

**Mount Laurel Schools  
Extended Day Care Program  
“EDC”**



**Handbook  
2024-2025**

# **Introduction**

**Dear Parents/Guardians:**

**We are delighted to offer the Extended Day Care Program at your child's school. This service is provided by the Mount Laurel School district for working parents/guardians with school-age children in grades K-6. This program is designed to provide a safe and nurturing environment for children before and/or after the regular school hours.**

**This handbook is designed to give a detailed description of the operation of the program and also serve as a resource for information about the school-age program. Please read this handbook. If you have any further questions, please contact the EDC office at 856-231-5891 ext. 21004.**

## **About**

**The Extended Day Care program is a tuition-based before and after school program for students attending Mount Laurel School District in grades K through 6. The program is offered in all 5 of our K-4 schools, as well as at Hartford School for 5th and 6th graders. Hartford students attend AM EDC at Larchmont School and are bussed to Hartford. Hartford PM students attend EDC at Hartford School. Morning sessions begin at 7 a.m. and continue until the start of the school day. Afternoon sessions begin immediately following the end of the school day until 6 p.m. We operate following the school calendar and are open when school is open. If schools are closed for in-services, or holidays, the EDC program is also closed.**

**The Extended Day Care program is activity-based including outside play and/or gym time, games, movies, and arts and crafts. Most sites host homework time. An after-school snack must be provided by the parent/guardian.**

# **Rates**

**Registration fee: \$35.00 per year (per family)**

**AM- \$9.00 per morning (per child)**

**PM- \$15.00 per afternoon (per child)**

**Half Day- \$28.00 per afternoon (per child)**

## **Late Fees:**

**Due dates must be adhered to. Late payments will be subject to a \$10 late fee. Tuition is paid one week before care and must be scheduled. We encourage all families to use the online system to schedule.**

**Credit Transaction Fees: \$2.50**

## **LATE PICKUP POLICY:**

**If your child is not picked up by 6 p.m., a charge of \$20 will be charged every 15 minutes after 6 p.m. If this happens more than three times, your child will be removed from the program.**

**CREDITS: Credits or refunds will be issued for emergency school closings, snow days, and illness resulting in absence from school for three or more consecutive days.**

**RETURNED CHECK FEE: \$20 for all returned checks**

**\*Please Note: If your account is not in good standing your student will be removed from the program until your account is paid in full.**

## **Scheduling**

**All students must be registered with the EDC program to attend EDC. No exceptions.**

**Your student's schedule must be received in our office a week prior to care. Changes in schedule must be received before noon on Friday, the week prior to care. Changes made to the schedule after noon on Friday, the week prior to care will result in a \$10.00 late fee. No credits will be issued for cancellations once the week begins.**

**Half-day sessions must be scheduled by the designated emailed deadlines provided by our office. Students may not attend the half-day session if they are not scheduled by the deadline.**

**SCHEDULE & PAYMENTS (Registrants only): To schedule daycare using the online system, go to: <https://family.daycareworks.com/login.jsp>. The deadline to schedule online is every Friday at noon. Payments must accompany all schedules. If you do not have online access, please email us to schedule via email or by phone. We must have your schedule by Friday before the week of care. Care may be suspended for outstanding balances.**

## **One-On-One Aide Policy**

**If your child requires a one-on-one aide during the school day, we require one to be present for the EDC program. They are hired and assigned on as needed basis. A weekly \$25 aide fee will be applied each week the child attends EDC.**

**In the event the assigned aide is out sick or unable to work for any reason, parents will be responsible for alternate care. Parents will be notified as early as possible of any change in the aide's schedule.**

