

ROCHELLE PARK BOARD OF EDUCATION  
LATCHKEY  
300 Rochelle Ave, Rochelle Park, NJ 07662  
email:[djohnson@rochellepark.org](mailto:djohnson@rochellepark.org)



ROCHELLE PARK BOARD OF EDUCATION

LATCHKEY

Before and After School  
Programs

2019-2020 Policies and Procedures  
2019-2020 Staff

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Mr. M. Alberta-Principal

Ms. D. Johnson-Latchkey Coordinator

- Teacher in Charge
- Teacher in Charge / Lead Teacher
- Teacher in Charge/Lead Teacher

- Lead Teacher
- Lead Teacher (part time)
- Lead Teacher
- Lead Teacher

- Homework Teacher
- Homework Teacher

- Latchkey Aide
- Latchkey Aide
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## **Our Purpose**

The Rochelle Park Board of Education Latchkey program offers a fun and enriching school year program for Midland School students in grades pre-k ( age 4) -5th grade. We strive to provide a clean, warm and welcoming atmosphere created by our professional staff. We offer a place where your children can play, do their homework and participate in structured activities while being supervised by professional staff which includes teachers and assistants.

## **Operating Hours**

Latchkey is in operation when Midland School is in session. We begin on the first day of school, **September 5,2019** and ends on **June 18,2020**. *(please note the last day of school is June 19).*

*Beginning in the 19/20 school year we will be adding before school care.*

### **Before School**

7am-8:05

### **After School**

2:50-6pm

## **Half Day**

June 18,2020 - 12:40-6pm

**Please note that the cafeteria is not open on half days and students must bring a bagged lunch to eat in Latchkey.**

## **Latchkey will be closed**

Nov. 25 & 26 -parent/teacher conferences

Nov. 27-Thanksgiving Holiday

Dec. 20-Winterbreak

April 22-parent/teacher conference

June 19-end of year

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## **BEFORE SCHOOL CARE**

Before school care will be available the first day of school, September 5, 2019. Children should be dropped off by the gym doors in the parking lot no earlier than 7am. They will be checked in and greeted by latchkey staff. They will have the opportunity to play and relax before school starts. At 7:45 they will be brought to the cafeteria where they can have breakfast. Please check the school website for the current cost of breakfast. If they do not want to purchase breakfast, they are welcome to bring their own that they can eat at this time. At 8:05 they will join their classmates in their designated area to get ready for school. **There will be NO before school care when Rochelle Park has a delayed opening.**

## **Registration**

Registration for Latchkey is now done exclusively online. Please go to the Rochelle Park Board of Education home page: [www.rp.bergen.org](http://www.rp.bergen.org), and click on the **For Parents** tab. Then click on **Latchkey** link then scroll to the bottom and click on the **Latchkey online registration** link.

### **Before care**

There is a \$15 registration fee

<b>Fees</b>	<b>Yearly</b>	<b>Monthly</b>
5 days	\$1400	\$140
4days	\$1120	\$112
3days	\$840	\$84
2days	\$560	\$56

*1 day drop in fee \$8 a day plus registration if not already registered for before care.*

### **After Care**

There is a \$25 registration fee.

<b>4:30 pickup</b>	<b>Yearly</b>	<b>Monthly</b>
5 days	\$2,000	\$200.00
4 days	\$1,632	\$163.20
3 days	\$1,248	\$124.80
2 days	\$848	\$84.80

*1 day drop in fee \$10.75 plus registration if not already registered for pick up by 4:30*

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6:00 pickup	Yearly	Monthly
5 Days	\$2,850	\$285.00
4 Days	\$2,328	\$232.80
3 Days	\$1,782	\$178.20
2 Days	\$1,212	\$121.20

*1 day drop in fee \$15.50 plus registration if not already registered for pick up by 6:30.*

**Special combination fee:**

5 days of before and after care(pick up at 6:00).

**\$30 registration fee plus \$375/month**

A savings of \$50 a month!

Tuition is due on the **15 days before** the 1st of the month.

Tuition cannot be prorated for hours or days missed.

Please note that late pickups can cause your child to feel anxious and worried. In order to avoid such feelings, please call if you are going to be late picking up. If you are going to be late please call the school at 201-843-3120 ex. If we do not hear from you we will try to call you, then your emergency contact. If by 6:15, we have not heard from you the police will be notified.

A late fee of \$15 may be applied every 15 minutes late per child beginning at **4:35 or 6:05** (depending on your pick up time).

Billing questions should be directed to Molly Leka by email: [Mleka@rochellepark.org](mailto:Mleka@rochellepark.org). Or call 201-843-3120 ex. 513

**Program**

Children in grades Pre K to 2 get picked up at their classrooms by a Latchkey staff member and brought to Latchkey. Grades 3-5 come on **to their assigned classroom**, where attendance is taken. **If your child is going home after school please inform the Latchkey staff.** If your child is scheduled to be in Latchkey and does not come we will make every effort to locate your child, including calling you. **If your child goes to an afterschool activity we ask that they check into Latchkey first and then go to their activity.**

The children will do their homework upon arriving to latchkey, then will be brought to the cafeteria for snack around 3:30. Once everyone is done with homework, we break into smaller

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groups of the children's choice. Some options are outside play, computer lab, small group games. Children are always allowed to relax inside and play with toys, games, crafts, etc..

