



**Northborough Extended Day Programs, Inc.**

Northborough Extended Day Programs, Inc.

School Age Childcare  
Parent/Guardian Handbook

2024~2025

School Year

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# **INTRODUCTION TO NEDP**

## **Welcome**

Thank you for enrolling your child in the Northborough Extended Day Programs (NEDP, Inc). This handbook is designed to give you information about our program and supply you with information regarding policies and procedures as required by the Massachusetts Department of Early Education and Care. Our private, non-profit organization provides after school care for children in kindergarten through 5<sup>th</sup> grade in each of the four elementary schools. We offer before school care for all four schools, it is housed at Lincoln Street and Peaslee Schools.

## **Our Philosophy**

At NEDP we believe that by providing an enriching, nurturing, and safe environment, children are afforded opportunities to help develop themselves, build friendships, develop creativity, and enhance self-esteem. A child's work is their play and through play children learn about themselves, others, and the world around them. Children develop and progress towards mastery of social skills, language, and communication skills, while increasing their physical and cognitive development

## **Goals and Objectives**

The goal of NEDP is to provide a stimulating, safe and nurturing before and after school care program for elementary children. We are committed to the development of the "whole" child by building a community that cares for and nurtures children emotionally, provides an enriching environment that stimulates and challenges children educationally and teaches values that provide the opportunities for social development.

There are opportunities for teacher-led as well as child-initiated activities. Our programs are designed to offer children highly interactive, engaging activities that stress skills acquisition, problem solving, exposure to new experiences and significant relationships with their peers and caring adults.

## **Licensing Information**

NEDP, Inc. programs are licensed by the Commonwealth of Massachusetts Department of Early Education and Care (EEC) and are mandated to uphold all the rules and regulations pertaining to school age childcare licensing. Parents/Guardians may contact EEC at the number listed below for information regarding this center's compliance history:

Region 3 – Central Mass Office

324R Clark Street, Worcester, MA 01606

Phone: 508-461-1440; Fax: 508-798-5181

<https://www.mass.gov/orgs/departments-of-early-education-and-care>

## **Statement of Non-Discrimination**

The NEDP shall not discriminate in providing services to children and their families based on age, race, religion, cultural heritage, political beliefs, national origin, marital status, special needs, sexual orientation, or disability. Reasonable accommodation will be made according to state and federal guidelines.

## **Parent/Guardian Involvement**

NEDP values the partnerships and relationships that are developed between the educators and the parents/guardians. We feel that our communication with parents/guardians concerning information about your child is a key component in providing the best possible care. The educators of NEDP are committed to open communication with parents/guardians. Your questions, suggestions, and concerns are important to the success of our program. NEDP has an open-door policy and parents/guardians are welcome to visit the NEDP programs at any time they are in session.

## **Administrative Information**

Executive Director	<b>Kim Allore</b> – <a href="mailto:kallore@town.northborough.ma.us">kallore@town.northborough.ma.us</a>
Assistant Director	<b>Danielle Dexter</b> - <a href="mailto:ddexter@town.northborough.ma.us">ddexter@town.northborough.ma.us</a>
Finance Manager	<b>Kelly McDonough</b> - <a href="mailto:kmcdonough@town.northborough.ma.us">kmcdonough@town.northborough.ma.us</a>
Administrative Office:	Northborough Extended Day Programs, Inc. Town Offices, 63 Main Street, Northborough, MA 01532 Phone: 508-393-7020; Fax: 508-393-6711
Department Website:	<a href="http://www.town.northborough.ma.us">www.town.northborough.ma.us</a> (click on town depts. then NEDP)

## **Staffing Information**

Our educators are mature, highly trained and chosen for their experience, creativity, and sensitivity to the needs of children. They are present to address children's individual needs, lead activities and facilitate each child's physical, emotional, and social growth. Staff are required to attend an in-depth orientation program at the beginning of the school year along with additional trainings throughout the school year. All NEDP staff undergo a background record check (CORI, DCF, SORI), and finger printing. All staff maintain First Aid and CPR certification. The minimum staff to child ratio is 1:13 as defined by EEC regulations. All NEDP educators meet the Department of Early Education and Care requirements.

