

Lumberton Township School District  
Mount Holly Township School District

# Lumberton Extended Day Care Program<sup>®</sup>

## Parent Handbook 2018-2019

*(Pending final Board of Education approval, 8/23/2018)*



56 Chestnut St.  
Lumberton, NJ 08048  
(609) 261-2974  
Diane J. Solan, Coordinator  
Cindy Wiverstad, Secretary

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

## Important Numbers for the School Year

Extended Day Care Office	261-2974
Extended Day Care Fax	267-1124
FLW Extended Day Care Site	267-1404 Ext. 2140
AES Extended Day Care Site	518-0030 Ext. 6224
BRS/LMS Extended Day Care Site	702-5555 Ext. 3840
Brainerd Extended Day Care Site	500-0049

*Have a question? We have an answer at the Lumberton Extended Daycare Website! Go to [www.lumberton.k12.nj.us](http://www.lumberton.k12.nj.us), click on "Parents" drop-down tab, then click on EDC.*

## School Administration

Mrs. Coletta Graham	Principal, F.L. Walther School
Mr. Keith Land	Interim Principal, Ashbrook Elementary School
Mrs. Tracy Hofstrom	Principal, Bobby's Run School
Mr. Bud Wrigley	Principal, Lumberton Middle School
<b>tbd</b>	Asst. Principal, Lumberton Middle School

## Central Administration

Mr. Joe Langowski	Superintendent of Schools
Mrs. Suzanne May	Admin. Asst. to the Superintendent
Mr. Mark Ritter	Interim Business Administrator/Board Secretary
Mrs. Debra Harper	Admin. Asst. to the Business Administrator
Mrs. Maria Matlack	Supervisor, Curriculum & Instruction
Mrs. Terry Sanders	Secretary to Supervisor, Curriculum & Instruction

## Lumberton Township Board of Education

Chris Stridiron <i>President</i>		Thomas Colling III <i>Vice President</i>
Margaret Bupp	Jill Clevenger	Rachel Paulin
Melissa Ciri	<i>Vacancy</i>	Nate Wood
	Frank Pallante	

*Unless otherwise noted, Board of Education meetings are held Thursdays at 7:30 pm at the Ashbrook Elementary School Board Room, 33 Municipal Drive, adjacent to the Township Municipal Building. All dates are posted on the district Website: [www.lumberton.k12.nj.us](http://www.lumberton.k12.nj.us), "About" pull-down tab, click on Board of Education.*

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

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

## **Welcome to the Lumberton Extended Day Care Program<sup>®</sup> September 2018 to June 2019**

Dear Parents,

Extended Day Care (EDC) will be offered at the Florence L. Walther School, Ashbrook Elementary School and Bobby's Run School for Lumberton students and at the John Brainerd Elementary School for Mount Holly students enrolled in 4-Year-Old Preschool to Grade 2, during the 2018-2019 school year. Before school care is offered in Lumberton from 6:30 a.m. until the school day begins, and in Mount Holly starting at 7 a.m.; after school care begins at the end of the student's school day until 6 p.m. for both programs. All children must be fully toilet trained to enroll in and attend EDC.

Children are offered a safe and relaxed atmosphere with opportunities for many different activities, including games, crafts, athletics and homework. All activities are conducted and monitored by a professional and caring staff. At all Lumberton sites, EDC offers snacks for purchase at 50-cents each; the Mount Holly District participates in the state-funded snack program so all children are offered a snack and drink each day at no cost. Children are encouraged to bring their own snacks if they do not purchase one.

During the 2018-2019 school year, the program will operate following the Lumberton and Mount Holly district school calendars. 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. Effective the 2018-2019 school year, afternoon (PM) EDC will **not** be offered on the following days: the half day (Wednesday) prior to Thanksgiving Break; and, the half-day prior to Winter Break. Morning (AM) session EDC will be offered on both of these days. Late registration and pick-up fees due apply; please see details on pages 5-6. Based on feedback from the June 2017 EDC Parent Survey, parents are permitted 2 courtesy late pick-ups. EDC is closed on extended holidays and full snow days.

The Lumberton Extended Day Care program is funded through parental tuition. Enrollment is on a first-come, first-served basis. The registration fee for the 2018-2019 school year is \$50.00 per family. Registration fees are non-refundable. EDC continues to utilize the EZChildTrack System, a web-based program, for registration and payments. If, after reviewing the following material, you have any questions please call me or my assistant Mrs. Cindy Wiverstad at (609) 261-2974.

