



MONTVALE *ChildCare* PROGRAM

PARENT/GUARDIAN HANDBOOK

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OUR MISSION

The mission of the Montvale Child Care Program is to provide high-quality after-school care for all members of our community. Our program offers children opportunities to explore, discover, play, cooperate, create, and develop new skills, as well as enjoy quiet moments for reflection. Through both team building activities and individualized experiences, we strive to create a safe, supportive environment where families can rely on a strong community of caregivers while parents are at work.

PROGRAM DESCRIPTION

The Montvale Child Care Program (MCC) is a tuition-supported program that was initiated by the Montvale PTO as a non-profit organization in 1989 and originally operated under the name School Aged Child Care (SACC). In 2012, it transitioned to the direction of Montvale Public Schools and was renamed Montvale Child Care (MCC). The program is designed to provide high quality before and after school care for the children who attend the Montvale Schools. Its purpose is to serve as an extension of the nurturing function of the family. The program does not replace the home or the school, but complements both, augmenting and enriching what each of these institutions can provide. MCC offers children a “home base” — a safe, predictable place to go before and after school. School-based child care minimizes the stress of making multiple transitions to different child care environments each day. The program is affordable, safe, and accessible, providing quality care and supervision. It also gives children opportunities to interact socially in a non-academic setting. All participants in the Montvale Child Care Program are required to follow all Montvale Board of Education district policies, which can be found on the district website : www.montvalek8.org.

BEHAVIOR EXPECTATIONS

An important focus of this program is to help children learn to make appropriate decisions about their behavior. The safety and well-being of all children in the program are of the highest importance and will be maintained in several ways. Behavior guidelines will be developed with the children and enforced in positive ways to encourage the development of self-discipline. The Montvale Public Schools Code of Conduct aligns with our behavior expectations and procedures.

Positive reinforcement will be used to help children build healthy, respectful relationships with their peers and the adults in the program. At times, parents may be asked to partner with staff to address specific behavioral situations. If it is determined by the staff that a child is unable to benefit from the program, or presents a danger to others or the program environment, parents will be asked to withdraw the child from the program.

DAILY ACTIVITIES

While Montvale MCC believes the before and after school programs should not be overly structured, a level of organization is maintained to ensure all children are supervised in a safe and secure environment.

Memorial Elementary School

The three hours of the afternoon program include snack time, homework time in a quiet, grade-level appropriate setting, and free play or organized activities (outdoors whenever possible) under adult supervision. If there is inclement weather, recreational time will take place in the gym, multipurpose room, or classrooms. Snacks are provided to all afternoon MCC students. During organized activity time, children may participate in structured options such as crafts, board games, group games, computer games, cooking, science, and nature projects. Children may choose to participate or not, and may play in groups or independently, depending on their needs. However, we encourage group play as one of the benefits of our program. Every grade level is allotted time for homework. Kindergarten is included in this schedule, although homework is not assigned every day. On days when no homework is given, kindergarten students will participate in a small, grade-level appropriate activity with their MCC teacher. We encourage parents to review and discuss their child's completed homework at home to stay informed about their daily academic development and classroom performance. Because the program provides a wide variety of toys and games, children are discouraged from bringing electronic devices or toys from home. If items are brought, MCC staff cannot be responsible for their safe return.

Fieldstone Middle School

Morning care is offered for Fieldstone students at Fieldstone Middle School. Students enrolled in Fieldstone aftercare will be bused to Memorial School.

Montvale MCC at Fieldstone recognizes the increasing homework demands at the middle school level. Students begin their afternoon with 30 minutes of outdoor time to enjoy fresh air and unwind after the school day. At 3:45 p.m., they return indoors for a snack before beginning their homework, with teachers available to provide support as needed. Once homework is completed, students may choose from a variety of age-appropriate games and activities.

SNACK

Children at both Memorial and Fieldstone are offered a snack each day. We are mindful of food allergies and do not provide snacks containing nuts. If your child has a food allergy, you may prefer to send in a snack from home. At Fieldstone, we find that students can be more selective when it comes to snack choices. While students are always welcome to bring their own, Fieldstone MCC will continue to provide snacks for those who do not.

WATER BOTTLE

All students in both the morning and afternoon sessions should bring a water bottle to MCC each day. Please make sure the bottle is labeled with your child's name. Students will have access to the school's filtered water system to refill their bottles as needed, ensuring they have plenty of drinking water throughout the day.