## **How We Communicate**

Our main form of communicating important program information with families is through **ONE CALL NOW** communication system for emailing and receiving text messages. Parents/Guardians are required to **OPT IN** to the **ONE CALL NOW** communication system.

## **PROGRAM INFORMATION**

### **Locations**

Our location for the before school care program is held at Lincoln Street School and Peaslee Elementary School. Locations for after school care are held at all four Northborough Elementary Schools: Lincoln Street Elementary School, Peaslee Elementary School, Zeh Elementary School, and Proctor Elementary School.

### **Site Phone Numbers**

Parents/Guardians are responsible for notifying NEDP of their child's absence from the afterschool care program. For your convenience, a message may be left on the answering machine any time **PRIOR** to 2:30pm to report an absence.

- ❖ **Proctor Elementary School 508-393-7932**
- ❖ **Peaslee Elementary School 508-393-0090**
- ❖ **Zeh Elementary School 508-393-8427**
- ❖ **Lincoln Street Elementary School 508-351-7030 ext. 5**

### **Hours and Days of Program**

**Before School Care:** Monday through Friday only at Lincoln and Peaslee Schools -7:00am till start of school.

**After School Care:** Monday through Friday at all four sites - School dismissal to 6:00pm

### **Early Release Days**

We offer extended care on the Early Release days reserved for Open House and Parent/Teacher conferences. Only those children scheduled on the day of the Early Release may attend. The program operates from dismissal to 6:00pm. A separate registration and \$40.00 fee are required. The additional fee will be added to the following months invoice. Children are required to bring a bag lunch, snack, and a water bottle, unless otherwise specified.

### **Vacation Weeks**

February and April vacation weeks are held at one of the program sites and run Tuesday through Friday 8:30am to 5:30pm. Separate registration and a \$72.00 daily fee are required; we also offer a 10% sibling discount. These weeks will only be offered if the minimum enrollment numbers are reached and if there is adequate staffing for the week. We do not host a December vacation week. Children are required to bring a bag lunch, snack, and a water bottle. Please send your children with appropriate outdoor attire as we do go outside, weather permitting.

## **TUITION AND PROGRAM FEES**

### **Tuition Payments**

The tuition per month reflects 180 school days and is distributed over the 10-month school year into ten equal monthly payments. Childcare invoices will be **E-MAILED** to parents' mid-month from July through April.

- ❖ Monthly fees are due on the **first** of the month from August 2024 through May 2025.
- ❖ The payment due on August 1<sup>st</sup>, 2024, will be a deposit held as your June 2025 payment.
- ❖ Non-payment will result in termination of the program.
- ❖ There are no credits or refunds for absences, sick days, or inclement weather days.

### **Payment Options**

**Personal Check:** Make checks payable to **NEDP, Inc.** 1. You can put the check in the white drop box in front of the Town Hall in an envelope marked **NEDP, Inc.** 2. You can drop the check off at our office on the second floor of the Town Hall. 3. You can send us a personal check in the mail: **NEDP, Inc. 63 Main Street, Northborough, MA 01532**, 4. You can drop your check off at the **NEDP program** site at the Parent Table.

**Online Banking Through Your Bank** Set us up as a vendor:

**Name:** NEDP, Inc.

**Address:** 63 Main Street, Northborough, Ma 01532

**Account Number:** (you can find this on the attached invoice pdf on each monthly emailed bill)

**Memo field:** Child's last name

**Cash:** We accept cash at our office at the Town Hall on the second floor

### **Tuition Rates – 2024 ~ 2025**

Before School	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
1 Child	\$50	\$94	\$133	\$168	\$192
*2 Children	\$95	\$179	\$253	\$319	\$365

\*Includes 10% discount on each additional sibling.

