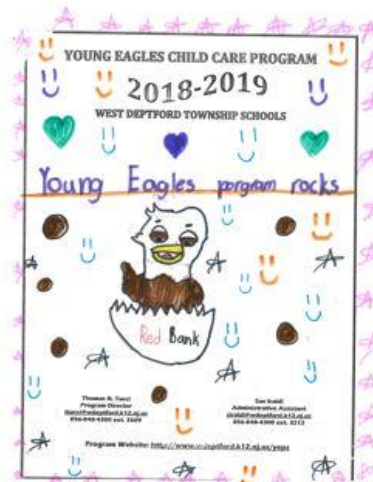
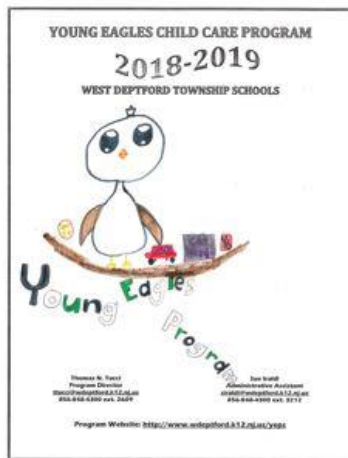


YOUNG EAGLES CHILD CARE PROGRAM

2018-2019

WEST DEPTFORD TOWNSHIP SCHOOLS



Young Eagles Cover Contest Winners 2018

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Young Eagles Before & After School Child Care Program

West Deptford Township Young Eagles Program is an extended day childcare program licensed by the State of New Jersey Department of Children and Families Office of Licensing providing children with an environment that is safe, friendly, and stimulating. The program includes time to relax, enjoy breakfast or a snack, play, and homework as well as an opportunity for children to interact with adults and peers through a variety of activities. This program is a separate business enterprise that has no direct connection with West Deptford Township Schools. The Young Eagles Program is for children who mix well with other children and are respectful to the adults in charge and does not discriminate against any race, creed, religion, sex, or national origin.

ELIGIBILITY

Open to residents of West Deptford Township, Young Eagles is for children who will attend grades Kindergarten through 6th Grade in September 2018.

Location assignment is determined by an individual child's home school. *However, if older siblings are also enrolled, the youngest child dictates the location that children of the same family will attend.* Young Eagles will provide sibling busing between schools for these students so that parents only need to drop off or pick up at one building (except for Drop-In Voucher and AM including Half Days programs).

Non-public school aged children (K-6) that reside in West Deptford are also eligible to attend the Young Eagles Program. Please note, however, that transportation to and from the non-public school as well as to and from the Young Eagles Program will be the responsibility of the parent.

DAYS & HOURS OF OPERATION

The Young Eagles Program follows the West Deptford Township Schools student calendar. Days of operation will be during scheduled full day and half day sessions. The Young Eagles Program will not be available on school holidays or administrative school closings. Hours of Operation by site are listed below, however, **PLEASE NOTE: ALL sites will close at 5:00 PM on the day before Thanksgiving and Christmas Eve only.**

OAKVIEW SCHOOL HOURS 8:35 AM – 3:10 PM	RED BANK SCHOOL HOURS 8:40 AM – 3:15 PM	GREEN-FIELDS SCHOOL HOURS 8:50 AM – 3:25 PM
YEP - AM Session 6:30-8:35 AM	YEP - AM Session 6:30-8:40 AM	YEP - AM Session 6:30-8:50 AM
YEP - HALF DAY Session 1:00-6:10 PM	YEP - HALF DAY Session 1:00-6:15 PM	YEP - HALF DAY Session 1:00-6:25 PM
YEP – PM Session 3:10-6:10 PM	YEP – PM Session 3:15-6:15 PM	YEP – PM Session 3:25-6:25 PM

