning before expulsion from the program. Please see our Expulsion Policy below.

ELIGIBILITY

Children attending grades kindergarten through eighth, in the Montvale school system, are eligible. MCC is not provided for Pre-K students.

INCLEMENT WEATHER / EMERGENCY CLOSINGS

It is inevitable that at certain points during the year, inclement weather interferes with the ability for school to run smoothly. When this occurs, there is a possibility that MCC will be cancelled. There will not be a refund for these cancelled days. The school is required to make them up – and if this is the case, MCC will be open on those make up days.

No School

If school is canceled by the Board of Education, MCC will also be closed.

Early Dismissal / Afternoon Cancellations

If there is an early dismissal due to inclement weather or all after school activities are canceled by the Board of Education, MCC will also be closed and parents will be notified by the school. If someone other than you picks up your child, please make sure to notify them that MCC is closed on those days.

Delayed Openings

If there is a delayed opening due to inclement weather or any other emergency, the Montvale MCC program will also be closed for the morning hours, but will be open for the afternoon hours.

Early Closing

If inclement weather is expected to have a severe impact on the safety of an evening commute (i.e. – heavy snow begins at 3pm), MCC reserves the right to close early in order to ensure our employees are able to return to their homes safely. Parents will be notified by 3pm dismissal of the school day if an early closing has been called.

HOLIDAY RECESS – 5 P.M. CLOSE TIME

MCC is not in session on non-school days or during winter and spring recess. On the final day of MCC before a vacation recess, **the program will close at 5 pm.** This is inclusive of the day before Thanksgiving, the day before winter break, the day before spring break, and the final day of school.

SUSPENSION / EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to remove 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 order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from our program:

Immediate causes for expulsion

- A 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
- A child is responsible for actions that are not permitted under the Montvale Board of Education Policies

Parental actions for student's expulsion or temporary removal

- Failure to pay/habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up your child
- Verbal abuse to staff
- Other

Student's actions for expulsion / suspension

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable behavior
- Ongoing physical or verbal abuse to staff or other children

Schedule of removal

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion.

REGISTRATION PROCEDURES AND FEES

Registration is completed and accepted through an online application ONLY. This may be accessed at: www.montvalek8.org

The fee for a registration submitted August 1, 2015 or later is \$75.

Save Save SAVE...Early Registration -\$25.00 savings

The early registration fee of \$50 per family is payable for registrations submitted prior to July 31, 2015.

In order prepare for the new school year and staff appropriately
**REGISTRATIONS SUBMITTED AFTER JULY 31, 2015 WILL BE
PLACED ON A WAIT LIST AND ACCOMODATED WHEN/IF SPACE
AND STAFFING ARE AVAILABLE**

Please ensure all information is properly completed. We will not accept a child into our program on a regular basis or into our drop in care on an as-needed basis without registration and parental consent. Once your child is registered, please submit payment to our program. Start dates will be determined ONLY AFTER the business office receives payment in full (i.e. registration fee and tuition (current month and upcoming month required.) Checks should be made payable to the Montvale Board of Education Office. They can be hand delivered to the site supervisor, dropped off in the school office, or mailed to 47 Spring Valley Road, Montvale, NJ 07645, attention Business Office.

PAYMENT DUE DATES

Tuition will be due one month prior to the month of service as follows:

<u>Month of Service</u>	<u>Payment due Date</u>
September 2015	August 1, 2015
October 2015	September 1, 2015
November 2015	October 1, 2015
December 2015	November 1, 2015
January 2016	December 1, 2015
February 2016	January 1, 2016
March 2016	February 1, 2016
April 2016	March 1, 2016
May 2016	April 1, 2016
June 2016	May 1, 2016

The child must be registered by the first of the prior month for participation. **Payments received after the 5th of the month will result in a \$25.00 late fee.** If payment is not received by the 10th of the month, the child will be considered dropped from the program effective the first of the month for which the tuition has not been paid. For example, for November participation, tuition should be paid by October 1. If payment is made from October 6th – 10th, a late fee of \$25.00 will be payable in addition to the tuition. If no payment is received by October 11th, the child will be dropped from the November attendance list. A re-registration fee of \$50 will be charged to re-register for participation in any future months (for example - December).

