



Morris School District Community School

10 JANE WAY SUITE A
MORRISTOWN, NJ 07960

(973) 292-2063

FAX (973) 387-7632

JENNIFER.ADKINS@MSDK12.NET

SUNRISE/SUNSET

FAMILY HANDBOOK

2023-2024

JENNIFER ADKINS — COMMUNITY SCHOOL DIRECTOR

SHANEYA HACKETT — COMMUNITY SCHOOL MANAGER

SHARI BURROUGHS — COMMUNITY SCHOOL SECRETARY

ANTHONY LEWIS-LEHEY — SUNRISE COORDINATOR

Dear Sunrise/Sunset Families,

Welcome to the Morris School District Sunrise/Sunset childcare programs. These programs are operated by the Morris School District Community School and are designed for children attending the Morris School District elementary schools. Our programs are available to children from kindergarten through 5th grade without regard to race, color, sex, religion, national origin or disabilities on a first come/first served basis.

Sunrise/Sunset operates before school and after school programs during the school year. We have 3 programs for Sunrise, located in our “sister” schools, and all 7 elementary schools offer Sunset. A team of enthusiastic staff cares for the children in the programs providing a fun, interactive, learning environment. The Sunrise/Sunset team cares greatly about the children and promotes their well-being.

Sunrise/Sunset programs are based on the National Afterschool Alliance (NAA) Standards for Quality Care that describes the best practices in out-of-school programs for children and youth between the ages of 5 and 14. In addition, we work closely with New Jersey School Age Child Care, an organization dedicated to programs like ours throughout New Jersey and the New Jersey Office of Licensing for Childcare Centers for quality compliance.

I am excited that your family is utilizing our Sunrise/Sunset programs and hope that your experience in the program will be positive. I encourage you to be involved in the program and while we still can't invite you to visit at any time, we welcome your input. Please always feel free to contact me directly with any concerns, questions or comments. As we move forward through this school year, please be assured that we will be following all CDC, State and District policies and procedures regarding the Covid-19 pandemic and will communicate any changes to our programming as soon as we know.

Please use this manual as a guide to your understanding of Sunrise/Sunset programs and policies. Your child's program staff is also very helpful if you need guidance. I look forward to meeting your family and welcoming you again to Sunrise/Sunset.

Jennifer Adkins
Community School Director

Office - 973-292-2063
FAX - 973-387-7632
jennifer.adkins@msdk12.net

Sunrise **/Sunset Cell Phones – AV, HC and WD use the same phone number for both programs:

Alfred Vail – 973-224-9941 **
Alexander Hamilton – 973-270-8537
Hillcrest – 973-294-4385 **
Normandy Park – 973-294-4030
Sussex – 973-224-5061
Thomas Jefferson – 973-270-8536
Woodland – 973-214-0725 **
Lafayette Learning Center - 862-399-5604

Mission

Sunrise/Sunset staff, as responsible caregivers, will enhance children's days. We will provide enjoyable experiences in a safe and caring environment. Through child directed and staff planned activities, children can express creativity, foster appropriate interactions, learn and grow.

Philosophy

The Sunrise/Sunset programs operate under the direction of the Morris School District Community School and the Board of Education. The school year program provides quality care for children who are enrolled in grades Kindergarten through 5th grade, and Summer Plus/Leadership for Tomorrow and the Summer Music Academy provides care and enrichment from kindergarten through 9th grade. The school year programs are designed to provide flexible care to children of families that reside in the Morris School District area, while our summer programs are open to all.

All Sunrise/Sunset programs have experienced and highly qualified staff. The staff guide and facilitate activities that address the interests and developmental needs of the children. All of the programs operate on a child-centered philosophy. The specific needs and interests of the children are explored in order to develop programming that is engaging and developmentally appropriate. The programs provide for the nurturing of physical, social, emotional and intellectual growth in children.

Program Descriptions/Hours of Operation

The Community School operates 3 Sunrise sites – Normandy Park and Thomas Jefferson attend at Woodland; Alexander Hamilton attends at Hillcrest and Sussex Ave. attends at Alfred Vail. Children are dropped off at the appropriate site in the morning and then if they are not at their home school, bused to their school on a district bus for the start of the day. Every elementary school offers a Sunset program.

Sunrise- **7:00 - Dismissal to bus or school**

Sunrise was designed with the "early riser" in mind. Our program provides fun, low-stress activities such as board games, puzzles, cards, and simple arts/crafts. We also provide a light breakfast. Students must be driven to the program and signed in. If they are not at their "home" school, transportation on a district bus will be provided for them to their school.

