



READY. SET.



# South Amboy YMCA Summer Camp Policies & Procedures

## CONTACT INFORMATION

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# Summer 2021

**South Amboy Branch YMCA**

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**South Amboy Camp  
Summer 2021  
Parent Policy and Procedures Handbook**

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Ready. Set. Summer...

**CAMP!**

## **Welcome SAY Camp Families!**

**We look forward to filling this summer with lasting memories of fun experiences and awesome friendships for campers and families alike!! Although our camp may feel a little different than years past, we're here to make it the best summer ever!**

**At the Y, strengthening our community- in mind, body, and spirit- is our cause. We are dedicated to building strong kids, strong families and strong communities through programs that develop the values of caring, honesty, respect and responsibility.**

**This summer, and every summer, it is our goal to have the most fun possible in a super safe environment. With that in mind, please read the following policies carefully to ensure a smooth and safe summer. We look forward to partnering with families to help each and every child be successful!**

**We can't wait to see you!**

**Sincerely,  
The Camp SAY Staff  
South Amboy Branch YMCA**

## **REGISTERING FOR CAMP**

Campers will need the following items to be completed and handed in prior to their start at camp:

- Completed and signed registration form
- Payments made in full by the appropriate due date- no child will be permitted to come to camp with an outstanding balance

## **PAYMENT & REFUND POLICY**

### **Deposits**

A deposit of \$50 per child, per week, is required at the time of registration. Membership and deposit fees are non-refundable and non-transferrable. It is understood that, in the case of dismissal or voluntary withdrawal, there are NO refunds of camp fees after a session has started. If a camper must be dismissed for medical reasons, unused sessions may be refunded. Cancellation request forms are available at the Welcome Center. There is no credit issued for sick days, vacation or emergency closings.

### **Payments**

Deposits will be applied to your camp balance. Remaining camp balances will be due as follows:

**Balances for weeks 1-2, due June 18th**

**Balances for weeks 3-4, due on July 2nd**

**Balances for weeks 5-6, due on July 16th**

**Balances for weeks 7-8, due on July 30th**

**Balances for week 9-10, due on August 13th**

**Balance for week 11, due on August 27th**

### **Payment Method**

The South Amboy Branch YMCA accept payments in the form of credit card, debit card, cash, and checks.

## **SIBLING DISCOUNT**

The South Amboy YMCA offers a 10% discount off the second child registered and every child thereafter for coinciding weeks only. This discount is not applicable to deposits.

## **OUTSTANDING BALANCES**

Campers will not be permitted to attend camp until the balance for each week is paid in full by its due date. It is the parent/guardian's responsibility to pay the camp tuition at the appropriate time. If you are unsure of your balance, please call (732) 553-9622.

## ACTIVITIES

Campers will engage in a wide variety of activities throughout the camp day that will strengthen them in mind, body, and spirit. Throughout the day, campers will participate in a wide range of activities meant to help them grow physically, mentally, and emotionally. Activities are age appropriate and focus on team work, summer learning loss prevention, healthy living, and most importantly, FUN!

### Swim

All campers will have the opportunity to participate in free swim with their group. Proper swim gear is required (bathing suit, towel, bathing cap, etc.). Campers are responsible for bringing their own swim gear. Swim testing is done every Monday to make the counselors and aquatics staff aware of your campers swimming capabilities. Campers who opt out of a swim test will be assumed to have no swimming abilities and will be required to wear a life jacket while in the pool.

### Trips

In accordance with NJ State guidelines campers will not be leaving the South Amboy Branch YMCA to participate in field trips this summer. We will, however, spend our summer using exploring places all around the world through virtual experiences, videos and tours.

## DROP OFF AND PICK UP

Parents will have the luxury of staying in their car to drop off and pick up their child(ren) at the beginning and end of each camp day. In order to ensure a smooth process please be sure to have campers ready to get out of the car in the morning and please be prepared to produce ID in the afternoon. It is encouraged that adults dropping off campers bring their own pen.