Monthly Tuition Fees

Morning Care	One child	Two children	Three children
5 Days per week	\$125	\$225	\$300
Afternoon Care	One child	Two children	Three children
1 Day per week	\$115	\$225	\$290
2 Days per week	\$175	\$315	\$410
3 Days per week	\$225	\$405	\$530
4 Days per week	\$275	\$495	\$650
5 Days per week (3:00 – 6:00)	\$325	\$585	\$770
Afternoon Care early pick-up	One child	Two children	Three children
5 Days per week (3:00 – 4:30*)	\$195	\$350	\$465

DROP IN PROGRAM

A family may opt to utilize the MCC program Drop In Program by

notifying the site supervisor by phone or email. A day's notice is preferred but same day notice by noon is acceptable. Drop In may be utilized by families who have a child registered for less than 5 days a week and find they need an extra day of child care one week. Or – a family may opt to register their child for the program with drop in status only if they find a few times a month they may need to rely on after care but not on a consistent basis. Please refer to the fee schedule on the next page.

Drop In and Late Fees:

Time	One child	Two children	Three children
Drop In Morning	\$15 [1 coupon]	\$30 [2 coupons]	\$45 [3 coupons]
Drop In Afternoon	\$30 [2 coupons]	\$45 [3 coupons]	\$60 [4 coupons]
*Late Pickup for 4:30 students	\$30 or 2 coupons	\$45 Or 3 coupons	\$60 Or 4 coupons
Late Pickup after 6 p.m.	\$5 first minute \$1 additional for the next minute (6th) \$2 each additional minute (7 & 8) \$3 each additional minutes after 8	\$5 first minute \$2 additional for the next minute (6th) \$4 each additional minute (7 & 8) \$6 each additional minutes after 8	\$5 first minute \$2 additional for the next minute (6th) \$4 each additional minutes (7 & 8) \$6 each additional for minutes after 8
* MCC Drop In Coupon Book	\$150 (10 each \$15 coupons)	Coupons are good for two year	Issued 14-15 Expire- June 2017

DROP IN PAYMENTS for 2015-2016

Families who wish to utilize the Drop In program will purchase coupon books as forms of payment. Coupon books will be sold in ticket increments of \$150 with ticket increments in the amount of \$15 each. These will be available for purchase beginning August 1st. Ticket books are sold on an as needed basis to all families and are good for up to two years. They may not be redeemed for a refund and are non-transferrable. Ticket books may be stored at the MCC location site as a courtesy to families in order to avoid being misplaced. Ticket books can be ordered on the MCC web page. A child is not permitted to attend either site with drop in status if a family has not registered and purchased a ticket book.

LATE PICK-UP FEES FOR 2015-2016

If you are consistently late picking up your child after 4:30 or 6:00 pm you will be assessed late fees on your bill. Late pick-up fees will be recorded and reported by the MCC staff to the business office. They will be added to your monthly bill and are payable with the subsequent month's tuition. You will receive an invoice if late fees are assessed.

CHANGE IN ENROLLMENT ~\$20.00 Processing Fee

Registration changes (for example: increasing, decreasing, and/or changing the days registered for) during the course of the year will be

permitted monthly upon submitting the on-line form by the first of the prior month in which the change will take place and verified with payment of the monthly tuition. For example; a change desired for the month of December requires a change in enrollment form submission prior to November 1st, verified by payment on November 1 of the revised tuition amount for December.

Part time students will not be allowed to change days of the week without incurring a “drop-in” fee for the additional days attended.

All changes in enrollment must be submitted via the link found on the website. Emails and phone calls will not constitute a formal change in enrollment.

ILLNESS AND EMERGENCIES

Children that are ill (running nose, continuous cough, red throat, unexplained rashes, swollen glands, head or stomach aches, etc.) or who have had a fever within the past 24 hours should not attend the program. This rule is to protect your child as well as the other children in the program that will come in contact with them. When a child becomes ill or is seriously injured at the program the parent will be notified immediately and is expected to arrange to have him/her picked up immediately. In the case of an emergency as determined by the staff, the ambulance will be called and the parent will be notified immediately, within reasonable means. Parents will be responsible for all costs incurred in such emergencies. A medical emergency form will be kept on the premises at all times for each child. It is the parent's responsibility to notify us if that information needs to be updated.

