

# **B**rick **E**xtended **S**chool **T**ime



**Before and After School Care Program**

**Parent Handbook  
2013 - 2014**

Dear BEST Program Families,

It is with great pleasure that I welcome you to Brick Township Public Schools' Before and After School Care Program! Our goal for the **Brick Extended School Time (BEST) Program** is to provide a safe environment for your children and to engage them in developmentally appropriate activities, all at an affordable cost to you.

Our program, which takes place at each of Brick's elementary schools, provides the children with a variety of activities to participate in before and after school. Programs include socialization time to unwind from the school day before starting homework help time, organized sports and games, arts and crafts, as well as other planned activities and events that are fun, challenging, and age-appropriate for all of the children.

This parent handbook covers our BEST Program policies and procedures for the **2013-2014** School Year. Please read it carefully and thoroughly. If you have any questions, please contact our office at 732-785-3000 ext. 1531.

I look forward to working with you and your children to help make our before and after school care program the BEST it can be for the children of the Brick Township Public Schools!

Sincerely,

*Ellen Tyndell*

Ellen Tyndell  
BEST Program Coordinator

# **BRICK EXTENDED SCHOOL TIME (BEST) PROGRAM INFORMATION**

## **TELEPHONE LISTING**

District Main Number	732-785-3000
BEST Program Office	732-785-3000 x 1531
Drum Point BEST	732-608-1882
Emma Havens BEST	732-608-1883
Herbertsville BEST	732-608-1884
Lanes Mill BEST	732-608-1885
Midstreams BEST	732-608-1886
Osbornville BEST	732-608-1887
Veterans Memorial Elem. and Middle BEST	732-608-1888

## **E-MAIL**

Ellen Tyndell	BEST Program Coordinator	<a href="mailto:etyndell@brickschools.org">etyndell@brickschools.org</a>
Susan Golden	BEST Field Assistant	<a href="mailto:sgolden@brickschools.org">sgolden@brickschools.org</a>
Karen Rytelewski	BEST Bookkeeper	<a href="mailto:BEST@brickschools.org">BEST@brickschools.org</a>

**\*\*\* Please direct any questions regarding billing, scheduling, and changes to personal information to Karen Rytelewski. \*\*\***

## **DISTRICT WEBSITE**

[www.brickschools.org](http://www.brickschools.org)

## **BEST PROGRAM OFFICE ADDRESS**

Brick Township Public Schools  
BEST Program  
224 Chambers Bridge Road  
Brick, NJ 08723

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## **PROGRAM DESCRIPTION**

The BEST Program is designed to create an engaging environment for children of the Brick Township School District. Planned activities are challenging and age appropriate for each child and reflect the interests expressed by the children in each program. All programs are held at the children's home schools. Children experience homework assistance, arts and crafts, and daily recreation activities.

### **BEFORE SCHOOL CARE**

Beginning at 6:30 AM, the students in the morning program have the opportunity to participate in group games, light physical activity, and various hands-on activities. Additionally, a designated table is available for those students who bring their own breakfast to eat at the morning program.

### **AFTER SCHOOL CARE**

The After School Program begins upon school dismissal and ends at 6:00 PM. As the children arrive, they check-in with their Site Supervisor, immediately, for attendance. No buses leave school property until all BEST Program children are accounted for.

The program schedule followed varies from site to site, and day to day, but includes the same components as all other BEST Programs each day. First, the children are given the opportunity to have a light snack while unwinding from the school day. Then they begin their homework before participating in physical activity, engaging in hands on activities, and arts and crafts.

## **STAFF**

All BEST Program staff are employees of the Brick Township Board of Education who are subject to a criminal background check and are fingerprinted. All employees also participate in a staff orientation, which covers topics such as Child Growth and Development, Positive Discipline Techniques, Health and Safety Procedures, and Child Abuse Prevention. At least one (1) staff member at each of the schools are trained in First Aid and CPR/AED.

## **GENERAL PROGRAM RULES**

All District policies and rules that are in place during the school day, at your child's school, extend into the BEST Program.

