

STAFFORD TOWNSHIP SCHOOL DISTRICT EXTENDED DAY PROGRAM (EDP)

Policies and Procedures

250 North Main Street, Manahawkin NJ 08050

(609) 978-5700 extension 1454

PURPOSE The Extended Day Program (EDP) provides quality child care for school-age children at the Stafford Township School District elementary sites. The program operates on a daily basis to coincide with the regular school calendar.

Days of Operation: The EDP is open on school days only.

POLICIES AND PROCEDURES

1. Admission

The EDP is a voluntary, fee-based program, serving all students who are potty trained through grade 6. If at any time the District determines that a child is unable to benefit from the program, or he/she impairs the ability of other children to benefit from the program, the District may terminate EDP services for that child.

2. Fees

The EDP is a pre-payment program and fees are due on the billed due date prior to each month of service. Payments can be made by check, or online through the "Click To Pay" link located at the bottom of the invoice. If full payment is not received by the due date, your child care services will be terminated. If your child is a bus return or a drop-in there is a \$25.00 per hour fee.

3. Sign In/Out

Your child must be signed in and out each day by the designated ADULT(S) listed in Genesis. An EDP employee will sign your child "IN" when he/she makes the transition from the regular school program to the EDP and "OUT" when going from the EDP to regular school. Parent(s) or designee(s) must sign their child "IN" before the morning program and "OUT" when they pick up their children from the program. Your child must check in with the program immediately after dismissal from school so accurate attendance can be taken. Only the persons listed on the child's contact list in Genesis will be allowed to take the child from the EDP, and they must show picture identification. If the parent(s) or person(s) authorized to be physically and /or emotionally impaired to the extent that, in the judgment of the director and /or staff member, the child would be placed at risk of harm or released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent (s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

4. Late Pick-up

We encourage parents/guardians to pick up children in a timely manner. Parents picking up their child after 6:00 pm will be charged an overtime charge of \$20.00 per incident. If we have not been contacted within 30 minutes of closing time, we will notify STPD and/or the authorities and ask them to pick up your child.

5. Dropping Child from Program

If you plan to drop your child from the program, you will need to notify the EDP office in writing two weeks in advance in order to avoid having to pay the whole month's fees. Fees can be pro-rated if two weeks' notice is given. If no advance notice is given, total monthly fees will be due.

6. Absences

If your child will be absent from the EDP for any reason (including illness and early pick-up), you must notify the EDP office by 11 am. Repeated failure to notify the EDP office of your child's absence will result in dismissal from the program. If a child is unable to attend the school site (for any reason, including illness and suspension), he/she may not attend the EDP for that day.

7. Termination of Service

The EDP is a voluntary, fee-based program. Therefore, adherence to the regulations stated in this contract is mandatory. Your child care services at the EDP may be terminated for the following reasons:

- A. 5 late pick-ups in one school year.
- B. Failure to pay for the up-coming month's child care services by the 20th.
- C. Disruptive behavior (STSD Student Handbook for Discipline Policy and Procedures)
- D. Successive failure to notify the EDP office staff of schedule changes, non-attendance or drop off and pick-up of child without signing child in or out.

8. Behavior Management Goals

The EDP's goal is to help develop each child's ability to independently control his/her own behavior in an age appropriate manner. Rules will be explained to all children and consistently implemented. Rules and consequences will be logical and age-appropriate. All District, school and program rules must be followed. Any interruptive behavior that affects the program or the safety of other children can be grounds for removal from the program. See the STSD Student Handbook for the Discipline Policy and Procedures.

9. Food/Snacks

All students are encouraged to bring a daily snack and drink for the afternoon as well as a lunch on early dismissal days. Snacks will not be provided.

10. Illness and injuries

According to State Regulations, ill children cannot be accepted into the Extended Day Programs. You are to fill out the district daily student COVID form prior to student arrival. Should a child become ill, the parents will be notified to promptly pick up their child. The safety of your child is very important to us. The staff will make every effort to insure the safety of your child. However, minor accidents may occur. If your child is injured in the EDP, first aid procedures will be followed. In case of a serious accidental injury, we will make every attempt to contact you. We will also call 911, when and if appropriate, while continuing to administer basic first aid procedures. All non-routine incidents which result in corrective, preventative, investigative, safety or personnel procedures are reported to the STSD Liability Accident Report.

11. Medication

A student is not allowed to carry medication with him/her on the school grounds. Students who need medication must follow the protocol established by Stafford Township School District.

12. Child Protective Services

All "child care custodians" are mandated reporters inclusive of public school employees. As a mandated reporter, if an employee knows or has reasonable suspicion that a child is being abused and/or neglected or has been abused and/or neglected, the Child Protective Services agency will be notified and all required procedures followed.

13. Specific Parent Policy and Information

I have read and agree to policy numbers: 2720, 8451, 5620, & 5516 on the Stafford Township School District website, and the Manual of Requirements for Child Care Centers, on the EDP website.