Fair Lawn Community School

Before and After School Childcare Handbook

Before and After School Program

2019-2020

www.fairlawnschools.org/flcs

Register Online at https://register.capturepoint.com/fairlawn
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Dear Parents/Guardians,

Welcome to the Fair Lawn Community School Before and Aftercare Programs! The Fair Lawn Community School strives to create before and aftercare programs for children that provide a much needed service to parents/guardians of the community. The program is designed to allow children to engage in age appropriate activities while enhancing socialization. The program also allows time for children to work on their homework.

Children are encouraged to participate in the activities while creating new friendships all within the safety of the Fair Lawn Public Schools.

Our caregivers are dedicated to ensuring your children have a fun experience and encourage them to engage in the various activities within a safe structured environment.

The staff will assist with the children’s homework by keeping them on task and prompting them to complete it during the allotted time period.

The staff will distribute daily snack and a drink during the designated snack period.

We encourage open communication between our supervisors, caregivers, children, parents, and the Community School.

The programs are operated in the Fair Lawn Elementary Schools and adhere to the specific guidelines and procedures set forth by each building Principal.

Please review our procedures and policies in this handbook and if you ever have any questions about the program please contact your school’s head caregiver or feel free to call us at the Community School using the phone number or emails below.

Sincerely,

Michael Shansky
Community School Director
mshansky@fairlawnschools.org

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Before and Aftercare Supervisor
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www.fairlawnschools.org/flcs
FAIR LAWN COMMUNITY SCHOOL
c/o FAIR LAWN HIGH SCHOOL
14-00 Berdan Avenue, Fair Lawn, NJ 07410  • (201) 794-5450 ext. 2369 or 2365 Fax: (201) 703-2143

BEFORE & AFTER SCHOOL CHILDCARE
MONTHLY TUITION RATES for the 2019-2020 SCHOOL YEAR
https://register.communitypass.net/fairlawn

There is a one-time $40 non-refundable registration fee for each child (includes processing and secondary insurance for any of the following child care programs). One registration fee covers all childcare programs. Monthly tuition is based on the annual fee divided by ten equal payments regardless of the number of days in a particular month. No credit or make-up days will be issued for student absences or days when schools are closed for any reason. On early dismissal days the children report to the After School Program at the earlier time at no additional cost. On school delayed openings there will be no Before Care.

SPACE IS LIMITED!!!

AFTER SCHOOL CHILD CARE: (Kindergarten to grade eight)
3:00 p.m. - 6:00 p.m. Monday through Friday, when schools are in session.
(On early dismissal days the children report to the After School Program at the earlier time.)

<table>
<thead>
<tr>
<th>Days Per Week</th>
<th>Monthly Price</th>
<th>Additional Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Days</td>
<td>$287.00</td>
<td>$259.00</td>
</tr>
<tr>
<td>4 Days</td>
<td>$252.00</td>
<td>$227.00</td>
</tr>
<tr>
<td>3 Days</td>
<td>$202.00</td>
<td>$182.00</td>
</tr>
<tr>
<td>2 Days</td>
<td>$156.00</td>
<td>$141.00</td>
</tr>
<tr>
<td>1 Day</td>
<td>$105.00</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

Credit cards accepted
No additional fees

BEFORE SCHOOL CHILD CARE: (Kindergarten to grade eight)
7:15 a.m. - 8:35 a.m. Monday through Friday, when schools are in session.
(On delayed opening of school there will be no Before Care that day)

<table>
<thead>
<tr>
<th>Days Per Week</th>
<th>Monthly Price</th>
<th>Price for Before Care if Enrolled in Aftercare</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Days</td>
<td>$223.00</td>
<td>$201.00</td>
</tr>
<tr>
<td>4 Days</td>
<td>$187.00</td>
<td>$169.00</td>
</tr>
<tr>
<td>3 Days</td>
<td>$152.00</td>
<td>$137.00</td>
</tr>
<tr>
<td>2 Days</td>
<td>$111.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>1 Day</td>
<td>$ 74.00</td>
<td>$ 67.00</td>
</tr>
</tbody>
</table>

$15.00 discount for additional child(ren) in the family

Additional Days (as-needed) are $25.00 per day and you must notify the FLCS Office in advance.