## **PROGRAM ENROLLMENT**

### **Required:**

- Each child must have a completed application
- \$25 Registration Fee
- First Month's Fee
- It must be sent to the BEST Office by Wednesday of the week before the child starts his/her program.

As a reminder to your child's classroom teacher, a note from the parent/guardian must be given to your child's teacher indicating the days your child will be attending the BEST After School Care Program.

## **BEST PROGRAM OPERATING HOURS AND LOCATIONS**

**Before School Care** – 6:30 AM – The Start of School

**After School Care** – School Dismissal - 6:00 PM

### **OPERATING DATES**

Please refer to the District calendar. On days the District is closed, the BEST Program is closed as well. On scheduled early dismissal days, the BEST Program will be open from the time school dismisses until 6:00 PM. On delayed opening days, the BEST Program's Before School Care Program is closed.

## **ATTENDANCE POLICIES AND PROCEDURES**

### **BEFORE SCHOOL**

The Before School Care Program begins at 6:30 AM and ends at the time school begins. For the safety of our children, they must be accompanied into the building for the Before School Program and signed in by a parent/guardian or other adult. Under no circumstances is a child to enter the building alone or be left unattended inside or outside of the school building prior to the start of program. Failure to follow this procedure may result in termination of enrollment in the program. Billing is based on the schedule you submit to us for your child; there will be no credits or adjustments for time not used in the program. The only exception to this policy is an absence from school that lasts 5 consecutive days or longer.

A note is required for your child to leave the before school care program to participate in extra-curricular activities. Please specify the dates and times your children will be leaving and returning to the program.

### **AFTER SCHOOL**

Children in the After School Care Program are to come directly to the BEST Program at the end of the school day. A schedule will be provided to each classroom teacher informing them of the days each child in the program is registered to attend BEST after school. Attendance is taken by the Site Supervisor at the program before any activities begin and also before the buses leave school property.

It is the family's responsibility to notify the BEST Program Office, as well as their child's BEST After School Care staff, on the program site cell phone and their child's school office if he/she will be absent from the After School Care Program, or if there is a change in the child's schedule. Repeated failure to comply with this policy can result in suspension or termination from the program.

If your child does not arrive to the After School Care Program, and we have not been contacted regarding his/her absence for the day, our staff will check with the main office. If the office does not have record of your child leaving school early, we will make every effort to contact you using the phone numbers on your child's registration form to verify the whereabouts of your child.

Once the program has begun, and after attendance has been taken, your child may not leave our program without being signed out by an approved pick-up person that you designate. A note is required for your child to leave the after school program to participate in an extra-curricular activity. Please include in your note the adult that supervises the extra-curricular activity that your child will be at and specify the dates and times your child will be leaving and returning to the program.

It is required that each child must be signed in and out of the program every day they attend by an authorized adult who is at least 18 years of age. An authorized adult is someone who has been listed on your child's BEST authorized pick-up list. Only individuals who registered the child for BEST can make changes to or add individuals to the child's authorized pick up list. For the safety of our children, any individual picking up your child will be required to show identification.

### **SIGN-IN AND SIGN-OUT POLICY**

Each child may be released **ONLY** to individuals on the authorized pick-up list. All individuals must be prepared to show identification at all times for the safety of our children and must sign children in and out of program each day they attend. In order to add someone to your child's authorized pick-up list, the BEST Office must be notified in writing by the parent/guardian who registered your child for BEST. **CHILDREN WILL NOT BE RELEASED TO ANYONE UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL.**

If a non-custodial parent has been denied access or granted limited access to a child by court order, the BEST Program must be provided documentation of the court order for our records in order for us to comply with the terms of the court order. Please be sure to provide updated court documents to the BEST Office as soon as you receive them for the safety of your child.

### **LATE PICK-UP POLICY**

If you anticipate being late picking up your child, please call your child's program site cell phone number to inform the staff. If you do not call the program site cell phone by 6:00 PM, we will try to contact you. If we cannot reach you, emergency contacts will be called next. Your child will not be released to anyone who does not appear on their BEST authorized pick up list. There will be a \$15 charge per 15 minute interval (i.e.; 6:01 – 6:15 PM will incur a late fee of \$15.00; 6:16 – 6:30 PM will be a \$30.00 late fee). Participation in the BEST Program is contingent on payment of these fees. Participation in the program may be denied after four (4) late pick-ups, or if late pick-up fees are not paid within ten days.

