



## **2009-2010 SCHOOL YEAR NJ After 3 K.E.E.P. Handbook**

Welcome to NJ After 3 K.E.E.P.! We strive to provide a safe, educational and enjoyable experience for your child(ren). Please take the time to read this handbook. The information it contains will be mutually binding. It explains the policies and procedures under which we operate. If you have any questions or concerns at any time, please don't hesitate to call us at the K.E.E.P. office. We are looking forward to working together with you and your child(ren).

**K.E.E.P., INC.  
11 PARK LAKE ROAD  
SPARTA, NJ 07871  
973-383-2213      FAX: 973-383-5915**

**NJ AFTER 3 K.E.E.P. OFFICE  
VERNON  
P.O. Box 190  
VERNON, NJ 07462  
973-764-2900 x6529      FAX: 973-764-0066  
WEBSITE: [www.keepkids.org](http://www.keepkids.org)  
[lnasarow@vtsd.com](mailto:lnasarow@vtsd.com)**

Dear Parents:

K.E.E.P.(Kids Educational Enrichment Program), Inc., in collaboration with the Vernon Township School District offers an afterschool program funded by New Jersey After 3. The program is for children enrolled at Walnut Ridge, Cedar Mountain and Rolling Hills Primary Schools. **NJ After 3 K.E.E.P.** will be held for the duration of the school year, Monday through Friday, from afternoon dismissal time to 6:30p.m. and does not meet on non-school days or half-days.

This handbook was constructed as a guide to explain the program expectations of parents, staff, and children. We hope our program develops a positive, meaningful presence in your child's school life, and enhances their learning process.

Our program believes academic success can be reached by providing students with various extra-curricular activities. Your child will be expected to participate in daily homework assistance, as well as physical and motivational activities. Our goal is to improve upon the skills and talents your children already possess, while exposing them to new interests as well. Some of our activities will include: science, team-building, nutrition and fitness, story time, music, art, and social and educational enrichment games.

Our first concern at **NJ After 3 K.E.E.P.** is the safety and well being of your child. We feel confident that our program will be a rewarding experience for your child and "peace of mind" for yourself. We encourage parental involvement and hope you will be an active participant in this exciting program.

If you have any additional questions, please feel free to contact me, or my Site Coordinator, Linda Nasarow at the Walnut Ridge K.E.E.P office. We look forward to providing your child(ren) a positive afterschool experience, which begins with your support and involvement.

Sincerely,

Tricia A. Smith, M.S.  
C.E.O.

## NJ After 3 K.E.E.P. GUIDELINES

1. NJ After 3 K.E.E.P. is only open on days when the school is in full session. We are not able to accommodate scheduled early dismissals.
2. You will be notified of unscheduled early dismissals and your children will be sent home on the bus. PLEASE HAVE EMERGENCY PLANS AND ARRANGEMENTS IN PLACE FOR SUCH OCCASIONS.
3. Children must be signed out.
4. Children will only be released to authorized adults 18 years or older identified on your registration form.
5. Changes in your child(ren)'s daily attendance **must be communicated to the NJ After 3 Walnut Ridge office prior to 12:00 noon at 973-764-2900 x6529** on or before the day in question. Changes may be emailed to us at the email address noted on the cover of this handbook. Please ensure you receive confirmation that the office has received it. Multiple occasions of non-communication will result in the following fees:

<b>1<sup>st</sup> offense - verbal warning</b>	<b>4<sup>th</sup> offense - \$15.00 fine</b>
<b>2<sup>nd</sup> offense - written warning</b>	<b>5<sup>th</sup> offense - \$25 fine</b>
<b>3<sup>rd</sup> offense - \$5.00 fine</b>	<b>6<sup>th</sup> offense - \$25 fine + suspension/expulsion</b>

Additionally, it is advised that you communicate any changes in scheduling to the school personnel.

6. K.E.E.P. will not assume any responsibility for any children until their actual arrival to the afterschool program.
7. Please notify our offices immediately if there is any change, in your personal information. We must be able to reach you at all times in the event of an emergency.
8. Please do not supply any information regarding a non-custodial parent if you do not want that parent contacted.
9. Children must be picked up by 6:30pm. If you are unable to pick up your child by that time, there will be a late charge fee based on the following scale:

<b>5 to 15 minutes.....\$10.00</b>	<b>31 to 45 minutes.....\$30.00</b>
<b>16 to 30 minutes.....\$20.00</b>	<b>46 to 60 minutes.....\$40.00</b>

**61 minutes or later will incur a repeat of the above**

## ADMISSIONS POLICY

NJ After 3 K.E.E.P. admits all Cedar Mountain, Rolling Hills and Walnut Ridge students without regard to race, color, sex, religion, national origin or ancestry. When the parent or legal guardian of a child identifies that a child has special needs, K.E.E.P. Administrative Staff and the parent or legal guardian will meet to review the child's care requirements. K.E.E.P., Inc. does not discriminate on the basis of special needs. The program accepts children with special needs as long as a safe, supportive environment can be provided for the child.

## ENROLLMENT

The following forms must be completed, signed by a parent/guardian, and submitted to K.E.E.P., Inc. prior to the child's first day of attendance. The information on these forms will remain confidential and will be shared only with K.E.E.P., Inc. staff. Information may be released to outside agencies solely for the purposes of program evaluation or audit.

