

STAFFORD TOWNSHIP SCHOOL DISTRICT

Extended Day Program (EDP) Procedural Manual & Progressive Discipline Guide

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SECTION 1: PROGRAM OVERVIEW & PROCEDURES

1.1 Purpose & Admission

The Extended Day Program (EDP) provides quality, fee-based child care for school-age children (children age 3 (and toilet-trained) through Grade 6) at Stafford Township School District elementary sites. The EDP operates on all regular school days in conjunction with the district calendar.

Important Policy Notice: The Extended Day Program is an extension of the school day, and participation is a privilege, not a right. In accordance with Board Policy 5560 (Disruptive Pupils), pupils are entitled to an environment free from undue disruption. If the District determines that a child is unable to benefit from the program, or exhibits a pattern of conduct that hinders academic, social, or behavioral success for themselves or others, the District may suspend or terminate EDP services.

1.2 Attendance, Absences & Sign-In/Sign-Out

- **Sign-In / Sign-Out Protocols:** Parents/guardians or authorized designees must physically sign children IN for morning sessions and OUT for afternoon sessions. EDP staff sign students in upon transition from the school day to afternoon EDP.
- **Authorized Pick-Up & Photo ID:** Only adults listed on the child's contact list in Genesis will be permitted to pick up students. Photo identification is strictly required.
- **Impaired Authorized Individual:** If an individual picking up a child appears impaired to the extent that releasing the child may place the child at risk, staff will not release the child. Staff will contact alternative authorized contacts or the State Central Registry Hotline (1-877-NJ-ABUSE) if necessary.
- **Absence Notification:** Parents must notify the EDP office by 11:00 AM if a child will be absent from the afternoon session. Repeated failure to notify the EDP office of absences or schedule changes will result in dismissal from the program.
- **School Day Absences & Suspensions:** A student who is absent or suspended from regular school (for illness or disciplinary reasons under Policy 5600) may not attend the EDP on that day.

1.3 Late Pick-Up Policy

- **The EDP closes promptly at 6:00 PM.**
- A \$50.00 late fee per incident is assessed for pickups after 6:00 PM.
- EDP staff will attempt to contact parents 15 minutes prior to closing. If staff cannot reach a parent/authorized contact by 6:00 PM, local authorities (Stafford Township Police Department) and/or child protection services will be notified to assume care of the child.
- **Administrative Removal:** Five (5) late pickups within a single school year will result in mandatory termination from the program.

1.4 Payments, Fees & Disenrollment

- EDP is a prepayment program. Fees are due prior to each month of service.
- Failure to pay fees by the billed due date will result in immediate termination of child care services.
- Bus returns and drop-in services are billed at **\$25.00 per hour**. No credits or refunds are issued.
- **Program Withdrawal:** Written notice must be provided to the EDP office two (2) weeks in advance to drop a student from the program and receive a prorated fee. Otherwise, full monthly fees remain due.

SECTION 2: PROGRESSIVE DISCIPLINE FRAMEWORK

The EDP goal is to support children in developing age-appropriate self-control in a safe, respectful, and inclusive environment. Behavior expectations in EDP reflect Stafford Township Board of Education Policies 5560 (Disruptive Pupils) and 5600 (Student Discipline/Code of Conduct). Disciplinary responses are graded according to the severity of the offense, the student's developmental age and behavioral history.

When a student's behavior compromises safety or disrupts the program community, staff follow a progressive disciplinary structure. Depending on severity, steps may be escalated immediately.

Level	Infraction Examples	Standard Interventions & Action Taken
Level 1 <i>(Minor Disruptions)</i>	* Minor non-compliance / refusal to participate in an assigned activity * Mild verbal disruption or loud behavior * Minor misuse of equipment or supplies	* Direct verbal redirection & positive behavioral teaching * Logical consequences (e.g., brief movement of activity area) * Staff documentation of the incident
Level 2 <i>(Repeated or Moderate Misbehavior)</i>	* Repeated Level 1 infractions / chronic disruption (Policy 5560) * Disrespect toward staff or peers * Inappropriate language * Leaving designated activity area without permission	* Written Behavioral Incident Report provided to the parent/guardian * Mandatory Parent/Guardian conference/phone call with Site Coordinator/Director * Student Behavior Agreement / Support Plan created * Potential referral to Intervention Referral Team (IRT) or Child Study Team if applicable (Policy 5560/2417)

Level	Infraction Examples	Standard Interventions & Action Taken
Level 3 <i>(Severe / Safety Threat - Temporary Removal)</i>	* Physical aggression (hitting, kicking, biting, pushing) * Harassment, Intimidation, or Bullying (HIB - Policy 5512/5600) * Direct defiance or severe profanity * Vandalism of property * Repeated failure to abide by Behavior Contract	* Immediate removal from the group area and parent/guardian contacted for prompt pickup * Temporary suspension from EDP (1 to 5 days depending on incident severity) * Re-entry conference/phone call required prior to return
Level 4 <i>(Critical Infraction - Permanent Removal)</i>	* Severe physical harm/assault toward staff or students * Possession of dangerous objects/weapons * Continuous disruption impeding overall program operation (Policy 5560) * Accumulation of Level 3 suspensions * 5 Late Pick-ups in a school year	* Permanent dismissal/termination of EDP Services * Official notification provided to District Administration & Board of Education reporting as required

SECTION 3: BOARD POLICIES & MANDATED REPORTING

By enrolling in EDP, parents acknowledge adherence to District Board Policies:

- **Policy 5560:** Disruptive Pupils
- **Policy 5600:** Student Discipline / Code of Conduct

- **Policy 5512:** Harassment, Intimidation, and Bullying (HIB)
- **Policy 2720:** Equal Educational Opportunity / Program Integrity
- **Policy 8451:** Control of Communicable Disease
- **Policy 5620:** Expulsion / Student Discipline Protocols
- **Policy 5516:** Use of Electronic Communication and Recording Devices (ECD)
- **Child Abuse Reporting:** EDP staff are legally mandated reporters. Any suspected abuse or neglect will be reported immediately to Child Protection and Permanency (CP&P) / State Central Registry Hotline (1-877-NJ-ABUSE).