

Monmouth-Ocean Educational Services Commission
Department of Special Services
100 Tornillo Way - Suite 2
Tinton Falls, NJ 07712
732-389-3192 ext 1090

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Director Special Services

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SACC Coordinator

2011 - 2012

PARENT HANDBOOK

for

School Age Child Care (SACC) Program

www.moesc.org

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Directory

The following is a list of telephone numbers for the
School Age Child Care Offices
732-389-3192
(Fax 732-389-3854)

<u>STAFF</u>		<u>EXTENSION #</u>
	General Information & Request an Application	1090
Sally Aul	General SACC Information	1014
Ellen Briody	Registration & Financial Aid	1016
Maria Hodge	SACC Coordinator	1065

SACC Business Office Hours

Monday - Friday

7:30 am - 3:30 pm

Call for summer hours (July & August)

Please Note:

Office will close at 12:30 pm the day before a holiday

If you have any questions or concerns, please call during business hours.
Leave name, phone number, address and school name.

No Changes will be accepted for the month of September

Tax ID #22-2257723

ABSENTEE PROCEDURE

Monmouth-Ocean Educational Services Commission (MOESC) is not responsible for the child on any day the child is absent from school.

Your child cannot attend aftercare if they are absent from school. If a child leaves school prior to school closing, the child's name should be added to the school's absentee list.

The school principal's office will be responsible for providing a list of absent students to the School Age Child Care (SACC) Program Careperson on a daily basis.

It is the responsibility of the school to add the child's name to the school absentee list if your child leaves school prior to closing.

If your child is in school but will not attend the SACC Program, you need to do the following:

- *Call MOESC @ 732-389-3192 ext 1090 (leave a message)
MOESC will notify the SACC Careperson*
- *Send a note with the child to the primary teacher*

If you need to take your child out of school for a dental appointment etc., but will be bringing your child back to finish the school day, your child may attend the SACC Program. You need to do the following:

- *Call MOESC @732-389-3192 ext 1090 (or any other number from the front of this booklet, **DO NOT LEAVE A MESSAGE**)*
- *Give a note to the school principal's office to state that your child will be attending the SACC Program.*

Children cannot attend SACC if they were not returned back to school by the close of the school day.

SECTION III (cont'd)

A. AUTHORIZATIONS/AGREEMENTS/DISCLAIMERS

1. *I hereby give permission for MOESC's SACC Program to contact my child's school nurse and my child's physician if necessary, receive a copy of any medical instructions/history/procedures.*
2. *I hereby give permission for MOESC's SACC Program to contact my child's school staff, Child Study Team case manager and classroom teacher regarding my child and if necessary, perform a school observation. In addition, MOESC/SACC Program staff are authorized to obtain, maintain and use as necessary a copy of my child's IEP or 504 Plan.*
3. *MOESC urges all parents to enroll their child(ren) in the voluntary student accident insurance program. Forms for this insurance are generally available through your child(ren)'s school .*
4. *MOESC is not responsible for doctor, emergency, medical or other bills incurred as a result of an accident during the SACC Program hours.*
5. *If my child(ren)'s medical conditions and educational status changes during the school year, I will immediately disclose the updated medical and educational information to the SACC Program.*
6. *I agree and understand my child(ren)'s application for and participation in the SACC Program may be reviewed at the discretion of MOESC/SACC Program in order to determine whether the SACC Program believes it has the ability to provide a safe environment for my child.*
7. *I understand that I am financially responsible for any expenses for medical care for transportation incurred on my child(ren)'s behalf.*
8. *If my child(ren) have a medical condition requiring specialized medical instructions/care, then I shall provide SACC with instructions from my child's physician and/or training of SACC Carepersons as maybe necessary in the doctor's opinion.*
9. *I hereby authorize SACC Carepersons to implement those medical instructions/care.*

Do not remove from handbook ~ this copy is for your records only

Signature of Parent Guardian

Date

BEHAVIOR PROCEDURE

The SACC Program follows the children's behavior procedure in order to provide for the safety of each child and the MOESC staff in attendance at our SACC Program.

