



Family Handbook

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MISSION STATEMENT

The mission of HADDONFIELD CHILD CARE is to inspire creativity, promote mutual respect, and encourage opportunities for enriching the lives of children while providing a safe, caring environment in our before/ after school programs and EDKP.



HCC PHILOSOPHY

HCC is devoted to the children of Haddonfield. We strive to help children develop in a safe and positive environment as well as support and strengthen the family unit. We encourage and develop your child's confidence, self-esteem, sense of community, and leadership skills.

LICENSING (see Appendix 5)

HCC is licensed through the State of NJ, Department of Child and Family Services. Our programs meet or exceed all licensing requirements, including qualifications and ratios of staff. A letter of Information to Parents required by the Office of Licensing is included in your registration materials. All licensing documents are available at every program site.

ENROLLMENT POLICY

Haddonfield Child Care is a private, not-for-profit organization founded to provide care for kindergarten through eighth grade children before and after their regular school hours. All children must be fully enrolled with HCC prior to their first day of attendance. HCC is a separate entity from the Haddonfield School District, and enrollment, tuition, policy-making, and staffing are at the discretion of the Haddonfield Child Care Board of Trustees.

HCC services the following Haddonfield Schools:

- J. F. Tatem School
- Elizabeth Haddon School
- Central School
- Haddonfield Middle School



Children must attend the program at the same school they attend. The only exception is:

- Kindergarten children enrolled in EDKP, will be transported from their home school to a location where the EDKP program is housed.

EDKP (Extended Day Kindergarten Program)

EDKP is a kindergarten wraparound program, available to children enrolled in the Haddonfield Public School; enrollment is on a first come, first served basis.

PROGRAM SCHEDULE

HCC will follow the Haddonfield Elementary School calendar. Please check the Haddonfield Public Schools calendar for starting and ending dates, school closings, and early dismissal days.

HCC Before School Program operates from 7:30am to 8:30am.

HCC After School Program operates from 3:00pm to 6:00pm or 12:30pm to 6:00pm on the school's half day schedule.

EDKP operates 8:30 am to 11:45am and 11:10am to 3:15pm

EDKP also offers Before School care for those children coming to the morning program – 7:30am to 8:30am.

HCC follows the Haddonfield School District's inclement weather closing policies. HCC programs are not in operation during school holidays and summer vacation.

EDKP

If your child attends **A.M. Kindergarten**, an EDKP staff member will meet the children at 11:10am and escort them on the bus to the EDKP location. **AM Kindergarten** children needing before school care may attend the before school program at their own elementary school. At 2:20pm our HCC staff accompanies them on the bus to return to their elementary school for 3:15pm pick-up or to attend the After School Program.

If your child attends the **P.M. Kindergarten**, you may drop your child off to the EDKP classroom as early as 7:30 am to join in the before school program. The EDKP session begins at 8:30 am. At 11:45 am our HCC staff accompanies the children on the bus to be dropped off at the three Elementary Schools for afternoon Kindergarten. The children may be enrolled in the HCC after school program at their own elementary school.

HCC contracts with a transportation company for school bus services to/from EDKP. Our regular bus is equipped with seat belts, and HCC staff ride on the bus with the children. On rare occasions, the bus may be delayed due to traffic conditions, or severe weather conditions. The schools will be notified in the event there is a schedule disruption.

TUITION

Your HCC tuition includes daily care, activities, materials and supplies. In the case of EDKP it also includes daily school bus transportation.

Billing is done by e-mail to the person designated as financially responsible on the registration form. It is the responsibility of that person to notify HCC of any change of e-mail or home address. Failure to provide such notification does not forfeit responsibility for payments due. Divorced or separated parents must make the designation as to who will receive the bill; the designated person will be financially responsible for submitting payment. We are not able to send duplicate bills, nor can we split charges; however, payments may be sent separately by multiple persons to be applied to the child/family's account.

Parents/Guardians are provided with a fee schedule describing the various charges covering both regular monthly tuition as well as the fees for additional (per diem or unscheduled) charges.

There are no refunds, credits, exchanges of days for illness, vacation, closures due to weather, other emergencies, holidays, or other school closing days falling on your regularly scheduled day.

