FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Learn Together, Play Together

Become part of a family that supports fun, friendships and endless possibilities.

YMCA School Age Child Care Program
Family Handbook
2019-2020

Dear Parents/Guardians,

At the Y, "before school" program or "after school" program isn't just a safe place to hang out before school starts or when school lets out. The School Age Child Care Program is a comprehensive and FUN program. The Y takes pride in our work and we always look for ways to evolve to meet the needs of all children and families. We appreciate and respect the choice you have made for the Y to be the provider of care for your children. We recognize the incredible responsibility you have placed upon us and we will work tirelessly to meet your expectations.

This handbook has been designed to answer your questions, promote communication between our staff and your family, and to assist you in understanding our policies and procedures. By selecting the Y Program, you are giving your children the opportunity to benefit from a quality program founded upon YMCA tradition which provides fun, experiential learning activities that build on developing new skills and helping children feel successful.

Sincerely,

Katie Dudas
School Age Child Care & Camp Director

YMCA of Fanwood-Scotch Plains
1340 Martine Avenue
ScotchPlains, NJ 07076

Katie Dudas
School Age Child Care Director
908 889 8880 x125
Kdudas@fspymca.org

James McManus
School Age Child Care Coordinator
908 889 8880 x172
Jmcmanus@fspymca.org

Registration Process

All registrations must be done in person at the Y Welcome Center. The program application and registration fee are due at the time of registration.

Early registration is always recommended to ensure your child has a spot in our program.

School Age Child Care Program Admission Requirements:

1. Program Application
2. Registration Fee - $100 per child/per program (Please note: Morning Care and After Care are two seperate programs)

Fees

Registration Fee
The registration fee will be applied to June's tuition. If you withdraw your child from the program earlier than June, the registration fee will be applied to the last month your child attends the program (this requires 30 days written notice).

If 30 days written notice is given, the registration fee will be applied to your last month's tuition. If 30 days written notice is not given, a credit will be applied to your account and can be used towards other programming. The credit will be good for 1 year.

The registration fee is non-refundable.

Payment Plans
All payments are due on the 1st of each month, September through June. If alternate payment dates need to be arranged, please call or email the School Age Child Care Director.

Late Fee
A $35 late fee will be applied to all payments received after the 1st of each month, September through June. Any account is considered past due if payment is not made online or received at the YMCA Welcome Center by end of business day on the 1st of each month, September through June.

School Age Child Care Fees are listed in the Y brochure. Choose the option that best meets your family needs:
If you need to change your program option, this needs to be done in person at the Welcome Center and a SACC change form will need to be completed.

Payment and Attendance Policies

Payment Options -
Check, Money Order, Credit Card - MasterCard/Visa/Discover/AMEX.

Payment in full is due regardless of attendance, holidays or weather related closings. Credit is not given for days your child does not attend or for days the program does not open due to emergency closings, delayed openings or early closings. Days cannot be rescheduled.

Delinquent Accounts and/or Insufficient Funds
If payment is not honored the account must still be paid, plus a $25 service charge will be due.

All accounts with a balance due after the 1st of the month will also be charged a $35 late payment fee.
**Children will be unable to attend program until account is paid in full.*

Scheduled Payments –
Avoid all late fees! Schedule your payments online or at the Welcome Center. Monthly tuition will be drafted from either a bank card or a credit card on the first of the month, September through June.

Program Withdrawal or a Schedule Change—written notice is required.

School Suspension – Please note that should your child be suspended from school; your child is also not permitted to attend the program during that same time. This is in cooperation with the Scotch Plains – Fanwood School District.

Financial Assistance

Financial Assistance - Is allocated on a "first come, first serve" basis. Parents/guardians are responsible for the full program fee, until the amount of financial assistance to which you are eligible for has been announced. Recipients are responsible for any program fees not covered by the Y's Financial Assistance allocation.

Site Locations & Phone Numbers

Y Staff may be reached at each of the sites during program hours on the phone numbers listed below. Please leave a voicemail or text message if staff do not answer.