A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the SACC Program by:

1. *Requiring constant one-to-one attention*
2. *Inflicting or threatening physical or emotional harm to a child or children*
3. *Physically or verbally abusing a child or children and/or the staff*
4. *Destroying program material and/or facilities*
5. *Leaving the program without permission or without an authorized pick up person*
6. *Using profanity*
7. *Suspension from the regular school program*
8. *Not conforming to the rules and guidelines of the program*

It is the SACC Program's goal to resolve behavioral problems by working with the child(ren), parent and carepersons through effective communication. However, should a discipline problem arise, continue, or is of a serious nature, parents will be notified in writing. Continued difficulties will result in a conference between parents and the SACC Personnel. If the problem is not resolved or is of a severe nature, a child may be suspended or terminated from the SACC Program.

CELL PHONE FOR PARENTS

The SACC Careperson at each program has a cell phone for emergency usage during the SACC Program. The SACC Careperson will distribute the phone number to each parent in September at the start of the school year. If your child enters the SACC Program after the 1st day of school, obtain the phone number directly from the Careperson.

You may contact the SACC Careperson for an emergency situation. The phone will be on during the hours of the program.

If you are going to be late picking up your child, it **is your first responsibility** to contact your emergency person(s) to pick up your child. In the event that you cannot reach an emergency pick up person, you can telephone the SACC Careperson stating that you will be late. You will be charged a late pick up fee.

(\$30 for up to ½ hour late per child; \$60 for ½ hour to 1 hour late per child)

You need to keep calling until you speak with the SACC Careperson. There are times when a cell phone will not make a connection and therefore your voice mail will be delayed for a long period of time. As a result, the SACC Careperson will not have received your message.

Do not call the SACC cell phone to notify the SACC Careperson your child will not attend the program. Call the SACC office at 732-389-3192 ext 1090 to inform us of the absence and we will notify the school and SACC Careperson. The SACC cell phone is for emergency purposes only.

YOUR CHILD'S SAFETY IS OF THE UTMOST IMPORTANCE TO US DURING THIS PROGRAM. We have established this line of communication for you in the event of an emergency; however, please reserve this usage for emergencies only.

CELL PHONE FOR CHILDREN DURING SACC PROGRAM

We will not permit the SACC children to use their personal cell phone during the SACC Program (this will include texting). All personal cell phones must be off and kept in a backpack or purse during the SACC Program. If a parent needs to contact their child and/or Careperson they must use the SACC phone. Children will be permitted to use the SACC phone if they need to make an emergency call to their parent/guardian.

EMERGENCY MEDICAL CARE

The emergency medical forms completed by the parent or guardian at the time of registration will be utilized in handling the emergency medical care of children. **It is the parent's responsibility to update these forms with any changes desired or deemed necessary.**

When necessary the SACC Program will perform immediate first aid treatment. For accidents in need of emergency care, 911 will be called and the parent will be contacted to give further instructions. If unable to contact the parent, the careperson will refer to the emergency names and numbers supplied on the application.

MOESC urges all parents to enroll their child(ren) in the voluntary student accident insurance program. Forms for this insurance are generally available through your child(ren)'s school and are at a nominal charge. **MOESC is NOT responsible for doctor, emergency medical or other bills incurred as a result of an accident during SACC Program hours.**

REMINDER: Please keep your authorized pick up list and emergency contact information current and up-to-date with the SACC business office @ 732-389-3192 ext 1090.

Also, keep the office informed if you make any changes regarding your personal contact information (i.e. home, work or cell number).

