

The Work-Family Connection

Parent Handbook



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MISSION STATEMENT

WFC is a not-for-profit educational organization committed to providing high-quality services that continually respond to the emerging needs of children, their families, schools, and communities.

HOURS OF OPERATION

Programs operate every day school is open, except on days of emergency closings, emergency early closings, and in some districts if there is an emergency delayed opening. Hours of operation vary depending on your school district. The following are ranges of hours for each program:

- Before School Program: As early as 7:00am until the start of the school day
- After School Program: Starts at the time of dismissal until 6:00pm or 6:30pm
- Summer Camps: May start as early as 7:00am and end as late as 6:00pm.

FULL-DAY PROGRAMS (Non-School Days)

Depending on the school district, the school calendar may include days when schools are scheduled to be closed for holidays/vacations or teacher training. Full-Day Programs may operate on these days, depending upon Board of Education approval. These Programs may be combined in one centrally located school. Usual hours are 7am – 6:00pm or 6:30pm. These days are NOT included in your monthly tuition. Full Day Programs have an additional cost. All field trips or activities during these days are included in the cost. Full Day Program dates are listed on our website by September for the school year.

You may register online for a full day program at www.workfamily.org. This is the only method of registering for full day programs. Please note that you must receive a confirmation email in order to be considered as registered. Drop-ins will no longer be permitted; you must be pre-registered. Full payment is due at the time of registration and will only be refunded if the program is canceled by WFC. You will be notified a week in advance of enrollment related cancellations.

EMERGENCY CLOSINGS AND DELAYS

For all emergency school closings where the WFC programs are not operating, no staff will be at the program(s) to receive your child(ren). Please make all necessary arrangements at the beginning of the school year to prepare for these days, if they should occur. WFC will send out email and text correspondence in case of an emergency closing or delay. It is your responsibility to notify the school with your plans for your student(s) in case of emergency school closings. Please note that there will be no credit given for emergency closure days.

EMERGENCY CLOSINGS

- On days when school is closed for the entire day because of inclement weather or other emergencies, there will be no Programs.
- Emergency closings will be communicated to parents via your school district's procedures as well as WFC text/email correspondence

- There will be no Program on days when school is canceled due to weather, water main breaks, heating failure, electrical problems, or other emergency conditions.

EMERGENCY SCHOOL DELAYS

- The Before School Program will open on the same delay schedule in the following districts: Chatham
- The following schools do not operate the before school program on delayed opening days: the school districts of Bound Brook, High Bridge, Lebanon, Roselle Park, and South Bound Brook.

EMERGENCY EARLY DISMISSAL DAYS

- When school closes early due to an emergency, the Program will not operate.
- It is your responsibility to make arrangements to ensure that you have made the proper arrangements for your child to be picked up when the after-school program is not running.
- WFC will notify you via text message and/or email if we need to close programming early for any reason.

WHEN THE SCHOOL CANCELS AFTER SCHOOL ACTIVITIES

- In most cases, when the school cancels all after-school activities, WFC will stay open. However, in some cases the district may specify that WFC may not operate.
- The staff and child(ren)'s safety is our #1 priority.
- In other cases, parents may be contacted through email and text correspondence, requesting that they pick up their child(ren) as soon as possible.

WFC FULL DAY PROGRAM EMERGENCY CLOSING POLICY

- If there is inclement weather (the night before or early in the morning) during a day when WFC is operating a full day program, and it is determined that the program will be closed, the closure will be announced via text message and/or email.
- If the full day program is in session and the weather worsens as the day progresses, WFC will notify parents via text message and/or email and ask that the child(ren) are picked up as soon as possible.

EMERGENCY ALERTS

WFC may contact you via text, phone and/or email when there is an emergency event that will change the operation of our programs, in which the school has not already contacted you. For example, for an emergency closing due to weather, you will not be contacted by WFC because you would have already been informed by your school.

If an event occurs during WFC program hours, for example, the program gets relocated to another room or building, or it is cancelled for any other reason, you will be notified via text, phone, and/or email.

SCHEDULED EARLY DISMISSAL DAYS

Most Programs will be available on these days, starting at the early dismissal time until the normal closing time. Please remember to send lunch with your child on early dismissal days.

REGISTRATION

Registration for all programs is online at our website, www.workfamily.org. Registrations are approved on a first-come, first served basis (except for programs that become wait listed, please see the section below on “Wait Listing”). Please contact the office (info@theworkfamilyconnection.org) if you have any questions or concerns. Please be aware that drop ins may be restricted or denied. For any program at capacity, due to limited space, or for any reason deemed necessary.

NO CHILD(REN) WILL BE ADMITTED WITHOUT ALL FORMS COMPLETED ONLINE AND SUBMITTED WITH YOUR ELECTRONIC SIGNATURE. YOU MUST ALSO RECEIVE A CONFIRMATION EMAIL SPECIFYING THAT YOUR REGISTRATION IS APPROVED BEFORE YOUR CHILD CAN ATTEND.

Wait Listing

WFC makes every attempt to accommodate all parents and avoid having a wait list. However, there are some programs where this can occur. Some programs are known to hit capacity very early in the registration process. For these programs, registrations will be added to the waitlist.

In this event, parents who are requesting to register for 5 days per week will take priority, regardless of when they registered. Then 4 days a week requests, then 3 days, etc. The wait list is not determined on a “first come, first served” basis. It is determined by the greatest number of days needed.

The capacity for students at the programs is a factor of space. Both the school district and WFC work together cooperatively to increase our program spaces to their capacity, however space regulations are imposed by the State of NJ based on child safety.

REGISTRATION/BILLING INFORMATION AND CHANGES

All information will be managed exclusively through the Parent Portal. Welcome letters are emailed to all parents prior to their child’s attendance. These letters provide pertinent and valuable information. Please read them carefully. Our Regional Directors are always available to meet as well. Only the primary parent listed on your registration will have access to all information about the registered child(ren), including registration information, scheduling, billing and account information.

