

**Evesham Child Care**

**Policies and Procedures**

# Evesham Child Care

Welcome to Evesham Child Care (ECC). ECC is the before and after school program sponsored by the Evesham Township Board of Education. The program operates at all six elementary schools from 7:00 AM until school begins and from the dismissal of school until 6:00 PM. Enrollment is limited to students enrolled in the Evesham Township School District, K -5. Child care is available on all regular school days, all half-day sessions, all scheduled two-hour delayed openings and many school holidays (Holiday Camp). ECC is not available when schools are closed due to an emergency closing.

Evesham Child Care adheres to the Evesham Township School District Student Expectation Standards. Our program regulations and by-laws are strictly enforced to insure quality and ethical standards for each participant in the Evesham Child Care program.

The goal of the Evesham Child Care program is to provide before and after school care in a safe, nurturing and familiar environment. ECC provides students with the opportunity to complete their homework; play independently; and participate in structured activities designed to promote their physical and social development. At each location, the children are grouped by grades. Counselors are assigned to work with each age group. The groups will rotate throughout the course of the day to different age-appropriate activities. We strive to give each child a variety of options and activities each day.

**Please make sure you read and understand the ECC Policies and Procedures before you register.**

## Evesham Child Care Staff

Evesham Child Care Coordinator: Leah Perlmutter

Evesham Child Care Assistant Coordinator: Emily Connolly

Evesham Child Care Office Staff: Christine Williams  
Patty Fietto

# ECC Addresses and Phone Numbers

## ECC Office Mailing Address:

Evesham Child Care  
c/o Leroy Meland Administration Building  
25 S. Maple Ave.  
Marlton, New Jersey 08053

## ECC Office Location: (DO NOT MAIL TO THIS ADDRESS)

Marlton Middle School  
@ Teddy Bear Academy  
150 Tomlinson Mill Road  
Marlton, NJ 08053

ECC Main Office: (856) 988-0686

ECC FAX: (856) 988-9016

## ECC School Directory

(Phones are only operational during ECC Hours)

<b>School</b>	<b>Phone</b>	<b>Cellular</b>
Beeler	(856) 988-1217	(609) 410-2398
DeMasi Elem.	(856) 983-8132	(609) 410-2399
Jaggard	(856) 988-1218	(609) 410-2401
Marlton Elem.	(856) 988-9430	(609) 410-2402
Rice	(856) 988-1220	(609) 410-2403
Van Zant	(856) 988-1219	(609) 410-2404

## The ECC Program is located in the following area of each school:

Beeler / Rice / Van Zant / Marlton Elementary	Cafeteria (outside door)
Jaggard	All Purpose Room (outside door)
DeMasi Elementary	Elementary Gym (outside door)

## Elementary School Addresses:

Directions to each school can be found on district website: [www.evesham.k12.nj.us](http://www.evesham.k12.nj.us)

Beeler:	60 Caldwell Avenue
DeMasi Elem:	199 Evesboro-Medford Road
Jaggard:	2 Wescott Road
Marlton Elem:	190 Tomlinson Mill Road
Rice:	50 Crown Royal Parkway
Van Zant:	270 Conestoga Drive

# ECC Policies and Procedures

## Enrollment

When enrolling for ECC, you are reserving a spot for your child. Spots will be limited at each school, based on staffing and ratios. When you enroll, you will choose the days you need each week. It must be the same days each week. You can add days at the daily rate if space is available by calling the ECC office ahead of time. We cannot take last minute requests or drop-offs.

If your child requires extra support during ECC hours, you must contact the ECC office. If your child qualifies for extra support, ECC will make every attempt to provide a support staff person. This service is case by case and staff will need to be hired as needed. Please call the ECC office for further information.

## Payments/Late Fees

Payments are due by the 20<sup>th</sup> of the each month for the following month of service. Payments must be made on time in order to avoid late fees (\$20) and possible termination of services.

Holiday Camps are a separate registration. More information is located in the holiday camp section.

