

**PARENT HANDBOOK
FOR
EAGLESWOOD CHILD CARE PROGRAM
(ECCP)**

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**EAGLESWOOD CHILD CARE
PROGRAM (ECCP)
DIRECTORY**

Deborah Snyder, Supt. 597-3663

Main Office:

Receptionist 597-3663

Business Office:

Tyler Verga, Bus. Adm 978-0947

School/Nurse..... 597-3663

ENROLLMENT POLICY

The Eagleswood Child Care Program (ECCP) enrollment is open to children grades Pre-K – 6th attending the Eagleswood Township Elementary School. In order to apply for enrollment into the ECCP, you need to submit a completed ECCP Application (signed, notarized & dated), along with the registration fee. Upon receipt of your completed application we will notify the parent of their child's acceptance into the ECCP. The parent will receive the confirmation notice and tuition payment forms. **If confirmation notice is not received, call the School Office (597-3663) to verify the start date for your child.**

A parent may enroll a student at any time during the course of the school year. 5-day, 4-day, 3-day, 2-day, and 1-day programs are available. **All changes to your application must be made in writing to the School Office at least one week in advance of the start date of the change. A change is not effective unless received in writing.** No changes to your application will be accepted during high registration times (August/September) once the original application has been processed.

The ECCP will not deny admission to, terminate enrollment of, or otherwise discriminate against any child because of that child's disability. The ECCP aims to provide accommodations for children who require special services during their attendance at the ECCP. **All children must be toilet trained in order to participate in the ECCP.** The ECCP reserves the right to terminate any child from the program where the child's safety is believed by the ETBOE to be at risk.

TUITION POLICY

The monthly tuition is due on the 1st of every month. Please refer to the attached Tuition Rate Sheet for the current ECCP tuition rates. **Children's attendance at the ECCP will be terminated because of nonpayment.** There is a grace period of 5 days for the tuition payment to arrive in our office. If the payment is not received by the 16th of the month, a \$30.00 late fee will be posted to the account. On the 16th or 17th of each month a courtesy phone call is made to each parent/guardian who has not made their payment alerting them that their child is in danger of not attending the following month. If payment is still not received by the end of the month, a change notice is sent to the ECCP Staff alerting them that we are canceling the child at the end of the month.

Monthly tuition will not be reduced for school holidays, emergency closing, absences or early pick-up. The ETBOE will determine if there will be a reduction in monthly tuition for extended illness. **WE DO NOT ISSUE BILLS.**

Please pay by check or money order made out to ETBOE. Do not send cash. **No post-dated checks will be accepted.** Payment may be mailed to:

Eagleswood Township Board of Education
511 Route 9
West Creek, NJ 08092

All checks returned to ETBOE as unpaid for any reason, will result in a charge of \$35.00 per item to the check issuer. There will be no exceptions to the \$35.00 fee for returned items. The first time a check is returned, we will redeposit the check with the parent's permission as a courtesy. If that check is returned a second time, the child will be terminated from the program until payment of balance is received in full. That payment and all future payments must be paid with a money order or certified check.

TERMINATION POLICY

Parents are required to give **advanced** telephone and written notification, stating the effective date, to the ETBOE of withdrawal from the ECCP. Refunds are given for paid tuition if appropriate. The ETBOE reserves the right to terminate a child from the program at any time. Reasons for termination may include, but are not limited to:

- Non-payment of tuition, late fees or any outstanding balance
- Severe disciplinary problems
- Habitually late pick-up of children
- Program closing**

**In the event that the ECCP becomes under enrolled and the necessity for closing the program arises, parents will be notified in writing and given 3 to 4 weeks prior notification. Refunds are given for paid tuition if appropriate.

TRANSPORTATION HOME & PICK-UP POLICY

The parent, guardian or authorized person is responsible for picking up the child at dismissal time. Children will not be permitted to walk home under-any circumstances. The parent or authorized person **MUST** sign out the child(ren) when picking them up from the program. The child(ren) will not be released to anyone other than the parent, guardian or authorized persons as stated on the initial registration enrollment form. A pick-up person must be at least 18 years of age. It is the parent's responsibility to notify the ETBOE in writing if any changes are to be made regarding this matter.