- 1) Application for Enrollment
- 2) Medical History Form
- 3) Emergency Medical Care Form
- 4) Photo/Video Interview Release Form

All incomplete forms will be returned to the parent or legal guardian for completion prior to the child's first day of attendance. Children must be current on all immunizations prior to the start date in our programs or the parent/legal guardian must provide documentation showing that the child is under a prescribed medical program to obtain immunizations. Health referrals will be provided when requested or needed.

## POLICY ON EXPULSION OF CHILDREN FROM THE PROGRAM

***K.E.E.P. has a zero tolerance policy on violence of any kind. Violation of this policy will result in suspension without refund. Continued or severe abuse may result in suspension or expulsion without refund.***

K.E.E.P., Inc. defines the following as behavior problems:

1. Behavior on the part of the child that interferes with the safety and well-being of himself/herself, or any person including but not limited to:
  - Verbal disrespect of K.E.E.P. Supervisors, Aides, or other children.
  - Lack of respect for school property and/or the property of others.
  - Abusive language or gestures.
  - Violence of any type.
2. Parental interference or behavior which defies K.E.E.P. policies, goals and objectives inclusive of, but not limited to:
  - Lack of appropriate child supplies
  - Abusive language or behaviors
  - Unavailability
  - Lack of appropriate emergency contacts
  - Not providing K.E.E.P. with pertinent information, i.e. change of workplace, address, phone number, etc.

Behavior and disciplinary problems will be handled in one of the following manners dependent upon the infraction:

1. K.E.E.P. Staff will use the positive discipline policy to help the child exhibit appropriate behavior.
2. K.E.E.P. Staff will verbally notify the parent of the behavior problem and work with the parent and child to correct the behavior.
3. A written notice of warning sent home for parental review.
4. Communication from the K.E.E.P., Inc. Administrative Staff requesting a conference.
5. Suspension or termination from K.E.E.P., Inc. Programs without refund.
6. Extreme or violent behaviors by parent or child can and will warrant immediate suspension or expulsion.

K.E.E.P., Inc. shall not expel a child from any of its programs based solely on the child's parent making a complaint to the Bureau of Licensing regarding the center's alleged violations of the licensing regulations, or questioning the center directly regarding policies and procedures.

## POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and you will be called to take him/her home.

Severe pain or discomfort	Difficult or rapid breathing
Acute diarrhea	Skin rashes in conjunction with fever or behavior changes
Episodes of acute vomiting	Weeping or bleeding skin lesions
Oral temperature of 101.5 degrees Faren.	Mouth sores with drooling
Sore throat or severe coughing	Stiff neck
Yellow eyes or jaundice skin	
Red eyes with discharge	
Infected untreated skin patches	

Once the child is symptom free for 24 hours, or a licensed physician indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school without a doctor's note stating that the child presents no risk to himself/herself or others.

### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

#### Respiratory Illnesses

Chicken Pox  
German measles\*  
Hemophilus influenzae\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough

#### Gastro-Intestinal Illnesses

Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*  
Campylobacter  
Escherichia coli

#### Contact Illness

Impetigo  
Lice  
Scabies

\* Reportable diseases, as specified in N.J.A.C. 10:122-7, 10(a).

If your child is exposed to any communicable disease at school, you will be notified in writing.

### INFORMATION TO PARENTS

K.E.E.P. is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our programs. Look for it when you're in the center.

To be licensed, K.E.E.P. must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

We encourage parents to discuss with us any questions or concerns about the policies and program of K.E.E.P. or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect K.E.E.P. may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing toll-free at 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

K.E.E.P. must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

K.E.E.P. must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

K.E.E.P. must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

K.E.E.P. must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review K.E.E.P.'s copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

K.E.E.P. must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

K.E.E.P. must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

K.E.E.P. must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the center's space.

K.E.E.P. must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of K.E.E.P. should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit K.E.E.P. at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

K.E.E.P. must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

K.E.E.P. is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945,c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701, or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at K.E.E.P. or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, toll-free at (800) 792-8610, or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:  
Community Education Office, Department of Children and Families  
PO Box 717  
Trenton, NJ 08625-0717.

## Financial Policies

- There will be a \$20.00 registration fee per child. This is an annual, non-refundable registration fee required at the time of enrollment.
- There will be a \$75.00 monthly fee per family for the 1<sup>st</sup> child.
- There will be a \$25.00 monthly fee per additional child per family.
- No refunds will be given under any circumstances.
- No credits will be given for absenteeism, regardless of cause, under any circumstances.
- All payments are due by the 1st of each month preceding service.
- A \$10 late fee will be assessed for any payments outstanding at the close of business on the 7th of the month, regardless of the day of the week.
- There will be a \$30 fee for all returned checks.
- A collection charge of 25% will be added to all accounts requiring collection proceedings in addition to all costs and fees associated with it.
- We reserve the right to suspend services for delinquent accounts.
- Suspension of services does not relieve you of your financial responsibilities as outlined herein.
- You are responsible for the monthly fee unless we receive notice of withdrawal in writing on or before the 15<sup>th</sup> of the prior month.
- Payment Methods: all major credit cards, online payments, scheduled monthly payments, checks or cash are all accepted.
- Payments will be applied to all back balances first, miscellaneous fees second and current balance third.
- All monthly payments must be made to the K.E.E.P. administrative office. No payments will be accepted at the site.
- There will be 2% surcharge with all credit card payments.

**Unlimited financial assistance is available to all who qualify.**



11 Park Lake Road, Sparta, NJ 07871

Telephone (24 hour availability) ~ 973-383-2213