

## Mission

The Oxford Township School District's Before and After School Child Care Programs are committed to assist parents before and after school hours by providing a safe, as well as fun, environment for children.

- Children from Pre-K to 8<sup>th</sup> grade will be supervised in a safe environment by adults employed by the Oxford Township Board of Education.
- Children will participate in indoor/outdoor activities using the school's facilities, supplies, and staff.

## Program Descriptions

The Before Care program

- Begins from 6:30 A.M. until 8:30 A.M. daily unless otherwise communicated.
- Parents are advised to provide breakfast or snacks as no food service will be available.

The After Care program

- Begins from 3:00 P.M. until 6:00 P.M. daily unless otherwise communicated.
- An afternoon snack is provided, or a parent may send a snack for their child.
- Homework assistance will be available Monday through Thursday.
- Students also have an opportunity to participate in table games or an indoor/outdoor activity contingent upon weather and available staff.

## Factors Affecting the Program

- THERE MUST BE A MINIMUM OF 6 STUDENTS ENROLLED ON AN ANNUAL BASIS FOR THE PROGRAMS TO BE HELD EACH SCHOOL YEAR.
- If the school is closed, then so is the Before/After Care program.
- Weather/Emergencies
  - Inclement weather **may or may not** prevent Before Care on delayed opening days. Delayed opening announcements are sent via phone and are available on our website. They will contain details regarding program availability.
  - Inclement weather may also affect the availability of After Care.
  - If in the event of an emergency and the school is closed, the programs will be closed as well.
- The following are days in which the After Care Program will not run:
  - 1:00 P.M. dismissal day preceding Thanksgiving recess
  - 1:00 P.M. dismissal day preceding Winter recess
  - The last day of school

### Who Can Join?

Oxford Central students from grade Pre-K to 8<sup>th</sup> grade can participate in the program. However, students attending must demonstrate self-management skills. Personal aides cannot be provided to support students in the program. Pre-K students must be potty trained to attend. The *Before/After Care Program Availability and Billing Rates* as well as the *Oxford Central School – Before/After Care Program Application* forms must be filled out and turned in to the main office for a student to attend.

- Application Process
  - Applications can be received at any time and are found on the district’s website or can be picked up from the main office.
  - Applications must be re-submitted every year.
  - In an emergency where the program is needed, applications can be faxed or emailed to the main office.

### Monthly Billing Procedures

- There is a \$20.00 **NON-REFUNDABLE** deposit due with registration PER FAMILY each year.
- Billing for the previous month will occur at the beginning of the following month.
- Payments are due on the 15<sup>th</sup> of the month.
- **Parents who are 15 days past due on their children’s bills will be asked to pay off the balance immediately or lose their spot in the program.**
- Additional Fee Information:
  - Families qualified for free lunch pay 40% of the contracted fee.
  - Families qualified for reduced lunch pay 70% of the contracted fee.

### Signing Children In/Out

- Attendance is taken upon arrival at the designated program.
- Parents/guardians may sign a child out of the program unless there are legal documents to the contrary.
- Children may not leave the program unless they are signed out by a parent/guardian, or a person documented under the *Alternate Sign Out* section of the *Oxford Central School – Before/After Care Program Application*. Names listed can be revised as often as necessary.
- Staff members may not sign out students unless listed under alternate sign out.
- When children are signed out, the parents/guardians must sign their name and note the time.
- Only adults (18+) may sign children out.
- Children may not leave the program unless they are properly signed out as we are legally responsible for the students.

## **Behavior Management**

*Our goal is to provide a safe and respectful environment for all the students. Children will be participating in fun and safe activities that help develop self esteem and social interactions.*

- Children are to abide by the same daytime school rules and policies mandated by the Oxford Township School District during the before and after care programs.
- Respect for adults and other students is of great importance. Disrespectful behavior will not be tolerated.
- Disciplinary issues will be addressed with the student and parents in the same manner in which they are reported during the school day.
- Consequences for inappropriate behavior may result in the following disciplinary actions:
  - Time Outs – Students may be requested to sit out of an activity for a short time if their behavior becomes physically disruptive. Prior to resuming the activity, a staff member will site and discuss the occurrence and/or make recommendations/suggestions.
  - If the behavior remains unchanged or becomes repeatedly disruptive, the student will be required to be limited to non-participative activities.
  - A staff member in the care program may be required to speak with an administrator concerning a student's behavior.
  - Parents/Guardians contacted concerning behavior.

