

Lumberton Township School District
Extended Day Care Program



Parent/Family Handbook
2023-2024

Office & Mailing Address: 32 Dimsdale Drive,

Lumberton, NJ 08048

(609) 267-1406, Ext, 2004

Diane J. Solan, Coordinator

Jennifer Grimm, Secretary

Lumberton BOE EDC Tax ID/Fed EIN # 21-6000-244

Important Numbers for the School Year

Extended Day Care Office 609-267-1406, Ext. 2004
AES Extended Day Care Site 609-267-1404 Ext. 2140; Cell: 609-923-0381
BRS/LMS Extended Day Care Site 609-702-5555 Ext. 3840; Cell: 609-760-4955

Have a question? We have an answer at the Lumberton Extended Daycare Website! Go to www.lumberton.k12.nj.us, click on "For Families" drop-down tab, then click on EDC.

Lumberton School Administration

Ms. Jessica Kilgore Principal, Ashbrook Elementary School (AES)
Ms. Lisely Mendez Principal, Bobby's Run School (BRS)
Mr. Bud Wrigley Principal, Lumberton Middle School (LMS)
Mr. Richard Brown Asst. Principal of Culture and Climate at BRS & LMS
Ms. Erica Holck Asst. Principal of Discipline at BRS & LMS

Lumberton Central Administration

Dr. Colleen Murray Superintendent of Schools
Mrs. Suzanne May Admin. Asst. to the Superintendent
Mr. Robert Kraft Business Administrator/Board Secretary
Mr. Jake Bryson Admin. Asst. to the Business Administrator
Mrs. May Fermin-Cannon Supervisor, Curriculum & Instruction
Mrs. Suzanne Curtin Secretary to Supervisor, Curriculum & Instruction
Mr. Lee VanFleet Supervisor of Pupil Personnel Services

Lumberton Township Board of Education

Kevin Leahan <i>President</i>		Melissa Cirii <i>Vice President</i>
Patricia Brining	Thomas Colling III	Marcy Smith
Jill Clevenger	Dennis Davis	Chris Tommins
	Sean Earlen	

Unless otherwise noted, Board of Education meetings are held Thursdays at 7:30 pm at the F J Logandro Performing Arts Center, 32 Dimsdale Drive. All dates are posted on the district Website: www.lumberton.k12.nj.us, "About Us" pull-down tab, click on Board of Education.

Welcome EDC Families!

Extended Day Care (EDC) will be offered in Lumberton to students attending the Ashbrook Elementary School (grades PreK 4 through 1) and Bobby's Run/LMS School (grades 2-8) during the 2023-24 school year. Before school care is offered starting at 6:35 a.m. (except on **scheduled** delayed Opening*); after school care begins at the end of the student's school day until 6 p.m.

EDC will continue to follow all health and safety guidelines, as required during the school day, as outlined in the District's Updated Safe Restart Plan and the District's Parent/Family Handbook. Parent/guardian admittance will continue to be limited at EDC; student arrival and pick-up will be handled by staff at the EDC dismissal door.

- Morning (AM) and afternoon (PM) EDC will start on the first day of school for students on Wednesday, September 6, 2023.

Children are offered a safe and relaxed atmosphere with opportunities for many different activities, including games, crafts, indoor/outdoor play time and homework time. All activities are conducted and monitored by a professional and caring staff. Snacks/juice/water will be available for purchase through the school cafeteria; students eligible for free/reduced meals will receive free snacks while at EDC. Children are encouraged to bring their own snacks if they are not purchasing through the cafeteria.

During the 2023-24 school year, the program will operate following the Lumberton School District (LTSD) calendar; EDC will be offered on all days that school is in session for students, with the exception of below. The program is available in the event of early dismissal, whether scheduled as a half-day, or due to inclement weather; in the latter case, EDC will close no later than two hours after school closing time, unless otherwise notified. EDC is closed on extended holidays and full snow days.

- Afternoon (PM) EDC will **not** be offered on the following half days: Wed., 11/22/2023, and Fri., 12/22/2023 (days prior to school holidays/breaks); and, Fri., 6/14/2024 (last day of school); morning (AM) session EDC will be offered on these days.
- *Please note: Thursday, 12/7/2023, is a scheduled delayed opening for Teacher In-Service; EDC will open at all schools at 7am.

