



*Before and After Care  
Program and Information  
Handbook  
2020-2021*



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## *Welcome to Our Program!*

Again this school year we will be offering our Before-School Care Program and our After-School Care Program to students/parents. Due to the unique circumstances related to the COVID 19 Pandemic we must have additional procedures in place that may limit the number of participants in the program. We will be assigning students to “pods” “groups” of ten (10) students per one adult. Students will also be socially distancing as well as needing to wear their mask. We will be giving mask breaks, rest room breaks, and hand washing frequently. In addition, students will be issued some activity supplies that they will have for their use only. The Programs will be located in the library. This room is large enough to accommodate the groups and still maintain the social distancing requirement. The programs will be limited to 20 student participants in each program as that is the current number of adults that have applied and been approved by the Board of Education to be able to work with two groups of 10 students. Due to having to limit the number of student participants the program will operate on a first come first served basis. As always our goal in our Before School Care and After School Care programs is for the children to have a safely supervised area to have fun and be able to complete any homework/school work they may have. We appreciate your interest in the program and look forward to being of service this school year.

Please review this handbook as it outlines the programs. If you have any questions, suggestions, concerns please contact us. We are working to streamline the information and keep it in one packet rather than duplicate materials into several packets. At the end of this booklet you will find a school district calendar, registration form, and a Behavior Management Procedure form that you will need to sign to verify that you have read and understood the behavior requirements for students attending the program.

This handbook will provide information explaining the procedures and practices of the Weymouth Township School District Before and After Care Programs. Please take a moment to read through this handbook. The handbook may answer many of your questions. It 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.

Our goal is to provide a safe, enjoyable, caring and positive environment for students and their families. As always, please feel free to contact the Program Lead Assistants, Lead Teachers or the Superintendent/Principal at any time for assistance.

Of course, once again please be reminded that this year we will be paying close attention to maintaining social distancing of 6' apart, wearing of a face mask throughout their time in the program, washing hands frequently. Students (as per guidelines) will be in groups no larger than 10 students per group with one adult.

*Contact information for these programs is listed below.*

In-School Phone Number and Extension  
609-476-2412  
Ext 314

Mary Lou DeFrancisco  
Superintendent/Principal  
[defrancisco@weymouthtsd.org](mailto:defrancisco@weymouthtsd.org)

Steven Moran  
Business Administrator  
[moran@weymouthtsd.org](mailto:moran@weymouthtsd.org)

Helene Fullmer  
Instructional Supervisor  
[fullmer@weymouthtsd.org](mailto:fullmer@weymouthtsd.org)

Maria Palmieri  
Supervisor of Special Education/LDTC  
[mpalmieri@weymouthtsd.org](mailto:mpalmieri@weymouthtsd.org)

Sandy Messina  
After School Program Lead Assistant  
609-476-2412  
Ext 314  
Main Office Ext. 504  
[messina@weymouthtsd.org](mailto:messina@weymouthtsd.org)

Morgan Jensen  
Before School Program Lead Assistant  
609-476-2412  
Ext 314  
Main Office Ext. 504  
[jensen@weymouthtsd.org](mailto:jensen@weymouthtsd.org)

### ***Weymouth Township “Before- School Care” Program - Overview***

Our Before-School Care program is designed to provide quality childcare before school hours. Before Care provides supervised care along with time to complete schoolwork, eat breakfast, use computers, read and complete other leisure activities in a safe and familiar environment. Students will be supervised by certified staff and/or qualified aides. The Before Care program is open to all In Person student learners enrolled in Weymouth Township School District. The program this year operates from 7:00 a.m. to 8:20 a.m. each day school is in session. Children can be dropped off as early as 7:00 a.m. and will be supervised until the regularly scheduled students arrive at 8:20 a.m. At 8:20 a.m. BC students will be escorted/dissmissed to homerooms/breakfast pick up as appropriate. Students who receive breakfast will pick up their grab n’ go breakfast before proceeding to their classroom.

### ***Weymouth Township “After-School Care” Program - Overview***

Our After-School Care program is designed to provide quality childcare during after school hours. After Care provides supervised care along with recreational and educational activities in a familiar environment. Students will be supervised by certified staff and/or qualified aides. Homework time is scheduled each day, along with a variety of enrichment and indoor/outdoor activities. The After Care program is open to all In Person student learners enrolled at the Weymouth Township School. The program this year will operate from 1:35 p.m. – 5:30 p.m. each day school is in session.

***\*\*\*Students must be fully toilet trained in order to attend the program\*\*\****

### ***Registration***

To register for the “Before or After School Program” please contact the office at 609-476-2412 for registration forms.