Brunner School - Westfield Road
908 956 4359

Coles School – Kevin Road
908 510 4292

Evergreen School – Evergreen Boulevard
908 889 5452

McGinn School – Roosevelt Avenue
908 654 9616

Park Middle School – Park Avenue
908 956 2480

School One – Willow Avenue
908 956 4643

Terrill Middle School – Terrill Road
908 510 4532

Program Operating Hours/Dates

The School Age Child Care Program operates on the same schedule as the Scotch Plains-Fanwood School District.
Before Care Program
7am until the start of school. If there is a delayed opening the Before Care Program will not be held.
Afterschool Program
School dismissal until 6:30pm.

Vacation Full Day Program

There is an additional registration form that will need to be completed and there is an additional fee required for children enrolled in the Vacation Full Day Program. The registration form will be available at the Y Welcome Center and online.

The Y will offer the Vacation Full Day Program on most school holidays. The program will be held at the Y Main Building on Martine Avenue.

Program hours are 7am until 6:30pm. Children need to bring a bagged lunch, swimsuit and towel each day they attend.

Register early, space is limited.

Early Dismissal Days & Snow Days

The Y will provide the After Care Program at each site on early dismissal days for all days that are noted on the district calendar.

The Y After Care Program will not operate on a day that the Scotch Plains-Fanwood Schools announce an early dismissal due to inclement weather. All children will need to be picked up from their school at the time of early dismissal.

If school is closed due to inclement weather, or another emergency, the Y will not offer a program on that day.

Credit is not given for days your child does not attend or for days the program does not open due to emergency closings, delayed openings or early closings. Days cannot be rescheduled.

Age Range of Children Served

Our program is designed to meet the developmental needs of children in Kindergarten through 4th grade at the elementary school level. And at the middle school level, 5th grade through 8th grade.

Staff Ratios

We maintain a 1:15 staff to child ratio as per the Y-USA School Age Child Care Program Guidelines and the New Jersey State Licensing Standards.

Program Goals

The YMCA Afterschool Program is designed to help children:

- Grow Personally
- Develop and Strengthen Values
- Appreciate Diversity
- Become Better Leaders and Supporters
- Build Skills
- Build Developmental Assets
- Lead Healthy Lives
- Improve Interpersonal Relationships
- Have FUN!

Daily Activities

The School Age Child Care Program provides children with developmentally appropriate activities that will enhance your child's confidence, enrich his or her social and physical development and encourage self-expression.

A healthy combination of individual and group activities are planned each week. Children are encouraged to give their input on what activities they would like to do.

A monthly schedule of activities is available at each site. Arts and Crafts, Go Green Activities, Games, Homework Time, Snack, Wellness Components, Nutrition and Outside Time are some of the daily activities that your child will have the opportunity to participate in at their site.

Core Curriculum Components

The YMCA of the USA School-Age Care Curriculum Framework was developed in partnership with YMCA of the USA, the YMCA of Greater Providence and the National Institute on Out-of-School Time.

These are the curriculum areas that our Y School Age Child Care Program Staff will use as the framework for planning daily, weekly and monthly activities:

- Arts and Humanities
- Character Development
- Health, Wellness and Fitness
- Homework Support
- Literacy
- STEAM
- Service Learning
- Social Competence and Conflict Resolution
- Cultural Diversity

Sample Daily Schedule

This is a sample of a daily schedule. Each site has their daily schedule posted.
3:00-3:30 Attendance and Snack
3:30-4:30 Homework
4:00-5:00 Outside Time/Enrichments
5:00-5:30 Activity Stations
5:30-6:30 Group Games/Activities

Character Development

The YMCA of the USA's Character Development Initiative incorporates the everyday values of Caring, Honesty, Respect and Responsibility into our programs.

40 Developmental Assets

The YMCA of Fanwood-Scotch Plains is committed to helping children and teens develop into healthy, caring and responsible adults. As a result, we have adopted the Search Institute's 40 Developmental Asset Model. The framework of this initiative is integrated into daily programming.

