

Site: _____

Phone: _____



Twilight Club

Parent and Student Handbook



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Welcome to the Twilight Club. We are happy you are joining us. We look forward to having a lot of fun and learning this year!

The information in this handbook applies to the Twilight Club. You will need to read and keep this booklet handy throughout the school year.

The Twilight Club is part of the 21st Century Community Learning Center Clubs provided by the Regional Enrichment Center (REAL) to provide quality after school Clubs for students who attend the Paulsboro, Mount Holly and Pine Hill Public schools.

The Goal of the Twilight Club

The goal of the Twilight Club is to promote growth, academic achievement and healthy habits among students in grades 3-8, by offering a variety of learning and enrichment activities in a safe and well-supervised environment. We also hope to engage parents and guardians with their children in experiences that foster a greater connection with their school and community. Students who are ready and willing to learn help make their experience in the Twilight Club a success!

The Twilight Club Schedule

The Twilight Club will be held from school dismissal for 3 hours, Monday through Friday at your school. Your teacher will let you know the exact ending time. A monthly calendar will be sent home listing activities and Club closures. On half-days and days that your school is closed (i.e. Holidays and teacher in-service) the Twilight Club will be cancelled.

Cancellation Due To Weather

If your school is closed due to inclement weather there will be no Twilight Club. If the weather begins to deteriorate during regular school day hours and the Twilight Club is cancelled, the grant secretary or site coordinator will contact your parents.

Attendance Policy

Daily attendance is taken when you arrive at the Club. Regular attendance is important to your success in the Twilight Club. In order for you to receive the full benefit of the services provided by the Twilight Club, such as academic enrichment and teacher assistance, you need to attend on a daily basis.

Students are required to attend the Club a minimum of three days per week. Several unexcused absences may result in removal from the Club.

Transportation

Transportation will be provided for all field trips. A bus will pick up the students from the Club and will return to the school for dismissal.

Conduct

It is our belief that all students can behave appropriately and should be made responsible for their behavior. As educators, we have an obligation to enrich students of the Twilight Club. The Twilight Club will not tolerate any student interfering with the teacher's right to teach and/or another student's right to learn.

CLASSROOM CONDUCT

Students are expected to conduct themselves in a proper manner. The Twilight Club has established 4 GOALS for our students to follow:

- Positive attitude
- Active Participation in Activities
- Respect
- Having proper body control

Students should always:

- Act in a safe and healthy way
- Take responsibility for learning
- Take responsibility for actions

DISCIPLINE

If you exhibit poor conduct in class, an incident report will be filed. If the problem continues the classroom teacher or site coordinator will call your students parent or guardian.

SEXUAL HARASSMENT POLICY

All students have a right to learn in an environment in which they can reach their fullest potential and in which all individuals are treated with respect and dignity. Therefore, sexual harassment of students or employees, whether verbal, physical, or implied, is unacceptable and offenders may be disciplined up to and including expulsion.

ZERO TOLERANCE POLICY

The Twilight Club recognizes that there are certain behaviors that if tolerated would quickly destroy the learning environment. Acts of aggression **will not** be tolerated. When a student displays any violent acts of aggression a parent will be required to pick up their child immediately from your school. Bullying is considered an act of aggression and will not be tolerated.

BUS CONDUCT

Students are expected to conduct themselves in a proper manner while riding the bus for field trips. Students are required to wear seatbelts while on the bus and remain seated. Any students who do not conduct themselves properly while riding the bus **will lose** their privileges.

Vandalism/Property Damage

Damage to any school property or another person's property will result in dismissal from the Club. It will be the student and parents/guardians responsibility to pay for any damages to property.

MONEY, VALUABLES AND EQUIPMENT

The Twilight Club prohibits students from bringing money, valuables and toys i.e. hand-held games to the Club, unless the student receives prior written permission from site coordinator.

LOST/DAMAGED ARTICLES

The Twilight Club will not replace or provide restitution for lost or damaged personal belongings. The most effective way to prevent misplacing articles and theft is to leave your valuables at home.

PROHIBITED ITEMS LIST:

In the interest of protecting the health, safety, and educational opportunity of all students, the following items are prohibited without prior permission from the site coordinator.

