



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

# **HANDBOOK**

## **2023-2024**

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

# HANDBOOK 2023 - 2024

Welcome to East Brunswick Public Schools Community Programs Department. Our programs include before and after school care, Early Learning Academy Preschool, before and after school enrichment, and any other special programs like summer camps and programs run when our schools are closed. 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*  
*Senior Manager of Community Programs*

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



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**Community Pass/Registration/Payment Inquiries: (732) 613-6674**  
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## FEES

Payments are due on the 15<sup>th</sup> of each month prior to service (i.e., October tuition is due September 15<sup>th</sup>) 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 June 1<sup>st</sup>.

**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 15<sup>th</sup>, 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 6 p.m.

**After 6:15 p.m. an additional charge of \$2 per minute will be incurred.**

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

## EMERGENCY DROP-IN PROCEDURES

### 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 program 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 **\$151** 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. 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.

### 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 program 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 **\$151** 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. 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.

## 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](mailto:ebonlinepayments@ebnet.org)  
or  
Fax: (732) 698-9624

## MEDICAL/HEALTH PROCEDURES

**COVID-19 and other Health-Related Precautions:** All programs will follow district guidelines and procedures related to COVID-19 or any other advised health precautions.

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

**EMP/ASK//Enrichment/School's Out:** 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, 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:

- Fever in the last 24 hours
- Nausea, vomiting, or has vomited during the night
- Diarrhea or had diarrhea during the night
- Exposure to a contagious disease and is exhibiting signs/symptoms of the disease.
- Any student retained at home or excluded from school for reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease.

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/after 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 administer any medications (prescription or non-prescription) to any child, with the exception of an Epi-Pen (Epinephrine). If your child needs an Epi-Pen, please provide the school nurse with an up-to-date allergy action plan and school medication form including the current dose of medication. 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](http://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 will be a delayed start time as per the district message; For example, if there is a 2-hour delay for school start times, the EMP program will start one hour later at 9:00 a.m.
- **Emergency Early Dismissal**
  - **Elementary Schools:** Dismissal time as per the district message. 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.

**\*\*\* 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	begins at 7:00 AM
Early Learning Academy Full-day	9:15 AM-3:15 PM
Early Learning Academy Half-day AM	9:15 AM-11:50 AM
Early Learning Academy Mid-day Extension	11:50 AM-12:40 PM
Early Learning Academy Half-day PM	12:40 PM-3:15 PM

### Delayed Opening/2 hour delay

Early Morning Program (All Elementary Schools)	Begins at 9:00 AM	
Early Morning Program (Hammarskjold Upper Elementary School)	Begins at 9:00 AM	
Early Learning Academy Full-day	11:15 AM-3:15 PM	
Early Learning Academy Half-day AM	11:15 AM-12:45 PM	
Early Learning Academy Mid-day Extension	12:45 PM-1:45 PM	
Early Learning Academy Half-day PM	1:45 PM-3:15 PM	

### Elementary Emergency Early Dismissal

Due to severe weather Early Learning Academy PM classes will be canceled on these days. Students enrolled in the Early Learning Academy will remain at the ELA site *until they are picked up. Parents of students in the ELA Full Day and ASK programs are asked to pick up their children as close to the 1:15 pm dismissal time as possible.*

1:15 PM

### Single Session Day with Lunch

Early Learning Academy Full Day	9:15 AM-1:15 PM
Early Learning Academy AM	9:15 AM-11:05 AM
Early Learning Academy Mid-day Extension	11:05 AM-11:25 AM
Early Learning Academy PM	11:25 AM-1:15 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](mailto: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.

Students participating in any program are expected to adhere to their respective school's discipline guidelines and the 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. In cases of excessively harmful or aggressive behavior or language, a parent may be called to pick up a child if the student's behavior cannot be controlled or the child is harmful to themselves or others.

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 no 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.

## **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

## **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.

Program staff will do everything possible to work with students and their families to prevent the need for a child to be removed from the program. However, multiple incidents of behaviors that violate the code of conduct may result in removal from the program.

