



East Brunswick Public Schools
COMMUNITY PROGRAMS
*Expanding Excellence in
Academics, Athletics, and the Arts*

HANDBOOK

2020 - 2021

**AFTER SCHOOL KIDS (ASK), EARLY LEARNING ACADEMY (ELA),
EARLY MORNING PROGRAM (EMP), ENCORE, ENRICHMENT, MORNING START**

HANDBOOK 2020 - 2021

Welcome to East Brunswick Community Programs. Our programs include before and afterschool care, Early Learning Academy, enrichment, and any other special programs like summer camps. It is our goal to provide every child with a positive educational experience. Our mission is to maintain a safe, nurturing, and affordable environment that continually focuses on maximizing every extended learning opportunity; therefore, expanding upon East Brunswick Public Schools excellence in the academics, athletics and the arts.

Your active involvement as a parent or caregiver is extremely important for your child's continued success. The rules and guidelines established in this handbook outline important program information, procedures, and expectations of program participants. In order for your child to have a positive experience, parents and staff must work together.

We hope you find this handbook to be informative and helpful. This handbook also applies to any special programs like summer academies offered through Community Programs. Please do not hesitate to call the staff in the Community Programs Department if you have any questions, comments, or suggestions.

Sincerely,



Ann Marie Gilbert
Manager

Expanding upon Excellence in Academics, Athletics, and the Arts

Follow us on



TABLE OF CONTENTS

GENERAL INFORMATION:	
CONTACT US	4
FEES	5
EMERGENCY DROP-IN PROCEDURES.....	6
PROGRAM WITHDRAWALS.....	7
MEDICAL/HEALTH PROCEDURES.....	8
TOILETING	9
SUNSCREEN	10
SCHOOL HOURS.....	12
STUDENT CODE OF CONDUCT.....	14
PERSONAL BELONGINGS.....	16
BEFORE AND AFTER SCHOOL PROGRAMS.....	17
PROGRAM GOALS	18
LOCATIONS, CONTACT NUMBERS, AND HOURS.....	19
ATTENDANCE	20
SNACKS/BREAKFAST.....	20
REGISTRATION AND ENROLLMENT	21
TUITION AND FEES	24
EARLY LEARNING ACADEMY.....	26
ARRIVAL AND DISMISSAL.....	28
ATTENDANCE	29
EDUCATIONAL ACTIVITIES	29
MEALS AND SNACKS	30
WHAT TO BRING TO SCHOOL	30
REST TIME	30
TOILETING.....	31
REGISTRATION AND ENROLLMENT	31
SUMMER PROGRAMS.....	32
ENRICHMENT PROGRAMS.....	33
DISMISSAL AND PICK-UP	34
LATE PICK-UP POLICY.....	34
MAKE-UP DAYS	34
REFUNDS.....	34
SCHEDULE	34

CONTACT US

Community Programs Administrative Staff:

Ann Marie Gilbert
Manager
(732) 613-6989
agilbert@ebnet.org

Jeannette Alcantara
Out of School Time Coordinator
(732) 613-6629
jeannette.alcantara@ebnet.org

Community Programs Office Staff:

Janice Tedesco
Secretary – EMP/Morning Start/ELA
(732) 613-6982
jtedesco@ebnet.org

Rosemary Chimento
Secretary – ASK/Encore
(732) 613-6983
rchimento@ebnet.org

Jeanette Caicedo
Technical Specialist – Enrichment/Adult School
(732) 613-6984
jcaicedo@ebnet.org

Financial Services Office:

Community Pass/Registration/Payment Inquiries
(732) 613-6674
ebonlinepayments@ebnet.org

FEES

Payments are due on the 15th of each month prior to service (i.e. October tuition is due September 15th) for monthly tuition programs. All fees will be billed through the online system and email notifications will be sent on or about the first of every month when billing is assessed. Neither the District nor the Community Programs Department is responsible for ensuring you receive the email notification. It is the responsibility of the parent/guardian to ensure that all payments are received timely whether or not the email notification is received. Currently, there is no automatic debit program to pay for tuition. Should a discrepancy or technical issue arise from the automated billing system, the parent/guardian will be held responsible for the tuition rates published related to the program the child is registered for. **If payment is overdue for two months, the students will no longer be able to attend.** Additionally, East Brunswick Public Schools reserves the right to take legal action in pursuit of any payment deficiencies.

Registration Fee – An annual non-refundable fee of \$50 per child is due upon registration. The fee is \$25 if registered before July 1st.

Late Fee – A late fee of \$20 per month will be assessed per family if payment is received after the due date. If the June payment is not received by May 15th, student/s will be unable to attend in June. We do not permit mid-month withdrawal for the month of June.

Returned Check Fee – A returned check fee of \$20 will be added to your balance and is due in money order form for each returned check or e-check.

Program Change/Re-enrollment Fee – There is no charge for the first program or enrollment change, however, any changes thereafter will incur a \$40 fee, per student. Should you need to suspend the program and re-enroll during the year, a fee of \$20 will be charged for each re-enrollment.

Outstanding Balances – Families with outstanding fees or balances in the district will not be permitted to register for **any district programs** until all balances are paid in full.

LATE PICKUP FEE

A minimum penalty of \$15 per family per school will be charged for the late pick-up of any child after your scheduled dismissal time dependent on program.

After 15 minutes of your scheduled dismissal time, an additional charge of \$2 per minute will be incurred.

Patterns of late pick up may result in termination/suspension from the program.

**Please note during the Hybrid 2020-2021 schedule, there are no
Emergency Drop-ins**

EMERGENCY DROP-IN PROCEDURES

One Day Early Morning Emergency Drop-In

Should an emergency or an unforeseen event result in dropping off your child prior to the start of school and your child is relocated to the EMP/Morning Start Program, and your child has not had a prior Emergency Drop-In to our morning or after care programs during the same school year, you will be charged a fee of **\$40**. This fee is charged per child and is not discounted for families that qualify for free/reduced lunch. If your child should require a second Emergency Drop-In to our morning or after care programs during the same school year, you will be required to pay a \$50 registration fee (if applicable) per child, and a **\$132** fee per family (less the \$40 previously charged per child), for the Occasional Use Electronic Coupon program. Please see “**Emergency Early Morning Drop-In Procedures**” for details. Please note that post-Memorial Day you will be charged the registration fee (if applicable), plus the cost of the individual coupons required for the program attended as opposed to the full booklet.

