



**2018-2019 School Year**

**September 17th – May 16th**

# Kindergarten – 13 years old

# Monday – Friday

# After School – 5:30pm

**Daily Activities**

**Homework Help, Tutoring, Bible Lessons & Music, Crafts, Games, and Snacks!**

**Special Activities & Events**

**Book Mobile, Guest Speakers & Entertainment, Sewing, Cooking, Soccer Clinic, Guitar Lessons, Etiquette/Manners Lessons, Movie Days**



For more information, contact:

Colleen Dice and Julia Wiggins

Co-Directors of Children’s Programs

Ocean City Tabernacle

609-399-1915

**Son Club Days Off**

Son Club Afterschool Program follows the OC School District Calendar. Son Club is closed on early dismissal days. This list is subject to change based on the school calendar.

**September**

17th : First Day of Son Club

**October**

8th : Columbus Day

17th : Early Dismissal

24th-26th : Early Dismissal

**November**

7th-9th: NJEA

21st-23rd : Thanksgiving Break

**December**

21st : Early Dismissal

24th-31st : Christmas Break

**January**

1st : Christmas Break

21st : Martin Luther King Day

30th : Early Dismissal

**February**

6th-8th : Early Dismissal

15th : Early Dismissal

18th : President’s Day

**March**

21st : Early Dismissal

22nd : No School

**April**

19th-26th : Easter Break

**May**

16th : Last Day of Son Club

**2017-2018 School Year**

**Parent Information**

At the Son Club Afterschool Program, we hope that your child will feel the love of God in a nurturing and comfortable atmosphere. Our directors and teachers welcome open communication with parents/guardians and appreciate feedback regarding your student and/or the program. Below you will find some very basic information regarding our policies, procedures, and licensing requirements.

 **Staffing**

All of our teachers and staff are required to pass a complete background check. Our teachers and staff receive training, attend teacher development workshops throughout the year and have a love for children so that your children will receive the best care and experience possible.

***Arrival***

OCIS students arrive by school bus to the Kull Youth Center gym entrance at 2:30pm. Please sign up to ride the Son Club bus in the Intermediate School office. OCPS students are picked up at the front of the Primary School at 3:00pm and walked to the Tabernacle as a group with their teachers.

***Dismissal***

Teachers will release students individually as Parents/Guardians arrive. Parents/Guardians will sign out students while our staff calls the classroom to retrieve the student. We kindly ask that Parents/Guardians arrive by 5:30pm promptly and notify us ASAP in case of late pick-up/emergency. A late fee may be assessed if students are repeatedly picked up later than 5:30pm.

***Parent/Guardian Pick-Up Parking***

The area designated for Parent Pick-Up Parking is on the 6th Street side of the building. Please do not drive or park in the grassy areas along Asbury avenue, as our students frequently play outside in that area.

**Bathroom Policy**

There are bathrooms located in the classroom and gym areas. Students are free to use the bathroom at any time. There are designated group times when students are reminded to use the bathroom as well. The bathroom is supervised at all times.

Bathroom and hygiene rules will be reinforced. Students will wash their hands with soap and water after using the restroom.

**Emergency Procedures**

***Medical Procedures***

If an accident occurs during the Son Club After School program, teachers will take necessary actions to protect the student from further injury and notify the student’s parent/guardian. The teacher will maintain an injury report to document each incident. If the injury requires medical attention, teachers will follow the following steps:

*Minor Injury*

1. Call parent/guardian.
2. Keep child calm and protected from further harm.

*Major Injury*

1. Call 911
2. Call parent/guardian
3. Keep child calm and protected from further harm

**Evacuation & Lockdown Procedures**

In case of an emergency requiring evacuation of the building, the Son Club staff will calmly direct the students outside the building and to the designated meeting spot at the corner of 6th Street and Wesley Avenue. In the event students must be relocated to another area in a lockdown situation, staff will direct the students to the Kull Youth Center Building located on the Tabernacle property or will be escorted to the Fire Station across the street on the corner of 6th and Asbury Avenue. These procedures will be communicated to the students and a fire drill will be performed monthly.

***Classroom & Gym Rules***

* Work and play safely while still having fun
* Listen carefully to the teacher
* Use good manners
* Be kind to others

***Strategies of Discipline***

Our teachers will be using simple problem-solving techniques with the students as opportunities arise throughout the afternoon. We find that by following this simple step process students will develop a skill that they can continue to use into adulthood. Each student is encouraged to utilize the steps below with teacher assistance.

1. Approach your friend calmly
2. State the problem(s)
3. Tell them how you are feeling
4. Name possible solutions
5. Agree to a solution
6. Give it a try

The teacher will navigate this procedure with the students to provide support and follow-up. Of course, there are other times when a student is having individual difficulties. In these cases, the teacher works through the process with the child independently or will redirect the child to an activity or to a quiet space where they can have time away from any situation that was causing them difficulty. If a student has a prolonged period in which they display harmful or concerning behavior, a meeting with the director and parent/guardian will be held to discuss the situation and ways that we can best help the student.