Visit our website to view the current childcare parent handbook & additional programs offered at www.fairlawnschools.org/flcs

GENERAL INFORMATION:
- Monthly tuition is due the 25th of each preceding month. Payments received after the 5th are charged a $15 late fee
- As Needed Payments are due within one week of service and the FLCS must be notified
- Any changes to your child’s schedule must be in writing directly to the Community School office at least one week prior to the beginning of the month.
- A temporary hold on your child(ren)’s enrollment will be a maximum of one month during the school year
- A fee of $15 per 15 minutes will be charged for late pickup of children. Late payment fees, check return fees, and any collection fees associated with your account will also be levied
- No Cash. Checks or money orders must be made out to F.L.B.O.E.  • Credit Cards Accepted (same price)

www.fairlawnschools.org/flcs
General Information:

F.L.C.S Hours of Operation: F.L.C.S. are 8:30 am – 4:15 pm  
(Closed for Lunch from 12:30 pm – 1:30 pm)

- All programs follow the Fair Lawn School District Calendar
- Before Care Programs are from 7:15 AM until the start of the school day
  o Cold cereal, milk, and juice are provided before 8:15 am
  o No before care on days the school has a delayed opening
  o Please walk your child/ren inside the school & check in with the FLCS Staff
- After Care Programs start immediately after school (including early dismissals) and end promptly at 6:00 PM.
  o A light snack and juice, water, or milk is provided.
  o If a situation arises that you are unable to pick your child up by 6pm please notify the aftercare staff and call your emergency pick-up person.
  o If your child is attending school, but not attending aftercare you must notify the school and the Community School.

Before and After Care Phone Numbers:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forrest</td>
<td>(201) 926-4430</td>
</tr>
<tr>
<td>Lyncrest</td>
<td>(201) 926-4375</td>
</tr>
<tr>
<td>Milnes</td>
<td>(201) 926-4422</td>
</tr>
<tr>
<td>Radburn</td>
<td>(201) 926-4432</td>
</tr>
<tr>
<td>Warren Point</td>
<td>(201) 926-4456</td>
</tr>
<tr>
<td>Westmoreland</td>
<td>(201) 926-4461</td>
</tr>
</tbody>
</table>

Fair Lawn Community School • (201) 794-5450 Ext. 2369 or Ext. 2365

PROGRAM ENROLLMENT

- REQUIRED BEFORE STUDENTS CAN BEGIN ATTENDING THE PROGRAM:
  - Completed Online Registration at least 1 week prior to start (contact the Community School for exceptions)
  - Non-refundable Registration Fee
  - 1st Month’s Tuition

Homework Time

- All Aftercare programs allot for 30-60 minutes of homework time to complete their homework before being picked up.
  - Most programs do not provide homework time on Fridays unless requested.
  - If you wish your children NOT to work on homework during aftercare please notify the caregivers.
- Children are encouraged to ask for assistance explaining the assignments.
  - Caregivers will assist the children and keep them on task
    - not a tutoring service

www.fairlawnschools.org/flcs
General Policy Information

• **Refund Policy:**
  o Registration fees are non-refundable.
  o Any changes to your child’s schedule must be in writing directly to the Community School office at least **one week prior to the beginning of the month**.
  o Cancellation/ Refunds: May be subject to a $25 processing fee per refund/cancellation.
  o No credit or “make-up days” will be given for absences.
  o There will be no refund for a child suspended for violating code of conduct.

• **Registration, Fees, and Payments:**
  o Registration fees are due at time of registration to reserve place in program.
  o Monthly tuition is due the 25th of each preceding month.
  o The annual tuition for programs is payable in 10 equal monthly payments based on 180 school days and not number of days in the month.
    ▪ No deviation in days of the week or substitutions for absence will be allowed.
    ▪ On school delayed openings there will be NO BEFORE CARE.
  o Payments received after the 5th of the month will be charged a $15 late fee.
  o A fee of $15 per 15 minutes will be charged for late pick up of children after 6pm.
  o “As Needed” payments are due within one week of utilizing the program.
  o Late payment fees, check return fees ($30/ bounced check), and any collection fees associated with your account will be levied.
  o Children will not be able to participate in any Fair Lawn Community School program unless all financial obligations are met.
  o The Fair Lawn Community School can request removal of any child from any child care program in the event of continued late payment of tuition, repeated failure to pick up on time, disorderly conduct of child, or any other reasonable cause.
  o No child will be enrolled or accepted into any F.L.C.S. program without parent’s or guardian’s online signature and completion of the online Parent Agreement Profile.
  o **Space is limited and acceptance to any FLCS program is subject to program availability.**
Program Safety & Medical Information
The Community School’s before care and aftercare programs provide a safe place for students of the Fair Lawn School District. Students are expected to follow all school rules and program safety rules. Violation of these rules may result in your child not being allowed to participate in the before care and aftercare programs.