### Drop Off

Camper drop off will be available from 7:00am- 9:30am

Adults dropping off campers will pull up to our designated drop off area in the front of the YMCA and sign their child(ren) into camp for the day with the assistance of a staff member. Adults will need to answer standard health screening questions to detect signs and symptoms of COVID-19. A staff member will take the camper's temperature while the child remains in the vehicle. **FOR CHILD AND STAFF SAFETY, PARENTS SHOULD REMAIN IN THEIR VEHICLES AT ALL TIMES.**

Anyone dropping a camper off after 9:30am must park and walk the camper in to complete their health screening at our Welcome Center.

### Pick Up

Camper pick up will be available from 4:30pm- 7:00pm

Adults will pull up to our designated pick up area in the front of the YMCA and sign their child out with the assistance of a staff member. **FOR CHILD AND STAFF SAFETY, PARENTS SHOULD REMAIN IN THEIR VEHICLES AT ALL TIMES. PICK-UP PERSONS WILL BE REQUIRED TO PRODUCE ID AT THE TIME OF PICK UP. CHILDREN WILL ONLY BE RELEASED TO THOSE INDICATED ON THEIR REGISTRATION FORMS.**

Anyone needing to pick up their camper prior to 4:30 must park and enter the facility to let the Welcome Center know that you are picking up your camper. Families should call ahead whenever possible to let YMCA staff know that they will need to pick their camper up before the designated pick up time. Please allow a few moments for a staff member to become available and collect the camper with their belongings to meet you at the Welcome Center.

## LATE PICK-UP POLICY

Campers not enrolled in our extended care program, picked up after 5:00 pm will incur a \$15 fee and will be enrolled in extended care for the day. Campers picked up after 7:00pm will incur a \$15 late fee for each 15-minute increment of time they spend at the Y. See information below. Late pick up fees must be paid in full at the time of pick up. Campers with outstanding balances will not be permitted to attend camp until the balance is paid.

### Late Pick Up Fees

Our camp day ends promptly at 5pm. Extended care ends promptly at 7pm. A late fee of \$15 will be charged for each interval of 15 minutes passed. Late pick up fees must be paid at the time of pick up. Campers with unpaid late fees will not be permitted to return to camp until the fee has been paid in full.

## POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized 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:

- The child is supervised at all times;

- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and

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

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

- The child may not be released to such an impaired individual;

- Staff members attempt to contact the child's other parent or alternative person(s) authorized by the parent(s); and

- 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 until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

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

## HEALTH AND SAFETY

The health and safety of each child is our primary concern. ALL staff members over the age of 18 are trained and certified in First Aid, CPR and AED.

### Health Forms

As required by the NJ Department of Child Permanency & Protection, each child MUST have a medical declaration statement form on file– ours is included on the registration form. Your child will not be allowed to attend camp until a completed registration form is on file.

### In The Event of an Emergency

In case of severe accident or illness, the injured child will be taken to Raritan Bay Medical Center.

### Illness Policy

Please do not send your child to camp with any of the following symptoms: temperature over 99° F, cold, sore throat, earache, cough, trouble breathing, vomiting, diarrhea, eye irritations, unknown rash, impetigo, ring worm, or other communicable diseases. Any child with an open wound will not be allowed to swim.

### Medication Policy

All medication, inhalers, epi-pens, and insect repellent must be given directly to the camp staff by the parent or guardian, on or before your child's first day. Medication must be in the original labeled container, with the name and dosage clearly marked. Parents must also fill out a medication administration form (available for download on our website), which will then be attached to the child's registration form.

## COVID-19 UPDATES AND CHANGES

It is the responsibility of the parent/guardian to be vigilant of any signs or symptoms of COVID-19 in my camper. If my camper displays any signs or symptoms of COVID-19 or has been exposed to COVID-19 it is my responsibility to tell the Camp Director immediately. In the event that my camper becomes ill at camp, I understand that I must arrange for them to be picked up by myself, or a person that I designate, **immediately**.

