

CER Handbook

*****PLEASE KEEP FOR YOUR RECORDS*****

Re: CER for the School Year 20__-20__

Dear Parent/Guardian:

Enclosed you will find a CER Handbook, Registration, Health Statement, Expulsion Policy, Monthly Form for students registering for the full month, and Remind instructions. **All forms must be completed and returned to the CER office one school day prior to attending the after-school program.**

Please review the CER discipline policy with your child(ren). We expect appropriate behavior in the CER after-school program. Please be aware that the rules of school are extended to our after-school program as well. Disciplinary actions may be taken, which may include suspension or expulsion of your child(ren) from the CER program.

Please return **all the attached forms, AS SOON AS POSSIBLE**, but no later than one school day prior to your child(ren) attending the afterschool program. **Even though a registration may have been completed for a previous year, all students are required to have NEW CER FORMS completed and on file for this school year before starting CER.** Even if you will only be using CER on an as needed basis or for **unexpected** emergencies, the attached forms provide us with necessary information (emergency contact information, any allergies or medical conditions, and a list of people approved to pick up your child).

If your child will be attending the program for the full month, it is imperative that a **MONTHLY FORM BE SUBMITTED ON TIME FOR EVERY MONTH**. This helps us know when your child is supposed to be with us at CER. If we don't know that your child is supposed to be at CER and your child does not show-up, we do not know that he/she may be in danger. **It is for your child's safety!**

Payments MUST be made in ADVANCE. Full-month payments are due on the first school day of each month. Payments for drop-in students are due the day of attendance.

If you have an outstanding balance from years passed, please remit that amount as soon as possible or your child(ren) **will not** be permitted to attend. If you have any questions, please contact the CER office via an e-mail to cer@udts.org **or call the number above.**

Remind is a free service that will allow the CER staff to send text messages regarding **emergency closings**, schedule changes and reminders. This service will be utilized to inform you of an emergency early dismissal that results in no afterschool childcare. Please follow the instructions provided to receive free text messages from CER.

Thank you for your cooperation.

Very truly yours,

Mr. Stephen Wilchensky

CER Director

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GENERAL INFORMATION

The CER program is not intended to be a continuation of the school day. However, students must continue to adhere to the school rules and guidelines. Established rules are for the health, safety, and well-being of everyone. If you have any concerns, please contact the CER office immediately. Only through clear and constant communication can we guarantee the best possible program for everyone.

CER CHILDCARE PHILOSOPHY

CER childcare exists to meet the needs of working parents and their children. The key to a successful program is to provide appropriate and fun activities that meet the children's needs.

DISCIPLINE

The school discipline policy also applies to the CER program. **We expect all children to behave appropriately, follow directions, and demonstrate respect to ALL the adults in supervision as well as each other.** Disciplinary actions may be taken for not following school rules, which may include suspension and/or expulsion of your child from the CER program. Children who **refuse to follow directions** or who display unacceptable behavior **may be dismissed from the program.** Please review, sign and return the attached expulsion policy.

Parents are asked to cooperate with caregivers in enforcing the discipline guidelines of the program. At sign out each day we encourage both instructors and parents to discuss any concerns.

SCHEDULES

Monthly Forms **MUST BE** completed and returned by the due date (3 school days prior to the 1st of each month).

YOUR CHILD WILL NOT BE PERMITTED TO ATTEND CHILDCARE WITHOUT ALL COMPLETED FORMS!

COST

- Childcare is \$205.00 per month, per child, regardless of the days your child(ren) may have missed due to illness, vacation, or other absence. Exceptions may be made in extraordinary circumstances.
- Once attendance has been taken for drop-in students, a fee will be applied to your child(ren) account regardless of the amount of time spent in the program that day.
- Childcare is \$16.00 per day, per child due the day of attendance. If a child does not attend the after-school program for which he/she has registered without canceling, payment will not be refunded.

PICK UP

- All children should be picked up at the Seabrook gymnasium entrance **by 6 p.m.**
- **If an emergency arises and your child cannot be picked up by 6:00 p.m., you MUST notify the CER office... 856-455-2267 ext. 4103.**
- When registering your child, you must provide a list of those persons authorized to pick-up your child. Your child will **NOT** be released to anyone unless we have a signed note by the parent/guardian.
- Parents, guardians, or authorized persons must come into the building, sign out your child, and provide picture identification if requested.

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- If your child is dismissed from his/her respective building(s) and was scheduled to attend CER, please do not pick him/her up on campus without notifying the CER staff. The CER staff is not responsible for the children until attendance is taken.
- If your child is on the roster of an after-school activity and scheduled to attend CER that day, CER will assume that he/she is at that activity, unless otherwise notified. **CER is not responsible for the children until they arrive.**
- Please review the attached **Policy on the Release of Children.**

LATE PICK-UP

- All children **MUST BE PICKED UP BY 6 P.M.**
- ***A fee of \$1.00 per minute will be assessed for any child who is picked up late. (Please note that this will be strictly enforced).***
- You will be expected to pay the late pick-up charge on the following day. Otherwise your child will be unable to return.
- If late pick-ups become excessive and/or continuous, your child may be dismissed from the program.
- If your child is not picked up and we are not notified, we will attempt to call the emergency contacts' numbers from the registration form. **If your child is not picked up and we are unable to reach anyone within a timely manner, we will be forced to notify authorities.**

SNACKS

- A snack will be provided at the beginning of the childcare program on regular school days.
- On ½ days, the parents/guardians are responsible for supplying a lunch for their child. Please do not send any food that requires heating. A snack will be given in the afternoon, as scheduled.
- Please notify the CER office of any food allergies/restrictions your child may have, even if you have already notified the school nurse.

