

# **SAM POLICY AND PROCEDURES FOR PARENTS FOR SAM-AM**

## **Enrollment**

Children may be registered for any number of days per week, or per month, or for occasional periods or days during the year. Attendance may be discontinued and re-started during the year as needed.

## **Visits**

Visit SAM any morning. Your children can join in the activities, and we will answer your questions. Please contact us to make an appointment. You can also request that your child attend SAM for one full session as a guest.

## **Registration**

Complete the following forms: (1) Before School Registration (2) Student Information (3) State Information to Parents Receipt and include appropriate payment to "SAM Inc".

Children can be enrolled at any time during the year. You may discontinue use of SAM, at any time, effective at the end of the given month.

## **Days and Hours of Operation**

Regular Days: SAM – AM offers Before school care on all full school days from the first day of school through the last day of school.

SAM – AM runs from 7:10 to the start of the school day.

Early Dismissal Days (Half Days): SAM – AM is held with normal hours as above.

Vacation Days: SAM – AM is closed, however SAM offers programs on certain school vacation days which are not generally adult work holidays. These programs run from 8:00 a.m. until 6:00 p.m. and are held at Bauer Center in Taylor Park

SAM is closed on national holidays, Winter Break week (Christmas through New Year), emergency school closings and during the summer.

## **Snow Days**

SAM - AM is closed when school is closed for Snow Days, Emergency Early Dismissal and Emergency School Closings

## **Scheduling**

You may bring your child any number and choice of days during the month as you need. We ask for your approximate schedule for planning purposes.

## **Schedule Adjustments**

You may add extra days any time during the month.

## **Billing for SAM – AM**

The Invoice is calculated based on the days attended multiplied by the daily rate. For SAM – AM, you are only charged for days attended. The bills are prepared after the close of the month, when all the attendance is complete. For any one month's attendance, you will receive your AM Invoice in the latter half of the next month. Due date is printed at the bottom of the Invoice.

## **AM Registration Fee – non-refundable**

Yearly Registration Fee is \$50 per child, \$25 per sibling

## **AM Attendance Fees**

SAM - AM only: \$15 per day and \$10 per day for sibling

SAM – AM - *if also attending SAM – PM*: \$12 per day and \$9 per day for sibling

SAM – AM - *non-Glenwood student, paying for transportation to school*: \$8/day

Monthly Fee for SAM - AM =

(Number of scheduled days in the month) x (rate per day)

*You will receive Monthly Invoice following the completion of each month.  
You will be billed for days attended.*

## **Late Payment**

A \$25 late fee will be added to the next bill for payment received significantly after the due date. If you need a different payment schedule, ask to arrange one.

*If payments are overdue for more than one month, arrangements must be made to catch up in order for your child to continue attending SAM.*

## **Absences**

You do not need to notify SAM of absences for the Before School, SAM – AM Program, since you are bringing your child to SAM – AM and we are not involved in transportation to SAM – AM.

## **Arrival Procedures**

Please bring your child in to the Multipurpose Room or the Gym.  
Do not drop your child off outside of the school.

## **Non-Glenwood Students Transportation to Own School**

We do not have a school bus serving SAM – AM, as the logistics of the school buses bringing the township's students to school and then taking the SAM – AM children back to their own schools do not allow enough time.

Most parents sign up with Vantastic Shuttle bus. Vantastic is a separate entity. They are based in Millburn Township and have been driving children in town for many years. They are licensed by the State of NJ and are equipped with car seats and booster seats. The driver picks up the children from SAM – AM and drops off at their schools in the same way a parent would. Registration, scheduling and payment is made with them directly.

Vantastic offers a discount for SAM – AM students returning to their schools. In order to help make the cost of Before School care more reasonable, SAM charges a reduced rate per morning for families paying for transportation.

## **Behavior**

SAM is designed to give all of the children a safe and happy time with equal attention from the staff. Uncooperative or disruptive children or children who cannot or will not participate in the general activity may be asked to withdraw after consultation with the parents.

Parents must let SAM know of any special needs. We can usually accommodate the child once we understand the situation.

## **Food Restrictions**

Breakfast is served everyday until 8:10.

*Please note any food restrictions on the Registration and Student Information forms. Include a notation if you require a vegetarian or beef-free diet.*

Every effort will be made to accommodate medical or other food restrictions. We are almost always successful but SAM is not a controlled environment. If you have concerns or a potentially urgent medical situation, please speak directly to us to review the situation.

## **Special Needs**

Please note any special needs your child may have; educational, medical, physical, language, emotional or interactive. This information does not affect the way we feel about your child. We use it to understand your child and to create the most optimal and happy environment for your child. If your child requires more supervision or help than we can offer with our normal staff, we can discuss the possibility and mechanism of providing the extra help your child may need.

## **Communication**

SAM On-site Phone: (973) 376-3434

Use for all Attendance and Daily Messages (absences, extra days, exchanges, pick up, other requests). We listen to the messages at approximately 7:15 am, 8:30 am, 3:30 pm and 6:00 pm every school day.

*Voicemail is the only way to make sure the message is received on time.*

Information & Questions: (973) 376-3434 Jennifer Fischkoff, Director

Email: [samprogram@verizon.net](mailto:samprogram@verizon.net)

Mailing Address: SAM, Inc. 5 Canoe Brook Road, Short Hills, NJ 07078

Billing or Other Financial Questions: Kristy Purcel, Accounts Manager at [sam.billingdept@gmail.com](mailto:sam.billingdept@gmail.com)