Sunset - **3:10 -6:00 – Grades K – 2 and all Normandy Park 3:25 – 6:00 – Grades 3 - 5 Lafayette Learning Center – 2:05 – 5:30**

The Sunset program is designed to allow the children to explore their own interests through the various materials provided for "free play" and through the activities that are provided regularly by the staff. These activities include arts and crafts, board games, projects, and organized indoor and outdoor games. Sunset staff works with the children in order to develop programming that meets the needs and the interests of a multi-aged group of children. "Homework Time" is available each day for the children to begin their homework in a quiet, supervised environment.

Early Dismissal

The school calendar includes a number of days when early dismissal of students is required. On early dismissal days, the children spend an extended period of time in Sunrise.

K – 2 Elementary schools	1:00 PM - 6:00 PM	**Please note – lunch is served PRIOR to
Normandy Park	1:15 PM – 6:00 PM	school dismissal
3 – 5 Elementary schools	1:25 PM - 6:00 PM	

Enrollment Policies/Fees

Enrollment is for a minimum of one month. The child/ren's attendance must also remain the same on a weekly basis. Unless you notify us in a writing to make a change, we will assume that your schedule remains the same and you will be billed for that schedule. All registration is on-line and can be found at www.msdkcommunityschool.org, under Sunrise-Sunset. Changes or new enrollment takes place once per month, to start with the first school day of the following month, and the registration dates will be posted on our website. Please notify the office in writing to shari.burroughs@msdk12.net within the registration window for any requested change. If you withdraw your child from the program, and then wish to return, there is a \$25.00 per child re-registration fee each time. No refunds are given for absences, and we do not switch days.

Registration: The On-Line Registration must be completed before your child can begin the program. After registration is received, you will receive a confirmation packet by mail. School Year enrollment and Summer Plus program enrollment require separate registration and all information must be updated annually.

School Year Enrollment Fee: All enrollees of Sunrise/Sunset must pay an annual **non-refundable** fee of \$25 per child for the program year (September through June).

Tuition/Payment: School year monthly payments are billed on the 1st business day of the month for that month of service. You will be charged a \$25 late fee if your method of payment does not process at the time of billing. Please be sure to call the office with any changes in your payment method, including expiration dates and replaced cards.

We accept VISA, MasterCard or American Express and Discover.

Tuition is a monthly payment for the Sunrise/Sunset programs for which your child is enrolled. Regardless of the number of days that school is open in a given month, the monthly payment is always the same. We use the average of 18.4 days per month to determine fees – 184 days of school per year divided by 10 months. Actual days per month will vary based on the school calendar.

Receipts of Payment: To receive a receipt of payments to Sunrise/Sunset, please log into your family account in our Registration System. You will be able to print it yourself at any time. Please contact the office with any questions. **This year you can print your yearend statement for tax purposes from the registration system.** If you have a Flexible Spending Account with your employer, you can mail your form to the office to be signed, but please include a stamped, addressed envelope for us to mail it to your employer. If you need a specific receipt, please request it in writing to shari.burroughs@msdk12.net and allow 5 business days.

Discounts: Families who enroll more than one child – 5 days/full time only - in the Sunrise/Sunset program will receive a discount on the fees for each additional child.

Sunrise: \$10.00/month less for each additional child enrolled

Sunset: \$15.00/month less for each additional child enrolled

Discounts for Morris School District employees: Families who are employed by the Morris School District will receive a 10% discount on total enrollment fees. This discount does not apply to Enrichment classes.

Delinquent payments: The service fee payment is considered late if it is not able to be processed on the 1st business of the month using the credit card we have on file. You will be notified by the office if your card does not process, but it is your responsibility to keep your credit card information updated. A late notice is sent within the first week of that month requesting immediate payment of any and all fees, including a \$25.00 per week late fee.

If the monthly service fee remains in arrears on the 15th day of the month of service, a second notice will be mailed, advising of a deadline date for receipt of all past due service fees.

If this final deadline is not met, a date for termination of childcare services is established and upheld. In this event, the child’s teacher as well as our program staff is advised that the child may not attend the Sunrise/Sunset programs effective on the date that is indicated on this final collection letter. The child will be sent home at the end of the child’s school day via school bus or must be picked up by an authorized adult.