The MCC staff **WILL NOT** administer any prescribed or over-the-counter medication to any child in the program. If your child needs medication, please make arrangements with the school nurse to administer this before school is closed for the day. The only exception is the use of inhalers and Epipens which will be made available should the parent wish to keep one accessible. A staff member at each site will be trained in epipen administration by the school nurse. Both Memorial and Fieldstone sites have staff members who have been trained in both CPR and First Aid. During the hours that the MCC program operates a school nurse is not available.

LOCATIONS

The MCC program is housed at Memorial School, 53 West Grand Avenue, and Fieldstone School, 47 Spring Valley Road, Montvale. MCC at

Memorial has use of the gym, multi purpose room, classrooms, library and outside play area. The Fieldstone program has use of the library, home economics room, computer lab, gym and cafetorium. The program will also use the outside playgrounds.

PROCEDURES

Children in the before school program are to be dropped off no earlier than 7:00 a.m. at the Memorial School front door and at the Fieldstone School Wood Shop door (side).

In the after school program, children will be released only to the adults on the registration form. Exceptions will be made only with written permission or a phone call directly to our MCC site supervisors by the parent. Each child must be signed out each day by a parent or guardian. At Memorial, a staff member is seated at the front door with a walkie talkie and will call for your child upon your arrival. Your child must be signed out before we permit them to leave. At Fieldstone, children are picked up directly from the woodshop room and also must be signed out.

If your child is going to be absent or late due to after school activities for MCC, parents must notify the program before 2:30 p.m. that day.

Memorial: 201-316-4559
Fieldstone: 201-316-4566

Please do not call the school office directly, unless there is an emergency and you are unable to reach us.

In the event that a child is not picked up by 6:00 p.m., a late fee as described above will apply. After 6:15 p.m. the emergency contacts will be called as provided on the registration forms. If the emergency contacts cannot pick up the child and the parent has not been in touch with the staff, the Division of Youth and Family Services will be contacted for help with the child.

PROGRAM HOURS

The program will be in session at Memorial and Fieldstone schools from 7:00 a.m. to 8:30 a.m. and 3:00 p.m. to 6:00 p.m., daily, according to the Montvale School calendar. MCC will be open on all one-session days at 12:55 p.m. There is no additional charge for those days, but please

remember to send lunch. The program will close at 5 p.m. on days prior to a holiday recess inclusive of the day before Thanksgiving, the day before winter break, the day before spring break and the final day of school.

PARENT INPUT

We always welcome input, ideas, suggestions, and concerns. At any time, please feel to contact us and discuss any matter you wish with any of our program staff members and program director. You are also welcome at any time, to come in and visit your child while they are participating in the MCC program.

STAFF MEMBERS AND CONTACT INFORMATION

Memorial is staffed with one supervisor and two head teachers in the morning. The afternoon program consists of one supervisor, one assistant supervisor, several teachers (based on daily enrollment) and three teacher assistants. Fieldstone has one certified teacher in the morning and two teachers in the afternoon. The director is responsible for maintaining the program including all administrative and financial needs on a daily basis and may or may not be on-site, depending on staffing needs.

Program Director.....	Mrs. Victoria Hickey (201) 391-2900 x506 vhickey@montvalek8.org
Billing/Statements...	Mrs. Dina Mattessich (201) 391-9000 x600 dmattessich@montvalek8.org
School Business Administrator	Mrs. Marian Latz 201-391-9000 x 600 <u>mlatz@montvalek8.org</u>
Program Supervisor... Memorial School	Mrs. MaryAnn Pirretti (201) 316-4559
Program Supervisor... Fieldstone School	Mr. Jack Sherick (201) 316-4566

Checks should be made payable to the Montvale Board of Education and mailed to 47 Spring Valley Road, Montvale, NJ 07645. They may also be hand delivered to the program supervisor at each school or brought to the school office during business hours.