

## 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://childcareexplorer.njccis.com/portal/>.

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 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/](http://www.state.nj.us/dcf/).

# 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 eyes 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, parents 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, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

## **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).

## **Parent copies for required acknowledgement**

**This packet contains policies written by Harrison Kids Extended Care Management that Parent/Guardians must acknowledge receipt of.**

# Technology, Video Surveillance, and Social Media Policy

**Policy Purpose:** This policy outlines Harrison Kids Extended Care’s policy on technology and social media use by Staff, Parents and Management.

**Policy Audience:** Parents/Guardians, Staff, Management

## **Policy:**

1. In General, Harrison Kids Extended Care Management will focus its use of Social Media on general communications and marketing activity.
2. Social Media and WWW Presence of Harrison Kids Extended Care
  - a. Harrison Kids Extended Care will maintain a Facebook page.
  - b. Harrison Kids Extended Care will maintain a website.
3. Harrison Kids Extended Care’s **Management** may, from time to time, post text-based messages, photos, and/or short videos of our program for the enjoyment of our parent group and others who follow us on Social Media.
  - a. Harrison Kids Extended Care management will not “tag” or identify any child, or parent/guardian of a child, who is present in a photo or video.
4. NO STAFF member may post pictures or videos with tags or identifying information about students at Harrison Kids Extended Care unless the student is a dependent family member and no other student is present in the image.
5. No Staff or parent/guardian will post disparaging remarks, harassing comments, offensive terms or language, about the program, staff, or students of the program
6. While visiting the facility, parents of enrolled children may take pictures or video of their child engaged in activities.
  - a. **Parents are not permitted to post, on any social media platform, pictures or videos which include any other student enrolled in the program.**
7. Harrison Kids Extended Care may utilize video surveillance and video recording for safety and security of our students, staff and facility.
8. Any breaches of this policy must be reported to the Center’s Director promptly.
9. Violations of this policy can result in staff termination or student expulsion.

# Expulsion Policy

**Policy Purpose:** This policy outlines how Harrison Kids Extended Care Staff and Management will address disciplinary issues that warrant removal of a student from the program on a temporary (Suspension) or permanent (Expulsion) basis.

**Policy Audience:** Staff, Parents/Guardians

## **Policy:**

Harrison Kids Extended Care's Management is committed to a safe, secure, and healthy environment for all of its students. Harrison Kids Extended Care reserves the right to expel or suspend students who pose a demonstrated or implied threat to the wellbeing of other students, student's family members, or our staff.

Harrison Kids Extended Care's management understands the difference between incidental and accidental contact and malicious behavior. The program managers are trained Bully Prevention Instructors, and are well versed in managing interaction between children in our programs. We do not see every negative interaction children may have with each other as aggression or bullying and managing conflict is an important developmental skill.

As such, issues addressed herein are likely to be significant or repetitive, and efforts to address and modify the behaviors have otherwise been exhausted without meaningful result. However, the behaviors in question need not be repetitive in nature. If a single event is significant or indicative of a larger concern, the student can be expelled or suspended for a single occurrence / incident.

Harrison Kids Extended care considers its expulsion policy to apply to all interactions between children in its programs whether they occur on-site, off-site, during and or after program hours. With the increased exposure to gaming platforms and social media available to children, on-line activities are expressly included in the scope of this policy should children or parents bring them to the attention of management.

While staff will have the responsibility for maintaining discipline and addressing minor day to day infractions, the Director, in consultation with staff, parents of students involved in incidents, and if appropriate local authorities, will have the sole responsibility to determine the disciplinary action appropriate under this policy.

## **Harrison Kids Extended Care reserves the right to suspend/expel students for:**

1. Physical violence against another student or staff including:
  - a. Hitting with the hands, body, or with an object (or thrown object)
  - b. Biting
  - c. Kicking
  - d. Spitting
  - e. Pushing
  - f. or similar physically aggressive behaviors.
2. Threats of violence against another student, staff or the facility.
3. Possession of a bladed weapon, fire arm, explosives or the like.

4. Physical violence, the threat of physical violence, or harassment by a parent/guardian/designated pick-up against another student, another student's parent/guardian/designated pick-up, or facility management or staff.
  - a. In the event that an adult associated with a student physically assaults or makes threats against staff or another student or another student's parent/guardian/etc. while on the grounds of the center, the Director will refer the issue immediately to the local authorities. If the incident is witnessed or later substantiated (If not witnessed first-hand), the Center reserves the right to immediately expel the offending adult's student.
5. Bullying, harassment, or intimidation by a student toward one or more students
6. Willful destruction of center property or the property of other students or staff.
  - a. The guardian of any student who willfully destroys or damages facility property will be responsible for financial restitution for in-kind repairs/replacements.
7. Failure to provide requested information necessary for the Center's compliance with State regulations can result in suspension from the program until such documents are received.
8. Failure to pay fees due and owing to the center. These fees include:
  - a. Tuition unpaid after the 14th calendar day of the month
  - b. Repeated late tuition payments
  - c. Unpaid Late Fees
  - d. Unpaid fees associated with willful damage caused by a student.
9. Should Harrison Kids Extended Care need to suspend or expel a student, the parent/guardian will have a 14-calendar day notice period.
  - a. A verbal discussion and follow-up e-mail will be had with the Parent or Guardian outlining the reason for Expulsion.
  - b. The child may attend the program during that period of time unless the child or parent/guardian represents a threat to the safety of other students or the facility.
  - c. Unless otherwise required by law, Harrison Kids Extended Care Management reserves the right to exclude any student within the notice of suspension/expulsion period from any activities it deems necessary.
    - i. This exclusion provision will NOT apply to SSR, Homework, or Snack segments.
10. A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:
  - a. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
  - b. Reported abuse or neglect occurring at the center.
  - c. Questioned the center regarding policies and procedures.



