

Roxbury Day Care Center, Inc.
Before and After School Program

Dear Parents,

Welcome to the Before and After School Program. The staff will try to make this a warm and nurturing experience for both you and your child.

The following is the teacher and student behavior policy for the Before and After School Program:

1. No student may leave the room without permission.
2. No profanity toward teachers or children is allowed.
3. No fighting or physical violence toward either staff or children will be accepted. A child who strikes a staff member will be suspended from the program for a period of 1 to 3 days. If there is a second incident, the child may be terminated from the enrollment of the Center.
4. No destruction to either school, day care, or other students' property will be allowed.
5. No radio, walkman, or hand-held computer games are allowed at any site, except for special occasions, at the discretion of the staff.
6. All absences must be called in to the BASP office at 973-584-9671.
7. Children must be signed in and out every day by their parent or other adult authorized by their parent.

The staff is responsible to:

1. Always open the sites promptly at 6:45 a.m. each day
2. Be pleasant and attentive to both students and parents.
3. Furnish children with age appropriate activities.
4. Always speak to children in a respectful manner. Staff, as well as children, may never use profanity.
5. Never strike or use force on any child.

If the staff, children, and parents all treat each other with respect and courtesy, your child's day care experience will be a positive and healthy one. Please feel free to call or to come in and visit your child's day care room at any time.

Sincerely,

Cheri Costello
BASP and Summer Camp Coordinator