In the event of concurrent school or community sponsored activities (i.e. scouting, clubs) the child(ren) must be signed out of the ECCP by the leader/director as long as they are on the authorized pickup list. The child(ren) will be able to reenter the program at the conclusion of such activities.

If there is a situation in which the parent/guardian or authorized pick up person cannot pick up their child(ren), it is the **parent's responsibility** to call another authorized pick-up person. If there is no one else on your authorized pick up list, call the ECCP Staff on the ECCP cell phone to let them know you will be late. You will be charged a late pick up fee. Be sure to let the cell phone ring enough times in order to be answered because the ECCP Staff may not be in the direct vicinity of the cell phone.

A late charge of \$25.00 for up to one half hour (1/2) late per child will be assessed for late pick-up of child(ren). A late charge of \$50.00 for one half hour (1/2) to one (1) hour late per child will be assessed for late pick-up of your child(ren). Late charges begin to incur at the **contracted** pickup time. This late pick up charge will be due immediately. A record of lateness is kept in the office. Habitual lateness for student pick-up is a reason for termination.

ECCP STAFF EMERGENCY CONTACT POLICY

The ECCP Staff have a cell phone for emergency usage during the ECCP scheduled hours of operation. You may contact the ECCP Staff for an **emergency situation at 609-488-0914**. The phone will be on during the hours of the program.

If you are going to be late picking up your child ***it is your first responsibility*** to contact your emergency person(s) to pick up your child. In the event that you cannot reach an emergency pick-up person you can telephone the ECCP Staff stating that you will be late. You will be charged a late pick-up fee. (\$25 for up to one half (1/2) hour late, \$50 for one-half (1/2) hour to one (1) hour late). YOU need to keep calling until YOU speak with the ECCP Staff. There are times when a cell phone will not make a connection and therefore your voice mail will be delayed for a long period of time. As a result the ECCP Staff will not have received your message.

Do not call the ECCP cell phone to notify the ECCP Staff your child will not attend the program. Call the School Office at 597-3663 to inform us of the absence and they will notify the ECCP Staff. **The ECCP cell phone is for emergency purposes only.**

Your child's safety is of the utmost importance to us during this program. We have established this line of communication for you in the event of an EMERGENCY. Please reserve this usage for emergencies only.

ABSENTEE POLICY

Eagleswood Township Board of Education (ETBOE) is not responsible for the child on any day the child is absent from school. **Your child cannot attend ECCP if they are absent from school.** If a child leaves school prior to school closing, the child's name should be added to the school's absentee list. The school principal's office will be responsible for providing a list of absent students to the ECCP Staff on a daily basis. It is the responsibility of the school to add the child's name to the school absentee list if your child leaves school prior to closing.

If your child is in school but will not attend the ECCP after school, you need to do the following:

- Call the school and leave a message with the School Office
 - The School Office will notify the ECCP Staff
- Send a note with the child to the primary teacher

If you need to take your child out of school for a dental appointment etc., but will be bringing your child back to finish the school day, your child may attend the ECCP. Please notify the School Office that your child will be returning to school for the day when you pick them up. **Children cannot attend ECCP if they were not returned back to school by the close of the school day.**

EARLY DISMISSAL POLICY

The afternoon portion of the ECCP will be cancelled if there is an early dismissal due to emergency weather. The school is responsible to notify the parent/guardian in the event of early closing due to emergency situations.

In the event of an emergency situation, ECCP will remain in the school unless directed otherwise by the Police or school authorities. If the ECCP is moved, parents will be advised as to where the children are located. The Police in our district have been notified to the times and days of our program operation.

BEHAVIOR POLICY

The ECCP follows the school's behavior policy in order to provide for the safety of each child and ETBOE staff in attendance at our ECCP. A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the ECCP by:

- Requiring constant one-to-one attention
- Risking or inflicting physical or emotional harm to a child or children
- Physically or verbally abusing a child or children and/or the staff
- Destroying program material and/or facilities
- Leaving the program without permission
- Not conforming to the rules and guidelines of the program
- Using profanity

It is the ECCP's goal to resolve behavioral problems by working with the child(ren), parent and ECCP Staff through effective communication. However, should a discipline problem arise, continue, or be of a serious nature, parents will be notified in writing. Continued difficulties will result in a conference between parents and ECCP Staff.