All matters related to billing/scheduling must be discussed with the Bookkeeper, Executive Director, or Assistant Director. **Program Staff are not permitted to accept tuition payments, nor attempt to resolve billing problems or schedule changes with parents.**

REGULAR TUITION

Tuition is a yearly figure, which is divided into ten equal installments.

Tuition is billed monthly for the upcoming month. The first month's tuition must be paid before a child may begin attending.

A security deposit representing one full month's tuition is required upon enrollment. This deposit will be applied to the last month of program attendance. Withdrawal from the program without required notice will result in loss of this deposit.

Payments may be made in person at the HCC Office, located in the Lutheran Church of Our Savior, Wayne Avenue and Wood Lane in Haddonfield or mailed to our PO Box address. We also provide automatic payment options.

Payment is due on the first of each month. If payment is not received by the close of business on the seventh of the month it will be subject to a \$15.00 late charge. Should tuition remain unpaid on the last day of the month, the child will not be able to attend the next scheduled day, and will be taken to the school office if they arrive at the program. The school principal will be notified

that your child is unable to attend. Re-admission will require payment in cash, credit card, certified check or money order.

Any remaining balance at the end of the school year will result in refusal of future admission until all financial obligations have been met.

Reduced fees are available for families with multiple children enrolled in the program. The discount is given on the lesser tuition or the non-EDKP child. A five-percent discount is offered to families who pre-pay tuition for a five-month period, either the security deposit plus September to December, or January to May. The same discount applies to lump sum payments of the full year tuition.

Checks returned by the bank will be re-deposited once; if returned again payment must be made by cash, certified check or money order within five business days. Parents will be charged for any fees incurred due to returned checks.

SCHEDULE CHANGES AND WITHDRAWALS

All changes in schedules must be given in writing to the HCC Office by the 15th of the month prior. If proper notice is not given a fee will be assessed. Once a care schedule has been designated for the month, a month's full tuition is obligated for that month. No refunds will be given for mid-month withdrawals or enrollment reduction. Changing from a regular schedule to per diem is not considered a schedule change; it requires the same notice as a withdrawal.

All tuition will be reimbursed in December, March, and June.

Switching of days is not permitted. Any non-scheduled days attended will be billed at the per diem rate.

If withdrawal from the program or change to per diem is necessary, notice to the HCC Office must be given in writing by the first of the month prior to the change in status.



TUITION ASSISTANCE GRANTS

Through community fundraising, the HCC Board of Trustees provides a limited amount of funding each year for the Tuition Assistance Grant (TAG) Fund.

APPLICATION FOR TUITION GRANTS

Parents/guardians wishing to apply for TAG funds may request appropriate application materials from the HCC Office. TAG awards are granted in early August. Applicants must fully complete and return all parts of the application including supporting documents by July 30th in order to be considered for a fall grant. Grants are awarded based on relative need among applications submitted and the funds currently available.

Parents/guardians who wish to apply for TAG funds later in the school year should contact the Executive Director regarding their circumstances and availability of funds for later grants. TAG applications received any time after the summer meeting will not be reviewed by the committee until December.

HCC relies on contributions from the community and businesses for funds to support the TAG program. All contributions are tax deductible to the extent provided by law. To find out how you or your employer can contribute to the TAG Fund, either as an annual gift, a matching gift, or to honor or memorialize someone, please call the office for more information.

DROP OFF AND PICK UP

BEFORE SCHOOL PROGRAMS

HCC complies with the licensing guideline of having all children accompanied by an adult and signed in to the before school programs. Staff members are not permitted to accept children prior to 7:30 am.

AFTER SCHOOL PROGRAMS

HCC complies with the licensing guidelines of having all children signed out of after school programs by a parent/guardian or other authorized person. (See Appendix 1)

Parents/guardians are encouraged to name as many authorized persons as they wish when completing the emergency forms. Authorized persons must be 18 years of age or older. If

parents want a sibling under the age of 18 to sign out their brother/sister HCC must have permission in writing to release the child to the sibling.

In an emergency every attempt will be made to first reach the parent/guardian. If we are unable to reach a parent, HCC will contact one of these authorized emergency contacts.

Any additional authorizations/deletions occurring through the year must be given in writing.