Withdrawals or Schedule Changes

Withdrawals from the Program or reductions in the child’s schedule must be made through your online profile at least 30 calendar days in advance. For the safe tracking of students, swapping a non-scheduled day for a scheduled day within a week is not allowed. To make a schedule change request, log into your online account, select the program/enrollment, select Change Schedule or Withdraw Contract, fill in the required information along with your change request details, and select Submit. You will receive an email based on the status of your change request. WFC will allow three schedule changes per school year. Any additional changes will incur a \$35 schedule change fee.

PROGRAM ELIGIBILITY

The Program encourages children of all backgrounds to attend. The Program does not discriminate based on sex, race, color, creed, national origin or ethnic background.

Eligibility: Children must be in grades Pre-K-8 to be eligible for enrollment. WFC programs welcome pre-kindergarten students who are fully toilet trained and independent in toileting and who also attend the school district's pre-kindergarten program. Pre-K students are not eligible to attend WFC Summer Camp.

Enrollment: You can choose 1 - 5 days per week, but they must be consistent days each week throughout the school year and at the same pick-up time each day.

Children will be allowed to attend the Programs only after registration has been completed online and submitted with your electronic signature through the WFC Parent Portal, you have received an email confirmation from WFC stating that your registration has been approved, and tuition payment(s) has been made. If the parent has not completed their online registration and paid tuition before the date their child is scheduled to attend, the child will not be admitted to the Program.

SCHOOL YEAR REGISTRATIONS

Non-Refundable Annual Registration Fee and First Payment

The registration fee is \$40 for the first child or \$60 for a family. Fees are payable regardless of when the child is registered during the school year. Registration fees apply for all registration types including drop-in and are processed upon contract approval. You will be charged a \$100 deposit that will be applied to your first month's tuition. These fees will be due upon contract approval

Monthly Tuition Payment

Payment will be processed on or near the 20th calendar day of each month, for the following month. **Monthly tuition is based on a 185-day school year divided into 10 equal monthly payments. The start and end dates of the school year, snow days and scheduled school closures are factored into the tuition.** Tuition is prorated based on the start date of the month. All early dismissal days and make-up snow days are included. (Full Day Programs may be available when school is closed and are not included in your monthly tuition but have separate fees. See Full Day Programs, below.) **Regardless of a child's illness, vacation, changes in schedule, or any absences due to school activities or otherwise, the full monthly tuition payment is due.** For your convenience we accept most major credit cards. You will be required to set up a monthly recurring autopayment when registering.

No credits, refunds, swapping or substituting days will be allowed for absences. Regardless of your child's absence for any reason (illness, vacation, other after-school activities, appointments, snow days, etc.) the full monthly tuition is due.

Facility Fees

In some districts, a \$15 Facility Fee is applied to the charges associated with the use of the school facilities. This fee, per student (not per program), is collected by our organization and paid directly to your school district. This fee will be billed monthly and is due by the tuition due date.

Transportations Fees

Families who have children transported to the program from another school will be charged a Transportation Fee.

Late Payment Fees

Payment is due by the 20th calendar day of the month. Accounts not current as of the due date will be automatically assessed as a \$25 late payment fee. If your account is not paid in full on the last business day of the month, services will be terminated by the 1st business day of the following month (meaning your child will not be permitted to attend our programs) until the entire balance is paid in full.

Declined Payment Fees

If we receive and process your payment via check or credit card, and your payment is declined, you will be charged a \$35 declined payment fee.

Late Pick-Up Fees

If you pick up after your registered pick-up time (before program closing), you will be charged \$15 for any part of an hour up until program close time. \$2/min after program close time (following 5 min grace period). \$5/minute after 6:30 on Full Program Days. Note: If you have children that attend the same program you will be charged per family. If you have children that attend different programs you will be charged per child.

WFC understands that there will be unforeseen circumstances where students may be picked up later than the Program close time. Please arrange for an authorized person to pick up your child by the Program close time. If an authorized person is unavailable, late pick up fees will apply. We request that you call the Program phone number as soon as you know of the potential late pick up. Leave a detailed message if you receive voicemail, including the name of an authorized person who may be picking up your child.

Habitual lateness may result in your child being removed from the Program.

WFC offers many choices of pick-up times. Please consider extending your day to avoid late pick-up fees.

Drop-In Registration (if applies to your school district):

A drop-in registration allows your child to attend the Program on an occasional basis, without a regular schedule. All drop-ins must be pre-registered, and notification should be given in

advance by calling the WFC Program site's phone number, located on our website. **Drop in requests should be made at least 24 hours in advance.** Additionally, you must notify your child's school and/or their teacher, following your district's notification policy. For any program at capacity, due to limited space, or for any reason deemed necessary by WFC, WFC reserves the right to deny drop-in requests.

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You will be charged our daily drop-in rate that corresponds with your district. For the safe tracking of students, swapping a non-scheduled day for a scheduled day within a week is not allowed. For any program at capacity, due to limited space, or for any reason deemed necessary by WFC, WFC reserves the right to deny drop-in requests.

Financial Assistance

To request financial assistance from WFC, you must have already attempted to receive a subsidy contract from a third-party agency first. Requests for financial assistance must be made in writing and emailed to info@theworkfamilyconnection.org. Requests must be made to the attention of the Executive Director, stating your financial hardship and providing copies of your last 2 years' tax returns, as well as two current paystubs.

Absence

If a child does not attend the Program on a regularly scheduled day, because of absence or any other reason, the parent/guardian must notify the Program by phone, leaving a message as early as possible on that day and notify your child's school, even if the child was not absent from school.

If you fail to notify the program of your child's absence PRIOR to school dismissal (by calling or texting the program phone) and the WFC staff must take time after dismissal trying to find them, you will receive a \$25 finder's fee. The finder's fee will also apply in the event your child is attending a school or PTA enrichment activity, Boy/Girl Scouts, etc and you have not previously informed the program staff that your child will be late arriving to WFC.

No credits, refunds, swapping or substituting days will be allowed for absences. Regardless of your child's absence for any reason (illness, vacation, other after-school activities, appointments, snow days, etc.) the full monthly tuition is due.