It is our objective to make every reasonable effort to accommodate extenuating financial circumstances that may cause a late or incomplete payment. However, it is of utmost importance that the special circumstance be communicated to the Community School Director so that a mutually agreeable resolution can be made between the parent and the program administration. If there is no communication effort by the parent when delinquent payment notices and/or follow-up calls are made, we must assume that the parent/guardians has no intention to meet this financial responsibility leaving the Community School with no alternative than to terminate services.

Availability of Reduced Fees: Families in need of tuition aid may apply through Child and Family Services, the Morris County agency responsible for this assistance. The address is 111 Howard Blvd., Mt. Arlington, New Jersey 07856. The phone number is 973-398-1730. You must contact them for eligibility and a contract before registering for Sunrise/Sunset. Please allow several weeks for contract completion. You can go into our registration system, Pay your registration fee (\$25.00 not covered by CFR) and then contact Shari at shari.burroughs@msdk12.net to let her know that you have applied. Based on your eligibility, you may be required to pay a portion of tuition yourself, and that portion follows the guidelines above for payment. Your actual monthly tuition, if any, will be determined when your CFR contract is complete.

Cancellation of Services: This is considered a schedule change. Notice must be given in writing 5 working days prior to withdrawal from the program. Withdrawal will be effective the 1st of the following month. Families are responsible for fees for the month reserved. ****If you choose to withdraw in the middle of a month, you will not be issued an credit or refund for the unused portion of the month.**

Late Pick up: Sunset - After 6:00 PM

The fine is \$15.00 per 15 minute increment, regardless of the number of minutes that you are late. Chronic lateness is grounds for cancellation of services. Late pick-up fines will be strictly enforced.

Program Fees: The chart reflects the fees PER MONTH of child care.

		5 Days	4 Days	3 Days	2 Days
<i>Sunrise</i>	One Child	\$225	\$210	\$185	\$145
	Two Children	\$440	\$420	\$370	\$290
<i>Sunset</i>	One Child	\$310	\$290	\$260	\$185
	Two Children	\$605	\$580	\$520	\$370
Sunrise and Sunset	One Child	\$535	\$500	\$445	\$330
	Two Children	\$1045	\$1000	\$890	\$660

Emergency Attendance for Registered Children

This is used when an situation arises and your child needs to attend the program for a day in addition to their regular schedule. Please call the office so we can notify the program to expect them. You must also send a note to your child’s school through backpack to notify them of a change in your normal pick-up procedure. The school can’t release your child to us unless they have a note directing them to do so. The fees are as follows, per child:

Sunrise	Sunset
\$15 per day	\$25 per day

Early Dismissal

When an early dismissal falls on a day where a child is normally scheduled to attend, there is no fee. When an early dismissal falls on a day where a child is NOT normally scheduled to attend, there is an additional fee of \$30 per child.

Emergency Closings/Delayed Opening

Child Care Programs are closed when:

- 1. SCHOOLS ARE CLOSED for Emergency closing:** ALL programs are **closed**.
- 2. EMERGENCY EARLY DISMISSAL OF SCHOOL:** When schools are closed early due to hazardous weather conditions or other emergencies, Sunset programs will also be cancelled. All children will be sent home at the emergency closing time with all the children in school. No child will remain in school.

In the event of an Emergency Early Dismissal, the Swift K - 12 System will be activated. Announcements are also made on local radio and television. All Sunset children who are in school at the time the decision to close school early is made will be sent home or picked up by an authorized adult at early dismissal time. The authorized adult must be listed on the school’s emergency contact list, as this is the list that will be used, NOT the Sunset list. Sunset staff does not report to school on an Early Dismissal Day, and no child attends Sunset. According to Morris School District policy, no children will be kept at school after dismissal time when there is an Emergency Early Dismissal

- 3. WEATHER EMERGENCY CLOSING OF Sunset AFTER SCHOOLS ARE CLOSED:** On some occasions, it will be necessary to cancel the Sunset program when schools are already closed. An example of such a day would be: a weather emergency after 3 PM that warrants closing the program early. Our staff must try to reach all parents in a very short time. We prepare emergency phoning procedures utilizing the emergency numbers and e-mails you give us. Please keep the emergency information updated for our records. The Community School will also utilize the Swift K – 12 system to provide information, so please be sure that your account is current and lists all numbers and e-mails that you have immediate access to.

Sunset staff will remain on site until all children have been picked up in this situation. Parents are asked to have an emergency plan in effect so that once notification of Sunset’s early closing is received, the children will be quickly and safely picked up from the program.