Emergency Early Morning Drop-In Procedures

Should an emergency or an unforeseen event result in dropping off your child prior to the start of school and your child is relocated to the EMP/Morning Start Program and your child previously had a one-day Emergency Drop-In to morning or after care, you will automatically be required to register your child as an Occasional Use participant. As a result, you will be charged a \$50 registration fee (if applicable), per child, and a **\$132** fee, per family (less the \$40 previously charged per child), for the Occasional Use Electronic Coupon program. You will receive 10 electronic coupons minus those coupons used for the emergency drop-in/s upon receipt of payment. Thereafter, you will use **one coupon** for each use in the program. The available balance of your coupons may be reviewed by logging into your [Community Pass](#) account.

One Day After School Emergency Drop-In

Should an emergency or an unforeseen event prevent you from picking up your child after school and the child is relocated to the ASK/Encore program, and your child has not had a prior Emergency Drop-In to our morning or after care programs during the same school year, you will be charged a fee of **\$40**. This fee is charged per child and is not discounted for families that qualify for free/reduced lunch. If your child should require a second Emergency Drop-In to our morning or after care programs during the same school year, you will be required to pay a \$50 registration fee (if applicable) per child, and a **\$132** fee per family (less the \$40 previously charged per child), for the Occasional Use Electronic Coupon program. Please see “**Emergency Afterschool Pick-Up Procedures**” for details. Please note that post-Memorial Day you will be charged the registration fee (if applicable), plus the cost of the individual coupons required for the program attended as opposed to the full coupon booklet.

Emergency After School Pick-up Procedures

Should an emergency or an unforeseen event prevent you from picking up your child after school and the child is relocated to the ASK/Encore program, you will automatically be required to register your child as an Occasional Use participant. As a result, you will be charged a \$50 registration fee (if applicable), per child, and a **\$132** fee, per family (less the \$40 previously charged per child), for

the Occasional Use Electronic Coupon program. You will receive 10 electronic coupons minus those coupons used for the emergency drop-in upon receipt of payment. Thereafter, you will use **two coupons** for each use in the program. The available balance of your coupons may be reviewed by logging into your [Community Pass](#) account.

PROGRAM WITHDRAWALS

Should a withdrawal be necessary, **a 30-day written notice to the Financial Services Office is required.** The withdrawal will begin as of the date indicated in the written notification, and may not be retroactive. All regularly scheduled tuition will be assessed for withdrawals without 30-day notice and the parent/guardian will be held responsible to pay all fees in full through the date the withdrawal notification was received. Please note that during the month of June, we do not take mid-month withdrawals. The 30-day notice must be provided in writing by mail, fax, or email. Please do not send notices to the school or site staff. Notices must be sent to:

East Brunswick Public Schools
Financial Services Office
c/o Community Programs Bookkeeper
760 Route 18
East Brunswick, NJ 08816
or
ebonlinepayments@ebnet.org
or
Fax: (732) 698-9624

MEDICAL/HEALTH PROCEDURES

DURING 2020-2021 HYBRID MODEL, ALL STUDENTS WILL HAVE A TEMPERATURE CHECK WHEN ENTERING THE BUILDING, AND WHEN ENTERING AFTER CARE. ANY STUDENTS WITH A TEMPERATURE OF 100.4 OR MORE WILL NOT BE PERMITTED TO THE PROGRAMS. WHEN ENTERING AFTER CARE, STUDENTS WOULD BE RETURNED TO THE NURSE FOR ASSESSMENT, AND MUST BE PICKED UP WITHIN 30 MINUTES.

ELA: There is a school nurse on site. When a child is sick or hurt, he/she will be taken to the nurse.

EMP/Morning Start/ASK/Encore: Although there is no assigned nurse to each school during program hours, our staff will follow medical practices and procedures, which permit them to administer basic First Aid/CPR when necessary. There shall be a minimum of two staff members at each site trained and certified to administer First Aid/CPR and Epi Pens. For medical emergencies requiring medical attention beyond the scope of our staff, parents/guardians and 911 will be called.

If morning staff observes any medical issues with your child during EMP or Morning Start, the staff will report these observations to the parent. If staff is unable to contact the parent, staff will notify the school nurse at the start of the school day. However, for medical emergencies requiring medical attention beyond the scope of our staff, parents/guardians and 911 will be called.

Illness:

In order to prevent illness from being spread to classmates, please observe the guidelines below. Your child should be kept at home if ill and will be sent home if he/she has the following:

- High temperature
- Persistent or excessive cold symptoms
- Vomiting
- Rashes that cannot be identified or have not been diagnosed by a physician
- Contagious diseases such as measles, chicken pox, mumps, roseola, pink eye and impetigo
- Strep infections

Your child may return to school and our programs when he or she is fever-free for 24 hours without medication. Students may return from a strep infection after they have been treated with an antibiotic for 24 hours.

In the event that your child becomes ill during program time, a staff member or administrator will contact you. Upon notification, we require that your child be picked up from the program as soon as possible. **If you work far away, please designate one or more local family members or friends on your contact list for emergency pick-up.**

We attempt to minimize illness and disease with the following measures:

- Cleaning the eating area thoroughly before and after each child eats
- Staff use of gloves during snack distribution
- Requiring and supervising hand washing/sanitizing with children before meals and after toileting
- Disinfecting toys

Injury:

If emergency medical care is necessary, any of the following steps may be taken:

1. Call 911 for emergency medical assistance.
2. Attempt to contact the parent or guardian.
3. Summon an ambulance or paramedic to transport child to the hospital you requested during registration. If one was not designated, your child will be transported to the nearest hospital. (If child is transported to a hospital, a program staff member will accompany the child and remain with the child until a parent/guardian arrives.)
4. Attempt to contact persons listed on the student's registration.

Medication:

Community Programs staff cannot and will not administer any medications, prescription or non-prescription, to any child, with the exception of an Epi-Pen or inhaler administered by an on-call nurse. If your child needs an Epi-Pen, please provide the school nurse with a current dose. The school nurse will store it in an appropriate and safe location that will be known to all staff.

Children are not permitted, at any time, to administer their own medications, prescription or non-prescription. Emergency medications such as Albuterol or Xopenex may be carried and administered by students only when proper documentation from a physician and parent are provided to the school nurse. Forms for self-administration of medication plans can be obtained at your school nurse's office. Once completed and signed, please give the forms to your school nurse.