1. CD players, ipads, iPods, video game players, cameras, and other electronic items.
2. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc.
3. Weapons, look-a-like weapons, guns, knives, screwdrivers and/or other dangerous items.
4. Gang identification paraphernalia.
5. Medications or pills of any kind are prohibited without written permission of parents/guardians. A student should have his or her school nurse administer medication prior to attending the Twilight Club.

Electronic Devices

Cell Phones

Students are permitted to carry cell phones during the Twilight Club. However, they are to be **turned off and out of sight during the Twilight Club.** Students who do not follow the policy

will have their cell phones confiscated. All confiscated cell phones will be returned to the student at the end of the school day with a warning to follow policy. On the second offense the phone will be returned only to the parent or guardian.

Telephone Privileges

Students are not permitted to use the telephone or make calls using their cell phones while at the Twilight Club unless they receive permission from a teacher or a member of the staff.

Homework Time

The Twilight Club will provide a quiet space and time for students to work on their homework. You will be given 45 minutes to work on your homework. Staff will be available to provide help for any students who may need it. However, we do not guarantee that all homework assignments will be completed by the time of dismissal.

Students are responsible for bringing homework materials to the Twilight Club. Homework may only be completed during homework time. Students are required to sign a homework form each day acknowledging whether or not they had homework.

Data Collection

The Twilight Program is part of the 21st Century Community Learning Center Programs and is funded by the US Department of Education therefore; we **MUST** complete the requested reports to ensure we continue to receive funding. Some of the information that will be collected includes changes in academic performance, behavior both at the program and at school, and student and parent participation. Information is taken from the quarterly progress reports that are prepared by the teachers of the Twilight Program along with their regular school report card. Children's names are not used in the reports that are submitted to the Department Of Education.

In order to complete our required reports it is imperative that any forms, surveys and questionnaires sent to parents and guardians are completed and returned in a timely manner.

Failure to comply with this request may cause The Twilight Program to miss important deadlines and could result in a loss of funding for our program.

Enrichment Activities

Students will have the opportunity to choose from a variety of activities and projects while attending the Twilight Program. Students will participate in academic enrichment activities for Language Arts, Mathematics, and Science. Students will be introduced to Fine Arts, Music, Photography, Character Education and different recreational activities throughout the year. Accommodations are made by the classroom teacher for students with special needs (i.e. curricular and physical activities).

Internet Policy

Because the Internet contains an unregulated collection of resources, the Twilight Club cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using our on-line resource, each student and his or her parent or guardian must sign and return the Acceptable Internet User Agreement. A copy of the signed agreement will be kept in your student file.

Information to Parents

Our Center is required to give you the following information about our requirements. This information can also be accessed online at

<http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> pages 14 and 15.

1. Be licensed by the Office of Licensing, Department of Children and Families
2. Comply with all applicable provisions of this chapter
3. Post license in a prominent location within the Center
4. Retain a current copy of Licensing Manual and make available upon parent request
5. Indicate how parents can receive a copy and obtain information on the licensing process
6. Make available upon request summary reports from inspections as well as any letter of enforcement or other actions taken against the center during the current licensing period
7. Post a listing of those rooms and areas that have been approved
8. Comply with inspection and investigations including interviews of staff and children
9. Afford parents the opportunity to review and discuss any questions or concerns about policies and procedures or whether the center is in compliance
10. Advise Center Director if it is suspected that the Center is violating any requirements
11. Afford parents of enrolled students an opportunity to participate in Center's operations and activities
12. Allow visits to the Center at any time during hours of operation without having to secure prior approval
13. Provide advance notice of field trips, outings or special events involving transportation away from the center – written permission must be secured in advance
14. Post a copy of the Centers policy on disciplining children and make a copy available to parents
15. Any person who has reasonable cause to believe that a child has been or is being subjected to child abuse or neglect is required to report such

allegations to the State Central Registry Hotline (1-877 NJ ABUSE or 1-877-652-2873) immediately and these reports can be made anonymously

16. Parents and staff members may secure information about child abuse and neglect from the Department by calling 1-877 NJ ABUSE or 1-877-652-2873
17. Policy of the release of students
18. Policy on administering medication and health care procedures
19. Policy on the management of communicable diseases
20. Policy on the expulsion of children
21. The Center is required to provide reasonable accommodations for children and parents with disabilities and to comply with NJ Law Against Discrimination and the American with Disabilities Act. If anyone believes the Center is not in compliance they may contact Division of Civil Rights in NJ Dept of Law and Public Safety at 609-292-4605.