REGISTRATION, PROGRAMS, and TUITION RATES

Children must be registered for the Young Eagles Program each school year. A **\$50.00 non-refundable registration fee per family is required**. Attendance may not begin until the completed registration forms and \$50.00 registration fee have been received. Parents are required to keep their children's information up-to-date promptly entering any changes by logging into their Procure online account or notifying the program's office via email to siraldi@wdeptford.k12.nj.us

The Young Eagles Program offers parents a variety of childcare options to better accommodate the needs of each family. Parents can choose to enroll children in the **AM Program**, **AM + Half Days Program**, **PM Program**, or *both* AM and PM sessions called the **FULL Program**. For infrequent use or childcare needs on half days, families may choose the **Drop-In Voucher Program** as ***we do not offer a part-time childcare option.***

Each AM session includes breakfast with snacks served at the start of each PM session. Both sessions also include beverages. During the majority of half day sessions, pizza is provided for lunch as well as additional snacks later in the afternoon. *Parents are notified in advance if a packed lunch is needed for half days.*

ANNUAL REGISTRATION FEE: \$50.00 PER FAMILY (NON-REFUNDABLE)

AM PROGRAM (2 hours BEFORE school) \$37.50 per child per week	AM PROGRAM + Half Days (2 hours BEFORE school + half days) \$42.50 per child per week
PM PROGRAM ONLY (3 hours AFTER school; includes half days) \$52.50 per child per week	FULL PROGRAM (BOTH AM & PM hours; includes half days) \$87.50 per child per week

DROP-IN VOUCHER PROGRAM
\$25.00 DEPOSIT per booklet (**booklet contains 5 vouchers**)

Balance Due by session

AM session - \$11.00 per voucher / **PM session - \$16.00** per voucher
Half Day session - \$21.00 per voucher

Due to the complexity of bussing and after school activity schedules, Young Eagles CANNOT offer the Drop-In Voucher Program to Middle School 5th and 6th grade students.

The Young Eagles Drop-In Voucher program allows parents to utilize AM, PM or Half Day sessions *on an occasional basis*. Each booklet contains five (5) pre-numbered vouchers (in duplicate - white & yellow) requiring a \$25.00 deposit per booklet. *Balance of payment is due immediately upon redemption of the last voucher in a booklet based upon sessions used.* **Booklets are NON-REFUNDABLE and vouchers cannot be sold separately.**

When occasional childcare is needed, 48 hours advanced notice is kindly requested by submitting a completed voucher. ***If an emergency should arise, parent(s) MUST contact their child's YEP location directly in order to confirm arrangements (see page 4).*** For each session (AM=1 session, PM=1 session, Half Day=1 session), the voucher needs to be signed, dated, session circled, and both copies labeled *Return to school/YEP* either sent in to school with your child to present to his/her teacher as notification or turned into the Site Leader in advance. All students participating in the Drop-In Voucher Program will remain at their home school. **We will not offer sibling busing between schools for these students.**

TUITION PAYMENT PROCEDURE

The Young Eagles Program is self-supporting therefore requiring payment in advance. Acceptable methods of remittance include cash, credit card, ACH service, money order or check payable to the "Young Eagles Program". **Tuition is divided into 18 equal payment amounts over the 10-month school calendar year** and will be updated regularly to accurately reflect current amounts or outstanding balances via ProCare Software.

If payment is received after the due date, a \$5.00 per day late fee will be assessed. It will be the parent's responsibility to provide alternative child care if payment is more than 5 days late. *After ten (10) days of no payment, your child will be automatically removed from our rosters.*

The Young Eagles Program is only open on days when regular school is in session. As such, parents are responsible to pay for days when school is in session. Young Eagles does not give credit for sick days, family vacations, days a child may go to a friend's/grandparents' home or if a child is not attending because of late payment.

There is *no payment* for days when school is not in session, such as Fall, Winter, and Spring breaks, holidays or snow days. If a parent/guardian has already paid for a day on which the program is closed due to inclement weather and a make-up day is not scheduled, the appropriate credit amount will be applied to a future payment.