- 4. DELAYED OPENINGS:** In the event that the Morris School District has a delayed opening because of weather or other emergency, the Sunrise program will be closed. Children should report to school at the designated time to begin their school day.
- 5. ALL AFTERSCHOOL ACTIVITIES CANCELLED:** If the Superintendent determines that weather conditions require that all after-school activities, clubs and sports be cancelled, Sunset will remain open until **4:30 PM** to allow you time to get to school. You **MUST** pick-up your child/ren by that time for everyone’s safety. Late fees will apply so please have a back-up plan in place and be sure that the person is on your authorized pick-up list.

OTHER EMERGENCY SITUATIONS: If an open program site experiences a sudden emergency situation (power failure, fire, etc.) and must be closed, the following procedures will be followed:

Sunrise - Students will follow the district emergency evacuation plan and will be bused via district transportation to the following locations:

Woodland to Alfred Vail

Alfred Vail to Hillcrest

Hillcrest to Alfred Vail

Parents who arrive during an emergency situation will be allowed to drop their children off with the group. Parents arriving after the bus has left will be required to drive their child to the alternate location. A staff member will remain behind to assist. Parents will be advised as early as possible, or as soon as the emergency begins and the children are safely evacuated. Students will then be bused to their home schools for the start of the school day.

Sunset – If an emergency occurs when the program is already open, the site will follow the district emergency plan as provided by the District Security Manager. Copies of the plan are located in our Licensing Book and reviewed by the staff. Parents will be notified by phone of the pickup location, and we will call down your list of emergency contacts, leaving messages and working to reach a person. If the situation requires that we leave the school but are not in immediate danger, i.e., extended power outage, the Transportation Department will be contacted and bused dispatched to take the children to the following schools. The same calling procedure will be followed to ensure that parents know the exact pickup location. A staff member will remain to assist parents.

Woodland to Normandy Park

Normandy Park to Woodland

Thomas Jefferson to Woodland

Hillcrest to Alexander Hamilton

Alexander Hamilton to Hillcrest

Alfred Vail to Sussex

Sussex to Alfred Vail

Lafayette Learning Center to Unity Charter School

The following are the Sunrise/Sunset drop off and pick up locations for all of our schools. Please note that we DO NOT use the front doors for our programs.

Sunrise Doors:

Alfred Vail – Park in the main lot (looking at the front of the building, the lot on the right) and walk to the cafeteria door. The bell is located to the right of the door. Ring the bell and a staff member will answer and then come to admit your child. The program cell number is 973-224-9941.

Hillcrest – Enter the parking lot to the left of the school building, and park as far down the lot as possible. The Sunrise/Sunset Door is located to the right of the custodial area. Walk up to the door and ring the bell. A staff member will answer and then come to admit your child. The program cell number is 973-294-4385.

Woodland – Pull into the parking lot and drive around to the back of the building with the school on your right. You will see the dumpsters on your left and the custodial doors on your right. There is a door to the right of the garage doors, ring the bell and a staff member will answer and then come to admit your child. The program cell number is 973-214-0725.

Sunset Doors:

Alfred Vail – Park in the main lot (looking at the front of the building, the lot on the right) and walk to the cafeteria door. The bell is located to the right of the door. Ring the bell and a staff member will answer, ask who you are there for and then come to dismiss your child. The program cell number is 973-224-9941.

Hillcrest – Enter the parking lot to the left of the school building, and park as far down the lot as possible. The Sunrise/Sunset Door is located to the right of the custodial area. Walk up to the door and ring the bell located on the left wall. A staff member will answer, ask who you are there for and then come to dismiss your child. The program cell number is 973-294-4385.

Woodland – Pull into the parking lot and drive around to the back of the building with the school on your right. You will see the dumpsters on your left and the custodial doors on your right. There is a door to the right of the garage doors, ring the bell located on the right wall and a staff member will answer, ask who you are there for and then come to admit or dismiss your child. The program cell number is 973-214-0725.

Thomas Jefferson – Pull into the lot and park with the gym portion of the building in front of you. Go to the right end of the gym and the bell is located in the door alcove. A staff member will answer, ask who you are there for and then come to dismiss your child. The program cell number is 973-270-8536.

Normandy Park – Once you enter the driveway and come up to the school, go left to go around to the back of the building. Park in the small lot and walk towards the back door. The bell is located to the left of the doors. A staff member will answer, ask who you are there for and then come to dismiss your child. The program cell number is 973-294-4030.