In addition, parents must notify Early Morning and After School Program Site Leaders of any self-administered medications.

TOILETING

If a child has a toileting accident during the program, parents will be called to pick up the child as soon as possible. Diapers and Pull-ups cannot be worn. Please note that staff can only verbally guide students as to how to clean themselves. If a student is continuing to have toileting issues, it may result in suspension or termination from the program, until the child has established a pattern of toilet training.

SUNSCREEN

Students are allowed to use sunscreen (over the counter) as an allowable sun protection measure for outdoor activities. Students must be able to self-apply; staff can only verbally assist students with application. Sunscreen must be brought from home and kept in the student's backpack.

SCHOOL CLOSINGS AND INCLEMENT WEATHER

If weather conditions threaten a possible school closing, please check the district website at www.ebnet.org and check your phone and/or email for a message from the District. Below are possible scenarios and procedures:

- **Schools Closed** – All programs closed.
- **Delayed Opening**
 - EMP in elementary schools opens at 9 a.m. and Morning Start begins at 8:50 a.m.
 - ELA – see schedule on page 24
- **Emergency Early Dismissal**
 - **Elementary Schools:** Dismissal is at 1:45 p.m. If your child is assigned to take the bus, please call the school and confirm with the office how your child will get home. You or someone you designate may also come to pick up your child. If you plan to pick your child up, please arrive shortly after dismissal time to ensure all staff and children arrive home quickly and safely.
 - **ELA** – For the morning session, it is required that children be picked up at the designated time during emergency dismissal. Afternoon classes will be canceled on these days.
 - **Aftercare programs will not operate on regular schedule on emergency dismissal days.** Short-term care is provided to allow parents safe travel. All aftercare children must be picked up within 30 minutes from dismissal time.
 - Parents are responsible to arrange pick up for their child at the following times:
 - Elementary Schools - 1:45 p.m. dismissal (pick up no later than 2:15 p.m.)
 - ELA preschool students at Hammarskjold – 1:15 pm dismissal (pick up no later than 1:45 p.m.)
 - Hammarskjold Middle School – 12:43 dismissal (pick up no later than 1:15 p.m.)

***** There are no refunds due to inclement weather or emergency school closings.**

Emergency Evacuation:

If an emergency should occur and the school building is evacuated during program hours, your child will be transported to an alternate secure site where all parents will be called and informed of dismissal procedures. Programs will follow district crisis procedures.

SCHOOL HOURS

Regular day

Early Morning Program (ELA at Hammarskjold)	Begins at 6:50 AM
Early Morning Program (Elementary Schools)	Begins at 7:00 AM
Early Learning Academy Full-day	8:30 AM-2:30 PM
Early Learning Academy Half-day AM	8:30 AM-11:05 AM
Early Learning Academy Mid-day Extension	11:05 AM-11:55 AM
Early Learning Academy Half-day PM	11:55 AM-2:30 PM
Early Learning Academy Afternoon Extension	2:30 PM - 3:30 PM
After School Kids (all schools)	End of School Day to 6:00 p.m.
After School Kids Extension (Elementary)	End of School Day to 3:45pm
Encore Extension (Hammarskjold)	End of School Day to 3:00pm

Delayed Opening/2 hour delay

Early Morning Program (ELA at Hammarskjold)	Begins at 8:50 AM
Early Morning Program (Elementary Schools)	Begins at 9:00 AM
Early Learning Academy Full-day	10:30 AM-2:30 PM
Early Learning Academy Half-day AM	10:30 AM-12:00 PM
Early Learning Academy Mid-day Extension	12:00 PM-1:00 PM
Early Learning Academy Half-day PM	1:00 PM-2:30 PM

Emergency Early Dismissal

ELA at Hammarskjold <i>Due to severe weather Preschool and Early Learning Academy PM classes will be canceled. Students enrolled in full-day ELA or ASK must be picked up as close as possible to the 1:15 pm dismissal time. Pickup must be no later than 1:45 pm.</i>	1:15 PM
Elementary Schools <i>Students enrolled in ASK programs must be picked up as close as possible to the 1:45 pm dismissal time. Pickup must be no later than 2:15pm. During the hybrid model, pickup must occur no later than 1:45pm as school is dismissed at 1:15pm.</i>	1:45 PM

Single Session Day with Lunch (ELA at Hammarskjold)

Early Learning Academy Full Day	8:30 AM-1:15 PM
Early Learning Academy AM	8:30 AM-10:25 AM
Early Learning Academy Mid-day Extension	10:25 AM-11:25 AM
Early Learning Academy PM	11:25 AM-1:15 PM

Single Session Day without Lunch (ELA at Hammarskjold)

Early Learning Academy Full Day	8:30 AM-1:00 PM
Early Learning Academy Half-day AM	8:30 AM-10:15 AM
Early Learning Academy Mid-day Extension	10:15 AM-11:15 AM
Early Learning Academy Half-day PM	11:15 AM-1:00 PM

Hammarskjold Middle School Hours

Morning Start Program	Begins at 6:50 AM
Late Bus (not applicable during hybrid model)	Leaves school at 3:45 PM
Delayed Opening (Not applicable during hybrid model)	10:03 AM–2:50 PM
Morning Start Program Delayed Opening	Begins at 8:50 AM
Single Session Day with Lunch (not applicable during hybrid model)	8:03 AM–12:43 PM
Single Session Day, without Lunch	8:03 AM–12:28 PM

Emergency Dismissal

<i>Due to severe weather parents of students in the Encore program are asked to pick up their children as close to the 12:43 pm dismissal time as possible. Pickup must be no later than 1:15pm.</i>	12:43 PM
--	-----------------

SIGN IN/OUT PROCEDURES

Sign In/Out:

- Each child must be signed in at AM drop-off and/or signed out at PM pick-up time.
- Each student must be walked into the school and signed in by an adult in the morning programs.
- Each student must be signed out by an adult at each facility's security desk.
- Signing in and out is a critical part of tracking the children throughout the day.

Release of Children:

Children will be released only to their parents/guardians or persons designated by their parents/guardians. Any person picking up a child (parent included) should be prepared to show photo ID at the sign-out security desk, which can be matched to the child's registration paperwork.

