

MASK



School Year



Thank you for your interest in the Middle After School Kare (M.A.S.K.) Program. Enclosed you will find a program Policy and Procedures packet for the MASK Program. When reviewing these documents, please make sure all policies and procedures are reviewed with your child(ren). When submitting your online application review to insure information is correct. All information must be completed and reviewed before your child is accepted into the MASK Program.

Once your application is accepted you will receive an email from the Director which will include copies of the monthly calendars. Please email those calendars back to the director promptly. To insure the safety of our youngest group of children, parents and or guardians are required to register their Preschool child/children full time, Monday through Friday. At this time, accommodations cannot be made for Preschool students to attend MASK part time on specific days and take a bus home on other days. There will be NO exceptions made to this policy. If circumstances arise and your child would not be in attendance for an afternoon session, your child would have to be a "Parent Pick Up" at the end of the regular school day. It would be your responsibility to write (2) separate notes, one notifying the teacher of the circumstances and one informing us.

Please note that calendars and payments must be received on time throughout the year. Whether your child is in attendance or not, you are still responsible to pay for the scheduled day. (Children's spots are reserved and in turn, staff is scheduled accordingly.) If you have a co-payment contract through Rutgers, those payments must also be made on time to avoid termination of your assistance. In the event of school closure, due to the Pandemic, and you have paid for the month you will be given a 50% credit to your account. This is to ensure the stability of the program.

Thank you for your interest in the MASK Program. Any questions or concerns, please ask. My staff and I look forward to working closely with you to insure your child has a wonderful experience at our program!

A handwritten signature in black ink, appearing to read 'CH', located below the main text.

Chris Hagan, MASK Director

Program Fees

Registration Fee:	\$15.00 (non-refundable)
Before school (am)	\$7.00
After school (pm)	\$10.00
Early Dismissal	\$15.00
All Day Program	\$26.00

Tuition

Tuition fees are paid monthly. Parents must submit the child's calendar and tuition payment by the date specified in the monthly calendar in order to confirm attendance for the corresponding days. Children may attend the MASK Program after the tuition fee and calendar have been received by the MASK Program Director. The monthly tuition fee pays only for the number of days on the submitted calendar, **NOT** for the child's actual attendance. MASK gives parents the flexibility to set their own schedule by month. However, it is not possible to extend credit for absences. It is also not possible to exchange days within a month to replace missed days. If necessary, additional days may be added, if space is available, by contacting the MASK Program Director and paying an additional fee at time of service.

Return Check Fees

The MASK Program charges \$15.00 for checks returned unpaid by your bank. Repayment of returned checks must be in the form of cash, certified check, or money order. Any individual who has two(2) checks returned to MASK, as "insufficient funds" will be required to make all future payments by cash, certified check, or money order.

Late Pick-Up Fee

The MASK Program closes at 6:00pm. There is a \$5.00 fee for each five (5) Minutes or part thereof that the child is picked up after 6:00pm. Persistent abuse of the 6:00pm closing time may result in dismissal from the program.

Pandemic Closure Policy

In the event of a school wide closure of the school related to a statewide emergency/pandemic and you have paid for the month, you will receive a credit toward the next month we are open. If the MASK Program has to temporarily close due to any type of pandemic exposure you will receive a 50% credit toward your account for the time we are closed. ***PLEASE remember that the purpose of these policies is to maintain a Self-sufficiency of the MASK Program and to ensure its survival.***

Program Goals

It is our objective to provide high quality care and supervision for student's kindergarten through fifth grade. We want our MASK program to be a place where children have positive experiences and the parents feel secure and comfortable leaving their children.

Registration

Registration forms are available at the MASK Program. Spaces are limited, so we operate on a first come, first serve basis. There is a \$15.00 registration fee due with your application.

Hours of Operation

The MASK program opens at 7:00-9:00am. The program reopens at 3:20-5:30pm. On half days, the MASK program runs from 1:20-5:30pm. The MASK Program has temporarily opened an all program which will operate from 7:00am-5:30pm. MASK follows the school's calendar, please be observant of when school is closed. Also, when there is inclement weather or any type of State of Emergency please listen to the all call for instructions for the MASK Program.

Discipline/ Expulsion Policy

If the child's behavior is such that the rules are not adhered to, the child will have a time-out away from the group activity. If the child's behavior is consistently troublesome, a parent conference will be scheduled. Alternatives will be discussed with the parent and the child. If, after these steps have been followed, your child is still unable to follow the rules and regulations, the child will be subject to suspension or dismissal from the program. If, at any time, your child endangers the safety of him/herself or others, the child will be subject to suspension or dismissal from the program.