DRESS CODE

All children should come to MCC in play or comfortable clothing. If your child needs to wear dress clothes for school on a certain day, please send a change of play clothes and appropriate footwear, such as sneakers. Shoes with heels or leather bottoms can be dangerous on the gym floor and outside on the blacktop. For safety reasons, students without appropriate footwear may not be permitted to participate in certain activities. Children must also be dressed appropriately for the weather. We will go outside daily unless it is raining or extremely cold. In the winter, please be sure your child has hats, gloves, and boots. Students will not be allowed in the snow unless they are wearing waterproof boots. If you would like to send in extra clothing, we have space to store it for you. Please place the items in a labeled bag with your child's name. All dress code rules set forth by the Montvale Board of Education for both Memorial and Fieldstone will apply at Montvale MCC.

DISCIPLINE

Appropriate behavior is always expected. Parents will be notified if a child is disruptive or presents a safety concern to themselves or others. The program director or the head teacher in charge that day will contact you regarding any incidents. Disruptive behavior may result in suspension from the program. Before a suspension is issued, a conference will be held with the parent, program director, and teacher. Suspension is considered a final warning before expulsion from the program. Please see our Expulsion Policy below.

ELECTRONIC DEVICES

The MCC program aims to promote positive social skills for all students. Electronic games and other personal electronic devices from home are not permitted at MCC. Cell phones may be brought only if a parent feels it is necessary; however, they must remain turned off and stored in the child's backpack. The MCC program director or supervisor may confiscate any cell phone or electronic device that is visible or being used inappropriately. Confiscated items will be returned to parents at pick-up.

ELIGIBILITY

Children in kindergarten through eighth grade in the Montvale school system are eligible to attend. MCC is not available for Pre-K students.

IRREGULAR SCHEDULES

Single-Session Days and School Closings

MCC will close at 5:00 p.m. on any single-session day. MCC is not in session on non school days or during Winter Recess and Spring Recess.

MCC will operate on some pre-scheduled single-session days, beginning at 12:55 p.m. (the early dismissal time). Some pre-scheduled single-session days, such as the first day of school, will have MCC available. Parents will be notified in advance if MCC will not be running on a scheduled single-session day.

Because lunch is not served at school on single-session days, please remember to send your child with a lunch.

Please note that scheduled MCC days cannot be changed due to school closings. For example, if school is closed on Monday and Tuesday for Winter Recess, families who are normally scheduled for those days may not switch to different days during that week.

At certain times during the year, inclement weather may interfere with the school schedule. When this occurs, there is a possibility that MCC will be canceled. If the school is required to make up missed days, MCC will be open on those make-up days. Please follow the procedures below for emergency closings:

No School

If school is canceled by the Board of Education, MCC will also be closed.

Early Dismissal / Afternoon Cancellations

Please note that anytime Montvale Public Schools is operating on a single-session day, MCC will close at 5:00 p.m.

Unlike pre-scheduled single-session days, if there is an early dismissal due to inclement weather or if the Board of Education cancels all after-school activities, MCC will also be closed. Parents will be notified by the school. If someone other than you is picking up your child, please be sure to inform them that MCC is closed on these days.

Delayed Openings

If there is a delayed opening due to inclement weather or another emergency, the Montvale MCC program will be closed in the morning but will remain open for the afternoon session.

Early Closing

If inclement weather is expected to significantly affect the safety of the evening commute (for example, heavy snow beginning at 3:00 p.m.), MCC reserves the right to close early to ensure staff can travel home safely. Parents will be notified by school dismissal time (3:00 p.m.) if an early closing has been scheduled.

5 p.m. Closing Times

Montvale Schools Single-Session Day – MCC Closes at 5:00 p.m.

- September 3rd - First day of School
- November 2nd and 3rd - Conferences
- November 25 - Wednesday before Thanksgiving
- December 23 - Day before Winter Break
- March 11 - Conferences
- April 16 - Friday before Spring Break
- The day before Memorial Day weekend
- June 21 and June 22 - Last 2 days of school

SUSPENSION / EXPULSION POLICY

The Montvale Child Care program takes the safety and well-being of all children very seriously. Accordingly, we have specific expectations for behavior. To protect the best interests of all participants, we reserve the right to remove a child from the program on either a temporary or permanent basis. Please be assured that we will make every effort to work with the child's family

to prevent the need for this action. Possible reasons for suspension or expulsion include, but are not limited to, the following:

Immediate causes for expulsion

- A child is at risk of causing serious injury to other children or himself/herself
- Parent/student threatens physical or intimidating actions toward students and/or staff members
- Parent/student is verbally abusive towards students and/or staff members
- Parent/student is responsible for actions that are not permitted under the Montvale Board of Education Policies

Parental actions which may result in a child's removal

- Failure to pay/habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up your child
- Other

Student's actions which may result in a child's removal

- Failure of a child to adjust after a reasonable amount of time
- Uncontrollable behavior
- Ongoing physical or verbal abuse to staff or other children

Schedule of removal

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion.

