

Son Club Remote Learning Center & Afterschool Program

2020-2021 Parent Information

At the Son Club Remote Learning Center and Afterschool Program, we hope that your child will feel the love of God in a nurturing and comfortable atmosphere. Our staff 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.

Registration and Tuition Policies

Registration for both programs is available online at the Ocean City Tabernacle website (www.octabernacle.org) under Programs.

Remote Learning – Students may choose a Monday/Tuesday or Thursday/Friday schedule. *Students will be expected to attend both days and be grouped in teams of 10 with an assigned learning coach.* Wednesday attendance is optional and available to all registered students without an additional charge.

Students will be expected to bring lunch/snacks, a Chrome book or iPad, as well as any assignments from their respective teacher. A toolbox including pencils, markers, crayons, eraser, and scissors will be provided.

A non-refundable \$50 registration fee and the first two days of tuition are due upon registering for the program. Tuition is \$50 per day for the first student in a family, \$40 per day for the second, and \$30 per day for the third.

Tuition payments will be due every other Monday. A payment schedule will be provided. ***All payments are non-refundable unless the program is discontinued.***

Afterschool – Students may attend any day of the week, Monday through Friday. There is NO CHARGE for the Son Club Afterschool program.

Arrival

Remote Learning – Please arrive wearing a mask to the Ocean City Tabernacle main entrance on Wesley Avenue between 8:45-9:15 am for temperature and health check per state guidelines. Children must be signed in by an adult, however only students and staff may enter the building. After check-in, children may go to their designated area. All students and staff will be required to wear a cloth mask or face shield unless eating or drinking as required by the Department of Children and Families.

Afterschool – Students from OC Primary School are walked to the OC Tabernacle by Son Club staff after school. Student from OC Intermediate School ride a designated bus from school to the OC Tabernacle.

Dismissal

Staff 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 **promptly by 3:00 pm for Remote Learning and/or 5:30 pm for the Afterschool program** and notify us ASAP in case of late pick-up/emergency. A \$20 late fee may be assessed if students are repeatedly picked up later than these times.

Parent/Guardian Pick-Up & Parking

Remote Learning – Students will be picked up at the main entrance to the Ocean City Tabernacle on Wesley Avenue. 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.

Afterschool – Students will be picked up at the front door of the Kull Youth Center (KYC) on Asbury Avenue. Parent Pick-Up Parking is in the lot in front of the KYC.

Staffing

All staff are required to pass a complete background check. Our staff receive training, attend professional development workshops throughout the year, and have a love for children so that your children will receive the best care and experience possible. Staff members will supervise your children at all times.

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.

Medical Procedures

If an accident occurs during the Son Club program, staff will take necessary actions to protect the student from further injury and notify the student's parent/guardian. The staff person will maintain an injury report to document each incident. If the injury requires medical attention, we will take 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 staff 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 staff 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 staff 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 staff member 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 required forms
- 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 (apx. 1 to 2 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 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 return to the program.

Communicable Diseases

A student who has any of the following diseases may not return to the Son Club Remote Learning Center or Afterschool program without a physician’s note stating that the student presents no risk to himself/herself or others:

| <i>Respiratory Illness</i> | <i>Gastrointestinal Illness</i> | <i>Contact Illness</i> |
|-----------------------------------|--|-------------------------------|
| Chicken Pox ** | Campylobacter * | Impetigo |
| German Measles | E. coli * | Lice |
| Hemophilus Influenza * | Giardia Lamblia * | Scabies |
| Measles * | Hepatitis A * | Shingles |
| Meningococcus * | Salmonella * | |
| Mumps * | Shigella * | |
| Strep Throat | | |
| Tuberculosis * | | |
| Whooping Cough * | | |

* 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 preceding 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 programs.