ACTIVITIES

- The afternoon begins with attendance and a snack. This is followed by a variety of group and individual activities. Depending on the weather, children may be inside and/or outside.
- All children **MUST WEAR SNEAKERS** to be allowed to play in the gym.

TOYS AND GAMES

- CER has a wide variety of toys and games available. These items are to be used with the direction of the caregivers. Please do not allow your child to bring any personal items or electronic toys; he/she will be asked to put any personal items away and will not be allowed to play with or use those items.
- **CER is not responsible for lost or stolen items.**

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HOMEWORK

- Your child(ren) will have an opportunity to do his/her homework during scheduled individual activity/playtime.

PAYMENT METHODS

Payments MUST be made by the 1st of each month for registered full-month students and the day of attendance for drop-in students.

- Payments may be made by check, cash, or money order.
- Payments may be made at the CER office, the school office, or the pick-up area.
- **Checks should be made payable to CER and should contain your child's name and grade.**

CER is a non-profit childcare service. The money you pay is used to cover the operational costs associated with the service. **YOUR CHILD WILL NOT BE PERMITTED TO ATTEND CHILDCARE IF THERE IS A PREVIOUS BALANCE OR WITHOUT PAYMENT IN FULL BY THE DUE DATE.**

LATE PAYMENT FEE

- Payments will be reviewed on the 5th school day and 10th school day of the month. A late fee of \$10.00 will be assessed if payment is not received by the 5th school day of the month. If no payment is received by the 10th school day of the month, your child will not be permitted to attend until the outstanding balance has been paid-in-full.

NON-PAYMENT OF TUITION FEES

- All full-month childcare payments are due the 1st of each new month. If payments are not received on time, it will result in the immediate discontinuation of services and the homeroom teachers will be notified that the child is **NOT** permitted to attend until further notice.
- All drop-in childcare payments are due the day of attendance, but no later than one day immediately following the day of attendance.
- If childcare services have been discontinued due to non-payment, any late fees, current fees, or past due balances, payment must be made in full before your child may return to the program.
- A 48 hour waiting period will also be enforced before any child may return to allow for notification of staff.

RETURNED CHECK FEE

- There will be a \$39.00 fee for all returned checks. If a check is returned a 2nd time, there will be an additional \$39.00 fee and all future payments must be made with cash or money order.

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TAX INFORMATION

- CER is not responsible for your childcare payment records for tax purposes. Please use your checks and cash receipts as proof of payments.
- **The CER tax number is 216000308**

EMERGENCY CLOSINGS

- In the event of an early dismissal, there will be **NO AFTER-SCHOOL CHILDCARE**. For information on school closings, you are asked to please listen to radio station 1440 am or 1240 am.
- If children are already in school when inclement weather begins, you may contact the following offices:
 - 856-455-2267
 - Seabrook School... ext. 4201
 - Woodruff School... ext. 3201
 - Moore School... ext. 5201
 - Board of Education... ext. 2202
 - **CER OFFICE... ext. 4103**
- Parents not able to meet their child in case of early dismissal must make prior emergency arrangements. Your child should be aware of the emergency plan.
- Please follow the REMIND instructions provided to receive emergency text messages from CER.

MISSING CHILDREN

- Children are not to take it upon themselves to go home without permission and notification. Any child who violates this rule may be dismissed from the program.
- If there is a change in plans, all parents are required to notify their child's school and the CER office immediately. If a parent does not notify the necessary departments of changes, it may result in the child's dismissal from the childcare program.

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POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) to take the child from CER and to assume responsibility for the child in an emergency if the parent(s)/guardian(s) cannot be reached.

If a non-custodial parent/guardian has been denied access, or granted limited access, to a child by a court order, CER shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) fails to pick up a child at the time of CER's daily closing (6:00 PM), CER shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s); and
3. An hour or more after closing time (6:00 PM), and provided that other arrangements for releasing the child to his/her parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s), have failed and the staff member(s) cannot continue to supervise the child, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-Abuse (1-877-652-2873) to seek assistance in caring for the child until the parent(s)/guardian(s) or person(s) authorized by the child's parent(s)/guardian(s) is able to pick-up the child.

If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, CER shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s)/guardian(s); and
3. If CER is unable to make alternative arrangements, a staff member shall call the authorities to seek assistance in caring for the child.

No child shall be released from CER unsupervised except upon written instruction from the child's parent(s)/guardian(s).

