



*Welcome To TRYS
After School Program
2016-2017*



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Mission Statement

Youth Services offer children a well-rounded safe environment emphasizing respect and encompassing activities to exercise the body, mind and spirit.



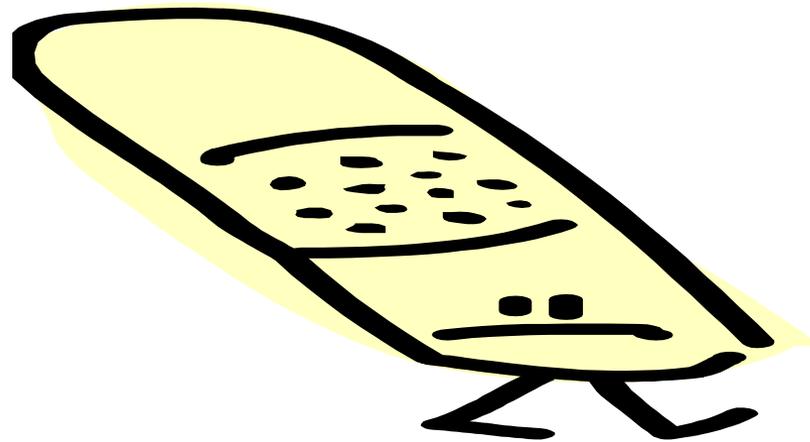
Parents Responsibilities



- *Please carefully read over the Youth Center Rules with your children. Make sure they are completely understood by both you and your child, as all rules will be strictly enforced.*
- *Please make sure they have their snacks and money to buy drinks from the vending machine.*
- *Make sure to pick up your monthly newsletter.*
- **Register on our website to receive updates and look at our Youth Services calendar.**

Parents Responsibilities

Please inform us if you change your address, home or work phone numbers. Should an emergency situation occur, it is important that we are able to contact you (or a designated guardian) at all times.



Parents Responsibilities

- *When picking up your children at Youth Services, please make sure that you sign them out and inform the staff.*
- *Write your child's name on all items (shoes, clothes, etc.)*
- *Children must be picked up by 6pm. If you are unable to pick up your children on time, you must make emergency provisions, and notify us as to who will be picking your child up in your place.*

Check your child's folder daily for any announcements/newsletters

- **Inform staff if you would like to have your child do their homework before activities. It is your responsibility to enforce this with your child. We will support them while doing their homework**

Parents Code of Conduct

- I will encourage my child to play by the rules. I will remember that children learn by example.
- I will teach my child that hard work and honest effort are important.
- I will NOT make derogatory statements.
- I will show respect and a positive attitude towards other participants and all staff members.
- I will never ridicule, yell at or physically or verbally abuse *any* of the participants or staff.
- I will remember that all staff are important to the development of my child and ensuring they have a fun safe summer.
- I will respect the decisions made concerning disciplinary actions and take responsibility for my child's actions.
- I will be on time picking up my child.
- I will not stay at camp unless chaperoning a trip. Reminder camp is for children who have working parents.

PAYMENTS

Payment due by the first of the month online

If Payment is not received by the 10th, your child will not be able to participate in the After School Program effective the 1st following Monday.

Program Fees

5 Day Program: 150.00 per month, per child

LATE PICK UP FEE

- 1st occurrence: warning
- 2nd occurrence: 5 to 30 minutes late
\$15 late fee
31 to 60 minutes late
\$25 late fee
- All further occurrences will be equal to the 2nd occurrence



ILLNESS



- *If your child feels ill at our After School Program you will be notified immediately and must make arrangements to pick them up as soon as possible.*
- *A large number of children attend the program on a daily basis, and should not be exposed to children who are ill.*
- **If your child has LICE or NITS they will only be allowed back with a doctors note. PLEASE NOTE THAT LICE MAY TAKE UP TO 3 WEEKS FOR A FULL EFFECTIVE TREATMENT**



Medication



- *Must be labeled, with explicit instructions as to the proper means of dispensing the medication.*
- *The medication must be personally handed to Adam or Sue to secure the medication.*
- *If your child is too young to take the medication on their own, the parent/guardian must come into Youth Services to administer the medication.*
- *Parents/guardians may call the office each day, for a “reminder call”.*

Power Outage Policy

- First, a decision is made whether or not it is necessary to evacuate the building. Management (given loss of power, heat, or water) will assess if the situation is short-term (1-2 hours), or long-term (2+ hours) within the timeframe. Management will contact police, fire, or electrical crews to obtain an accurate assessment of the situation, and will proceed upon their recommendations. If it is decided that the problem will not be able to be repaired within 3 hours, Youth Services will notify parents of its closure, and parents will need to pick their child(ren) up within a 1 hour timeframe. Youth Services does have emergency lights inside our building that only stay on long enough to evacuate the building (max 1 hour).
- Although these occurrences are usually rare, it is in these instances that you must have an emergency pick up plan in place in case you are unable to pick your child(ren) up during this time frame. Please take a moment and check to make sure that your emergency contact list is up to date, and that the people listed would be able to pick up in an emergency situation in the event that you are unable to.

SNACKS

Please ensure that your child has sustainable snacks during the day. We will also have snacks available throughout the week.

