

VOORHEES CER SCHOOL AGE CARE 2023-2024 (SAC) Parents' Manual

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Please be advised that CER will attempt to provide childcare for all of our students. However, we do not have the resources to provide individualized, one-on-one supervision. CER also reserves the right to terminate any family for failure to pay their account in a timely manner or children who fail to adhere to the rules and regulation found in our handbook.

Updated: March 3, 2023

PLEASE NOTE PLEASE NOTE PLEASE NOTE

**SAC will end promptly at 4:00 pm
Wednesday 11/22, Friday 12/22, Thursday 3/28 and 6/20 or (last day of school).**

1. **CER Mission** - The Voorhees Community Education Recreation program is provided by the Voorhees Board of Education to enrich the lives of the families in the community by using the resources at hand to meet the many and varied needs of the people living here. Our SAC program does that by providing quality childcare to residents in a familiar and safe environment. Our staff uses walkie-talkies between inside/outside staff, escorts children to and from the bathroom, and is very aware and protective of the security of your child.
2. **Overview** - The School Age Care childcare program in Voorhees Township has been in existence for over 40 years. In fact, we were one of the pilot programs in Southern New Jersey, and our program has served as a model for many other townships.

The CER philosophy is that every child is an individual. Every child is an important little person and showing that to each participant is our goal while providing a safe child- friendly atmosphere.

3. **Hours of Operation** - The childcare program is available from 7:00 – 9:00 AM and 3:30 - **5:30 PM** at each elementary school every day when school is open. We always follow the school calendar. On half days of school, we begin our program at the conclusion of the school day. **SAC is held at each of the elementary schools.**
4. **Registration/FOB Information** - All children must be pre-registered online. There is a **NON-REFUNDABLE** registration fee of \$35.00 per child and a \$25.00 Annual Security Fee per family. Security fee provides all families with (2) activated key FOBs. Returning families FOB's will be activated once fee is received. A third FOB will may be purchased at an additional cost of \$25.00. **Children MAY NOT start in this program without the parent completing this process. Parents are required to keep their children's forms up to date by promptly reporting any changes of information.**
5. **Children's Schedule** - When you register for the program, you will be asked to provide your child's schedule of attendance in the Child Care Program. If your child is NOT attending childcare on a regularly scheduled day (a dentist appointment, etc.) it is essential that you send in TWO NOTES in the morning - one to your child's teacher and one to the CER site supervisor. **DO NOT CALL THE SCHOOL OR CER OFFICE. THE NOTICE MUST BE IN WRITING.** If your child is absent from school, there is no need to call the CER office; we receive the daily attendance reports from the schools.
6. **Transportation** - **TRANSPORTATION TO OR FROM THE CHILD CARE PROGRAM IS NOT PROVIDED BY CER OR THE BOARD OF EDUCATION.** Transportation is the responsibility of the parent/guardian.
7. **Administration of Medicines** - Our staff cannot administer medicine except according to BOE policy.
8. **Sick Children** - If your child is ill, he/she **DOES NOT** belong in school or CER Child Care. If your child gets sick while in childcare, you must come and pick her/him up immediately.

9. **Sign In/Sign Out Procedures** - You **MUST** come into the school and sign your child in and out each day.

10. **CER School Age Care 2023-2024 School Age Care Rates**

Description	Yearly	Monthly	10% discount
Full Time students M-F 7 - 9 a.m. and 3:30 - 5:30 p.m.	\$4140.00	\$414.00	\$3726.00
Part Time 3 days a week 7 - 9 a.m. and 3:30 - 5:30 p.m.	\$2410.00	\$241.00	\$2169.00
Part Time students M-F 7 - 9 a.m. (mornings only)	\$2070.00	\$207.00	\$1863.00
Part Time students M-F 3:30 to 5:30 p.m. (afternoons only)	\$2070.00	\$207.00	\$1863.00
As needed 5 days per month – Monthly schedule must be provided	\$1150.00	\$115.00	\$1035.00

(Full-time rate based on 180 school days x 4 hours a day x \$5.75/hr)

Second Child Rates

- Each additional full-time student \$3420.00 year.
- Each additional 3 - day a week student \$1990.00 year.
- Each additional a.m. or p.m. student \$1710.00 year.
- Each additional “Five days/month” \$950.00 year.