Social Media Policy

Middle After School Kare(M.A.S.K.) understands that some employees/parents participate in social networking sites (e.g. Facebook, MySpace, Twitter, YouTube, LinkedIn) and chat rooms, and create and maintain personal websites, including blogs. MASK respects employees' and parents online social networking and personal Internet use. However, your online presence can affect the MASK Program as your words, images, posts, and comments can reflect or be attributed to the MASK Program. As a Team Member, you should be mindful to use electronic media, even on your own personal time, responsibly and respectfully to others. Because employees' online comments and postings can impact MASK and/or the way employees/parents are spending their time at work, the MASK Program has adopted the following guidelines that employees must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty. It shall be considered a breach of acceptable Team Member conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Instagram, Snapchat, Facebook, or MySpace, chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of the following:

(1) Anything that may harm the goodwill or reputation of The MASK Program or any disparaging information about the MASK Program.

(2) Any disparaging, discriminatory or harassing information concerning any student, employee, vendor or other person associated with the MASK Program. MASK's policies prohibiting harassment/bullying apply online as well as offline.

Attached is a copy of the MASK Common Sense Social Media Policy:

Health and Safety Procedures

The safety and health of children attending MASK is of primary concern to the staff and administration. The school buildings are maintained by the school district according to state rules and regulations.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend the MASK Program. If the symptoms occur at the MASK Program, the child will be removed from the group, and you will be asked to pick him/her up and take home.

- *Severe pain or discomfort
- *Acute Diarrhea
- *Episodes of acute vomiting
- *Elevated oral temperature of 99.9 degrees Fahrenheit
- *Sore throat or severe coughing
- *Yellow eyes or jaundice skin
- *Red eyes with discharge
- *infected untreated skin patches
- *difficult or rapid breathing
- *skin rashes lasting longer than 24 hours
- *Swollen Joints
- *Visibly enlarged lymph nodes
- *Stiff neck
- *Blood in urine or stool

Once the child is symptom free, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to the MASK Program.

Health and Safety Procedures Continued

If a child contracts any of the following diseases, please report it immediately to the MASK Program Director. The child **MAY NOT** return to the MASK Program without a doctor's note stating that the child presents no risk to himself/herself or others.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses

Chicken pox

German Measles*

Hemophilus Influenza*

Measles*

Meningococcus*

Mumps*

Strep Throat

Tuberculosis*

Whooping Cough

Gastrointestinal Illness

Giardia Lamblia*

Hepatitis*

Salmonella*

Shingella*

Contact Illnesses

Impetigo

Lice

Scabies

*Reportable diseases, as specified in N.J.A.C. 10:122-7 10a

Release of Children

Daily Release

Children will be released at the end of each day or in an emergency only to the parent(s) or person(s) authorized by the parents on the MASK Emergency Information Card. Any changes or additions to this list must be made in writing.

Non-Custodial Access

The custodial parent must give the MASK Program written authorization regarding the non-custodial parent's access to the child(ren). This authorization must include the name, address, and telephone number of the non-custodial parent. Any court orders that are relative to the visitation or release of the child to the non-custodial parent must be on file with the MASK Program. Authorized non-custodial parents will also need to render picture identification when picking up child(ren).

Release Procedures in Unusual Circumstances

If the child is not picked up by closing time, 6:00pm the staff member shall try to contact the parent or persons authorized by the parents to pick up the child. An hour after closing time, provided that the arrangements for releasing the child to parents or authorized persons have failed, the staff member shall call the New Jersey division of Youth and Family Services 24-Hour Child Abuse Hotline 1-877-652-2873, to seek assistance in caring for the child.

If parents or authorized persons appear to be impaired, either physically or emotionally, to the extent that in the judgment of the staff member the child would be placed at risk of harm if released, the staff member may not release the child to such an impaired individual. An attempt shall be made to contact the child's other parent or authorized adults. If such alternative arrangements cannot be made the staff shall call DYFS 24-Hour Child Abuse Hotline, 1-877-652-2873, for assistance. Staff will also contact the Middle Township Police Department at 609-465-8700.

Health Practices

- *Exclusion of children and staff with infectious diseases until they no longer present a health problem for themselves or others.
- *Notification to families of any infectious diseases contracted by children and staff.
- *Frequent hand washing by staff and children.
- *Sound food-handling practices.

Illness

In the event of a child's illness during the program, any of the following actions may occur.

- *An attempt will be made to notify the parent regarding the situation. Parents will be given an indication of any action that may be taken and/or if there is a need for the child to be picked up early.
- *the child will be isolated under the supervision of a staff member.
- *the child's physician will be called if the child exhibits any unusual symptoms.
- *In case of emergency, the emergency medical services will be called.

The parents can assist our health practices by planning for alternative care when your child is sick.

Emergency Procedures

In the event of a non-serious accidents and/or minor abrasions, the child will be treated with first aid supplies. If there is any doubt in the severity f the injury we will attempt to contact the parent first. If we are unable to reach you, we will attempt to contact those persons authorized for emergency contact on the emergency information card. If we are unable to reach both the parent and the emergency contact we will then call the child’s physician or emergency medical services.

Parents can help keep our program safe by:

- *Dressing your child appropriately for active play (sneakers and rubber soled shoes are the safest footwear).
- *Monitoring what your child brings to the program that may be hazardous to himself/herself or others.