## Payment Options

- **On-line**

Through the online parent portal, you will have the option to pay by Visa, MasterCard or electronic checking. There will be a convenience fee to pay online. This is a charge from the 3<sup>rd</sup> party, not ECC. ECC is not responsible for these charges, nor will ECC reimburse for these charges for any reason.

- **Mail in**

If you choose not to pay online, you can mail your payment each month to our mailing address. We must receive the payment by the 20<sup>th</sup> of each month in order to avoid a late fee. You can mail either a check or money order. NO CASH.

## Refunds/Credits

- All registration fees are non refundable
- ECC does not offer refunds or credits for days not used
- You can add a day at an additional fee but you will not receive credit for any days not used
- ECC does not reimburse for emergency closure days. All emergency closure days are made-up and ECC will provide child care on the make-up days with no additional fee

## Attendance Policy

In order to ensure the safety of all of our students, all students must be properly registered and scheduled in order to attend ECC. ECC is only available to Evesham School District students (K-5th grade).

We do not accept any drop off situations, including AM Care. Staffing and supplies are determined by the number of children registered for the ECC program.

A child cannot leave the ECC program and then be signed back in to ECC for any reason.

## **Kindergarten Schedule**

If your child is in AM kindergarten, you may register for AM Care only. If your child is in PM kindergarten, you may register for PM Care only. ECC will provide child care for PM Kindergartners attending the morning session on district wide half-days only. ECC will not provide child care for kindergarten students when individual schools make changes in the kindergarten schedule. Full-day can use both AM and PM ECC.

## **Changes in Fixed Schedules**

In order to ensure the safety of your child and all children registered for ECC, last minute change to any schedule is discouraged. We know that sometimes changes are necessary. In this case, you **MUST** call the ECC office to make a change. Advanced notice is required. You will also be asked to make any changes in writing via email.

## **Adding a Day**

We know that sometimes emergencies come up. In this case, you can add a day of ECC for an extra charge (daily rate applied). You must add the day **NO LATER** than 1 pm of the day needed. We cannot accept add-on's after 1 pm. You must call the ECC Office to add a day.

## **Absence Notification**

Children who are absent from school may not attend ECC that day. Please call the ECC office to inform ECC that your child is absent.

If your child is not going to attend ECC on a day that they are scheduled, you must call the ECC office to notify us no later than 1 pm the day of. You can leave a voice mail as well. Advanced notice is encouraged. For the safety of all the children, you must call the ECC office. Notes to the child's teacher or school are not sufficient, as ECC may not receive them. You should still notify the child's teacher or school of the change in schedule as well. Failure to follow this procedure will result in a Non-Notification Fee of \$10.

## **Non-Notification Fee**

There will be a \$10 charge for not notifying the ECC Office of a child's absence from ECC on a scheduled day. Safety is the utmost importance to us. ECC staff members are required to take afternoon attendance quickly to ensure that all students are accounted for. If we are not notified that your child is not attending, it takes time away from normal procedures to locate your child. See above Absence Notification policy for more info. If we are not notified of an afternoon absence and a child does not report to ECC, the following procedures will be followed:

- ECC staff will check with school office
- ECC will contact the ECC office
- ECC staff will attempt to notify the parent
- ECC will report the child missing to the ECC Coordinator
- If all attempts have been exhausted and the child cannot be located, the Evesham Township Police Department will be contacted

## **Returned Checks**

There will be a \$30 fee for any returned checks (NSF). *Subject to change per Financial Institution*

## **Dismissal/Clubs**

If your child is involved in another after school activity, please send an ECC Club/Activity Notification Form (available at the sites and the ECC office) in to the ECC staff and the child's teacher. This form will let us know if your child has permission by you to attend the club/activity. You will also indicate on the form whether your child will come back to ECC after the club/activity or an alternative option (bus, pick up). Children involved in after school clubs and activities must first report to ECC at the dismissal of school for ECC attendance before they go to their other activity. The ECC staff will then give the child permission to go to club/activity. We do not give credit for days missed because of clubs, dances, etc. \*Children are not permitted to take the late bus from the ECC program.