If you or someone on your authorized pick-up list fails to pick-up your child by 6:30 PM, the Brick Township Police Department will be contacted.

### **PERSONAL ITEMS**

The BEST Program discourages students from bringing toys and electronics (i.e. – Nintendo DS, PSP's, mp3 players, cell phones, etc.) from home except on Fun Friday. The use of electronic devices is permitted at program during designated times only. Cell phones must be kept on silent and in the child's book bag. Please keep in mind, the BEST Program staff is not responsible for lost or stolen toys and other personal items brought from home. The use of headphones inhibits children from being able to hear our staff; therefore, headphones are NOT permitted at the program.

## **HOMEWORK HELP**

- **Our homework help time is:**
  - Monday through Thursday for 45 – 60 minutes each day in aftercare.
  - Designed to provide your child an opportunity to do his/her homework at BEST.
  - Not a tutoring service.
  
- **Our STAFF will:**
  - Encourage a child to complete their assignments at BEST.
  - Circulate through the group to make themselves available to the students.
  - Direct students in searching for materials/information they need to find answers.
  - Answer questions to the best of their ability to children who ask them for help.
  
- **Our STAFF will NOT:**
  - Force a child to do his or her homework or search their book bag.
  - Work one-on-one with a child for an extended period of time.
  - Give students answers to their homework.
  - Make sure all assignments are complete each night.
  
- **Our FAMILIES are expected to:**
  - Share their expectations on homework completion at BEST with their child.
  - Notify their Site Supervisor in writing if they do not wish for their child to do their homework at BEST.
  - Check their child's homework each night at home.
  
- **Our STUDENTS are expected to:**
  - Ask if they need help or do not understand their assignments.
  - Arrive at BEST with all of their homework papers, books, pencils, etc.
  - Be honest about whether they have homework each day and if they have completed all assignments by the end of homework help time if asked.
  - Participate in a quiet activity during homework help time if their parents do not require them to do homework at BEST. (no electronic devices)

## **SAFETY**

The BEST Program provides a safe place for students of the Brick Township Public Schools before and after school. Students are expected to follow all school rules and program safety rules. Violation of these rules may result in your child not being allowed to participate in the BEST Program.

## **INCLUSION OF STUDENTS WITH DISABILITIES**

The BEST Program is open to inclusion of and reasonable accommodations for students with disabilities to participate in our program alongside their peers. Even though the BEST Program keeps a lower staff to student ratio than is required by the State, we are unable to provide individual companions. Students with disabilities will be expected to comply with all rules and regulations of the program, including health and safety standards. If a child's actions repeatedly endanger the health and safety of his or herself, another child in the program, or staff members, they may be terminated from the program.

## **DISCIPLINE AND SUSPENSION/EXPULSION POLICY**

Unfortunately, there are some reasons we have to suspend or expel a child from our program. We will do everything possible to work with our families in order to prevent the need for this.

### **Elementary School Discipline Policy**

1. 1<sup>st</sup> Offense - Warning
2. 2<sup>nd</sup> Offense - Time Out & Parent Notification by Site Supervisor
3. 3<sup>rd</sup> & 4<sup>th</sup> Offense - Written Conduct Reports
4. 5<sup>th</sup> Offense - Suspension
5. 6<sup>th</sup> Offense - Termination

### **Middle School Discipline Policy**

Children who attend BEST from the middle school are older and expected to be more mature than our elementary school students. Therefore, our discipline policy for the middle school students varies from that of the policy for the elementary school students.

1. 1<sup>st</sup> Offense - Warning
2. 2<sup>nd</sup> Offense - Written Conduct Report
3. 3<sup>rd</sup> Offense - Suspension
4. 4<sup>th</sup> Offense - Termination

In cases of excessively harmful or aggressive behavior or language, a parent may be called to pick up a child if the student's behavior cannot be controlled or the child is harmful to themselves or anyone else. Aggressive or abusive behavior and/or language by a child or parent towards a staff member or another participant will be grounds for immediate termination. Any child who steals, hits another child or staff member, or runs from the program, will be automatically suspended from the program.