After School	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
1 Child	\$117	\$217	\$314	\$400	\$453
*2 Children	\$222	\$412	\$597	\$760	\$861

### **Registration Fee**

There is a \$40 non-refundable registration fee per child for **NEW** NEDP families only.

### **Return Check Fee**

A \$7.00 fee will be charged for checks returned by the bank.

### **Late Pick-Up Fee**

Parents/guardians will be charged \$10.00 per child for the first five minutes and \$1.00 per child per minute from 6:00pm on. At 6:00pm parents/guardians will be charged this fee regardless of the circumstances of the late pick-up. Please call NEDP if you will be late. When you arrive, an educator will give you a late pick-up form that you are required to sign and return to them. The late pick-up fee will be added to your next tuition invoice. **This late pick-up policy will be strictly enforced.** If a child is not picked up one hour after the program ends, and we are unable to reach a guardian or emergency contact person, we will contact the Child-At-Risk Hot Line, as required by DCF.

### **Search Fee (for unreported absences)**

When a child does not arrive at the program on their scheduled day without prior notification from parents/guardians, this is considered a safety issue. Parents/Guardians of participants in NEDP are required to call the program **no later than 2:30pm** of that day to report an absence. If an educator searches for your child, you will be charged a fee that will appear on your next tuition invoice. The Search Fees are: **First search:** \$5.00, **Second:** \$10.00, **Third:** \$15.00, **Fourth:** \$20.00 and \$25.00 for the **fifth** no call.

### **Late Tuition Fee**

Tuition is due on the first of every month for the current month. If your payment is received ten or more days after the due date, a \$15.00 late fee will be charged to your account. This charge will be reflected on your next monthly invoice.

If tuition payments cannot be made, the parent/guardian must call or email the Finance Manager to discuss payment options. Failure to respond to and or adhere to the options agreed upon will result in the child's suspension from the program. Once all financial obligations have been met, the child may return to the program. Your child's spot will be held for one week only, readmission to the program will be contingent upon availability of space in the program.

***\*Please note: You will not be able to register your child for the upcoming school year's before/after school care program if you have a past due balance owed from the previous school year's before/after school care program.***



## **POLICIES AND PROCEDURES**

### **Notes to Classroom Teachers**

Parents/Guardians must send a note to their child's teacher at the beginning of the school year informing them of the days their child will attend after school care at NEDP. If your child has a change of plans (i.e., doctor appointment, a sporting event, or a change of days), a dated note must be sent to your child's teacher **AND** another note/phone message to NEDP so that your child can be directed accordingly at the end of their day.

### **Absence Notification**

Parents/Guardians are responsible for notifying NEDP of their child's absence from the program. For your convenience, a message may be left on the answering machine any time prior to 2:30pm to report your child's absence. **Parents/Guardians are responsible for notifying NEDP if their child is going to be absent at any time from NEDP.** Credit will not be given for occasional absences due to child illness, snow days, professional development days, and holiday closures.

### **Withdrawal Policy**

If you need to withdraw your child from NEDP you **MUST** fill out a **Schedule Change Request Form** **ON** or **BEFORE** the first day of the month to be effective on the first day of the following month. *Failure to provide the proper one month's notice will mean you are financially responsible for your original payment for that given month.* For example, if you are withdrawing on December 1<sup>st</sup>, the NEDP Administration Office must receive your schedule change request by November 1<sup>st</sup>.

**Please Note: Parents/Guardians who withdraw from the program after November 1<sup>st</sup>, will forfeit the entire June deposit.**

### **Reduction of Days**

A **Schedule Change Request form** must be received **ON** or **BEFORE** the first day of the month to be effective on the first day of the following month for any request to reduce days of care. *Failure to provide the proper one month's notice will mean you are financially responsible for your original payment for that given month.*

**Please Note: Parents/Guardians who reduce days of care after November 1, will forfeit a portion of the June deposit.**

## **Adding Days**

An increase in days can be added within 48 hours if space allows at the program. A **Schedule Change Request form** must be filled out and received at the administrative office before any changes to your child's schedule are approved.

