jointure
Child Enrichment & Adult Education

Parent Handbook

2019-2020

Before & After School Program

Whiton

Stony Brook

Van Holten

John F. Kennedy

Eisenhower

Weston

The Jointure

Before & After School Programs

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Welcome

The Jointure has been providing community education for over 100 years. It began in 1914 as a small community initiative in Bound Brook through the Board of Education. Over the years, the Jointure expanded and partnered with other local school districts in Somerset County. Today, the Jointure represents a true "joint venture" in learning. We look forward to continuing to bring quality educational experiences to the communities of Somerset County.

Our enrichment pro-grams are designed to give parents peace of mind for their child's care at their own school. Our Before and After School Programs provide a safe and nurturing environment for students to help busy parents manage their schedules. Our Creative Campus Preschool and Bridgewater-Raritan Kinderwrap Program provide socialization and age-appropriate learning for school readiness.

Our commitment is to our community. We strive to balance affordability and quality to best meet the needs of children and their families. The Jointure works with school districts to do what we do best- provide lifelong learning opportunities for people in Somerset County, from preschoolers to senior citizens and have FUN in the process!

The Jointure for Community Adult Education
Administrative Office:
1124 US Hwy 202 South, Suite B-11
Raritan, NJ 08869-1463
Tel: 908·722·0233 Fax: 908·722·0388

The Creative Campus:
580 Old York Road
Branchburg, NJ 08876
908·722·1563

www.jointure.org
Www.facebook.com/thejointure/

Statement of Nondiscrimination: The Jointure does not discriminate against anyone on the basis of any category protected by law including race, color, creed, ancestry, national origin, nationality, gender, sexual orientation, marital or domestic partnership status, or disability.

Program Basics

Program Goals

Our program objectives are to help children develop their fullest potential by focusing on:

- Confidence/self-esteem building; promoting a healthy lifestyle; fostering responsibility by doing homework and school projects; and reinforcing physical skills.

The program objectives will be met by using:

- Non-competitive games that are challenging and fun
- Arts and Crafts activities
- Homework and Quiet Time
- Outdoor Games and Activities

Program Schedules

The Jointure Before & After School Program follows the school calendar. The program will only be in session on school days and will be closed during holidays and vacations. School Break Camps will be available at The Creative Campus when schools are closed.

When your child's school is closed due to severe weather, power outage, emergency situations or for any other reason, the Jointure program is **CLOSED!** Please check your school-directed sources for information on emergency closings and delayed openings.

EMERGENCY EARLY CLOSINGS:

When school is closed early due to snow or any other emergency, there will be **NO Before School Programs** available on that day. For such days, please have a **backup available** and make your child's school aware of this alternate arrangement.

DELAYED OPENINGS:

On days when schools have a delayed opening due to weather or other emergencies, our morning program is **CLOSED!**

HALF-DAYS/SCHEDULED EARLY DISMISSALS:

**All sites are available on half days/scheduled early dismissals.

If the half-day/ early dismissal falls on a day that your child is registered to attend the After School Program, your child is entitled to attend the half-day at no additional cost. If your child is **NOT** registered for that day you will be charged for an extra day or you may purchase ½ Day C.A.N. Coupons in advance.

School Break Camps

During scheduled school closings (holidays and vacations) School Break Camps from Kindergarten through 6th grade are offered at The Creative Campus at Old York School. The program will be offered 7:00am - 6:30pm. A variety of fun and enriching activities will be provided throughout the day and may include special activities, dance, science, karate, food projects, arts & crafts, yoga, etc. Registrations will be made available prior to School Break Camps.

Absence & Vacation Procedure

If your child is going to be absent from the After School Program, it is **mandatory** that you call The Jointure office at 908-722-0233 ext. 117 and the site cell phone (phone number provided on back). Our staff expects your child to attend on their scheduled days, when your child is absent, our staff will contact you to verify his/her whereabouts. Therefore, it is absolutely necessary that you let us know when your child will be absent.

Make up or change of days due to a child's absence is not permitted. Tuition and fees are not pro-rated for illness, holidays, or emergency closures.