Homework Assistance

Children are provided with daily opportunities for Homework Time. Every family has different expectations of their child/ren in regards to homework.
We ask that all children complete at least one assignment for the day. Please speak to your child/ren site supervisor if you have any questions/concerns about what should be completed each day.

Y Staff will assist children with their homework. However, we ask that parents also look over their child's homework at home.

Daily Snack

All snacks we offer are planned in advance. A list of monthly snacks is available at each site.

If your child has any allergies or requires a special diet, we ask that you please note it on your registration form and make sure that your Site Supervisor is aware of it. We are required by licensing to post children's food allergies in the area where children are fed.

On days the children have a scheduled early dismissal day, the schools do not serve lunch. You will need to send a bagged lunch. If you forget to send a lunch, a Y staff person will call to see if you or someone is able to bring your child a lunch.

You will also be required to provide your child with a bagged lunch for the Vacation Day Full Day Program.
We do not have use of Microwaves or Refrigerators

Children with Special Needs

The YMCA of Fanwood-Scotch Plains operates within the provisions of all applicable laws, including those which provide protection to individuals with disabilities as well as to providers who care for such individuals. Y Programs welcome all children to the extent that it is reasonably able to do so. A child who requires measures that constitute a fundamental alteration to the program or other undue hardship, or a child that poses a direct threat to the health and safety of others, will not be able to participate in the program.

Prior to a child's admittance to the program, it is imperative that the School Age Child Care Director make an individualized assessment to whether the program meets the particular needs of the child within the noted guidelines. Upon receiving the child's registration form, our staff will be in contact with the parents/guardians for a preliminary In-Take Interview to gather all necessary and pertinent information to serve the participant to the best of our abilities and within the parameters of our programs' design.

If Y staff and/or the parents or guardians feel it necessary, a meeting will be scheduled as an opportunity for the Y staff and the parents/guardians to meet and discuss the situation.

Information will be shared with site staff, and follow-up calls and/or meetings with Program Director's will be arranged on an as needed basis.

Behavior Management Policy

Y staff will use positive behavior management techniques that are developmentally appropriate and adhere to the Y's Four Core Values of Caring, Honesty, Respect, and Responsibility.

Behavior Management Techniques

Y staff will:

1. Involve the children in the development of the "house rules."
2. Maintain consistent behavior expectations and reinforce the Y's Four Core Values.
3. Guide children by setting clear, consistent, fair limits for program behavior.
4. Use natural and logical consequences.
5. Redirect children to a more acceptable behavior or activity.
6. Use positive reinforcement, including a positive behavior recognition program.
7. Make eye contact and listen when children talk about their feelings and frustrations.
8. Guide children to resolve their own conflicts through the use of conflict resolution skills.
9. Use effective praise that is immediate, sincere and specific.
10. Modify and structure the environment to attempt to prevent problems before they occur.

Behavior Management Action Steps

1. "Personal Time" – removal of child from a situation for up to 5 minutes so they can regain control of their behavior.
2. Verbal or written communication to parent/guardian regarding a child's behavior.
3. A behavior write up

A child's behavior may result in the child being given a behavior write up.

Three behavior write-ups in any school year, results in the suspension of the child for 1 day. The parent/guardian is responsible for contacting the Site Supervisor/School Age Child Care Director to set-up an appointment to discuss the child's behavior.

If the child is reinstated and then receives a fourth behavior write-up, the Site Supervisor will suspend the child for a 3-day period immediately and termination may result.

4. Behavior Action Plan/Improvement Plan.

5. Suspension – Serious behavior problems will result in immediate suspension, and you will be responsible for picking up your child immediately.

6. Schedule of Termination—If the above recommended remedial actions do not work, the child's parent/guardian will be advised verbally and in writing about the behavior warranting expulsion. This action is meant to allow a period of time so that the parent/guardian can work on the behavior or to come to an agreement with FSPYMCA about next steps:

- The parent/guardian will be given specific expulsion date that allows the parent a reasonable period of time to seek alternate child care
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program

Policy on Outdoor Play

10:122-6.1 of the Manual of Requirements for licensed programs requires that outdoor play is a part of each child's daily activities, except in cases where there is severe weather conditions.