### ***Location – Program Dates – Program Times***

**Location** – the “Before and After Care Program” are housed in the Weymouth Township School District Library.

However, our students may use many areas of the building, including the all-purpose room, library, gym and various classrooms. Students also have supervised outdoor recess time in the back of the school and on the playground.

**Program Dates** – It is our hope that the program will begin on or about October 5, 2020 and run until the day before the last day of school. Before and After Care are offered this school year each day In-Person learning takes place (4 days per regular school week). There is no After-School Program on days when the school is doing totally virtual instruction. As the school day is an abbreviated day there are no early dismissal or single session days on the After-School Calendar. As in previous years, no After-School Program will be conducted on days before holidays, i.e., the day before Thanksgiving Break, the day before Winter Break, and the day before Spring Break and on the day before the last day of school. No program will run on any day that school is closed.

**Program Time-** The “Before Care” program operates from 7:00 a.m. to 8:20 a.m. The After Care Program operates from 1:35 p.m. to 5:30 p.m. The program will follow the school district calendar, which is posted on the Weymouth Township School District Website and included in this handbook.

**Program Activities** – Activities will be conducted in a manner that does not allow sharing of materials. Each participant will be issued their assigned materials and will be responsible for the assigned materials.

### *Before Care Activities*

- Homework
- Breakfast
- Computer Time
- Reading
- Leisure Activities

### *After Care Activities*

- Homework
- Snack
- Arts and Crafts
- Sports
- Games
- Computer Time
- Music
- Enrichment and Special Activities
- Movies

### ***Program Design – Pods of 10***

Group assignments: Due to the recent health matters our students in after and before school care programs will be placed in “pods” “groups” of 10. Their assigned pod will remain the same each month. Pods may be reassigned as/if there should be a need. In order to have the required adult staff the program (at this time) will need to be limited to 20 students. Therefore, acceptance into the programs will be on a first come first serve basis.

The After Care Program will provide assistance and an environment for students to complete daily assignments. The students will be given downtime and snack time after the very structured and busy school day. Students will have the opportunity to participate in various activities such as listening to music, watching movies with popcorn, playtime, outdoor activities, computer time and enrichment activities.

### ***Program Payment Fees and Discounts***

Program fees are due on the last day of the previous month. So, as an example, the fees for October will be due on the last school day of September. *All payments are to be made by check or money order* (no cash can be accepted) and can be handed in to the program Lead Assistant, the main office or mailed to the following address:

Weymouth Township School District  
Before and After Care Program  
1202 11<sup>th</sup> Ave  
Dorothy, NJ 08317

*Please make all payments payable to the Weymouth Township School District.*

### ***Program Charges 2020-2021***

**The fee for the Before School Care program is \$5.00 per day.**

Program fees are due on the last day of the previous month. EXAMPLE: October fees will be due on the last school day of September.

**The fee for the After-School Care program is as follows:**

**First Child = \$ 9.00 per day**

**Second and subsequent Children = \$ 8.00 per day**

### ***Emergency/Drop-In Fee***

**Charges for Students Not Registered in the Program:** Parents of any student who is not registered for the After School Care Program will be charged a fee of \$10.00 per day for an Emergency Drop In.

Parents of any student, who is not registered for the After School Care program and is not picked up at school by 2:00 p.m., may have to be placed in the program to wait for parent pick up. If this situation occurs the parent will be charged a fee of \$10.00 per day.

### ***Attendance/Schedule Calendar***

An attendance calendar will be required as part of the payment process. The calendar will be distributed in person or available on the website.

### ***Prior Year Discount Program***

During the 2018-2019 and the 2019-2020 school year a discounted pricing program was implemented. However, due to parent objections the program discount practice was discontinued. If you desire to participate in a program discount please place your request in writing and submit your request to the Program Lead Assistant. We will do our best to accommodate your request again during the 2020-2021 school year. Thank you.

### ***Late Pickup Procedure and Fees***

Families should contact the Coordinator if a child will be picked up late from the After Care Program. We understand that circumstances may arise that could affect your ability to pick your child up on time. We will do our best to accommodate these types of situations; however, it is very important that families pick up their children by 5:30 p.m. on a regular basis.

A late fee of \$10.00 will be assessed for each 15 minute interval each time a student is picked up late. After three late pickups, the student may be suspended from participation in the program until further notice and any program fees previously paid will not be refunded.



## ***Absences***

It is the responsibility of the families to inform the school and the Lead Assistant if the student will not be attending the After-School Care Program on a day that the child is attending school. A note should be sent to school with the student and given to the office or the homeroom teacher, in order to communicate sufficiently with the Main Office and After Care staff. A student who is absent or sent home from school due to illness or injury may not attend the After Care Program on that day.

Absence from school does not constitute a reason for a refund.