No minor under the age of 18 may sign a child out of a program. Parents may not call ahead of time to have a child prepared for dismissal. Students will only be dismissed upon parent arrival. Any changes to individuals authorized to pick up and/or drop off need to be requested in writing and emailed to ebonlinepayments@ebnet.org.

If a non-custodial parent has been denied access or granted limited access to a child by a court order, the custodial parent must provide legal documentation to the staff. The school will maintain a copy on file and comply with the terms of the court order until further court order documentation is provided.

If a parent/guardian or designated person fails to pick up a child at the program's daily closing, the program shall ensure that:

1. The child is supervised at all times. Charges will apply. Please refer to Late Pick Up Fee section of the handbook on page 5.
2. Staff members will attempt to contact relatives and other designated people authorized for pick-up.
3. An hour or more after closing time, and provided that other arrangements for releasing the child have failed, staff is authorized to call the Department of Children and Families 24-hour Child Abuse Hotline 1-877-NJ ABUSE (652-2873) to seek assistance in caring for the child until a parent or person authorized is able to pick up the child.
4. If a parent or authorized person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the staff members, the child would be placed in harm if released to such an individual, the program will ensure that the child will not be released to such an impaired individual and staff members will attempt to contact the child's other parent or an alternative person authorized for pick-up. If the program is unable to make alternative arrangements for the pick-up of the child, a staff member will call the Department of Children and Families 24-hour Child Abuse Hotline 1-877-NJ ABUSE (652-2873) to seek assistance in caring for the child.

While it is hoped that none of the procedures above will ever be implemented, such precautions are in place for the safety of the child in such unlikely events.

STUDENT CODE OF CONDUCT

It is our belief that providing positive behavior supports is the most important piece of behavior management to ensure a positive and safe environment. Proactive solutions will be taken by our program staff in order to prevent inappropriate behavior as well as any incidents that may lead to suspension/termination from the program.

Discipline:

Students participating in any program are expected to adhere to their respective school's discipline guidelines and student code of conduct. Should a student's behavior be inconsistent with these guidelines, the Site Leader or Manager will consult with site staff, the Supervisor of Community Programs, and school administration. The student's parents/guardians will be notified of consequences for the child's behavior.

For the safety of all children, physical fighting and bullying in any form (verbal, physical, emotional or cyber) is absolutely prohibited and will not be tolerated. Therefore, any fighting or bullying offense may result in immediate suspension or termination from the program. In addition, the school would conduct an HIB investigation as per Board of Education recommendations.

Other types of misbehavior that are prohibited include, but are not limited to:

- Failure to follow directions from program staff and/or program rules
- Disruption of program by not behaving in a safe, appropriate, and respectful manner
- Use of inappropriate language
- Destruction, vandalism, or theft of property

In the event of an incident, the following will occur:

- Staff will intervene immediately and appropriately.
- Disruptive children will be separated for a brief period of time, always under staff supervision.
- The child(ren) and a staff member will discuss the circumstances leading up to the misbehavior and the appropriate actions that could have been taken to avoid the incident. Afterwards, the child(ren) will return to the program group.
- Program staff will complete a report for administration and site records.
- Parent/guardian will be notified and encouraged to help correct behavior.

Threats to Self or Others:

- In the event that a student makes a threatening statement to self or others during one of our programs, an attempt will be made to have a district staff member do an assessment. If there is not staff available to do an assessment, the parent will be notified by the Community Programs office and the child will need to be picked up.
- The Community Programs Coordinator will provide the parent with resources available to have their child screened outside of school hours. The Community Programs Coordinator will also contact the Principal and Student Assistance Specialist in the building where the child attends school to notify them of the incident. The building staff will follow up with the child the next day.

Behavior reports can carry the following consequences:

- Verbal warning and parent/guardian notified
- Supervised separation from group
- Suspension from the program
- Termination of services (If services are terminated, the child will be permitted to attend for two weeks after the expulsion date in order to allow the family time to find alternative care.)

Parental actions for possible suspension/termination include:

- Failure to pay fees; habitual lateness in payments
- Failure to complete required forms or sign in/sign-out procedures
- Habitual late pick-ups
- Physical or verbal abuse to staff or children in program

(Please refer back to the Handbook often for the latest changes)

STUDENT RIGHTS

Students have the right:

- To be informed about expectations for their behavior
- To be treated with respect and dignity
- To a positive, safe learning environment
- To express their opinions and feelings appropriately
- To be taught constructive means to settle disagreements or problems
- To due process

STUDENT RESPONSIBILITIES

Students have a responsibility to:

- Exhibit self-control on school premises, and remain within the area assigned for a specific activity
- Exhibit respect for the authority of all school personnel
- Maintain and respect school and private property
- Speak to and treat adults and other students with respect
- Avoid placing themselves or others in danger of physical harm
- Help keep the school clean and attractive
- Use constructive means to settle disagreements or problems

CONSEQUENCES

Students who choose not to accept these responsibilities are subject to disciplinary action. Community Programs will use a variety of measures including: student conferences, teacher/parent conferences, warnings, detentions from activities, and **potential suspensions or termination from program.**

Consequences will vary according to the frequency, severity, and nature of the incident. At any time throughout the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of student is prohibited.

If suspension or termination from program is enacted due to a violation of the student code of conduct, any monies paid for the month of service will not be returned.

PERSONAL BELONGINGS

Typically, students are not to bring nor take out any personal belongings during our programs, including electronic devices, toys, and trading cards. In efforts to reduce cross-contamination of program games/toys, students will temporarily be permitted to bring an age-appropriate toy or game from home. Please note that we are not responsible for any lost, stolen or damaged items.

BEFORE AND AFTER SCHOOL PROGRAMS



East Brunswick Public Schools
COMMUNITY PROGRAMS
*Expanding Excellence in
Academics, Athletics, and the Arts*

A Parent-pay Before and After School program

***Expanding upon Excellence in Academics, Athletics, and the
Arts***

Follow us on



PROGRAM GOALS

Early Morning Program (EMP) After School Kids (ASK) Morning Start / Encore

Our programs follow the New Jersey's Quality Standards for Afterschool Programs while applying the basic elements of quality programming.