Alexander Hamilton – Park in the lot in front of the school and walk to the right of the building, stopping before the playground. The door is on your left and the bell is on that door. A staff member will answer, ask who you are there for and then come to dismiss your child. The program cell number is 973-270-8537.

Sussex Ave. – Enter the parking lot, go right and follow the arrows to go up and around with the school on your right. Continue to bear right and park with the building ahead of you. Walk up to the cafeteria door and ring the bell on your left. A staff member will answer, ask who you are there for and then come to dismiss your child. The program cell number is 973-224-5061.

Lafayette Learning Center – Enter the parking lot and drive up with the building on your right. Continue straight and then bear right after the garage to the first door on the outside of the gym. Park in one of the spaces opposite that door, come up the steps and ring the bell. A staff member will answer, ask you who you are there for and then to you to dismiss your child. The program cell number is 862-399-5604.

Breakfast and Snack

The Sunrise/Sunset programs offer nutritious and well-proportioned food during our programs. The breakfasts and snacks are planned in advance and will vary in what is offered.

Breakfast: The Sunrise program provides a light breakfast. You can feed your child at home, or pack breakfast if they do not like what we are serving.

Snacks: Sunset provides a nutritious snack each day with bottled water to drink. You can also pack a snack for your child to enjoy at Sunset. Please keep it in a separate bag labeled Sunset so it is not eaten at lunch!

Activities Provided

Free Play

There will be designated times for Free Play in which staff will provide board games, crafts stations etc. for the children to choose from. Free play is supervised, and the staff will help children who are not making choices to join in activities or help them to do something they would like.

Staff Led Activities

Staff Led Activities are the activities that are planned and carried out by the staff with input from the children.

Gym Play

Children will be given the opportunity to play in the gym when there is inclement weather. The staff organize games and group activities as well as allow for free play with multiple types of gym equipment.

Outdoor Play

This can be organized or a free play period in which the children play in the playgrounds at the site or play organized games. Sports equipment and outdoor play materials are made available.

Non Sunset programs (K – 5) (i.e., Brownies, Girl Scouts, sports)

Children may participate in programs located in the school during Sunset program hours. It is the parent's responsibility to put in writing the activity their child is participating in and submit to the program Site Leader and the Community School office. **Please indicate:**

Name of Activity (i.e. Brownies, Girls Scouts) Start and end dates of activity
Supervising Adult (who will need to sign child out and in)
Times of activity
Days of activity

Transportation

There is no transportation on a regular school day for enrollees in the Sunset program. Transportation to their school will be provided for students who attend Sunrise at a school other than their “home” school.

Homework Time – K - 5

Having many children in the program with a variety of homework needs requires us to implement a homework policy. Homework takes place in a setting referred to as “Homework Time” which takes place AFTER a period of snack and socializing. Students and their parent/guardian will be required to sign the Homework Time contract at the beginning of each school year. Parents may also “Opt Out” of Homework Time on the form.

Depending on the homework that has been assigned for the day, the children will have up to 30 minutes of quiet, supervised time to work. Once a student has completed their homework, or if they didn’t have any, they can read a book or work on a quiet activity indoors until the others are finished. Unless Chromebooks are a specific part of the assignment, they will not be used during Sunset. Staff will not provide one-on-one tutoring for the children but will watch to make sure that they are working on assignments, provide guidance and help with instructions, and check it when requested. They will not be responsible for ensuring that any child completes her or his homework, and we ask that you check your child’s backpack and homework folder daily. Please note that most teachers prefer it when a student comes back with their own work, and that often “mistakes” are a way for the teacher to see where your child needs additional focus. Please understand that we want your child’s afternoon to be a balance of homework and activity.

Policy for Signing Children In To Sunrise

When the child’s parent/guardian arrives at their school and rings the bell, a member of the Sunrise team will meet them at the door. Parents are not allowed to enter the school building as per our safety regulations. Sunrise Staff takes attendance as the children arrive at the program.

Refunds and Credits are NOT given for absences, and we do not “switch” scheduled days.

Policy for Releasing Children from the Program

All students must be picked up daily at each program by a parent, guardian or previously authorized adult. Parent/Guardian will ring the bell and a staff member will meet them, check ID if necessary, sign the child out and release them. Parents will not be allowed to enter the building.

Please note – Students who have been absent for any reason during the school day are not permitted to participate in that day’s Sunset. If you sign your child out of school and do not sign them back into school before the end of the day, they are not permitted to attend Sunset. If your child is attending Sunset and you sign them out of the program, they may not be returned to the program, for any reason, that day.