In the event that a child presents any signs or symptoms of COVID-19, the parent/guardian will be contacted immediately and the child will be placed in an isolation room, away from other campers and staff. All areas that the child in questions has come into contact with be disinfected following guidance from the CDC.

If it is confirmed that a camper or YMCA staff member has tested positive for COVID-19, the camp Director will notify the Local Health Department and the Office of Licensing and will proceed with the guidance of Local Health Officials.

Strict cleaning schedules and protocols have been put in place with our staff in order to prevent the spread of COVID-19. This includes but is not limited to disinfecting play areas, surfaces , toys and equipment before and after each use.

Staff and campers are encouraged to wear face coverings at all times unless (1) doing so would inhibit the individual's health, (2) the individual is in extreme heat outdoors, or (3) the individual is in the water.

### Absences

Please call the YMCA at (732) 553-9622 if your child will be absent from camp. Absences will be monitored and recorded by YMCA staff.

### Belongings

Campers will be provided a bin labeled with their name to keep all of their belongings and their own set of basic art supplies (crayons, scissors, glue, etc.) to avoid cross contamination between campers.

### Groups

Each group will be limited to 15 campers and will have their own room in which they will spend a majority of their day to avoid interactions with other groups. Outdoor, gym, and swim times will be staggered with time to disinfect the area after each group also.

### Visitors

Visitors will not be permitted to enter the classrooms dedicated to summer camp during camp operating hours, with the exception of emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes. All others, including person providing maintenance or repair services, prospective customers, prospective employees, entertainers or speakers, and third-party therapists or service providers will be required to visit the classrooms after or before camp operating hours.

## **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°F
- Lethargy
- Severe coughing
- Yellow eyes or jaundice 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 contradicted 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 healthcare 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 the sores have dried and crusted is required.

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

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

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

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



## **POLICY ON THE USE OF TECHNOLOGY & SOCIAL MEDIA**

### **STAFF**

South Amboy YMCA staff must abide by the policies set forth in the Employee Handbook of the YMCA of MEWSA. Staff are not permitted to post any pictures of children on their personal social media. Staff are not permitted to use cell phones during work hours unless the phones are specifically used for work, i.e. when staff are off site and need to contact the director or to connect to a speaker to play age appropriate music. Staff are PROHIBITED to contact parents by personal cell phone except in extreme circumstances such as evacuating the building for an emergency.

### **CAMPERS**

The YMCA is extremely dedicated to providing each camper with the best possible summer camp experience. We try to create an atmosphere in which children will thrive socially, emotionally, spiritually, and physically. For these reasons, no camper, by any means, will be permitted to bring any of the following to camp: cell phones, tablets, Kindles, Nintendo DS or switches, or any other technology device. Use of these devices is prohibited and repeatedly breaking this policy may result in dismissal from our program.

If you need to contact your child during the time that he or she is at camp, please call the YMCA at (732) 553-9622. If your child is on a trip, the information will be relayed to the lead staff member on the trip and you will be contacted as soon as possible. In an emergency, we will contact your child's counselor by cell phone. We appreciate everyone's support and cooperation in our effort to make each and every camper's experience as safe and enriching as possible.

### **THE SOUTH AMBOY YMCA IS NOT RESPONSIBLE FOR ANY TECHNOLOGY THAT IS LOST, STOLEN, OR BROKEN.**

Children with special needs, who have a written diagnosis provided by a doctor, may use technology as directed by the child's physician. A child will not be given permission to use their technology without being directed by a physician.

## **SOCIAL MEDIA POLICY**

This policy provides a set of rules and guidelines to inform and guide the behavior of all participants through social media and all forms of electronic and digital communication. This policy is intended to be adaptable to the changes in technology and norms of online communication and behavior.

To protect the confidentiality of all participants in our programs.

The term "participants" refers to anyone involved in or participating in YMCA programs and activities including employees, volunteers, interns, parents, guardians, extended family members and friends, children and members.