SACC EMERGENCY CLOSING PROCEDURES

School Year 2011 - 2012

1. The program will not operate when district schools are closed or dismissed early due to severe weather conditions. The public school district will be responsible to inform the parents of the SACC Program closing when they initiate their public school snow chain. The public school will include the following when the calls are made, *"...after it is stated that the school will be dismissed early, to include that the SACC Program will be closed also."* It is your responsibility to make sure your name is on your public school snow chain. As a courtesy our carepeople will make phone calls to our SACC parents as well.
2. If school remains in session but "after school activities" are cancelled by the district, then SACC will be cancelled also. The SACC Careperson will make the phone calls to the parents and if they do not reach all the parents or a parent informs them that they can not arrive by the dismissal time, the Careperson will go to the school and remain at the program until all the children have been picked up early.
3. If there is inclement weather on a scheduled ½ day and the school will remain in session until (i.e. example 1:30, early dismissal time), it will be decided by MOESC if the SACC Program will remain open from 1:30 - till end of program time. If MOESC closes the program, MOESC will notify the parents to inform them to contact an authorized/emergency pick up person. The SACC Careperson will arrive at the school at the scheduled early dismissal time and will remain at the program until all the children are picked up early.
4. MOESC's SACC staff will contact each school to confirm a contact person along with telephone number/extension, and fax number. We will mail to each school a current child directory to contact parents in the event of an emergency.
5. MOESC's SACC Careperson's will be informed of the above procedures.
6. MOESC's office and the SACC staff has notified the parents of the importance of updating contact telephone numbers, in addition to having available an authorized emergency pick up person who lives within 10 minutes from the school. SACC will continue to remind parents of this request.
7. In the event of an emergency situation other than weather related where MOESC decides to close the SACC Program, the SACC Carepersons will arrive at the school at the regular scheduled SACC Program time. Phone calls will be made by MOESC to notify parents of the emergency situation and the need for them to pick up their children. If MOESC is unable to confirm with parents about the emergency closing, our Careperson will remain at the school until all children have been picked up.

ENRICHMENT ACTIVITIES

M-OESC will provide enrichment activities in the following areas:

- Arts
- Character Development
- Health & Fitness
- Homework Time
- Literacy
- Making Science Fun

ENROLLMENT PROCEDURES / SCHEDULE CHANGES

The SACC Program is offered to children in the elementary school their child attends. See page #14 for locations and times.

In order to apply for enrollment into the SACC Program, you need to submit the completed SACC application (signed, notarized & dated) along with the appropriate fees. The parent handbook is distributed with the SACC application. Upon receipt of your completed application, we will notify the parent of their child's acceptance into the SACC Program. The parent will receive the confirmation notice and tuition payment forms. **If confirmation notice is not received, call the office to verify the start date for your child.**

SACC will not deny admission to, terminate enrollment of, or otherwise discriminate against any child because of that child's disability. The SACC Program aims to provide accommodations for children who require special services during their attendance at the SACC Program. The SACC Program reserves the right to terminate the SACC Program for any child where the child's safety is believed by MOESC to be at risk.

A parent may enroll a child at any time during the course of the school year. 5-day, 4-day, 3-day, 2-day and 1-day programs are available. **Changes must be cleared at least one week in advance through the MOESC office by telephone at 732-389-3192 ext 1090.** During high registration times (August/September) no changes will be accepted to your application for the month of September once the original application has been processed. **There will be no exceptions.**

When changing your authorized pick up person (*adding or deleting*) on the list, the change with the name and phone number of the additional person(s) must be received in writing in the MOESC office first (via fax at 732-389-3854 or mail). **It is not effective unless received in writing.**

There is no "make up" time for absences due to illness or other reasons. Any changes in the initial arrangements must be made through and with the permission of the MOESC office.

REMINDER: Child can only start the SACC Program once the 1st and last month's tuition is paid in full.

FINANCIAL ASSISTANCE

Income based financial assistance is available if you meet the criteria. If you think you may qualify for the financial assistance, please contact:

Child Care Resources
3301 C Route 66
PO Box 1234
Neptune, NJ 07754-1234
800-732-4810
732-918-9901

Children's Home Society of New Jersey
1433 Hooper Avenue – Suite 340
Toms River, NJ 08753
866-905-6363
732-557-9633

You may also contact Ellen Briody, MOESC at 732-389-3192 ext 1016 for information.

HEALTH PROCEDURE

The following health policy must be strictly adhered to in order to ensure that all children are in a healthy environment. Children may not attend the program if:

1. the child has a strep throat which has not yet been treated with an antibiotic for 24 hours
2. the child has any rash associated with fever or symptoms of illness
3. the child has any rash of unknown origin
4. the child has any wound that is weeping or oozing
5. the child has an oral temperature of 100 degrees or greater
6. persistent vomiting and/or diarrhea exists in the 12 hours before the child comes to the program
7. the child has impetigo with less than 24 hours of treatment with an antibiotic
8. the child has not attended school that day due to illness
9. the child has head lice not treated by a physician
10. the child has pink eye not treated by a physician

Parents will be contacted and require to pick up the child from the program if the child has:

1. an oral temperature
2. vomited once
3. liquid stools
4. uncontrollable and persistent cough
5. appearance of acute illness or complaint of pain
6. any other apparent symptom of illness

Until the parent or authorized pick up person arrives, the child will be excluded from activities with the other children. The child will rest in the "quiet area" secluded from the main program area. The parents or authorized persons are to pick up the child as soon as possible.