Program Rules

1. ALL CHILDREN MUST BE SIGNED OUT BY A PARENT/GUARDIAN DAILY!
2. *TREAT OTHERS FAIRLY, KINDLY, AND WITH RESPECT.*
3. *LISTEN TO AND FOLLOW ALL STAFF MEMBERS. DISRESPECTFULNESS WILL NOT BE TOLERATED.*
4. *NO HITTING OR FIGHTING*
5. *IF THERE IS A CONCERN, TELL A STAFF MEMBER - THEY WILL HELP SOLVE YOUR THE CONCERNS.*

Program Rules

6. *UNDER NO CIRCUMSTANCES IS A CHILD ALLOWED OUTSIDE WITHOUT A COUNSELOR.*
7. *FOUL LANGUAGE WILL NOT BE TOLERATED.*
8. *NO RUNNING IN BUILDING.*
9. *NO ONE IS ALLOWED IN THE OFFICE AREA WITHOUT PERMISSION.*
10. *EAT SNACKS ONLY IN DESIGNATED AREA. CLEAN UP AFTER YOURSELF.*
THIS IS IMPORTANT. (IF YOU SPILL SOMETHING WIPE IT UP, IF YOU DROP SOMETHING, PICK IT UP!)

Program Rules

- 11. AFTER USING ANY GAMES OR EQUIPMENT, RETURN ALL ITEMS TO ORIGINAL SPOT.*
- 12. THE STAFF WILL TAKE NO RESPONSIBILITY FOR REPLACING LOST OR STOLEN ITEMS.*
- 13. ANYONE CAUGHT STEALING OR DAMAGING PROPERTY WILL BE IMMEDIATELY TERMINATED FROM THE PROGRAM. THIS INCLUDES TAKING OTHER CHILDRENS DRINKS OR SNACKS.*
- 14. NO SHOUTING ALLOWED IN BUILDING.*
- 15. NO PERSONAL PHONE CALLS WITHOUT PERMISSION OF STAFF*

Program Rules

- *Cell phone use is allowed with counselor permission only. Cell phones must be used in the cell phone room. When not in use must be kept in your child's bookbag.*
- *Game boys, DS, PSP, other electronic games, trading cards and Bakugan's are allowed and are played in designated areas. Only "E" rated games for PS2*



Program Rules

We at Toms River Youth Services abide by the same expectations as Toms River Regional Schools. The following are a list of concerns that will have consequences: hitting, kicking, biting, spitting, stealing, property damage, disrespectfulness, any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff, prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, threats, name calling, bullying or intimidation, fighting, possession of a weapon of any kind or statement of killing someone/self, vandalism, destruction of property of others, sexual misconduct, possession of or use of alcohol or controlled substances unless under the prescription of a doctor, running away, profanity, and open defiance towards any authority at Toms River Youth Services.

Expectations Summary

- *Demonstrate respect for people and property.*
- *Children are honest, courteous, and polite.*
- *Children respect the property of others.*
- *Children accept the rights of others to their own opinions.*
- *Children settle differences peacefully.*
- *Children display good sportsmanship.*
- *Children participate in the maintenance and cleanliness of school and property.*
- *Take responsibility of their own behavior and learning*
- *Children make personal choices based on reasonable decision making processes.*
- *Children accept constructive criticism and disagreement when necessary and appropriate.*
- **Children accept the consequences of their actions and their potential impact on their family schedules.**

Daily Routine

When most of our children arrive about 3pm all groups will be divided into 3 groups. The divided groups are:

- 1) Grades 1-3
- 2) Grades 4-5
- 3) Grades 6-7

During this time each group will be asked to complete a “Do Now”. These typically take about 5-10 minutes and are focused on a variety of topics and developmental skills. After the “Do Now”, children are able to engage in a variety of supervised activities including homework.

Program Consequences, Children

FAILURE TO FOLLOW THE ABOVE RULES WILL RESULT IN THE FOLLOWING CONSEQUENCES, WITH ABSOLUTELY NO REFUNDS GIVEN:

- **1ST Offense – Warning**
- **2nd Offense – 2 day suspension**
- **3rd Offense – 1 week suspension**
- **4th Offense – suspended from program**

Fighting *1st Offense -- 1 week suspension*

2nd Offense – Suspended from program

*** This includes the child who started the fight or retaliated.*

Children will also be placed in a TIME OUT as needed by the counselors.

TIME OUT will be as follows

- *First occurrence = 5 minutes*
- *Second occurrence = 7 minutes*
- *Third occurrence = phone call to parent*

*** Management reserves the right to determine ALL consequences on an individual basis.*

Children Folder Flags

- RED = Please see Adam or Sue
- GREEN = Payment needed
- BLUE = Injury Notification

ALL MAJOR INJURIES WILL BE
REPORTED TO PARENTS IMMEDIATELY

Child Abuse Policy and Chaperones

As a municipal corporation of the State of New Jersey charged with protecting the health, safety, and welfare of its citizens, and which operates many youth-oriented programs, events, and facilities, the Township of Toms River is firmly committed to the protection of children under its care and supervision from all forms of abuse, physical, mental, sexual, and emotional.

The Township regards the abuse of children as abhorrent in all its forms and pledges to hold its employees and volunteers in its youth-oriented programs to highest standards of conduct in interacting with children.

To that end, the Township has established these policies to prevent and combat the abuse of children taking part in the many fine programs and facilities the Township has to offer.

Accordingly, Toms River Township requires background checks for all volunteers, including chaperones, whose duties involve regular contact with children. Since they do not have the requisite background checks, chaperones are not permitted to stay on site at the camp or participate on trips.

Information

Parents, it is your responsibility to make sure that your children and others understand the program policies of Toms River Township Youth Services.

Parental instruction and cooperation is a tremendous help to the smooth running of the After School Program.

Thank you!

www.tomsrivertownship.com