The EDC Program is funded through parental tuition and enrollment is on a first-come, first-serve basis. The registration fee for the 2023-24 school year is \$50.00 per family. Registration fees are non-refundable. The sibling discount of 20% for the second (or more) child(ren) attending EDC (same day, same session) will be offered again this year for families using online scheduling/payment. EDC does not accept subsidized child care; please contact the EDC office for more information on discounted tuition offerings for income eligible families. EDC continues to utilize the EZChildTrack System, a web-based program, for registration and payments. The EZTrack app is available to download for free on the App Store and the Google Play Store.

If you have any questions please call the EDC Office at (609) 267-1406, Ext, 2004.

Respectfully,

Diane Solan, EDC Coordinator

Jennifer Grimm, EDC Secretary

Policies and Procedures

Enrollment in EDC constitutes an understanding that parents/guardians, children and EDC staff will abide by the policies listed below. EDC will reinforce expected school behaviors and principles, as defined in the Lumberton **STAR** Program:

Parents/Guardians may expect that:

1. Their children are cared for in a safe, supportive environment; safety guidelines will be followed to the best of our abilities, as outlined in the District's Updated Safe Restart Plan and District Parent/Family Handbook.
2. They may schedule an appointment with the EDC Coordinator about concerns related to their child or the program; in-person visits must be scheduled in advance.
3. They will be told about any misbehavior on the part of their child and be required to meet with the EDC Coordinator in order to improve the situation. Any misbehavior causing harm to their child, another child or staff member will require a parent/guardian to pick-up child from EDC program immediately.
4. They will be informed promptly if their child does not arrive at afternoon EDC according to his/her enrollment information, as per EZChildTrack online system.

EDC expects that parents/guardians will:

1. Maintain current parent/guardian contact information (phone numbers and email address) in the EZChildTrack online system; EDC utilizes email to communicate with parents on a regular basis.
2. Register children and pay tuition fees on time. Families that continually schedule late, thereby not in compliance with required due dates, may be subject to exclusion from the EDC program for the current school year.
3. Keep their child's enrollment and changes to emergency contacts up to date.
4. Send in writing any changes to authorized pickups to the EDC secretary:
jgrimm@lumberton.k12.nj.us
5. Pick up children on time as explained on pages 7-8.
6. Follow health and safety policies as explained on page 8.
7. Contact the EDC office at 609-267-1406, Ext. 2004 or email jgrimm@lumberton.k12.nj.us or dsolan@lumberton.k12.nj.us if their child will not attend on a scheduled day, as explained on page 7.
8. Pay close attention to communications from EDC regarding their child's behavior and cooperate in efforts to improve the situation, as explained on pages 10-11.
9. Direct any questions at afternoon pick-up to Site Supervisor, rather than other EDC staff; if unable to speak to Supervisor, contact the EDC office.

Children may expect to:

1. Have a safe, supportive and consistent environment.
2. Use all the program equipment, materials and facilities equally.
3. Receive respectful, kind and courteous treatment.
4. Have discipline that is fair and non-punitive.
5. Receive nurturing care from staff members who are actively involved with them.

EDC expects that children will:

1. Behave in a manner that promotes a **SAFE** environment for all students and staff, by following school rules.
2. **TAKE RESPONSIBILITY** and care of materials and equipment and return them to their place when done, or before taking out new ones; arrive at EDC promptly at school dismissal
3. **ALWAYS BE KIND** and courteous to all at EDC by using thoughtful words, lend a hand to others, work cooperatively with classmates and share EDC materials.
4. Show **RESPECT** to everyone by following directions when given, providing personal space to others and keeping hands to themselves.
5. Be fully toilet-trained (this includes children enrolled in the 4-Year-Old Preschool program).

Registration

Each parent must complete the online registration using the EZChildTrack System web-based program at www.ezchildtrack.com/lumbertonedc/parent or via the mobile app and submit it with the appropriate non refundable registration fee. Registered children who cannot be immediately enrolled will be placed on a waiting list. The EZChildTrack System is used for both registration and weekly enrollment. The EZChildTrack app is available for free on the App Store and the Google Play Store.

Eligibility

Any Lumberton resident student attending Lumberton Township Schools in the 4-year-old preschool to grade 8, may be registered for enrollment in the program at any time during the school year, provided enrollment capacity has not been met. During the first week of in-person school, no enrollments will be taken. Parents must adhere to the "1-week prior" scheduling guideline, as referenced on page 6.