It will be our goal to:

1. Provide a safe structure with flexibility. All programs will have a sense of structure and order through an established daily schedule. Schedules will include opportunities for academics, athletics and the arts.
2. Offer a variety of age- and grade-appropriate activities based upon extended learning opportunities.
3. Employ competent staff that is committed to providing a quality program.
4. Give all youth a voice and choice throughout the day. Youth voice/youth choice is key to a successful schedule, and our programs will provide children a chance to use their voice. These opportunities will give children a sense of ownership and responsibility to and for the program. Children will be able to lead as well as help select activities.
5. Help youth in the exploration of their skills and interests. We will give children a chance to develop their hobbies, skills, and interests while getting excited about learning and building self-confidence. Through enrichment opportunities and program offerings, students will expand their learning experiences.
6. Assist in the development of the child's social skills. Our program schedule will include activities that promote behavior guidance, social skills and positive character traits.

LOCATIONS, CONTACT NUMBERS, AND HOURS

The EMP/ASK programs are available at every East Brunswick public elementary school. The programs are open every day that school is open. Program hours are:

School	Site Numbers	EMP Hours	ASK Hours
ELA Preschool at Hammarskjold	(732) 353-2999 Option 5	6:50 AM to 8:20 AM	End of School Day * to 6 PM

School	Site Numbers	EMP Hours	ASK Hours
Bowne-Munro	(732) 353-2999 Option 1	7 AM – 8:50 AM	End of School Day * to 6 PM
Central	(732) 353-2999 Option 2	7 AM – 8:50 AM	End of School Day * to 6 PM
Chittick	(732) 353-2999 Option 3	7 AM – 8:50 AM	End of School Day * to 6 PM
Frost	(732) 353-2999 Option 4	7 AM – 8:50 AM	End of School Day * to 6 PM
Irwin	(732) 353-2999 Option 6	7 AM – 8:50 AM	End of School Day * to 6 PM
Lawrence Brook	(732) 353-2999 Option 7	7 AM – 8:50 AM	End of School Day * to 6 PM
Memorial	(732) 353-2999 Option 8	7 AM – 8:50 AM	End of School Day * to 6 PM
Warnsdorfer	(732) 353-2999 Option 9	7 AM – 8:50 AM	End of School Day * to 6 PM

The Morning Start and Encore programs are available at Hammarskjold Middle School. Both programs are open every day that school is open. Program hours are:

School	Site Number	Morning Start	Encore
Hammarskjold Middle School	(732) 353-2999 Option 5	6:50 AM to 7:50 AM	End of School Day * to 6 PM

* In order for your child to attend after care, your child must be in attendance at school, and there can be no lapse between your child's dismissal time and the program start time.

If you are not able to contact your Program Site Leader and require immediate assistance, please call the Community Programs Main Office by selecting Option 10 or call 732-613-6989.

ATTENDANCE

If your child is present during the school day but will not be attending ASK/Encore on that day:

- Call the ASK/Encore site and leave a message. Messages can be left throughout the day and will be checked at the start of the program. In addition to calling the site, a note should be sent in with your child to be given to his/her teacher or to the main office indicating that your child is to go home on the bus, as a pickup, or as a walker.
- If your child is scheduled to attend and the staff have not received a call, a note, or a message from the teacher/office, your child will not be released to go home and will remain in the program.
- It is the responsibility of the parent to contact the school and the ASK/Encore program to notify that a student will not attend the program.

If your child is absent for the school day or is sent home sick by the school nurse, your child cannot attend ASK/Encore for that day.

No credit or refunds are given for days absent.

SNACKS/BREAKFAST

We provide one snack and drink to each student each day during our ASK/Encore program.

- An allergy friendly table will be designated at each site to ensure the safety of all students
- On single session days without lunch, please send in an extra snack and/or lunch for your child. Single session dates without lunch include: **Please note during the hybrid model for 2020-2021, all days are single session without lunch.**
 - June 1
 - June 22
 - June 23
- Breakfast is not served as part of the Early Morning/Morning Start Programs. Please note that breakfast is available for purchase at each of our locations beginning at 7:25 a.m. at Hammarkjold Middle School and at 8:30 a.m. for all elementary schools.

- If a student is attending morning care and requests a breakfast, or if a student attending after care does not bring a lunch from home, one will be provided to them. Students qualifying for free- or reduced-price meals will be charged for the meal if the student previously received a meal through the pick-up program. There is a charge for all other students.

REGISTRATION AND ENROLLMENT

Registration:

All registrations and payments are conducted online. In order to register for a program, go to www.ebnet.org/registrationandpayment and select “Community Programs Before and After Care/Early Learning Academy 2020-2021.” An annual \$50 non-refundable registration fee and the first month’s tuition are due at the time of registration. (Please note that the registration fee is \$25 if your child is registered before July 1, 2020.) When registering for ASK/Encore, parents may choose a 3-day or 5-day option; if the 3-day option is chosen, parents must specify the days the child will attend in advance. No substitution of days will be permitted. If you have any questions or concerns regarding registration, please contact the Financial Services office at (732) 613-6674.

Please see the table below for important registration dates. **Please note during the hybrid 2020-2021 schedule, additional restrictions on program start dates will be implemented.**

2020-2021 Morning and After Care Schedule for Hybrid Schedules

If a student is registered:	Program Start Date*:
By 8/24/2020	9/8/2020
Between 08/25/20 and 09/09/20	9/16/2020
Between 09/10/20 and 09/24/20	10/1/2020
Between 09/25/20 and 10/09/20	10/16/2020
Between 10/10/20 and 10/26/20	11/9/2020

(School is closed from 11/02-11/06 for Fall Recess)

Between 10/27/20 and 11/09/20	11/16/2020
Between 11/10/20 and 11/24/20	12/1/2020
Between 11/25/20 and 12/09/20	12/16/2020
Between 12/10/20 and 12/21/20	1/4/2021
Between 12/22/20 and 01/11/21	1/19/2021

(School is closed to observe Martin Luther King Jr.'s Birthday on 1/18/21)

Between 1/12/21 and 1/25/21	2/1/2021
Between 1/26/21 and 2/09/21	2/16/2021
Between 2/10/21 and 2/22/21	3/1/2021
Between 2/23/21 and 3/09/21	3/16/2021
Between 3/10/21 and 3/23/21	4/5/2021

(School is closed from 3/29 to 4/02 for Spring Recess)

Between 3/24/21 and 4/09/21	4/16/2021
Between 4/10/21 and 4/26/21	5/3/2021
Between 4/27/21 and 5/10/21	5/17/2021
Between 5/11/21 and 5/25/21	6/1/2021
Between 5/26/21 and 6/09/21	6/16/2021

***These dates are based on business days. They may not represent a day that your student is scheduled to physically be in school.**

This assessment is based on while the district is following the hybrid model only. Please note there are no Occasional Use registrants being accepted.

