

# After the Bell Handbook



**2022-2023**

## **Program Description**

The After the Bell program (ATB) is designed to provide childcare after the school day has concluded at 2:30pm for Dorchester Elementary School students.

To contact the After the Bell program, please call 201-930-5600 ext. 192. This phone will be answered between the hours of 3:00 pm and 6:00 pm daily. Any questions about the program can be emailed to [afterthebell@woodcliff-lake.com](mailto:afterthebell@woodcliff-lake.com)

## **Staffing**

Program Director:	Belinda Smith
Site Coordinators:	Jessica Podmokly Caroline Glass Jill Heaney Kimberly Nessim Sara Sajban
Group leaders:	Teachers and teacher assistants who currently work for the school district

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

## Days and Hours of Operation

The program will start on **Wednesday, September 2, 2022**  
and end on **Thursday, June 15, 2023.**

Regular school days	2:30pm - 6:00pm
Early dismissal school days <b>Please send your child with lunch and snack.</b>	12:30pm - 6:00pm
<b><u>Please Note</u></b> <b>ATB will be closed on following days:</b> <small>Due to limited staff availability.</small> September 1, 2022 - 1st Day of School October 10, 2022 - Teacher PD Day November 21, 22 & 23, 2022 - Teacher Conferences	

### **IMPORTANT:**

The program will **NOT** run on days when school is closed due to inclement weather.

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 canceled until school resumes its usual operations.

Please Sign up for our emergency alert system using the ***Remind App*** as detailed below:

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. With the exception of the full payment in August, we do not accept checks. We never accept partial payments. For your convenience, families can sign up for 3 recurring payments during the month of August. It is our policy that tuition is paid in full for each trimester. We do not pro-rate for any reason, including, but not limited to, absences or emergency closings.

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

## Enrollment

You must enroll your child online. Visit our district website at [www.woodcliff-lake.com](http://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: 9/2/22 - 12/9/22      Payment Due August 23, 2022  
(Payment window open Aug 9-23)

**NOTE: 9/2/22 is the second day of school.  
There will be no ATB on the first day of school 9/1/22**

Trimester 2: 12/12/22 - 3/17/22      Payment Due November 18, 2022  
(Payment window open Nov. 7-18)

Trimester 3: 3/20/23 - 6/15/23      Payment Due February 24, 2023  
(Payment window open Feb 13-24)

**NOTE: 6/15/22 is the day before the last day of school.  
There will be no ATB on the last day of school 6/16/23.**

\*If the last day of school is earlier, the ATB program will close the day before the last day.

## **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 monthly rates are calculated based upon the amount of days the program will be open and running:

<b><u>Days Per Week</u></b>	<b><u>Per Trimester (1st Child)</u></b>	<b><u>Per Trimester (2nd Child)</u></b>
5 days per week	\$1,118.00	\$1,062.00
4 days per week	\$1,020.00	\$ 969.00
3 days per week	\$ 830.00	\$ 789.00
2 days per week	\$ 616.00	\$ 585.00
1 days per week	\$ 338.00	\$ 321.00

For your convenience, there is a **ONE-TIME** opportunity to save an additional 10% on your annual ATB tuition. You may choose to pay the entire year in full covering all 3 trimesters, VIA CHECK ONLY, by August 20, 2022 using the rates below:

	<b><u>1st Child</u></b>	<b><u>2nd Child</u></b>
5 days	\$ 3,019.00	\$ 2,868.00
4 days	\$ 2,754.00	\$ 2,616.00
3 days	\$ 2,241.00	\$ 2,129.00
2 days	\$ 1,663.00	\$ 1,580.00
1 day	\$ 913.00	\$ 867.00

Checks should be made out to “WCL After the Bell” and dropped off at the Woodcliff Lake Board of Education Office:

134 Woodcliff Ave  
Woodcliff Lake, NJ 07677

Note: All checks must be received on or before August 23rd.