Any adults (18 years of age or older) other than the parent or guardian who are authorized to pick up a child from a program must be noted on the family information form. In an emergency situation in which an adult other than those authorized on the family information form will pick up the child, the parent must first contact the Community School office to give the name and description of the authorized individual. In addition, they must fax or e-mail written permission to the office PRIOR to the pick-up time. **All authorized adults sent to pick up a child must show identification before the child can be released from the program.** At no time will the program staff permit a child to meet a parent, guardian, or authorized adult outside the program location.

Any information that is distributed regarding the program or information regarding the child such as accident reports will be given to the person picking up the child.

If a court order exists regarding custodial rights of child, the Community School **must receive a copy** to ensure the proper release of the child and information regarding the child.

Staff members reserve the right to not release children to authorized adults if the adult's behavior suggests the adult may be under the influence of drugs or alcohol. In a situation where staff suspects that the adult is under the influence of drugs or alcohol, they will contact other adults who are authorized to pick up the child and request they pick up the child. The Morristown Police Department will also be contacted.

Late Pick Up

Parents are expected to pick up their children no later than 5:30 for the LLC and 6:00 PM for our K – 5 programs (unless there is a weather emergency – see page 7). If the parent arrives later than these times, a late fine of \$15.00 per 15-minute increment will be charged, regardless of the number of minutes you are late. After two late pick-ups it is considered chronic. Chronic lateness is grounds for cancellation of childcare.

Guidance, Behavior and Expulsion Policy – Code of Conduct

The child behavior policy is in place to ensure that there are uniform guidelines for behavior management within the Sunrise and Sunset programs. It is expected that all families enrolled understand the policy that we follow when dealing with matters regarding inappropriate behavior. Sunrise and Sunset staff will set appropriate limits for the children to succeed within, acknowledge the children when they cooperate share and participate; encourage children to resolve their own conflicts using conflict resolution methods and intercede when necessary.

When inappropriate behavior occurs and/or persists, Sunrise and Sunset staff will help the child understand why it is not acceptable, discuss the consequences of that behavior, and provide alternatives to use in the future. It is required that Sunrise and Sunset staff report any inappropriate behavior that results in physical or verbal harm to a child's peers, staff or themselves to the child's family. All incidents of inappropriate behavior will be documented, parents will be notified and required to sign the incident report. After two documented incidents, the family of the child will be contacted for a meeting with the Site Leader and Community School Director. The desired outcome from this meeting is to produce positive behavior guidelines for the child with the staff and families in agreement. The behavior guidelines must then be met, and improvements seen within a two-week time period. During this time, parents should plan for alternate care. After this period, the decision will be made for the continuation or discontinuation of the child's enrollment in the Sunrise and/or Sunset program. If enrollment is cancelled, the Community School Director will decide either the length of time that a suspension is necessary or if the child will be permanently removed from the program. There will be no refund of fees paid if a child is suspended or removed from a program.

If a child's behavior requires that a family member pick up a child earlier than time of program closing, you will be notified by the Site Leader and expected to pick-up immediately. The Community School Director has the discretion to immediately remove a child, either temporarily or permanently, from the program if the child is at risk of causing serious injury to other children or himself/herself; the parent threatens physical or intimidating actions towards children or staff members; or the parent exhibits verbal abuse to staff in front of enrolled children. All other possible reasons for expulsion will be discussed with the parent prior to the child being removed from the program. Enrollment in all Sunrise and Sunset programs requires agreement to the behavior policy.

By enrolling in the Morris School District's Sunrise/Sunset programs, you agreed to adhere to the Behavior Policy.

Sunrise/Sunset Electronics/Media Policy

While students will have their own Chromebooks, both the Sunrise and Sunset programs may have use of additional Community School laptops for homework and supervised activities. Parents of all students in Pre K – 5th grade are required to read and sign off on the Morris School District – Pre K – Grade 5 Universal Sign-off Form annually. The section titled “Use of Technology – Policy 2360 – will also apply to students attending the Sunrise and Sunset programs during the 2022-2023 school year and all requirements will be enforced in the Sunrise and Sunset programs. In addition, by signing this form you are agreeing that no photos or video taken during any Sunrise or Sunset program may be posted to the Internet in any way or on any private or personal site.

Students may not use personal mobile devices of any kind during the programs

By enrolling in the Morris School District’s Sunrise/Sunset programs, you agreed to adhere to the Electronics/Media Policy.