EMP/ASK Programs	
Date Registration Received By:	Child's Program Start Date:
August 18	September 8 (first day of school)
August 19 – September 8	September 16
September 9 – September 21	Five business days after registration is received
After September 21	Two business day wait period after registration is received

Occasional Use Electronic Coupons: Please note for the 2020-2021 hybrid model there will be no Occasional Use Program.

Occasional Use Electronic Coupons are available for Out-of-School Time programs for \$132 and can be used for children to participate in the morning and afternoon programs. They are sold in a set of 10 coupons. In order to purchase electronic coupons, registration and payment must be conducted online. Coupons are non-refundable, non-transferrable, and expire on the last day of school. For EMP/Morning Start, one electronic coupon per child will be deducted when signing a child in for the program. For ASK/Encore, two electronic coupons per child will be deducted when signing a child out.

Please see the table below for important registration dates.

Occasional Use Electronic Coupons		
Program	Date Registration Received By:	Child's Program Start Date:
EMP/Morning Start	August 18	September 8 (first day of school)
EMP/Morning Start	August 19 – September 8	September 16
EMP/Morning Start	September 9 – September 21	Five business days after registration is received
EMP/Morning Start	After September 21	Two business day wait period after registration is received
ASK	September 15	September 23
ASK	September 16 – September 21	Five business days after registration is received
ASK	After September 21	Two business day wait period after registration is received

When using coupons for ASK, please write a note to your child's teacher and **call the main office to ensure that your child is held for ASK at dismissal. For Encore, please call the main office to inform them that your child is staying for Encore.**

You can keep track of your occasional use coupons by logging into Community Pass, www.ebnet.org/registrationandpayment. Once logged in, click on view and pay balances, view coupon history. Please make every effort to keep track of coupons and consider purchasing an additional booklet when you have two coupons remaining.

Financial Assistance:

If your child qualifies for free/reduced lunch, a discount will be applied when registering online. The child's free/reduced lunch status must be maintained in each month for which services are provided. It is the responsibility of the parent to inform Financial Services when the child no longer qualifies for free/reduced lunch. If a child's tuition and fees have been pre-paid for the year and the child no longer qualifies, the parent will be responsible for the difference in tuition.

TUITION AND FEES

Payments are due on the 15th of each month prior to service (i.e. October tuition is due September 15th). All fees will be billed through the online system and email notifications will be sent on or about the first of every month when billing is assessed. Neither the District nor the Community Programs Department is responsible for ensuring you receive the email notification. It is the responsibility of the parent/guardian to ensure that all payments are received timely whether or not the email notification is received. Currently, there is no automatic debit program to pay for tuition. Should a discrepancy or technical issue arise from the automated billing system, the parent/guardian will be held responsible for the tuition rates published relating to the program the child is registered for. If payment is overdue for two months, the students will no longer be able to attend. Additionally, East Brunswick Public Schools reserves the right to take legal action in pursuit of any payment deficiencies.

Below are the rates for the 2020-2021 school year:

EMP/ASK (ELA & Elementary)

Monthly Fees	EMP (Early Morning Program)	3 day-ASK (After School Kids)	5 day-ASK (After School Kids)	EMP & ASK (5-day combination)
First Child	\$143.00	\$213.00	\$258.00	\$366.00
Second Child	\$116.00	\$172.00	\$207.00	\$294.00
Third Child + Additional Children	\$88.00	\$130.00	\$156.00	\$222.00

Morning Start/Encore (Hammar skjold)

Monthly Fees	Morning Start	3 day-Encore	5 day-Encore	Morning Start & Encore (5-day combination)
First Child	\$108.00	\$218.00	\$269.00	\$344.00
Second Child	\$89.00	\$176.00	\$216.00	\$275.00
Third Child + Additional Children	\$66.00	\$133.00	\$163.00	\$208.00

A 5% tuition discount is available for the year if the full year (September-June) is paid by Sept. 30th.

2020-2021 HYBRID MODEL PRICING

2020-2021 Monthly Fees	Early Morning Program	After School Kids Extension (1:15-3:45pm)	After School Kids (1:15-6:00pm)	EMP/ASK Combo Extension (ASK ends at 3:45pm)	EMP/ASK Combo (ASK ends at 6:00pm)
First child	\$72.00	\$129.00	\$245.00	\$183.00	\$289.00
Second child	\$58.00	\$104.00	\$197.00	\$147.00	\$233.00
Third child	\$44.00	\$78.00	\$148.00	\$111.00	\$175.00

2020-2021 Monthly Fees	Morning Start Program	Encore Extension (12:30-3pm)	Encore (12:30-6pm)	MS/Encore Combo Extension (Encore ends at 3pm)	MS/Encore Combo (Encore ends at 6pm)
First child	\$27.00	\$56.00	\$123.00	\$77.00	\$139.00
Second child	\$23.00	\$45.00	\$99.00	\$62.00	\$112.00
Third child	\$17.00	\$34.00	\$75.00	\$47.00	\$85.00

EARLY LEARNING ACADEMY VIRTUAL PROGRAM 2020-2021

Teachers will utilize Creative Curriculum, Foundations and supplemental activities that are aligned with the East Brunswick preschool & kindergarten curricula. Students will engage in daily on-line interactions and daily activities will be provided related to curriculum, pre-reading and reading skills, math concepts, science, physical activity, and social-emotional development. The program will help to maintain a daily structured routine, continued educational programming and quality interactions to support learning at home. Included in tuition will be “specials” such as science, music, cooking, sports and other fun learning activities. Programs will include 90 minutes per day of interactive learning primarily between 9:30 – 11:00 a.m. Monthly Fee: \$270 Registration Fee: \$25

EARLY LEARNING ACADEMY

Preschool Program



East Brunswick Public Schools
COMMUNITY PROGRAMS
Expanding Excellence in
Academics, Athletics, and the Arts

*A Parent-pay Program for 3- and 4-year old
toilet-trained children located in our Hammarskjold Middle School
(200 Rues Lane, East Brunswick)*

Early Learning Academy Preschool Program

Community Programs operates as an enterprise within the East Brunswick Public Schools. The Early Learning Academy offers parents the opportunity to register their child for a 5 day/week, developmentally appropriate, learning experience within the school district. This fee-based, parent-pay program is designed for parents of 3- and 4-year old children. The program includes a half-day, extended half day, and full day options. We also offer morning care (EMP) and after school care (ASK) for those parents needing those services.

