

TCCS After School Program



**Student / Parent
Handbook
2022-2023**

Welcome

Hello Parents and Guardians...

I am pleased to welcome you to the annual TCCS After School Program Student / Parent Handbook. The purpose of this document is to outline the structure, procedures, policies, and rules of the program. If you have any questions about the program that you find are not answered in this handbook, please feel free to ask me or any of the ASP staff members.

Thanks!

-Mr. Adam

Program Coordinator

afleischhauer@tccsnj.org

Structure

Here is the breakdown of a typical day at the After School Program:

- | | |
|------------|--|
| 3:15-3:45 | - Snack time and Attendance all grades |
| 3:45-4:45 | - Homework time Grades 3-8 |
| 3:45-4:45 | - Organized activity/Free play time Grades K-2 |
| 4:45- 5:45 | - Homework/Story time for Grades K-2 |
| 4:45- 5:45 | -Organized activity/Free play time Grades 3-8 |
| 5:45- 6:00 | - Pack up time |

(Times are approximate)

We will make every effort to go outside whenever possible. However, on the days when the weather or season prohibits that, the structure could differ slightly.

Rates, Fees, & Payment

The following are the After School Program rates and fees for the 2022-2023 school year: All payments are due on the 15th of the month preceding the month of service (September fees will be due on the first day of school). Online payment is strongly preferred.

Days per week →	5 days	4 days	3 days	2 days (minimum)
Monthly Fees	\$205	\$175	\$155	\$135

Discounts: There is a 10% discount for additional siblings (10% off siblings rate not total) and a \$25.00 discount for 4:30 PM pickup.

Monthly After School Program Fees

	1 Student	2 Students	3 Students
6:00 PICKUP			
2 Days	\$135	\$257	\$378
3 Days	\$155	\$295	\$435
4 Days	\$175	\$333	\$491
5 Days	\$205	\$390	\$575
4:30 PICKUP			
2 Days	\$110	\$209	\$308
3 Days	\$130	\$247	\$364
4 Days	\$150	\$285	\$420
5 Days	\$180	\$342	\$504

Drop-In Care: Drop-In care is available at a rate of \$20/day. Payment is due at the time of pick-up. ASP registration forms must be completed prior to the day of drop in care. **Please note no more than 3 consecutive days of drop-ins are permitted.**

Late Pick-Ups: A \$10.00 late pickup fee will be charged for any child picked up after 6:05 PM. After 6:15, there will be an additional charge of \$1.00 per minute and the emergency contact person will be called to pick-up the child. **This late pickup fee must be paid in cash when picking up the child and is strictly enforced.**

*** More than 5 late pick ups after 6:30 could lead to a student's dismissal from the program**

Monthly Payment: **Payment is due by the 15th of the month preceding the month of service.** If payment is not made by the 1st of the month, a penalty fee of \$10.00 will be charged. Online payments are the preferred method of payment. However, cash and checks will also be accepted. Please be sure to specify months you are paying for on your check. **Checks should only be written in blue or black ink.** Payments should either be mailed in or dropped in a lock box labeled "ASP payments" located in the front vestibule.



TCCS AFTER SCHOOL PROGRAM **Important Dates to remember: 2022-2023**

The After School Program will be closed on the following days this school year

Tuesday September 6th 1st day of school - Pick up at 3:15

Wednesday October 19th ½ Day - Pick up at 12:30

Wednesday November 9th ½ Day - Pick up at 12:30

Wednesday November 23rd ½ Day- Pick up at 12:30

Wednesday December 7th ½ Day- Pick up at 12:30

Friday December 16th: Staff event - Pick up at 3:30

Friday December 23rd ½ Day - Pick up at 12:30

Wednesday January 11th ½ Day - Pick up at 12:30

Thursday February 2nd ½ Day - Pick up at 12:30

Wednesday March 8th ½ Day - Pick up at 12:30

Wednesday May 10th ½ Day - Pick up at 12:30

Friday May 26th ½ Day - Pick up at 12:30

June: Date TBD 8th grade graduation -Pick up 3:30

Thursday June 15th - Last Day of Program

Policies and Procedures

The following are the general After School Program policies and procedures that students will need to follow.