SUMMER CAMP REGISTRATIONS

Registrations are accepted for daily as well as weekly attendance in most camps. A Family Orientation Meeting may be held for camps. Parents/guardians are strongly encouraged to attend these meetings, ask questions, meet staff members and find out about policies and information.

Parents/guardians unable to attend this Orientation Meeting or who enroll after the camp start date will receive an orientation from their Camp Director within the first few days of your child's attendance. Parents/families with questions and/or concerns are encouraged to schedule time to speak and/or meet with their Camp Director.

Non-Refundable Annual Registration Fees

Fees are payable once annually (our renewal year starts in September), regardless of when the child is registered during the school year or summer camp. If you were not enrolled in the school year program, you will pay a registration fee for Summer Camp.

Security Deposit

If choosing to pay in installments (see Summer Camp Payment Options section below) A security deposit of \$100 is due when you register your child for summer camp. This amount will be applied to your tuition due. This security deposit is non-refundable if you cancel or withdraw

your child for any reason.

Summer Camp Payment Options

Pay in Full: At the time of registration contract approval, the full amount due will be charged.

Pay in Installments: A \$100 non-refundable security deposit will be due at the time of registration contract approval and applied to your balance due. Payment is due in full by June 1, or at the time of contract approval if registering after June 1. **It is the parent/guardian's responsibility to log into the Parent Portal and make your payments as desired. If the full amount is not paid by June 1, the remaining balance will be charged to your credit card on file on that date.**

Financial Assistance

To request financial assistance from WFC, you must have already attempted to receive a subsidy contract from a third-party agency first. Requests for financial assistance must be made in writing and emailed to info@theworkfamilyconnection.org. Requests must be made to the attention of the Executive Director, stating your financial hardship and providing copies of your last 2 years' tax returns, as well as two current paystubs.

Absence

If a child will not be attending the Program on a regularly scheduled day, because of absence or any other reason, the parent/guardian must notify the Program by phone, leaving a message on the camps answering machine, as early as possible on that day and also notify your child's school, even if the child was not absent from school. Habitual failure (three times a month or more, ten times in a school year) to notify the program of an absence may lead to suspension/expulsion.

No credits, refunds, swapping or substituting days will be allowed for absences. Regardless of your child's absence for any reason (illness, vacation, other after-school activities, appointments, etc.) the full monthly tuition is due. All changes must be submitted in the Parent Portal by June 1st.

Withdrawals

Withdrawals for the camp or any changes in the child's attendance or information must be submitted in the Parent Portal by June 1st.

Additional Camp Days or Weeks

Additional camp days or weeks can be added before the start of the week if space is available. Payment is due immediately upon the approval of additional days.

Late Payment Fees

If paying in full, payment is due at the time of registration contract approval. Accounts not current as of June 1st will be automatically assessed as a \$25 late payment fee.

Declined Payment Fees

If your payment is declined, you will be charged a \$35 declined payment fee.

Late Pick-Up Fees

If you pick up after your registered pick-up time, you will be charged \$10.00/hour or any part of an hour/child late pick-up fee. If you pick up after the camp closing time you will be billed \$1.00/minute/family after hours' pick-up fee.

Drop-In Registration:

Drop-in registration is not available during summer camp, although WFC does allow for weekly registration options for certain camps.

Absence Reporting

If a child will not be attending Camp on a regularly scheduled day, because of an absence or any other reason, the parent/guardian must notify the Camp by phone, leaving a message on the camp's answering machine, as early as possible on that day. No credits, refunds, or swapping or substituting days will be allowed for absences. Regardless of your child's absence for any reason (illness, vacation, other summer activities, appointments, etc.) there is no change in the summer camp tuition that is due.

POLICY ON CHILDREN WITH SPECIAL NEEDS

The Work-Family Connection encourages children of all backgrounds to attend the Programs. We will not discriminate based on sex, race, color, creed, disability, national origin or ethnic background. We will make all possible reasonable accommodations for children with special needs. WFC's priority is the safety of all children and staff.

DAILY ACTIVITIES AND CURRICULUM

Our staff works hard to create activities and opportunities for students that are creative, unique, educationally enriching and fun! Students are encouraged to assist in the planning.

The Work-Family Connection teaching staff believes that the Programs should serve as the children's "home away from home" and are places where a great deal of growth and development takes place. Within structure and limits, there needs to be much freedom and many choices. We believe that the environment should be challenging (both mentally and physically), foster independence, and allow children to grow and develop at their own pace.

Based on this philosophy, the following schedules have been adopted. We want the Programs to be the children's programs. Therefore, the activity schedule is not set in concrete but is flexible and may change as the group's needs change and may be altered to accommodate special events, speakers, and room changes.

OUTDOOR TIME

The children will NOT be allowed to play outdoors when the temperature (including wind chill) falls below 0 degrees Fahrenheit. Weather permitting; children will have the choice and are encouraged to participate in outdoor or physical activity for at least 30 minutes daily. Please remember to dress your child appropriately for outdoor time.

HOMEWORK CLUB

The Work-Family Connection offers all students attending the After School Program the opportunity to join the Homework Club. WFC asks that the parent/guardian and the student sign an agreement together as to whether or not the student will participate in the Homework Club on a mandatory or student choice basis. WFC Staff cannot and will not force any student to do their homework, even if the Homework Club agreement is signed with mandatory participation. If

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mandatory students refuse to participate in Homework Club, the parent/guardian will be notified at pick-up. The Homework Club will meet daily. Students participating in the Homework Club are required to sign in and out on an attendance sheet, which can be seen by the parent/guardian by request. The Staff will encourage and reward students with praise and positive reinforcement.

BEFORE AND AFTER SCHOOL PROGRAMS

All times are approximate and schedules are tailored specifically for each program and may vary throughout the school year.