## **Termination of Child Care Services**

If you wish to discontinue child care services for any reason, you must contact the ECC office. You will be required to pay the registration fee if you decide to return to the program once you have withdrawn. Spaces are limited and cannot be guaranteed if re-registration is needed.

## **Change of Emergency Contact/Pick up Information**

Please make sure that emergency contacts are people that we can get a hold of in an emergency situation if we are unable to reach the parent. They must be local (in case they need to pick child up). If you have any changes (phone numbers, contact persons, address, authorized pick up persons), you must fill out a change of information form. These forms are available at the sites and the ECC office. If it is an emergency situation (day of) you must fax a letter of the change to the ECC office so that we can make arrangements for the change.

## **Parent Drop Off/Pick Up/Release Policy**

Parents or a parent designee must come inside the school building to sign their child "in" every morning and "out" every afternoon. Your child is not permitted to sign himself/herself "in" or "out". When picking up your child, parents are requested to sign out and leave as quickly as possible in order to keep the parent sign in/out area clear.

ECC checks ID on a daily basis so please make sure to have your ID ready.

Only the people designated on the registration form will be permitted to sign out a child. If someone other than your designated pick-up is going to be picking up, we must have a dated and signed letter or fax from you giving your permission. Parents and any person that is authorized to pick up will be asked to show identification at any ECC program. Please make sure anyone authorized by you to pick your child up is aware of this policy.

## **Late Pick Up Policy/Fee**

ECC closes promptly at 6 pm. A fee \$15 for every 15 minutes you arrive after 6:00 pm will be charged to your account if you are late. We ask that you call the ECC site to notify the staff if you are going to be late. A charge will still be applied. Children picked up after 6 pm more than three times during the school year will be suspended or removed from the program. The school facilities are reserved by other groups after 6:00 pm. ECC Staff may also have other obligations after 6 pm. At 6:30 pm if a child is still in our care and no parent contact has been made, the ECC staff will call the authorities.

## **Children with Special Needs**

If your child requires special accommodations to be in a group child care setting, reasonable accommodations can be made for your child. You must contact the ECC Coordinator in advanced so accommodations can be discussed and planned. Parents must be willing to share information that ECC will need to know about their child's needs. Contact the ECC Office before registering for program. 856-988-0686

## **Updated Inclement Weather**

- If the district is closed due to an emergency or inclement weather, ECC will also be closed.
- If the school district calls for a two-hour delayed opening due to inclement weather, morning ECC will be closed. Afternoon ECC will maintain the regular afternoon schedule and close at 6:00 pm.
- If the school district closes early due to inclement weather, ECC will close 2 hours after the school early dismissal at all locations. *Example: If school dismisses at 12:30, ECC will close at 2:30pm*
- If the district does not close early, but the district cancels all after school activities due to inclement weather, ECC will close at 4:30 pm at all locations.

## **Snacks**

Parents must pack a snack for their children each day they are registered for ECC. ECC will not be providing snacks.

## **ECC Safety Drills**

ECC follows Evesham School Districts safety/emergency procedures. ECC will practice fire drills and lockdown drills each month. A notice will be posted on the ECC door to notify parents if a drill is in session. Please understand that if a drill is in session, we may not be able to answer the door right away. Once the drill is finished, we will get to the door.

## Evesham Child Care Medication Policy

ECC Staff are **not** permitted to administer medication to any child EXCEPT in an emergency situation where an EPI Pen needs to be administered. In the event that an emergency situation occurs, two ECC Staff (delegates) will be trained at each location to administer an EPI Pen under the following conditions:

- The ECC Medication Administration Permission Form is completed with specific instructions and signed by both a parent/guardian AND the child's Physician.
- The parent/guardian provides ECC with an EPI Pen labeled with the child's name and in its original packaging. ECC will keep the EPI Pen in a secured location easily available if needed. ECC does not have access to the school nurse's office therefore the parent must provide ECC with an EPI Pen for their child.