Please note, if a child is not well enough to go outside, the child should not be in attendance at the Y School Age Child Care Program.

Custody Issues

In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the School Age Child Care Director to set up guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of release of children in our care.

Parents/guardians are responsible for resolving any issues that may arise from their child's participation in our programs. The Y will not get involved in disputes. A child may be removed from the program until the parents/guardians are able to resolve their differences.

A late pick-up fee of $25 for the first fifteen minutes or any part of that time and $10 for each additional fifteen minutes or any part of that time. Continued lateness could result in termination from the program. For consistency, the program will use the clock at the site for time reference. It is critical to always contact the Site Director if you are going to be late.

If a child is not picked up by their scheduled time, we will attempt to contact parents or other authorized pick up. If the child still remains with at 7pm, staff members shall call the DYFS 24- Hour Child Abuse Hotline to seek assistance in caring for the child until the parents or others authorized can pick up the child.

Removal of Child from Program

There are times when it is necessary to remove a child from the program. Reasons for removing a child from the program:

- Non-payment of fees or failure to follow policies and procedures.
- Child is unable or unwilling to conform to program, rules and program guidelines and/or all reasonable alternatives for behavior management have been exhausted.
- Immediate withdrawal for blatant disregard to rules or extreme disruptive behavior by child or parent/guardian.
- Custody situations that involve parents that are unable to resolve differences as it relates to the Y program.

School Suspension – Please note that should your child be suspended from school; your child is also not permitted to attend the afterschool program during that same time. This is in cooperation with the Scotch Plains –Fanwood School District.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

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

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

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(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 the child.

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

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a 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.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Attendance, Drop-off & Pick-up Policies

Staff are not to be alone with children they meet at the Y. This includes all forms of communication (phone calls, e-mails, instant messages, social media, text messages, etc.).

Baby-sitting, sleepovers and inviting staff members to a child's home are prohibited unless one of the following conditions exists:

Staff and child's family have a relationship that predates the staff member's employment or volunteering with the Y.

Staff and the child's family have a relationship that predates the child's enrollment in the Y program.
Staff and the child or child's family are related.

If you have an existing relationship with a Y staff, you must contact the School Age Child Care Director so that appropriate disclosures and documentation can be completed.

The Y does recognize that there may be occasions when children ask a staff member to attend their sporting event, dance recital, etc. This is permitted as long as it is a public event and the child and staff member are never alone.

Staff are NEVER to transport children in their personal vehicles.

Upon drop-off or pick-up of your child, you must enter the site and sign the attendance sheet indicating your child's arrival/departure time. For the safety of your child, the staff cannot accept or release any child before he/she has been signed in or out properly by an adult (18 years old or older) that is on the child's application form. Please list everyone possible, including coaches, scout leaders, etc. ID is required by everyone until faces become familiar to staff.

Please see your Site Supervisor to add an adult to the registration form to prevent any pick-up problems. Additions to the list MUST be made in person. Remember that only the parent/guardian that signed the registration documents can alter the forms. We expect your full cooperation with this policy.

Our Program begins immediately upon the end of the school day. All the children are expected to go directly to the Y program upon dismissal. If s/he is involved in another activity (scouts, assisting the teacher, choir, etc.) they will report to the Y Program as soon as the activity dismisses.

Please inform your child's teacher in writing that your s/he will be attending the Y Afterschool program.

Personal Belongings

Please be sure your child does NOT bring items of value to the Y program (ex. electronic equipment, jewelry, etc.).

The Y is not responsible for items lost, broken, or stolen during program hours. Articles that are left behind at the end of the day will be placed in the "Lost and Found".

Policy on Returning to the Classroom

Please instruct your child to make sure they have all of their belongings before they leave their classroom at the end of the school day, as they are not permitted to return to their classroom.

Policy on Children as Teacher's Helpers

Permission is required if your child will be assisting a teacher after school. It is important that message is communicated to the Site Supervisor so s/he is aware of all children's whereabouts during after school hours.

