



Robbinsville Extended Day PARENT MANUAL

**Robbinsville Public Schools
155 Robbinsville Edinburg Rd
Robbinsville, NJ 08691**

R.E.D. Office: (609) 632-0910 x2215,2216

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**Sharon Elementary School Site#: (609) 632-0988 (Gr.K-1)
(609) 632-0986 (Gr.2-4)
Pond Road Middle School Site#: (609) 632-0989**

Pamela Elmi, R.E.D. Program Founder & Director

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Welcome to Robbinsville Extended Day (R.E.D.)!

As parents and guardians of children in our public school based extended day program, we are glad you have chosen R.E.D. and all of us welcome you to an exciting new year of quality programs and activities! Our sincere hope is that your association with R.E.D. will be a rewarding and satisfying experience for everyone involved. We have an open communication policy, so please ask any questions to the Director of R.E.D. or any of our Site Coordinators at any time. This manual has been designed to acquaint you with the mission of R.E.D. and to serve as a guide to the operation and procedures of our program.

Our Mission

The mission of R.E.D. is to provide top quality before and after school care, excellent academic enrichment and fun experiences for every child enrolled in our programs!

Program Hours

R.E.D. manages three sites in Robbinsville: Two at the Sharon Elementary School, Grades K-1 (in the cafeteria) and Grades 2-4 (in the east gym), and one at Pond Road Middle School, serving Grades 5-8.

R.E.D. staff members are present between the morning hours of 7am to 9am at Sharon, as well as the afternoon hours of 3pm to 6:30pm at Sharon and Pond.

Our staff is present on all early dismissal days (12:30-6pm at Pond and 1:15-6pm at Sharon), as well as most days when school is closed from 8am to 6pm. Please see this year's R.E.D. calendar for complete details.

The days per week in monthly contracts are set and cannot be changed mid month. For example, if you signed up for 2 days a week Tuesdays and Thursdays, you cannot switch to Wednesdays and Fridays that month. On the last day of the month, you can call the R.E.D. office with a change in schedule for the next month. If your changes exceed 3X per year, you may be asked to buy a flexpass instead. (See flexpass section)

You have the option to pick up your children at 6pm or 6:30pm and there are different rates for each, please see tuition schedule. If you choose to pick up earlier than 6pm, no adjustments or refunds will be made to your tuition.

Please be prompt in picking up your child at the end of the day and sign them out. Please remember R.E.D. staff members have families to take care of too! Note that pick up time for all students is 5:30 pm on the day before Thanksgiving and the day before winter break.

R.E.D. site phones will be answered Monday-Friday between 3:00pm-6:30pm. For assistance at all other times please call the administrative office at (609) 632-0910 x2215,2216 or leave a message on a site phone.

Important Notes:

- When schools are closed all day for inclement weather, R.E.D. will be closed
- When schools close early due to inclement weather, R.E.D. will offer coverage until 4:30pm
- When schools have a delayed opening due to inclement weather, there will be no R.E.D. morning program
- Last day of school and last day of R.E.D. is subject to change
- If no snow days are used, R.E.D. will make every effort to provide coverage on any days off added in May.

R.E.D. Structure

Daily operations are maintained by a full-time Director with an office located in the Sharon Elementary School. The R.E.D. Director reports to the Superintendent of Schools and Robbinsville Board of Education. A part time Office Assistant is also on duty in the R.E.D. office every day.

Staff structure at each R.E.D. site is as follows:

- **Site Coordinator** - On site leader who manages curriculum, paperwork schedule, staff, and volunteers. Hands on with both students and parents.
- **Asst. Site Coord./Instructor** - Assists Site Coordinator with programmatic goals, works directly with students and ensures homework completion. Interacts with parents.
- **Aide** - Carries out snack, supply, and room set-up duties. Works directly with students, particularly in areas of recreation and special projects.
- **Specialist** - Outside contractor with expertise in a particular enrichment subject (such as art, music, sports, etc.) who comes on-site and delivers specialized classes or clubs to broaden students' life-skills and general knowledge. This includes licensed tutors in our Homework Clubs.
- **Volunteer** - Someone who donates their time to enhance the lives of our students.
- **Door Monitor**- Responsible for screening non-R.E.D. participants trying to gain entry into building during after school program hours.