If the problem is not resolved or is of a severe nature, a child may be suspended or terminated from the ECCP. The ETBOE follows the zero tolerance procedures set forth by the school district for students and parents.

HEALTH POLICY

The following health policy must be strictly adhered to in order to ensure that all children are in a healthy environment. Children may not attend the ECCP if:

- The child has a strep throat which has not yet been treated with an antibiotic for 24 hours
- The child has any rash associated with fever or symptoms of illness
- The child has an oral temperature of 100 degrees or greater
- The child has been vomiting and/or had diarrhea in the 12 hours before the child comes to the program
- The child has impetigo with less than 24 hours of treatment with an antibiotic
- The child has not attended school that day due to illness
- The child has head lice not treated by a physician
- The child has pink eye not treated by a physician

Parents will be contacted and required to pick up the child from the ECCP if the child has:

- An oral temperature
- Vomited once
- Liquid stools
- Uncontrollable and persistent cough
- Appearance of acute illness or complaint of pain
- Any other apparent symptom of illness

Until the parent or authorized pick up person arrives the child will be excluded from activities with the other children. The child will rest in the "quiet area" secluded from the main program area. The parents or authorized persons are to pick up the child as soon as possible.

EMERGENCY MEDICAL CARE POLICY

The emergency medical forms completed by the parent or guardian at the time of registration will be utilized in handling the emergency medical care of the students. **It is the parent's responsibility to update these forms with any changes desired or deemed necessary.**

When necessary, the ECCP Staff will perform immediate first aid treatment. For accidents or in need of emergency care, 911 will be called and the parent will be contacted to give further instructions. If unable to contact the parent, the ECCP Staff will refer to the emergency names and numbers supplied on the application.

The ETBOE urges all parents to enroll their child(ren) in the voluntary student accident insurance program. Forms for this insurance are generally available through your child(ren)'s school and are at a nominal charge. **The ETBOE is NOT responsible for doctor, emergency medical or other bills incurred as a result of an accident during ECCP hours.**

REMINDER: Please keep your authorized pick up list and emergency contact information current and up-to-date with the School Office @ 609-597-3663.

SNACKS

Parents should send a daily nutritious snack with their child(ren). Please do not send candy, gum, or what is generally classified as "junk food". Time for snack will be part of the daily schedule. Any special dietary need will be the parent's responsibility. The parent should discuss this matter with ECCP Staff at the onset of the program.

On early release day's lunch may not be served in school, therefore, the children may need more than a snack during our program. Please refer to the school lunch menu for serving schedules and pack accordingly.

In the event that the ECCP has a child enrolled who has a severe life threatening food allergy to peanut butter, peanuts, and tree nuts, the ETBOE will ask the parents of all children in the ECCP to provide snacks that are nut free. Parent's cooperation is appreciated in helping us to maintain a safe environment for all students.

HOMEWORK TIME

The ECCP operates a homework center during the after school program. We believe that we can support your family and your child's school success by providing some time during the ECCP for homework. Please realize that we cannot provide your child with one-on-one assistance, nor is this a tutorial session. Please complete the "Homework Time" Form indicating if you wish to have your child participate in the Homework Time portion of the ECCP. If you wish for your child to NOT work on homework at the program, please realize that this will be a quiet time for the rest of the children. Your child will be asked to play quietly, (i.e. play with a puzzle, read a book or draw). Homework time is 45 minutes.

Role of the ECCP Student:

- Come to the homework area when I have homework
- Bring the books, notebooks and worksheets that I need
- Try my best to understand the homework assignment at school

- Be quiet if asked in the homework center
- Ask for help when I need it

Role of the Families:

- Check the homework my child has completed during program time
- Realize that homework will be started after school, but may have to be completed at home
- Support my child with unfinished or difficult homework
- Talk with teachers at the school about homework issues

Role of the ECCP Staff:

- Provide a comfortable homework area with some material
- Guide children with their homework without taking over
- Communicate successes or concerns about homework to families.