REGISTRATION PROCEDURES & FEES

If you are interested in joining the MCC Program, you may register at any time, but you must register online using [Community Pass](#), and submit payment before attending. There is an annual \$75.00 registration fee to join the Montval Child Care Program.

You will need to be enrolled by August 30th to be guaranteed care on the first day of school. You are not enrolled until payment has been received. Registration is contingent on your account being in good standing. **You may be assessed a fee for late payment, or for attending before payment has been received.**

Please ensure all information is properly completed in Community Pass. We will not accept a child into our program regularly or into our drop-in care on an as-needed basis without registration and parental consent. Once your child is registered, please submit payment to our program. Start dates will be determined **ONLY AFTER** the business office receives payment in full (i.e. registration fee, and tuition for the current month and upcoming month)

PROGRAM TUITION & PAYMENTS

Tuition is due on the 15th of the month, approximately two weeks before the month of service. (e.g. to be enrolled in MCC for November, you must be registered and paid by October 15th). The child must be registered for participation. **Payments received after the 25th of the month will result in a \$25.00 late fee.** If payment is not received by the 25th of the month, the child will be considered dropped from the program effective the first of the month for which the tuition has not been paid.

The following payment table outlines the cost of each registration option for your first child. For a second child, there is a 10% discount on the first child's price. The third (or more) child is a 15% discount on the first child's price.

Monthly Tuition Options

Morning Care	FROM 7:00 a.m. UNTIL THE START OF SCHOOL
5 Days Per Week	\$190
Afternoon Care	FROM SCHOOL ENDS UNTIL 6:00 p.m.
1 Day Per Week	\$180
2 Days Per Week	\$240
3 Days Per Week	\$290
4 Days Per Week	\$340
5 Days Per Week	\$390

Afternoon Care - Early Pick-up	FROM SCHOOL ENDS UNTIL 4:30 p.m.
5 Days Per Week	\$260

Late Pickup Fees

If you are consistently late picking up your child after 4:30 p.m. or 6:00 p.m., late fees will be added to your bill. MCC staff will record and report late pick-ups to the business office. These fees will appear on your monthly bill and must be paid with the following month's tuition. If late fees are assessed, you will receive an invoice. Fees are applied as follows:

Late Pickup Fees After 4:30 pm or 6:00 pm (per child)		
1-5 minutes late	6-10 minutes late	Each additional minute
\$5	\$10	\$1

Change In Enrollment

If you require your child(ren) to change their MCC enrollment (days or times), please contact the program director before the first of the month.

DROP-IN PROGRAM

The MCC Drop-In program offers a more flexible approach. Families who wish to utilize the Drop-In program will purchase coupon books as forms of payment.

Coupon Book		
1 Book	10 Tickets	\$350

Coupon books will be sold in ticket increments of \$350, with ticket increments in the amount of \$35 each. Each \$350 coupon book contains (10) \$35 coupons. Coupons are good for two years from the date issued and will be available for purchase beginning August 1st. Ticket books are sold on an as-needed basis to all families. They may not be redeemed for a refund and are non-transferrable. Ticket books will be stored at the MCC location site as a courtesy to families in order to avoid being misplaced. Ticket books can be ordered through Community Pass. A child is not permitted to attend either site with drop-in status if a family has not registered and purchased a ticket book. It is one coupon until 4:30 p.m. and two coupons until 6:00 p.m. On single-session days, it is one coupon until 3:00 p.m., two coupons until 4:30 p.m., and three coupons until 6:00 p.m.

Drop-In Ticket Usage:

# Of Drop-Ins	# Of Coupons
1 Morning 7:00 to 8:30	1 coupon per child
1 Afternoon 3:00 to 4:30	1 coupon per child
1 Afternoon 3:00 to 6:00	2 coupons per child • 1 Coupon from 3:00 pm to 4:30 pm • 2 Coupons from 3:00 pm to 6:00 pm
(One-Session Days) 1 Afternoon 1:00 to 6:00	3 coupons per child • 1 Coupon from 1:00 pm to 3:00 pm • 2 Coupons from 1:00 pm to 4:30 pm • 3 Coupons from 1:00 pm to 6:00 pm

To utilize the MCC program Drop-In Program, parents/guardians need to notify the site supervisor by phone or email; **one day's notice is required for drop-ins**. Drop-in may be utilized by families who have a child registered for less than 5 days a week and find they need an extra day of child care one week, or a family may opt to register their child for the program with drop-in status only if they find a few times a month they may need to rely on aftercare but not consistently.