- 1<sup>st</sup> Violation: Warning
- 2<sup>nd</sup> Violation: 1-day suspension from the program
- 3<sup>rd</sup> Violation: 3-day suspension from the program
- 4<sup>th</sup> Violation: 5-day suspension from the program
- 5<sup>th</sup> Violation: Termination from the program (program will provide the family 2 weeks to find alternative care)

**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.**

### PARENT EXPECTATIONS

Parents are expected to follow all program policies as outlined in the handbook. 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

## **INCLUSION OF STUDENTS WITH DISABILITIES**

All programs are open to the inclusion of and making reasonable accommodations for all students with disabilities to participate in the programs alongside their peers. Even though the programs strive to maintain a low staff to student ratio, one-on-one aides or specific items notated in IEP's are not available for students. Students with disabilities will be expected to comply with all program rules, including health and safety requirements. If a child's actions repeatedly endanger the health and safety of his/herself, another child, or staff member, they may be removed or terminated from the program.

## **PERSONAL BELONGINGS**

Students are not to bring nor take out any personal belongings during our programs, including electronic devices, cell phones, toys, and trading cards. 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  
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A Parent-Pay Before and After School Program

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



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## **PROGRAM GOALS**

### ***Early Morning Program (EMP) After School Kids (ASK)***

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:

<b>School</b>	<b>Site Numbers</b>	<b>EMP Hours</b>	<b>ASK Hours</b>
Bowne-Munro	(732) 353-2999 Option 1	Begins at 7 AM	End of School Day * to 6 PM
Central	(732) 353-2999 Option 2	Begins at 7 AM	End of School Day * to 6 PM
Chittick	(732) 353-2999 Option 3	Begins at 7 AM	End of School Day * to 6 PM
Frost	(732) 353-2999 Option 4	Begins at 7 AM	End of School Day * to 6 PM
Hammarskjold	(732) 353-2999 Option 5	Begins at 7 AM	End of School Day * to 6 PM
Irwin	(732) 353-2999 Option 6	Begins at 7 AM	End of School Day * to 6 PM
Lawrence Brook	(732) 353-2999 Option 7	Begins at 7 AM	End of School Day * to 6 PM
Memorial	(732) 353-2999 Option 8	Begins at 7 AM	End of School Day * to 6 PM
Warnsdorfer	(732) 353-2999 Option 9	Begins at 7 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.

\*\*Please note that on the following dates (which are prior to a holiday break/weekend) the ASK Programs at all locations will **close promptly at 4pm**. Pickups occurring after 4pm will be subject to Late Pickup Charges (Please see Page 5 for specific fees):

***November 22, 2023***

***December 22, 2023***

***May 24, 2024***

**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 on that day:**

- Call the ASK/ 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 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 program.

- An allergy friendly table will be designated at each site to ensure the safety of all students
- Breakfast is not served as part of the Early Morning Programs. Please note that breakfast is available for purchase at each of our locations.
- On single session days, please send in an extra snack for your child.

### ***Registration and Enrollment***

**Registration:**

All registrations and payments are conducted online. In order to register for a program, go to [www.ebnet.org/registrationandpayment](http://www.ebnet.org/registrationandpayment) and select "Community Programs Before and After

Care/Early Learning Academy 2023-2024.” 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 June 1, 2023.) When registering for ASK, 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.

### **2023 – 2024 Morning and After Care Registration Schedule**

<b>If a student is registered:</b>	<b>Program Start Date:</b>
By 8/18/2023	9/6/2023 ( <i>1<sup>st</sup> day of school</i> )
Between 8/19/2023 and 9/7/2023	9/18/2023
Between 9/8/2023 and 9/22/2023	10/2/2023
Between 9/23/2023 and 10/9/2023	10/16/2023

Between 10/10/2023 and 10/24/2023	11/1/2023
Between 10/25/2023 and 11/6/2023	11/16/2023
Between 11/7/2023 and 11/24/2023	12/1/2023
Between 11/25/2023 and 12/8/2023	12/18/2023
Between 12/9/2023 and 12/19/2023	1/2/2024