The Medication Administration Permission form can be found on the website [www.evesham.k12.nj.us](http://www.evesham.k12.nj.us) under Evesham Child Care (ECC).

If your child requires any other type of medication, it is recommended that they see the school nurse before attending ECC at the end of the school day.

**Please note:** If your child becomes ill during the ECC program, you will be called to pick up your child. If you are not able to be reached, an emergency contact that you provided will be contacted to pick your child up from ECC.

If any medication expires or changes, it is the parent's responsibility to replace the medication and to fill out a new permission form.

Children are not permitted to have medication in their possession. This could be a potential hazard to themselves or another child. All medication must be provided by parent and given to the site supervisor. All medication will be secured by site supervisor.

The ECC Site Supervisor will keep a log when an EPI Pen is administered during ECC hours.

# **ECC Behavior Management and Discharge Policy**

## **Expectations**

Evesham Child Care operates under the principle that all children are entitled to a pleasant and congenial before and after school environment. The ECC program is intended to be more relaxed and less structured than the school day. Positive behavior is encouraged through consistent expectations, realistic limits, predictable routines and procedures. Limits are set to ensure the safety of the children and provide an atmosphere where children learn responsibility for their actions when acting alone or as a part of a group.

All children enrolled in the ECC program are expected to follow the general ECC rules:

1. Treat others with RESPECT at all times
2. Take care of ECC games and supplies
3. Clean up after yourself
4. No rough playing, hitting, kicking, pushing, fighting, wrestling, spitting, etc
5. Always follow the directions of the site supervisor and counselors
6. Use appropriate language at all times
7. Always stay with your group; do not go anywhere where you did not get permission to go
8. Never be a “Bully”

## **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, the staff will continue to try to redirect the child to a new activity to change the focus. If behavior still continues, the child may be placed in time away from the group. The parent will be notified of the situation.

### **The following procedures will be applied:**

1. 1<sup>st</sup> incident - Reminder - Child will be reminded of the rule and why it is inappropriate behavior
2. 2<sup>nd</sup> incident – Child will be redirected to a different activity
3. 3<sup>rd</sup> incident – time out from activities will be given – staff will discuss the expectations before allowing child to return to group
4. If the above three attempts to improve behavior is not successful, the parent will be notified at pick up verbally and a discipline notice will be given
5. If the behavior does not improve, a conference with the parent and site supervisor will be scheduled to discuss the next steps and action plan
6. The last step is a meeting with the ECC Coordinator, parent , site supervisor

Should, at any time, the child’s behavior pose an immediate threat to themselves, another child or a staff member, the parent will be notified to pick their child up immediately. A suspension or termination from the program may be warranted.

## **Suspension or Termination from ECC**

While every effort to address behavioral concerns will be made, there are times a brief suspension or permanent dismissal from the program may be necessary.

**The following behaviors are unacceptable and may result in immediate suspension or dismissal from the ECC program:**

- Disruption to the program or refusal to follow behavior guidelines after parent conference has been held
- Endangering or threatening to endanger the health and safety of others or self
- Theft or damage to site, materials or other's personal property
- Leaving the site without permission/running from staff members
- Use of profane, vulgar or obscene language
- Acting in a lewd manner
- On-going disruptive behavior that has not been corrected

## **Missing Child Protocol**

If we are unable to locate a child that is scheduled for ECC, the following procedures will be followed:

- ECC staff will check with school office
- ECC will contact the ECC office
- ECC staff will attempt to notify the parent/emergency contacts
- ECC will report the child missing to the ECC Coordinator
- If all attempts have been exhausted and the child cannot be located, the Evesham Township Police Department will be contacted. The following information will be given to the police:
  - a. Child's name
  - b. Address
  - c. Physical and clothing description
  - d. Medical status
  - e. Approximate time that child was last seen
- ECC Program Coordinator/ECC Office will notify District Administrators/Authorities.