***Please note that no credits will be given for days your child has been suspended from BEST.***

## **FIRST AID EMERGENCY PROCEDURES**

In the event of an accident or injury to a child in our program, which does not require professional medical attention, our staff members who are trained in First Aid will administer the appropriate care. In the event of an accident or injury which requires professional care, we will contact the parent and call 911. At least one staff member at each location holds current First Aid, CPR, and AED certifications. For mild bumps and scrapes, parents will be verbally notified by our program staff. An Incident Report will be filed for all injuries.

**Parents are responsible for all costs in the provision of emergency medical treatment of their child. It is recommended that you purchase the Voluntary Insurance available through the school district if you do not have insurance. Literature on the accident insurance and applications are available at the main office of your child's school.**

## **ILLNESS**

If your child shows signs of illness while at our program, he/she will be isolated from the rest of the children, and you will be contacted by the Site Supervisor. If the Site Supervisor cannot reach you, he/she will then begin to call individuals on your emergency contact list. If children are ill and are at the nurse's office, they may **NOT** be sent to the BEST Program at the end of the school day.

## POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend the program. If such symptoms occur during program, the child will be separated from the group and must go home.

Severe Pain or Discomfort	Acute Diarrhea
Episodes of Acute Vomiting	Oral Temperature of 101.5 or Higher
Sore Throat or Severe Coughing	Yellow Eyes or Jaundiced Skin
Red Eyes with Discharge	Infected Untreated Skin Patches
Skin Rashes Lasting Longer than 24 Hours	Shingles

Once a child is symptom free or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to the program.

If your child contracts any of the following diseases, please report it to the BEST Program Office. The child **MAY NOT** return to the program without a doctor's note stating that the child presents no risk to himself/herself or others.

Chicken Pox	Tuberculosis	Escherichia Coil
German Measles	Whooping Cough	Impetigo
Hemophilus Influenza	Giardia Lamblia	Lice
Measles	Hepatitis A	Scabies
Meningococcus	Shingella	Strep Throat
Mumps	Salmonella	Campylobacter

## MEDICATION

As per Brick Board of Education policy number 5141.21, no medication will be administered to pupils in school except by the school nurse or the pupil's parents or legal guardian. The school nurse is **not** available during the hours of the BEST program.

If written orders for use of an epi-pen are provided, the orders must say the pupil requires administration of epinephrine for anaphylaxis. District policy states that the school nurse shall have primary responsibility for the administration of the epi-pen; however, the school nurse may designate another properly trained employee of the District to administer the epi-pen when the school nurse is not physically present at the scene. The designee must be CPR certified. Therefore, the staff member at each school program, who is First Aid and CPR/AED certified, can be designated to administer an epi-pen in an emergency situation if applicable.

If your child has such written orders for use of an epi-pen, the parent/guardian **MUST** provide an epi-pen for our BEST Staff to keep in our locked cabinet at the school. The school nurse's office is locked and inaccessible to our staff during the hours of the BEST Program.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A student is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the District's Policy.

## PAYMENT PLAN OVERVIEW

### Monthly Payment Plan

<b>Before School Care – MONTHLY Rates</b>		
<b>5 days per week</b> <b>\$110.00/month</b>	<b>4 days per week</b> <b>\$90.00/month</b>	<b>3 days per week</b> <b>\$70.00/month</b>
<b>After School Care – MONTHLY Rates</b>		
<b>5 days per week</b> <b>\$227.00/month</b>	<b>4 days per week</b> <b>\$182.00/month</b>	<b>3 days per week</b> <b>\$137.00/month</b>
<b>VMMS After School Care – MONTHLY Rates</b>		
<b>5 days per week</b> <b>\$280.00/month</b>	<b>4 days per week</b> <b>\$223.00/month</b>	<b>3 days per week</b> <b>\$167.00/month</b>

