

# Moorestown Township Board of Education EDC Parent Handbook 2017-2018



Moorestown Township Board of Education  
Extended Day Care  
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## GENERAL INFORMATION

On days Moorestown Schools are in session, the Extended Day Care Program will be provided for students in grades K – 6, at our four elementary schools. Morning sessions begin at 7:00 a.m. and run through the start of the school day. Afternoon care will be offered from 3:00–6:00 p.m. at the UES and from 3:30-6:00 p.m. for the three primary elementary schools. Extended Day Care is available on most early dismissal days and days school is closed for teacher in-service. Extended Day care will not be available during Thanksgiving Recess, Winter Break, Spring Break, Memorial Day, or on National Holidays in which the school is closed. Additional usage fees will occur on these School Holiday Program days and full day care will be held only at the Upper Elementary School. Please refer to page 10 for specific dates and fees.

Extended Day Care will not operate when school is closed due to an emergency school closing or when all district staff has an early dismissal due to the weather. In the event MTPS closes school early, due to an emergency, parents or their emergency contacts will be notified to pick up the children. In the case of a delayed opening, before school care will begin two hours later and continue until school begins. After care will be held as usual until 6:00 p.m.

The Extended Day Care Program is sponsored by the Board of Education and is supported by parent tuition fees. The parent/ guardian/ custodian will be responsible for payment and any fees from enrollment until withdrawal from the program. All tuition fees must be kept current in order for child care services to be provided.

The EDC central office maintains an active line that is available 24 hours a day/ 7 days a week, for parent messages (856) 780-0502. **We request that parents must use this number when reporting a child absent for after care.**

Parents must escort and sign their children in to the EDC room for the before school care. EDC staff will release the children to their classrooms at the appropriate time. Parents must enter the EDC room to sign out their children at the end of after care and have proper identification available.

Our goal is to provide an enjoyable program that complements our academic experience. While attending the program, children will have the opportunity to choose activities designed to provide homework support, encourage creativity, and nurture exploration. Recreational games and outdoor play will also be included.

During the morning session, students will participate in small group games, free play and crafts. The afternoon session will consist of homework completion time, participation in free choice activities, arts and crafts, as well as inside and outside exercise and free play time. Snack is not provided, therefore, parents are encouraged to provide nourishing snacks.

## **RELEASE OF CHILDREN**

Children will be released at the end of the day to their parent(s)/legal guardian(s), or in an emergency, only to the person(s) authorized by parent(s)/legal guardian(s) on the EDC registration form or emergency card. Any changes to this list or blanket permission for emergency contacts allowed to pick up must be made in writing. If both parents do not have custody of child(ren), certified copies of court orders must be filed with the EDC office.

### **Procedures in unusual circumstances:**

If a child is not picked up by closing time, the staff member will contact the person(s) authorized by parent(s). Thirty minutes after closing time, provided that other arrangements for releasing a child to parent or authorized persons have failed, the staff member shall call either New Jersey Division of Child Protection and Permanency and/or the Moorestown Township Police to seek assistance in caring for the child(ren).

If parent or authorized person appears to be physically and/or emotionally impaired to the extent that in the judgement of the staff member, the child would be placed at risk or harm if released, the staff member may not release the child to that individual, but will attempt to contact child's other parent or authorized adults. If such alternative arrangements cannot be made, the staff member will call the New Jersey Division of Child Protection and Permanency Abuse Hotline and/or the Moorestown Police for assistance.

## **CHILD ABUSE PREVENTION**

The Division of Children and Families asks that the following information be disseminated to all parents and staff:

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment or any other kind of child abuse, neglect or exploitation by any adult is required by state law to report such allegations to the DCF office of child abuse control or any district office immediately. Reports may be made anonymously by telephone.

## **HEALTH AND SAFETY PRACTICES**

The safety and health of children attending EDC are of primary concern to the staff and administration. The school buildings are maintained by the school district according to state rules and regulations. At least two staff members, who are CPR, AED, Epinephrine, and First-Aid Certified, are required to be onsite at all times and will only give care within the scope of their training. Parents can assist our health practices by planning for alternate care when your child is sick.

### **EDC's health guidelines include:**

- Exclusion of children and staff with infectious diseases until they no longer present a health problem for themselves or others. Students must be fever free (temp.<100) for a full 24 hours, without the use of fever reducing medicine before returning to EDC or school.
- Notification to families of any infectious disease contracted by children and staff.
- Frequent hand washing by staff and children.
- Sound food-handling practices.