CHILD SPECIFIC POLICIES

Child Registration and Permission Forms

- A child will not be admitted to R.E.D. without appropriate registration forms and an agreement signed by his/her parent/guardian.
- Initial registration each year requires a successful online schedule and payment by the parent/guardian as well as the need to print, sign and mail-in the parent agreement.

- Individuals who do not wish to register online can make an appointment with the R.E.D. office (by the 15th of the month) to register and pay manually.
- Tuition e-bills are sent on the 15th of the month prior to service. Tuition is charged in ten equal installments. If payment is not received by the 30th, there is a risk of suspension as well as blocked access to the Genesis parent portal.
- There is an initial fee of \$30 per family per year.
- A \$10 late pick up fee within first 15 minutes late, and \$1 per minute thereafter, will be applied to your account.
- A flexpass is available for drop-in service. (please see flexpass section below)
- Full day service (8am-6pm) when school is closed requires fees for special trips and classes.
- Enrichment, full day registrations and payments can also be made on the R.E.D. website.
- You may print your own tax receipts from the R.E.D. website. Our Tax ID# is 21-6000348.
- Payments may be made with a credit card online or check. You can mail the check to address on front of this handbook or give to R.E.D. staff when dropping off or picking up your child.

Flexpass

- Flexpass is our drop-in program. They may be purchased in packages of 5 for Sharon am & pm and Pond pm. Morning and afternoon flexpasses are not interchangeable, nor are they interchangeable between siblings.
- New flexpass registrations require 24 hours to process before child attends.
- E-mail alerts will be sent when flexpass balances are low. Child's name will not appear on our list if flexpasses are used up and they will be asked to wait in the main office for parent pick up.
- A daily note to classroom teacher is required for Sharon students (grade K-4) when attending afternoons as a drop-in.

Child Attendance and Dismissal Procedures

- R.E.D. staff will take daily attendance. Afternoon staff will compare our attendance list with the school's attendance list for that day.
- If the student is absent and not on the school absentee list nor has a note or phone message been received from home, a call to the parent/guardian will be made.
- If a child is home from school due to health reasons (fever, pink eye, etc.) he/she is not permitted to attend the R.E.D. program on that same day.
- Parents/Guardians are required to sign in their children in the morning program and sign out their children in the afternoon program and full days. Pictures will be taken of all authorized adults who pick up children. i-pads are located at tables near R.E.D. informational trifolds.
- R.E.D. doors will always be locked. Parents must please ring our doorbell for admittance. R.E.D. Door monitors have the right to question or deny access to any person at door.

- If the parent/guardian will be late or unable to pick up his/her child, arrangements must be made by the parent/guardian with one of the listed contacts to pick up the child instead. This adult must show I.D. to R.E.D. Door Monitor before leaving with the child. Pick-up requests require parent signature to the R.E.D. office.
- Every effort should be made to pick up your child on time. If a parent/guardian finds that they will not be able to arrive on time, it is their responsibility to call the person designated for emergency pick up, giving her/him ample time to arrive to R.E.D. by 6:30pm. In case of emergency, or if parent anticipates being late, the site at which the child attends R.E.D. program (#'s listed on page 1 of this manual) must be called. If parent/guardian fails to notify us, we will assume something unusual has happened. If we cannot reach any of the emergency contacts, we will be obligated to call the Robbinsville Police Dept. (609-259-3900) and DYFS (1-877-NJABUSE) for assistance. If a parent/guardian is not able to pick up the child on time on a regular basis (regardless of late fees being paid), they will be asked to make other child care arrangements.

Field Trips

- Before children can attend a R.E.D. sponsored field trip, each child must have the written consent of their parents/guardians and their R.E.D. account in good standing.
- Parents will be notified of each trip at least 10 days prior to the trip. All field trip information will be available on the R.E.D. website as well as in the form of flyers at the sign out table and will include: date, place, time, fee, address, contact numbers, description, and bus information.
- Field trips are mandatory, there are no stay-backs. If you choose not to participate in a trip, you may drop off your child once the bus returns.
- Parents are welcome to volunteer to help chaperone the children on a R.E.D. field trip.
- Children are asked to wear R.E.D. t-shirts at all group activities.