- The monthly payment plan requires a set schedule for each month and the same number of days per week.
- **Monthly schedules and payments are due by the 15<sup>th</sup> of the month prior to the month of services.** (ex. – December’s schedule and payment is due November 15<sup>th</sup>) Payments received after the 15<sup>th</sup> will be charged a \$25.00 late fee.
- If a payment of fees (including late payment) is not received by the 28<sup>th</sup> of the month prior to the month of services, your child/children will not be able to attend BEST until payment is made in full.
- Please give all monthly schedule forms to your child’s Site Supervisor by the 15<sup>th</sup> of the month before.
- Tuition is based on the number of State required school days (180 days) for the school year divided into ten equal monthly payments. (daily rate x 180 school days)/10 months = your monthly payment)
- Monthly tuition remains the same for each monthly regardless of the number of days school is closed. This includes the months of winter and spring break. Regular monthly rates apply to June as well. June is NOT prorated.
- Holidays and other scheduled days off have been taken into consideration when calculating monthly fees.
- Changes to your child’s BEST schedule can NOT be made for the week once that week has begun.
- All scheduled early dismissal days are included in the monthly tuition at no additional charge.
- Please notify the BEST Program OFFICE, in writing, if you wish to discontinue use of the BEST Program for any period of time.
- There are no credits, refunds, or adjustments for scheduled time not used in the BEST Program, due to school closings, school absences that last less than five (5) school days, other school activities, program suspensions, etc.
- Late fees, returned check fees, Parents-In-A-Pickle Plan rates, etc. are not subject to discounts.
- A discount will be given to families with multiple children living in the same household that are registering in the BEST Program.
  - First Child – Full Tuition; Second Child – 10% Discount; Additional Children – 20% Discount

### Parents-In-A-Pickle Plan

Before School Care	- \$10.00/day
After School Care	- \$20.00/day
Early Dismissal Days	- \$30.00/day

- Students MUST be registered with the BEST Program by Wednesday of the week before they can begin using the Parents-In-A-Pickle Plan.
- If using the After School Care Program on the Parents-In-A-Pickle Plan, the BEST Office must be contacted by 12:00PM (noon) of the day you need your child to attend.
- Parents-In-A-Pickle rates can be scheduled in advance.
- Parents-In-A-Pickle rates are due within ten (10) days from the date your child/children attended.
- If payment is not made within those ten (10) days, a \$25.00 late payment fee will be assessed and your child/children will not be able to attend BEST until your balance is paid in full.
- If Parents-In-A-Pickle policies are not followed by the parent/guardian, the BEST Program reserves the right to deny parents/guardians the right to utilize the Parents-In-A-Pickle Plan.
- Parents-In-A-Pickle rates are not subject to sibling discounts.

## DISTRICT POLICY FOR BEST PAYMENTS

Payments of fees are due by the 15<sup>th</sup> of the month prior to the month of service. Any payment received after the 15<sup>th</sup> will be assessed a \$25.00 late payment charge. If payment of fees (including late payment charge) is not received by the 28<sup>th</sup> of the month prior to the month of service, the child/children will not be able to attend BEST.

These payment procedures will be followed for all accounts unless payments are being made by governmental agencies. In those cases, payments will be received according to the agency's payment schedule.

Parent-in-a-Pickle fees are due within 10 days for the date your child/children attend BEST. If fees are not paid within those 10 days, a \$25.00 late payment charge will be assessed and your child/children will not be able to attend any BEST Programs until your balance is paid in full.

Because the BEST Program is a fee-supported program of the district we do not offer tuition assistance.

Any child/children with outstanding balances from previous school years will not be permitted to attend any BEST Program until the previous balance is paid in full.

### PAYMENT INFORMATION

- All payments should be made payable to **Brick Township Board of Education - BEST**.
- **When paying by check**, please remember to put your child's full name in the memo of the check.
- Post-dated checks will NOT be accepted.
- Payments in the form of cash, check, or money order will be accepted at the BEST Office at 224 Chambers Bridge Road (PLC Building).
- Checks and money order payments can be placed in the BEST Program box located in/near the gymnasium of each elementary school.
- Please do NOT hand payments to our BEST staff at the school.
- **Cash should NOT be left in the boxes at the schools!**

### CREDITS, REFUNDS AND DISCOUNTS

Credits will only be given for school absences lasting five (5) consecutive days or more. There will be no credits given for days your child was suspended from the program. Refunds for fees will be considered in the event of extenuating circumstances, but must be submitted, **in writing**, for approval to the BEST Program Coordinator.