Parents/guardians and other persons picking up children will be asked to produce photo identification until all site staff are familiar with them. Please remind anyone new picking up your child to bring photo identification with them to the program.

In the case of separated or divorced parents a valid court order signed by a judge is required in order to restrict one parent's right to visit or pick up a child. A copy of such order must be given to HCC to be retained in the child's file and kept current as changes are made.

Once a child has been signed out of a program by a parent/guardian or other authorized person, the safety of the child becomes the responsibility of the person signing him/her out.

LATE PICK-UP

All children must be picked up by their scheduled departure time. This applies to 3:15pm (EDKP only), 5:00pm or 6:00pm pickup times. All parents arriving after their scheduled pick-up time will be required to sign a late pick-up form verifying the actual time of arrival. The form will be forwarded to the HCC office for further action.

If you call prior to the 5:00pm pick-up that you will be late a flat \$10 rate will be charged. For 6:00pm pick-up or 5:00pm with no prior notice the fee charged will be \$10 per 15 minutes with a maximum of \$30. Lateness three or more times in a semester for 5:00pm pick-up without notice will result in automatic change to 6:00pm going forward. Lateness twice in a semester for 6:00pm pick-up will result in a warning and the third time may result in termination from the program.

If you know you will be late, it is also important to call so that we can reassure your child, as he/she is usually aware of the time and may be worried about you. This is also a courtesy to our staff who may have plans immediately after work that will be affected.

If we have not heard from a parent/guardian, and are unable to locate anyone to pick up a child by one hour after closing time, the Executive Director may, at his/her discretion may choose to consult with the police and/or Department of Children and Families for instruction as to how to proceed.

RELEASE TO AN IMPAIRED INDIVIDUAL

HCC follows the Department of Children and Families guidelines prohibiting release of a child to an individual suspected to be impaired due to drugs or alcohol. If a parent/guardian or authorized person appears to be physically and/or emotionally impaired to the extent that in the judgment of the Executive Director, Assistant Director, and/or Program Supervisor the child would be placed at risk of harm if released to such an individual, we may not release the child to that person. Staff members will attempt to contact the child's other parent or alternate person authorized by the parent(s)/guardian(s). If we are unable to make alternate arrangements HCC will call the Child Abuse Hotline to seek assistance in caring for the child.

This is a very subjective decision, but for the safety of the child HCC reserves the right to refuse to release a child to anyone under suspicion of impairment. Should a dispute occur regarding release in such a circumstance, the police department may be called to make the final decision.

SUSPICION OF CHILD ABUSE/NEGLECT

Please be aware that the staff and administration of HCC are considered mandatory reporters, and HCC will follow all applicable laws/regulations regarding suspected child abuse and/or neglect.

CONDUCT AND BEHAVIOR (see Appendix 2)

Regular school rules of behavior apply to the HCC program, and all children participate in the development of rules specific to their program. In order for our programs to be effective, parents/guardians must be supportive of the actions of the staff and administration. Parents/guardians should discuss the rules with their children to affirm their importance and the expectation that children will follow them.

SPECIAL ACCOMMODATIONS

HCC strives to accommodate all children who are enrolled in the schools we serve. Acceptance of all children is conditional upon the child's ability to participate safely and appropriately within the current structure and curriculum of the program involved. For some children the HCC program structure may not be appropriate. We reserve the right to remove a child whose behavior poses a risk to the child, other children, or staff.

CURRICULUM

We provide many occasions for children to participate in planning activities, and encourage the children to feel ownership of the programs. Within the structure of the day's planned activities, the children have the opportunity for many choices. We strive to have them participate in outdoor play on a daily basis.

Our activity plans are designed to promote the social, emotional, and academic growth of our children. A monthly calendar of activities planned for the after school program at each program site will be available to parents.

Due to the use by HCC of shared spaces within the schools there may be times when our activities must be changed, adapted, or moved due to conflicts with other groups using the buildings. Every effort is made by the principals and HCC to avoid such conflicts. However, parents must understand that we are guests in the buildings and other school programs may be given priorities.

TECHNOLOGY USE

HCC does not permit the use of cell phones and hand held video games or other technology from home. Children will be asked to keep such technology in their backpacks if they must be brought to school.