The term "social media" applies to any internet based, digital or mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate or otherwise interact, and includes, without limitation, e-mail, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, LinkedIn, MySpace, Twitter, YouTube, Instagram, Snapchat or others.

It is expected that all participants follow Social Media Guidelines. We do not permit staff to engage with program participants, under the age of 18, utilizing social media. We ask that parents/guardians support the Y in this policy and not participate in or permit social media interaction, texting, chatting, emailing, instant messaging or any additional forms of social media as a way of communication.

We ask that parents/guardians of children in our center utilize the email address provided by the Centers as a way of digital communication. Emailing and texting individual personal staff accounts is not an acceptable means of communication. The program will communicate via personal conversations, telephone and emails the following information: newsletters, community information, emergency delays and emergency closures using the Center phone and computers/email addresses. It is strictly prohibited for staff to use their personal devices/cell phones to communicate with families.

Please be respectful and mindful of privacy and confidentiality. The YMCA has dedicated a website that we use to share information: [www.ymcaofmews.org](http://www.ymcaofmews.org). Posting of photographs or videos of children, other than your own, is prohibited.

Staff are prohibited from using their cell phones when supervising the children.

## POLICY ON METHODS OF PARENT NOTIFICATION

### **Parents will be notified via email and phone for the following reasons:**

- Emergency evacuation
- Natural Disaster
- Any closure to the camp program

### **Parents will be notified by phone for the following reasons:**

- When an injury to a child occurs that is from the neck or above or leaves a mark
- If a child forgot lunch
- If a child is sick
- If a child's behavior is unable to be directed with positive discipline

### **Parents will be notified at pick up for the following reasons:**

- If any injuries occurred during the day other than those specified above
- Regarding any unusual behaviors
- A brief overview of the daily activities and the child's participation
- Of any missing items the child needs to bring in

**Weekly Newsletters** will be emailed out the Friday before the camp week begins. The newsletter will contain the weekly theme, field trip, parent reminders, and any highlights from the previous week!

**Staff Bios** will be available to parents at the beginning of camp for parents to get to know those caring for their kids.

**Text Alerts** will be sent out to remind parents of field trip days, dress up days, and any other important information.

Parents may contact the Camp Director during camp operating hours with any questions via phone or email.

## **PARENTAL NOTIFICATION**

Counselors are responsible for reporting all daily activities and issues to parents during the drop-off and/or pick-up process.

Counselors are responsible for reporting all developmental, emotional and physical changes to a parent as needed. If a Counselor is unable to see a parent by the end of the day, he or she will call the parent with any imperative information.

All incidents requiring documentation will be communicated in written form and require both staff and parent/guardian signatures.

Any injury above the shoulder will be reported to the parent/guardian via telephone call.

General program information and events will be shared with families in various ways: flyers, newsletters, email, social media, website, text alerts and other forms of communication will be used as deemed appropriate.

Parents may communicate with the program in person, by calling the main office at (732)553-9622.

### **Annmarie Sabovick**

Healthy Living Director

(732) 553-9622 ext. 4210

[annmarie.sabovick@ymcaofmewsa.org](mailto:annmarie.sabovick@ymcaofmewsa.org)

## DISCIPLINE POLICY

It is our desire for each camper to have a safe and enjoyable summer camp experience. Our staff have been trained and will follow the Positive Discipline Policy Provided in this manual by the Office of Licensing of NJ. For repeated or severe behavior problems, the child will be brought to the camp office, the parent or guardian will be contacted, and the child may miss scheduled activities. The behavior will be documented in writing. If the behavior is severe the parent or guardian will be asked to sign the written documentation acknowledging they have been notified of the behavior. If the behavior continues to be repeated, the child may be dismissed from camp by the Camp Director. **The Camp Director reserves the right to refuse children, who have exhibited unacceptable behavior, access to trips or other activities which may create a safety concern for themselves or other campers/staff.**

### 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**

### **South Amboy YMCA**

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.
- 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.

## 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> for 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.

Department of Children and Families  
Office of Licensing  
**INFORMATION TO PARENTS**

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