A discount will be given to families with multiple children living in the same household who are registered in the BEST Program.

- First Child – Full Tuition
- Second Child – 10% Discount
- Additional Children – 20% Discount

There are no discounts given on Parents-In-A-Pickle rates or Registration Fees.

## **RETURNED CHECKS**

A fee of \$25.00 will be charged for any checks that are returned by the bank. Returned check fees are not subject to discounts. After we have received a returned check, all payments must be made via money order or cash. Cash payments MUST be made at the BEST Office.

## **DELINQUENT ACCOUNTS**

As per District policy, payments of fees are due by the 15<sup>th</sup> of the month prior to the month of service. Any payment received after the 15<sup>th</sup> will be assessed a \$25.00 late payment charge. If payment of fees (including late payment) is not received by the 28<sup>th</sup> of the month prior to the month of services, the child/children will not be able to attend BEST.

## **PROGRAM CANCELLATION PROCEDURES**

In the event that the Brick Township School District is closed, the BEST Program is cancelled. Notification of school closings are made through the automated phone message system and the District website; [www.brickschools.org](http://www.brickschools.org). No credits or refunds will be issued due to emergency school closings.

## **EMERGENCY SCHOOL CLOSINGS**

- **Full-Day Closings:** The BEST Program is closed.
- **Delayed Openings:** Before School Care is cancelled.
- **Mid-Day Closings:** All parents of children in the BEST Program will be notified by the Brick Township Public Schools automated phone message and by telephone from the BEST Program that after school care is cancelled for the day.
- **Evacuation Procedures:** In the event of an evacuation where the children are not permitted back into the building and the location of the program changes, parents will be notified by the BEST Program.
- In the event of any weather related concerns, parents can call the District's main telephone number at 732-785-3000 or the BEST Program office at 732-785-3000 ext. 1531.

There will be **no credits or adjustments** for time not used in the BEST Program due to school closings, because the tuition is evenly distributed into ten (10) easy monthly payments based the 180 required school days. Therefore, emergency school closing days will be made up before the last day of school. Credits will be given for delayed opening to children that were scheduled to attend the before school program on those days.

## **CHANGES IN DAYS ATTENDING, PERSONAL INFORMATION, EMERGENCY CONTACT INFORMATION**

Once your child's monthly schedule is submitted by the 15<sup>th</sup> of the month prior to the month of services, ***any changes MUST be submitted, in writing, to the BEST Program no later than Wednesday of the week before.*** Any added days will be charged the Parents-In-a-Pickle rate. Please notify the BEST Office, **in writing**, to Karen Rytelowski, BEST Bookkeeper, at [BEST@brickschools.org](mailto:BEST@brickschools.org), of any changes to your child's schedule, address, phone numbers, emergency contacts, etc.

## **PROGRAM WITHDRAWAL/TERMINATION**

Withdrawal from the BEST Program requires one week written notice to Karen Rytelwski at [BEST@brickschools.org](mailto:BEST@brickschools.org).

As per BEST Program policy, services may be terminated for reason of delinquent accounts, student discipline problems, aggressive/abusive behavior or language by a child or parent towards a staff member or another participant, and repeated late pick-up of children. Written and/or verbal notice of termination from the BEST Program will be delivered to the parent or guardian. When a child is terminated from the program, DO NOT send him/her back to the BEST Program after that date. The child will **NOT** be admitted to the program.

## **BEST PROGRAM FAMILY FEEDBACK**

Feedback from our families is very important to us. Twice a year we will send out family evaluations of the BEST Program. Input from our families is not limited to those times. Please feel free to communicate any suggestions to the Site Supervisor at your child's school, call the BEST Program office at 732-785-3000 ext. 1531, or e-mail the BEST Program Coordinator at [etyndell@brickschools.org](mailto:etyndell@brickschools.org).

***\*\* The BEST Program reserves the right to make changes to the policies listed in the parent handbook as we deem necessary. \*\****