

Adam and Danielle’s Children’s Center T/A The Children’s Afterschool Center Policies 2020–2021

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Student/Staff Drop and Pick-up Screening Process

Before school operates 7:15AM–8:40AM Monday/Tuesday & Thursday/Friday for in-school days/students

After school operates 12:30PM–5:30PM Monday/Tuesday & Thursday/Friday for in-school days/students

Full Day Care in Kinnelon operates 7:15AM–5:30PM for virtual learning days/students

We will provide you phone numbers that you must call to announce your child's arrival and for parent pick-up. Our staff will be available for observing, greeting, and screening you and your child from your car before entering the building. Please understand there may be a line when dropping off. Please make sure that all individuals in car are wearing a face covering. Temperature of each student will be taken with our infrared thermometer. We will log in each student's temperature while conducting a visual inspection, observing for signs of illness, which may include flushed cheeks, fatigue, headache, coughing, and shortness of breath or loss of sense of smell or taste. We will also ask the parent a short series of questions which will help us in the screening process. Any child with a temperature of 100.4 or above or any child that shows any signs of illness will not be admitted into the building.

Each child entering the building will be directed to the bathroom to wash hands for 20 seconds with soap and hot water. Children are encouraged not to bring in items from home. All children must wear a face covering. Our staff will sign each child in and out of our program.

When you arrive to pick up your child you also must call the phone number available so we can escort your child to your car. Unfortunately, at this point in time no one is allowed in the building. Social distancing will be ensured and respected. If you have any questions, please feel free to phone us on the office line at 973-335-4557 or send an email directly to info@childrensafterschoolcenter.com

All staff entering the building must also do screening, observing, temperature inspections, cell phone sanitizing, as well as hand washing for 20 seconds. Face coverings are mandatory for staff.

Indoor Process for Students and Staff

Bathroom Sanitization and Policies

- Bathroom runs will be conducted each day, several times per day according to your child's unit's needs, which will be assessed and put into policy at a later date. Before and after food intake all children will visit bathroom.
- Each unit will be assigned to a specific bathroom which will have been deep cleaned and sanitized before and after each visit. Hand washing will be promoted and ensured via our talks with children, posters, and books. Staff is trained in cultivating safe environments and will guide your child through this process.
- The bathrooms we are using have policies in place and precautions are taken to clean and sanitize according to NJ State Health sanitization guidelines. Posters and readable materials will be available to enforce these guidelines.

Morning/Evening Sanitization

- Clean all surfaces and objects that are visibly soiled
- Sanitize and clean entire facility and items touched frequently
 - ◆ Tables, benches, light fixtures, doors and knobs and windowsills
 - ◆ Each unit will also clean and sanitize all games, toys, and objects such as classroom supplies containers
- All sanitizing and cleaning processes will be tracked in a logbook

Sickness Sanitization

- We must provide an isolation area, free from all others for sick children that are waiting to go home. Such an area will be cleaned and sanitized as soon as they leave.

Social Distancing, PPE and Group Sizes

- Social distancing will be implemented and maintained between staff and children.
- All staff are required to wear masks. We encourage children to wear masks. They wear masks to protect all others.
 - ◆ Each unit will be grouped together with 6-10 children. Each day the unit is together with the same staff member, for the greatest extent possible to minimize the transmission of the virus. Each unit shall not congregate less than 10 feet from any another unit.
 - ◆ Our program will operate from all purpose room which will be a shared space with boundaries clearly marked. Mixing of groups is not permitted. Such spaces will be carefully monitored and controlled.
 - ◆ Outdoor play will be staggered and controlled to prevent mixing of units.

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 or 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 <http://www.state.nj.us/dcf/>.

Discipline Policy

1. Be positive;
2. Be consistent with the age and developmental needs of the children; and
3. Lead to the child's ability to develop and maintain self-control.
 - (a) Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.
 - (b) Staff shall not withhold active playtime as a means of discipline unless the child's actions or behavior present a danger to themselves or others.
 - (c) Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.
 - (d) The center shall maintain on file a written policy on the disciplining of children by staff members.