Enrollment

Prior to the child's first day of attendance, the parent will complete all on-line forms and submit them through www.ezchildtrack.com/lumbertonedc/parent. A complete registration is required for each child enrolled in the program. (For returning families, new school age children can be added to your EZ Child Track Family Account during the annual enrollment process.) Upon enrollment, the parent must provide a nonrefundable enrollment fee of \$50/family. The parent must also sign and return a program registration agreement electronically, as well as sign all the necessary releases and waivers.

Children will be allowed to attend the program only after all online forms have been completed and submitted, and all registration and necessary tuition payments have been submitted. Parents must schedule each child's EDC attendance via the online system/app; at a minimum, families must register and make online payment weekly. ***Advance registration is required each Tuesday of the week prior.*** Families that continually schedule late, thereby not in compliance with required due dates, may be subject to exclusion from the EDC program for the current school year. Any parent who wishes to register their child(ren) but does not have access to a computer or smart phone may use a computer available at the EDC office. Please contact the EDC Office at 609-267-1406, Ext. 2004, to schedule an appointment.

Tuition/Fees

Refer to the schedule below for specific tuition information. A sibling discount is offered – 20 percent discount for the second (or more) child(ren) attending EDC (same day, same session.) Sibling discount is only offered for families paying full tuition rates and families making online payments. ***(Reduced tuition is available to income eligible families based on annual free/reduced lunch determination; please contact the EDC Office for more information and an application.)***

EDC Hours	Tuition Rate/Day per Child	Tuition Rate/Week per Child (5 Days)
Morning: 6:35-start of school	\$10.00	\$50.00
Delayed Opening: 7am - to start of school (12/7/2023)	\$15.00	n/a
Afternoon: dismissal - 6:00pm	\$15.00	\$75.00
Half Day PM: dismissal - 6:00pm	\$30.00	n/a

Payments and Scheduling

To adhere with LTSD guidelines, as outlined by the Business Office and the district's independent auditing firm, the preferred method of payment for EDC tuition is via the online EZChildTrack System with a credit card or e-check. Processing fees, which are tax-deductible, are as follows:

- Credit Card (Additional fee of 2.6% of the tuition covers bank-initiated charges.)
- E-check (Additional fee of 75-cents per transaction covers bank-initiated charges)

These fees are included in the annual statement of childcare expenses, which is provided to all EDC families each January.

Parents or guardians who are paying using a paper check, cash or money order must complete a Cash or Check Payment Form and submit along with their payment. (These forms are located at each EDC site or can be downloaded and printed from the district's website.) The manual (off-line) payment processing fee is \$1.00 per transaction.

EDC session sign-up for each child is done online via the EZChildTrack calendar; payment must be made at time of scheduling and must be done one week in advance, on the previous Tuesday. Tuition payments for the upcoming week must be received by the previous Tuesday at 6 pm at the EDC Site, or 11 p.m. via online registration guidelines. Manual (off-line) payments and accompanying registration forms may be dropped into the lockbox at any EDC location or brought to the Lumberton EDC office, located at the EDC Office @ BRS, 32 Dimsdale Drive, Lumberton. Families that continually schedule late, thereby not in compliance with required due dates, may be subject to exclusion from the EDC program for the current school year.

The EZChildTrack System **will** allow for future scheduling (multiple weeks in advance, monthly or for the entire year), depending on your family's budget. Any changes to future schedules must be handled by the EDC office, as once you sign-up for the week, the week is no longer available in the EZChildTrack Parent Portal for updates/changes. Please note, to alleviate any late fees/charges for future weeks, all changes must be made by the previous Tuesday, as outlined above.

The EDC Online System vendor, EZChildTrack, routinely performs maintenance between 2:00-2:30am, EST. If the system is down for maintenance, as indicated on the EZChildTrack log-in screen, the maximum time the system will be inaccessible is 30 minutes.

Credits/Refunds

Tuition credits and refunds will only be given for emergency or other unexpected school closings, snow days, student illness/quarantine as confirmed by the school nurse. (Child must be absent from school and EDC for a minimum of two days to be eligible for credit; quarantine, per school nurse directive, will result in immediate and full refund.) Parents will need to notify the EDC Office to request the refund (by phone or email.) The credit will be processed to EZChildTrack online account, once confirmed with the school nurse.

Late Payments and Nonuse of EDC

An additional ***\$5 per day per family*** will be charged for children who are added to EDC after the weekly Tuesday deadline. When your child is scheduled for EDC and will not be attending, it is the parent's responsibility to arrange for pick up from school or from the bus stop. To ensure the safety of your child, a note (either typed, handwritten, or email) must be provided if your child will not be attending EDC on a previously scheduled day. A phone call to the EDC Office is acceptable as well (609-267-1406, Ext 2004) – please do not call the school main office for EDC schedule changes. (Once the EDC office is contacted, staff will advise EDC Site Supervisor, teacher and school's main office secretary of the change.)