Use of Technology and Social Media

Usage of cell phones or photographic devices is not permitted during working hours unless approved by supervisor. Photos require parental permission and are not to be downloaded to public websites. Photographs may only be used by the YMCA for purposes directly related to the program or YMCA.

Staff is not permitted to contact youth members or program participants for non-related YMCA communication via personal contacts, including, but not limited to email, text messages, phone calls, social networking pages or other communication vehicles. Staff shall not share their person contact information with any children participating in the YMCA programs.

NO PROGRAM PARTICIPANTS OF THE BEFORE OR AFTER SCHOOL PROGRAM SHALL BE PERMITTED TO BRING ANY ELECTRONIC DEVICES

Medication Policy

The Y does not administer over-the-counter medications to children. The Y staff will administer prescription medications that come in the original pharmacy container with original pharmacist label that includes the pharmacists phone number, child's full name, name of health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. You also must complete a Medication Release Authorization form that has been completed and signed by a parent/guardian including the following information:

- Child's name
- Type of medication
- Physician's name
- Instructions on amount of dosage
- Time to be given (Cannot write "as needed")
- Number of days to be administered
- Possible side effects

Please note that the Y staff are NOT allowed to give the first dosage of any medication. If a child refuses medication, then the incident will be documented and discussed with the child's parent/guardian.

All medication on-site is to be checked in with the Site Supervisor, so that it can be properly locked for the safety of the children.

Should your child require and inhaler or an EpiPen, Y staff will keep that medication in a safe location. Epi Pens must include allergy action plan from the physician's office. Asthma medication must include Asthma treatment plan completed by the doctor.

Health and Safety

The health and safety of the children in our care is our top priority. Even so, young children are often testing their physical limits making injuries inevitable. Y staff will verbally inform parents/guardians of any injuries that occurring during program hours.

If emergency medical care is needed... The First Aid Squad will be called for transportation. One of our staff will go in the ambulance with the child if the parent/guardian cannot get to the school first.

Nationwide Membership

A new nationwide membership program will allow our members to use other Ys across the country. The nationwide Membership is now available in NJ.

With the nationwide membership, all participating YMCAs will conduct regular sex offender screening on all members, participants, and guests. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation access.

All members, participants and guests are required to show their YMCA membership card or driver's license or they will not be permitted in the building.

Insulin/Inhalers/EpiPens

Children are not allowed to keep insulin, inhalers or epi-pens in their backpacks or with them while attending the program.

Such medications are to be given directly to the Site Director. We recognize the need for immediate access and therefore do not keep these medications locked as we do with all other forms of medication.

Sick or Ill Children

To ensure the well-being of all children, please be considerate. If your child is too sick to go outside, he/she is too sick to be at the Y Program.

Any child showing or developing symptoms such as fever, rash, diarrhea or vomiting will be excluded from the group and provided with an area to rest. Y staff will contact parents/guardians for arrangements to be made for pick-up.

Contagious Illnesses/Conditions

If a child has a confirmed case of a contagious illness/condition, s/he must be kept at home & the condition reported to the Site Supervisor. At the discretion of the Site Supervisor, parents/guardians may be asked to submit a doctor's statement prior to a child returning to the site.
The following conditions are examples:
Strep Throat
Chicken Pox
Hand, Foot, Mouth Disease
Impetigo

Head Lice

If head lice are detected while your child is attending program, the child will need to be picked up immediately.

A child with head lice is allowed to return to the program after treatment. Evidence of treatment includes no lice or nits, clean hair and scalp, and a note from the parent or physician stating the treatment used.

Emergency Procedures

Y staff are trained and prepared to activate emergency procedures in the event of severe weather, fire and/or other emergency conditions that require building evacuation or other immediate safety measures. In the event of such a situation, parents/guardians will be contacted.

Children's Records

Request for copies of children's records (attendance/payment history, etc.) can only be given to the parent/guardian that registered the child for the program.

Reporting Child Abuse

New Jersey law requires any person who suspects child abuse or neglect to report the case to the NJ Department of Children and Families at 1-877-NJ-ABUSE and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. Y staff will report all suspicions of child abuse or neglect.