The Early Learning Academy (ELA) curriculum is based upon the New Jersey Department of Education's *Preschool* learning standards, and kindergarten readiness standards. In addition, the academy implements *Teaching Strategies* for Early Childhood units of instruction and *Gold Standards* assessments. An experienced and caring staff, most of whom hold teacher certifications, implements the instructional plans and daily routines. **All children must be toilet trained to participate in the ELA program.**

Expanding upon Excellence in Academics, Athletics, and the Arts

Follow us on



HOURS

Regular Day	
Full-day	8:30 a.m. - 2:30 p.m.
Half-day AM	8:30 a.m. - 11:05 a.m.
Mid-day Extension	11:05 a.m. - 11:55 a.m.
Half-day PM	11:55 a.m. - 2:30 p.m.
Afternoon Extension	2:30 p.m. - 3:30 p.m.
Delayed Opening/2-hour delay	
Full-day	10:30 a.m. - 2:30 p.m.
Half-day AM	10:30 a.m. - 12:00 p.m.
Mid-day Extension	12:00 p.m. - 1:00 p.m.
Half-day PM	1:00 p.m. - 2:30 p.m.
Afternoon Extension	2:30 p.m. - 3:30 p.m.
Emergency Early Dismissal <i>Due to severe weather Early Learning Academy PM classes and the Afternoon Extension will be canceled on these days.</i>	1:15 p.m.
Single-Session Day with Lunch	
Full day	8:30 a.m. - 1:15 p.m.
Half-day AM	8:30 a.m. – 10:25 a.m.
Mid-day Extension	10:25 a.m. - 11:25 a.m.
Half-day PM	11:25 a.m. - 1:15 p.m.
Afternoon Extension	1:15 p.m. - 3:30 p.m.
Single-Session Day without Lunch <i>Only on Election Day, June 1, 2021, and the last two days of school, June 22 and 23, 2021</i>	
Full-Day	8:30 a.m. - 1:00 p.m.
Half-day AM	8:30 a.m. - 10:15 a.m.
Mid-day Extension	10:15 a.m. - 11:15 a.m.
Half-day PM	11:15 a.m. - 1:00 p.m.
Afternoon Extension	1:00 p.m. - 3:30 p.m.

ARRIVAL AND DISMISSAL

The safety of our children is of the utmost importance to all members of the school community. It is imperative that all visitors to the school read and follow the traffic guidelines. Please be sure that you inform any friends or family members who may visit the school of these guidelines as well. Your cooperation will ensure that our children remain safe and secure as they enter and leave school each day. It is vital that parents follow established traffic and parking regulations.

The morning arrival time is 8:20 am. The ELA school day starts at 8:30 am. The afternoon dismissal time is 2:30 pm. **It is important that the school is notified in writing if your child**

has a change in dismissal plans for the day. Any students not picked up by 2:40 pm will be placed in our After Care Program. Please see “Emergency Drop-In Procedures” on page 6 for cost and details. For students enrolled in the ELA Afternoon Extension, pickup is required by 3:30 pm. If there is a late pick-up, a minimum penalty of \$15 per family per school will be charged for the late pick-up of any child after 3:30 pm. After 3:45 pm, an additional charge of \$2 per minute will be incurred. Patterns of late pickup may result in termination/suspension from the program.

ATTENDANCE:

Regular and consistent attendance is expected for all children who attend the ELA program. No credit or refunds are given for days absent, scheduled holidays and closings, and for unscheduled/emergency closings. Please call 732-613-6897 for all absences. Please provide the students name, teachers name and reason for the absence.

EDUCATIONAL ACTIVITIES

Children will participate in a variety of activities using age-appropriate curriculum including the following:

Learning Centers – These are areas set up by teachers and students and are changed monthly to fit the theme for the month. Learning centers have activities that are suggested either by written or verbal cues from the teacher or can be developed daily by the children. Children are pulled to do activities with a teacher individually or in a small group that is tailored to each child’s needs and abilities.

Practical Life – All children are encouraged to behave independently according to their individual development level. The staff encourages children to solve problems creatively, to learn to accept and appreciate diversity, and to negotiate for what they want when it is in conflict with another’s desires. Staff will assist children in areas of practical life and self-help skill development by providing activities that encourage using undeveloped skills.

Weekly Themes – The program has general weekly themes that are established and coordinated to promote developmental skills, and to enrich all children’s understanding of their world. The themes have educational, social, cultural, and emotional value.

Circle Time – Circle time is teacher-directed and taught as a whole group. During this time, the children will be learning calendar skills and weather skills, singing songs, playing games, reading stories, and learning about each other. During this time, the teacher will prepare the children for the day and review the theme and letter of the week. Children will have the opportunity to participate at appropriate times.

Arts and Crafts – The majority of projects are focused around the holidays and theme units. Arts and crafts projects stimulate a child’s mind to be creative. These activities also assist in the development of fine and gross motor skills.

Letters and Numbers – Children will learn to recognize, identify, and eventually write numbers and letters. The class will concentrate on one letter and number each week. During this time, many of the songs, crafts, and games focus on the letter and number of the week.

Specials – Specials will include Art, Music, and Physical Education.

Computer Skills – Skills appropriate for each child's age and developmental level will be introduced and reinforced.

Manipulatives – Manipulatives develop organizational skills like sorting, counting, comparing, classifying, matching, and shape recognition. Children integrate concepts through physical involvement. By using more senses, children form more associations and learn these important skills for higher learning later on.

Sensory Experiences – Children will be provided with a wide variety of hands-on, concrete, real-world sensory experiences appropriate for the child's age and stage of development. They will learn about all of their senses and how to use them.

Kindergarten Readiness – Children will be taught the necessary skills to ensure success in kindergarten.