Snacks, Dietary Restrictions, & Food Allergies

All After School Programs offer children a daily snack. Parents should provide their own snacks for children with allergies or special dietary needs. At registration, clearly indicate any allergies or special requirements and update this information as needed. Also, please remind your child/ren that there will be no sharing of snack within our program. We appreciate your help in reinforcing this policy on behalf of the children who suffer from various allergies within our programs.

Payment Information

Payment Policies & Procedures

Tuition is set annually and divided into 10 equal monthly payments. An annual $35 registration fee and your first month's payment is due at the time of enrollment to hold your child's place. **Subsequent payments are due one month in advance, on or before the 15th of each month (i.e. October's tuition is due by September 15th).** Invoices will be e-mailed the first of every month. If there are any changes to your e-mail throughout the year, please contact the office, 908-722-0233 x117.

Tuition is payable by check, money order, cash, credit/debit card or Direct Deposit. All checks and money orders are payable to "The Jointure". **Please put your child's name and site on the payment. All Credit/Debit Card transactions will incur a $5 fee per transaction.**

Payments may be made in person at The Creative Campus Office, Jointure Administration office or mailed to:

The Jointure 1124 US 202 Suite B-10 Raritan, NJ 08869	or	The Creative Campus 580 Old York Road Branchburg, NJ 08876

Please note, our Administrative Office hours are as follows:

School Year Hours Monday - Friday 8:00 a.m. - 4:00 p.m.
Summer Hours Monday - Thursday 8:00 a.m. - 4:00 p.m. &
Friday - 8:00 a.m. - 1:00 p.m.

"Non-sufficient Funds" checks will result in the following:

- A $40 charge for NSF checks
- NSF checks will result in the requirement for all future payments to be made by cash or money order for the remainder of the year.

Late Payments

Payments are due on or before the 15th of each month. Each monthly payment is applied to the following month. For example, a payment made in September pays for October's tuition. Please al-low sufficient time for mailing to the Jointure office. A payment received after the 15th will incur a $25 late fee per child. If payment is not received by the 25th of the month the late fee increases to $50 per child. We reserve the right to consider nonpayment beyond the 25th of the month to be a withdrawal of a student from our program. Please call in advance if there is a problem making a payment. The Jointure reserves the right to terminate enrollment for nonpayment or chronic payment problems.

Withdrawals & Refunds

If you wish to withdraw your child, there is a $25 per child Withdrawal Fee and all withdrawals must be in writing with the Jointure's Withdrawal Form. If you wish to withdraw your child before the start of school in September, you will receive a refund of any prepaid tuition. During the school year, if you wish to withdraw your child/ren a Withdrawal Form must be completed and the Withdrawal Fee of $25 must be paid.

The $35 per child registration fee is non-refundable. Refunds or credits will be determined by the date of withdrawal.

Your child may not enroll or re-enroll in any Jointure program if there is an outstanding balance. All payment issues, such as adjustments and refunds, must be resolved with the office before the end of the school year. There will be no requests honored for refunds or adjustments after the school year is over.

Change of Information

Please notify the Administrative office at, 908-722-0233 extension 117 for Maria, or in writing, in the following situations:

Change of phone number (work, home, cell, pager, etc.)
To add/delete an emergency contact/ authorized pick up (***MUST BE IN WRITING)***
Change of address
Name Change
Change of days your child will attend
To withdraw your child/ren from the program (***WITHDRAWAL FORM)***

Receipts

The Jointure's Federal Tax ID is 22-3287297. We do not automatically issue receipts for monthly payment, if you need a receipt you must call The Creative Campus 908-722-1563 or The Jointure Administration office, 908-722-0233 ext. 117.

Policies & Procedures

Photo Identification & Authorized Pick Up Persons

No child will be released from our program to any person who cannot produce photo ID upon request, even if that person is listed on the release card.