HOMEWORK TIME

Dear SACC Parents:

The Monmouth-Ocean Educational Services Commission (SACC Program) provides up to 45 minutes for homework during the after school program. Please realize that we cannot provide your child with one-on-one assistance nor is this a tutorial session.

Please check one box:

- My child should work on homework at the program
- My child should NOT work on homework at the program **

**If you wish for your child to NOT work on homework at the program, please realize that this will be a quiet time for the rest of the children. Your child will be asked to play quietly. (i.e. play with a puzzle, read a book or draw)

Role of the SACC Student:

- Come to the homework area when I have homework
- Bring the books, notebooks and worksheets that I need
- Try my best to understand the homework assignments at school
- Be quiet if asked in the homework center
- Ask for help when I need it
- Homework time is 45 minutes

Role of the Families:

- It is advisable to check your child's homework
- Realize that homework will be started after school, but may have to be completed at home
- Support my child with unfinished or difficult homework

Role of the MOESC Staff:

- Provide a comfortable homework area
- Guide children with their homework when necessary
- Communicate successes or concerns about homework to families

SACC Location

Parent/Guardian

Child

Date

RETURN FORM TO SACC CAREPERSON AT THE SCHOOL

HOURS AND DAYS OF PROGRAM OPERATION

The SACC Program will operate its program following the school calendar of the school in which the SACC Program is operating. **The SACC Program will be open on scheduled ½ days until normal SACC dismissal time.** *The SACC Program is closed on school holidays.*

The SACC Program will operate according to hours assigned at each specific site. Please check the hours of operation for your child(ren)'s school.

The SACC morning program will be cancelled in the event that your school has a delayed opening due to an emergency or weather. On a very rare occasion we may experience an emergency situation where the morning SACC Careperson(s) cannot be at the program. It is very important that all parents come into the school and sign their child in with the Careperson. **Do not leave your child unless there is a SACC Careperson at the school.**

The SACC afternoon program will be cancelled if there is an early dismissal due to emergency or inclement weather. See page #7 for emergency closing procedures.

In the event of an emergency situation, our SACC Program will remain in the school unless directed otherwise by the Police or school authorities. If the SACC Program is moved, parents will be advised as to where the children are located. The police in each district have been notified to the times and days of our program operation.

MOESC Business Office:

Weather permitting the MOESC Tinton Falls office will be open. Call first to confirm we are open if you need to come in to register or make a tuition payment @732-389-3192 ext 1090.

SACC LOCATIONS & TIMES

Belmar	2:45 - 6:15 PM	Belmar Elementary
Bradley Beach	3:10 – 6:10 PM	Bradley Beach Elementary
Deal	3:00 – 6:00 PM	Deal Elementary
Fair Haven	2:40 – 6:10 PM 3:00 – 6:00 PM	Sickles Knollwood
Hazlet	7:15 – 8:15 AM	Beers Street; Cove Road;
	7:15 – 8:45 AM	Lillian Drive; Middle Road; Raritan Valley; Sycamore Drive
	2:40 – 5:40 PM	Beers Street; Cove Road
	2:45 – 5:45 PM	Sycamore Drive Preschool
	3:20 – 6:20 PM	Lillian Drive; Middle Road; Raritan Valley; Sycamore Drive Kindergarten
Highlands	3:00 – 6:00 PM	Highlands Elementary
Manasquan	3:00 – 6:00 PM	Manasquan Elementary
Manchester Twp.	7:50 – 8:50 AM	Manchester Twp Elementary
	3:30 – 6:30 PM	"
	7:20 – 8:20 AM 3:00 – 6:00 PM	Ridgeway "
Neptune City	2:50 – 5:50 PM	Woodrow Wilson
Oceanport	7:35 – 8:35 AM	Wolf Hill
	2:20 – 6:05 PM	Wolf Hill PreK
	3:05 – 6:05 PM	Wolf Hill
Pt Pleasant Beach	2:35 – 6:05 PM	Antrim
Shrewsbury	7:15 – 8:15 AM	Shrewsbury Elementary
	3:00 – 6:00 PM	"
Spring Lake Heights	2:57 – 5:57 PM	Spring Lake Heights
Wall	7:25 – 8:55 AM	Allenwood
	3:20 – 6:20 PM	"

MORNING SESSION SACC PROGRAM

The SACC AM session program will be cancelled in the event that your school has a delayed opening due to an emergency situation or weather.