A parent/family account will be determined delinquent if there is a balance past the due date. No new scheduling is permitted with a balance due. If the unpaid balance exists for more than seven (7) days, EDC services will be suspended; a child's report card can be held and unavailable to parents/guardians if balance due is not paid by the end of the marking period.

EDC Drop-ins (emergency PM childcare - non EDC Families)

LTSD Administration has put a procedure in place (as per Board Policy 8601 - Pupil Supervisor After School Dismissal), in coordination with the EDC Program, to provide a safe, after school childcare setting in the following emergencies:

- Students that are not picked up timely at dismissal (students dismissed as walkers);
- Students that are not picked up timely from an after school club/activity/sport; and,
- Ashbrook School students that are returned to the school by the bus company, due to an adult not being present at the bus stop in the afternoon.

The "EDC Drop-in Fee" for the emergency situations above is \$25/student/day (\$50 on half days), payable in cash to EDC staff, as outlined on **EDC DROP IN - Invoice**, which will be provided to parents at EDC pick-up. Two (2) drop-ins will be permitted per family each school year.

EDC Site Locations

Ashbrook Elementary School: Lumberton students in grades PreK-4 through 1 use EDC services in the Ashbrook All-Purpose Room. Site supervisor is Mrs. Denise Brown; her email address is dbrown@lumberton.k12.nj.us As a reminder: all children must be fully toilet trained to enroll in and attend EDC. Children enrolled in the 3-Year-Old Preschool program are **not** eligible for the program at this time.

Bobby's Run School: Lumberton students in grades 2 through 8 use EDC services in the Bobby's Run All-Purpose Room. Site supervisor is Mrs. Christine Kennedy; her email address is ckennedy@lumberton.k12.nj.us

Schedule Changes

If a child attends extracurricular activities or has another arrival/departure time change than originally scheduled, you must immediately notify the EDC Coordinator by email, providing date, time and classroom teacher. A phone call to the EDC Office is acceptable as well (609-267-1406, Ext, 2004) – ***please do not call the school main office for EDC schedule changes.*** Notification to your child's teacher is considerate; however, the EDC office must be contacted to make any and all changes to scheduled dates. EDC office staff will contact (1) EDC Site Supervisor, (2) your child's teacher and (3) the main office secretary to advise any changes to afternoon schedules.

Latenesses and Other Program Fees

Your child depends on you to pick him or her up in a timely fashion, as do the EDC aides and site supervisors. EDC closes at 6pm and late pick-up fees are assessed after 6pm (which is consistent with other local school district sponsored programs.) As a consideration to emergency situations, EDC will allow families two (2) courtesy late pick-ups, without charge, each school year as long as the child(ren) are picked up by 6:15pm. Late pick-up fees will be applicable after 6:15pm for the courtesy late pick-up. The late pick-up fee structure is as follows, for the family's third occurrence: An additional \$10 fee for the first 15 minutes and \$1 for every minute thereafter will be charged for picking up a child after 6 p.m. and/or two hours after inclement weather school closings. After two additional late pickups the student/family will be suspended/excluded from AM/PM EDC for one week. After three late pickups the student/family will no longer be permitted to use the EDC Program for the remainder of the current school year. Parent arrival/pick-up time is confirmed by the EDC site supervisor. We appreciate your consideration of the EDC staff. Students will not be able to attend EDC until all late fees are paid.

- **Non Sufficient Fund Checks & Fees:** Non sufficient fund (NSF) checks are returned by the district's bank for either online e-checks or manually deposited checks. The fee charged by our bank is \$25 and this fee is in turn passed on and billed to the parents. If a check payment is returned for NSF by the bank, EDC will notify parents immediately by email and/or phone upon confirmation by our bank; ***parents will have two school days in which to pay the \$25 charge plus tuition in full by cash, money order or online credit card payment.*** If charges are not paid by the second day after the notification, child care services will be suspended immediately. When a check is returned for insufficient funds, all future payments must be made by credit card (online), cash, or money order.

