

VOORHEES CER SCHOOL AGE CARE 2020-2021 (SAC) Parents' Manual

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Please be advised that CER will attempt to provide childcare for all of our students. However, we do not have the resources to provide individualized, one-on-one supervision. CER also reserves the right to terminate any family for failure to pay their account in a timely manner or children who fail to adhere to the rules and regulation found in our handbook (www.voorheescer.com)

Updated: August 15, 2020

PLEASE NOTE PLEASE NOTE PLEASE NOTE

During our "Hybrid" Schedule SAC will Close at 4:00 pm on ALL half-days.

1. **CER Mission** - The Voorhees Community Education Recreation program is provided by the Voorhees Board of Education to enrich the lives of the families in the community by using the resources at hand to meet the many and varied needs of the people living here. Our SAC program does that by providing quality child care to residents in a familiar and safe environment. Our staff uses walkie-talkies between inside/outside staff, escorts children to and from the bathroom, and is very aware and protective of the security of your child.
2. **Overview** - The School Age Care childcare program in Voorhees Township has been in existence for over 40 years. In fact, we were one of the pilot programs in Southern New Jersey, and our program has served as a model for many other townships.

The CER philosophy is that every child is an individual. Every child is an important little person and showing that to each participant is our ultimate goal while providing a safe child- friendly atmosphere. They are under supervision at all times.

3. **Hours of Operation** - The childcare program is available from 8:00 – 9:00 AM and 1:30 - **4:00 PM** at each elementary school every day when school is open. We always follow the school calendar. On half days of school, we begin our program at the conclusion of the school day. **SAC is held at each of the elementary schools.**
4. **Registration** - All children must be pre-registered online. There is a registration fee of \$30.00 per child. Children **MAY NOT** start in this program without the parent **completing this process**. Parents are required to keep their children's forms up to date by promptly reporting any changes of information.
5. **Children's Schedule** - When you register for the program, you will be asked to provide your child's schedule of attendance in the Child Care Program. If your child is NOT attending child care on a regularly scheduled day (a dentist appointment, etc.) it is essential that you send in TWO NOTES in the morning - one to your child's teacher and one to the CER site supervisor. **DO NOT CALL THE SCHOOL OR CER OFFICE. THE NOTICE MUST BE IN WRITING.** If your child is absent from school, there is no need to call the CER office; we receive the daily attendance reports from the schools.
6. **Transportation** - TRANSPORTATION TO OR FROM THE CHILD CARE PROGRAM IS NOT PROVIDED BY CER OR THE BOARD OF EDUCATION. Transportation is the responsibility of the parent/guardian.
7. **Administration of Medicines** - Our staff cannot administer medicine except according to BOE policy.
8. **Sick Children** - If your child is ill, he/she **DOES NOT** belong in school or CER Child Care. If your child gets sick while in child care, you must come and pick her/him up immediately.
9. **Sign In/Sign Out Procedures** - You **MUST** come into the school and sign your child in and out each day. During the 20-21 school year parents will not be permitted to

enter the cafeteria. Parents will sign-in/out their child at the table located outside the cafeteria. All parents are required to wear face coverings when dropping off and picking up their child.

10. **Billing Rates** – During the Hybrid model all parents will be billed a monthly rate of \$175.00/child, \$150.00/hr. each additional child. This will provide families full-time participation in School Age Care during their Hybrid Days. **Please note there is no “As Needed” option for the 20-21 school year.**

Full time hours are:
7:30 a.m.-9:00 a.m.
3:30 p.m.-5:00 p.m.