### **In the event of a child's illness during the program, any of the following actions may occur:**

- An attempt will be made to notify the parent(s) regarding the situation. Parents will be given an indication of any action which may be taken and/or if there is a need for the child to be picked up early.
- In case of an emergency, the emergency squad (911) will be called.
- Parents please assist our health practices by planning for alternate care when

your child is sick.

PLEASE NOTE: Staff members are not permitted to dispense medication. Children may receive medicine from the school nurse during school hours. During full day holiday programs a nurse will be hired to dispense medication once a day at noon, if parents notify the EDC office upon registration. *Any medicine to be dispensed by a school nurse must be given to the EDC Office in the original prescription container* according to Board of Education policy 5330. Physician's order and parental permission form must accompany medications. Non-nursing delegates can administer auto-injectable epinephrine in cases of severe allergic reaction to students identified as having severe allergies. Specific emergency forms must be completed and signed and Auto-injectable epinephrine must be provided by the parent/guardian.

In the event of an accident, the child will be treated with first aid supplies for minor abrasions or injuries. If there is any doubt, the child's parent/guardian and/or the emergency squad will be called. Teachers will complete a written accident report, which the Coordinator will review

**Parents/guardians are asked to assist our safety practices by:**

- Dressing child appropriately for active play - sneakers and rubber-soled shoes are the safest footwear.
- Monitoring what your child brings for before and after school play that might be hazardous to himself/herself or others.
- Reinforcing appropriate play behavior

**ABSENCE NOTIFICATION PROCEDURE**

- The EDC office phone should be called if, for any reason, your child will not be attending afternoon (PM) EDC on their scheduled day(s).
- Notes of your child(ren) being absent should not be given to classroom teachers, as they will not have access to reach EDC.
- **It is the responsibility of the parent to call the EDC Cell by 1:00PM if your child will be absent from PM EDC. For your convenience, the EDC Phone number, (856) 780-0502, operates 24 hours a day. When calling, please be sure to clearly state your child's name and EDC location. Failure to follow**

**this procedure will result in a Finder's Fee charge, as noted on page 14.**

**EDC will follow these steps when scheduled children do not report to afternoon EDC**

- EDC Staff will attempt to notify parent.
- Emergency contacts are called if parent cannot be reached.
- EDC Staff will report child missing to EDC Office and Manager
  
- EDC responsibility ends when an emergency contact has been reached. It is then the emergency contact's responsibility to continue contact with parents/guardians.
- If all contacts have been exhausted and child has not been located, the Moorestown Police will be contacted.
- Reference "Discounts and Fees" (page 14) for Finder's Fee policy for failure to notify EDC of absence(s) or lateness to pick up your child(ren).

**INFORMATION CHANGE PROCEDURE**

In order to ensure the safety and security of your child, please notify us in writing or use the back of the monthly payment coupon provided to inform the EDC Office of any:

- change of home address or home phone number,
- change of or new place of employment or employment phone number,
- change of or new cell phone numbers, or
- change in names of adults permitted to pick up your child.

**EMERGENCY CONTACTS**

Please be sure that your emergency contacts have been notified that you have listed them as emergency contacts and will be available at the number listed during EDC's operating hours. Ensure they understand that you have authorized them to act on your behalf and will be expected to do so if contacted. Emergency contacts may pick up your children under these circumstances:

- You have notified the EDC Office that they will be picking up your child on a particular day
- You have given expressed written permission that they may pick up at *any* time.
- A staff member has contacted them for emergency pick up.

## **BEHAVIOR MANAGEMENT/DISCHARGE POLICY**

Our goal is to provide an enjoyable program that complements our academic experience. While attending the program, children will have the opportunity to choose activities designed to provide homework support, encourage creativity, and nurture exploration.

By the nature of the type of program and time of day, the EDC program is designed to be more relaxed and less structured than the school day. Respectable behavior in children is expected.

Our staff will provide realistic , consistent, predictable routines and procedures that meet the needs, interests and the abilities of the children. Limits are set to ensure the safety of the whole group, to protect the rights of individual children, and to provide a positive atmosphere whereby children learn self-control and responsibility for their actions when acting alone or as part of the group.

