
Family Friendly Center

Student/Parent Handbook 2018-2019



Keansburg School District

Ms. Tara Smith-FFC Coordinator

email: tsmith@keansburg.k12.nj.us phone: (732) 787-2007 x6000

FFC is funded by the Department of Children and Families

Family Friendly Center

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FFC Coordinator: Tara Smith

Mission

The Keansburg Family Friendly Center Program (FFC) offers a wide range of services to enhance after school programming. FFC collaborates with the school and the community to provide services in the core areas of education, recreation, social services and enrichment. This program stresses parental involvement as well as partnerships among school and community stakeholders in order to meet the particular needs of students and their families. The Keansburg Family Friendly Center is funded by the Department of Children and Families.

Program Dates

FFC Fall Session will begin on **September 17th** and will run through **December 18th**. Classes will run **Monday-Friday**. There will be no classes on **Wednesdays when staff has professional development**. Please see the attached Fall Session calendar.

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Program Hours

The FFC program will run Monday through Friday from 2:30 p.m. until 4:00 p.m.

Information for Parents

Students entering grades K-3rd will attend the Family Friendly Center at the Joseph C. Caruso School starting at **2:30 p.m.** **The program will be offering a free peanut free snack. Please do not send in any snacks from home in order to ensure the safety of students with allergies.**

Attendance

Regular attendance is essential to supporting your child's learning. Please notify your child's teacher or the FFC Coordinator if your child will be absent. We will be calling if your child is not in attendance.

Health Information

It is very important that the school be informed of all pertinent medical information for each student. This includes allergies, injuries, illnesses physical restrictions and/or any medications. Please make sure you notify Deborah Silva of any medications that your child may need during program hours. She can be reached at (732)-787-2007 ext. 5870

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Dismissal Procedures

Students will be released from the side doorway of the school on Myrtle Avenue. **Each student must be signed out.** Please call or email the FFC Coordinator if you are having someone pick up your child that is not on the dismissal list. **Please note that students need to be picked up by someone eleven years or older (Students who attend Bolger).**

Student Discipline Procedures

When a major infraction occurs that requires the student to be asked to leave the classroom due to:

Verbal Abuse-directed at adults or students, arguing, name calling, foul language and disrespectful language.

Noncompliance-verbal refusal, inappropriate gestures, engaging in other activities or non-activity.

The child will meet with the FFC Coordinator, a phone call will be made home and the parent or guardian will be asked to pick up their child if he or she is not able to return to class. If the student is sent home he or she must have a re-entry meeting with the FFC Coordinator to return to program. If the student is removed from his or her classroom more than two times, he or she will be removed from the FFC Program for the Fall Session.

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I have read the Student/Parent Handbook. I understand and agree with all policies and procedures in this handbook.

Student Name: _____ Grade: _____

Parent Signature: _____ Date: _____

Please Return this form the first day to your child's classroom teacher(s).

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