For AM session programs, all children must be brought into the building by an adult (18 years or older) and signed into the program.

The children attending the AM session will remain indoors. They will be permitted to work on homework, read, play board games, legos or sit and chat with friends. **Physical activity is not permitted.**

On a very rare occasion we may experience an emergency situation where the AM session SACC Careperson(s) can not be at the program. It is very important that all parents come into the school and sign their child in with the Careperson.

Do not leave your child unless there is a SACC Careperson at the school.

The children will be permitted to eat breakfast during the AM session. Please follow these guidelines to maintain a safe environment for all children.

- Clean table with wipes before and after children eat
- Children must sit at designated table while eating
- Wash hands after eating
- Make sure trash is disposed of and table is left clean
- Remember to review all the children's medical papers in regards to food/peanut allergies
- Absolutely no sharing of foods for safety reasons
- Breakfast should be easy to eat, packed in disposable containers

Breakfast Ideas: Cereal bars; cereal box; yogurt; fresh fruit; small individual containers of fruit/applesauce; Pop Tarts; bagel; juice box

PICK-UP PROCEDURE

The parent, guardian or authorized person is responsible for picking up the child at the dismissal time. Children will not be permitted to walk, or ride bicycles home under any circumstances. The careperson is responsible to obtain daily, the signature of the parent(s), guardian(s) and/or authorized person(s) in the form of their initials on the sign-out sheet. The sign out time will run by the time on the school clock. The child(ren) will not be released to anyone other than the parent, guardian, or authorized persons as stated on the initial registration enrollment form. If changes are to be made they must be sent in written form to the MOESC office at 100 Tornillo Way – Suite 2 – Tinton Falls, NJ 07712 or faxed to 732-389-3854.

The pick up person must be at least 18 years old and live in close proximity to the school. Photo ID is required for pick up.

In the event of concurrent school or community sponsored activities held in the public school building during the SACC Program hours (i.e., scouting, clubs) the child(ren) must be signed out of the SACC Program by the leader/director or another authorized person who is listed on the pick up list. The child(ren) will be able to re-enter the program at the conclusion of such activities only if they never left the school building. The children must be signed in at the SACC Program upon their return by the leader or another authorized person who is listed on the pick-up list. The parent must approve of this procedure for their child to attend in house school activities by signing a form that states this procedure and authorized sign in/sign out person. **The child may not leave the school building for any activities.**

Sometimes emergencies arise and extra days *or* hours are needed. If a parent knows in advance they need an additional day or a later pick up time, they can call the SACC office (*before school dismissal time*) and request the additional time. The account will be charged \$5.00 per hour, per child for this additional time needed.

The Department of Human Services, Division of Youth and Family Services (DYFS) mandates that their local office be notified of any parent or guardian who is over one (1) hour late picking up their child(ren) from a school age child care program. MOESC SACC Carepeople will follow this mandate.

See page #17, 5f (Registration Policies), regarding late pick up charges.

Monmouth-Ocean Educational Services Commission

SECTION II. Registration policies of the SACC Program = 2011 - 2012 School Year

1. I understand that I am enrolling my child(ren): _____

2. I understand that on days that school is closed, as specified in the school calendar and/or emergency closure days, there will be no program. It is my responsibility to make alternate arrangements. On ½ day dismissal days for parent-teacher conferences or when the physical facility is open, then MOESC accommodates those ½ days.

I understand that in the event of delayed openings or early closings due to emergency situations, there will be no program. The school is responsible to contact parents/guardians in such situations.

