



Lumberton/Mt. Holly EXTENDED DAY CARE PROGRAM

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2019/20 SCHOOL YEAR

To: Registered Mt. Holly EDC Parents:

Extended Day Care (EDC) will be offered at the John Brainerd Elementary School (students enrolled in 4-year-old Pre K to Grade 1); Gertrude C. Folwell School (students in grades 2-4); and, F.W. Holbein School (students in grades 5-8) during the 2019/20 school year. Before school care is offered from 7:00 AM until the school day begins at the Brainerd and Folwell Schools only; after school care begins at the end of the student’s school day until 6:00 PM. (Please note: All children must be fully toilet trained, including 4-year-old PreK students, to enroll in and attend EDC.)

Children will be offered a safe and relaxed atmosphere with opportunities for many different activities, including games, crafts, athletics and time for homework. All activities are conducted and monitored by a professional and caring staff. Mt. Holly Schools participate in the state funded free after-school snack program. Each child attending PM EDC will be offered a snack and drink, provided by the Mt. Holly Cafeteria. Children may bring their own snack or drink if they do not want the free snack that is offered.

During the 2019/20 school year, the program will follow the school district calendar on most days. EDC is offered on early dismissal days, early dismissal days due to inclement weather and on delayed opening days due to inclement weather (opening at 9:00 AM.) In the case of early dismissal due to inclement weather, students must be picked up no later than 2 hours after school closing time, or as determined by district administration. Afternoon (PM) EDC will **not** be offered on the half day prior to Thanksgiving Break (Wed., November 20th); morning (AM) session EDC will be offered. Late pick-up fees will be charged for parents who do not pick-up children by 6 PM; families are permitted two (2) “courtesy” late pick-ups each school year.

The EDC Program is funded through parental tuition. Attached is a tuition schedule for your information. 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. Online payment fees have increased slightly for the 19/20 school year, in order to cover the online fees charged by the financial services company. (See page 3 for details.) Lumberton EDC does not accept subsidized childcare through BCCAP; please contact the EDC office for more information.

Registration and calendar scheduling is on a first-come, first-served basis. **If your family needs EDC services the first week of school, you must complete your online calendar scheduling and make your online payment for tuition in full by Tuesday, August 27th at 11pm.**

As a reminder: the EZChildTrack System does **not** function fully on a mobile device and must be accessed on a computer! In addition to registration, EZChildTrack is used for weekly scheduling and online payment. The link for the EZChildTrack System is: <https://www.ezchildtrack.com/lumbertonedc/parent>. Folwell and Holbein parents: If you previously used Lumberton EDC (when your child was at the Brainerd School) and your online EZChildTrack account has been “closed”, please contact the EDC office to have your account re-opened for the 19/20 school year.

Please contact the EDC office at 609-261-2974 if any questions or visit the EDC website.

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2019/20 Tuition and Fees

Tuition Schedule:

EDC Hours:	Rate Per Day Per Child	Rate Per Week Per Child (5 days)
Morning: 7:00AM- start of school (Brainerd & Folwell Schools ONLY)	\$5.00	\$25.00
Afternoon: dismissal-6:00 PM	\$9.00	\$45.00
Half-day PM: 12:15-6:00 PM*	\$18.00	n/a

*The half-day tuition amount is automatically calculated by the online EZChildTrack System. Children must bring their lunch on half-days, as the school cafeterias are not open.

Key Dates – for the start of school :

If your family needs EDC childcare services, the **first week of school** (week of 9/1/19):

- Calendar days for EDC attendance must be scheduled and the tuition must be paid in full online by Tuesday, August 27th at 11pm.
- There will be **NO** late adds the first week of school.

Below is a summary of registration/payment due dates for September and October, 2019:

Registration & Payment Due Date (Tuesday)	For the Week of:
8/27/19	9/1/19
9/3/19	9/9/19
9/10/19	9/16/19
9/17/19	9/23/19
9/24/19	9/30/19
10/1/19	10/7/18
10/8/19	10/14/18
10/15/19	10/21/18
10/22/19	10/28/18

- Online registration for the 2019/20 school year, for new or returning families, will be ***closed*** from Fri., 8/23/19 at noon and re-open on Wed., 8/28/19 at 8am.