## ***Custody or Legal Matters***

It is the responsibility of the families to inform the Main Office and the Lead Assistant of any child custody or legal related issues. Any parental custody issues must have a court ordered document on file noting who has custodial rights for the child(ren). Please be reminded that any discussion between parents/guardians cannot take place with students present. Please refrain from engaging in any discussions or arguments in front of the “Before or After Care” students or staff. Any custody or legal disputes must remain outside of the program. Failure to comply with this requirement may prevent the child from being able to attend the program.

## ***Health and Safety***

Our school nurse is a part of the After Care Team and will direct the staff relating to any special needs of the students. If a child becomes ill during the After Care Program, appropriate care and first aid will be administered. Families or Emergency Contacts will be called for further instruction. At times, families may be advised to pick up the child as soon as possible. It is important to have the most recent and up to date information on file for students. The registration, emergency contact and allergy information provided to us will be essential in the event of illness or emergency; inaccurate information can delay proper treatment of your child.

## ***Medication***

***Any medication arrangements must be made with the school nurse prior to attending the program.***

## *Appropriate Behavior*

Before and After Care is designed to provide quality and enriching childcare during after school hours. Our program offers supervised care along with recreational and educational activities. Our goal is to provide a safe, harmonious, and positive environment for **all** of our students. In order to effectively operate our program and ensure the safety of the whole group, rules and regulations are set. These rules follow the same discipline code in effect during the regular school program.

Students in the “Before and After Care” programs are expected to exhibit appropriate behavior by following the code of conduct procedures for the school. Our program mirrors our district’s student discipline code. We believe in developing self-discipline and expect our students to behave in a responsible manner.

**In order to maintain a safe, orderly, and educationally sound environment, the following rules and regulations must be followed:**

1. School, staff, and personal property will be treated respectfully.
2. Students are expected to follow school rules. This includes respecting their peers and staff members.
3. Students are required to comply with Board Policies governing appropriate dress and the proper use of electronic devices.
4. Students will be released to the parent(s) or only those authorized by a parent. Children are not allowed to open the door for anyone.
5. Any form of harassment, bullying, aggression, violence, disrespect, or foul language will not be tolerated.
6. Students are not permitted to share snacks during snack time.
7. Students are not permitted to leave the designated location of the building without permission of the Before/After Care personnel.

**Consequences for Failing to Follow “Before and After Care” Program/School Rules will be handled through the following process:**

1. The child will be separated from the group to reflect on his/her actions. The staff may ask the child to sit out from play, gym time, or an activity. The child will be given time to sit quietly and determine an appropriate solution. The staff members will notify the parents in person on the same day of the occurrence.
2. If a child is asked to sit out twice in a single day or the severity of a problem is great enough to threaten the safety of the child or other children, the staff will write a discipline report. This report will be given to the parent or guardian to read, sign, and return the following day. The office will also receive a copy of the report.
3. If a child receives three written disciplinary reports, the child will be referred to the administration and may be suspended from “Before or After Care” program for up to three (3) days. When this occurs, the staff and administration will develop constructive and individual strategies to help prevent reoccurring behavior. **If a child is suspended from the program, these days will not be credited or refunded.**
4. If the child continues to disobey the rules of After Care, indefinite suspension from the program may occur. The parent(s) will be notified by administration.

***Parents are required to sign an acknowledgment form agreeing to these policies. This form is included in this booklet.***

***Inclement Weather***

Ways to check for school closing and delayed opening announcements:

- Local Radio Station – KYW 1060
- Local News Channel – Channels 3,6, 10
- Weymouth Township School District Website
- Notifications from the Black Board Connect System

You may receive messages about school closings, early dismissals, delayed openings and other important or emergency situations involving our school. Messages will be sent electronically in order to keep you informed.

***Before and After Care will not be provided on Virtual Wednesdays***

***Before Care is not provided on delayed opening days.***

***After Care is not provided on unplanned early dismissal days.***

On the rare occasion that the school will need to close due to inclement weather, an effort will be made to contact families and announcements will be sent using the mass communication system. If families are unable to be contacted, students will be released according to emergency information/contacts.

Credits for weather events will be reviewed on an event by event basis.

***Procedures on the Drop-off and Release of Children***

The students will need to be signed in to the Before Care program and signed out of the After Care program by their approved guardian or contact. Anyone picking up a student for the first time must show identification, which we will keep on file as part of the student's file. Families need to communicate with program personnel about matters regarding student pick-up or drop-off.

We hope this handbook is of assistance. We do know that a handbook may not answer all of the questions you may have. Please contact the program personnel with any additional questions. If for any reason they are not able to answer your question they will refer it to administration.

Thank you for your participation in our program.