Safety, Health & Nutrition:

Chronic Health Conditions

Please let us know if your child has any chronic illness such as severe allergies or diabetes on your registration paperwork. Staff will be trained, where allowed by law, when children with severe illnesses enroll in our programs. Any child registered with a chronic illness will have a care plan prepared by the school nurse. The school nurse will review the care plan procedures with the staff members. Please note that we are not required to have a nurse at our Sunrise and Sunset programs, and the only medication that we can administer is an EpiPen.

Administering First Aid & Handling injuries

Staff will administer basic first aid to children. First Aid kits are available at each site and will be checked monthly to ensure they are appropriately stocked. Staff will fill out FIRST AID Report forms after administering first aid and put the form into the child’s family information file. Parents will be called if there is an injury to the child’s head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.

Medical Emergencies

Staff members who are certified in First Aid and CPR will handle emergency situations to the level they feel comfortable doing so. If needed, they will contact Emergency Medical Services for assistance. Emergency Medical Service phone numbers are programmed into all phones.

A staff member will accompany the child if the emergency requires transport to the hospital.

Sick Children

Should a child become ill during the program hours, a staff member will observe the child for obvious signs of illness (chronic cough, vomiting, dizziness, etc). The staff member will then contact the parent directly to advise them of the situation. It is the final decision of the staff member in charge as to whether the child may remain in the program for the day. If the staff member cannot reach the parent, they will then attempt to contact the authorized individuals who are listed as emergency contacts on the Family Information Form.

Sick children will be kept at a distance of 10-feet from the larger group of children until an adult can pick the child up.

Medication

Sunrise/Sunset staff is not permitted to dispense medication to the children at any of our programs. Should a child require medication during the day, we suggest that the parent administer the medication at home before and after the program hours. The only exception to this is the EpiPen, and the child must have a care plan on file with the school nurse and provide all required documentation.

Children are not permitted to self-administer medication unless specific medical criteria is met and the necessary paperwork submitted to the school nurse. The nurse will consult with the Sunrise/Sunset staff.

Communicable Diseases:

Note: The following is the District Policy for Communicable Diseases. Sunrise and Sunset will follow the same policy, and no student can be re-admitted until cleared by the school nurse.

District Policy #8451 CONTROL OF COMMUNICABLE DISEASE (M)

A. Detection of Communicable Diseases

1. Teachers will be trained to detect communicable diseases in pupils by recognizing the symptoms of disease.
2. In general, a pupil who shows one or more of the following symptoms should be sent to the school nurse for evaluation and/or treatment:

a. Pain, generalized or specific **b.** Chills **c.** Fever **d.** Earache **e.** Vomiting **f.** Sore throat **g.** Enlarged glands
h. Skin eruption, **i.** Running nose **j.** Red and discharging eyes.

3. A pupil who shows symptoms of any of the following communicable diseases should be sent promptly to the school nurse for evaluation.

a. Chicken pox: Small reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever. **b.** German measles (rubella): A common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever. **c.** Measles (rubeola): Cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplik spots) on inside of mouth, red blotchy rash, and dry cough. **d.** Mumps: Tenderness and swelling of the salivary glands below and a little in front of the ear; fever. **e.** Streptococcal infections (including scarlet fever, sore throat, and erysipelas): Sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh. **f.** Whooping cough (pertussis): A common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting. **g.** Fifth disease (erythema infectiosum): Fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever. **h.** Pink eye (conjunctivitis): Redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive. **i.** Itching scalp, presence of lice and nits at hair roots. **j.** Impetigo (staphylococcus infection): Lesions. **k.** Meningitis-meningococcal: Severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck. **l.** Hepatitis infectious: Fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.

4. Any person who is ill or infected with any disease below and as outlined in N.J.A.C. 8:57-1.3, whether confirmed or presumed will be reported immediately by the school Principal to the County Health Officer or to the New Jersey Department of Health if the County Health Officer is not available. Such telephone report will be followed up by a written report or electronic report within twenty-four hours of the initial report. The diseases to be immediately reported are:

a. Botulism (Clostridium) **b.** Diphtheria (Corynebacterium diphtheriae) **c.** Haemophilus influenzae, invasive disease **d.** Hepatitis A, institutional settings **e.** Measles **f.** Meningococcal disease (Neisseria meningitidis) **g.** Pertussis (whooping cough, bordetella pertussis) **h.** Plague (Yersinia pestis) **i.** Poliomyelitis **j.** Rabies (human illness) **k.** Rubella **l.** Viral hemorrhagic fevers, including, but not limited to, Ebola Lassa, and Marburg viruses **m.** Foodborne intoxications, including, but not limited to, mushroom poisoning **n.** Any foodborne, waterborne, nosocomial, outbreak or suspected outbreak or any outbreak or suspected outbreak of unknown origin **o.** Any other disease included in N.J.A.C. 8:57-1.3.