## **Contact Us**

### **EMAILS & EXTENSIONS:**

**PHONE: 856-231-5891 (Please use extensions below)**

**Chris Sherf- [csherf@mtlaurelschools.org](mailto:csherf@mtlaurelschools.org)**

**(PRIMARY EDC EXT. 21004)**

**Yvette Gonzalez- [yvgonzalez@mtlaurelschools.org](mailto:yvgonzalez@mtlaurelschools.org)**

**(SCHEDULING EXT. 21001) available 9/1/24**

**Pam Witts- [pwitts@mtlaurelschools.org](mailto:pwitts@mtlaurelschools.org)**

**(Site Coordinator EXT. 21009)**

**Suzy Haftman- [shaftman@mtlaurelschools.org](mailto:shaftman@mtlaurelschools.org)**

**(Supervisor of Community Education & EDC EXT. 21002)**

## **Location**

**436 Masonville Road, Mount Laurel, NJ 08054  
856-231-5890 EXT. 21004 FAX: 856-234-7104**

## **SITE OPERATIONS/POLICIES**

### **SNACKS/LUNCHES**

**EDC does not serve snack or lunches. Please pack your child a snack specifically marked for EDC.**

**A parent/guardian provided lunch must accompany your child on half days, along with an extra snack. The EDC program does not allow food delivery services.**

### **Release of Students**

**Students are released to only the contacts listed in the registration system. Each student must be signed in and signed out by the designated contacts. If you need to add a contact, please call our office. EDC does not allow door drop offs/pick-ups. The student must be accompanied by an adult. Students are not released to anyone under the age of 18. We do not allow students to utilize ride share services, such as Uber and Lyft.**

### **Personal Property**

**Student's personal property, coats, clothing, school bags, etc. are the responsibility of the child. Program staff will take any personal property which remains after the session to the lost and found. The EDC program is not responsible for personal property**

### **Electronics/Cell phones**

**Extended Daycare follows the Mount Laurel Schools policy for cell phones and smart devices. They should be turned off and put away. We do not allow electronic devices such as hand-held game systems or iPads to be used in Extended Daycare**

### **Citation Policy-EDC only**

**Unfortunately, there are reasons the EDC office has to issue a citation or an expulsion from our program either from a short term or permanent basis. Our staff members will do everything possible to work with your family in order to prevent this policy from being enforced. After citation 3, your student will receive a one-week suspension from the program.**

### **IMMEDIATE CAUSES FOR CITATION/SUSPENSION/EXPULSION**

**The child is at risk of causing serious injury to another child or himself/herself.**

**Parent threatens physical or intimidating actions toward staff members.**

**Parent exhibits verbal abuse toward staff/child in front of enrolled children.**



## **PARENTAL ACTIONS FOR CHILD'S CITATION/SUSPENSION/EXPULSION**

**Failure to pay/habitual lateness in payments**  
**Habitual tardiness when picking up your child**  
**Verbal abuse to staff**  
**Verbal abuse to children**

## **CHILD'S ACTION FOR CITATION/SUSPENSION/EXPULSION-**

**Failure for child to adjust after reasonable amount of time**  
**Uncontrollable tantrums/angry outbursts**  
**Ongoing physical or verbal abuse to staff or other children**

## **SCHEDULE OF CITATION/SUSPENSION/EXPULSION -**

**If after the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.**

**The parent/guardian will be informed regarding the length of the expulsion period.**

**The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.**

**The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare. Failure for the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.**

## **PROACTIVE ACTIONS TO PREVENT CITATION/SUSPENSION/EXPULSION -**

**Staff will try to redirect child from negative behavior**  
**Staff will reassess environment, appropriate activities and supervision**  
**Staff will consistently apply consequences for rules**  
**Child will be given verbal warnings**

**Child's disruptive behavior will be documented and maintained in confidentiality**

**Parent/guardian will be given written copies of the citations that might lead to expulsion**

## **Weather-**

**The EDC program will operate on days when school is delayed due to adverse weather conditions. For example, if school is delayed 2 hours, then before care will be delayed 2 hours also. The EDC program will not operate if schools are closed. If the schools close for early dismissal due to weather, parents should make necessary arrangements for their children to be picked up from school or ride the bus home.**