How to Report a Problem

Open communication is vital. We are here to address and work through your problems and concerns. We encourage you to please report all problems or concerns to your child's Site Supervisor.

Problems and concerns can also be directed to Katie Dudas, SACC / CAMP Director @ 908-889-8880 x125 or kdudas@fspymca.org

New Jersey law requires staff from the Division of Children and Families to investigate a licensed child center when there has been a complaint made to the Division. If you believe that a child care provider fails to meet the requirements outlined in the summary of New Jersey Child Care Law and Rules, or if you have questions, please call the Division of Children and Families at 1-877-667-9845.

NJ State Licensing

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters.

The center may comply with this requirement: by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS) or by incorporating the required information in its own handbook, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center has a copy of the Manual of Requirements on the premises and will make it available to interested parents for review. If you would like to review our copy, please ask our Child Care Administrator. Parents may also secure a copy of the Manual of Requirements for Child Care Centers online at: http://www.state.nj.us/def/divisions/licensing/CCCmanual. PDF for a nominal fee by writing to the Bureau of Licensing, Division of Youth and Family Services, SN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the center or the meaning, application or alleged violations of the Manual Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing those concerns to our attention as well.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf or obtain a copy by sending a check or money order for $5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.
Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.
Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at https://www.cpsc.gov/Recalls. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

COMMUNICABLE DISEASE MANAGEMENT

According to New Jersey State regulations, a child exhibiting any of the illnesses or symptoms of these illnesses listed below shall not be permitted into the Center on a given day unless medical diagnosis from a licensed physician has been communicated to the program in writing, or verbally with a written follow-up, indicating the child poses no serious health risk to himself/herself or to the other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following. Parents are responsible for keeping us updated on current emergency phone numbers. SICK DAYS AND HOSPITALIZATION DAYS ARE NOT DISCOUNTED FROM ENROLLMENT FEES, EXCEPT WHEN A CHILD IS OUT FOR TWO CONSECUTIVE WEEKS AND A NOTE FROM A PHYSICIAN STATES A TWO WEEK ABSENCE WAS NECESSARY.

The following symptoms must be treated at home:

- Colored discharge from nose
- Severe pain or discomfort
- Diarrhea. Must have stopped for 24 hours before returning to school.
- Vomiting. Must have stopped for 24 hours before returning to school.
- Fever of 101.5 degrees Fahrenheit or higher. Temperature must be normal for 24 hours before returning to school.
- Lethargy that is more than expected tiredness
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Difficult or rapid breathing
- Infected, untreated skin patches
- Skin Rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling
- Stiff neck
- Lice (need to be nit free for 24 hours before returning to school)
- Having any excludable communicable diseases (See chart below)

Table of Excludable Communicable Diseases:
If a child is exposed to any excludable disease at the school – parents will be notified in writing.

Respiratory Illnesses:	Gastro-Intestinal Illnesses:	Contact Illnesses:
Whooping Cough	Campylobacter	Impetigo
German Measles	Escherichia coli	Lice
Hemophilus Influenza	Giardia Lamblia	Scabies
Meningococcus	Hepatitis A	Shingles
Mumps	Salmonella	
Strep Throat	Shigella	
Tuberculosis		

Chicken Pox (a note from the parent stating that all sores have dried and crusted is required)

If a child has already been admitted to the PROGRAM and any of the illnesses or symptoms listed above appear, the parent/guardian is *required* to pick up the child within *an hour* of the phone call. The child may return to the Program once they are symptom free for 24 hours or a note from a licensed physician states the child poses no health risk either to her/himself or other children. A child who contracts an excludable communicable disease may not return to the program without a health care provider's note stating that the child presents no risks to himself/herself or others.
A CHILD, WHO IS NOT WELL ENOUGH TO PARTICIPATE IN DAILY ACTIVITIES, MUST NOT BE SENT TO THE PROGRAM!
(This would include but not limited to: not allowing your child to play outside, due to cold/allergies.)