

VOORHEES CER SCHOOL AGE CARE 2012-2013 (SAC) Parents' Manual

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1. **CER Mission** - The Voorhees Community Education Recreation program is provided by the Voorhees Board of Education to enrich the lives of the families in the community by using the resources at hand to meet the many and varied needs of the people living here. Our SAC program does that by providing quality child care to residents in a familiar and safe environment. Our staff uses walkie-talkies between inside/outside staff, escorts children to and from the bathroom, and is very aware and protective of the security of your child.
2. **Overview** - The School Age Care child care program in Voorhees Township has been in existence for 25 years. In fact, we were one of the pilot programs in Southern New Jersey, and our program has served as a model for many other townships.

The CER philosophy is that every child is an individual. Every child is an important little person and showing that to each participant is our ultimate goal while providing a safe child- friendly atmosphere. They can play with their peers, do homework, participate in arts and crafts and have fun with all of the various games and sports equipment we provide. They are under supervision at all times.

3. **Hours of Operation** - The child care program is available from 7:00 – 9:00 AM and 3:25 - **6:00 PM** at each elementary school every day when school is open. We always follow the school calendar. On half days of school, we begin our program at the conclusion of the school day. **SAC is held at each of the elementary schools.**
4. **Registration** - All children must be pre-registered. There is a registration fee of \$25.00 per child. Children **MAY NOT** start in this program without the parent **completing an information sheet**. Parents are required to keep their children's forms up to date by promptly reporting any changes of information.
5. **Children's Schedule** - When you register for the program, you will be asked to provide your child's schedule of attendance in the Child Care Program. If your child is NOT attending child care on a regularly scheduled day (a dentist appointment, etc.) it is essential that you send in TWO NOTES in the morning - one to your child's teacher and one to the CER site supervisor. **DO NOT CALL THE SCHOOL OR CER OFFICE. THE NOTICE MUST BE IN WRITING.** If your child is absent from school, there is no need to call the CER office; we receive the daily attendance reports from the schools.
6. **Transportation** - TRANSPORTATION TO OR FROM THE CHILD CARE PROGRAM IS NOT PROVIDED BY CER OR THE BOARD OF EDUCATION. Transportation is the responsibility of the parent/guardian.
7. **Administration of Medicines** - Our staff cannot administer medicine except according to BOE policy.
8. **Sick Children** - If your child is ill, he/she **DOES NOT** belong in school or CER Child Care. If your child gets sick while in child care, you must come and pick her/him up immediately.

9. **Sign In/Sign Out Procedures** - You **MUST** come into the school and sign your child in and out each day. If you do not sign out, your child you will be billed to 6:00 PM. When signing in or out include your child's name, the time and your signature. Identification will be required until our staff becomes comfortable with recognition of people picking up children. Be sure to include all possible names of people picking up your children on your registration form for safety purposes.

10. **Billing Rates** - You are billed monthly (**at the beginning of the month after usage**) at an hourly rate for only the hours you use the program. In the event any child is not picked up by **6:00 pm**, a fee of \$1.00 PER MINUTE for the first fifteen minutes (until 6:15) and \$5.00 per minute for each additional minute or any part thereof will be charged. After 6:15 pm we will start calling emergency contacts.

Hours billed are:

7:00 a.m.-9:00 a.m. - 2 hours
8:00 a.m.-9:00 a.m. - 1 hour
3:25 p.m.-4:25 p.m. - 1 hour
3:25 p.m.-5:25 p.m. - 2 hours
3:25 p.m.-6:00 p.m. - 2-1/2 hours.

We are now billing a 1/2 hour fraction this year to reflect the new ending time of the school day. There will be a five minute allowance to each cutoff time. The Site Supervisor at each school has been asked to be very strict with this allowance so that we are fair to everyone. The school clock nearest to the sign-in/out sheets will be used as the official time.

The rates are: \$4.50 per hour for the first child, \$3.50 for second child per hour and \$2.50 for third child. If you use the program EVERY day of the month, the rate drops to \$4.25 per hour first child and \$3.25 for second child if they attend every day.

11. **Billing Procedure** - You will receive your bill within the first few days of the month **following** the month of usage. The due date for payment will be the 20th of that month with a late fee being assessed after the 20th of that month if we have not received the payment in our office. Payments are to be mailed to: CER office, Attn: SAC Payment, 1000 Holly Oak Drive, Voorhees, NJ 08043. Prompt payment is essential. CER is self-funded and does not receive tax dollars to pay for staffing and supplies. Your payments are what keep this program in operation. Parents/guardians who have not paid outstanding bills by the second month will be jeopardizing their family's privilege to use our program. If you have any questions about your bill, please contact Mike Redfearn at the CER office at 795-5566 ext. 5232. We do not generate tax statements. Please keep your own records.

Please also be advised that, if payment is not received the 20th of any month, you will also have to pay any and all attorney's fees, costs, and/or expenses incurred by the Voorhees Township Board of Education in connection with its efforts to collect same. Accordingly, any failure to pay sums due the CER office by the 20th of the month, will result in the additional imposition of a late fee of \$25, together with an amount equal to the attorney's fees, costs and/or expenses incurred by the Voorhees Township Board of Education in seeking to collect same. Be further advised that if your account is in arrears over 30 days, your child/children will be excluded from using the SAC program.

12. **Report Cards** - Report cards will not be issued to students whose SAC account is two months in arrears.

13. **Discipline Procedure** - The school's discipline code is in effect during the SAC program and can be found in your child's school handbook. Children who do not cooperate or follow instructions will be spoken to by staff. If the child has to be spoken to on a consistent basis, the parent will also be made aware of the situation. In severe discipline cases the parents will be called and asked to pick their child up immediately. If behavior is not significantly improved the parents will be notified of possible suspension or even exclusion from the program. Participation in the CER School Age Child Care Program is a privilege, not a right. This privilege can be revoked due to continued misbehavior or failure to follow the procedures in this Manual.

14. Once a parent comes to the school to pick up your child, you must take the child promptly, not leave and come back later if the child wishes to stay.

15. **Emergency Numbers** - If you have an emergency, the number for your school Child Care Program is:

a.	Kresson:	424-1816, ext. 2165	cell phone 609-743-1787
b.	Osage:	427-2990, ext. 4149	cell phone 609-352-4981
c.	Hamilton:	767-4888, ext. 3139	cell phone 609-352-4973
d.	Signal Hill:	767-6749, ext. 1150	cell phone 609-352-4969

16. **Snow Days/School Closing/Delayed Opening** - When inclement weather is severe enough to cause the closing of schools for the entire day, announcements regarding the closings will be made on cooperating stations between 6:00 AM and 8:30 AM. Our district code is 574.

When school is canceled there is NO child care.

IF school is closed early due to inclement weather, the child care program will remain in operation. Our staff will be on duty from the closing of the school day until the last child is picked up.

On days where the weather causes delayed openings, our program will delay its start by

the same amount of time that the school is delayed. If school is delayed by one and a half hours than we will start one and a half hours late also.

17. **Federal ID** - Our federal identification number is 21-6000114. This number is necessary for your federal tax statement. We do NOT issue tax statements.

18. **Security** - Security is a major concern in school buildings. For that reason we now have a security “swipe fob” at all the elementary schools. There is a \$10.00 fee for each fob.