20-21 SAC Changes due to Covid 19

- **ALL** 19-20 Accounts **MUST** be paid in full prior to registration – **NO EXCEPTIONS.**
- 20-21 School Age Care will be phased in starting September 14, 2020.
- Hours of operation **8:00** am – 9:00 AM and 1:30 pm to **4:00** pm.
- **Families may be terminated due to consistent late pick-up.**
- Only “Full Time” registrations will be accepted (full-time = your 2 assigned hybrid days am/pm hrs.).
- A maximum of 30 full time registrations will be accepted for each 2-day hybrid session (first come basis).
- “As Needed” registrations will be suspended for 20-21.
- All families will be billed \$175.00/month per child - \$150.00 each additional child.
- Payments will be due on the 15th of each month starting September 15, 2020.
- All payments must be paid online via the embedded link and/or mailed to the address on your monthly invoice.
- Payments will not be accepted at each individual school or in-person at CER Office located at VMS.
- Families falling 7 days past due will be terminated and open registration will be offered to the next family on the waiting list.
- Any family not utilizing their afternoon time must send in (2) notes as usual.
- Masks will be required by all staff and parents when dropping off and picking up.
- Temperature checks of all staff and students upon entering the SAC Program.
- Students with 100.4 or higher temperature will not be permitted into the program.
- Hand sanitizing by all students upon entering the program and when exiting to the classroom.
- Students will be required to wear face coverings at all times.
- Students will always be required to stay socially distant at all times.
- CER provided snacks will be suspended.
- Parents will need to provide an afternoon snack and drink each day.
- Students will be provided their own supply bag (crayons, pencils, markers, etc.)
- Sharing of common equipment will not be permitted.

- Students will be cohorted whenever possible.
- All games and supplies will be sanitized each evening.

11. **Billing Procedure** - You will receive your bill (e-mail and postal service) at the beginning of each month the deadline for payment will be the 15th of each month starting on September 15th. Payments can be mailed to: CER office, Attn: SAC Payment, 1000 Holly Oak Drive, Voorhees, NJ 08043 or made online by following the embedded link included in your electronic invoice.

Prompt payment is essential. CER is self-funded and does not receive tax dollars to pay for staffing and supplies. Your payments are what keep this program in operation. Parents/guardians who have not paid outstanding bills by the second month will be jeopardizing their family's privilege to use our program. If you have any questions about your bill, please contact Mike Redfearn at the CER office at 795-2025 ext. 5232.

Failure to pay sums due the CER office by the 15th of the month, will result in the additional imposition of a late fee of \$25, together with an amount equal to the attorney's fees, costs and/or expenses incurred by the Voorhees Township Board of Education in seeking to collect same. Be further advised that if your account is in arrears over 30 days, your child/children will be excluded from using the SAC Program. Once an account is designated for collection all future use of SAC will be permanently terminated.

13. **Discipline Procedure** - The school's discipline code is in effect during the SAC program and can be found in your child's school handbook. Children who do not cooperate or follow instructions will be spoken to by staff. If the child has to be spoken to on a consistent basis, the parent will also be made aware of the situation. In severe discipline cases the parents will be called and asked to pick their child up immediately. If behavior is not significantly improved the parents will be notified of possible suspension or even exclusion from the program. **Participation in the CER School Age Child Care Program is a privilege, not a right. This privilege can be revoked due to continued misbehavior or failure to follow the procedures in this Manual.**

14. Once a parent comes to the school to pick up your child, you must take the child promptly, not leave and come back later if the child wishes to stay.

15. **Emergency Numbers** - If you have an emergency, the number for your school Child Care Program is:

- | | | | |
|----|--------------|---------------------|-------------------------|
| a. | Kresson: | 424-1816, ext. 2165 | cell phone 609-743-1787 |
| b. | Osage: | 428-2990, ext. 4149 | cell phone 609-352-4981 |
| c. | Hamilton: | 767-4888, ext. 3139 | cell phone 609-352-4973 |
| d. | Signal Hill: | 767-6749, ext. 1150 | cell phone 609-352-4969 |

16. **Snow Days/School Closing/Delayed Opening** - When inclement weather is severe enough to cause the closing of schools for the entire day, announcements regarding the closings will be released by the district.

- When school is canceled there is NO child care.
- If school is closed early due to inclement weather **CER School Age Care will be cancelled.**
- On days where the weather causes a 90 minute delay SAC will begin at 8:30 am.

17. **Federal ID** - Our federal identification number is 21-6000114. This number is necessary for your federal tax statement. Tax statements will be e-mailed home on the final school day in December.

18. **Security** - Security is a major concern in school buildings. For that reason we now have a security “swipe fob” at all the elementary schools. There is a \$10.00 fee for each fob.