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the school and assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access to a child by a court order, the Office must secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. You must have court documentation clearly stating that the individual(s) is not permitted to have access to your child(ren). It is your responsibility to inform the Jointure office and staff of any such situation.
Please see Release Policy

If the program is unable to make alternate arrangements, a staff member will call the New Jersey Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.
Please see Release Policy

Late Policy

The Jointure is committed to make every effort to provide a program schedule that meets family's needs. The Jointure staff also demonstrates an understanding of the importance of reasonable flexibility for busy parents and guardians of children enrolled in our programs.
In order to end the program day on schedule and to prevent potential difficulties for both staff and children; parents and guardians are asked to comply with these procedures:

- Parents and guardians should be well informed of the program's schedule and should allow ample time to arrive at the program site before the program ends each day.
- Parents and guardians should identify appropriate alternate escorts with written permission to pick up a child when necessary. These friends or family members should live or work close to the program site, so that they are available to pick up a child in a timely manner.
- $25 late fee will be imposed for every 15-minutes or part thereof. (Ex. 6:31pm – 6:45pm = $25, 6:46pm – 7:00pm = $50, etc.)

After five late pick-ups, the Jointure may terminate the child's participation in the program. Our building permit allows us in the school until 6:30pm. Liability becomes an issue after 6:30pm. The Jointure, its staff, and the children served are not covered by insurance after 6:30pm. Most importantly, repeated lateness causes great stress and anxiety for children.

Release Policy

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the school and assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court, the Program must secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the custodial parent(s) or person(s) authorized by the custodial parent(s) fail to pick-up a child by The Creative Campus daily closing time, the Jointure shall ensure that:

1. The child is supervised at all times;
2. Staff member(s) attempt to contact the custodial parent(s) or person(s) authorized by the custodial parent(s); and
3. After 1 hour or more after closing time, and provided that other arrangements for releasing the child to his/her custodial parent(s) or person(s) authorized by the custodial parent(s) have failed, and the staff member(s) cannot continue to supervise the child, the staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the custodial parent(s) or person(s) authorized by the custodial parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the staff member(s) shall adhere to the following procedure:

The child may not be released to such an impaired individual.

Staff member(s) attempts to contact the child's other custodial parent or an alternative person(s) authorized by the parent(s) for pick-up.

If the Program is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the program/ center. If such symptoms occur at the center/program, the child will be removed from the group, parents will be called to take the child home.

• Severe pain or discomfort	• Red eyes with discharge
• Acute diarrhea	• Infected, untreated skin patches
• Episodes of acute vomiting	• Difficult or rapid breathing
• Elevated oral temperature of 101.5 degrees Fahrenheit or axillary temperature of 100.5 degrees	• Skin rash in conjunction with fever or behavior changes
• Lethargy	• Skin lesion that is weeping or bleeding
• Severe coughing	• Mouth sores with drooling
• Yellow eyes or jaundiced skin	• Stiff neck

Once the child is symptom-free for 24 hours, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return unless contradicted by local health department or Department of Health.

EXCLUDABLE COMMUINCABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center/program without a health care provider's note stating that the child/staff member presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the doctor stating that all the sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASES REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center/program. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of the reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Medication Administration in Child Care Policy and Procedures

PURPOSE: This policy was written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in our care.

INTENT: To ensure the health and safety of all children in our center/program is a team effort by the Jointure, family and health care provider. This is particularly true when medication is necessary to the child's participation in our programs. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

GUIDING PRINICPALS AND PROCEDURES:

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to coming to our center/program, and again when returning home and/or bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication or treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to the center or program. This is for the protection of the child who is ill as well as the other children in the center or program.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to the policy and will hereafter be referred to as the Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the Jointure.
4. "As needed" medication may be given only when the child's health care provider completes a Permission Form that lists specific reason and times when such medication should be given.
5. Medications given in the Center/Program will be administered by a staff member designated by the Center Director and have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the center/program must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and labeled with the appropriate information as follows:
   - Prescription medication must have the original pharmacists label that includes the pharmacists phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration or storage. It is suggested that the parent/legal guardian ask the pharmacist to provide the medication in two containers, one for home and one for the Center/Program.

- Over-the-Counter (OTC) medication must have the child's full name on the container, and manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
- Any OTC medication without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the Center/Program.