- **Sick/ Injured Child:**
  - Childcare staff may not administer medications. Only school nurses may dispense medications. There is not always a nurse in the building (especially after 3:30pm).
  - If your child is ill or is injured a staff member will report the illness or injury to you.
  - If your child is seriously injured, staff will call 911 and then you will be notified.
  - The F.L.C.S. childcare programs follow the district’s and school’s rules and procedures regarding exclusion and re-admission of sick or injured children.
    - The nurse shall determine whether the student has met the criteria necessary for re-admission to school.
  - A child recovering from injury/illness who is restricted from physical activity during school hours will also be restricted from physical activity while attending the F.L.C.S. Child Care Program. Upon the receipt of a written release the child will be permitted to resume physical activity.
  - Parents/guardians **must have at least 1 emergency contact other than a parent/guardian** who will be available to pick up a child in case of illness, injury, or behavior.

- **Proper foot wear**: sneakers must be worn to participate in physical activities

- **Insurance**:
  - The Accident Insurance coverage purchased by the Board of Education/School provides coverage on an EXCESS BASIS only. Only those medical expenses, which are NOT payable by your own personal or group insurance, are eligible for coverage under this policy up to the limits. Accident reports will be filed with the Board of Education.
  - **Claim forms can be found on each school website under the nurses page or click here.**

- **Staff Training**:
  - Caregivers are trained in various programs including CPR to ensure the safety and well-being of everyone in the programs.

- **Personal Items (BYOD & Other Personal Items)**:
  - The F.L.C.S. does not recommend children bring in personal items (electronic or other) and is not responsible for lost, stolen, or damaged personal items.
  - Children may bring in personal items as long as they are deemed safe and appropriate
  - If a parent chooses to allow their child to bring any personal items we adhere to the F.L.B.O.E. guidelines.
F.L.C.S. Behavior Policy

Behavior expectations are designed to ensure a fun and safe place for both staff and students.

- Speak appropriately to staff and fellow students.
- Listen and follow directions the first time given.
- Keep hands, feet, and objects to yourself and give appropriate space to other students around you.
- Respect other people’s differences and opinions.
- Be respectful, kind, and helpful to each other.

Code of Conduct

We understand that there are times when it may be difficult for children to follow the established guidelines. For consistency, children should be aware of the consequences of poor choices. Below please find a partial list of disciplinary infractions and the range of corresponding administrative responses.

<table>
<thead>
<tr>
<th>Student Behavior</th>
<th>Potential Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Level 1</td>
</tr>
<tr>
<td>• Chewing Gum</td>
<td>• Reprimand</td>
</tr>
<tr>
<td>• Running in Hallway/Stairwell</td>
<td></td>
</tr>
<tr>
<td>• Lack of Cooperation/Disrespect to staff</td>
<td></td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>Level 2</td>
</tr>
<tr>
<td>• Use of profanity</td>
<td>• Reprimand</td>
</tr>
<tr>
<td>• Inappropriate bus conduct</td>
<td>• Counseling</td>
</tr>
<tr>
<td>• Continued lack of Cooperation/Disrespect to staff</td>
<td>• Loss of privileges</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td></td>
</tr>
<tr>
<td>• Pushing/Shoving</td>
<td>• Parent call/conference</td>
</tr>
<tr>
<td>• Program Disruption Misbehavior</td>
<td>• Out-of-Program Suspension</td>
</tr>
<tr>
<td>• Cheating</td>
<td></td>
</tr>
<tr>
<td>• Harassment/Bullying/Cyber bullying</td>
<td></td>
</tr>
<tr>
<td>• Continued lack of Cooperation/Disrespect to staff</td>
<td></td>
</tr>
<tr>
<td><strong>Level 4</strong></td>
<td>Level 4</td>
</tr>
<tr>
<td>• Endangerment to the physical well-being of others</td>
<td>• Loss of privileges</td>
</tr>
<tr>
<td>• Fighting/Assault</td>
<td>• Out-of-Program Suspension</td>
</tr>
<tr>
<td>• Insubordination/Defiance of Authority</td>
<td>• Restitution may be required</td>
</tr>
<tr>
<td>• Continued Harassment/Bullying/Cyber bullying Theft</td>
<td>• Possible police intervention</td>
</tr>
<tr>
<td>• Vandalism (defacing district property)</td>
<td></td>
</tr>
</tbody>
</table>
Directions to Register Online:

**STEP 1: Create an account for you and your children**
Please do not hesitate to call the Community School at (201)794-5450 Ext.2369 or 2365 with any questions.

