



New City KIDS
loving kids for change

Parent Handbook

After School Center

2010-2011 School Year

New City Kids
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Jersey City, NJ 07306
201.915.9896

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Welcome! We are excited for your child to be a part of the **After School Center (ASC)**. We want to make ourselves available to your questions and comments. Please read all of the following information carefully and keep this packet for reference throughout the year!

New City Kids After School Center Hours/Schedule

Please give any parent/guardian phone number changes to ASC staff! It is critical that we have up-to-date contact information on file for your child.

The ASC is open from 3:00pm-5:45pm, Mondays through Fridays, during the school year. The ASC follows the **Jersey City Public Schools** schedule, and is closed on all days JC Public Schools are closed (including not just scheduled closings, but also weather or emergency-related school closings). On days when Jersey City Public Schools have a half-day schedule, the ASC will also operate with a half-day schedule—open from 12:45pm-3:00pm.

2010-2011 Schedule

September 13, Monday, First day of ASC!

October 11, Monday, Columbus Day – ASC Closed

October 20, Wednesday, Half-day – ASC open from 12:45-3:00pm

November 2, Tuesday, Election Day – ASC Closed

November 4 & 5, Thursday and Friday, Schools Closed – ASC Closed

November 11, Thursday, Veterans' Day – ASC Closed

November 24, Wednesday, Half-day – ASC open from 12:45-3:00pm

November 25 & 26, Thursday and Friday, Thanksgiving – ASC Closed

December 16, Thursday, ASC Christmas Performance

December 17, Friday – Last day of ASC for 1st semester

December 20th – January 4th – ASC Closed (Merry Christmas & Happy New Year!)

**Please note that JC schools will re-open on Monday, January 3rd,
but the first day back for the ASC will be Wednesday, January 5th**

January 12, Wednesday, Half-day – ASC open from 12:45-3:00pm

January 17, Monday, MLK Day – ASC Closed

February 4, Friday, Schools Closed – ASC Closed

February 16, Wednesday – **JC Elementary Schools have a ½ day but the ASC will be closed**

February 18, Friday, Half-day – ASC open from 12:45-3:00pm

February 21, Monday, Presidents' Day – ASC Closed

March 18, Friday, New City Staff Development Day – ASC Closed (JC schools are open!)

April 6, Wednesday, Half-day – ASC open from 12.45-3.00pm

April 18, Monday – April 22, Friday, Spring Break – ASC Closed

May 27, Friday, Half-day – ASC open from 12:45-3:00pm

May 30, Monday, Memorial Day – ASC Closed

June 2, Thursday, ASC Summer Celebration Performance

The ASC closes for the year on Friday, June 3rd, 2010.

ASC Daily Schedule

3:00-3:30pm – Center opens, snacks and game time.

3:30-3:50pm – Community time (daily activities/lessons/games/songs)

3:55-4:40pm – Block 1 (1st-4th graders at tutoring tables and 5th-8th graders at performing arts/activity classes).

4:45pm-5:40pm – Block 2 (students switch—other half of students at tutoring tables and performing arts/activity classes).

5:45pm – Dismissal/pick-up.

Tutoring and classes

We are committed to helping students in their academic pursuits. We strive to help our students achieve academically through daily homework assistance, and assisting them with progress on their individualized “Academic Goal.” The tutoring staff will help formulate a goal for each student to work towards during the times when they do not have homework to complete. We also offer a variety of performing arts/activity classes throughout the school year. Your child(ren) may have the opportunity to participate in art, keyboard, drum, kickboxing, dance, and recreation, with other potential possibilities as well. We believe in giving children opportunities to grow and succeed through performing arts and activity classes.

ASC dismissal/pick up policy

Parents/guardians or other authorized individuals must pick up children by 5:45pm.

Parents/guardians must make provisions for their child to be picked up on time (at 5:45pm). After 6:05pm, a late-fee will be charged for a child who has yet to be picked up. The late-fee is \$10 for every 15 minutes a child remains at the center after 6:05pm. If the child is not picked up by 6:30pm, and parents/guardians remain unreachable, ASC staff may notify the Department of Youth and Family Services.