7. Examples of over-the-counter medications that may be given include:
   - Antihistamines
   - Decongestants
   - Non-aspirin fever reducers/pain relievers
   - Cough suppressants
   - Topical ointments, such as diaper cream or sunscreen
8. All medication will be stored:
   - Inaccessible to children
   - Separate from staff or household medications
   - Under proper temperature control
9. For the children who receive a particular medication on a long-term daily basis, the staff will advise the parent/legal guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or able to be used by the child.
11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center/Program.
12. Information exchange between the parent/guardian and the Jointure about medication that a child is receiving should be shared when the child is brought to and picked up from the Center/Program. Parents/Guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center/program to the parent/guardian.
13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center/Program at any time.
14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the care of emergency contact form, will update the information as necessary to safeguard the health and safety of the child.
15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's Designee in the event that a situation arises that requires immediate attention when the child's health and safety, particularly when the parent/guardian cannot be reached.
16. Parent/Guardian will read and have an opportunity to discuss content of this policy with the Director or Director's Designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in the policy, and will follow them to safeguard the health and safety of their child. Parent/Guardian will receive a copy of the signed policy including single copies of the records in this policy.
17. The Medication Administration in Child Care Policy will be reviewed annually by the following: Jointure Executive Director, Child Care Director, and a Licensing Consultant.

The Jointure Discipline Policy

Children shall not be deprived of food or water, isolated, subjected to corporal punishment, or required to participate in abusive or excessive physical exercise as means of punishment by staff.

The following describes the way we handle behavior deemed appropriate to all Jointure Programs.

- The Site supervisor/teacher is responsible for the behavior of children at his/her site. Should a problem arise, the Site Supervisor will be the one to handle it. His/her methods will include patience, understanding and kindness.

- The Site Supervisor/teacher will try to redirect and interest the child in another activity (i.e. if a child is running around and being disruptive, have him/her sit quietly at a different table, work on a puzzle, collage or draw).

- If the child does not respond to the above mentioned methods and continues to be disruptive, the child will be asked to be seated where the child will be able to see what is happening at the site but will not be able to participate until he/she has regained his/her self-control.

- As a last resort, and only if the child is so disruptive that the normal daily activities cannot proceed, the parent/guardian may be called and asked to come and remove the child from the program. At that point, the supervisor and the parent/guardian will have a conference to exchange ideas on how to modify the child's behavior. The supervisor will contact the Director of Children's Programs regarding behavioral issues. The child may be suspended from the program at this point.

- If, after returning to the program, the child continues to be disruptive and all methods of discipline have been exhausted, the child may be removed from the program permanently.

The Jointure Expulsion Policy

Unfortunately, sometimes there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family or the child (ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the program:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of the enrolled children.
- PARENTAL ACTIONS FOR CHILD'S EXPULSION
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up a child.
- Verbal abuse to staff or children.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust behavior after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting
- Other (explain)

SCHEDULE OF EXPULSION

- If after remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behaviors warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed of the expected behavioral changes required in order for the child or parent to return to the program.
- The parent/guardian will be given specific expulsion date that allows the parent sufficient time to seek alternate child care (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 program.

A CHILD WILL NOT BE EXPELLED

If a parent:

- Made a complaint to the Office of Licensing regarding a center's alleged violation or licensing requirements.
- Reported abuse or neglect occurring at the program.
- Questions the program regarding policies and procedures.
- Is not given sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to reign control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and the parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultant on premises.
- Recommend an evaluation by local school district study team.

Parent Social Media & Technology Policy

Introduction

Social media are powerful communication tools that can impact The Jointure & Creative Campus' professional reputation. Social media can blur the line between personal and institutional opinions. The following policy is designed to clarify how best to protect personal and professional reputations when participating in social media. The goal is to establish practical and enforceable guidelines by which we can conduct ourselves in a constructive, positive and official capacity.

Social media are defined as media designed to be circulated through social interaction, using accessible online forums. Examples include but are not limited to Facebook, Instagram, LinkedIn, YouTube, and SnapChat.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in their every day life. The same laws, professional expectations, and guidelines for interacting with families, co-workers and the community apply online as they do on the job. Employees are liable for anything they post to social media sites.