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Registration Due Dates & Late Fees:

Tuition must be paid **in full** one week in advance on the previous Tuesday, by 6 PM at the EDC site or by 11PM via the online EZChildTrack System. Families will not be permitted to carry outstanding balances due. Both online and manual registrations are due one week in advance. **A late fee of \$5.00 per scheduled day (per family) will be charged to register children after the Tuesday due date.** Late registrations must be processed by the EDC Office and parents will be required to make their on-line payment in advance of scheduling. Emergency add-ons are an additional \$5.00 per day per family.

The fees associated with online registration and manual registration for 2019/20 are as follows:

- Online e-checks: \$0.60 processing fee per transaction;
- Online Credit Card: 2.2% of tuition processing fees; and,
- Manual check/cash: \$1 per child/check transaction; manual check form must accompany all payments.

Other Program Fees:

Late fees will be assessed for children who are not picked up by 6:00 PM. Fees per child are: **\$10.00 for the first 15 minutes and \$1.00 per minute thereafter.** Late fees must be paid in full prior to the next week's registration. Three late pick-ups (per family) will result in removal from EDC. Families will be allowed two (2) courtesy late-pick-ups for emergencies. Please see EDC Handbook for details.

A **\$25.00** fee will be charged for each returned check for non-sufficient funds (applies to both manual and e-check.) Future tuition payments must be made with cash or credit card. A **\$10.00** fee will be charged for failed check/credit card transaction, as a result of online entry/keying errors. Payment of these fees must be made within two school-days; otherwise, childcare services will be suspended immediately.

Summary of RULES & REGULATIONS 2019/20

The Extended Day Care Staff is committed to providing a safe and relaxed environment for every student enrolled in the program. To ensure this, we have instituted the following behavioral guidelines:

1. Each student is expected to be courteous to the other students and staff.
2. Each student is to keep their hands to themselves. Failure to comply will result in an automatic "Time Out"; each student is expected to listen when spoken to and to follow all directions.
3. Absolutely no physical contact (hitting, kicking, etc.) among students (or directed toward staff) is permitted. If physical harm is caused to another student or staff member, parent will be contacted for immediate pick-up of their child and exclusion/suspension from the EDC Program may result due to severity of injuries.

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RULES & REGULATIONS 2019/20 (continued)

The following steps will be taken for children unable to follow the guidelines:

1. Student will receive a short “Time Out”.
2. Student will receive a longer “Time Out”.
3. Students may be asked to write about his/her behavior.
4. An Incident Report will be issued to the student and parent(s) for significant or continuous misbehavior. An accumulation of three (3) incident reports may result in up to a one-week suspension from the program. Parent conference will be necessary.
5. If a behavior incident causes physical harm to another child or staff member, immediate suspension from the program may 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.
6. For continuous misbehavior, EDC administration has the right to remove/exclude a student/family from the EDC Program.

School rules of behavior apply at EDC. (This especially pertains to: no gum chewing and no use of cell phones.) We encourage parents to review the above guidelines with your child. We further encourage all parents and children to share any concerns with the staff in order to strengthen the communication between home and day care.

AM - Student Drop-off: All students must be escorted into the building and signed in by an **adult**. CHILDREN WILL NOT BE ADMITTED TO EDC IF THEY ARE NOT SIGNED IN.

PM – Student Pick-up: Students will be dismissed only to an approved **adult** with proper identification; the adult must present ID and then sign the child out of EDC. Anyone authorized to pick up a child must be recorded as an “authorized pick-up/contact” when registering the family for the EDC Program via the online EZChildTrack System. If not, the child will not be released. (Any changes/updates to authorized pick-up/emergency contacts must be processed by the EDC Office.)

The 2019/20 EDC Parent Handbook can be found on the district’s website.