Parents/guardians may authorize ASC staff to release a child to individuals besides him/herself on the child’s enrollment form, or through other written notification. ASC staff will not release a child to an individual who is not the parent/guardian unless there is prior authorization from the parent/guardian. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that: 1) The child may not be released to such an impaired individual; 2) Staff members attempt to contact the child’s other parent or an alternative person(s) authorized by the parent(s); and 3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

Parents/guardians may authorize their children to walk home following the ASC dismissal at 5:45pm each day. Understanding that the child(ren) will be walking home unsupervised, parents/guardians may give their written permission for children to be dismissed as walkers in the enrollment form.

Tuition payment schedule

We strongly encourage families to apply for a scholarship through the Urban League of Hudson County! Families who are approved for Urban League scholarships do not need to make any tuition payments for children to attend the ASC.

The “full-time” 2010-2011 tuition rate is \$75/month for the first child enrolled. There is a sibling discount of \$60/month for any additional children enrolled.

The “part-time” 2010-2011 tuition rate is \$55/month for the first child enrolled. Children will be considered “part-time” if they attend 3 or fewer days per week. There is a sibling discount of \$40/month for any additional children enrolled.

Tuition is due on the first day of the month, and must be paid with cash or a money order. There will be a five-day grace period extended for tuition payments (the first week of the month). A late-fee of \$10 will be added to payments made during the second week of the month. A child whose tuition remains unpaid by the third week of the month will not be allowed to attend the ASC. Monthly payments are non-refundable, should you decide to withdraw your child from the ASC. As a gift to families who have paid tuition for the months of September, October and November, December tuition is free! As a gift to families who have paid tuition for the months of January, February, March, and April, May/June tuition is free!

Health/first aid/medication/communicable diseases policy

In the event of an emergency, staff will first try to reach parents/guardians, and then contact the individuals listed on enrollment form as emergency contacts.

A sick child should be kept at home since illness can spread very quickly in a child care center. **Please call us on days your child is ill and will be absent (this is especially important for children who are picked up from PS 17 and/ or receive Urban League scholarships).**

If a child complains of feeling sick while at the ASC, the parents/guardians will be called to come and pick up the child immediately.

New City Kids adult staff is CPR certified and first-aid trained.

In cases of minor scratches, scrapes, and cuts, staff will use basic first aid measures, cleaning and bandaging the area (typically using Neosporin or hydrogen peroxide). If you do not wish for New City Kids staff to treat a minor injury in this manner, please communicate this request to the Director in writing.

If your child needs to take medication during the hours s/he is in New City Kids ASC care, the ASC Director must receive your directions and consent in writing for administering medication.

Per New Jersey State law, the ASC will not permit a child who has any of the following illnesses or symptoms of illness to attend unless given medical diagnosis from a health care provider in writing, or verbally, with a written follow-up, indicating that the child poses no serious health risk to him or herself or to the other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following: severe pain or discomfort; acute diarrhea (characterized as twice the child’s usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea); two or more episodes of acute vomiting within a period of 24 hours; elevated oral temperature of 101.5 degrees Fahrenheit or over or auxiliary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes; lethargy that is more than expected tiredness; yellow eyes or jaundiced skin; red eyes with discharge; infected; untreated skin patches; difficult rapid breathing or severe coughing; skin rashes in conjunction with fever or behavior changes; weeping or bleeding skin lesions that have not been treated by a health care provider; mouth sores with drooling; or stiff neck.

If a child who has already been admitted to the center manifests any of the illnesses or symptoms listed above, the center shall remove that child from the group of well children to a separate room or area until s/he can be taken from the center, or the director has communicated verbally with a health care provider that the child poses no serious health risk for him/herself or to the other children, at which time the child may return to the group.

The center shall not permit a child to remain at the center with any of the following excludable communicable diseases, until a note from the child's health care provider is received saying the child has been diagnosed and presents no risk to him or herself or others, or the center has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child poses no health risk. The excludable communicable diseases include Respiratory Illnesses (Chicken Pox; German Measles; Hemophilus Influenza; Measles; Meningococcus; Mumps; Strep Throat; Tuberculosis; Whooping Cough), Gastro-Intestinal Illnesses (Campylobacter; Escherichia coli; Giardia Lamblia; Hepatitis A; Salmonella; Shigella), and Contact Illnesses (Impetigo; Lice; Scabies; Shingles).

If an outbreak of any of the excludable diseases occurs at the center, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

Attendance

Since we are not a school, attendance is not mandatory or regulated by State law. However, in order to provide the best possible results for your child's improvement and success, we encourage consistent attendance. **When a child is going to be absent, please call before 2:30pm on the day of his/her absence. This is especially important if ASC staff picks up and walks your child from P.S. 17.**

Discipline/Expulsion Policy

We have a warm and loving environment at New City's ASC. In order to maintain this environment, we use the following discipline policy.