Snacks and Food

- Teachers will consult your child's medical records before giving a child food of any sort, so **it is important for parents/guardians to specify any allergies or special dietary needs that a child may have.**
- Food will only be eaten during designated snack times or meals. R.E.D. will always designate a 'peanut-free' table.
- If an allergic reaction occurs, necessary medical precautionary steps will be taken and the parents will be contacted.

Electronic Devices

- Electronics of any kind are prohibited from being used during the R.E.D. program except for 'Technology Tuesdays/Thursdays' at Pond R.E.D.

- Children with cell phones can check messages or call home under the supervision of a R.E.D. staff member only.
- Handheld games, toys and personal items are not permitted to be played during R.E.D. This applies during regular R.E.D. hours, early dismissal days, full day programs (8am-6pm) and field trips. Adequate toys, games, and recreational items will be provided by R.E.D.

Accident Procedures

- Each child must have an emergency contact number. **If the emergency number changes, be sure to give the new number to either the Site Coordinator or R.E.D. Director.**
- In compliance with precautionary safety measures, there will always be at least 2 adults present when children are in groups, maintaining at least a minimum adult to child ratio of 1:15.
- An accident is defined as an event where noticeable harm has occurred.
- In the event of an accident, a staff member will attend to the child immediately.
- First Aid Kits, non-latex gloves and ice-packs will be available to all staff. Staff are responsible for knowing where first aid materials are located at all times.
- The child's parent/guardian contact or emergency contact will be called.
- An accident report will be written for each event and signed by the staff members involved.
- If emergency medical attention is necessary, the signed Emergency Medical Release form, gives R.E.D. staff permission to call 911 and accompany the child in an ambulance en-route to hospital.

Discipline

- It is expected that students enrolled in the R.E.D. Program follow all of the rules of decorum established by the Robbinsville School District.
- Each Site Coordinator is responsible for establishing rules for his/her own group, with student and staff input.
- When a behavioral incident occurs which is considered extreme due to its "violent" or "uncontrolled" nature, the child(ren) involved must be attended to immediately by a R.E.D. Instructor.
- All efforts must be made to attend to the needs of the children **first** and to ensure that they are in a safe and calm environment.
- R.E.D. is a "Bully Free Zone" which includes "Rachel's Challenge" and the "Win-Win" Guidelines to conflict resolution.
- When behavior is considered "violent" or "uncontrolled" the child's parent/guardian and/or children's emergency contact must be called to report the incident and to ensure that the child has a safe means to get home.
- The Site Coordinator is responsible for writing a report of the incident. A copy of the report must be sent to the R.E.D. Director.
- Based on the severity of the incident, a meeting may be arranged between the child, the parent/guardian, and Site Coordinator to discuss the serious nature of the incident and the means to prevent it from re-occurring. Repeat occurrences of severe disciplinary incidents with one child mandates a

conference involving the R.E.D. Director and school district guidance or administrative personnel.

- The Robbinsville Extended Day Program adheres to the same R5600 Pupil Discipline/ Code of Conduct (M) Regulations that your child follows during their school day within Robbinsville Public Schools.

Child Sickness Policy

R.E.D. adheres to the same health rules as Robbinsville Public Schools concerning dismissal from school due to an illness or injury. We would greatly appreciate that in the event your child is ill, to prevent the spread of illness, please do not send him/her to the R.E.D. program. All the parents would thank you. If your child is sent home sick during the regular school day, he/she may not come to R.E.D. that day. To provide for the safety and health of all children, we request that parents or guardians take responsibility for providing transportation home as soon as possible if your child has a temperature or contagious disease.

If your child has an allergy or is taking medication, it is essential that the staff have all the details in writing. If your child has a communicable disease such as chicken pox, please notify the staff so that we can notify other parents/guardians to be aware of any signs of illness. The R.E.D. staff is not allowed to administer any medications other than epi-pens / Glucogen Devices.