3. If my child attends less than 5-days and a ½ day is not one of his/her scheduled days and I will need him/her in attendance, I agree to pay for the additional charge.
4. I understand that I am responsible to make monthly payments in full of the specified contracted fees and any other incurred fees on or before first of each month. MOESC grants a 10-day grace period for the US Postal Service and the Bank to process payments. Payments received after the 10th of the month will be charged a \$30 late fee. Post dated checks will not be accepted.
5. a. I agree to pay month tuition as specified by my chosen program. Payment by check or money order is to be made payable to MOESC. I understand that I will send payment of monthly fee to:

Monmouth-Ocean Educational Services Commission
100 Tornillo Way ~ Suite 2
Tinton Falls, New Jersey 07712

- b. I understand my child will be cancelled from the program, effective the 16th of the month if my payment is not received in full.
- c. I agree to pay the first and last month's tuition of the selected program upon acceptance into the program.
- d. All checks returned to the Commission as unpaid for any reason will result in a charge of \$35.00 per item to the check issuer.
- e. In the event of illness, vacation or other absences such as Scouts, music lessons and other after-school activities, the SACC Program staff need to be notified prior to absence. Regardless of absences and their reason, I agree to be responsible for my child(ren)'s full fee payment in the Program. Provided advanced notice is given, special consideration may be given when a child is absent from school for more than ten (10) consecutive school days. Fee reduction must be approved by MOESC.
- f. I agree to pay \$30 in late charges for up to 30 minutes late per child if I am late to pick up my child. A late charge of \$60 for 31 minutes to 60 minutes late per child will be assessed for late pick up of your child(ren). If I am over one (1) hour late for pick up after the end of the program and have not notified the SACC Program Careperson, I understand and agree that the Division of Youth and Family Services and possibly other law enforcement bodies may be contact.
- g. 2011-2012 Rates: See tuition payment form for tuition rates
- h. I agree to pay any/all fees incurred with child's involvement with SACC Program.

6. If my child(ren) is/are having problems adjusting to the program, a conference will be arranged between myself and the staff. **Children may be dismissed from the Program if behavior is not acceptable.**
7. Subject to this application's disclaimers and the SACC Program's rules and practices, the Program staff will assume the child care responsibility, as defined by the SACC Program, for my child(ren) from the time he/she arrives at the Program until dismissal time. **Each child must check in upon arrival and be signed out by an authorized person, 18 years or older. Children will be dismissed from the Program if parents or guardians are continually late in picking up their children from the Program.**
8. I agree that an adult (**18 years or older**) will sign my child into the before school program.
9. *If an emergency arise and I will be late, I understand it is my responsibility to call my contact person to Pick the child up from the Program on time. See section II 5f for late charges.*
10. I give permission for my child(ren) to participate in recreational activities indoors and outdoors.
11. For medical/health related procedures, See section III of this application. If a medical emergency arises, the program staff will first attempt to contact me. If I cannot be reached, the Program staff will contact 911. If the emergency is such that immediate hospital attention is necessary; my child may be taken to the hospital by emergency medical personnel.
12. I will notify the SACC Careperson and MOESC office of any changes in the information given herein, including, but not limited to, contact persons, addresses, phone numbers, health concerns, allergies, special needs, non-custodial parent information and departure times through out the school year, as necessary.
13. I agree to the terms and conditions of the health policy in the parent handbook, which I received with the application.
14. I have read and understand the SACC Program description attached to the SACC application and the SACC Parent Handbook, which accompanies the SACC application.

I agree to the above stated terms and conditions and to adhere to the SACC Program Registration Policies. I give my authorization and permission as required here in so that my child(ren) may participate in the program.

Do not remove page from handbook ~ this copy is for your records only

Print name of Parent(s) or Guardian(s): _____

Signature of Parent(s) or Guardian(s): _____

Date: _____

Monmouth-Ocean Educational Services Commission

**SECTION IV. ASSUMPTION OF RISK AGREEMENT, WAIVER OF LIABILITY and
PRE—OCCURRENCE RELEASE**

This Assumption of -Risk Agreement, Waiver of Liability and Pre-Occurrence Release is executed on this _____ day of _____ by the undersigned in favor of Monmouth-Ocean Educational Services Commission collectively, “MOESC”).