Ratios and Grouping Students

Students to teacher ratios are 15:1 at all times. Additionally, groups are not to be larger than 30 unless during snack or meal time.

Staff Training

All staff members are required to receive on-going training. Annually, staff must receive 12 hours and Site Coordinators must receive 20 hours.

Unsafe Products

A list of recalls must be assessible to you at the site and updated annually. To access the list online, please visit www.cpsc.gov/Recalls

FIRE DRILLS/SAFETY PROCEDURES

Each month, the Twilight Club will practice leaving the school in case of a fire or other hazardous situation. In case of a fire drill or the actual event of evacuation, students will leave by the closest exit. Our evacuation time limit is less than two (2) minutes. Children will gather outside of the building at their designated posts.

BUSINESS POLICIES AND PROCEDURES

Enrollment

Registration forms and fee information are available for the Twilight Club at the participating schools and the REAL Center. They can also be downloaded from our website, www.realcenters.com. Parents will complete all forms and submit them to the REAL Center. A completed registration form is required for each child enrolled in the program. We will notify you if your child is accepted into the 21st Century Community Learning Center grant program.

When a student is approved for admission, the parent must provide the REAL Center with the first month tuition fee. Registered children who cannot be immediately enrolled will be placed on a waiting list.

Tuition/Fees

The Twilight Club operates on a sliding scale fee.

Free Lunch - \$18.00 per month*

Reduced Lunch - \$40.00 per month*

Full Lunch - \$70.00 per month

*Parents must provide the approval letter from the school district for free or reduced lunch.

A 10% discount applies to parents who pay for the year in advance.

Fees and Payments

Fees are due on the 28th of each month prior to the month of service according to the sliding scale fee listed above. (Example: Payment for October is due September 28th.)

Payment Options

1. Automatic Payments

If you sign up for automatic payments, your tuition will be deducted automatically from your account - no more late fees! (See pre authorized payment plan form)

2. Mailing / dropping off payments:

The REAL Center will accept money order or credit card payments. All payments should be mailed to the REAL Center. Please note that credit card payments can only be processed at the REAL Center.

Please mail payments to:

The REAL Center
1256 Markkress Road
Cherry Hill, NJ 08003

Late Payments

After the 10th of each month, a late fee of \$30.00 will be assessed to all accounts with a balance. Reduction of services will become effective on the 15th of the month. Students will be able to attend the "homework club" portion of the program **only** until the entire payment is received. Homework club occurs Monday-Thursday only. After 2 late payments, the student will only be able to attend the homework club. Your child will not be eligible to attend field trips during that time. If enrollment is full, the child may be removed to the waiting list.

Financial Assistance

If you are in need of financial assistance, please call the REAL Center at 856-232-7325. We can refer you to state resources that can assist with child care costs.

Tax ID Number

The Twilight program expenses qualify as deductible child care expenses.

Our tax ID number is: **02-0638541**

Lateness and Late Fees

Your child depends on you to pick him or her up in a timely fashion, as does the Twilight staff. An additional \$15 fee for the first 15 minutes and \$1 for every minute thereafter will be charged for picking up a child after dismissal time, and/or two hours after inclement weather school closings (see cancellation due to weather page 6). After two late pickups the student may be suspended for one week. After three late pickups the student may no longer be permitted to use the program and placed on the waiting list. If your child is not picked up within 45 minutes of dismissal, it may become necessary to call the police and/or the Department of Children and Families for assistance.

Parental Involvement

The staff of the Twilight Program encourages parental involvement. Parents with questions or concerns should make an appointment with the site coordinator. Each marking period, a progress report will be sent to you in the mail. The reports help parents and guardians see the progress their child is making. Please feel free to contact our teachers with any questions regarding your child's progress.

Parents and guardians are required to attend the orientation meeting. Parents and guardians are also required to attend at least **two additional** parent meetings per grant year. Parental involvement is a key component to the 21st Century Community Learning Center Grant. Parents and guardians are welcome to participate as volunteers and to serve on the Advisory Board Committee.