***If the student continues to demonstrate disruptive behavior after the interventions noted above, the childcare director will complete a discipline report detailing the child's behavior. The report will be forwarded to the parents/guardians and school administrator.***

**Frequent violations of program rules may result in dismissal from the school care programs.**

## **Health and Safety**

- A nurse is not available during childcare hours. Medications will not be administered by the childcare staff.
- To ensure a healthy environment, the staff will decide if a child is too ill to remain. The parents/guardians will be notified, and the child will be picked up.
- Children with severe allergies will be required to provide a list detailing the allergies, food or otherwise, from which the child suffers at the time of enrollment.
  - Please provide a doctor's note of any allergies with instructions for treatment in the event of exposure.
- If your child is involved in an accident during the course of a care program, a staff member will complete an accident report regarding the incident. The school nurse will receive a copy of it as well.

### **Bathroom Use**

- Children may use the bathroom or get a drink of water at any time. Younger children will use the buddy system.

### **Snacks**

- Children must wash their hands prior to receiving a snack, which is provided free of charge during the After Care program.
- While students can bring their own snacks from home, they are not to be shared with other students as it could cause an allergic reaction.

### **Activities**

- The program makes use of the school's available space outdoors such as outdoor equipment, basketball courts, and fields.
- Coloring, arts/crafts, and board games may be available when students are inside.

### **Homework Time**

- Offered to all children Monday through Thursday during After Care.
- The childcare staff cannot force children to do homework.
- Staff members are available to "assist" but are not tutoring a child.
- After completion of homework, students may join other children in After Care participating in games, crafts, and other activities.

### **Use of Personal Devices**

- Children are permitted to bring personal items/toys to be used.
- Children are able to use personal technology devices (i.e. iPads, cell phones, etc.) for school appropriate games, music, and homework. However, children are not permitted to take videos or pictures.
- Please be aware that the childcare program and the child care personnel are not responsible for lost, missing, broke, or stolen items.

### **Questions and Contacts**

- Please contact the main office at (908) 453-4101 with any questions.

## **2024 – 2025 BEFORE/AFTER CARE PROGRAM AVAILABILITY AND BILLING RATES**

The Before/After Care program is available for Oxford Central students in grades Pre-K through 8. Aides are not provided during these times. Pre-K students participating in the program must be potty trained.

### **Monthly Billing Procedures**

- There is a \$20.00 **NON-REFUNDABLE** deposit due with registration PER FAMILY each year.
- Billing for the previous month will occur at the beginning of the following month.
- Payments are due on the 15<sup>th</sup> of the month.
- **Parents who are 15 days past due on their children's bills will be asked to pay off the balance immediately or lose their spot in the program.**

### **Hours and Information**

#### *Before School Care*

- Offered from 6:30 A.M. until 8:30 A.M.
- Parents will be notified if the program will be available on delayed opening days.
- Please provide breakfast for your child/children who are in attendance.

#### *After School Care*

- Offered from 3:00 P.M. until 6:00 P.M.
- **Late pickups are subject to a fee of \$4.00 per minute per child after 6:00 P.M.**
- An afternoon snack is provided, but parents can send students in with snacks as well.

### **Rates**

*Hourly rates for up to 10 hours per week of combined before and after care:*

- \$10.00 per hour for 1<sup>st</sup> child
- \$9.00 per hour per each additional child

*Hourly rates for time beyond 10 hours per week of combined before and after care:*

- \$9.00 per hour for 1<sup>st</sup> child
- \$8.00 per hour per each additional child

***I have read the tuition costs and billing procedures as described on this page. By signing this contract, parents/guardians agree to abide by the written policies as stated above.***

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Parent/Guardian Signature

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Date

**Oxford Central School – Before/After Care Program Application**

<b><u>Child's Name:</u></b>	<b><u>Grade:</u></b>
<b><u>Allergies, food restrictions, or other information:</u></b>	

<b><u>Child's Name:</u></b>	<b><u>Grade:</u></b>
<b><u>Allergies, food restrictions, or other information:</u></b>	

<b><u>Child's Name:</u></b>	<b><u>Grade:</u></b>
<b><u>Allergies, food restrictions, or other information:</u></b>	

**Parent/Guardian Contact Information**

<b><u>Name:</u></b>	<b><u>Name:</u></b>
<b><u>Relationship:</u></b>	<b><u>Relationship:</u></b>
<b><u>Cell Phone:</u></b>	<b><u>Cell Phone:</u></b>
<b><u>Email:</u></b>	<b><u>Email:</u></b>

**Alternate Sign Out Permission**

In addition to the above parents/guardians, the following people may sign out the above child(ren)

<b><u>Name:</u></b>	<b><u>Name:</u></b>
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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Endorsement: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Fee Paid: \_\_\_\_ Yes \_\_\_\_ No