**Please Note: Parents/Guardians who add days of care, your June deposit will also be increased to reflect your added days.**

## **Extra Day Request**

We will do our best to accommodate an occasional emergency in a parent's/guardian's schedule to allow a child to attend NEDP on a day not originally enrolled. If space allows for this extra day of care the fee of \$40.00 per day will be reflected in next month's invoice. The parent/guardian must fill out the **Extra Day Request form** and submit it to the Site Coordinator at least 24 hours in advance. You will be notified by the Site Coordinator if this request is approved or denied.

**You may pick up a copy of these forms at the program site or download a copy on our website at [www.town.northborough.ma.us](http://www.town.northborough.ma.us), click on Town Departments, NEDP, then NEDP forms.**

**\*Parents/Guardians must notify their child's teacher and school of ALL schedule changes\***

## **Professional Development Days**

All NEDP educators are required by the Department of Early Education and Care (EEC) to complete a certain amount of professional development/training days. NEDP is CLOSED on those days.

## **Inclement Weather Policy**

NEDP follows the school district's inclement weather closings. If schools are closed due to inclement weather, NO NEDP program will be held on that day. If there is a school delay, there is NO before school care program. If school dismisses early, there is NO after school care program.

If the weather deteriorates and if school is NOT dismissed, but safety remains a problem due to the late time of the program dismissal, NEDP will notify parents/guardians via the **ONE CALL NOW** system via text/email. An earlier pick-up time may be necessary, or the program may be cancelled for the afternoon. In the event those parents/guardians cannot be reached, emergency numbers will be utilized. No child will be left unattended. Credit will not be given for cancelled programs due to weather.

# **HEALTH AND SAFETY PROCEDURES**

## **Illness Policy**

NEDP follows the same illness procedures as the Northborough Public Schools. Children absent from school due to an illness must also be excluded from attending NEDP. Children may not return to the program if the following symptoms exist:

- ❖ A fever that exceeds 100 degrees
- ❖ Vomiting two or more times in the previous 24 hours at home
- ❖ Diarrhea
- ❖ Strep infections, until 24 hours after medical treatment and the child has been fever free for 24 hours
- ❖ Contagious illnesses such as conjunctivitis, impetigo, rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease

A note from the child's physician is required stating that treatment has begun, and the child is healthy before the child may return to the program.

## **Contagious Illness**

The program will post and inform parents/guardians of any contagious illness within the program. NEDP also requires that parents/guardians let the educators know of a contagious illness that their child has contracted.

## **Medical and Drug Administration**

Children with chronic medical conditions that require either an Epi-Pen or inhaler to manage the condition are required to have an **Individual Health Care Plan (IHCP)** signed by a licensed health care practitioner, as well as the necessary medication, on-site prior to the child starting care. Medication will only be administered under the following guidelines:

- ❖ Prescription medication will not be administered to a child without the written permission of a physician. There must be instructions stating specific dosage, number of times per day, and criteria for the administration. Standing orders for medication are valid for one year from the date signed. No medication will be administered if the product is expired.
- ❖ A parent must give consent to administer the prescription by completing an Authorized Medication Form which must be signed and dated.
- ❖ Medication must be given to a staff member upon the child's arrival at the program. All medication is secured within a locked area.
- ❖ All medication will be administered by the Site Coordinator or designated person.
- ❖ All medication must be in their original containers; no medication will be accepted in baggies or unlabeled prescription bottles.

- ❖ All medication is to be taken home the last day your child will be attending NEDP. If any medications are left at a site, NEDP will call the Massachusetts Department of Health to receive proper instructions on how to dispose of the medication.
- ❖ Any medication you wish your child to receive while at NEDP must have been previously administered to the child at home. This is to ensure your child does not have an allergic reaction to the medication.
- ❖ If the educators do not have written consent from both a physician and a guardian, they will not administer any medication to a child. There are NO exceptions.

***\*Please Note: Children WILL NOT be able to attend NEDP until the EEC required IHCP, Medication Consent form and any medications are received and approved by the Assistant Director at the administrative office PRIOR to the child's start date of the program.***

### **Over the Counter Medication**

Non-prescription medication will not be administered.

