

After the Bell Program Handbook Covid-19 Edition



2020-2021

Program Description

The After the Bell program (ATB) is designed to provide childcare after the Covid-19 school day has concluded at 12:30pm for Dorchester Elementary School and Woodcliff Middle School students. The Elementary School Program will be held in Dorchester and the Middle School Program will be held in Woodcliff Middle School. (Note: Middle School Students are only able to attend due to Covid-19 for the 2020-2021 academic year.)

The After the Bell program phone number is 201-930-5600 **x192**. This phone will be answered between the hours of 12:45pm and 4:45pm daily. Any questions about the program can be emailed to afterthebell@woodcliff-lake.com.

Staffing

Program Director:	Belinda Smith
Site Coordinators:	Monday: J. Heaney Tuesday: S. Sajban Wednesday: K. Nessim Thursday: C. Glass Friday: J. Cassidy
Group leaders:	Teachers and teacher assistants who currently work for the school district

Students are grouped predominantly by age/grade level and are assigned a group leader. The group leaders may be different each day. We aim to keep 1:10 adult to child ratio within the groups.

Days and Hours of Operation

The program will start on Tuesday, September 8, 2020.

<p>COVID-19 school days Please send your child with a lunch and a snack. (No lunch boxes, paper bags only please.) All items must be easily opened by the children themselves, without adult help.</p>	<p>12:30pm - 5:00pm</p>
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**Note: Program begins on Tuesday, September 8th!
Trimester One for ATB ends Wednesday, November 25th!**

IMPORTANT:

The program will **NOT** run on days when school is closed due to inclement weather, school holidays or anytime school is not in session.

If inclement weather or other emergencies occur during ATB hours, parents will be contacted by phone, email, and/or our "Remind App" to arrange pickup of their children. School closings or early dismissals due to inclement weather will result in the program being cancelled until the school resumes its normal operations.

If you have not already done so, please sign up using the "Remind App" (see directions below) to receive inclement weather alerts and other important information exclusively for After the Bell.

Remind App directions: Text the number 81010 with the message @wclatb. If you have trouble texting, you can also go to <https://www.remind.com/join/wclatb> and enter the class code @wclatb.

Registration/Payment

After the Bell registration and trimester payment will be on-line only and open in accordance with the schedule on the next page. Registration and payment must be completed online. We do not accept checks or partial payments. It is our policy that tuition is paid in full for each trimester. We do not prorate for student absences, student quarantine or emergency closings. (There will be an exception made if the entire district transitions to full remote learning for more than one week.)

Note: Our program has attendance limitations.
The ATB program reserves the right to limit sign-ups after the deadline has been reached.

Enrollment

You must enroll your child online. Visit our district website at www.woodcliff-lake.com. In the middle navigation bar, click on ATB. Complete the registration form and pay online. Online payments will only be accepted in accordance with the schedule below.

Trimester 1: 9/8/20 - 11/25/20 Payment Due August 28, 2020
(Payment window open Aug 18-28)

**NOTE: 9/8/20 is the start of the second week of school.
There will be NO ATB during the first week of school.**

NOTE: ATB will be re-evaluated and updates for trimester II will be posted sometime in October.

Please note the following:

Late registration and or late payments will ONLY be accepted IF there is space available. (You are ONLY guaranteed a space if you register on time.) We do NOT accept any students on a per diem basis.

Students who have not registered and/or have not paid for the program will be sent to the main office and will wait for a parent to pick them up.

Our policies are for the safety of all children and to provide appropriate staffing of the program.

Enrollment is subject to availability based on the staffing (we strive to maintain a 1:10 faculty/student ratio).

If you choose to drop out of the ATB program, no refunds will be provided for that trimester.

Cost

Our trimester rates are calculated based upon the amount of days the program will be open and running:

5 days per week - \$971.00 per Trimester for first child; \$874.00 for second child
4 days per week - \$900.00 per Trimester for first child; \$810.00 for second child
3 days per week - \$830.00 per Trimester for first child; \$747.00 for second child
2 days per week - \$616.00 per Trimester for first child; \$554.00 for second child
1 day per week - \$338.00 per Trimester for first child; \$304.00 for second child

Attendance/ Day Changes

In order to maintain safety for all children during our aftercare program, sign up days must be consistent. The days that you register for must remain consistent for the trimester. **No day changes will be permitted during the trimester.**

Please email Donna Platyan in the business office at dplatyan@woodcliff-lake.com if you have further questions regarding registration or payment.

If your child is absent from school, the main office will notify After the Bell of the absence. If your child is in school and will not be reporting to After the Bell on their regularly scheduled days for any other reason (i.e. play date, sports, etc.), it is the **parents' responsibility** to inform After the Bell via email (afterthebell@woodcliff-lake.com).

The Dorchester staff will provide instructions on how to use the Pik My Kid app. You will be required to use the app to pick your child up from school on days that he/she will not be attending After the Bell.

We cannot assume responsibility for your child until he/she checks in. If under any circumstance your child does not report directly to aftercare when scheduled to arrive, the parents/guardians will be contacted. If the parent cannot be reached we will call the emergency contacts. If the emergency contacts cannot be reached, staff will call the local police to report the missing child.