The consequences for misbehavior are as follows:

1. First incident – Verbal warning from ASC teen or adult staff.
2. Second incident – Time out in foyer, while meeting with adult staff to discuss the problem.
3. Third incident – Time out in foyer, accompanied by a call home to parent/guardian to discuss the problem and to speak with the child.
4. Fourth incident – Suspension for a period of days to be decided by ASC Director. No refund will be given.
5. Continued incidents – Removal from program (see expulsion policy below).

Unfortunately, there are sometimes situations when we have to expel a child from our program either on a short term or permanent basis. If the violation is serious enough, a staff member may proceed directly to Step 3 and/or 4 (particularly if the child's behavior endangers his/herself or others). The following are reasons we may have to suspend or expel a child from the center:

Immediate causes for expulsion: These include the child being at risk of causing serious injury to other children or him/herself, parent threatening physical or intimidating actions toward staff members, parent exhibiting verbal abuse to staff in front of enrolled children.

Parental actions for child's expulsion: Failure to pay/habitual lateness in tuition payments, failure to complete the required forms, habitual tardiness when picking up the child, verbal abuse to staff.

Child's actions for expulsion: Failure of a child to adjust after a reasonable amount of time, uncontrollable tantrums/angry outbursts, ongoing physical or verbal abuse to staff or other children, excessive biting.

Schedule of expulsion: If the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks, depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled: If a child's parent(s) made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements, reported abuse or neglect occurring at the center, questioned the center regarding policies and procedures, or without giving the parent sufficient time to make other child care arrangements.

Proactive actions that can be taken in order to prevent expulsion: Staff will try to redirect child from negative behavior. Staff will reassess classroom environment, appropriate activities, and supervision. Staff will always use positive methods and language while disciplining children. Staff will praise appropriate behaviors. Staff will consistently apply consequences for rules. Child will be given verbal warnings. Child will be given time to regain control. Child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally. Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion. The director and parent/guardian will have a conference(s) to discuss how to promote positive behaviors. The parent will be given literature or other resources regarding methods of improving behavior.

It is our intention and belief that it is possible to correct behavior problems as they arise. If a child does need to receive a call home, or have a period away from the ASC, it is our intention to work to reinstate that child and help him or her succeed. We want to build a positive and supporting environment and we will make every effort to do this.

Parent involvement

We hope to help foster healthy families and seek to support parents however we can. We seek to encourage parent involvement through:

- informal day-to-day conversations
- hosting monthly parent discussion/support group meetings.
- hosting two big semester end performances/celebrations (in December and June).
- hosting other events throughout the school year, such as parent open houses, for parents to visit the ASC.
- posting information and flyers in prominent locations at New City Kids to keep parents up-to-date on upcoming events and announcements.

When you come to pick up your child, we invite you to wait in our seating in the foyer area. ASC staff will locate your child from his/her class or tutoring, and after gathering his/her belongings,

your child will come meet you in the foyer. If you would like a tour of our facility, or to spend an afternoon with your child, please contact the ASC Director. You are welcome to visit anytime!

Information to parents from state of NJ

The following information is included, per New Jersey state law.

Department of Children and Families
Office of Licensing

Information to Parents

Under provision of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of this information.

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Our center is required by the State Child care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirement by sending a check or money order of \$5 made payable to the "Treasure, State of New Jersey," and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with you. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in the center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspections/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the

center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, NJ 08625-0717.

OOL12/4/07

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There is a form in the enrollment packet (page 4) requiring your signature, stating that you have read and received the above information.

New City Kids Adult Staff

As of 07.22.2010:

- ❑ **Rev. Trevor Rubingh**, Executive Director
- ❑ **Deborah Lemmen**, After School Center Director
- ❑ **Josh Dornbos**, Teen Employment Director
- ❑ **Vicki Webb**, Minister of Discipleship
- ❑ **Rev. Linda Rubingh**, Parent Relations Coordinator
- ❑ **William Nelson III**, Summer Camp Director
- ❑ **Wendy Eaton**, Communications Director
- ❑ **Sarah Licata**, Administrative Assistant
- ❑ **Rev. Greg Curry**, Youth and Discipleship Director
- ❑ **George Germain**, Building Manager