### **Child Injuries**

All NEDP educators are required to be First Aid/CPR certified. If an injury is minor and can be taken care of by an educator, appropriate treatment will be administered, and an injury report will be completed for parents to sign. If an educator feels an injury may require additional medical treatment (but not emergency care), parents/guardians will be notified immediately to pick up their child and decide if they wish to seek medical attention. In the case of an injury that requires immediate medical treatment, the following steps will be taken:

- ❖ An ambulance will be called.
- ❖ The parent/guardian will be notified.
- ❖ A NEDP educator will accompany the child to the hospital and remain with the child until a parent/guardian arrives.
- ❖ An incident report will be filled out and a copy will be made available to the parents.

### **Abuse & Neglect Policy**

For the protection of its children, families, and employees, NEDP has established the following policies to aid in the prevention and reporting of child abuse case:

- ❖ All children in before and after school care shall be protected from abuse and neglect. As childcare educators, all NEDP staff are mandated by the State of Massachusetts to report the suspected case of abuse or neglect to DCF. This includes the reporting of guardians who appear to be impaired by drugs and alcohol
- ❖ Any educator who suspects child abuse and/or neglect will be reported to the Executive Director immediately who will then contact the Department of Children and Families (DCF)

- ❖ All NEDP educators will cooperate fully in all investigations of abuse and neglect. Cooperation will include identifying guardians of children currently or previously enrolled in the program to EEC or any agency or person specified by EEC as necessary for the prompt investigation of any allegations.
- ❖ If a 51A report is made alleging abuse or neglect by an NEDP educator, they shall be relieved immediately of any responsibilities requiring direct contact with children until the DCF investigation is complete and until the Department of Early Education and Care clears the educator to return to work.

### **Mandated Reporter Policy**

All NEDP, Inc. staff fall under the MA guideline of Mandated Reporting and are mandated by law to report all incidents of suspected abuse or neglect of children under the age of 18 (according to MA Law (Chapter 119, Section 51A). Any evidence of potential child abuse or observation of inappropriate contact by a parent, educator, or other child will be reported to the Massachusetts Department of Children and Families.

### **Restraining Orders/Custody Issues**

If a restraining order is obtained against a particular family member or individual, we ask that you notify NEDP Administrative office and provide us with a copy of the order immediately. This gives NEDP legal backing to protect your child. Without such paperwork, we cannot be held accountable. These documents will be kept confidential.

### **Impaired Judgment**

If a Parent/Guardian arrives to pick up a child, and the educator's opinion is that the person's judgement is impaired due to alcohol and/or drugs, the NEDP reserves the right to refuse release of the child and is mandated to report the incident to the Department of Children and Families (DCF) and the Northborough Police Department.

### **Emergency Procedures**

In collaboration with the Northborough Elementary Schools and the Northborough Fire Department, NEDP has developed an Emergency Management Plan. This plan provides information regarding the procedures that would be followed in the event of a natural or technological hazard and the protective actions educators would take to protect the children in their care. All staff are aware of and trained in Emergency Procedures at each location.

## **NEDP PROGRAM INFORMATION AND POLICES**

### **Drop-Off Procedure**

The before school care program opens at 7:00am. Parents/Guardians are required to bring their child into the cafeteria to drop them off and sign their child in for the day. Children are dismissed and released to the school personnel at the start of their school day. *Currently, before school care is offered at Peaslee and Lincoln Street Schools.*

### **Pick-Up Procedure**

Children are dismissed from their classroom and are required to come directly to the cafeteria to be signed in by staff. For the first month of the program, Kindergarten children are escorted from their classroom by NEDP educators. When picking up your child from after school care, you must go into the program location to sign your child out, indicating the time of pick up. A picture ID must be shown, and you must be on the child's authorized pick-up list.