**Expulsion Policy**

State provision 10:122-6.8 requires a written expulsion policy from enrollment for actions by the student or his or her parent(s). Causes for expulsion may include serious injury or threat of injury to the child or other children, excessive biting, and parental verbal or physical abuse to staff or enrolled children. This policy will only be enforced in the most extreme cases. (See full statement below)

IMMEDIATE CAUSES FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD’S EXPULSION

* Failure to complete forms including the child’s immunization records
* Habitual tardiness when picking up your child
* Verbal abuse to staff

CHILD’S ACTIONS FOR EXPULSION

* Failure of child to adjust after a reasonable amount of time.
* Uncontrollable tantrums / angry outburst.
* Ongoing physical or verbal abuse to staff or other children.
* Excessive biting

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child’s parents/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 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 childcare (approximately one to two weeks’ notice 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

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

* Staff will try to redirect student from negative behavior
* Staff will reassess classroom environment, appropriate of activities, supervision
* Staff will always use positive methods and language while disciplining students
* Staff will praise appropriate behaviors
* Staff will consistently apply consequences for rules
* Student will be given verbal warnings
* Student will be given time to regain control
* Student’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, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behavior
* The parent will be given literature or other resources regarding methods of improving behavior
* Recommendation of evaluation by professional consultant
* Recommendation of evaluation by local school district child study team

 **Medication**

The Son Club staff will not administer non-prescription medication to students under any condition. The staff will not administer prescription medication for short-term illnesses. Only medication needed in life-threatening situations (i.e. asthma inhaler or Epi-Pen) will be administered by the staff. Written instructions must be provided by the parent/guardian and kept with the medication. The medication will be stored in a locked container in the original packaging with the student’s name on it. Upon completion of the school year or expiration of the medicine, the Son Club staff will return the medication to the parent/guardian for disposal.

**Communicable Diseases & *Symptoms***

For the safety and well-being of all the students enrolled at Son Club, we need to be proactive in identifying and treating the symptoms of communicable diseases such as:

*Severe pain or discomfort Elevated temperature (101 degrees)*

*Acute diarrhea Sore throat or severe coughing*

*Episodes of acute vomiting Infected, untreated skin patches*

*Yellow eyes or jaundice skin Difficult or rapid breathing*

*Red eyes with discharge Skin rashes lasting longer than 24 hours*

If your student develops these symptoms while at Son Club, he/she will be isolated from the other students and parent/guardian will be contacted to take the student home. Once the symptoms have passed, or a doctor’s note is provided, stating the student is no longer a health risk to the other students, the student may then return to the after school program.

***Communicable Diseases***

A student who has any of the following diseases is not allowed to return to Son Club without a physician’s note stating that the student presents no risk to himself/herself or others:

|  |  |  |
| --- | --- | --- |
| ***Respiratory Illness***Chicken Pox \*\*German MeaslesHemophilus Influenza \*Measles \*Meningococcus \*Mumps \*Strep Throat Tuberculosis \*Whooping Cough \* | ***Gastro-Intestinal Illness***Campylobacter \*E. coli \*Giardia Lamblia \*Hepatitus A \*Salmonella \*Shigella \* | ***Contact Illness***ImpetigoLiceScabiesShingles |

\* These diseases must be reported by the Son Club to the Health Department.

\*\* If your child has chicken pox, a doctor’s note is not required. A parental note is required stating that at least 6 days have passed since the onset of the rash, or that all sores have dried and crusted.

**Licensing**

The following guidelines comply with all the requirements according to N.J.A.C. 10:122 from the Department of Human Services. These regulations cover specific areas such as physical environment, staff supervision, health and safety, and parental communication. Information about licensing and regulations can be obtained from Trenton:

Department of Human Services

Office of Licensing

PO Box 707

Trenton, NJ 08625-0707

(877) 667-9845

We encourage parents to discuss with us any questions or concerns about the State regulations and implementation of these regulations in the Son Club After School Program.



# STUDENT INFORMATION

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male/Female: \_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: Month\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Ocean City, NJ 08226

Does your child qualify for free or reduced lunch services? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

Select days attending based upon need:

 MON TUES WED THURS FRI

# PARENT/GUARDIAN INFORMATION

**Parent/Guardian 1**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian 2**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

**\*Please tear off and give to your child’s school office**

My child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be attending the Son Club After School Program on

(Please Circle) Mondays Tuesdays Wednesdays Thursdays Fridays.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# EMERGENCY CONTACTS

 Emergency Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_

 Emergency Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_

**FOOD ALLERGIES /CHRONIC MEDICAL CONDITIONS (please list)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WALK-HOME OR PICK-UP INFORMATION** **(please check one)**

 \_\_\_\_\_\_\_ My child (print child’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is NOT permitted to walk home. I understand the program lasts until 5:30 pm and all students must leave by 5:30 pm. I will pick up my child or I permit the following people to pick up my child:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# OR

 \_\_\_\_\_\_I permit my child (print child’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to walk home from the Son Club Afterschool program **unsupervised** by Tabernacle Staff or Volunteers. I understand the program lasts until 5:30pm and all students must leave by 5:30 pm.

**PARENT/GUARDIAN NAME (Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Photo Release for Minor Children (Under 18)**

I, (print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent or official guardian of (child’s name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby grant permission to Ocean City Tabernacle Son Club to take and use photographs and/or digital images of my child for use in publications such as news releases, printed or digital promotional publications or materials, electronic publications, promotional videos or Tabernacle Web site. I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions and shall be the property of Ocean City Tabernacle Son Club.

Parent/Guardian Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**