

Moorestown Township Board of Education EDC Parent Handbook 2019-2020



Moorestown Township Board of Education
Extended Day Care
803 N. Stanwick Rd
Moorestown, NJ 08057

Lauren McGlone, Special Projects Manager
EDC Office: (856) 778-6600 ext. 18151
EDC Cell: (856)780-0502
Email: MTPSEDC@mtps.com
Website: www.mtps.com

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General Information

On days Moorestown Township Public Schools are in session, the Extended Day Care Program will be offered for students in grades K-6. The program is held at our Baker, South Valley, and Roberts Elementary Schools, as well as our Upper Elementary School. Morning sessions begin at 7:00am and run through the start of the school day. Afternoon care is offered from 3:00pm-6:00pm at the UES and 3:30pm-6:00pm at the three primary elementary schools.

Our goal is to provide an enjoyable and age appropriate program that complements our academic experience. Activities are designed to provide homework support, encourage creativity, and nurture exploration. During the morning session, students will participate in small group games, free play, or 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.**

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 of any fees accrued from enrollment to withdrawal from the program. All tuition fees must be kept current in order for child care services to be provided. Please refer to Tuition Fees on p. 11 and Payment Schedule on p. 12.

Enrollment Options

Fixed Monthly Care

Fixed Monthly Care is available for AM Only, PM Only, or both AM/ PM care from 2-5 days per week. If registering for less than 5 days per week, you will be required to select the days your child will consistently attend. Example: Mon, Tues., Wed., Fri. All enrollment changes, including cancellations, must be made in writing to mtpsedc@mtps.com 30 days prior to the anticipated change. Please refer to Tuition Fees on p. 11 for monthly tuition rates.

Drop In Care

Drop In Care is available for families who do not require a consistent child care schedule. If registering for Drop In care, you may purchase pass booklets to meet your child care needs. Each pass is valid for 1 student/ 1 visit to EDC. Please refer to Tuition Fees on p. 12 for Drop In rates.

Early Dismissal Days and Full Day Holiday Program

Early Dismissal Days

With the exception of the day prior to Thanksgiving break and the last day of school, EDC will offer afternoon care on scheduled early dismissal days. Afternoon care will be held immediately upon school dismissal and be available until 6:00pm. Early dismissal days are built into the cost of your child's tuition if the day occurs on their normally scheduled day. **Should an early dismissal day fall on a day your child is not regularly scheduled to attend, an additional registration and payment will be required. Please refer to page 13 for specific fees.** Registration information for all early dismissal programs will be communicated in the monthly EDC News as they approach. With notice, Drop In coupons are accepted on early dismissal days. **EDC does not provide lunch on early dismissal days, therefore, parents must send their child with lunch and snacks.**

Full Day Holiday Programs

Extended Day Care is available from 7:00am-6:00pm on most days schools are closed for teacher in-service. EDC will not operate during Thanksgiving Recess, Winter Break, Spring Break, Memorial Day, or on National Holidays when school is closed. Additional registration and usage fees for School Holiday Programs will be required. All full day Holiday Programs will be held at the Upper Elementary School. Programs on these days will be held if adequate enrollment is received. Should a program no longer be offered due to low enrollment or school calendar adjustments, parents will be notified via e-mail and/or a telephone call. **All registration information will be shared via the EDC monthly newsletter,** however, please note registration and payments must be received one week prior to the program date. Drop In coupons are not valid for full day holiday programs. Credit for Holiday Program Tuition will only be issued if written cancellation is received by the registration due date. **Please refer to page 13 for specific fees. EDC does not provide lunch on Holiday Program days, therefore, parents must send their child with lunch and snacks.**

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 text, e-mail, and/or automated call. Accounts will be credited accordingly.

2019-2020 School Holiday Program Dates:

Full Day

September 30, 2019
October 9, 2019
November 7, 2019
November 8, 2019
February 14, 2020

Early Dismissal

October 31, 2019
May 15, 2020
June 17, 2020
* EDC will be offered for
early dismissal conference days
dictated on school calendars.