B. Exclusion From School

1. A pupil who exhibits any of the symptoms described in A2 or whose condition suggests the presence of a communicable disease as described in A3 or A4 will be sent to the school nurse's office.
2. The teacher will communicate to the school nurse, directly or by written note, the reason for which the pupil is sent for medical assessment.
3. The school nurse will examine the pupil and, in consultation with the school medical inspector if the pupil's condition so indicates, recommend to the Principal the pupil's exclusion from school for medical reasons.
4. In the event neither the school nurse or the school medical inspector is available to be consulted about the pupil's condition, the Principal may determine to exclude the pupil from school.

5. The parent, adult family member, or other responsible adult designated by the parent will be promptly notified by telephone of the pupils' exclusion and requested to come to school to fetch the pupil. Until the adult arrives to remove the pupil, the pupil will be kept in an isolated location in the school and will be made as comfortable as possible. The pupil will be always supervised by a school staff member.

C. Readmission to School

1. A pupil who has been excluded from school or retained at home by reason of having or being suspected of having a communicable disease shall not be readmitted to school until the pupil presents written evidence that he/she is free of communicable disease.

2. Evidence that a pupil is free of communicable disease will consist of the certification of the school medical inspector or another qualified physician who has personally examined the pupil.

No pupil who has had a communicable disease will be readmitted to school until a physician's certificate indicating the symptoms of the disease have ceased has been provided to the Principal or designee or the school nurse.

D. Reports

1. The school nurse will file such reports as may be required by the New Jersey State Department of Health and in the reporting of communicable diseases in schools.

2. When the rate of school absenteeism is in excess of fifteen percent, the school nurse shall report the absenteeism to the local and/or the County Board of Health.

3. The teacher may, with the advice and consent of the Principal and the school nurse, inform the parent(s) or legal guardian(s) of pupils in his/her class that a pupil in the class has contracted a communicable disease. The information given to parents or legal guardians may include the specific symptoms of the disease and parent(s) or legal guardian(s) may be encouraged to consult their personal physicians for inoculations that may prevent the disease or ease the symptoms of the disease.

Adopted: 12 January 2009, 23 February 2015

Communication:

There are several methods of communication used in the program. The staff will use the tools of communication to build and maintain relationships with family members.

Keeping Families informed about the Program

Internet: The district website contains necessary information for families such as enrollment materials as well as updates to program activity. Families are able to email the Community School Director as well.

Day-to-Day: Staff will regularly discuss children's experiences in the program with families. This will be done at drop off or pick up time in person, or through phone contact.

Telephone: Staff members may contact families by phone for issues concerning their children.

First Aid/Accident Reports: If an accident occurs, the staff member who worked with the child during the accident will fill out an accident report form. After the family views this form, it is sent to the Board of Education offices for processing.

Incident Reports: Families will receive an incident report each time there is an incident involving inappropriate behavior of a child according to the behavior policy.

Staff/Family conferences & meetings: If a behavioral problem exists or if a parent requests, a staff/family meeting may be arranged. Arrangements should be made as soon as possible to attend the meeting and the Site Leader should be present. All information discussed at the meeting will be documented and is confidential.

Family Program Involvement

Program Visitation: At this time, parents and authorized adults are not allowed to enter the school building to visit the program, as per Covid-19 regulations.

Children with Special Needs

The Community School of the Morris School District is committed to providing a quality before and after school childcare program for all children in the district and will include children with special needs for whom reasonable accommodations can be made to help those children participate safely, comfortably, and successfully in the program. Upon registration, families are asked to provide information regarding any special needs that the child may have. Please advise us of any special arrangements that are made for your child during the school day. If a child has needs that require accommodations, an assessment of those needs will be made with discussions between the Community School Director, Site Leader, school staff, and the child's family. We will do our best to hire the appropriate staff to fit the students' needs before they begin the program.

A trial period of enrollment will occur for 30 days in which the ability of the Sunrise/Sunset staff to provide childcare in which the child is safe, comfortable, and successful in the program is assessed. *After this trial period, the group will be re-convened, and a decision will be made for the continuation or discontinuation of the child in the program.*