- **Failed Check/Credit Card Fees:** Online check and/or credit card payments can fail required online edits with our financial clearing house for a number of reasons: entry of incorrect or incomplete card/account/routing number; account name does not correspond to individual on account; account is not an open account, etc. The fee charged for failed transactions is \$10 per transaction. If a payment is returned by our financial clearing house, EDC will notify parents immediately by email and/or phone upon confirmation by our payment processing company; **parents will have two school days in which to pay the \$10 charge plus tuition in full. As most of these transactions are a result of an incorrect keying/entry error by the parent, payment can be remitted again online.** If charges are not paid by the second day after the notification, child care services will be suspended immediately.

Sign Out / Pick-up Procedures

EDC will continue to limit visitors/parents entering the building. As a result, EDC staff will sign-out and dismiss children to an authorized adult at the EDC dismissal door. **For your child's protection, children will only be released to the custodial parent/guardian, or an approved adult (over age 18) with proper photo identification.** Children will be allowed to leave with adults other than the parent only if permission has been given at the time of online registration or in writing by the parent to the EDC office. **NO EXCEPTIONS!** Parents are encouraged to revise the list of authorized adults or update emergency contact forms any time during the year. Please contact the EDC office to make changes/updates. The law states that parents MUST park in a designated area, turn off the vehicle and remove any children from the vehicle before walking up to the dismissal door for pick-up.

Health and Safety

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.,) or disability/special needs, please be sure the EDC Coordinator knows what to do if a problem occurs during EDC hours, in addition to noting it on the online registration form. Make sure that any medication is available and that the appropriate forms for its use have been completed with the school nurse. EDC staff is permitted to administer epi pens; however, all other medications/inhalers must be kept under the supervision of the school nurse.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100F-degrees, repeated shaking with chills, vomiting, diarrhea, chronic cough, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, or an accident requiring medical attention. We must require that parents pick-up sick students within 20 minutes of notification from EDC staff. In serious cases the child will be taken to Virtua Memorial Hospital, Mount Holly, by emergency vehicle for treatment; parents will be called as soon as possible. In addition, "toileting accidents" will require immediate pick-up as well. The EDC Program follows the health and safety requirements as outlined by the State of New Jersey Office of Licensing and CDC. As a reminder: **all children must be fully toilet trained to enroll in and attend EDC.**

Hand washing or sanitizing will occur at regular times throughout the school day, for both staff and students, as per CDC guidelines. Students will be reminded regularly of proper hand washing techniques.

Personal Property

Children's personal property, coats, clothing, school bags, etc., must be **clearly labeled** with the child's name and cleared from the child care room after each EDC session. Any personal property which remains after the session will be taken to the school office lost and found box. Although the EDC staff try to help children stay organized, the program cannot be responsible for lost personal property. Children should not bring money, jewelry, toys, electronics (other than school issued Chromebooks), or other items not necessary for school activities without checking with the EDC Coordinator or site supervisor. All personal items, including DVDs, must be labeled with the child's name. We request that students bring a refillable water bottle.

Recreation

Children are brought outside to play during daylight hours and when the weather is nice, during both AM and PM EDC sessions. Outdoor play will not be allowed when temperature (including wind chill) falls below acceptable levels, as determined by EDC staff. There are many days when the children go outside, even for 10 minutes. Please dress your child in the appropriate outerwear, including footwear. If your child wears sandals to school, send in a pair of play shoes for the playground.

During inclement weather or in late afternoon hours, students may participate in a number of crafts or watch a video/DVD. Children are permitted to bring in DVDs to view with other children; however, they must make arrangements in advance with the Site Supervisor. (DVD's be labeled with the child's or family's name, in order to ensure that it gets returned.) **All videos/DVDs must be rated G for younger children and PG for older children. PG movies must be approved by the EDC Coordinator.**

Snacks

Lumberton Schools are no longer eligible for the NJ State Free Snack program which was offered during the Covid-19 Pandemic; snacks will no longer be supplied by the district. Snacks/juice/water will be available for purchase through the cafeteria; if your student is eligible for free/reduced school meals, EDC snacks will be provided free of charge by the cafeteria. Children are encouraged to bring their own snacks if they are not purchasing one. We request that students bring a refillable water bottle to school/EDC daily.

Visitors and Observations

EDC will strongly encourage no visitors at EDC Site/School. Please contact the EDC Coordinator to make an appointment if a visitation is warranted.

Behavioral Guidelines

EDC will reinforce expected school behaviors and principles, as defined in the Lumberton STAR Program. Extended Day Care has zero tolerance for threats from parents or children directed at EDC staff or other children.