### **Playground Use**

The Department of Early Education (EEC) requires that all playgrounds provide adequate impact absorbing materials, and the depth of these materials must meet federal fall zone requirements. Playgrounds or sections of play structures failing to meet these requirements may not be used during NEDP program hours.

### **Progress Reports Policy**

As required by the Massachusetts Department of Early Education and Care, all parents/guardians with children enrolled in the NEDP program will be given a mid-year progress report.

### **Toys/Electronics from Home**

Children will not be allowed to bring any electronic devices to NEDP, including but not limited to items such as cell phones, handheld computer games, etc. Children may bring their school assigned iPad/Chromebook to use for homework use. Educators will not be responsible for lost or broken items from home.

### **Financial Aid Policy**

Financial Aid may be available to families if funding is available. Please contact the Executive Director, Kim Allore, at [kallore@town.northborough.ma.us](mailto:kallore@town.northborough.ma.us) for the Financial Aid application. NEDP also accepts the state childcare vouchers from SEVENHILLS [www.sevenhills.org](http://www.sevenhills.org).

### **Accommodation Policy**

NEDP believes that all individuals, regardless of their need for accommodation, should be integrated into our programs. However, there may be a particular need that our educators are not trained to manage or that our educator/child ratio is not adequate to serve. In such instances, the family or supporting agency will be asked to assist NEDP in finding and supporting an aide for the child or be referred to a program better suited to meet their needs.

### **Maintenance of Child's Records**

Each NEDP's child's record (enrollment form) is updated yearly.

### **Changing a Child's Record**

Any change in contact address or phone numbers, medical information, or authorized/unauthorized pick up must be immediately reported to the Assistant Director. A parent/guardian has the right to add or remove information from a child's file. However, all records must be complete for a child to be enrolled according to EEC regulations.

### **Confidentiality of Records**

All information in your child's record is confidential and will not be released without written consent from a parent/guardian.

## **PARTICIPANT BEHAVIOR EXPECTATIONS**

### **Anti-Bullying Policy**

NEDP follows the Northborough School district's Anti-Bullying Policy.

The Northborough Public School District and NEDP are committed to maintaining learning environments that are free from bullying, cyberbullying, and retaliation. Bullying, cyberbullying and/or retaliation is prohibited and may result in the imposition of disciplinary sanctions by the NEDP administration.

For purposes of this policy, bullying is prohibited:

- ❖ on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program (whether on or off school grounds), at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school; and retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also strictly prohibited and may result in long-term suspension from school.

NEDP will investigate all reports and complaints of bullying, including cyberbullying and will take prompt, effective action to end that behavior and prevent its recurrence. This policy includes

anyone associated with NEDP including but not limited to staff, administrators, parents, program participants, and guests.

### **Definition of Bullying**

"Bullying" for the purposes of requirements related to Chapter 92 of the Acts of 2010 legislation is defined as the following:

The repeated use by one or more students or a member of a school staff [aggressor(s)] of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to him/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of requirements related to this law, bullying shall include cyber-bullying.

### **Behavioral Management Policy**

At NEDP, we believe that children learn through play with their peers and with adults. As they are learning and growing, they may have some challenges with how to navigate different social situations or with managing their own emotions. We believe in fostering their own abilities to problem solve these situations with adult support. Educators will utilize strength-based approach strategies such as collaborative problem-solving techniques for on-going behavioral needs.

At NEDP, Inc., we also believe that “kids do well if they can”. If they are having a difficult time, they may be struggling with a skill that needs development. If a child needs additional support to be safe and healthy in the program for themselves or others, in collaboration with the child and parents/guardians, the Site Coordinator, Assistant Director, Executive Director, and if necessary, the school, will meet to create a plan that will address the concerns and work to be able to support the child in the program. A behavior plan will be written with the child’s parents/guardians to work collaboratively to meet the needs of the child. If the behavior does not improve as determined by the Site Coordinator, there will be a discussion with the Assistant Director, Executive Director, and the parents/guardians to determine whether NEDP, Inc. can continue to meet the needs of the child. Referral services will be discussed with the parents/guardians.