We also have weekly special events. These will vary depending on the week. Some of these events will be playing Bingo for prizes, movies with popcorn, STEM activities, craft activities, cooking activities and walking to the town library for a project,

A monthly calendar will be sent home in the virtual folder. All activities will start around 3:45 and the children that leave at 4:30 will be included in the first group of children who do the activity. Please note that activities are based on grade level so all children will not do all activities, they will do the ones that are noted for their grade level.

### **Homework**

There are teachers available to help the children with their homework. While efforts will be made to see that your child completes their homework correctly, due to the large number of children, some children may do their homework without our assistance or review. **The final responsibility for homework completion rests with the child and their parents.** Parents should check all homework completed in the Latchkey program. If you do not want your child to do their homework during Latchkey, please send in a note and they can be excused.

### **Toys from Home**

We realize that children enjoy bringing toys from home. However, this comes with the risk of them getting lost, broken or stolen. If you chose to let your child bring a toy from home, please speak with them so they understand the risk of doing so. **The Latchkey program takes no responsibility for toys brought from home, so please do not bring in anything that would cause you a hardship if lost or broken.**

### **Snacks**

Please notify the staff if your child has any food allergies. Snacks such as cookies, chips, popcorn and occasionally fruit and yogurt will be provided. We also provide juice and water. At times, we may have special snacks that the children will make. Your child is welcome to bring their own snacks. We provide snack at 3:30 and again at 5:15.

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## **Illness**

Should your child become ill while attending Latchkey, a staff member will contact you. If we are unable to reach you we will call your emergency number. Please keep these numbers current. In a true medical emergency, 911 will be called in addition to the parent. If a child needs to be taken to the hospital and no family member has arrived, a latchkey staff member will go with the child to the hospital.

The Rochelle Park Latchkey program conforms to the same illness procedures as outlined in the Midland School handbook. A child must be 24 hours fever free, without medication to return to the program.

## **Emergencies**

The Latchkey program follows the same procedures as Midland School in regard to evacuation and relocation.

During a fire drill we will relocate to the field and await further instruction from the fire department.

In case of a lockdown or shelter in place, we will follow the same procedure as outlined in the Midland School Safety manual. During a lockdown or shelter in place, no one will be allowed in or out of the building until it is over. In the event of an actual lockdown or shelter in place, the Rochelle Park Police Department will be in charge of the building, declaring when it is safe to move about.

In case of a relocation, we will walk to the Rochelle Park Municipal Building located at the police station. Children would be available to be picked up from there.

## **Discipline**

The children are expected to adhere to the code of conduct outlined in the Midland School handbook. In case of serious behavior problems that threaten the safety of the children or others, it may be necessary to suspend or expel the child from the program.

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**Some causes for suspension/expulsion are:**

- A child who is at risk of causing serious injury to himself or others.
- Violent tantrums/angry outbursts
- Biting or physical aggression
- Chronic disrespect for staff and rules of Latchkey
- Parental threats or intimidation towards staff or children
- Habitual lateness without calling to inform staff.
- Using Latchkey as a drop in service
- Stealing
- Any violation of the code of conduct outlined in the student handbook

**Dismissal**

Please come to the front door of the school to pick up your child. A Latchkey staff member will be there to open the door for you and to call for your child. Younger children will be escorted to the door for you. Children will be released to their parents or to a designated person on their pick up list. If someone not on the list is picking up please email Miss Johnson at [djohnson@rochellepark.org](mailto:djohnson@rochellepark.org), or send in a note with your child. If the staff is uncertain about a person who is picking up, the parent will be called to verify the person. If there is someone who **MAY NOT** pick up your child, as in a custody dispute, please let the staff know. If there is a court order please give us a copy of the order to have on file. Without this we have no legal authority to refuse to release a child to a parent.

Once a child is signed out of school they **MAY NOT** return to Latchkey that day.

Your child's safety is our number one priority. In the event that a staff member feels that the person picking up your child is not fit to do so, we reserve the right to hold your child here while we call you and the Rochelle Park Police Department to determine if the child should be released or not.

**Drop In's**

In order to utilize the Latchkey program, students must be registered. It becomes a student safety issue when children show up to Latchkey unregistered. We understand that emergencies happen, and yes we have a plan in place if the need arises. Latchkey has established a fee of \$10.75 for 4:30 pick up and \$15.50 for a 6:00 pick up for a "drop in day" for those students who need it.

If you have any questions about the Latchkey Program, please contact Ms. Johnson at [djohnson@rochellepark.org](mailto:djohnson@rochellepark.org), or Mr. Alberta at [malberta@rochellepark.org](mailto:malberta@rochellepark.org).