The policy shall:

4. Reflect the provisions specified in (3a) through (3c) and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc.);
5. Be distributed to every staff member; and
6. Be posted in a prominent location within the center.
7. The center shall secure and maintain on file each staff member's signature, attesting to receipt of the policy on the disciplining of children by staff members.
8. For school-age childcare programs, the following shall apply:
 - (a) The center shall permit children to participate in the development of the discipline rules and procedures; or
 - (b) The center shall establish procedures to ensure that children are aware of the rules.

Policy on the Release of Children

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

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

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

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

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

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

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

Policy on the Management of Communicable Diseases

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

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

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

EXCLUDABLE COMMUNICABLE DISEASES

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

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

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

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

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

Medication Administration Policy

Our center must tell parents about our policy on administering medication and health care procedures to children. When we administer any medication or health care procedure to a child, we will follow these procedures. Our center **will** give prescription medication or health care procedures to a child with a short-term illness. Our center **will** give over-the-counter (non-prescription) medication or health care procedures to a child. Our center will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.

Parents must provide written permission before any medication or health care procedure is administered to a child. Written permission is also needed if a school-age child is permitted to self-administer medication or a health care procedure.

Medication must be in its original container and labeled with the child's name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for its administration. If a child may need a health care procedure while at the center (such as the use of a nebulizer, glucometer or epi-pen), parents must let us know who can provide appropriate training for our staff, and how we can contact the health care provider.

Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen), or topical (skin) preparations (such as sunscreen and diaper rash preparations).

Medication or health care procedures will only be given by authorized staff who are informed of the child's medication and health care needs. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child; and
6. Any adverse effect the medication may have had on the child.

Expulsion Policy

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.
- Document the child's disruptive behavior and maintain confidentiality.
- 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.

Use of Technology and Social Media Policies

Social Media:

The posting of confidential and identifying information about the children, parents, or staff at the Center on social media (e.g., Facebook, MySpace, Instagram, Twitter, etc.) is strictly prohibited. In no way does Adam and Danielle's Children's Center wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee. The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (the Center website/Facebook page, etc.) unless prior written approval from the Director has been obtained.

Pictures:

As with the use of social media, the publication of photos from the Center, whether online or otherwise, is generally prohibited without prior approval from the Director. In general, approval will usually be granted for pictures which advance the Center's mission, demonstrate the educational achievements of the Center or the children in our care, or which otherwise portray the Center's positive contributions to the community. Staff may take pictures of the activities in their classrooms to share with the families of the children in our care, as appropriate (to document a child's progress, etc.). As mentioned previously, some families have chosen to restrict photograph permissions, and it is expected that all employees will abide by those wishes. These restrictions will be noted in the classroom binder.

Electronic games, phones and tablets:

Adam and Danielle's Children's Center does not permit television viewing at the center. DVD movies are only for education or instruction value. All games must be rated G and for the sole purpose of education and instruction. You Tube videos are not permitted. Children are not permitted to have their phones out of their back packs for any reason. We do not want them to text or call parents while at the center. If the director needs to contact the parents we will do so on our phone. Children are not permitted to take photos or videos of others at the program. Staff reserves the right to remove any electronics that they feel are not being used correctly.

Parental Notification Policy

School Aged Child Care-SACC

The Children’s Afterschool Center utilizes a number of methods to communicate with families regarding our programs. General information, including Summer Camp registration and information about our programs will be sent out monthly by email to families enrolled in our Before and After School.

Each Before and After School program and Summer Camp has a cell phone for direct parent communication during program hours. Parents will be given the cell phone number at the beginning of the school year and encouraged to text or leave messages regarding their child’s absence or questions. The on-site staff will also use the cell phone to contact parents during program hours, for example to verify an absence or to notify a parent of illness or injury. Each site also has a landline, whose number is also given out in the beginning of the term, specified on the monthly calendar, and published on our Web site at <https://www.childrensafterschoolcenter.com/>.

Parents may communicate with our directors by email, text, or phone regarding any questions or concerns about the programs. Providing your cell number for our invite only app which is called Remind App will make it easier to communicate openly with each other as well as privately. Keeping it updated will be critical for the distribution of timely and up-to-date information about our SACC programming.

We encourage parents to discuss any questions or concerns about the policies and practices of the program with us. Parents of enrolled children may visit the program at any time without having to secure prior approval. If at any time you wish to discuss any policy or activity please contact us. We appreciate you giving us your input, we can work together to develop a high quality program for your family.

Thank you for your cooperation.

Adam and Danielle’s Children’s Center

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