



Green Apple Aftercare



At Frelinghuysen Township School

Mailing Address: PO Box 327, Greendell, NJ 07839 (973) 300-5547 Fax: 973-300-5549

www.greenappleacademy.net

Green Apple Aftercare is committed to serving the after school needs of the Frelinghuysen Township School District by providing a safe, fun environment for the children of township families who need this service. Green Apple Academy will provide trained and experienced staff members to supervise all activities taking place in our aftercare program.

Green Apple Aftercare is an open enrollment program available to all students who attend Frelinghuysen Township School.

There is a \$30.00 registration fee per child per year. A completed registration form, one month's tuition and the registration fee must be submitted before the child's first day in aftercare. Spots will only be reserved for children after the completed form and fees are collected.

Aftercare hours are from 2:55pm-6:00pm Monday through Friday when school is in session. There is no aftercare during vacations, school closures due to weather or early dismissal days due to snow or other emergency situations. It is the responsibility of the parent/guardian to pick up the children at the designated dismissal time or to arrange transportation for their children on weather related early dismissal days.

On scheduled early dismissal days aftercare will be available starting at dismissal time until 6:00pm. Lunch is not served on early dismissal days, students will need to bring lunch from home and will be allowed to eat lunch upon arrival in aftercare.

Tuition Rates:

Full time (4 or 5 days) \$260.00 per month.

Part time (2 or 3 days) \$195.00 per month.

A 10% sibling discount is available.

Drop in hourly rate: \$18.00 per hour per child must be paid daily.

Payments are due during the first week of each month. Pre-payment is accepted and encouraged. If payments are not received during the first week of the month children will be excluded until payment has been made.

Only cash and check are accepted. Make checks payable to Green Apple. Payment can be sent in with children and dropped off at aftercare or mailed to: Green Apple Academy, PO Box 327, Greendell, NJ 07839.

Attendance/Sign Out:

Attendance will be taken daily upon arrival to aftercare and the child's name will be entered on the daily attendance sheet. When a child is signed out the parent/guardian must print and sign their name and write the time of pick up next to their child's name on the attendance sheet. If your child will not be attending or will be arriving late due to an after school activity please notify the aftercare staff prior to the start of aftercare.

Proper identification is required to pick up children. Please bring your drivers license when picking up and be prepared to show it to staff. Children will only be released to properly identified people on the approved child pick up list. Please be sure to announce your presence to a staff member when you are picking up your child.

Children must be picked up by 6:00pm. Childcare staff must leave the school at 6:00pm therefore parents need to make alternate arrangements in the event of an emergency that prevents them from arriving by 6:00pm. An additional \$10.00 fee will be charged for any late pick up and an additional \$10 will be assessed every 5 minutes thereafter. Students who are frequently picked up late may not be permitted to continue with the aftercare program.

At least 2 emergency contacts are required in the event that staff cannot reach a parent/guardian.

Illness/Allergies:

There is no nurse available during aftercare hours and staff is not permitted to administer medications.

There is no sick child care at aftercare, if staff deems a child to ill to remain at the program they will contact a parent/guardian to pick up the child. (Fever over 100.0, diarrhea, vomiting, etc.)

Staff needs to be made aware of any life threatening conditions, asthma or allergies including food or others that students may have, an allergy action plan must be completed by the child's physician and turned in to the aftercare staff. If an epi-pen is required it must be left with the aftercare staff at all times. If an asthma inhaler is needed it must be accessible to the child at any time.

Please make any other health related issues known to our staff in writing so it can be added to your child's file including injuries that may prohibit a child from participating in sports related activities, exercise etc.

Program:

After school a light snack such as Goldfish or pretzels will be served, students can use the water fountain as needed and if additional snacks are required by your child they can be sent from home as long as they are nut free as some students may have severe allergic reactions.

A 30 minute homework session will begin after snack for the children who wish to do their homework. Staff will be on hand to supervise but it is the parent/guardian responsibility to make sure all homework is completed and correct, not the staff. Children will not be forced to do homework at aftercare and those who do not have any or choose to do it at home will engage in a quiet activity until homework time is completed.

Electronics, cell phones and tablets with ear phones are permitted with a permission slip from parent/guardian and only age appropriate games etc. may be viewed during aftercare.

Children may use the bathroom at any time and will be sent in pairs for safety.

Student Behavior:

Students are expected to behave in a respectful manner towards staff and their peers. All school rules are to be followed during aftercare and all school/aftercare property must be used properly and respectfully.

The following are not permitted during aftercare: toys from home, running in the halls, horseplay, rowdiness, pushing, hitting, tackling, wrestling, harassment, bullying, profane or abusive language, destruction of school or others personal property or disrespecting aftercare/school staff.

If negative behavior is observed staff will discuss the issue with the children involved and help work out a resolution. If negative behavior escalates or becomes troublesome staff will notify parents verbally and if the behavior continues written notices will be sent home. Children can be suspended or expelled from the program as a result of negative and/or dangerous behavior. School administration will be notified of any school property damaged by a child and if any children are suspended or expelled from the program.

Aftercare Contact Info:

If a change in scheduling is needed or an absence needs to be reported you can email the aftercare staff at: greenappleaftercare@yahoo.com and please cc: bwittig@greenappleacademy.net and call or text our aftercare cell phone at: 973-897-2500.

Also please CC the school office or your child's teacher regarding any changes to scheduling or after school activities.