A written withdrawal notice is requested two-weeks in advance, if a child is to leave the program prior to the end of the school year. Should a need arise for your child to return during the same school year, Young Eagles will determine if space is still available and a new registration fee may be required.

RETURNED CHECK FEES / YEP TAX I.D. INFORMATION

A **\$15.00 returned check fee** will be imposed for the first payment denied due to insufficient funds. If a subsequent payment should also be returned, the penalty fee is doubled and *payment thereafter will only be accepted via cash or money order.*

The Young Eagles Program **Tax I.D. is 21-6000349.** WE DO NOT PROVIDE ITEMIZED TAX STATEMENTS.

ATTENDANCE POLICY

EACH CHILD IS ACCOUNTED FOR ON A DAILY BASIS

If your child is registered for the Young Eagles PM Program and for any reason **CANNOT** attend that day due to illness, an appointment, club, etc., the Site Leader **MUST BE NOTIFIED PRIOR** to the session start time via any method listed below.

A **\$2.00 fee** will be imposed per incident if a parent fails to notify the Young Eagles Program in advance of non-attendance.

YOUNG EAGLES SITE CONTACT INFORMATION

Green-Fields ~ Denise Redstreak

Email: dredstreak@wdeptford.k12.nj.us

TEXT: 856-466-0372

Site Phone: 856-845-7929 ext. 6214

Red Bank ~ Kathy Bairstow

Email: kbairstow@wdeptford.k12.nj.us

TEXT: 856-466-0370

Site Phone: 856-845-2727 ext. 5222

Oakview ~ Linda Gentile

Email: lgentile@wdeptford.k12.nj.us

TEXT: 856-466-0371 Site Phone: 856-845-1856 ext. 4015

CHECK IN and CHECK OUT / RELEASE OF CHILDREN POLICY

The procedures below are necessary to assure the accountability and safety of your child.
If these procedures are not followed, your child will be removed from the program.

AM CHECK IN: For the safety of the children, parents or an authorized adult are REQUIRED to escort their child into the AM Program for check in.

PM CHECK OUT: Parents, or other authorized adults (18 years of age or older), are responsible for picking up their children by the designated close time for each afternoon session. Children will not be released to an unauthorized person. ***Young Eagles personnel reserve the right to request photo ID whenever the identity of the adult picking up the child is unknown or in question.*** Remember, by registering your child with the Young Eagles Program, you have asked us to be responsible for her/his safety during program hours.

A **LATE PICK UP FEE** WILL BE APPLIED IF A PARENT ARRIVES AFTER PROGRAM CLOSE HOURS:

1-30 minutes late = \$12.00 fee

30-60 minutes late = \$24.00 fee

If parents receive two (2) late pick up assessments, they will be asked to find alternative child care.

POLICY OF 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).

RUTGERS SOUTHERN REGIONAL Child Care Resource & Referral Agency

Young Eagles is a participating provider with Rutgers Southern Regional Child Care Resource & Referral Agency equipped with POS machines directly linking attendance and payment to our program. **Participants MUST comply with attendance policies allotting enough time for DAILY check in/out verifying that the child in care attends the program as required by both Rutgers Southern Regional CCR&RA and Young Eagles Program agreements – NO EXCEPTIONS!**

Failure to comply will be promptly reported and could result in suspension or termination by Rutgers Southern Regional services. **Should that occur, payment for child care provided is still expected to avoid your child being removed from Young Eagles.** Tuition co-payments, to be paid in advance bi-weekly, will be determined if your amount of benefit falls short of our daily program rate.

If you experience technical issues attempting to check in/out with the POS machine, you must immediately notify the Site Leader and your Rutgers Southern Regional case worker at the time of the issue.

NOTE: RSR Provider Agreement applications must be presented in person to the Young Eagles' Central Office located inside West Deptford Middle School at least two weeks prior to the planned start date of child care. Children may not begin attending Young Eagles until confirmation from Rutgers Southern Regional of an approved agreement has been received by our office.