## Weymouth Township School District 2020-2021

September 2020							February 2021																				
S	M	T	W	R	F	S								S	M	T	W	R	F	S							
		1	2	3	4	5	1-3 Teacher In-Service							15 - Presidents Day													
							7 - Labor Day School Closed								1	2	3	4	5	6							
6	7	8	9	10	11	12	8 - School Opens/Students 1st Day								7	8	9	10	11	12	13						
13	14	15	16	17	18	19	15 - Back to School								14	15	16	17	18	19	20						
20	21	22	23	24	25	26									21	22	23	24	25	26	27						
27	28	29	30												28												
S-20							T-21							S-19							T-19						

October 2020							March 2021														
S	M	T	W	R	F	S								S	M	T	W	R	F	S	
				1	2	3	12 - Columbus Day School Closed														
4	5	6	7	8	9	10									1	2	3	4	5	6	
11	12	13	14	15	16	17									7	8	9	10	11	12	13
18	19	20	21	22	23	24									14	15	16	17	18	19	20
25	26	27	28	29	30	31									21	22	23	24	25	26	27
							S-20							T-23							

November 2020							April 2021														
S	M	T	W	R	F	S								S	M	T	W	T	F	S	
				1	2	3	5 & 6 - NJEA Convention							2-9 - Spring Break							
4	5	6	7	8	9	10	20, 23 & 24 - Conferences							21, 22, & 23 - Conferences							
11	12	13	14	15	16	17	25 - Single Session							1, 21, 22, 23 - Single Session							
18	19	20	21	22	23	24	26 & 27 - Thanksgiving Break								4	5	6	7	8	9	10
25	26	27	28	29	30	31									11	12	13	14	15	16	17
							S-17							T-16							

December 2020							May 2021														
S	M	T	W	R	F	S								S	M	T	W	T	F	S	
		1	2	3	4	5	23 - Single Session							26 - Teacher In-Service							
6	7	8	9	10	11	12	24-31 - Winter Break							26 - No School for Students							
13	14	15	16	17	18	19								31 - Memorial Day							
20	21	22	23	24	25	26									2	3	4	5	6	7	8
27	28	29	30	31			S-17							T-20							

January 2021							June 2021														
S	M	T	W	R	F	S								S	M	T	W	T	F	S	
				1	2		1 - New Years Day							16 - Tentive Last Day							
3	4	5	6	7	8	9	18 - Martin Luther King Day							16 - Tentative Graduation Day							
10	11	12	13	14	15	16									6	7	8	9	10	11	12
17	18	19	20	21	22	23									13	14	15	16	17	18	19
24	25	26	27	28	29	30									20	21	22	23	24	25	26
31							S-19							T-11							

End of Marking Periods							*Last day of school may adjust													
	In-Service						1. November 13	2. January 29	3. April 14	4. June 11	to reflect 180 students days.									
	Single Session						Report Cards							Additional days will be added or						
	School Closed						1. November 23	2. February 5	3. April 21	4. Last Day of School	removed from the calendar in									
Board Approved 02/13/2020							Conferences - November 20, 23, & 24; April 21, 22, & 23							the event of emergency closings.						
Revised 07/29/20																				

Weymouth Township School District  
Before-School/After-School Care Program  
Registration Form 2020-2021

Name of Parent completing form: \_\_\_\_\_ PLEASE PRINT

Child's Name	Grade
1 <sup>st</sup> Child _____	_____
2 <sup>nd</sup> Child _____	_____
3 <sup>rd</sup> Child _____	_____
4 <sup>th</sup> Child _____	_____

Home Address: \_\_\_\_\_

Name of Parent(s): \_\_\_\_\_

Emergency Number to be used during the Program Hours (7:00 a.m. – 8:20 a.m. &/OR 1:50 p.m. – 5:30 p.m.)

Phone #1: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone #2: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone #3: \_\_\_\_\_ Contact Name: \_\_\_\_\_

My child(ren) may only be released to the following individuals unless notified in writing:

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Name	Relationship	Phone
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Name	Relationship	Phone
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Name	Relationship	Phone
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I anticipate my child will attend \_\_\_\_\_ days per week.

**Health Information:**

My child \_\_\_\_\_ is allergic to:

USE OTHER SIDE OF REGISTRATION FORM TO ADD ADDITIONAL CHILDREN OR INFORMATION AS NEEDED.

Other Health Information that the program should know:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

Weymouth Township School District

**Before-School/After-School Care Program**

**Behavior Management Procedure Acceptance Form**

**I have read and reviewed the information regarding expected behavior when in the programs. My child understands that the same rules that are part of the regular school program are the same rules for the “Before and After School Care” programs.**

By signing this form I am certifying that I have read and understood the rules and behavior management procedures/policy of the “Before and After School Care” programs.

Names of children attending (Please Print)

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Signature of Parent

Date