Positive behavior, respects the rights of the individual and the group. If inappropriate behavior develops, staff will encourage the child to verbalize his/ her feelings and help develop an understanding of why certain behaviors are not appropriate. If inappropriate behavior continue, we will try to redirect the child to a new activity to change the focus. If the behavior continues, the child will be seated away from the group.

MTPS EDC, under no circumstances, will use any abusive language or corporal punishment toward a student. Our goal is to assist each child in recognizing age appropriate self-control and self-esteem while learning independence and respect for themselves and others.

The following steps, designed to be progressive in nature, will be implemented when a child does not follow the behavior guidelines:

- The child will be reminded of the behavior guidelines and EDC staff will explain to the child why their behavior is inappropriate



- Staff will redirect the child to a more appropriate activity
- Should the child be unresponsive to the steps noted above, a brief time-out will be given. During this period, an EDC staff member will again remind the child of behavioral expectations before allowing the child to return to the activity

If inappropriate behavior continues to be exhibited and/or becomes a regular concern, the parent/ guardian will be notified in written form. This written documentation will identify the problem and note what corrective measures were attempted.

- If the problem persists, a conference with the parent/guardian, EDC Site Supervisor, Operations Manager will be scheduled to collectively discuss appropriate next steps.
- Should at any time a child's behavior pose an immediate threat to themselves, another child, or EDC faculty, the parent will be notified and expected to pick up the child immediately and short-term suspension or permanent discharge from the program may be warranted.

## **PROGRAM DISCHARGE**

While every effort to address behavioral concerns will be made, there are times short term suspension or permanent discharge may be necessary.

The following behaviors are unacceptable and may result in an immediate suspension or expulsion from the program:

- Disruption to the program or refusal to follow behavior guidelines continues to occur after parent conference has been held
- Endangering or threatening to endanger the health or safety of others including: self, other children, staff, or volunteers
- Theft or damage to site, program materials, or others' personal property
- Leaving EDC site without permission

- Use of profane, vulgar, or obscene language
- Acting in a lewd manner

## **SCHOOL HOLIDAY PROGRAM**

Extended Day Care is available on most early dismissal days and days school is closed for teacher in-service. Extended Day Care will not be available during Thanksgiving Recess, Winter Break, Spring Break, Memorial Day, or on National Holidays in which the school is closed. Additional usage fees will occur on these School Holiday Program days and full day care will be held only at the Upper Elementary School.

Full Day School Holiday Program Location: Upper Elementary School (Parents/ guardians will be given advance notice should an alternate site be required)

Full Day School Holiday Program hours: 7:00 a.m.- 6:00 p.m.

### **2017-2018 School Holiday Program Dates:**

#### **Full Day**

September 21, 2017

November 9, 2017

November 10, 2017

February 16, 2018

March 16, 2018

#### **Early Dismissal**

October 31, 2017

May 18, 2018

June 18, 2018

June 19, 2018

**Please note: Lunch is not provided on early dismissal or school holidays and parents must send their child with lunch and snacks.**

Our School Holiday Program is a separate service of EDC with a focus on recreation. Full Day School Holiday Programs are ***not*** part of your child's tuition. An additional fee and reservation form must be submitted for each program that you wish your child to attend. In order to accurately plan the activities and supervision for our holiday program, **a registration and payment must be received one week prior to program date. Credit for Holiday Program tuition will be issued only if written cancellation is received by registration due date.**

## SNOW DAYS

The safety of our Extended Day Care staff and students is of utmost importance to us. Extended Day Care will not operate when school is closed due to an emergency school closing or when all district staff has an early dismissal due to the weather. In the event MTPS closes school early, due to an emergency, parents or their emergency contacts will be notified to pick up the children. In the case of a delayed opening, before school care will begin two hours later and continue until school begins. After care will be held as usual until 6:00 p.m.

Based on the Moorestown School District calendar, snow days will be made up as a regular day. If the snow make-up day falls on a day your child is not normally scheduled, your account will be credited 1 day. No refunds will be credited when the District closes school early due to an emergency. *School calendar is subject to change by the Board of Education.*

## HOLIDAYS

EDC will offer full day care most early dismissal days and days school is closed for teacher in-service. EDC is not available during Thanksgiving Recess, Spring Break, Winter Break, and Memorial Day. The School Holiday Program is not part of your child's tuition and additional registration and tuition is required. Please see complete School Holiday Program information on page 10. Should a School Holiday Program have to be cancelled due to inclement weather, this information will be posted on our district website and parents will be notified via an automated call. Accounts will be credited accordingly.