A. As consideration for MOESC admitting my child(ren) into the School Age Child Care Program (“SACC”), I hereby release and fully and forever discharge and hold harmless MOESC and its employees from any and all liability, claims, demands, damages, rights of action or causes of action, present or future, of whatever kind of nature, either in law or equity, which has arisen or which may hereafter arise, anticipated or unanticipated, resulting from my child(ren)’s enrollment, attendance and presence at SACC, including any medical treatment described in paragraph E below.

B. I hereby waive any rights that I may have against MOESC arising from my child(ren)’s attendance at SACC.

C. I understand that this Release discharges MOESC from any liability or claim that I may have against MOESC with respect to any bodily injury, personal injury, illness, death or property damages that may result from the SACC Program operation, whether caused by the negligence of MOESC or its employees, agents or otherwise.

D. I also understand that MOESC does not assume any responsibility for or obligation to provide financial assistance or any other assistance, including but not limited to, medical, health or disability insurance in the event of injury or illness at the SACC Program.

E. I hereby release and forever discharge MOESC and its employees from any claim or liability whatsoever which arises or which may hereafter arise on account of any first aid, emergency medical treatment or other health service as directed and authorized by the child’s physician rendered pursuant to the SACC Program, which may include but not be limited to the administration of inhaler, epi-pen, prescription medications, seizure procedures, and condition monitoring.

F. I understand that MOESC and its employees are not and will not be liable for any injury or damages sustained by my child(ren) arising out of or resulting from the SACC Program operation.

G. I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of New Jersey, and that this Release shall be governed by and interpreted in accordance with the laws of the State of New Jersey.

H. I agree that in the event of any clause or provision of this Release that shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

SECTION IV. (cont'd)

I. I have been advised that my execution of this Release may have significant legal consequences in the event of injury or damage and that I am permitted to review this Release with an agent or representative of my choice before signing.

J. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional physicians instructions or clarifications), which is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

K. The reference in this Release to the term "SACC" shall include MOESC, its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, guardians, and successors or each judicially appointed representative/agents.

L. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, the illegality or unenforceability shall not effect or impair any other provision of the release. This Release shall be construed as if such invalid, illegal or unenforceable provisions had not been contained herein.

M. I have read and I understand this understand this document and all of its provisions.

IN WITNESS WHEREOF, I have executed this Release as of the day, month and year of the SACC Program Application.

Do not remove page from handbook ~ this copy is for your records only

NOTARY SIGNATURE

SIGNATURE (Parent or Guardian)

DATE

PRINT NAME

NOTARY SEAL

ADDRESS

EXPIRATION DATE

Monmouth-Ocean Educational Services Commission

School Age Child Care Program Description

The SACC Program is a supervised and reliable *before & after* school care program for children in grades Preschool – 5th grade. Programs will include grades 6, 7, and 8 based on the individual needs of the school district. The SACC Program, which is operated by M-OESC, stands separate and apart from the school district.

A parent may enroll a child at any time during the course of the school year. 5-day, 4-day, 3-day, 2-day and one day programs are available. Attached please find the list of School Age Child Care Programs and times. Not all locations have morning SACC Programs. The SACC Program will operate following the school calendar of the school in which the SACC Program is operating. The SACC Program will be open on scheduled early dismissal days from time of early dismissal until normal SACC dismissal time. The SACC Program is closed on school holidays. In the event of early closings due to emergency situations, the public school is responsible to contact the parent/guardians. If severe weather occurs on scheduled half days, M-OESC will follow district policy. It is the parent's responsibility to make arrangements for child care during these times.

The SACC Aftercare Program will provide the children with a supervised environment in an informal setting. There will be time provided for homework, indoor/outdoor activities, arts & crafts, games etc. The SACC Program has a ratio of 15 children to 1 SACC Careperson.

SACC will not deny admission to, terminate enrollment of, or otherwise discriminate against any child because of that child's disability. The SACC Program aims to provide accommodations for children who require special services during their attendance at the SACC Program. The SACC Program reserves the right to terminate the SACC Program for any child where the child's safety is believed by M-OESC to be at risk.

Tuition is paid by the parents. First and last month's deposit along with a registration fee is required at registration. Children's attendance at the SACC Program will be terminated because of non-payment of tuition, late fees, etc.

The SACC Program follows the children's behavior policy in order to provide for the safety of each child and M-OESC staff in attendance at our SACC Program.