HOMEWORK



HCC provides time for homework each day, however we cannot guarantee that your child's homework will be completed prior to pick-up.

Every effort will be made to supply an appropriately stocked, quiet area to facilitate an optimum environment for children during homework time, within the constraints of shared school space and staffing. Staff will not act as tutors, but will assist children as possible.

Upon enrollment, each family will be asked to complete a Homework Agreement. This will serve as the basis for each child's participation in our homework period, and will be followed unless parents/guardians choose to revise it during the year or on specific occasions.

Children participating in homework time will be expected to behave appropriately and respect the need for quiet. HCC may suspend or terminate a child's participation in homework time for repeated failure to abide by the rules established by the Program Supervisor at that site.

HOLIDAY CELEBRATIONS

HCC recognizes that children and staff enjoy celebrating traditional holidays. We attempt to be inclusive and multicultural in our holiday celebrations, and to encourage children to share the varied traditions and activities of their families. Every effort is made to emphasize secular celebrations and keep religious references balanced and to a minimum. No child is ever required to participate in a holiday-based activity that they are uncomfortable with or to which a parent objects.

STAFF BABYSITTING

Due to potential liability issues we do not permit our staff to sign a child out or to baby-sit while they are employed with HCC.

GENERAL COMMUNICATION

Every effort will be made by HCC to facilitate effective communication with parents. Each program will employ a "Parent's Corner," with information particular to that site. Activity calendars will be posted, the Licensing Manual will be available, and other written notices will be placed in this location for distribution. Some information may be e-mailed to parents. Please check at your program site as well as your e-mail to keep abreast of important information.

The HCC website, www.haddonfieldchildcare.org, is another source for information about the program. Every effort will be made to keep the information on the website up-to-date.

Should an incident occur relating specifically to your child, the Program Supervisor will put the information to you in writing in the form of an Incident or Accident Report. If a child sustains a head or face injury the parents/guardians will be called in a timely fashion.

EDKP parents/guardians will be provided incident updates via email. Parents/guardians are encouraged to discuss any questions/concerns generated by such reports with the site staff first, but may feel free to request further clarification from the Executive Director if questions remain.

PARTICIPATION IN OUTSIDE ACTIVITIES

Parents/guardians must notify HCC in advance, in writing, if their children wish to participate in any outside activities during program time. Forms describing the details of the planned outside activity, whether on or off-site, must be completed and turned in to the HCC Office. These forms are available on the HCC website and at the program sites for your convenience.

SCHOOL-BASED ACTIVITIES

Children attending HCC who participate in a school-based after school activity must report first to the HCC after school program to be checked in, and then go directly to the school-based activity. HCC must know the time the activity is expected to end and children must return to check in with the HCC staff immediately upon dismissal from the activity.

OFF-PREMISES ACTIVITIES

Children who will be attending an off-premises activity (scout trip, class party, athletic practice, etc.) must be signed out by an authorized adult. The authorized person must later sign them back in if it is necessary for them to return to the program. The HCC Office must be notified if your child will be participating in any such activities.

HCC is not responsible for the safety of the children during the time they are engaged in or traveling to/from out-of-program activities.

MEDICAL CONCERNS

ADMINISTRATION OF MEDICATION



It is HCC policy that staff generally may not administer any medication, either prescription or non-prescription. Exceptions will only be made in extraordinary cases of a chronic or life threatening nature, and only after adequate notice and thorough review of the circumstances with the Executive Director. Administration of medication may not begin until a complete care plan has been written and signed by the child's physician. All care plans and medication must be brought to the HCC Office. The Executive Director will then sign-off on the plan and distribute the file and medication to the Program Supervisor. All medication must be in its original container and prescription must be in the original pharmacy packaging with child's name. Please note that medication may not be shared between the school nurse and the HCC program.

Parents/Guardians are asked to take any remaining medication home when the need for the medication ends, at the end of the school year, or if the child is withdrawn from the program. Medication remaining with HCC one month after such time will be disposed of or destroyed.

No child is allowed to carry or administer their own medication.