Between 12/20/2023 and 1/9/2024	1/16/2024
Between 1/10/2024 and 1/25/2024	2/1/2024
Between 1/26/2024 and 2/10/2024	2/16/2024
Between 2/11/2024 and 2/26/2024	3/1/2024
Between 2/27/2024 and 3/11/2024	3/18/2024
Between 3/12/2024 and 3/19/2024	4/1/2024
Between 3/20/2024 and 4/10/2024	4/16/2024

Between 4/11/2024 and 4/25/2024	5/1/2024
Between 4/26/2024 and 5/10/2024	5/16/2024
Between 5/11/2024 and 5/28/2024	6/3/2024

### ***Occasional Use Electronic Coupons***

Occasional Use Electronic Coupons are available for Out-of-School Time programs for \$151 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 completed online. Coupons are non-refundable, non-transferrable, and expire on the last day of school. For EMP, one electronic coupon per child will be deducted when signing a child in for the program. For ASK, 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	September 6 <sup>th</sup>	September 18 <sup>th</sup>
EMP	September 7 <sup>th</sup> – September 22 <sup>nd</sup>	October 2 <sup>nd</sup>
EMP	September 23 <sup>rd</sup> and after	Please see full schedule on page 20
ASK	September 6 <sup>th</sup>	September 18 <sup>th</sup>
ASK	September 7 <sup>th</sup> - September 22 <sup>nd</sup>	October 2 <sup>nd</sup>
ASK	September 23 <sup>rd</sup> and after	Please see full schedule on page 20

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.**

You can keep track of your occasional use coupons by logging into Community Pass, [www.ebnet.org/registrationandpayment](http://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 15<sup>th</sup> of each month prior to service (i.e., October tuition is due September 15<sup>th</sup>). 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. Tuition is based on 180 school days and billed as a monthly fee over 10 months. There are no additional discounts for days school is closed. **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 2023-2024 school year:**

### **EMP/ASK - Elementary Schools (Grades Pre-K-4)**

<b>Monthly Fees</b>	<b>EMP</b> (Early Morning Program)	<b>3 day-ASK</b> (After School Kids)	<b>5 day-ASK</b> (After School Kids)	<b>EMP &amp; ASK</b> (5-day combo)
First Child	\$167	\$241	\$292	\$419
Second Child	\$137	\$194	\$234	\$337
Third Child + Additional Children	\$104	\$147	\$177	\$255

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

# 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 East Brunswick Elementary Schools*

## 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. Please note that the district does not provide transportation for students enrolled in the ELA Preschool Program.

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*



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## School Hours

### Regular day

Early Morning Program	begins at 7:00 AM
Early Learning Academy Full-day	9:15 AM-3:15 PM
Early Learning Academy Half-day AM	9:15 AM-11:50 AM
Early Learning Academy Mid-day Extension	11:50 AM-12:40 PM
Early Learning Academy Half-day PM	12:40 PM-3:15 PM

### Elementary Emergency Early Dismissal

Due to severe weather Early Learning Academy PM classes will be canceled on these days. Students enrolled in the Early Learning Academy will remain at the ELA site until they are picked up. Parents of students in the ELA Full Day and ASK programs are asked to pick up their children as close to the 1:15 pm dismissal time as possible. **1:15 PM**

### Single Session Day with Lunch

Early Learning Academy Full Day	9:15 AM-1:15 PM
Early Learning Academy AM	9:15 AM-11:05 AM
Early Learning Academy Mid-day Extension	11:05 AM-11:25 AM
Early Learning Academy PM	11:25 AM-1:15 PM

### Delayed Opening/2 hour delay

Early Morning Program ( <i>All Elementary Schools</i> )	Begins at 9:00 AM
Early Morning Program ( <i>Hammarskjold Upper Elementary School</i> )	Begins at 9:00 AM
Early Learning Academy Full-day	11:15 AM-3:15 PM
Early Learning Academy Half-day AM	11:15 AM-12:45 PM
Early Learning Academy Mid-day Extension	12:45 PM-1:45 PM
Early Learning Academy Half-day PM	1:45 PM-3:15 PM

## 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 9:05 am. The ELA school day starts at 9:15 am. The afternoon dismissal time is 3:15 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 will be placed in our After Care Program. Please see "Emergency Drop-In Procedures" on page 6 for cost and details. If there is a late pick-up, a minimum penalty of \$15 per family will be charged for the late pick-up of any child. After the initial charge, 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 the main office at your child's ELA school location 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 on 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.