Photographs

There may be times when photographs are taken of the students participating in the Twilight Program. The photographic material, whole or in composite may be used as the program sees fit in publications of educational material, promotional articles, and/or for another lawful purpose.

Parents will be asked to complete a Minor Model Release form that will give consent for their child's picture to be taken. If you do not wish to have your child appear in photographs, please be sure to indicate so on the minor model release form.

Policy on the Release of Children

When a parent or guardian picks up their child, they must sign the sign in/out sheet. Each child may be released only to the child's parent(s) or persons authorized by the parent(s) to take the child from the program and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If the scheduled person to pick up your child changes, the Twilight Program must be notified before your child can leave. It is required that the parent or guardian call the REAL Center at 856-232-(REAL) 7325 or send a detailed note explaining who will be responsible for picking up their child. The individual responsible for picking up your child will be required to show identification. This policy is for the protection of your child.

If a non-custodial parent had been denied access, or granted limited access to a child by a court order, the program shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fail to pick up a child at the end of the Twilight Program the program shall ensure that:

- 1) The child is supervised at all times
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
- 3) An hour or more after dismissal, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parents(s), have failed and the staff members cannot continue to supervise the child at the center, the staff shall call the 24- hour Hotline 1-877-NJ- ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parents(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the coordinator and/or staff member, the child would be placed at risk of harm if released to such an individual, the program 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 authorized by the parent(s)
- 3) If the program 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

For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Schedule

The Twilight Program will be held Monday through Friday for 3 hours per day. Please contact your site coordinator for exact program times. A monthly calendar will be sent home listing activities and program closures. You should be aware that the grant does not run every single school day, on half days, or in the mornings.

Schedule Changes

If a child attends extracurricular activities or has another arrival/departure time change than originally scheduled, you must immediately notify the REAL Center in writing, including date and time. Provide the Twilight staff with notification several days before the day of change.

Sign Out Policy

When a parent or guardian picks up their child, they must sign the sign in/out sheet. Only authorized individuals are allowed to sign out your child and are required to show identification. If the scheduled person to pick up your child changes, the Twilight Club must be notified before your child can leave. It is required that the parent or guardian call the REAL Center at 856-232-(REAL) 7325 or send a detailed note explaining who will be responsible for picking up their child. The individual responsible for picking up your child will be required to show identification. This policy is for the protection of your child.

Snacks

The Twilight Club serves a daily nutritious snack as part of the program. Snacks are served during the first hour of the program.

Transportation

Transportation will be provided for all field trips.

Withdrawal from Twilight Program

Should a parent choose to withdraw their child from the Twilight program, please complete the withdrawal form. Your child will be considered an enrolled student unless we have the withdrawal form.

MEDICAL POLICIES

First Aid/Accidents

If a student receives a minor injury while attending the Twilight Program, first aid will be administered and an accident report will be filed. Twilight staff is certified in First Aid and CPR.

Medication Administration Policy

The Twilight Program must inform parents of our policy on administering medication and health care procedures to children. When we administer any medication or health care procedure to a child, we will follow these procedures.

The Twilight Program **will not** give prescription medication or health care procedures for a child with a short-term illness. Students who need medication should see their school nurse before arriving at the Twilight Program.

The Twilight Program **will** give over-the-counter (non-prescription) medication or health care procedures to a child. Our program will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the program.

Parents must provide written permission before any medication or health care procedure is administered to a child. Written permission is also needed if a school-age child is permitted to self-administer medication or health care procedure.

Medication must be in its original container and labeled with the child's name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for administration. If a child may need health care procedures while at the program (such as the use of nebulizer, glucometer or epi-pen), parents must let us know who can provide appropriate training for our staff, and how we can contact the health provider.

Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen) or topical (skin) preparations (such as sunscreen).