BEFORE SCHOOL		
As early as 7:00am to Start of School. Students are free to choose any of the following throughout the Program.	Individual Choice and Projects	Students have a choice of several activity centers, which may include science, reading, music, art, construction, community and homework. They may also bring breakfast from home and enjoy it at the program.
	Group Activities	Indoor and outdoor activities and projects that enhance developmental skills and life skills, such as problem solving, decision-making, negotiation, conflict resolution, teamwork, responsibility, social interaction and empathy.

AFTER SCHOOL		
Dismissal - 4:15pm	Individual Choice/Snack/ Homework/Outside Play	Students can choose from a variety of stimulating activity centers, complete their homework with assistance from a teacher as needed, enjoy a healthy snack (protein, grain, fruit/veggie), play outside (weather permitting)
4:15pm-5:30pm	Organized Club Time	Students can choose from a variety of teacher or student-led clubs, including STEM, Sports, arts, crafts, drama, newspaper/journalism, and MORE! Most clubs have learning components hidden within the fun!
5:30pm-6:30pm	Open Activity Centers or Group Games	Students can choose individual activities or join in group games. Weather permitting, there may be additional outdoor time offered.

STAFF/CHILD RATIO

Although state licensing ratios are 1:15, The Work-Family Connection strives to keep a better staff/child ratio. Staff/Child Ratios are lower for field trips and water activities. A minimum of one staff member, who shall be at least 18 years of age, shall escort up to 12 children on any walk including walks to and from their school and the center.

PLAN FOR SUPERVISING CHILDREN

The Work-Family Connection requires all staff to be actively always involved and interacting with students. Staff are responsible for supervising children while participating in all activities. We look for staff to participate in the games, do the projects, and develop a good rapport with their students.

IRS STATEMENTS / FSA ACCOUNTS

We suggest that you keep your own record of your tuition expenses. You can find copies of all invoices in your online account, as well as generate an account statement that would include all invoices and payment. Our taxpayer identification numbers for The Work-Family Connection, Inc. is 22-3041696. If you need special reimbursement forms signed, you can either email it to info@theworkfamilyconnection.org.

SIGN IN AND OUT PROCEDURES

Before School Program parents/guardians must escort their child into the building and sign their child in daily. Children are not permitted to sign themselves in or out of the program(s). The sign in/out process varies by school.

After School Program parents must come into the building and sign their children out daily. Children are not permitted to sign themselves in or out of the program(s). The sign in/out process varies by school.

Children will arrive and leave the Program according to the schedule set by their parents/guardians during registration. Sign in and out procedures are also required for Full Day programs and Camp days. WFC accepts and releases responsibility when a child is signed in or out of the Program. For the safety of all children, parents/guardians must adhere to these guidelines. Individuals who are not recognized and are picking up a child will be required to show a government issued photo ID.

In most locations, security systems and/or procedures are in place for secure access into the schools. Parents and all authorized pick-ups must adhere to the individual schools and WFC's secure access procedures.

RELEASE OF CHILDREN

Children will be allowed to leave with persons other than the parent only if that person has been included during registration as an authorized pick-up, or if we receive a request in writing from the parent. All authorized pick-up people must be 18 years of age. Individuals who are picking up a child will be required to show a government issued photo ID. Any changes to authorized pick-ups must be made through the Parent Portal. Identification of authorized pick-up individuals will be checked. Biological parents are always authorized to pick up their children unless restricted from doing so by a court order. To add a restricted pickup, please email

info@theworkfamilyconnection.org. A copy of the court order must be provided to WFC. Please

always arrive at the program prepared to present identification if requested.

In the event that a child is not picked up by the parent or parents' designated representative at the center's daily closing, the center will make sure that:

1. The child is constantly under supervision;
2. Staff members make an effort to get in touch with the parent or parents' authorized person
3. An hour or more after closing time, the staff member must call the 24-hour State Central Registry Hotline 1 877-NJ-ABUSE (1-877-652-2873) to request assistance in caring for the child until the parent or parents authorized by the child are able to pick them up. This is provided that other arrangements for releasing the child to his or her parent or parents have failed and the staff member or employees are unable to continue supervising the child at the center.

In the event that the director and/or staff member determine that the child will be at risk of injury if released to a parent or parent-designated person who looks to be physically and/or emotionally unstable, the center must make sure that:

1. The child cannot be released to a person with such an impairment;
2. Staff members make an effort to get in touch with the child's other parent or another person authorized by the parent or parents; and
3. If the center is unable to make other arrangements, a staff member will call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to ask for help with the child's care.

If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the Program, you must provide the Program site, in writing, with complete change of arrival/departure procedures, prior to the date the change is effective. All dates and times regarding your activities must be included. Accurate information is essential in providing the best supervision for your child programs and Camp days.

The Work-Family Connection accepts and releases responsibility when a child is signed in or out of the Program. For the safety of all children, parents/guardians must adhere to these guidelines. Individuals who are not recognized and are picking up a child will be required to show a government issued photo ID.

In most locations, security systems and/or procedures are in place for secure access into the schools. Parents and all authorized pick-ups must adhere to the individual schools and WFC's secure access procedures.

According to State of New Jersey licensing laws, children not picked up at closing time of the Program/Camp, and after all attempts to reach family and authorized pick-ups have failed, the Department of Children and Families (DCF) will be called and WFC will follow the instructions given.

PERMISSION TO WALK TO/FROM PROGRAM/CAMP

WFC desires to keep all children enrolled in our programs/camps safe during arrivals and departures. We require that all drop off and pickup options are fully explored prior to requesting

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a walk to/from procedure for your child.

If you believe you have a hardship that requires walking to/from program/camp as the only arrival/dismissal option for your child, please contact your region's Regional Director (Site Directors can put you into contact with the RD, but directors are not able to approve these requests).

WFC administration will review all requests for students to walk to/from the WFC program/camp and their home. The review will consider, but may not be limited to, the following criteria:

- 1) Age/grade/developmental level of the student in question
- 2) Location of the home in relation to the program site
- 3) The designated path from the school to the home
- 4) The current season and level of sunlight during anticipated time of walk

WFC reserves the right to deny any requests based on any criteria in which we deem the walk to be not in the best interests of the child. In the event the request is denied, it will be the guardian's responsibility to find arrangements for someone to drop off/pick up the child.