Snow Days and Emergency Closures

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. If all after school activities are cancelled due to weather, EDC will close prior to 6:00pm. Should this occur, parents or their emergency contacts will be notified to pick up their child(ren). **To ensure you receive all emergency communications please text YES to 67587 to opt in to this system.** In the case of a delayed opening, before school care will begin two hours later, at 9:00am, and continue until school begins. After care will be held as usual.

Absence Notification

The Extended Day Care central office maintains an active **cell phone line, 856-780-0502**, that is available for parent text or voicemail messages. For the safety of the students, **if your child will be absent from PM EDC, parents must text or call this number prior to 1:00pm.** Notes to the main office or teacher are not sufficient notice, as EDC may not receive them. **Failure to follow this procedure will result in a Finder's Fee charge, as noted on p. 13.** This is a central line for the three primary schools and the Upper Elementary School. **When reporting a child absent for after care, please include the child's full name and the school they attend.**

If we have not been notified of an afternoon absence and a child does not report to afternoon Extended Day Care the following procedures will be followed:

- EDC Staff will attempt to notify the parent
- Emergency contacts will be called if a parent cannot be reached
- EDC staff will report child missing to EDC office and manager
- EDC responsibility ends when contact with an emergency contact has been reached. It is then the emergency contact's responsibility to continue contact with parents/guardians
- If attempts to reach all contacts have been exhausted and child has not been located, the Moorestown Township Police will be contacted

EDC Arrival and Dismissal Procedures

Parents must escort and sign their children in to the EDC room for before school care. EDC staff will release the children to their classrooms at the appropriate time.

EDC Locations

Baker School- Cafeteria; Right side door as you approach main entrance

South Valley- Cafeteria; Approach Main Entrance to request admittance

Roberts School- Cafeteria; Left side door as you approach main entrance

UES- Cafeteria; Back cafeteria entrance near playground

Release of Children

Parents, or authorized pick up individuals, must enter the EDC room to sign out their children from afternoon care and have proper identification available.

Children will only be released from after care to their parent(s)/ legal guardian(s), or individuals authorized by their parent(s)/ legal guardian(s) on the EDC registration form. Any changes to this list or blanket permission for additional authorized contacts to pick up must be made in writing to mtpsedc@mtps.com If both parents do not have custody of child(ren), certified copies of court orders must be submitted to the EDC office.

Emergency Contacts

In the event EDC is unable to reach a parent, authorized pick up individuals will be contacted. Please be sure your emergency contacts have been notified that you have listed them as such and will be available at the number you provided during EDC's operating hours. Ensure they understand you have authorized them to act on your behalf and will be expected to do so if contacted.

Information Change Procedure

In order to ensure the safety and security of your child, please notify us in writing to mtpsedc@mtps.com should any of the following occur:

- Change of home address or home phone number
- Change of cell phone number
- New place of employment or employment phone number
- Change in adults permitted to pick up your child

Procedures in unusual circumstances

If a child is not picked up by closing time, a staff member will contact the parent and/or authorized pick up individuals and late pick up fees will begin accumulating at 6:01pm. **Please refer to page 13 for specific fees.** Thirty minutes after closing time, provided that other arrangements for releasing the child to a parent or authorized individual have failed, the staff member shall call the Moorestown Township Police and/or the New Jersey Division of Child Protection and Permanency for to seek assistance in caring for the child(ren).

If a parent or authorized pick up individual 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. In such cases, the staff member will attempt to contact the child's other parent or authorized adults. If such alternative arrangements cannot be made, the staff member shall call the Moorestown Township Police and/or the New Jersey Division of Child Protection and Permanency 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 child of child abuse, neglect, or exploitation by an adult is required by state law to report such allegations to the DCF office of child abuse control or any other 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 one staff member, who is CPR,AED, Epinephrine and First-Aid trained, is required to be on site 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 24hours, 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 students.
- 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 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 medication 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 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 the 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 and injuries. If there is any doubt, the child's parent/ guardian and/or the emergency squad will be called. An EDC staff member 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 and/or snack time that may be hazardous to himself/herself or others.
- Reinforcing appropriate play behavior.

