

# TCS After School Care Program Information Sheet

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## Mission

To provide working TCS parents with quality, affordable after school care for their children grades K-8.

## Program Information

**Hours:** 3:00 – 5:30 p.m. (15 min. increments)

**Cost:** \$7 per hour

Extra child: \$3.50 per hour

15-minute increments: \$1.75

Late pick-up (5:30 – 6:00): \$7 per 15-minute increment

Habitual tardiness: parent may be asked to withdraw child(ren) from program

**Payments:** Easy Pay

**Not in session:** Holidays, snow days, early dismissal days before holidays

**Weather notice:** In the event weather turns dangerous during after school care hours, parents will be asked to pick up their children in a timely fashion

**Sickness:** If student displays signs of illness during after school care, parents will be asked to pick them up

**Forms to be filled:** Each family must complete an After School Care Program Registration Form. This form is good for one school calendar year and is to be handed into the office at the beginning of each school year. The purpose of the form is to keep us current with relative and emergency information as well as to when you expect to use this service. Parents are required to sign the form to verify that they have read and understood its contents.

**Participant notification:** Parents using the program on an occasional basis are expected to notify the school or after school care worker by 2:45 p.m. that their child is participating in the program to ensure proper staffing. Please DO NOT expect your child to relay the information. *Please note that parents will be assessed a \$5 fee if school office or after school care worker is not informed of student participation in the program by 2:45 p.m.* If you are using the program on a regular basis (set schedule) you do not need to call unless there is a change to that schedule.

ALL unclaimed students (gr. K-8) will be directed to After School Care. Students will NOT be permitted to remain in the lobby area of the school. High School students will also be directed to this area if they will be at school for an extended period of time. This is a safety and security issue.

**Checking students out:** Only parents or individuals on approved list (provided by parent) will be permitted to claim student. In some instances, older high school students may be

permitted to check out younger siblings. Once students are claimed, we would appreciate if you would exit the building so workers can concentrate on the remaining participants.

**Snacks:** If you wish your child to have a snack or beverage after school, please send it with them, alerting them that said snack is for after school. Workers do not provide snacks for participants and students should be instructed to not "nag" other students for part of their snack.

**Behavioral issues:** Please note that students are expected to follow the same behavioral attitudes they would during the school day. Disrespect will not be tolerated. Should behavioral issues continue, parents may be asked to make other arrangements for their child(ren).

**Cell Phone / Electronics:** Cell phone usage after school follows the same regulations as during the school day except students will claim their phones from the office at the end of the day and check them in with After School Care personnel. They can be reclaimed when child leaves school.

**After School Care Worker:** Mrs. Tabitha Parker (973-641-6043) is the after school care worker. Please program these numbers into your phone in case the office staff is gone for the day. If your cell phone is not working, please contact the appropriate work from another phone so she has an idea when to expect you.

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## Frequently Asked Questions

Can I leave my child in after care while I am on vacuum/cleaning duty?

*Unfortunately we are not staffed to care for extra children during this time. Please make other arrangements for your children when you have vacuum duty.*

Can my child come to after school care after a sports practice or tutoring session?

*No. Parents should not plan on this option. If there are no students in after school care, workers go home.*

What should my child bring for snack time?

*Children should bring a drink and small snack. Personnel do not provide snacks.*

Will homework time be considered quiet time or will children be expected to work while others are playing?

*Homework time is quiet time; however, our younger participants will not have homework and will be allowed to play quietly. When students complete their homework, they will be able to play quietly until scheduled homework time is complete.*

Can workers assist my child with their homework?

*Workers are not required to assist students with homework. Students will, however, be permitted to ask classmates for assistance.*

Can my child bring electronic games or phones from home to play?

*No. Children may, however, bring approved games they would play during regular school recess.*

Can one of my other children or another adult sign out my child?

*No. Unknown adults or siblings will NOT be permitted to enter the building to pick up a child. Parents will be asked to submit an "approved adult list." Juniors or Seniors who are primary drivers for younger children will also be allowed to sign out participants.*

What if I get stuck in traffic or a meeting runs late?

*The program finishes at 5:30 p.m. We are aware that traffic in this area can be unpredictable on occasion; however, parents should make every effort to be on time. After 5:30 parents are charged \$7 per 15-minute increment. If tardiness does become habitual, parent may be asked to make other arrangements for their child(ren).*

What if my child is injured during after school care?

*Workers may administer topical first aid (i.e., Band-Aids) when needed. Workers will be familiar with all staff qualified to administer more extensive first aid. Parents also give permission to transport student via ambulance to nearest hospital in the event of a serious injury.*

Who do I contact with concerns or questions?

*Please contact Program Supervisor Christine Chuang at [meiyuk@optonline.net](mailto:meiyuk@optonline.net) or 973-886-7678. If she cannot help or resolve an issue, she will bring the matter to Jeff Holcomb, Administrative Director.*