If WFC approves the request, an administrator will send the guardian a form to be completed and returned. Only upon completion of the form, signature by WFC administrator, and receipt of completed form at the program location will it be in effect. Guardian will be notified when this occurs, with an effective start date. WFC will be held harmless for any situation that occurs as a result of a child walking to/from the program. The review process and the form must be completed again for each new program/camp enrollment. The form does not carry over from one session to the next.

TRANSPORTING OF CHILDREN

In some districts it is necessary to transport children between locations to attend a WFC Program. Students will be transported between locations in their district by a school bus or van, unless the two locations share a common walkway. WFC staff are strictly forbidden to transport children in personal vehicles. If students need to be walked from one location to another, a minimum of one staff member, who shall be at least 18 years of age, shall escort up to 12 children on any walk including walks to and from their school and the center.

FIELD TRIPS

Parents/guardians are informed ahead of time as to the location of the trip, the date, the departure/arrival times, modes of transportation, what to bring, and other pertinent information. Students will be transported via school bus or van.

DISTRIBUTION OF MEDICATIONS

Children who require medication during the day must have a signed Medical Authorization Form from the parent/guardian and physician indicating the dosage, times, and any detailed instructions, with the medication. Only medications that are listed on the Medical Authorization Form can be dispensed. This information must be hand-delivered to the program staff. All medications, prescriptions or non-prescriptions, must be in the original container with a proper date. Vitamins, supplements, aspirin, Tylenol, calamine lotion, anti-itch cream and sunscreen are

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all considered medications and must be provided by the parent/guardian and may not be used without properly signed forms.

CHILDREN WITH CHRONIC ILLNESS

In addition to the Medication Authorization Form, all children with chronic illnesses who require the administration of prescription or non-prescription medication or health care procedures on a long-term basis (blood glucose monitor, nebulizer, epi-pen, etc.), the parent must also provide a written statement from a health care professional indicating the following: child's name, name of medication or procedure, the condition or indications for the administration of the medication or procedure, the instructions for the administration of the medication or procedure, and the name and telephone number of the health care provider. This information must be hand-delivered to the program staff.

HEALTH AND SAFETY POLICY

Illness/Injury: All children will be checked for signs of illness or injury as they enter the Program site. If a child appears to be unwell, see section Sick Child at Program/Camp for procedures. If we have any concerns, our staff will contact you.

Accidents/Injuries: If a student is injured during our program hours, an accident report will be completed and presented to the parent/guardian for signature. In addition, a parent may request a copy of the form from the Regional Director. Please note that you cannot take a picture of this form.

In case of serious accident or illness, parents/guardians of the child will be called immediately. In these serious cases, 911 will also be called. Depending on who arrives first, the decision as to the child's treatment will be determined by that party. In addition, WFC will report the accident to DCP&P (Department of Children Protection & Permanency) as a follow up.

Accident Prevention: All Program areas will be continually monitored by our staff to ensure a safe environment for our students. Activities will be planned and designed with appropriate supervision, materials, and environment to ensure accident prevention.

Crisis Intervention: Upon hearing a child say that they want to harm themselves or others, the parent/guardian will be called and asked to pick up their child, instead of an authorized pick up. At pick up, the parent/guardian will be informed of the details of the incident and asked to sign the incident report. Before returning to the program, the child will need a doctor/medical professional's note stating that the child was evaluated and is not a danger to themselves or others. The school will be informed, as they are also a resource to help the child and families. If, in the opinion of a WFC staff, a student poses an immediate threat to themselves or others.

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 the 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:
https://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.



COMMUNICABLE DISEASE REPORTING REQUIREMENTS FOR HEALTH CARE PROFESSIONALS & ADMINISTRATORS N.J.A.C. 8:57-2.2-2.4

Report IMMEDIATELY suspected and confirmed cases (by telephone)

- Anthrax
- Biological intoxication (e.g., ricin, abrin, cerberin, harmful algal bloom)
- Botulism
- Coronavirus (novel, causing severe acute respiratory syndrome e.g., SARS, MERS)
- Diphtheria
- Foodborne intoxication (e.g., ciguatera, paralytic shellfish poisoning, scombroid, mushroom poisoning, tetrodotoxin, staphylococcal enterotoxin B)
- Free-living amebic infection
- *Haemophilus influenzae* (invasive)
- Hantavirus
- Hepatitis A
- Influenza A (novel)
- Measles
- Melioidosis
- Meningococcal disease (invasive)
- Mpox
- Plague
- Poliomyelitis
- Rabies (human)
- Rubella
- Smallpox
- Viral hemorrhagic fever (e.g., Ebola, Lassa, Marburg)

Also immediately report (suspected or confirmed):

- Outbreak of **ANY** communicable disease
- Act of bioterrorism
- Potential public health emergency

Additional information

Next business day reports must be made to the local health department (LHD) by electronic case report (eCR) or reporting into CDRSS if established and authorized by NJDOH; other reports must be made by fax or secure email.

Chlamydia trachomatis, influenza (other than pediatric mortality), and Lyme disease are reportable via eCR only.

* Nationally Notifiable Conditions are also reportable. Check the NJDOH reporting page annually for updates.