MEALS AND SNACKS

Full-day students and students enrolled in Mid-day Extension need to bring in a nutritious lunch every day in a lunchbox clearly labeled with your child's name, or can purchase lunch. Purchased lunches are delivered to the classroom. Please note there are no microwaves or refrigerators available for use. A snack and a drink will be provided daily.

For children with food allergies, procedures will be outlined in each classroom to ensure the safety of all students. This may vary depending on identified allergens for students enrolled.

WHAT TO BRING TO SCHOOL

- Full-size back pack (big enough to fit a folder)
- Smock
- Two complete changes of clothes
- Lunch (for extended-day, full-day), if not purchasing
- Small blanket/pillow or child sized sleeping bag (full-day)

REST TIME

ELA will provide a nap/rest time on a daily basis for children who are in care for four or more hours per day. Your child does not have to sleep, but will be expected to rest quietly and not disturb other children. You may bring in a small blanket, pillow, and stuffed animal for your child to rest with. Blankets and pillows will be sent home every Friday for laundering. Please return them every Monday.

TOILETING

All children must be toilet-trained to participate in the ELA program. Children must be able to use the bathroom without assistance, which includes cleaning themselves, maneuvering clothing, and being able to verbalize when they need to use the bathroom. **Pull-ups or diapers cannot be worn. Not being able to complete the school day without an accident on a regular basis will be cause for removal from the program.** Children may return to the program when toilet training is completed. If a child has a toileting accident during the program, parents will be called to pick up the child as soon as possible. Please note that staff can only verbally guide students as to how to clean themselves.

REGISTRATION AND ENROLLMENT

Menu of Options		Hours	Tuition/Month
Full-day Options include Mid-day Extension			
A	Full-day at Early Learning Academy	8:30 AM – 2:30 PM	\$743.00
B	Half-day Morning only	8:30 AM - 11:05 AM	\$367.00
C	Half-day Afternoon only	11:55 AM – 2:30 PM	\$367.00
D	Add Half-day AM or Half-day PM to General Education Inclusive	TBD pending General Education placement	\$377.00
Add ons (requires enrollment in one of the above)			
E	Early Morning Program (EMP)	6:50 AM – 8:20 AM	\$143.00
F	After School Kids (ASK) 5-day	2:30 PM - 6 PM	\$258.00
G	3-day ASK	2:30 PM - 6 PM	\$213.00
H	Combo EMP and ASK	Makes 6:50 AM - 6 PM possible	\$366.00
I	Mid-day Extension for AM or PM	11:05 AM - 11:55 AM	\$80.00
J	Afternoon Extension for Full Day or PM Classes	2:30 PM - 3:30 PM	\$105.00

SUMMER PROGRAMS

Kindergarten Readiness and Summer Early Learning Academies

Summer 2020

The summer *Kindergarten Readiness Academy* is designed to provide students entering kindergarten with access to quality programming prior to kindergarten. Participation in this program will focus on essential kindergarten concepts, therefore providing a **head start** for all participants. *Kindergarten Readiness Academy* continues to develop essential kindergarten skills that are aligned with the East Brunswick Kindergarten curriculum. Additionally, our program enables us to provide comprehensive transition information for children to their home school.

The *Summer Early Learning Academy* will offer a fun-filled summer care program for 3 and 4 year olds who will not be entering Kindergarten in September of 2020. Activities and themes are designed to promote children's social and cognitive development.

Both programs will also concentrate on closing the learning gap that research shows traditionally occurs over summer months. *Kindergarten Readiness Academy* and *Summer Early Learning Academy* has the following schedule options:

Program times: **9:00 a.m. - 12:00 p.m.** **Half Day**
 9:00 a.m. - 3:00 p.m. **Full Day**

Program	Dates	Tuition
Full Day 6-Week Program	June 25th—August 7th	\$1600
Full Day 3-Week Program	June 25th—July 17th	\$800
	July 20 th —August 7th	\$800
Half Day 6-Week Program	June 25th—August 7th	\$800
Half Day 3-Week Program	June 25th—July 17th	\$400
	July 20 th —August 7th	\$400

*Due to Covid-19, programs will be run if permitted by the State of New Jersey and in accordance with all applicable restrictions and guidelines. Please continue to check the website for updates. Refunds will be provided if the programs are unable to run.

*\$100 Discount Incentive to Register Early for Full Day Programs; \$50 Discount for Half Day; Registration Fee included in price. Discount incentive will apply to registrations completed through May 15th. **Early registration discount will only apply to the 6-week programs.**

Give your child a head start on their educational journey!

ENRICHMENT PROGRAMS



East Brunswick Public Schools
COMMUNITY PROGRAMS
Expanding Excellence in
Academics, Athletics, and the Arts

A Parent-pay after school program

Expanding upon Excellence in Academics, Athletics, and the Arts

Follow us on  

ENRICHMENT

Please note for the 2020-2021 hybrid schedule, all enrichment programs will be held virtually. There will be no refunds for any internet connectivity issues.

Community Programs is dedicated to provide quality educational enrichment for all students. Enrichment programs provide opportunities to participate in academic, athletic, and arts experiences. Students are encouraged to explore and experience the many opportunities that are provided during the school year.

All participating students must adhere to the outlined program expectations cited in this manual. Please refer to the table of contents for specific topics.

DISMISSAL AND PICK-UP

Parents/Guardians will need to arrange to have their children picked up when each session is over. Students must be signed out and picked up. Regularly enrolled ASK students will re-join the program.

LATE PICK-UP POLICY

The enrichment program operates once school is dismissed. A minimum penalty of \$15 per family per school will be charged for the late pick-up of children after 15 minutes of the program end time. After 15 minutes of the program end time, the rate includes the minimum of \$15 plus \$2 per minute after the 15 minutes.

MAKE-UP DAYS

In the event afternoon activities are canceled due to inclement weather or the vendor canceled, parents/guardians will be notified by phone. A follow-up email will be sent providing the class make-up day. Make-up days are only granted if East Brunswick Public Schools or vendor cancels a class, and may be held on any school day based on vendor/location availability.

REFUNDS

Refunds for enrichment classes are only provided if classes are canceled by Community Programs, or requested in writing before a program begins.

SCHEDULE

To view our latest enrichment schedule, visit: www.ebnet.org/enrichment and click on your school.

Program questions: (732) 613-6984

Registration or payment questions: (732) 613-6674



Follow us to receive program notifications of registration start and end dates.