

# EDC Parent Handbook

## 2024-2025



### **Meet the Team**

Ibis Nevarez, M.Ed. - EDC Program Coordinator  
Yexenia Ramos- Assistant Program Coordinator  
Lillian Concepcion- Activities & Office Assistant

### **Our Contact Information**

EDC Office #: (856) 778-6600 ext. 18151  
EDC Emergency Line: (856) 780-0502  
Email: [mtpsedc@mtps.com](mailto:mtpsedc@mtps.com)  
Website: [www.mtps.com](http://www.mtps.com)  
Address: Extended Day Care  
350 Bridgeboro Road  
Moorestown, NJ 08057

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## General Information

The Extended Day Care Program, or EDC, is a before and after school child-care program 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 7:00 am and run through the start of the school day. Afternoon care begins at the end of the full-time student's school day and is available until 6:00pm. Enrollment is on a first come, first-served basis. **All children must be fully bathroom independent to enroll in and attend EDC.**

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.

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 Monthly Care Payment Schedule and Monthly Care Fees on p. 4.

## Snacks and Food

### AM EDC

Parents are permitted to send breakfast with students attending morning EDC.

### PM EDC

Snack time is held each afternoon. Parents may pack a daily snack from home, or children may purchase a snack from EDC at a cost of \$1.00. **Charging will not be permitted.** Children are encouraged to bring their own snack if they do not purchase one.

## Registration Procedures and Rates

**Registration fees are non-refundable** and are due at the time of registration to reserve a place for your child. Registrations may be submitted online at [www.mtpps.com](http://www.mtpps.com), or printed and returned by mail to:

EDC Program  
350 Bridgeboro Road  
Moorestown, New Jersey 08057

### **Family Registration Fees:**

\$45.00 per family for registrations and payments received on or before May 30, 2024

\$60.00 per family for registrations and payments received on or after May 31, 2024

**\*Please note students may not be permitted to begin the program in September if registration is received after August 9, 2024. If we are able to accommodate your request within the first 2 weeks of September, full payment is expected.**

If you wish to register at any point after August 9th, contact [mtpsedc@mtpps.com](mailto:mtpsedc@mtpps.com) or 856-778-6600 ext. 18151

## Enrollment Options: Fixed Monthly Care or Drop In Service

### 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](mailto:mtpsedc@mtps.com) 15 days prior to the anticipated change. **Monthly tuition fees will continue to accrue until written cancellation is received.** Please refer to the table below for Fixed Monthly Care Rates.

### Fixed Monthly Care Payment Schedule

**Monthly invoices are sent for EDC.** Tuition for fixed monthly care is the same every month, regardless of the number of days on the school calendar. Holidays and early dismissal days have been factored into this cost. If your child does not attend on a scheduled day (s), due to absence, your tuition and schedule do not change for that month. **Payment is due one month in advance of service. The first payment is due August 15<sup>th</sup>, with payment due the 15<sup>th</sup> of each month thereafter. A \$15 late payment fee will be charged if payment is not received by the 15<sup>th</sup> of each month.**

Accounts must remain in good standing in order for students to continue attending the program every month and/or to participate in any special programs.

### 2023-2024 Fixed Monthly Care Rates\*:

Days Per Week	AM ONLY	PM ONLY	AM & PM Care
5 Days	\$210	\$320	\$368
4 Days	\$201	\$277	\$328
3 Days	\$194	\$247	\$298
2 Days	\$152	\$200	\$290

\*Prices noted do not include full day holiday care or additional special programs.

### Monthly Care Discounts:

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

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

## Monthly Care Payment Options:

### Online via check or credit card

Online payment is available via the Parent Payment Portal on [www.mtps.com](http://www.mtps.com). There is a convenience fee charged for online payments. This is a charge from the 3<sup>rd</sup> party, not the district. EDC is not responsible for these charges and will not reimburse for these charges.

### Mail in Payment

The check needs to be made out to MTPS and the memo should state the child's name and school. Please mail checks to:

EDC Program  
350 Bridgeboro Road  
Moorestown, NJ 08057

### In Person

In person payments are accepted at the Extended Day Care office, 350 Bridgeboro Rd. (Moorestown High School)

For your convenience, a locked drop box is available in the High School security vestibule.

**Site Supervisors and EDC staff are not permitted to accept payments.**

### Drop In Service

Drop In enrollment is designed for families who do not require a consistent care schedule. Drop In pass booklets, which include 5 passes, can be purchased for a fee of \$160. Each pass is good for 1 student/ 1 drop in visit to EDC. Booklets may be purchased online via credit card, in person at our Extended Day Care office, or by mailing in a check. Passes are valid for the 2024-2025 school year. **Site Supervisors and EDC staff are not permitted to accept payments.**

Mail In payments should be sent to:

EDC Program  
350 Bridgeboro Road  
Moorestown, NJ 08057

After purchase, please allow 2 business days for pass booklets to arrive in your email.

When using a Drop in Pass, please notify the school **and** the EDC Department by emailing us at [mtpsedc@mtps.com](mailto:mtpsedc@mtps.com) or call our office at 856-778-6600 ext. 18151, the **day prior to use**. Complete the Drop in Pass entirely and submit it with your child to hand to the site supervisor on the day it will be used.

**Drop in passes expire on the last day of the 2024-2025 school year.**

## EDC Arrival and Dismissal Procedures

### EDC Locations:

**EDC entrances remain locked. Please knock/notify staff of your arrival.**

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

South Valley- Cafeteria; Approach Main Entrance to notify staff of your arrival

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

UES- Cafeteria; Back cafeteria entrance near playground

### **AM Care Arrival Procedures**

Parents must escort their child(ren) to the EDC entrance for before school care. EDC staff will release the children to their classrooms at the appropriate time.