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20__-20__ REGISTRATION FORM

Child's Name _____ Birth Date _____

2018-2019 Grade _____ School (circle one): Seabrook Moore Woodruff Teacher _____

Address _____

Home Phone _____

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Parent/Guardian Information:

Mother's Name _____

Place of Employment _____

Phone: Home _____ Cell _____ Work _____

Email Address _____

Father's Name _____

Place of Employment _____

Phone: Home _____ Cell _____ Work _____

Email Address _____

Custody Issues: No custody issues Yes, documentation attached.

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Primary Contact Person: _____

Daytime Telephone(s): _____

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Emergency Contacts:

Person #1 _____

Phone _____ Relationship _____

Person #2 _____

Phone _____ Relationship _____

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Pick-Up: Please list anyone, in addition to the people listed above, that are permitted to pick-up your child from CER.

- 1. _____ Phone _____ Relationship _____
- 2. _____ Phone _____ Relationship _____
- 3. _____ Phone _____ Relationship _____
- 4. _____ Phone _____ Relationship _____

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Pick-Up: Please list anyone that **IS NOT** permitted to pick-up your child from CER.

Payment: CER of Upper Deerfield Township is a non-profit organization. Therefore, the money you pay is used to cover the operational costs. Payments should be made prior to the services rendered and are due on the first school day of each month. Payments made after the 5th school day of the month will be assessed a \$10.00 late fee. If no payment is received by the 10th day of the month, the student will be excluded from CER until payment is received. Payment for drop-in students is due the day of attendance, but no later than one day immediately following the day of attendance. When we review our records, we may be contacting you regarding the status of your account and your child's status with CER.

Please list the contact information for the parent/guardian responsible for payment.

Name _____

Address _____

Phone: Home _____ **Cell** _____ **Work** _____

Email _____

Additional Information / Instructions: _____

I have read and agree to all the terms and conditions set forth in the CER Handbook provided by CER of Upper Deerfield Township, including terms and conditions regarding payments. I agree to pay for all childcare services provided by CER as outlined in the CER Handbook.

X _____

Signature of Parent/Guardian Responsible for Payment

Office use only:

Enrollment Start Date: _____ Approved by: _____ Date: _____

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PARENT'S HEALTH STATEMENT FOR SCHOOL-AGE CHILD

IDENTIFYING INFORMATION		
CHILD'S NAME	BIRTH DATE	
HEALTH STATEMENT (CHECK ONE)		
<input type="checkbox"/> My child is in good health, is able to participate in group care, and has no special health or medical requirements. <input type="checkbox"/> My child is able to participate in group care but has special health or medical requirements as listed below.		
SCHOOL-AGE CHILD'S SPECIAL HEALTH OR MEDICAL REQUIREMENTS		
PLEASE LIST ANY ALLERGIES, SPECIAL MEDICAL CONDITIONS, INCLUDING CHRONIC HEALTH PROBLEMS (SUCH AS ASTHMA, SEIZURES), BEHAVIORAL DISORDERS, SPECIAL NEEDS, ETC.		
PARENT OR LEGAL GUARDIAN SIGNATURE		DATE
<p>In the event of an emergency, the child care provider (CER) is authorized to obtain EMERGENCY MEDICAL or DENTAL CARE even if the child care center (CER) is unable to immediately make contact with the parents/guardians. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>During an emergency the child care provider (CER) is authorized to contact the following person when parent or guardian cannot be reached.</p> <p>Alternate emergency contact person's name: _____</p> <p>Relation to child: _____ Phone No.: _____</p> <p>Parent/Guardian Signature _____ Date _____</p>		
DOCTOR'S NAME	DOCTOR'S TELEPHONE NO.	HOSPITAL OF CHOICE
DOCTOR'S ADDRESS	AFTER HOURS TELEPHONE NO.	Does your child have health insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO Company _____ ID# _____
DENTIST'S NAME	DENTIST TELEPHONE NO.	Does your child have dental insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO Company _____ ID# _____
DENTIST ADDRESS	AFTER HOURS TELEPHONE NO.	

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EXPULSION POLICY

NAME OF CHILD: _____

SIGNATURE OF PARENT/GUARDIAN: _____

Unfortunately, there are sometimes reasons we have to expel 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 the after-school program:

IMMEDIATE CAUSES FOR EXPULSION

- The 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.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

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

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

SCHEDULE OF EXPULSION

- If after remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent/guardian's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on a child's behavior or to come to an agreement with CER.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent/guardian to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent/guardian sufficient time to seek alternate childcare. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from CER.

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CER Monthly Form for: _____ 20

Form Due: **3 school days prior to requested month**

My child(ren): _____ will be attending CER for the entire month. It is the parent's responsibility to notify both CER and the office/teacher of any change in schedule.

Grade: _____ Homeroom: _____

Drop-Ins:

Children not registering for the whole month will be charged at the Drop-In rate of \$16 per day per child.

Payment is expected the day services are rendered. If a payment is not received by the next day, the child will be exempt from the CER program.

For the safety of your child, please send written notification to your child's teacher about his/her CER schedule. CER is not responsible for the children until they get to CER.