Student Behavior: School rules and principles of behavior apply to EDC. The staff at EDC is committed to providing a safe, relaxed and kind/considerate environment for every student enrolled in the program. To ensure a positive environment for all children, EDC cannot serve children who display chronically disruptive behavior that is not consistent with school rules.

Chronically disruptive behavior is defined as verbal or physical activity that may include, but is not limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, or ignores or disobeys the rules which guide behavior during the school day and program time.

If a child cannot adjust to the program setting and behave appropriately, and every effort is made between the parents, school administration and EDC to change that child's behavior, then the child may be discharged from the program. If a behavior incident causes physical harm to your child, another child or staff member, parent will be contacted for immediate pick-up from EDC and immediate suspension from the program will take place. The EDC Coordinator, in conjunction with the Site Supervisor, will determine the length of the suspension, based on intent and severity of the injury. Tuition refunds are not provided for suspensions.

Parent Behavior: Parents are asked to be supportive of EDC staff and District Administration, and their policies, when in front of children. Parents are also expected to behave in the same way as EDC staff -- in a polite, kind and courteous manner. If a parent is verbally abusive to an EDC staff member, he or she will be asked to leave the EDC site. If it occurs a second time, the parent will no longer be allowed at the EDC site and the child may be discharged from the program.

Parents are not permitted to address or discipline other children in the EDC program. If a problem occurs between two children, the parent is asked to inform the Site Supervisor, who will address it or inform the EDC Coordinator if the problem is serious. Parents who reprimand children other than their own will be asked to leave the EDC site. If it occurs a second time, that parent will no longer be allowed to pick up his or her child from EDC.

Parking Lot Etiquette: ***Please do not exceed 5 m.p.h.*** in the school parking lots as children may be walking to or from other areas in the school. Do not leave children unattended in your vehicle while dropping off or picking up your child -- ***this is against the law!*** Do not park in unauthorized areas (i.e.: fire lanes, handicapped areas) or leave vehicles running.

Driver Impairment: EDC employees will make every effort to keep a child from getting into a car with a parent or other approved adult who appears to be under the influence of drugs or alcohol. In this instance, a site supervisor or the EDC Coordinator will call the district's Substance Abuse Coordinator (during school hours). After hours, the police will be notified to give the adult and child(ren) a ride home. As public school district employees, EDC staff are required to report suspected child abuse, including parents or guardians impaired by drugs or alcohol.

Disciplinary Steps

Every effort will be made to assist children to adjust to the EDC setting. Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a five-minute time-out, in order to cool off and think about his or her actions.
2. If a second infraction occurs in a single day, a 10-minute time-out is given to the child and an incident report will be written by the caregiver. This report will be given to the parent/guardian to read and sign. The report will be returned to the caregiver where it will remain with the child's enrollment information.
3. In some cases, the child may be asked to write about/document his or her behavior during EDC.
4. If a child receives three written behavior-related incident reports, the child may be suspended for three days effective at the end of the day of the third report. During the suspension, the parents and EDC Coordinator will meet in a conference setting in order to determine the conditions for reinstatement. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, the child will be discharged immediately. Tuition refunds are not provided for suspensions.
5. If the child is reinstated in the program and receives a fourth behavior-related incident, the child will be suspended for one week. Tuition refunds are not provided for suspensions.
6. If a fifth incident is documented, the child will be discharged/excluded from EDC for the remainder of the school year. Tuition refunds are not provided for suspensions.
7. If a behavior incident causes physical harm to your child, another child or staff member, parent will be contacted for immediate pick-up from EDC and immediate suspension from the program will take place. Tuition refunds are not provided for suspensions.

The EDC Coordinator, in conjunction with the Site Supervisor, will determine the length of the suspension, based on intent and severity of the injury. School Administration/Principal/Counselor will be contacted and consulted on student behavior concerns. Other restorative practices may be implemented to assist with student success at EDC.

We encourage you to review the guidelines you have just read with your children and to share any concerns with the staff in order to strengthen the bridge and communications between home and day care. Please note: if a child is uncooperative with staff and unable to cooperate with outlined behaviors/principles noted above or is causing harm to him/her, another child or staff member, the parent/guardian will be contacted for immediate pick up from the EDC program. This also applies to a child in a situation of potential harm. The Coordinator will follow-up with a phone call to the parent or request a meeting with the parent to discuss behaviors and future EDC privileges; school administration may be contacted for additional follow-up or enforcement of consequences for significant behaviors.

[Thank you for choosing LTSD's Extended Day Care Program!](#)