** Sexually transmitted diseases and tuberculosis are reportable to NJDOH via CDRSS.

*** Report HIV to NJDOH via ELR per nj.gov/health/hiv/for-professionals/for-providers.

Report by NEXT BUSINESS DAY to LHD by ELR or reporting into CDRSS:

- Alpha-gal syndrome
- Anaplasmosis
- Animal bites (human), rabies exposures, and post-exposure prophylaxis administration
- Arboviral disease (e.g., Bourbon, Cache Valley fever, Heartland, Japanese encephalitis, La Crosse encephalitis, St. Louis encephalitis, yellow fever)
- Babesiosis
- Bacterial tickborne disease (e.g., *Borrelia miyamotoi*)
- Brucellosis
- Campylobacteriosis
- *Candida auris* infection or colonization
- Carbapenemase-producing organism infection or colonization
- Chancroid**
- Chikungunya
- Cholera
- Coccidioidomycosis*
- COVID-19
- *Cronobacter* infection (invasive, <12 months)
- Cryptosporidiosis
- Cyclosporiasis
- Dengue
- Eastern equine encephalitis
- Ehrlichiosis
- *Escherichia coli* (shiga toxin-producing strains-STEC)
- Extrapulmonary nontuberculous mycobacteria (NTM) infection
- Giardiasis
- Gonorrhea**
- Granuloma inguinale**
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal*
- Hepatitis B/Hepatitis C (newly diagnosed in NJ, perinatal through 36 months, pregnant women)
- Human immunodeficiency virus (HIV)***
- Influenza-associated pediatric mortality
- Jamestown Canyon virus
- Legionellosis
- Leptospirosis
- Listeriosis
- Malaria
- Mumps
- Pertussis
- Powassan
- Psittacosis
- Q fever
- Respiratory syncytial virus (RSV)-associated pediatric mortality
- Rubella (congenital syndrome)
- Salmonellosis
- Shigellosis
- Spotted fever group rickettsiosis
- Group A Streptococcal disease (GAS, invasive)
- Group B Streptococcal disease (invasive, <3 months)
- *Streptococcus pneumoniae* (invasive)
- Syphilis (all stages, including congenital)**
- Tetanus
- Toxic shock syndrome
- Trichinellosis
- Tuberculosis**
- Tularemia
- Typhoid fever
- Vancomycin-intermediate* and vancomycin-resistant *Staphylococcus aureus* (VISA*/VRSA)
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- West Nile virus
- Yersiniosis
- Zika virus

How to report to public health

- Report to LHD where the case resides. If residence is unknown, report to the LHD where your facility is located. LHDs must be able to receive immediate disease reports 24/7/365.
- Check NJDOH disease reporting website (QR code or nj.gov/health/cd/reporting) for information needed to report and how to find local health departments.
- In case of immediately reportable situations and other public health emergencies, only if the LHD is unreachable, contact NJDOH at 609-826-5964 or on the emergency after-hours number 609-392-2020.

Reporting Website



SICK CHILD AT PROGRAM/CAMP

The following are symptoms/illnesses for which a child will be separated from the group and the parent/guardian will be called for prompt pick-up. If the parent cannot pick up promptly, then the parent will need to call an authorized pick up. Severe pain or discomfort; Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency; Two or more episodes of acute vomiting; Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over, in conjunction with behavior changes; Sore throat or severe coughing; Yellow eyes or jaundiced skin; Red eyes with discharge; Infected, untreated skin patches; Difficult rapid breathing; Skin rashes; Weeping or bleeding skin lesions; Swollen joints; Visibly enlarged lymph nodes; Stiff neck; or Blood in urine.

SNACKS

Before School Program: No snacks are served, but children may bring a snack or breakfast.

After School Program: We serve nutritious snacks daily with a choice of protein, grain, and fruit or vegetable. Children may bring their own snack. Snacks cannot be shared. Depending on the school's peanut/nut policy, children with nut allergies will be able to eat at a designated table as appropriate.

Full Day/Summer Camp Programs: Our full day programs and summer camp programs are peanut/nut free, to the degree that we can control. We do go on various field trips, and they may not be a nut-free facility. Various food options are offered throughout summer camp and full day programs that may include pancake breakfasts, special food projects, etc. You will be notified in advance of any food activities or options.

CHILD'S PERSONAL PROPERTY

Children's personal property, coats, school bags, etc. must be cleared from the Program room after each day. Any personal property which remains after the program will be taken to the school's lost and found. Although the Program attempts to help children stay organized, the Program cannot be responsible for lost personal property. All personal property should be clearly marked with the child's name. No hand-held electronic games, phones, expensive toys, or trading cards of any kind are allowed in the Program. The WFC will not be responsible for lost, damaged, or stolen items.

Student-owned Technology is not encouraged during program/camp hours for recreational use. The monitoring of these devices presents various challenges for our staff, and they cannot be responsible for the content that is being viewed. If any concerns come to our attention, the staff will immediately address the issue and confiscate the technology until the parent/guardian arrives. At all times when use is not permitted, such devices must be turned off and stored out of sight. Exceptions to this policy are students with individualized education plans (IEPs), Behavior Success Plans, and/or any special needs or accommodation may be granted.

USE OF PERSONAL DEVICES

Students are not permitted to use their own personal cell phones or other personal electronic devices during the program hours. Devices are to be turned off and stowed away at all times. Students who do not follow this rule will have their devices confiscated and given to the parent upon pick up.

Students may be permitted to utilize school distributed computers or iPads for the sole purpose of homework completion, during WFC approved Homework Club time. Any correspondence for the sole purpose of homework completion (email, video, text and phone) during Homework Club time cannot be monitored and/or controlled by our staff. WFC cannot be held liable for any communication exchanged from these devices.

WFC administration uses Facebook, Twitter and Pinterest for marketing purposes. Staff may take photos of program happenings and/or students for these platforms with parent permission. Any photos posted to the WFC social media pages will not include students' faces, unless parental consent for media usage has been given during registration. Parents are not permitted to post photographs or videos of any child other than their own on any social media pages.

COMMUNICATION WITH PARENTS

E-mail, text messages, and other electronic means of communication between staff and parents should take place through the WFC program phone or WFC program email.

WFC uses email as its main form of communication with our families. **Please do not opt-out of our email lists or messaging system.** It is known that email servers will typically block domains that may be sending out large amounts of messages and/or bulk emails. **For this reason, we strongly advise that you add “@theworkfamilyconnection.org” and “@workfamily.org” to your Safe Senders list,** so that you do not miss out on any important information from us regarding your child's registration, confirmation emails, program updates, etc. We are not held responsible if our emails go straight to your junk folder.