Behavior Management and Discharge Policy

Expectations

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 in nature than the school day. Respectable behavior in children is expected and district policies still apply.

Our staff will provide realistic, consistent, predictable routines and procedures that meet the needs, interests, and 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 a group.

Behavior Management

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 continues, 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 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 behavioral 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 group.

If inappropriate behavior continues to be exhibited and/or becomes a regular concern, the parent/guardian will be notified by telephone and/or in written form. The problem will be identified and what corrective measure were attempted will be included.

- If the problem persists, a conference with the parent/guardian, site supervisor, and/or Project Manager will be scheduled to 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 a brief suspension or permanent discharge may be necessary.

The following behaviors are unacceptable and **may result in 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

Fees and Payment Schedule

Monthly EDC Tuition Fees 2019-2020*

AM & PM Care	
Days Per Week	Monthly Tuition
5 Days	\$355
4 Days	\$315
3 Days	\$285
2 Days	\$277

AM ONLY Care	
Days Per Week	Monthly Tuition
5 Days	\$200
4 Days	\$191
3 Days	\$184
2 Days	\$142

PM ONLY Care	
Days Per Week	Monthly Tuition
5 Days	\$307
4 Days	\$264
3 Days	\$234
2 Days	\$187

*In an effort to maintain a low hourly rate for our families, while offsetting some of the additional expenses we will incur due to minimum wage increases and new earned sick leave laws, Extended Day Care has increased rates for 2019-2020. Fees broken out by hourly rate/ hours of care offered, are less than, or equal to, private child care rates.

Monthly Tuition Payment 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 in advance of service, therefore, the first payment is due August 15th and the 15th of each month thereafter. Payments made after the tuition 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 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.** Accounts must remain in good standing in order for students to continue attending the program and to participate in any School Holiday Programs. Final billing statements, including any outstanding tuition or fees, will be e-mailed April 30th and all accounts must be paid in full by May 31st.

Mail In payments should be sent to:

EDC Program Attention: Lauren McGlone

Moorestown Administration Building

803 North Stanwick Road

Moorestown, NJ 08057

Drop In Pass Option

Drop In enrollment 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 \$155. 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

After purchase, please allow 1 week for pass booklets to arrive to you by mail.

When using a Drop In Pass booklet, 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 the EDC cell phone, via call or text to 856-780-0502, prior to use.

Late Pick Up Fee

The Extended Day Care Program closes at 6:00pm. **Late Pick- up, beginning at 6:01pm, will result in a charge to your account.** The fee for late pick up is \$20, per child, per 15 minutes beginning at 6:01pm. Persistent abuse of the 6:00pm closing will result in dismissal from the program. Please refer to Procedures in Unusual Circumstances on page 7.

Late Payment Fee

Payment is due the 15th of each month beginning August 15th. **A \$10 late payment fee will be charged if payment is not received by the last day of each month.**

Early Dismissal Day Fee

Early dismissal days are factored into the cost of students who are enrolled in EDC full time. **If an early dismissal day occurs on a day your child does not typically attend EDC, there is a Drop In fee of \$30 for care. Special programs, which impact this fee, are often scheduled for early dismissal days. Please consult the monthly EDC News for additional information.**

School Holiday Program Fee

The Full Day School Holiday Program is held at the Upper Elementary School from 7:00am-6:00pm, on most days schools are closed for teacher in-service. The fee for Full Day Care is \$80. **Special programs, which impact this fee, are often available for Full Day Holiday Program days. Please consult the monthly EDC News for additional information.**

Finder's Fee

Safety is of the utmost concern to us. EDC staff members are required to take afternoon attendance quickly to ensure all students are accounted for. **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. If your child will be absent from PM EDC, we must be notified via text or call to 856-780-0502 prior to 1:00pm.** Notes to the main office or teacher are not sufficient notice, as EDC may not receive them.

Discounts

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

- 1st Child- Full Tuition
- 2nd Child- 10% off monthly tuition applied to the 2nd(or oldest) child only
- 3rd Child- 15% off monthly tuition applied to the 3rd child (or oldest)only