#### Forbidden disciplinary actions

- ❖ Corporal punishment, including spanking, is prohibited.
- ❖ No student shall be subjected to crude or severe punishments, humiliation, or verbal abuse.
- ❖ No student shall be denied food or shelter as a form of punishment.
- ❖ No child shall be punished for soiling, wetting, or not using a toilet.

In addition, no educators shall be subject to verbal or physical abuse by a child enrolled in NEDP. This includes cruelty, humiliation, foul language, and ridicule.

### **Standard of Student Behavior Policy**

All students that participate in NEDP programming are expected to behave in a respectful, kind, and safe manner. NEDP follows the Northborough School District's Student Code of Conduct: Students are expected to show a high level of respect for the rights of others and for authority, and proper regard for private and public property. Students are expected to conduct themselves in a manner that promotes a safe and orderly learning environment within the school. Students are expected to always engage in safe and appropriate behavior.

#### Students will:

- ❖ Show respect for their teachers, all other adults, all other students, and their property.
- ❖ Always follow requests and directions from teachers and other adult staff members.
- ❖ Not fight or engage in any other conduct or action that could harm another person in any way. Put-downs, mean comments, teasing, and bullying will not be tolerated.
- ❖ Use acceptable language in school. Profanity and obscene gestures will not be tolerated.
- ❖ Take care of school/NEDP property, including taking care of books, magazines, workbooks, and other materials, as well as not defacing or otherwise damaging school property or facilities.
- ❖ Not have in their possession any dangerous or disruptive objects.
- ❖ Not have or use electronic devices such as cell phones, MP3 players, iPods, iPads, and the like, while in the building or on field trips, except in accordance with the policies set forth in this handbook.
- ❖ Not sell, offer to sell, purchase, offer to purchase, or trade any item in school without specific permission from the principal.
- ❖ Follow all other rules established by the school.

Failure to meet any of these behavioral expectations will, at the discretion of the educator or administrator, result in a warning, suspension, educator/administrative/parent meeting. A violation of any of the above rules, which is sufficiently serious, may result in suspension.

## **Termination/Suspension Policy**

If the child's behavior poses a threat to him/herself, others and/or property, parent's guardians will be notified of the incident immediately. An Incident Report will be filed in the child's folder and a copy will be given to the parents/guardians within the same day, if possible. The Site Coordinator/Assistant Director will meet within the 24 hours period, the child may be suspended until the meeting occurs. At this meeting, the child's behavior will be evaluated and discussed. A plan of action may include establishing a plan for positive redirection of the behavior, implementing a behavioral plan, or making a referral to appropriate public school special education personnel and/or outside services. Parent/Guardian will be expected to meet the Site Coordinator/Assistant Director as needed following this meeting to discuss and review the child's progress in the program.

If the child's behavior continues to pose a threat despite the established interventions, immediate suspension from the program will occur. The child will be suspended from the program until a meeting with the parent/guardian, the Site Coordinator, Assistant Director, and Executive Director. This meeting will specifically document the child's readiness to function within the NEDP setting. The child's behavior will not compromise the safety of the educators and the other children. If a child cannot demonstrate safe and appropriate behavior despite all interventions, termination from the program will occur.

Please be advised that each individual child and situation is different. The incident/behavioral report process may be modified to adapt to a child or situation. A child may be immediately terminated from NEDP, without adherence to the above process if their behavior endangers their own safety or the safety of others in the program, including educators.

### **Children may be immediately terminated from NEDP, Inc. for:**

- ❖ Bringing weapons, drugs, or alcohol to the program
- ❖ Physically threatening and/or harming an educator or another child
- ❖ Displaying violent, uncontrollable behavior
- ❖ Leaving the group without permission from an educator
- ❖ Abuse or destruction of school and/or NEDP property
- ❖ Harassment, verbal abuse and/or intimidation (bullying behaviors)
- ❖ Theft
- ❖ If a child cannot be kept safe by refusing to remain in a supervised area
- ❖ Running away from or refusing to go to the designated program area.