# Notification of Parent (in event of injury/illness)

**Policy Purpose:** This policy outlines Harrison Kids Extended Care’s communication with parents/guardian in the event a child is injured or becomes ill.

**Policy Audience:** Parents, Staff, Management

## Policy:

1. Harrison Kids Extended Care staff or management will communicate to the parent’s / guardians by phone for any injury, sickness, or other individual emergent situation.
2. Harrison Kids Extended Care staff or management will make every effort to communicate with parent’s / guardians within:
  - a. 10 minutes of observation, assessment, and if necessary, treatment for:
    - i. any injury, regardless of severity, above the student’s shoulders (head, face, or neck).
    - ii. Any injury suspected of being a broken bone or significant sprain
    - iii. Any illness where repeated or uncontrolled vomiting or diarrhea are present.
  - b. 20 minutes of observation, assessment, and if necessary, treatment for any other injury.
  - c. The primary goal is the safety and wellness of the child. Should triage or treatment take longer than expected, a call to the parent or guardian may be delayed.
3. Communications will proceed through the parent’s / guardians and emergency/alternate contacts in the progression listed in the student’s application.
4. To ensure clear and concise transmission of information, messages will be left for each parent/guardian who is called as follows:
  - This is (Name of caller) from Harrison Kids Extended Care.
  - Child’s Name (is ill, sustained an injury) (Describe nature of illness/Injury) at (time of injury).
  - We (explain response, first aid etc.). “and”
  - Explain the child’s current status/state.
  - Explain the required follow-up by the parent/guardian
    - Please Call us as soon as possible.
    - Please see us when you arrive to pick-up your child
    - We called 911 and your child was transported to (INSPIRA ED)
    - Other:
  - “We are going to call (Name of next Parent/Guardian or Emergency Contact on the list)”
5. Management or staff will repeat as necessary until all contacts are exhausted.
6. If no parent or guardian is reached during the first round of calls a second round of calls will be made within 30 minutes if the was anything more than minor first aid required.

# Late Pick-up

**Policy Purpose:** This policy outlines Harrison Kids Extended Care's late pickup policy and fees.

**Policy Audience:** Parents/Guardians, Management

## **Policy:**

Harrison Kids Extended Care's hours of operation cease at 6:00 PM.

While it is not our financial goal to prosper from late fees, late pickups result in additional staffing costs and delay end of operations cleaning, maintenance, and potentially significant Administrative Costs associated with legal requirements.

1. In the event a child is picked up after 6:00pm, the following fee schedule will apply.

<b>No more than 15 Minutes late:</b>	<b>\$15.00</b>
<b>16 to 25 minutes late:</b>	<b>\$30.00</b>
<b>26 – 35 minutes late:</b>	<b>\$45.00</b>
<b>35-60 Minutes late:</b>	<b>\$60.00</b>

2. If after 60 minutes a child has not been picked up and no other communication or arrangement has been made Harrison Kids Extended Care's Director is LEGALLY OBLIGATED to notify the State Department of Children and Families Office of Licensing Office.
3. Parent/guardian may use their Late Pickup Coupon to off-set the late pick-up fees. The coupon will discount the late pick-up fee by one time increment. E.g. If parent/guardian is 20 minutes late, the fee would be \$30.00. If they use the Late Pickup Coupon, the late pickup fee is discounted to \$15.00 (the 15 minute or less Rate.)
4. For multiple student families, Late fees are charged per family.
5. Late fees are the student's parent/guardian responsibility and will be charged promptly to the payment method on file. If payment method is by check, the late fee must be paid on the next day the student is present in the center.

# Student Electronics Policy (Cell and Personal Devices)

**Policy Purpose:** This policy outlines Harrison Kids Extended Care's policy on students own electronic devices.

**Policy Audience:** Parents/Guardians, Staff, Management

## **Policy:**

In general, students are expected to be engaged in the pre-determined phases of the Harrison Kids Extended Care program. As such, the use of electronic devices should not be necessary during the course of the session day.

All student owned electronic devices must be securely stored with the Student's possessions while the program is in session.

For the privacy, security, and to ensure the attention of the students to the scheduled programming, students will not be allowed to use electronic devices in the facility without direct supervision.

Students who need to communicate with a parent must request to do so.

Parents who need to communicate with their enrolled child, while the child is present at the center, must contact the center's director or designee and arrange for the communication to take place.

For students who use an E-Reader for recreational reading or are REQUIRED by their school to use a laptop etc. for homework, a note from their parent/guardian allowing the use of the device will be required.

Students found using these devices for purposes contrary to the safe, secure, and wholesome nature of our program and its goals will have the privilege revoked.

Students found to be accessing content that is violent, sexually explicit, drug related, or otherwise, in the opinion of management, inappropriate for the facility will be subject to discipline up to and including expulsion.