****Please Note****

No refunds for missed days

SAC hours 7-9 a.m. and 3:30-5:30 p.m.

Registrations will be “First Come – First Serve”

All current families must re-register for the 2023-2024 School Year

Registration for 2023-2024 School Age Care will open on August 1, 2023

Once program is closed all additional families will be placed on a “Wait List”

- All payments are due on the 15th of each month (starting 9/15)
- Families falling 14 days past due will be terminated and vacated spot will be offered to the next family on the waiting list.
- Any family not utilizing their scheduled time must send in (2) notes as usual.

11. **Billing Procedure** - You will receive your bill via (e-mail and postal service) at the beginning of each month the deadline for payment will be the 15th of each month starting on October 15th. **September nonrefundable tuition is due at the time of registration along with a nonrefundable registration fee and security fee.**

Payments can be mailed to: CER office, Attn: SAC Payment, 1000 Holly Oak Drive, Voorhees, NJ 08043 or made online by using the “My Procure” parent portal. Families will receive instruction on how to open their account after they have been accepted into the program.

Prompt payment is essential. CER is self-funded and does not receive tax dollars to pay for staffing and supplies. Your payments are what keep this program in operation. Parents/guardians who have not paid outstanding bills by the second month will be jeopardizing their family’s privilege to use our program. If you have any questions about your bill, please contact Mike Redfearn at the CER office at 795-2025 ext. 5232.

Failure to pay sums due the CER office by the 15th of the month, will result in the additional imposition of a late fee of \$40, together with an amount equal to the attorney's fees, costs and/or expenses incurred by the Voorhees Township Board of Education in seeking to collect same. Be further advised that if your account is in arrears over 30 days, your child/children will be excluded from using the SAC Program. Once an account is designated for collection all future use of SAC will be permanently terminated.

12. **Discipline Procedure** - The school's discipline code is in effect during the SAC program and can be found in your child's school handbook. Children who do not cooperate or follow instructions will be spoken to by staff. If the child must be spoken to on a consistent basis, the parent will also be made aware of the situation. In severe discipline cases the parents will be called and asked to pick their child up immediately. If behavior is not significantly improved the parents will be notified of possible suspension or even exclusion from the program. **Participation in the CER School Age Child Care Program is a privilege, not a right. This privilege can be revoked due to continued misbehavior or failure to follow the procedures in this Parent Manual.**

13. Once a parent comes to the school to pick up your child, you must take the child promptly, not leave and come back later if the child wishes to stay.

14. **Emergency Numbers** - If you have an emergency, the number for your school Child Care Program is:

a.	Kresson:	424-1816, ext. 2165	cell phone 609-743-1787
b.	Osage:	428-2990, ext. 4149	cell phone 609-352-4981
c.	Hamilton:	767-4888, ext. 3139	cell phone 609-352-4973
d.	Signal Hill:	767-6749, ext. 1150	cell phone 609-352-4969

15. **Snow Days/School Closing/Delayed Opening** - When inclement weather is severe enough to cause the closing of schools for the entire day, announcements regarding the closings will be released by the district.

- When school is canceled there is **NO** childcare.
- If school is closed early due to inclement weather **CER School Age Care will be cancelled.**
- On days where the weather causes a 90-minute delay SAC will begin at 8:30 am.

16. **Federal ID** - Our federal identification number is 21-6000114. This number is necessary for your federal tax statement. **CER will not issue yearly tax statements for the 2023-2024 school year. All families will utilize their "My ProCare" account to print the necessary tax information.**