Respectfully,



Diane Solan  
EDC Coordinator



## **Policies and Procedures**

*Enrollment in EDC constitutes an understanding that parents, children and EDC will abide by the policies listed as follows:*

### **Parents may expect that:**

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the EDC Coordinator about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child and be required to visit with the EDC Coordinator in order to improve the situation. Any misbehavior causing harm to child, other children or staff will require parent to pick-up child from EDC program immediately.
4. They will be informed promptly if their child does not arrive at EDC according to his/her enrollment information, as per EZChildTrack online system.
5. They will be regularly informed about EDC activities, especially as it pertains to half-day events.

### **EDC expects that parents 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 the child's enrollment and changes to emergency contacts up to date.
4. Send in writing any changes to authorized pickups to the EDC secretary:  
cwiverstad@lumberton.k12.nj.us
5. Pick up children on time as explained on page 6.
6. Follow health policy as explained on page 7-8.
7. Contact EDC if their child will not attend on a scheduled day, as explained on page 6.
8. Pay attention to communications from EDC regarding their child's behavior and cooperate in efforts to improve the situation, as explained on pages 8-9.

### **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 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. Be courteous to the other students and staff.
2. Keep their hands to themselves.
3. Be responsible for their actions.
4. Respect the school rules that guide them during the day and at EDC.
5. Remain with the group and child care staff at all times.
6. Take care of materials and equipment properly and return them to their place when done, or before taking out new ones.
7. Arrive at EDC promptly, according to the enrollment information.
8. Be fully toilet-trained (this includes children enrolled in the Brainerd School's 4-Year-Old Preschool program).

## **Registration**

Each parent must complete a registration form using the EZChildTrack System web-based program at [www.ezchildtrack.com/lumbertonedc/parent](http://www.ezchildtrack.com/lumbertonedc/parent) and submit it with the appropriate nonrefundable 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 System does not function fully on a mobile device; parents must use a stand-alone computer.

## Eligibility

EDC provides unbiased before- and after-school care to children of all backgrounds. The program does not discriminate on the basis of gender, race, color, religion, national origin or ethnic background. Any resident student in the Lumberton Township School District, in grades K-8 and in the Mount Holly School District in the 4-Year-Old Preschool to Grade 2, may be registered for enrollment in the program at any time during the school year, provided enrollment capacity has not been met and with the exception of one week in August (see website for specific dates.) During the first week of school, no enrollments will be taken. Parents must adhere to the “1-week prior” scheduling guideline, as referenced on page 3.

## 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](http://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 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; 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 may use a computer available at the EDC office. Please contact the EDC secretary at (609) 261-2974, 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 making online payments.

<b>EDC Hours:</b>	<b>Rate Per Day Per Child</b>	<b>Rate Per Week Per Child (5 days)</b>
<b><i>Lumberton</i></b> - Morning: 6:30-8:30 AM	\$6.00	\$30.00
<b><i>Brainerd</i></b> - Morning: 7:00-8:30 AM	\$5.00	\$25.00
Afternoon: 3:15-6:00 PM	\$9.00	\$45.00
Half-day PM: 12:15-6:00 PM	\$18.00	n/a

## 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 videos, must be labeled with the child’s name.

## Payments and Scheduling

To adhere with district 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% of the tuition covers bank-initiated charges)
- E-check (Additional fee of 55-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 annex building at the Florence L. Walther School, 56 Chestnut Street, 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, or an extended student illness of two (2) consecutive days or more. (Child must be absent from school and EDC.) 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 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 (609-261-2974) – 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.) An 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 Site Locations

**Florence L. Walther School:** The EDC annex building is on-site for students in grades kindergarten and first grade. Students may use the school's all-purpose room immediately after dismissal for snack or for indoor recreation time; EDC's "home base" is the bright red barn/annex building next to the Walther School. Site supervisor is Mrs. Denise Brown; her email address is [dbrown@lumberton.k12.nj.us](mailto:dbrown@lumberton.k12.nj.us). As a reminder: all children, must be fully toilet trained to enroll in and attend EDC.

**Ashbrook Elementary School:** Students in grades 2 and 3 use EDC services in the Ashbrook All-Purpose Room. Site supervisor is Ms. Alyssa Moser; her email address is [amoser@lumberton.k12.nj.us](mailto:amoser@lumberton.k12.nj.us).