## EARLY DISMISSAL DAYS

With the exception of the day prior to Thanksgiving Recess, EDC will offer afternoon care on all scheduled early dismissal days. Afternoon care will be held immediately upon school dismissal and will be available until 6:00pm in the UES and our three primary elementary schools. Early Dismissal days are built into the cost of your tuition if it is your child's normally scheduled day. **Should an early dismissal day fall on a day that your child is not regularly scheduled to attend, an additional registration and payment is required.** Registration and payment for part-time students utilizing EDC on early dismissal days must be received 1 week in advance of the early dismissal day. **Lunch is not provided on early dismissal days and parents must send their child with lunch and snacks.**

**TUITION FEES**  
**MONTHLY TUITION FEES**

**AM & PM**

<b>Days per week</b>	<b>Monthly Tuition</b>
5 Days	\$300
4 Days	\$286
3 Days	\$275
2 Days	\$237

**AM ONLY**

<b>Days per week</b>	<b>Monthly Tuition</b>
5 Days	\$183
4 Days	\$174
3 Days	\$167
2 Days	\$132

**PM ONLY**

<b>Days per week</b>	<b>Monthly Tuition</b>
5 Days	\$247
4 Days	\$234
3 Days	\$224
2 Days	\$177

Tuition does not include School Holiday Program or Early Dismissal days that fall on a day your child is not normally scheduled to attend and additional registration and payment is required. Accounts must be in good financial standing in order for a child to be able to participate in any School Holiday Program.

## **DAILY DROP IN PASS OPTION**

The Daily Drop In Pass is designed for families who do not require consistent Extended Day Care. Drop in pass booklets, which include 5 passes, can be purchased for a fee of \$150. Each pass is good for 1 drop in visit to EDC and booklets may be purchased online via check or credit card, in person at our district administration office, or by mailing in a check. **Site supervisors and EDC staff are not permitted to accept payments.**

Mail in payments should be sent to:

EDC Program Attention: Lauren McGlone

Moorestown Administration Building

803 North Stanwick Road

Moorestown, NJ 08057

Parents are asked to complete the Drop In Pass entirely and submit it to the site supervisor on the day it will be used. When using a Drop In Pass, please notify the school and our Operations Manager at our 24 line, (856) 780-0502, prior to use.

## **TUITION FEE SCHEDULE**

Monthly tuition is the same every month, regardless of the number of days on the school calendar, and early dismissal days have been factored into this cost for full time students. Payment is due on the 15<sup>th</sup> of each month. Tuition fees paid after the deadline are subject to late fees. Payment may be submitted online via check or credit card, in person at our district administration office, or by mailing in a check. All enrolled families will receive a coupon book, including monthly payment coupons, to be included with mail-in payments. Site supervisors and EDC staff are not permitted to accept payments.

Mail in payments should be sent to:

EDC Program Attention: Lauren McGlone

Moorestown Administration Building

803 North Stanwick Road

Moorestown, NJ 08057

## **DISCOUNTS & FEES**

### **Discounts**

A discount is extended for second and third children in family. Multiple Child Discounts are noted below:

1<sup>st</sup> Child- Full Tuition

2<sup>nd</sup> Child- 10% off monthly tuition applied to 2nd child only

3<sup>rd</sup> Child- 15% off monthly tuition applied to 3rd child only

### **Late Pick Up**

The Extended Day Care Program ends at 6:00pm. Late pick up will result in a charge to your account. The fee for late pick up is \$20.00, per child, per 15 minutes beginning at 6:01pm. **Persistent abuse of the 6:00 PM. closing time will result in dismissal from the program.** Please refer to Procedures in Unusual Circumstances on page 4.

### **Finder's Fee**

A \$5.00 Finder's Fee will be charged after the first failure to notify the EDC office of your child's absence from the afternoon program. **Parents should contact the EDC Cell: 856-780-0502 prior to 1:00pm to notify the program of a child's afternoon absence.**

### **Withdrawal From Program**

Any changes or cancellations to enrollment are to be made in writing sent to the district Administration Building or e-mailed to [mtpsedc@mtps.com](mailto:mtpsedc@mtps.com) at least 30 days in advance of change.

## **Checks returned**

Checks returned for insufficient funds will *not* be redeposited and must be replaced with cash, money order, or online credit card payment within 10 business days. A returned check fee \$20 will be charged.





