

### Use of Electronic Communication and Recording Devices (ECRD)

If you allow your child to use their cell phones or any ECRD during the Before/After school programs please be advised of the following rules: No inappropriate material can be displayed on ECRD. No pictures can be taken during EHEP. No videos can be recorded during EHEP. No games can be played that involve/display weapons or graphic, violent images of any kind. No ECRD can be charged during EHEP. *Wee Kids* is not responsible for any personal items, including ECRD. **If you child is observed using their ECRD for any of the above reasons they will receive one warning and be asked to forfeit their ECRD for the remainder of that day's program. If your child is observed using their ECRD for any of the above reasons a second time, they will not be allowed to have their ECRD at EHEP for the remainder of the school year. Observed inappropriate ECRD use after your child's second warning will be grounds for expulsion from the EHEP program.**

Because of privacy rules and the sensitivity of this issue, we will be enforcing these rules without exception. Please speak with your children and remind them of these rules so we can prevent any future issues.

Hainesport School  
211 Broad Street  
Hainesport, NJ 08036  
609-267-1316

Wee Kids EHEP Services  
1299 Route 38 West  
Hainesport, NJ 08036  
609-518-7529 office  
609-694-9966 on-site  
www.weekidsehc.com

Email: hainesport.ehep@weekidsehc.com

\*Information contained in this handbook is subject to change and updates throughout the school year.

Wee Kids EHEP Services is a wholly owned subsidiary of Access Trading Corporation/ Wee Kids Early Learning Center.

We Won't Just Ask for Your Trust... We'll Earn It!

### Mission Statement

**To create a unique after school environment built on research and sound guidance. Our program will provide a comfortable setting for students to be creative, active, and social.**

### Introduction/Philosophy

The staff at Wee Kids EHEP Services would like to welcome you and your child to the Hainesport School's (HS) Extended Hour Enrichment Program (EHEP). Our philosophy is simple; we will be more than a babysitting service. At EHEP, we believe your child should benefit from their time after school. Our trained, experienced and caring staff help to promote your child's physical, social and creative development.

You, as a parent are very important to us, and we encourage your involvement in the program. It is vital that we maintain communication with you throughout the school year and encourage you to meet with us at any time regarding any concerns you may have. We are here to serve you!

At EHEP, we strive everyday to provide the very best care for your child. You will find that our expectations are as high as yours when it comes to providing a safe, and comfortable environment for your child.

### Program Regulations

#### Enrollment

Enrollment is open to children, in K through 8th grade, currently attending Hainesport School. It is our policy to accept children in compliance with the Americans with Disabilities Act(ADA), and any other applicable local, state, or federal laws pertaining to the provision of services to those with disabilities. We consider each child's situation on an individual basis and ask that you discuss your child's special needs with the director prior to enrollment.

#### Hours A.M. Before School

EHEP before school begins at 7:00 A.M. and ends immediately at the start of HS.

#### Hours P.M. After School

EHEP after school begins immediately following HS dismissal and ends at 6:00 P.M.

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### Scheduled Early Dismissal Days

EHEP will run from the scheduled dismissal time until 6:00 P.M. If your child normally attends EHEP on a day there is a scheduled early dismissal there will be no additional fee charged.

### Inclement Weather Related Closings/ Delayed Openings

If HS has a weather related closing EHEP will also be closed. HS's emergency closing number is **683**. Weather related closing information will normally be updated by 5:30 A.M. on our website at [www.weekidsehc.com](http://www.weekidsehc.com).

If HS has an emergency delayed opening or early closing there will be no EHEP program during the closure.

### Holiday Closings

Holiday observances and special closing days for HS and Wee Kids EHEP Services will be noted on the school calendar at the beginning of each new school year. When HS is closed due to a holiday or other scheduled day off, Wee Kids EHEP Services may provide care at our facility in Hainesport. There is a full day/week fee for this program. Space is limited so we do require you to call to check on availability. **This care is only provided on specific dates.**

### Tuition and Fees

An annual registration fee is charged each school year to cover administrative costs.

- Tuition is calculated on a yearly basis (Sept. - Jun.) and billed monthly in 10 equal amounts. Tuition must be received on the 20th of each preceding month.
- If tuition is not paid by the 20th of the preceding month, a late fee of \$15.00 will be charged for each week your account is past due.
- Your monthly fee does not include charges for drop in days at Wee Kids EHEP Services .
- If Wee Kids EHEP Services determines that the financial obligations agreed upon in the tuition contract cannot be met by the parent, Wee Kids EHEP Services reserves the right to cancel the contract without notice and seek legal means to collect unpaid balances.

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You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior. Use encouragement rather than competition, comparison or criticism.
- Over look small annoyances, and deliberately ignore provocations.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Hitting, shaking, or any other form of corporal punishment.
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- Engaging in or inflicting any form of child abuse and/or neglect.
- Requiring a child to remain silent or inactive for an inappropriate long period of time.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with the children. But it's worth it, because positive discipline works.

### OOL/GUIDELINES FOR POSITIVE DISCIPLINE/APRIL 2017

#### Withdrawal From Program-

Wee Kids EHEP Services requires 2 weeks notice if you plan to withdrawal from EHEP. If no notice is given, you will be billed for the 2 weeks following your child's last day in the program.

#### NJ DCF Expulsion Policy

Wee Kids ELC abides by the NJ State Expulsion policy which is outlined in DCF form 10:122-6.8 and is contained in your enrollment pack.

#### Termination From Program

Wee Kids EHEP Services reserves the right to terminate care of any child if it is determined, by Wee Kids EHEP Services , that a child's supervisory, physiological and/or psychological needs cannot be met by Wee Kids EHEP Services , and/or if the child is a danger to himself or any other student in the program or if the parent/guardian cannot fulfill the obligations agreed upon in the enrollment contract.