EMERGENCY MEDICAL PROCEDURES

In the event of a minor injury on site, the staff will administer basic first aid, and depending upon the degree of the injury, the parent/guardian will be called and an accident report will be given to the parent/guardian (or other pickup person with prior authorization to receive such reports) upon arrival.

In the case of a fall from a height, a possible head injury, or a bite which breaks the skin, parents/guardians will be notified immediately.

In the case of a serious injury, the Program Supervisor, in consultation with the Executive Director/Assistant Director, may judge that additional medical care is needed. Every attempt will be made to contact the child's parent/guardian, or other authorized person to discuss options for further care. In the case of an injury or acute illness deemed very serious or life threatening by the staff, HCC may call 911 immediately and turn the decision over to Emergency Personnel.

HCC maintains accident insurance secondary to the family's own policy to cover injuries which may occur at the site during program hours and which have been reported to program staff. Parents wishing to utilize this secondary insurance coverage for injuries occurring at the program should contact the Executive Director to request the appropriate claim forms. Additional details regarding the injury and medical treatment may be needed in order for HCC to assist you in filing a claim.

EMERGENCY/DISASTER PLAN

HCC has developed an Emergency/Disaster Plan for response to emergencies, disasters, or other traumatic incidents which may occur during program hours or have an impact on the children enrolled in our program. This plan was developed in accordance with best practices and coordinated with the plans followed by the school district.

Due to the sensitive nature of the information contained in the plan, it is not available to the public. However, parents/guardians may be assured that it has been reviewed and approved by the HCC Board of Trustees, and by the school district administration.

PARENT VISITATION (see Appendix 5)

HCC has an open door policy. Parents/guardians with children currently enrolled in the program may visit at any time during program hours, with or without prior notice.

BOARD OF TRUSTEES

A Board of Trustees, comprised of current or past program parents as well as interested community members, oversees HCC. Each school served has a parent representative on the Board of Trustees. Having a parent board gives HCC a unique sensitivity to the needs of parents and families.

A limited period of time open to the public will be made available at the start of each board meeting with prior notice. Due to the potential for the compromise of confidentiality, some portions of Board meetings may be closed to the public. Parents, guardians or others are asked to contact the Board President or the Executive Director in advance if they wish to be on the agenda to address the Board at an upcoming meeting.

Parents/guardians interested in being part of the strategic planning and policymaking processes of Haddonfield Child Care are encouraged to contact the Board of Trustees about openings on the Board. The full Board meets approximately every 8 weeks. Elections are held each spring for the upcoming school year. Parents/guardians or others interested in serving on the Board should contact either the HCC Office, or the Board member who represents their site.

Revised 10/17

APPENDIX 1

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 judgement 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 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).

Appendix 2

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children 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 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 each 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 intervening 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
- 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."

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
- Use encouragement rather than competition, comparison or criticism
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view
- Be loving but don't confuse loving with license

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any 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
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

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

Appendix 3

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting and expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN

- Made a complaint to the Office of Licensing regarding a center's alleged violations of licensing requirements
- Reported abuse of neglect occurring at the center
- Questioned the center regarding policies and procedures
- Without giving the parent sufficient time to make other child care arrangements

PROACTIVE ACTIONS CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- | | |
|--|--|
| *Try to redirect child from negative behavior | * Document the child's disruptive behavior and maintain confidentiality |
| *Reassess classroom environment appropriateness of activities, supervision | * Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion |
| *Always use positive methods and language while disciplining children | * Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behavior |
| *Praise appropriate behaviors | * Give the parent literature of other resources regarding methods of improving behavior |
| *Consistently apply consequences for rules | * Recommend an evaluation by professional consultation on premises |
| *Give the child verbal warnings | * Recommend an evaluation by local school district study team |
| *Give the child time to regain control | |

Appendix 4

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center the child will be removed from the group and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eye with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff Neck

Once the child is symptom free or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, the parent/guardian will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, and a complete list of reportable excludable communicable diseases can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Appendix 5

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under Provision 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 & Your 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 regulation). The regulations cover such areas as: physical environment/life-safety; staff qualification, 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 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 you 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 periods. Let us know if you wish to review them and we will make them available for you review or you can view them online at <https://data.nj.gov/childcareexplorer>.

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 trip.

Our center is required to provide reasonable accommodation 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/.