PARENT CODE OF ETHICS

Parents/guardians or authorized pick-up persons entering our Program sites must conduct themselves in an educationally and socially sound manner. No parent can approach a child who is not theirs for the purpose of disciplinary action or obtaining information about an incident. The Program will not accept any child or staff person being humiliated, scowled, hit, yelled at, or spoken to harshly.

All adults entering program areas are expected to present themselves in a manner representative of good role modeling for children.

Any adult who, in the Program staff's opinion, displays inappropriate behavior will be asked to leave immediately. Failure to immediately comply will result in the police being called. A parent/guardian or authorized pickup who does not comply may be asked to not pick up or drop off a child any longer.

Our staff is not allowed to receive personal gifts from parents, whether monetary or material. If a parent would like to make a donation or gift to the Program as a whole, a check can be written to our organization to be used for your Program's supplies, food, equipment, etc.

WFC STUDENT CODE OF CONDUCT

WFC believes that students attending our programs need to commit to the same standards of conduct that are expected of them from their school. All students have the responsibility to respect each other, each other's property, to refrain from conduct that is disruptive to the program or others, and to behave in an appropriate manner according to our Code of Conduct in the program, lavatories, hallways, lunch/recess, playgrounds, fields, travelling to and from school, field trips, on buses and special events.

WFC students are expected to follow the program rules at all times. If a student finds that a fellow student has not followed the rules, they have the right and responsibility to tell a WFC staff member.

The following specific behaviors exemplify the conduct expected of all students:

STUDENT CODE OF CONDUCT

1. Be prepared to participate, listen, follow the rules and have fun.
2. Respect the person, property, and intellectual and creative products of others by:
 - a. Displaying care for the property of others; not touching or using other's property
 - b. Accepting the rights of others to their own opinions and beliefs
 - c. Displaying courtesy and respect to others at all times by refraining from gossiping, spreading rumors, name calling, making sarcastic remarks, insulting others, mocking, laughing, making fun of, or pointing fingers at others.
 - d. Resolving disputes and differences peacefully
 - e. Displaying good sportsmanship and not excluding other students in any activity
 - f. Refraining from causing physical harm to others by either hitting, kicking, spitting, hair pulling, scratching, or any other physical contact
 - g. Refraining from using personal cell phones to post/send harmful images or threats in any and all ways
 - h. Help to maintain school facilities neat, clean, and orderly as per school rules
 - i. Sign with your parents the Anti-Bullying Pledge
3. Students will take responsibility for their own behavior and learning by:
 - a. Making personal choices that are based on sound reasoning and decision-making
 - b. Accepting constructive criticism
 - c. Acknowledging and accepting the consequences of their own actions
 - d. Reporting honestly any incidences of other students not following the rules
4. Students will share responsibilities when working with others by:
 - a. Cooperating with others in the group
 - b. Contributing talents and help as appropriate
 - c. Accepting leadership when appropriate
 - d. Respecting the rights and opinions of others in a group setting

- e. Offering to help clean up and other activities
- f. Reporting to WFC staff when other students do not follow the rules of their program or of the school

POLICY ON HARASSMENT, INTIMIDATION AND BULLYING (HIB)

The Work-Family Connection prohibits acts of harassment, intimidation and bullying of students. A safe and civil environment in our programs are necessary for students to learn and to achieve high academic standards, as well as to develop into healthy adults emotionally, mentally, socially, and physically. Harassment, intimidation and bullying, like other disruptive or violent behaviors are conducted that disrupt both a pupil's ability to learn and a programs' ability to supervise its students in a safe and disciplined environment. Since students learn by example, staff must be strong role models for students, and therefore are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

WFC is committed to creating an environment that is safe and free of HIB behaviors. Our staff undergoes specific training annually in order to understand, identify and change unacceptable behaviors in students. WFC requires that all students and their parents/guardians sign the WFC Anti-Bullying Pledge. WFC will cooperate and work with your school's HIB policies and procedures.

DISCIPLINE AND DISCHARGE

Discipline is a learning process for children. It is the goal of the Programs to provide a supportive environment in which children can grow and develop. Age appropriate positive child guidance methods are used in our programs/camps.

It is expected that all children will exhibit acceptable behaviors and the ability to maintain self-control. Children are expected to be courteous, follow the rules, be kind, respect others and their property, practice safety and good hygiene, be honest, be caring, and be responsible.

Deviations from the Student Code of Conduct will be dealt with in a variety of age-appropriate ways depending on the severity of the behavior. These may include, reminder of the rules, a time away from the activity or situation, redirecting, conflict resolution using words to express oneself and talking it out, and brainstorming solutions.

Serious infractions or repeated deviations from the expected behaviors will result in a discussion with the parents/guardians. It is expected that the parents/guardians will cooperate fully with WFC staff to develop a plan to modify the unacceptable behavior. If the behavior does not change, the child may be temporarily or permanently removed from the program/camp(s).

As an exception to the above, a child may be removed immediately from the program if there is a health or safety risk to themselves, other children or adults. The risk will be determined by WFC.

It is expected that all parents/guardians will discuss these rules and regulations with their children prior to attending the program/camp(s).

In addition, children may be removed from the program as a result of parents'/guardians' failure

to pay tuition on time, failure to complete required forms accurately, including medical information, or tardiness in picking up children.

Behavior reports may be completed at the discretion of the Program staff. Reports will be written for physical violence, ongoing and consistent behavior or unusual or atypical behavior for that child or age. These reports are for internal WFC documentation.

GROUND'S FOR EXPULSION

Unfortunately, there are sometimes reasons we have to expel a child from our Program/Camp 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 the Program/Camp:

IMMEDIATE CAUSE FOR DISCIPLINE:

- The child is at risk of causing serious injury to other children, staff, or themselves.
- Parents threaten physical or intimidating actions toward staff members or child(ren).
- Parents exhibit verbal abuse to staff or child(ren).