1. Go to the website https://register.communitypass.net/fairlawn to create a Community Pass Account. If you already have an account with Community Pass please log in
   
   Click [Create an Account] or skip to Step #2

2. Once your account is created please add your children or additional adults you wish to register for Community School Programs.
   
   a. Click [Add Child] followed by [Add Adult]

**STEP 2: Register for Program(s)**

1. Log into Community Pass@ https://register.communitypass.net/fairlawn

2. Click [CLICK TO SELECT AN ACTIVITY]

   Choose [2019-2020 Child Care Programs]

4. Confirm information and continue [Continue]

5. Select the child(ren) or adults you will be enrolling

6. Please choose the programs you wish to register for each participant.

7. Please complete the online form in its entirety

8. Payment:
   a. Online via credit card

   OR

   b. Mail or bring a check to the Community School
      i. corner of Norma Ave. and Burbank St.

      ii. Checks must be made out to:

          “Fair Lawn Board of Education” or “F.L.B.O.E.”
The Community School offers many programs for adults and children throughout the year.

Please continue to check our website regularly for updates & program info.

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**Vacation Mini–Camp**

*April Break*

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**BOYS AND GIRLS IN KINDERGARTEN THROUGH 6TH GRADE**

There will be arts and crafts, athletic activities and other programs for fun and recreation. Supervision will be members of the staff of the Community School’s Before and After School Child Care programs. Enrollment is limited and will be accepted on a first-come, first-served basis.

**Children will be provided a cold Breakfast, snacks, and drinks.**

No medications can be administered to children, nor are children allowed to self-medicate.

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**Summer Camps & Programs**

- **Camp Sycamore (Grades K-3)**
- **Camp FLAIR (Grades 4-8)**
- **Math & Reading Improvement Program (Grades K-8)**

Please Visit Our Website for Regular Updates

www.fairlawnschools.org/flcs
<table>
<thead>
<tr>
<th>OUR SCHOOLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry B. Milnes Elementary School</td>
<td>Thomas Jefferson Middle School</td>
</tr>
<tr>
<td>8-01 Philip St</td>
<td>35-01 Morlot Ave</td>
</tr>
<tr>
<td>Fair Lawn, NJ 07410</td>
<td>Fair Lawn, NJ 07410</td>
</tr>
<tr>
<td>John A Forrest Elementary School</td>
<td>Warren Point Elementary School</td>
</tr>
<tr>
<td>10-00 Hopper Ave</td>
<td>30-07 Broadway</td>
</tr>
<tr>
<td>Fair Lawn, NJ 07410</td>
<td>Fair Lawn, NJ 07410</td>
</tr>
<tr>
<td>Lyncrest Elementary School</td>
<td>Westmoreland Elementary School</td>
</tr>
<tr>
<td>9-04 Morlot Ave</td>
<td>16-50 Parmelee Ave</td>
</tr>
<tr>
<td>Fair Lawn, NJ 07410</td>
<td>Fair Lawn, NJ 07410</td>
</tr>
<tr>
<td>Memorial Middle School</td>
<td>Fair Lawn High School</td>
</tr>
<tr>
<td>12-00 First St</td>
<td>14-00 Berdan Ave</td>
</tr>
<tr>
<td>Fair Lawn, NJ 07410</td>
<td>Fair Lawn, NJ 07410</td>
</tr>
<tr>
<td>Radburn Elementary School</td>
<td>Thomas Edison School</td>
</tr>
<tr>
<td>18-00 Radburn Road</td>
<td>37-01 Fair Lawn Ave</td>
</tr>
<tr>
<td>Fair Lawn, NJ 07410</td>
<td>Fair Lawn, NJ 07410</td>
</tr>
</tbody>
</table>

www.fairlawnschools.org/flcs
The Community School is always seeking to add new course offerings. Interested instructors please contact the F.L.C.S. (201)794-5450 Ext. 2365

F.L.C.S. Websites

- Fair Lawn Community School
  www.fairlawnschools.org/flcs

- Community Pass (online registration)
  https://register.communitypass.net/fairlawn

- Childcare Application for Employment
  https://www.applitrack.com/fairlawnschools/onlineapp

MAKE CHECK OR MONEY ORDER PAYABLE TO THE FAIR LAWN BOARD OF EDUCATION OR F.L.B.O.E. CREDIT CARDS ACCEPTED (NO ADDITIONAL FEE)

Fair Lawn Community School
c/o Fair Lawn High School
Administered by the Fair Lawn Board of Education
14-00 Berdan Avenue
Corner of Burbank and Norma Avenue
(201)794-5450 Ext. 2369 or Ext. 2365

www.fairlawnschools.org/flcs