A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the SACC Program by:

1. Requiring constant one-to-one attention
2. Inflicting or threatening physical or emotional harm to a child or children
3. Physically or verbally abusing a child or children and/or the staff
4. Destroying program material and/or facilities
5. Leaving the program without permission or without an authorized pick up person
6. Not conforming to the rules and guidelines of the program
7. Using profanity
8. Suspension from the regular school program

It is the SACC Program's goal to resolve behavioral problems by working with the child(ren), parent and careperson's through effective communication. However, should a discipline problem arise, continue, or be of a serious nature, parents will be notified in writing. Continued difficulties will result in a conference between parents and SACC personnel. If the problem is not resolved or is of a severe nature, a child may be suspended or terminated from the SACC Program.

SNACKS

Parents should send a daily nutritious snack with their child(ren). Please do not send candy, gum or what is generally classified as "junk food". Time for snack will be part of the daily PM session's schedule.

Any special dietary need will be the parent's responsibility. The parent should discuss this matter with the Program Careperson at the onset of the program.

Remember, on early release day's lunch may not be served in the school; therefore, the children may need more than a snack during our program.

In the event that a SACC Program has a child enrolled who has a severe life threatening food allergy to peanut butter, peanuts, and tree nuts, MOESC will ask the parents of all children in the program to provide snacks, which are nut free.

Parent's cooperation is appreciated in helping us to maintain a safe environment for all children.

TERMINATION PROCEDURE

Termination For Children:

Parents are required to give advance telephone and written notification to the MOESC office, of withdrawal from the program, stating effective date. Refunds are given for paid tuition if appropriate.

MOESC reserves the right to terminate a child from the program at any time. Reasons for termination may include, but not limited to:

1. non-payment of tuition, late fees or any outstanding balance
2. severe disciplinary problems
3. reoccurring late pick up of children
4. program closing

Termination of SACC Program:

MOESC reserves the right to terminate a program for under enrollment, if a program remains under enrolled after an attempt was made to increase attendance. Parents will be notified in writing and given 30-days prior notification of closing.

Refunds are given for paid tuition if appropriate.

TUITION

The first and last month's tuition is due on the first day of the month of enrollment. This procedure extends to any and all registrations.

The monthly tuition is due on the 1st of every month. MOESC grants a 10-day grace period for the US Postal Service and the Bank to process your payment. After the 10th of each month, a \$30 late charge will be assessed to all accounts with a balance. On the 11th or 12th of each month a courtesy phone call is made to each parent/guardian to inform them that their payment has not been received. **If the payment is not received by the 15th, cancellation will become effective on the 16th.** (MOESC reserves the right to adjust dates for payment according to holiday schedules) Cancellation will remain until the entire payment is received. If cancellation occurs, the Careperson at your school will be notified via fax alerting them to the situation.

Monthly tuition will not be reduced for school holidays, emergency closing, absence or early pick-up. MOESC will determine if there will be a reduction in monthly tuition for extended illness.

Return the correct tuition form clearly and in its entirety in order to properly credit your account. Payment and tuition forms should be mailed to the following:

Monmouth-Ocean Educational Services Commission
Attn: SACC Program
100 Tornillo Way – Suite 2
Tinton Falls, NJ 07712

*** We Do Not Issue Invoices / Bills ***

Please pay by check or money order payable to MOESC. Do not send cash. **Carepeople at the program are not permitted to accept any form of payment. No post-dated check will be accepted.**

All checks returned to MOESC as unpaid for any reason, will result in a charge of \$35 per item to the check issuer. There will be no exceptions to the \$35 fee for returned items. The first time a check is returned, we will redeposit the check with the parent's permission as a courtesy. If that check is returned a second time, the child will be terminated from the program until payment of balance is received in full. That payment and future payments must be paid with cash, money order or certified check.

Children's attendance at the SACC Program will be terminated because of non-payment.

If making your tuition payments with your bank online, it is your responsibility to make sure the payment is in our office by the 1st of each month. Banks vary with their processing time.

SACC is a tuition-based program. Your tuition is determined by the schedule you sign up for (i.e. number of days/pick up time). Tuition is based on the school's calendar by our board of directors and it is then divided into equal payments with each being due on the 1st of the month with the exception of the 1st and last month which are due prior to child(ren) starting the program.