PERSONAL PROPERTY

The Young Eagles Program will **not** be responsible for personal property that is either lost, stolen or damaged. All of your child's personal items/property should remain in their backpack and individually labeled to avoid confusion of ownership.

Children report directly to the Young Eagles Program at dismissal time. Following snack, enrollees can participate in the following activities:

- Homework time - students have the opportunity each day to work quietly while completing daily homework assignments
- Gym activities – organized games both inside and out
- Free playtime – this includes age appropriate board games and other play items
- Outside playtime – on one of the school's playgrounds
- Quiet playtime- opportunities to write, draw or do crafts

Children are expected to clean up and put away games and other materials they have used before leaving.

We encourage sharing of materials as well as the responsibility of caring for these supplies. The rules of the school also apply to the Young Eagles Program.

MEDICATION

Absolutely **NO** medications will be dispensed by Young Eagles staff including asthma inhalers.

EMERGENCY CLOSING / DELAYED OPENING / EARLY DISMISSAL

Emergency Closing

When school is cancelled for the entire day due to bad weather or other emergencies, the Young Eagles Program will also be closed.

Delayed Opening:

If a Delayed Opening for school is scheduled, Young Eagles will also be delayed in opening. *For example, if school is delayed two (2) hours, Young Eagles will open at 8:30 a.m. instead of 6:30 a.m.*

Early Dismissal

If it becomes necessary to close school early due to inclement weather, an emergency, or after school activities are cancelled once the school day has begun, **Young Eagles will close at 4:15 pm.** The Superintendent of Schools will issue a district-wide School Messenger alert to advise all parents.

Please check the District's Web Site at www.wdeptford.k12.nj.us for up-to-date information regarding closings.

DISCIPLINE POLICY

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention, inflicting physical or emotional harm on other children, physically abusing staff or is otherwise unable to conform to the rules and guidelines of the Young Eagles Program.

It is the goal of the Young Eagles Program to guide children to be happy, cooperative participants in the program, to become responsible for their own actions, and to grow in their respect for the rights and feelings of other people.

When conflicts over the rights of other people and property develop, it is our goal to work with the individual children, listen to what each has to say and help resolve the conflict through effective communication.

See GUIDELINES FOR POSITIVE DISCIPLINE (page 9).

IF A CONFLICT CONTINUES TO EXIST:

1. A child may not be allowed to participate in the particular activity where conflict exists for a period of time. ("Time Out")
2. If there is still an unresolved conflict, parents will be asked for ideas on solving the conflict.
3. If a problem still exists, a written Incident Report will be presented to the parents for a signature and parents may be asked to keep the child at home for a few days until he/she is ready to cooperate.
4. In severe cases where a child poses a serious threat to the safety of the other children or a severe disruption in the program, the child will be removed immediately from the program.

Young Eagles Child Care supervisors will inform parents at the time of pickup if a child has used inappropriate behavior that day.

It is our policy never to use methods of resolving conflict by using physical force. Similarly, we cannot allow others (including children) to do so within the confines of our program.

In cases involving physical contact between the child and another child or the child and a staff member, a written Physical Contact Report requiring the parent's signature will be presented.

See EXPULSION POLICY (page 10).