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.

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### ***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 lunch is available for purchase. 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 backpack (big enough to fit a folder)
- 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.

***Please review the following items that were agreed upon during the registration process:***

- ✓ I understand that my child must be fully toilet trained to enroll in this program. For a child to be considered Toilet Trained, they must be able to maneuver their own clothing, fully clean themselves, verbally be able to express when they need to utilize the bathroom, and cannot wear any type of diaper or pull-up.
- ✓ I understand that my child must adhere to the Student Code of Conduct regardless of disability or medical condition.
- ✓ I understand that if my child has an IEP, none of its contents pertain to this program (including but not limited to requiring additional adult staffing to assist my child medically or behaviorally).

### ***Registration and Enrollment***

<b>Menu of Options</b>		<b>Hours</b>	<b>Tuition/Month</b>
<b>Full-day Options include Mid-day Extension</b>			
A	Full-day at Early Learning Academy	9:15 am - 3:15 pm	\$839
B	Half-day Morning only	9:15 am - 11:50 am	\$414
C	Half-day Afternoon only	12:40 pm - 3:15 pm	\$414
D	Add Half-day AM or Half-day PM to General Education Inclusive	TBD pending General Education placement	\$425
<b>Add-ons (requires enrollment in one of the above)</b>			
E	Early Morning Program (EMP)	Begins at 7 am	\$167
F	After School Kids (ASK) 5-day	School Dismissal – 6:00 pm	\$292
G	3-day ASK	School Dismissal – 6:00 pm	\$241
H	Combo EMP and ASK	Makes 7 am – 6 pm possible	\$419
I	Mid-day Extension for AM or PM	11:50 am -12:40 pm	\$89

## SUMMER PROGRAMS

# Kindergarten Readiness and Summer Early Learning Academies

Summer 2023

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 old children. 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 26th—August 9th	\$1,810
Full Day 3-Week Program	June 26th—July 18th	\$905
	July 19th—August 9th	\$905
Half Day 6-Week Program	June 26th—August 9th	\$905
Half Day 3-Week Program	June 26th—July 18th	\$452.50
	July 19th—August 9th	\$452.50

\$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 before April 1st. Early registration discount will only apply to the 6-week programs. If a partial payment is completed, the discount will not apply.

*(Location is subject to change)*

**Full Day students must bring lunch from home.  
A snack/drink will be provided for all students.**

***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***



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## ENRICHMENT

Community Programs is dedicated to providing 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.

### **School's Out Programming**

Programs will be provided on designated dates that the school is closed. These programs will vary in cost based on the program and duration of the activity. These programs will follow all of the policies and procedures outlined in this handbook including late pick-ups.

### **Virtual Programming**

Various programs may be offered virtually so that students who cannot stay after school may also participate. Please note that each student/family is responsible for their own device and internet. Refunds are not provided due to parent/student connectivity issues.

### **Attendance, 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. \* In order for your child to enrichment programming, your child must be present in school, and there can be no lapse between your child's dismissal time and the program start time. Please note: 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. Any changes to individuals authorized to pick up and/or drop off need to be requested in writing and emailed to [ebonlinepayments@ebnet.org](mailto:ebonlinepayments@ebnet.org).**

### **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 if same day or by email. 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. Please note: If a student's behavior results in termination of an Enrichment program, no refunds will be provided. Please refer to the Student Code of Conduct (page 13).

## **Adult Programming**

Only registered adults may enter the building and attend the program- No non-registered adults or children are permitted in the building nor to enter the program. No refunds will be provided if registered adult arrives to program with unregistered adult and/or child(ren) and not able to stay for the program.

## **Schedule**

To view our latest enrichment schedule, visit: [www.ebnet.org/enrichment](http://www.ebnet.org/enrichment).

**Program questions: (732) 613-6984**

**Registration/payment questions: (732) 613-6674**



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