Authorized staff who are informed of the child's medication and health care needs will give medication or health care procedures. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used.
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child;
6. Any adverse effects the medication may have on the child

The following steps will be followed in an emergency:

1. The parent/guardian will be contacted immediately
2. The child's health care provider will be contacted
3. The Twilight Program will attempt to contact the parent/guardian through all of the emergency persons listed on the child's registration form.
4. If we cannot contact the parent/guardian or your child's health care provider, we will do any or all of the following:
 - ✓ Call for emergency first aid assistance/transportation
 - ✓ Call another health care provider
 - ✓ Have the child transported to an emergency hospital in the company of a staff member

(More information regarding the REAL Center's Twilight Program's medical policy is included on the blue medical waiver form)

**DISEASES (Policy on Management of Communicable Diseases)
(Prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in
the Department of Children and Families)**

If a child exhibits any of the following symptoms, he/she should not attend the program. If such symptoms occur at the program, the child will be removed from the group, and you will be called to take him/her home.

- ✓ Severe pain or discomfort
- ✓ Acute diarrhea
- ✓ Episodes of acute vomiting
- ✓ Elevated oral temperature of 101.5 °F
- ✓ Red eyes with discharge
- ✓ Sore throat or severe coughing
- ✓ Yellow eyes or jaundice skin
- ✓ Difficult or rapid breathing
- ✓ Skin lesions that are weeping or bleeding
- ✓ Infected, untreated skin patches
- ✓ Skin rashes lasting longer than 24 hours
- ✓ Visibly enlarged lymph nodes
- ✓ Swollen joints
- ✓ Stiff neck
- ✓ Blood in urine

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the program.

Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the program without a physician's note stating that the child presents no risk to himself/herself or others.

Respiratory Illness

Chicken Pox * *
German measles
Hemophilus Influenza*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastrointestinal Illness

Giardia Lamblia*
Hepatitis A
Salmonella*
Shigella*

Contact

Impetigo
Lice
Scabies

* Diseases that we will report to the department of health

** **Note:** If your child has chicken pox, a doctor's note is not required for re-admitting the child to the program. A note from the parent is required, stating either that at least six days elapsed since the onset of the rash, or that all sores have dried and crusted.

If your child is exposed to any excludable diseases at the center, you will be notified in writing.

Serious Injury

If a student is seriously injured or has a medical emergency while attending the Twilight Program, emergency services will be called and the child will be transported to the hospital. Every effort will be made to contact the parent/guardian or emergency contact person listed on the child's emergency contact form. **If we do not have an emergency contact form, your child cannot attend the program.**

Parent Notification

If a parent cannot be reached by a telephone call, staff may notify parents by email, text and/or note home. Staff will continue to try to reach the parent by telephone logging the date and times of attempts until the parent is notified in person or by phone.

Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child (ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the Twilight Program:

Immediate Cause for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- The child threatens physical or intimidating actions toward staff members
- The child exhibits verbal abuse to staff in front of enrolled children

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments
- Habitual tardiness when picking up your child
- The parent threatens physical or intimidating actions toward staff members
- Verbal abuse to staff
- Failure to notify staff of schedule changes

Child's Actions for Expulsion

- Habitual absences without justification
- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Physical or verbal abuse to staff or other children

Schedule of Expulsion

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and/or 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 come to an agreement with the program.

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 program.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek an alternate enrichment program (approximately one to two weeks notice depending on the risk to other children's welfare or safety).

Failure of the child or parent to satisfy the terms of the plan may result in permanent expulsion from the program.

Exceptions to Being Expelled

A child may not be expelled if the child's parents/guardians:

- 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 program.
- Questioned the center regarding policies and procedures.
- Did not receive sufficient time to make other arrangements.

Proactive Actions That Can 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 site coordinator, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district's child study team.

Zero Tolerance Policy

The Twilight Program recognizes that there are certain behaviors that if tolerated would quickly destroy the learning environment. Acts of aggression **will not** be tolerated. When a student displays any violent acts of aggression a parent will be required to pick up their child immediately from the program. A parent conference must be held before the child can return to the Twilight Program.

Questions, Comments and Volunteers Welcome

If you have any questions, comments or would like to volunteer for the Twilight Program, please feel free to contact us at 856-232-REAL (7325). Your feedback is important to us and will ensure quality programming.

I have received and read the Parent/Student Handbook with includes information on the program such as:

- Parent Information on Licensing
- Student Release Policy
- Expulsion Policy
- Medical Policies including Communicable Diseases
- Parent Notification
- Unsafe Products

Student Name _____

Parent Name _____

Parent Signature _____

Date _____