Pick Up and Lateness

Parents/grandparents are not permitted to 'visit' students at After The Bell. Parents or the designated pickup person must sign out their child(ren) each day with the site coordinator. All students must be picked up by 5:00. A \$5.00 fee per child will be assessed for every 10 minutes extra that your child(ren) is at the program after 5:00pm. Parents will be required to sign a "late pickup log" at the time of arrival and will be reminded of the fees assessed. An invoice will be mailed for additional fees incurred. If there is a change in the pickup person/time, please call After the Bell at **201-930-5600 x192** or if the

change is known in advance please email afterthebell@woodcliff-lake.com.

Daily Schedule

Below is a typical schedule of how the program runs. The may change due to COVID-19 guidelines and will be updated and/or shared with families as necessary.

Monday- Friday

(Kindergartners are escorted by their teacher to After the Bell)

12:30-1:30	Attendance/Temperature Check/Lunch
1:30-2:30	Remote Learning
2:30-3:30	Activity Period 1(Art/ Library / Games / Outdoors)
3:30-4:30	Activity Period 2 (Homework / Outside / Games/ Snack)
4:30-5:00	Activity Period 3 (Activity & Pick up)

Homework On-line

The children are expected to do their homework at After the Bell during homework time. **We do not provide tutoring services at the program.** Reading log homework and/or projects must be completed at home. Students will not be allowed to return to their classroom/locker for any items after 2:45pm once the front office is closed.

Bathroom Access/Accident

One student will have access to the bathroom at a time, they will often be required to wait their turn outside the door. If your child has a medical issue, please inform us at afterthebell@woodcliff-lake.com. In the event of any bathroom accident that the student is unable to clean themselves, the staff will call the parent/s to assist and collect the student. ATB staff are NOT permitted to assist students with these issues under any circumstances. K and first graders are required to have a change of clothes in their backpack at all times.

Snack

No snack will be provided this year due to COVID-19. Please send in a snack that your child can open without any assistance from an adult. Filtered water is available. Please be sure to bring a refillable water bottle.

Personal Belongings

Children are responsible for their own personal belongings. We do not permit the students to bring in any toys, slime, trading cards or other collectables. Should your child bring these items in, After the Bell will not be held responsible for any lost, stolen, or damaged personal items. There is no trading, swapping or 'gifting' of items between students at After The Bell.

Cell phones are not permitted at After the Bell. If your child does have one, it must remain in their backpack at all times. If your child does not adhere to this policy, the cell phone will be taken and returned upon pickup. If you need to speak to your child during After the Bell hours please call the After the Bell phone at 201-930-5600 x192.

Behavioral Expectations

Please refer to our program's discipline policy on the next page, which you will be asked to sign during the first week of the program.

If an incident occurs regarding serious behaviors, the group leader who witnessed the event will fill out an incident report, detailing what

happened. This will be shown to the parent at pickup and must be signed. A student contract will also need to be filled out where the child details what rule they did not follow, and how they will make better choices in the future. Children who do not behave will be removed from the program at the discretion of the director and/or site coordinator.

Injuries or Accidents

In case of an injury or accident, the parents will be contacted by the site coordinator, and an incident report will be filled out for the parent to sign. If it is an emergency, 911 will be called, and the parents will be contacted immediately.

After the Bell Discipline Policy

After the Bell is committed to providing a safe and welcoming environment for all of the children. To promote safety and comfort for all, the children are expected to follow the code of conduct that we also follow during the school day.

The code of conduct rules include, but are not limited to the following:

- Follow all COVID-19 rules that are expected during the school day. (This includes mask wearing as instructed, remaining 6 feet apart, etc.)
- Spitting or biting will be an immediate suspension
- Be kind and respectful to others
- Follow directions from the group leaders and the site coordinator
- Respect school and After the Bell property
- Be respectful of each others personal space

Daily Consequences:

1st consequence	<ul style="list-style-type: none"> · Time out with site coordinator · Filling out a behavior contract with site coordinator or group leader · Incident report filled out · Contract and report shown to parent(s) for them to sign at pickup
2nd consequence If behavior still continues:	<ul style="list-style-type: none"> · Parent(s) will be contacted by the site coordinator to pick the child up from the program immediately.
3rd consequence If student does not follow contract or breaks rules again:	<ul style="list-style-type: none"> · Parent(s) will be contacted immediately to pick up their child by the site coordinator, resulting in a multiple day suspension from the program. **
Severe or Repeated Violations	<ul style="list-style-type: none"> · This indicates that the program is not an appropriate after school setting, due to inability to follow the discipline policy, and the child will no longer be allowed to attend the program. (No ATB refunds will be provided.)

*Please note that if a child exhibits any behaviors that involve intent to purposely harm themselves, other students, or the group leader, the parent(s) will be called to pick up the child immediately and the student will be suspended from the program.

** Should your child require special care you MUST inform the Program Director (afterthebell@woodcliff-lake.com) prior to the first day of their attendance at the program!

***No refunds will be provided if your child is suspended from the program.