PARENTAL ACTIONS FOR CHILD EXPULSION:

- Failure to complete/submit required forms including the child's medical records and/or information regarding any special information about your children, including needs and behaviors, at the time of registration or updated immediately upon any changes.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Arriving at the Program/Camp intoxicated or under the influence of a controlled substance.
- Staff feeling afraid, harassed, and/or intimidated by parent.
- Verbal abuse or threats to other children and/or parents.
- Habitual failure to notify WFC staff of absence from programs during schedule time

CHILD'S ACTIONS FOR EXPULSION:

- Failure of the child to adjust after a reasonable amount of time as determined by WFC.
- Uncontrollable tantrums/angry outbursts.
- Any physical or verbal abuse to staff or other children, including biting, hitting and throwing objects.
- Running away from staff or Program/Camp location.

WFC will notify the primary parent/guardian(s) of concerns that could lead to expulsion via the email address/phone or in person. Suspension from Program – may be 1 to 5 days with warning that the next step could be removal. Suspensions can only be issued by a Regional Director and/or WFC admin. Suspensions can be issued after a one time incident, depending on severity and at the discretion of WFC admin.

CALLING POLICE/AUTHORITIES

Any time staff feel that an individual presents a serious or imminent threat to others or to themselves, the authorities may be called. This is at the discretion of the WFC staff.

STAFF HIRING PROCEDURES

All applicants undergo criminal and employment background checks, are fingerprinted, provide US citizen/legal alien registration status, undergo reference checks, complete a non-conviction statement, undergo a TB test, and provide a signed physician's certificate.

REPORTING CHILD ABUSE AND NEGLECT

WFC is required by law to report all occurrences of child abuse/neglect pursuant to the laws of the State of New Jersey. See the "Information to Parents" section at the end of this document.

PARENTS/GUARDIANS/AUTHORIZED PICK-UPS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

Staff are required to make every effort to keep a child from getting into a car with a person under the influence of drugs or alcohol. Staff will try to speak with the adult away from the children, other parents and staff. We will attempt to call an emergency contact to give the child and person a ride home. Staff will not, under any circumstances, give transportation. In a discrete manor, and away from the children, the person will be notified that we will call the police if he/she attempts to drive, either with or without the child in the car.

PARENT INVOLVEMENT

There are a variety of opportunities for parent involvement. Throughout the year, our programs will also host various family nights and events.

We also encourage parents to visit the Programs while their child is present, to chaperone trips, and to interact with the staff on a daily basis. We welcome any parents who would like to volunteer to share presentations regarding their careers, community involvement, hobbies, skills, etc.

Each year, parents are asked to complete a Family Satisfaction Survey for Program improvement purposes. We highly value your opinions and appreciate your participation.

CONSUMER PRODUCT RECALLS

Parents are encouraged to check the State recall website for up to date information on recalls for children's products: <https://www.cpsc.gov/recalls>

EMPLOYING WFC STAFF

Please do not ask our staff to work for you in any capacity. They are prohibited from accepting any employment during their employment and up to 6 months following termination of employment.

EMERGENCY PROCEDURES

WFC adheres to the Standard Response Protocol (SRP) along with all School Districts. Police authority may, at any time, alter our procedures. These are general procedures, although WFC has specific procedures for each Program in coordination with each school.

SCHOOL EVACUATION

If a school evacuation is issued before the time the After School Program begins, then the Program will not be in operation that day. Parents must make arrangements to pick up their child directly from the school.

If a school evacuation is issued during the After School Program, then all children and staff will do the following:

If it is a temporary evacuation and we are expecting to return to the school, we will wait in a safe area outside of the school with all staff and children until it is safe to return to the school.

If it is a permanent evacuation for that day, then all staff and children will go to a designated safe place that is determined by the individual school and school district. We will make every effort to notify our parents.

LOCKOUT AT THE SCHOOL

“Lockout! Secure the perimeter.”

Lockout means that there is a danger outside of the building, and no one is allowed to enter or leave. The program may continue to operate in its normally scheduled room. All access to the school is prohibited by outsiders and no one in the school is allowed outside.

SHELTER IN PLACE PROCEDURE

An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill

Example 1: Shelter is called when the need for personal protection is needed. This could mean tornado earthquake, bomb or hazmat. The school/police will notify by saying “Shelter (for type and method)”. Items to be brought to the Shelter are: WFC Black Emergency backpack, WFC First Aid Kit, Child Information and Attendance book, WFC cellphone and staff personal cellphone (if it is in possession), and students’ EpiPen or Medications. Shelter procedure is as follows, and should follow the school/police shelter procedures:

A shelter initiated by Police, School, Regional Director or Site Director.

- 1) Will be told what you are sheltering for and what to do
 - a. For Tornado
 - b. For Bomb
 - c. For hazmat
- 2) Gather children in area as instructed by school/emergency personnel

- 3) Help children in following instruction
- 4) Keep quiet and listen for further instructions
- 5) Take roll call and notify police if missing any students
- 6) Follow all instructions given by police/emergency responders
- 7) Contact Regional Director (*should be within five minutes of shelter being called*)
- 8) Notify parents

Example 2:

Lockdown means that there is a danger inside the building. In the event of a lockdown at the school, no one is allowed to enter or leave the building. You will be unable to pick your child up from the Program until the lockdown has been released by the local police. Parents are informed that their school is in a lockdown through the media or when they arrive at the school. During a lockdown, we stay in the designated space with all children, lock the doors and close the shades. We do not let any children move through the school. All persons are to stay clear of windows, glass doors, and refrain from turning on bright lights or using flash lights. We will try to keep the children happy, calm and engaged in activities. The children will be told that there is a situation outside that prevents them from going out of the building, that their parents are aware, and that they are safe. Words such as lockdown, severe, emergency, danger, etc. will not be used to deter panic and extreme behaviors. Our primary goal is to keep the children safe and calm. Note: If the school is in a lockdown before the After School Program begins, our staff is not allowed to enter the building and the After School Program will not operate on such a day.

Please note that as per licensing requirements WFC runs two mock fire drills per month one in our Before care program and the other in our Aftercare program. WFC also runs an intruder drill at the beginning of the school year and again in the Spring.

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;

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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/.

OOL/Information to Parents/May 2019