Reporting to ASP - At the end of the school day, bussers and walkers will be dismissed when they hear the bell. Shortly after, After School Program students will be called. Students in grades K-2 will be escorted to the cafeteria by their homeroom teachers. Students in grades 3-8 will be dismissed by their teacher at the end of the day. If that teacher happens to be an After School Program staff member, the students will be escorted by that teacher after walkers are called, before the rest of the ASP students are called.

If students are participating in a different activity outside of the After School Program (club, detention, extra help, etc.) they MUST report to the After School Program to check in with the attendance takers, and have snack before going to their other activity. Snack will not be served after.

Student Belongings - Students in all grades must keep all belongings in their lockers. Students will not have access to classrooms without supervision. Students should bring coats, and other things they would need after school if we are going outside for the day.

Snack Time - Daily snacks will be provided. Students may bring their own snack if they prefer.

Bathroom Sign Out- When not being escorted to the bathroom as a group, students MUST ask a staff member to use the facilities (or get a drink of water from the fountain).

Coats/Water - The After School Program makes every effort to take the students outside whenever possible. Thus, we will be going outside late into the fall and early in the spring, as long as it is not too cold or wet outside. As a rule, if a student's parent(s) or guardian(s) sends him or her to school with a coat, he or she will be expected to wear it at all times while outside (unless it is unseasonably warm, at which point the ASP staff will make a determination regarding whether or not students may remove their coats while playing outside). The same policy will be enforced regarding hats and/or gloves. Coats should NOT be worn while students are in the building (cafeteria, homework time, etc.) Students are permitted to bring bottles of water to bring outside with them.

Homework Time -All rooms will have staff members on hand to ensure that the room remains a quiet environment and to answer any questions that students may have regarding their homework. Once they have finished their work, students must show it to one of the homework time staff members. Kindergartners do not have homework time in the program. It is encouraged for kindergarten students to complete homework at home with their families.

Homework time runs for about an hour. If students still need more time after that, they are welcome to continue working on their homework in the cafeteria or outside (with the group).

Personal Toys & Games - Students in the After School Program may bring their own small toys or games (cards, dolls, etc.) to play with during designated times. However, they may not be violent (weapons, etc.) or otherwise inappropriate for school. Also electronics are not allowed. Toys are brought in at the student's / parent's own risk and the After School Program does not accept responsibility for them. They must NOT be out during snack or homework time. Otherwise, they will be confiscated and returned at pick-up time.

Injuries or Sickness - If a student gets injured or becomes sick while in the After School Program, parents or guardians will be notified (ASAP in an emergency or at pick-up time in less serious cases) and a staff member will bring them to the nurse's office or main office for appropriate attention.

Student Pick-Up - Students must be picked up from the front office. Parents must check in when arriving to pick up their child. Identification will be requested if it has not already been shown.

Covid/Safety Protocols: The After School Program will follow all rules and guidelines that have been set forth and implemented by T.C.C.S. administration and staff.

T.C.C.S. After School Behavior Plan

Bullying - Harassment, Intimidation, or Bullying of any type will not be tolerated at the After School Program. The school's official policy on bullying will be strictly enforced.

Hands on others- When students are playing they must keep their hands to themselves. Even if students wish to engage in rough play with each other (based on the specific activity), it is not permitted.

Snack time: Students must stay seated and have a volume at a reasonable level. Students are not permitted to play or get out of their seats without permission.

Homework Time: Students must report to homework time. If students do not have homework they will read or may do extra practice activities on the computer. Only students whose parents have contacted Mr. Adam about not reading in After School will be excused. Students must remain quiet during homework time.

Outside/ Inside Play Time: Students must use all materials appropriately when playing outside. Students must also share the school materials.

Students who break the rules will sit out, and parents will be notified of behavior at pick up. A continuation of inappropriate behavior could lead to a student's dismissal from the program.