Policies and Guiding Principles

Only those officially designated can use social media to speak on behalf of The Jointure in an official capacity, though employees may use social media to speak for themselves individually or to exercise their legal rights under the National Labor Relations Act.

When engaging in social media activity:

- Protect confidential and proprietary information: Do not post confidential or proprietary information about The Jointure or Creative Campus, students, families or co-workers. Examples include but are not limited to pictures or videos of students, negative comments about co-workers, and personal information about families. You must adhere to all applicable privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary actions or termination.

- Exercise personal responsibility: The Jointure trusts and expects employees to exercise personal responsibility when using social media, which includes not violating the trust of those with whom they are engaging. Employees should never use social media for covert advocacy and marketing when acting in a professional capacity. If and when employees use social media to communicate on behalf of The Jointure, they should clearly identify themselves as employees.

- Respect the Jointure time and property: Jointure computers and time on the job are reserved for center related business as approved by supervisors and in accordance with teacher/staff job descriptions. Abuse and misconduct associated with use of center computers and time will be done at the risk of disciplinary action.

- Don't use The Jointure logos for endorsements: Do not use The Jointure or Creative Campus logo or any other center images or iconography on personal social media sites. Do not use The Jointure's or Creative Campus name to promote a product, cause, or political party or candidate.

- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of The Jointure and Creative Campus.

Policy on Methods of Parental Notification

It is very important at The Jointure that we have open communication with all our parents and staff members. We use many forms for communication to notify parents and staff members of news, reminders, updates, emergencies, changes to programs/calendars, etc. If parents need to contact Jointure staff any/all of the below methods of communication are acceptable.

Acceptable lines of communication include:

· Telephones (landline/home)	· Mail
· Cell Phones	· Parent – Teacher Conferences
· Work Phones	· Parent – Director Meeting
· Written "hard copies" given out at programs	· Website: www.jointure.org
· E-mails : https://www.facebook.com/thejointure	· Facebook

Jointure Administrative Office

(908)-722-0233

1124 US 202, Suite B-11, Raritan, NJ 08869

Executive Director, Erica Cruz	x118	ecruz@jointure.org
Assistant Executive Director, Lisa Giranda	x114	lgiranda@jointure.org
Director of Children's Programs, Darnell A. Scott	x110	dscott@jointure.org
Public Relations Coordinator, Lauren De Cuollo	x115	ldecuollo@jointure.org
School Age Coordinator, Pete Diana	x 101	pdiana@jointure.org
Program Coordinator, Bonnie Scharf	x112	bscharf@jointure.org
Administrative Assistant, Maria Vernaci	X117	mvernaci@jointure.org

Creative Campus

(908)-722-1563

580 Old York Road, Branchburg, NJ 08876

Creative Campus Administrative Assistant, Phyllis Schnell	pschnell@jointure.org
Pre-K Teacher, Jenna Giranda	jgiranda@jointure.org
Pre-K Teacher, Eileen McFadden	emcfadden@jointure.org
Pre-K Teacher, Erin Regan	eregan@jointure.org
Kinderwrap Teacher, Amie Walsh	awalsh@jointure.org

Evacuation, Fire and Lockdown Drills

The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to learn, it is necessary that we practice our emergency response plans by having drills designed to exercise our procedures.

Fire Drills will be conducted twice a month. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

Lockdown Drills will be practiced twice a year. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.

In the event there is an emergency evacuation and for the safety of everyone involved and to maintain order, we respectfully ask that you would abide by the following:

- Do not come to the school campus.
- Do not call the school offices (as they will be busy with the drill or actual emergency).
- Do not contact students or staff members via cell phone or social media (as they will be busy with the drill or actual emergency.
- Avoid social media posts. Correct information will be disseminated as soon as possible.
- Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency.
- You will receive notification where to pick up your child as soon as practicable.

Outside Play

Your child will be taken outside daily for fresh air and physical activity. **Our standards to go outside are: 32°F and no precipitation.** Please dress your child appropriately everyday (i.e. hats & gloves).