WEST DEPTFORD TOWNSHIP - 2018-2019 SCHOOL CALENDAR

					<u>JULY 2018</u>						<u>JANUARY 2019</u> <u>DAYS: S=20 T=21</u>				
M	T	W	T	F						M	T	W	T	F	
2	3	4	5	6	4- Independence Day (observed)						1	2	3	4	
9	10	11	12	13						7	8	9	10	11	
16	17	18	19	20						14	15	16	17	18	
23	24	25	26	27						21	22	*23	*24	*25	
30	31									*28	29	30	31		
					<u>AUGUST 2018</u> <u>DAYS: S=0 T=1</u>						<u>FEBRUARY 2019</u> <u>DAYS: S=18 T=18</u>				
M	T	W	T	F						M	T	W	T	F	
		1	2	3	30 - Inservice Day 31 - Labor Day (Observed)									1	
6	7	8	9	10						4	5	6	7	8	
13	14	15	16	17						11	12	13	14	15	
20	21	22	23	24						18	19	20	21	22	
27	28	29	30	31						25	26	27	28		
					<u>SEPTEMBER 2018</u> <u>DAYS: S=19 T=19</u>						<u>MARCH 2019</u> <u>DAYS: S=20 T=21</u>				
M	T	W	T	F						M	T	W	T	F	
					3 - Labor Day (Observed) 4-School Opens 1/2 Day 5-1/2 Day Inservice									1	
3	4	5	6	7						4	5	6	7	8	
10	11	12	13	14						11	12	*13	*14	15	
17	18	19	20	21						18	19	20	21	22	
24	25	26	27	28						25	26	27	28	29	
					<u>OCTOBER 2018</u> <u>DAYS: S=21 T=22</u>						<u>APRIL 2019</u> <u>DAYS: S=19 T=19</u>				
M	T	W	T	F						M	T	W	T	F	
1	2	3	4	5	5- Inservice Day 8- Columbus Day					1	2	3	4	5	
8	9	10	11	12						8	9	10	11	12	
15	16	17	18	19						15	16	17	18	19	
22	23	24	25	26						22	23	24	25	26	
29	30	31								29	30				
					<u>NOVEMBER 2018</u> <u>DAYS: S=17 T=20</u>						<u>MAY 2019</u> <u>DAYS: S=21 T=22</u>				
M	T	W	T	F						M	T	W	T	F	
			1	2	7- Inservice Day 8-9- NJEA Convention 21- 1/2 Day-HS, MS & Elem 22-23- Thanksgiving Holiday							1	2	3	
5	6	7	8	9						6	7	8	9	10	
12	13	14	15	16						13	14	15	16	17	
19	20	21	22	23						20	21	22	23	24	
26	27	28	29	30						27	28	29	30	31	
					<u>DECEMBER 2018</u> <u>DAYS: S=15 T=15</u>						<u>JUNE 2019</u> <u>DAYS: S=10 T=10</u>				
M	T	W	T	F						M	T	W	T	F	
3	4	5	6	7	10, 11, 12, 13- 1/2 Days MS & Elem Conferences 21-1/2 Day-HS, MS & Elem 24-31-Winter Break										
10	11	12	13	14						3	4	5	6	7	
17	18	19	20	21						*10	*11	*12	13	14	
24	25	26	27	28						17	18	19	20	21	
31										24	25	26	27	28	

Students: 180 Teachers: 188

*1 day missed - Feb 15 becomes a school day
 *2 days missed - Feb 15 and March 8 become school days
 *3 days missed - Feb 15, Mar 8 and Apr 23 become school days

*4 days missed - Feb 15, Mar 8, Apr 23 and June 17 become school days
 *5 days missed - Feb 15, Mar 8, Apr 23 and June 17 & 18 become school days
 *6 days missed -Feb 15, Mar 8, Apr 23 and June 17, 18&19 become school days

Schools/Offices Closed
 First/Last Day Students
 + 1/2 Day Conferences
 * 1/2 Days for Exams HS Only
 Full Day Inservice
 ▽ 1/2 Days-Early Dismissal
 ◇ Last Day Teachers
 B.O.E. Approved: 1/22/2018

School Times:
 High School 7:31am-2:06pm, Middle School 7:55am-2:47pm,
 Oakview 8:55am-3:10pm, Red Bank 9:00am-3:15pm and Green-Fields 9:10am-3:25pm

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

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

EXPULSION POLICY

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

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

IMMEDIATE CAUSES FOR EXPULSION:

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain):

CHILD'S ACTIONS FOR EXPULSION:

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

SCHEDULE OF EXPULSION:

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

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

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

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

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

Department of Children and Families Office of Licensing INFORMATION TO PARENTS

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

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

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

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

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

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

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

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well

as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.

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

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

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

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

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

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