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### **Clothing**

Please provide warm outerwear on cool days as we try to go outdoors as often as possible. **Please label all of your child's belongings.**

### **Guidelines for Positive Discipline**

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights for the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and development needs of the child, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells the children what they should do. Punishment teaches fear; positive discipline teaches self-esteem. You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for the child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by interviewing when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time out by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

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**In order to maintain a high quality program, we must budget for on-going costs associated with our staff, facility and supply needs. To cover these costs, we will always charge a full month's tuition. No allowances or deductions will be made for absences, vacations, holidays or weather related closings.**

Payment can be made by cash, MasterCard, Visa, EFT or a check payable to Wee Kids EHEP Services. If a check is returned there is a \$30.00 returned check fee and we reserve the right to refuse future payments by check.

### **Late Fees**

EHEP ends at 6:00 P.M. We understand an occasional lateness, when picking up, may be unavoidable. We ask that you call us if you will arrive after 6:00 P.M.. and also pay a late fee of \$1.00 for every minute that you arrive after 6:00 P.M. Payment is due at the time you pick up your child and may be submitted to the supervising staff member.

### **Absences**

If your child is absent from school or is not going to be attending EHEP, please call Wee Kids EHEP Services. If we do not receive notice regarding your child's absence, we will contact you and/or work with school officials to confirm the location of your child.

### **Policy On the Release Of Children**

Each child may be released only to the child's parent(s) or those you listed as **Authorized Pick-up Contacts** in the enrollment packet. Those listed as an Authorized Pick-up Contact must be able to assume responsibility for the child in an emergency or if the parent(s) cannot be reached. If someone other than those listed on your child's authorized pick-up contact list will be picking up your child please notify us. Please update us on any changes of address, telephone numbers and/or cell phone providers that may occur during the course of the year. The safety of your child is of utmost importance to us.

If a non-custodial parent has been denied access, or granted limited access, to a child by court, Wee Kids EHEP Services shall secure documentation to this effect, maintain a copy on file and comply with the terms of the court.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of EHEP's closing, EHEP will ensure that:

1. The child is supervised at all times.

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2. Staff members attempt to contact the parent(s) or authorized pick-up contacts; and
3. An hour after closing time, provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the **24 hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)** to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up.

If in the judgment of the director and/or staff member, the parent(s) or person(s) authorized pick-up contact appear to be physically impaired and/or emotionally impaired to the extent that, the child would be placed at risk of harm if released to such an individual, EHEP shall ensure:

1. The child will not be released to the impaired individual.
2. Staff members attempt to contact the child's other parent or an alternative pick-up contact ; and
3. If the center is unable to make alternative arrangements, a staff member will call the **24 hour State Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)** to seek assistance in caring for the child.

### Medical - Injuries and Illnesses

Should a child become injured at EHEP, the parent will be notified verbally at pick up and or by an *Accident/ Injury Report* . If the injury is serious, the parent will be notified immediately. If immediate medical attention is required, paramedics will be called to transport your child to the nearest hospital and the parents will be notified immediately. There are CPR/BLS certified staff present during EHEP hours. If your child becomes ill at EHEP we will immediately notify you, the parent, to pick up or have your child picked up by an authorized pick-up contact. If your child is in severe pain or discomfort; has acute diarrhea or vomiting; sore throat or severe coughing; yellow eyes or jaundiced skin; red eyes with discharge; infected and untreated skin rash or skin lesion that are weeping or bleeding; difficult or rapid breathing; visibly enlarged lymph nodes; blood in urine; oral temperature is over 101.5 degrees Fahrenheit or generally does not feel well; your child cannot be at EHEP.

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Your child must also be fever free for 24 hours, before returning to EHEP. If a child is symptom free or has a doctor's note stating that he/she is no longer a serious health risk to himself/herself or another, the child may return to EHEP. If your child has one of the communicable diseases listed here, he/she may not return to EHEP without a doctor's note stating that the child is no longer contagious: COVID-19\* Chicken Pox\*, German Measles, Hepatitis A\*, Shigella \*, Strep Throat, Lice, Hemophilus Influenza\*, Meningococcus\*, Tuberculosis\*, Giardia Lambli\* , Salmonella\*, Impetigo, Scabies, Mumps \*, Measles\*, Tuberculosis\*, Whooping Cough\*

\* reportable diseases as specified in NJAC 10:122-7.10a

If your child is exposed to any reportable disease at EHEP, you will be notified immediately.

### Administration of Medication.

If medication is to be administered during EHEP, an *Individual Permission For Medication or Health Care Procedure* form must be completed.

### Snacks

We serve a nutritious snack daily at EHEP. We sometimes prepare a special snack so please let us know if your child has any food allergies. A peanut-free table is located at the program.

### Social Media Zero Tolerance Policy

Students/Parents/Employees are prohibited from posting any information pertaining to Wee Kid ELC on any social media sites. Prohibited material includes, but is not limited to, posts, pictures, videos, comments, blogs, tweets etc. having expressed or non-expressed information about Wee Kids ELC. Wee Kids ELC will pursue violators of this policy and seek prosecution for possible defamation under the fullest extent that the law provides.

### Toileting

Students enrolled in Wee Kids EHEP must be toilet trained. It is understood that rare accidents may happen. Parents of students that have soiled themselves during EHEP will be asked to pick up their student immediately.

### Wee Kids Website

Please check our website at [www.weekidsehc.com](http://www.weekidsehc.com) regularly for schedule information, forms and pictures/videos of your children!

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