### **PM Care Release of Children**

Parents, or authorized pick up individuals, must 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](mailto: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.

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.

### **Late Pick Up**

The Extended Day Care Program closes at 6:00pm. If a child is not picked up by closing time, a staff member will contact the parent and/or authorized pick up individuals. **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.** If you anticipate arriving after the 6:00pm closing time, please call the EDC emergency line at: 856-780-0502. A charge will still apply, however, this will allow the staff member to assure your child that you are on the way. **Persistent abuse of the 6:00pm closing will result in dismissal from the program.**

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).

### **PM Care Absence Notification**

Safety is of the utmost concern to us. EDC staff members are required to take afternoon attendance quickly to ensure all students have arrived as scheduled. For the safety of the students, **if your child will be absent from PM EDC, parents must email or call the office prior to 1:00pm. If by any chance you run into any changes after 1pm please call the EDC emergency line.** 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 of \$5 per occurrence.**

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

### **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 [mtpsdc@mtps.com](mailto:mtpsdc@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

### **Snow Days and Emergency Closures**

The safety of our Extended Day Care staff and students is of extreme 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 of an adjusted EDC closing time. **To ensure you receive all emergency communications please text YES to 67587 to opt in to this system.** Most times, in the case of a delayed opening, before school care will begin two hours later, at 9:00am, and continue until school begins. Should morning EDC be cancelled due to weather, this will be noted in the Superintendent's district announcement. Unless notified otherwise, after care will be held as usual.

## Early Dismissal Days and Full Day Holiday Program

### **Early Dismissal Days**

With the exception of the day prior to Thanksgiving break (Nov. 27) and the last day of school (June 19), 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 factored into the cost for students who are enrolled in EDC full time. With notice, Drop In coupons will be accepted on early dismissal days. If an early dismissal day occurs on a day your child does not typically attend EDC, a Drop In pass is required. Special programs, which impact this fee, are often scheduled for early dismissal days. Registration information for all early dismissal programs will be communicated via e-mail as they approach. EDC does not provide lunch on early dismissal days, therefore, parents must send their child with lunch. Snacks will be available for purchase. The early dismissal days that we will offer EDC on are: October 31<sup>st</sup>, November 20<sup>th</sup>, November 21<sup>st</sup>, November 22<sup>nd</sup>, November 25<sup>th</sup>, November 26<sup>th</sup>, May 16<sup>th</sup>, and June 18<sup>th</sup>.

### **Full Day Holiday Programs**

Full Day School Holiday Programs will be held at the Upper Elementary School from 7:00am-6:00pm on November 1<sup>st</sup> and March 31<sup>st</sup>. Additional registration and usage fees for School Holiday Programs will be required. All registration information, including registration deadlines, will be shared via e-mail.

Programs on these days occur if adequate enrollment is received. Should a program no longer be offered due to low enrollment, or a weather event, parents will be notified via e-mail and/or a telephone call. 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. **EDC does not provide lunch on Holiday Program days, therefore, parents must send their child with lunch and snacks.**

EDC will not operate during the following dates:

NJEA Convention (November 7-8), Thanksgiving Recess (November 28-29), Winter Break (December 23-January 1), Spring Break (April 21-25), Memorial Day (May 26), and National Holidays when school is closed (October 3, January 20, February 17)

## 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. Staff members will only give care within the scope of their training.

### **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.
- 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.



## **Medication**

With the exception of an EPI-Pen, staff members are not permitted to dispense medication. Non-nursing delegates can administer auto-injectable epinephrine in cases of severe allergic reaction to students identified as having severe allergies. Should this be required for your child, please refer to Epi-Pen Administration Permission Form, (p. 12) this emergency form must be completed and signed. An Auto-injectable epinephrine, labeled with your child's name, must also be provided.

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. Per Board of Education policy 5330, *any medicine to be dispensed by a school nurse must be given to the EDC office in the original prescription container*. Physician's order and parental permission form must accompany medications.

## **Injuries and First Aid**

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.

## **Child Abuse Prevention**

The Division of Child Protection and Permanency 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 form of child abuse, neglect, or exploitation by an adult is required by state law to report such allegations to the DCP & P office of child abuse control or any other district office immediately. Reports may be made anonymously by telephone.

## **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, staff 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 “cool-down” break 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 poses 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

**Moorestown Extended Day Care  
EPI Pen Administration Permission Form**

Date: \_\_\_\_\_

Child's School \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Grade \_\_\_\_\_

**As the Parent/Guardian/Custodian of the above listed child, I give permission to the EDC staff delegates to administer an EPI-Pen to my child, if needed, according to the Physician's signed instructions on the bottom section of this form.**

Please list any symptoms the EDC staff must watch for in order to administer, if necessary, due to an allergic reaction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By signing this document, I give permission for my child's health care provider to share information about administration of this medication with the EDC administrator.**

\_\_\_\_\_  
Parent/ Guardian/Custodian (Print)

\_\_\_\_\_  
Parent/ Guardian/ Custodian (Signature)

\_\_\_\_\_  
Date

- **Please return completed form, with labeled medication, to EDC site supervisor or EDC Office.**

**Health Care Provider Authorization to Administer Medication in Child Care**

Child's Name \_\_\_\_\_

Birthdate: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

When should EPI Pen be administered?(Indicators)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions: \_\_\_\_\_

Purpose of Medication: \_\_\_\_\_

Side effects that should be reported: \_\_\_\_\_

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date