### **Attendance/ Day Changes**

In order to maintain safety for all children during our aftercare program, sign up days must be consistent. The days you sign up for your child(ren) 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](mailto: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](mailto:afterthebell@woodcliff-lake.com)).

The Dorchester front office 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.

If your child is part of another after school group, i.e. 9th period, PFA enrichments, Girl/Boy Scouts, intramurals, etc., and you will pick them up from their activity, inform ATB via email **prior to 2:00 PM**.

**Please note:** If your child is at a school-approved activity, they may return to After The Bell directly from said activity. However, should your child leave school property for any reason such as a playdate, doctor, private extra curricular activity etc., they will not be permitted to return to the program for the day.

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.

## **12:30 Dismissal Days**

The After the Bell program will be open on the following 12:30 dismissal days from the time of dismissal until 6:00pm:

-December 23

-May 26

There is no extra fee for these days, please make sure to send your child with **lunch and a snack**.

## **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 6:00. A \$5.00 fee per child will be assessed for every 10 minutes extra that your child(ren) is at the program after 6:00pm. 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 the After the Bell phone at **ext. 192** or if the change is known in advance please email [afterthebell@woodclifflake.com](mailto:afterthebell@woodclifflake.com)

## **Daily Schedule**

Below is a typical schedule of how the program runs.

### **Monday- Friday**

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

2:30-2:45	Attendance
2:45-3:30	Group leaders arrive and take their assigned group to complete homework.
3:30-4:00	Activity choice (Art, Library, Board Games, Lego, Cards)
4:00-4:30	Activity Period 1 (Computer / Gym / Outside / Games)
4:30-5:00	Activity Period 2 (Computer / Gym / Outside / Games)
5:00-5:30	Activity Period 3 (Computer / Gym / Outside / Games)
5:30-6:00	Group leaders leave. Remaining students engage in lunchroom activities such as board games or coloring.



## **Homework**

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 4pm once the front office is closed.

## **Bathroom Access/Accident**

One student will have access to the bathroom at a time. Children 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](mailto:afterthebell@woodcliff-lake.com)

In the event of any bathroom accident or if the student is unable to clean themselves, the staff will call the parent/s to assist and pick-up the student. ATB staff are NOT permitted to assist students with toileting or changing issues under any circumstances. K and first graders are required to have a change of clothes in their backpack at all times.

## **Personal Belongings**

Children are responsible for their own personal belongings. Please do not bring in any toys or trinkets as students will be asked to leave them in their bag. After the Bell will not be held responsible for any lost, stolen, or damaged personal items. No trading, swapping or 'gifting' of items between students is permitted at After The Bell.

Cell phones are not permitted at After the Bell. If your child does have a cellphone, 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 ext. 192.

## **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:

- 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

## Consequences Per Trimester:

<p><b>1<sup>st</sup> consequence</b></p>	<ul style="list-style-type: none"> <li>· Time out with site coordinator</li> <li>· Filling out a behavior contract with site coordinator or group leader</li> <li>· Incident report filled out</li> <li>· Contract and report shown to parent(s) for them to sign at pickup</li> </ul>
<p><b>2<sup>nd</sup> consequence</b> If behavior still continues:</p>	<ul style="list-style-type: none"> <li>· Parent(s) will be contacted by the site coordinator to pick the child up from the program immediately.</li> </ul>
<p><b>3<sup>rd</sup> consequence</b> If student does not follow contract or breaks rules again:</p>	<ul style="list-style-type: none"> <li>· Parent(s) will be contacted immediately to pick up their child by the site coordinator, resulting in a multiple day suspension from the program. **</li> </ul>
<p><b>Severe or Repeated Violations</b></p>	<ul style="list-style-type: none"> <li>· 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 for the remainder of the year. (No ATB refunds will be provided.)</li> </ul>

Although consequences 1-3 reset each trimester, severe or repeated violations will require a meeting with the Superintendent of Schools.

\*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](mailto: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.