**Bobby's Run School:** Students in grades 4 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](mailto:ckennedy@lumberton.k12.nj.us).

**Brainerd School:** Mount Holly students in 4-Year-Old Preschool through Grade 2 use EDC services in the all-purpose room at the John Brainerd Elementary School; EDC also utilizes classrooms and the library when necessary. Site supervisor is Ms. Bailee Hogue; her email address is: [bhogue@lumberton.k12.nj.us](mailto:bhogue@lumberton.k12.nj.us). As a reminder: all children, including 4-Year-Old Preschool students, 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.

## Hours of Operation

Lumberton's Extended Day Care program allows parents or guardians to drop off children as early as 6:30 a.m. and pick them up as late as 6 p.m., Monday through Friday when school is in session. Children at the Brainerd School can be signed in as early as 7 a.m. and can be picked up by 6 p.m. EDC is not open on weekends or on scheduled school holidays or days off. **There is NO afternoon (PM) EDC on the half-days before Thanksgiving Break (Wednesday) and Winter Break. Morning EDC will be offered on both of these days. EDC closes promptly at 6 p.m. (and this close time cannot be extended without impacting other school and community activities, including evening school events, PTA activities, community recreation/sports programs, custodial duties, etc.) IN THE EVENT OF A DELAYED OPENING, EDC services are available from 8:30 am to 6 pm for Lumberton students, and 9 a.m. to 6 p.m. for Mount Holly students.**

## 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 (609-261-2974) – 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 for one week. After three late pickups the student/family will no longer be permitted to use the

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.

**Nonsufficient Fund Checks & Fees:** Nonsufficient fund 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 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 In / Drop-off Procedures

All children must be escorted into the building and signed in. ***Children will not be admitted to EDC if they are not signed in by an adult.*** Children may not sign themselves in or out; parents. A sign-in sheet is located at each site and must contain the name of the person dropping off the child and the time.

## Sign Out / Pick-up Procedures

***For your child's protection, children will not be released if they are not signed out by the custodial parent/guardian, or an approved adult (over age 18) with proper photo identification.*** Children will be allowed to leave with people 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 before signing an EDC child in or out.***

## 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. 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, vomiting, diarrhea, or an accident requiring medical attention. 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 in immediate pick-up as well. Lumberton Extended Day Care Program follows the health and safety requirements as outlined by the State of New Jersey Office of Licensing.

As a reminder: all children, must be fully toilet trained to enroll in and attend EDC.

## 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 videotapes/DVDs to view with other children.

**Videos/DVDs should be rated G** and must be labeled with the child’s or family’s name, in order to ensure that it gets returned. (PG rated videos are permitted, but must be approved by the EDC Coordinator.)

## Snacks

Children may eat snacks in the afternoon: parents may provide a daily snack from home, or children may purchase a snack from EDC at a cost of 50 cents (in Lumberton); Mount Holly School District participates in the state-funded snack program, so all children are offered a snack/drink daily. Parents may provide a treat to celebrate a child’s birthday, but should contact the EDC Coordinator first to discuss type of snack and date. Please note: EDC follows school guidelines for appropriate, healthy snacks.

## Visitors and Observations

Parents and community members who contact the EDC Coordinator are welcome to observe at any EDC site with prior notification. For liability and supervision reasons, it is not possible for children who visit the program to take part in activities.

## Behavioral Guidelines

Extended Day Care has zero tolerance for threats from parents or children directed at EDC staff or other children.

**Student Behavior:** School rules of behavior apply to EDC. The staff of Extended Day Care is committed to providing a safe and relaxed 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.

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 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 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.

**Parent Behavior:** Parents are asked to be supportive of EDC staff and 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 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 parent and the child a ride home. This program's license requires EDC employees 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, 10-minute time-out is given to the child in a single day, an incident report will be written by the caregiver. This report will be given to the parent or 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 his or her behavior during the remainder of EDC.
4. If a child receives three written behavior-related incident reports, the child will 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.
5. If the child is reinstated in the program and receives a fourth behavior-related incident, the child will be suspended for one week.
6. If a fifth incident is documented, the child will be discharged from EDC for the remainder of the school year.
7. If a behavior incident causes physical harm to 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.

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 discipline 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.

**Thank you for choosing Lumberton's Extended Day Care Program**