Baby-Sitting/Student Transportation Policy

Staff are not permitted to babysit or transport your child. The Jointure has a very strict policy that does not allow our staff members to babysit any children enrolled in our programs. Our policy also states that staff members are never to transport any children enrolled in our programs.. If a staff member were to do either of the above mentioned, his/her employment with The Jointure may be terminated immediately.

Damage of Property

If a child deliberately damages property that is not his or her own, parents will be asked to pay for the cost of repair or replacement. "Accidental" damage will be assessed on a case-by-case basis. We cannot be responsible for loss or damage to your child's personal property. Please leave all expensive toys, electronics, and valuables, such as iPod or Nintendo DS, etc. at home.

Other Information

The Jointure is an independent nonprofit organization serving the community. Our classes and programs are not part of the school district offerings. However, we work closely with the school administration and staff to follow their schedules, policies, and procedures where appropriate. We value the close working relationship we have with the principals and school personnel.

The Jointure's programs are licensed by the State of New Jersey Department of Children and Families (DCF). Copies of our license are posted at each program location. DCF sets the maximum number of children allowed at each site, as well as the policies for various matters set in the Manual of Requirements for Child Care Centers. The Jointure must follow applicable DCF requirements on such matters. If you believe that we are out of compliance with any DCF requirement, please bring it to the attention of the Jointure office. If you do not get a satisfactory response or resolution from our office, you may report the matter to DCF.

The Jointure is obligated by law to report any reasonable suspicion of child abuse or neglect by any adult, including parents.

Questions or Suggestions

Please address any questions about Jointure policies or general concerns with the program to the Jointure office. We are always open to suggestions for change and improvement of our programs.

Phyllis Schnell Creative Campus Administrative Assistant	908.722.1563 pschnell@jointure.org
Lauren De Cuollo Public Relations Coordinator	908.722.0233 x115 ldecuollo@jointure.org
Bonnie Scharf Program Coordinator	908.722.0233 x112 bscharf@jointure.org
Pete Diana School Age Coordinator	908.722.0233 x101 pdiana@jointure.org
Darnell A. Scott Director of Children's Programs	908.722.0233 x110 dscott@jointure.org
Lisa Giranda Assistant Executive Director	908.722.0233 x114 lgiranda@jointure.org
Erica Cruz Executive Director	908.722.0233 x118 ecruz@jointure.org

We thank you for trusting us with the care of your wonderful children! We look forward to continuing to serve your family.

Board of Trustees
Dr. Rosina Dixon, President
Mr. Gerry Smit, Vice President
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Statement of Nondiscrimination: The Jointure does not discriminate against anyone on the basis of any category protected by law including race, color, creed, ancestry, national origin, nationality, gender, sexual orientation, marital or domestic partnership status, or disability.

Program On-Site Phone Numbers

Whiton Before & After School Program

Before School Program Hours:	7:00 a.m. - 8:50 a.m.
After School Program Hours:	3:40 p.m. - 6:30 p.m.
Program Phone Number:	908.369.3182

Stony Brook Before & After School Program

Before School Program Hours:	7:00 a.m. - 8:20 a.m.
After School Program Hours:	3:20 p.m. - 6:30 p.m.
Program Phone Number:	908.524.4445

Van Holten Before & After School Program

Before School Program Hours:	7:00 a.m. - 8:35 a.m.
After School Program Hours:	2:55 p.m. - 6:30 p.m.
Program Phone Number:	908.231.9615

J.F. Kennedy Before & After School Program

Before School Program Hours:	7:00 a.m. - 8:35 a.m.
After School Program Hours:	2:55 p.m. - 6:30 p.m.
Program Phone Number:	908.704.1717

Eisenhower Before & After School Program

Before School Program Hours:	7:00 a.m. - 9:05 a.m.
After School Program Hours:	3:30 p.m. - 6:30 p.m.
Program Phone Number:	908.575.1574

Weston Before & After School Program

Before School Program Hours:	7:00 a.m. - 8:30 a.m.
After School Program Hours:	2:55 p.m. - 6:30 p.m.
Program Phone Number:	908.874.4852

The Creative Campus

School Hours:	7:00 a.m. - 6:30 p.m.
Program Phone Number:	908.722.1563