



# TEANECK COMMUNITY CHARTER SCHOOL

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## **TCCS BEFORE CARE PROGRAM GUIDELINES** **2019-2020 Update**

Thank you for registering for the TCCS Before Care Program. Please take note of the following important guidelines:

### **Program Start Date:**

The Before Care Program will begin on the SECOND day of school (Wednesday, September 4).

### **Drop Off:**

Students may be dropped off for the Before Care Program any time between 7:30am and 8:00pm. Please note, new for 2019-2020, students who are registered for the Before Care Program must enter the building through the **REAR Cafeteria Door** (near the playground). When they arrive, they will be checked in for the day. This only applies to the time indicated above (7:30am-8:00am). Any students arriving after 8am must enter the building through the front door. The rear door will not be opened for any students after that time. ONLY students registered for the Before Care Program will be permitted to use the rear cafeteria entrance.

**IMPORTANT:** Students **MAY NOT** be dropped off or left unattended before 7:30am. Please also note, **THE BEFORE CARE PROGRAM WILL NOT BE OPEN ON DELAYED OPENING DAYS.**

### **Breakfast:**

All students enrolled in the Before Care Program will receive breakfast, provided that they arrive between 7:30am 8:00am. Breakfast will consist of one pre-packaged item (granola bar, cereal bar, etc.) If you would like to send your child in with more than that and/or a beverage, please do so. If your child has any allergies that we should be aware of, please be sure to indicate in the parent portal and discuss with Ms. Yvonne Masai (email: [ymasai@tccsnj.org](mailto:ymasai@tccsnj.org) / phone: 201-833-9600), who will be supervising the students on most days.

### **Personal Belongings:**

All regular school rules regarding electronics and toys (please see parent handbook) apply during the Morning Care Program. TCCS is not responsible for lost or broken personal items. Students are encouraged to bring in a book or other reading material and will be provided with paper and coloring materials to use during the morning care program, should they desire.

### **Cost and Payment:**

The cost for the program is \$100 per month per student. Siblings would receive a 10% discount. Payment for the program is due on the 15th of the month prior to the month of service. The cost of the program remains fixed for the month whether your child comes 5 days per week or fewer days per week. Payment for September is due on the first day of the program. Enrollment fees are payable by check made out to "TCCS" and should be submitted to Ms. Yvonne Masai. If payment by check is not possible, please contact Mr. Gallo at [rgallo@tccsnj.org](mailto:rgallo@tccsnj.org) to make other arrangements.

### **Emergency Drop Off:**

For those parents who do not enroll their child(ren) in the Before Care Program but yet have an emergency situation arise where they need to drop off their child(ren), we offer an Emergency Drop Off rate of \$20 for the morning. This is also payable by check made out to "TCCS".