REFUNDS / CREDITS

Refunds or credits will not be issued. If there is an extenuating circumstance, the situation will be reviewed by the Montvale Board of Education. There are not refunds for school closings.

LOCATIONS

The MCC program is hosted at Memorial Elementary School, 53 West Grand Avenue, and Fieldstone Middle School, 47 Spring Valley Road, Montvale. MCC at Memorial uses the gym, multi-purpose room, classrooms, library, and outside play area. The Fieldstone program uses the library, home economics room, computer lab, gym, and cafetorium. The program will also use the outside athletic fields.

ILLNESS AND EMERGENCIES

Children who are ill—showing symptoms such as a runny nose, continuous cough, red throat, unexplained rash, swollen glands, or head/stomach aches—or who have had a fever within the past 24 hours should not attend the program. Students who are absent from school or who leave school early and do not return may not attend MCC that day. This policy is in place to protect your child as well as other children in the program. If a child becomes ill or is seriously injured during the program, a parent will be notified immediately and is expected to arrange prompt pick-up. In the case of an emergency, as determined by MCC staff, an ambulance will be called and the parent will be notified as quickly as possible. Parents are responsible for all costs incurred in such emergencies. A medical emergency form will be kept on file for each child, and it is the parent's responsibility to notify us of any updates. MCC staff will not administer any prescription or over-the-counter medication. If medication is needed, arrangements should be made with the school nurse to administer it before the school day ends. The only exceptions are inhalers and EpiPens, which may be kept on-site if parents choose.

PROCEDURES

Children in the before-school program may be dropped off no earlier than 7:00 a.m. at the Memorial School front door or the Fieldstone School Wood Shop side door. In the after-school program, children will only be released to adults listed on the registration form, unless written permission or a direct phone call to our MCC site supervisors is provided by a parent. Each child must be signed out daily by a parent or guardian. At Memorial, a staff member will be stationed at the front door with a walkie-talkie to call for your child upon your arrival, and at Fieldstone, children are picked up directly from the woodshop room. If your child will be absent or late due to after-school activities, parents must notify the program before 2:30 p.m. by emailing mcc@montvalek8.org or calling (Memorial) 201-316-4559 or (Fieldstone) TBD. Please do not call the school office unless there is an emergency and MCC staff cannot be reached. If a child is not picked up by 6:00 p.m., a late fee will apply as described above, and after 6:15 p.m., emergency contacts will be called. If emergency contacts cannot be reached and parents have not been in touch with staff, the Division of Youth and Family Services will be contacted for assistance.

PROGRAM HOURS

The program will operate at Memorial and Fieldstone Schools from 7:00 a.m. to 8:30 a.m. and from 3:00 p.m. to 6:00 p.m., following the Montvale School calendar. MCC will also be open on all single-session days, beginning at 12:55 p.m., at no additional charge; however, please remember to send lunch on these days. The program will close at 5:00 p.m. on days before a holiday recess, including the Wednesday before Thanksgiving, the day before winter break, the day before spring break, and the day before Memorial Day weekend.

PARENT INPUT

We always welcome input, ideas, suggestions, and concerns. At any time, please feel free to contact us to discuss any matter with a member of our program staff or the program director. You are also welcome to visit your child at any time while they are participating in the MCC program.

STAFF MEMBERS AND CONTACT INFORMATION

Each school is staffed with one supervisor and several teachers or teacher assistants, based on daily enrollment. For questions about the program or to report absences, please email mcc@montvalek8.org or call the Site Supervisor at the numbers listed below. For all billing inquiries, email mccbilling@montvalek8.org or contact Angela Kent in the Business Office. You may also reach out directly to Memorial Elementary School Assistant Principal, Colette Wise, at cwise@montvalek8.org.

Program Director

Mrs. Colette Wise
cwise@montvalek8.org
 (201) 391-2900 x 3506

Billing/Statements

Mrs. Angela Kent
 (201) 391-9000 x 1606

Program Supervisor (Memorial)

Mrs. MaryAnn Pirretti
 (201) 316-4559

Program Supervisor (Fieldstone)

Mrs. Colette Wise
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