Medication Administration Policy

In order to comply with MASK Policy and the State of New Jersey, DYFS, Bureau of Licensing Requirements, please note the following MASK Medication Administration Policy. WHENEVER POSSIBLE ALL MEDICATION SHOULD BE GIVEN AT HOME. If your child’s medication schedule cannot be altered so that all doses are received at home, the Bureau of Licensing does allow certain authorized MASK personnel to administer medication to your child while he/she is in our care. The following policy applies to prescription and “over the counter” medication.

All parents/ guardians that request for medication to be administered at the MASK Program must obtain a copy of the medication authorization form. This form must be completed by the child’s licensed physician or dentist and signed by the child’s physician and parent/guardian. Please make sure the form is completed in its entirety. Incomplete forms will be returned to you and cause delay in your child receiving medication.

The request to administer medication must be approved by the MASK Program Director. Once the request has been approved, the medication must be brought in to MASK by a responsible adult in a properly labeled container packaged by a Registered Pharmacist.

The label must include:

- | | |
|------------------------------|--|
| Patient Name | Prescription Date (must be current) |
| Pharmacy Name | Medication bottle must have Safety Closure Cap |
| Pharmacy Address/Phone | Name of medication, dosage form, expiration date |
| Prescription Number | Instructions for administration |
| Conditions of proper storage | Name of prescribing health care provider |

Parents must assure and provide their signature that the first dose of the medication was given at home without any problems or reactions by the child.

This procedure must be repeated each school year and/or each time there is a change in dosage.

Parents/guardians must pick up unused or expired medication in person, or send an authorized responsible adult with a note from you as well as picture ID. Unused medication that is not picked up within 10 days will be destroyed/discarded.

MASK will provide a secure, locked space for the safe storage of the medication. MASK will also maintain individual written records regarding the administration of your child's medication.

If you have any questions on this procedure, please contact the MASK Program Director.

Additional Center Information

Our center must post a listing or diagram of those rooms and areas approved by the Bureau 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 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 the 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.

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 an adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services Office of Child Abuse Control, Toll free at:1-877-652-2873 or to any DYFS District Office. Such reports may be made anonymously.

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

State of New Jersey Licensing Requirements

Information to Parents Statement

Our center is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. 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 (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 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 requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services CN 717, Trenton, New Jersey 08625-0717, telephone (609)292-1021 or (609)292-9220.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application, alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. 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 parent(s) 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 dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Discipline/Expulsion Policy

If the child's behavior is such that rules are not adhered to, the child will have a time out away from the group activity. If the child's behavior is consistently troublesome, a parent conference will be scheduled. Alternatives will be discussed with the parent and the child. If, after these steps have been followed, your child is still unable to follow the rules and regulations, the child will be subject to suspension or dismissal from the program. If at any time, your child endangers the safety of him/herself or others, the child will be subject to suspension or dismissal from the program.

Field trips are a privilege. Any child who does not follow the rules WILL NOT be able to attend for safety reasons.

Thank You,



MASK Director

"Teach children what to think and you limit them to your ideas. Teach children how to think and their ideas are unlimited."

Sandra Parks

MASK Anti Bullying Policy



Bullying Happens.....

Several

Times

On

Purpose

What to do.....

Start

Telling

Other

People

Together we can **STOP** it!

What is Bullying?

At the MASK Program, bullying is hurting someone more than once, on purpose, by using behavior or words which are meant to frighten or hurt that person.

Bullying can be.....

Emotional: Hurting people's feelings, leaving you out.

Physical: Punching, kicking, spitting, hitting or pushing.

Verbal: Being teased, name calling.

Written: Letters, notes, graffiti.

Cyber: saying unkind things by text, e-mail and on the internet.

If you are bullied:

DO:

- *Ask them to STOP if you can
- *Use eye contact and tell them to go away.
- *Ignore them.
- *Walk away.
- *Talk to a peer.
- *Get Help
- *TELL SOMEONE!

DON'T:

- *Do what they say.
- *Get angry or look upset.
- *Hit them.
- *Think it's your fault.
- *Hide it!

What should I do if I see someone else being bullied?

- *Don't walk away and ignore the bullying.
- *Ask the person to **STOP** if it is safe to do so.
- *Don't stay silent or the bullying will keep happening.

Who can I tell?

- *A Friend
- *A peer mediator
- *A family member
- *Any adult at school
- *Any adult you feel safe telling.

Everyone at the MASK Program will work together to:

*Make our program a place where everyone can feel safe and happy.

*Help everyone to get along with each other because we believe that everyone has the right to be who they are.

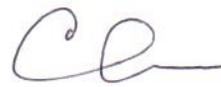
*Always treat bullying seriously



The MASK Program Anti Bullying Policy I have read the Policy and discussed with my child and will do my best to follow what it says!

I have discussed with my parent/guardian the above Anti Bullying policy and understand that if I am found to be bullying another student, I will automatically be expelled from the MASK Program.

By submitting your online application you acknowledge the above statements to be true and you adhere to the policy put in place set forth by the MASK Program.



MASK Director