



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

A GREAT YEAR WITH THE Y!

SCHOOL AGE CHILD CARE PARENT HANDBOOK

SOUTH AMBOY BRANCH YMCA
PHONE: 732.553.9622 FAX: 732.316.8216
YMCAOFMEWSA.ORG



South Amboy Branch YMCA



@SOUTHAMBOYYMCA



FOR YOUTH DEVELOPMENT®
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Dear Parents and Friends of the South Amboy Branch YMCA,

Welcome to our School Age Child Care Program, otherwise referred to as **SACC**. Our SACC program started with the YMCA of MEWSA in 1990 and we believe that all children deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

As part of our weekly schedule, we include **CATCH** (Coordinated Approach To Children's Health) which entails physical and nutrition activities to keep our children moving and to help them make good choices about the food they eat.

Besides healthy living activities, our Y also provides academic support with homework assistance and educational activities and guest presenters, social-emotional support where children can learn from daily interactions with each other, and spiritual health through activities designed to build a healthy spirit.

We look forward to working with all of you as we continue to make positive changes in our SACC program to help our children grow into lives which are healthy and fulfilling.

The Y is about youth development, social responsibility and improving the health and wellness of our nation. Welcome to our Y family and thank you for your ongoing support!

Sincerely,

Judith Murawski
School Age Child Care Director
Judith.Murawski@ymcaofmewsa.org
732.553.9622 X 4208



SACC PROGRAM INFORMATION

The SACC Program strives to offer quality before and after school care to children in Pre-Kindergarten through 8th grade. The purpose of the program is to provide a safe and educational environment for the children during out-of-school time. We work together to build strong personal, social and life skills through the Y core values of **Honesty, Caring, Respect, and Responsibility.**

BEFORE SCHOOL CARE

Beginning as early as 7am, the children participate in constructive, calm activities prior to school. Parents or guardians are required to sign their child into the program each morning. Students are able to finish last minute homework, interact with peers, play board games, and low-energy games in the gymnasium. Students are welcome to bring a healthy breakfast from home, if desired. Participants must arrive at the Y and be signed in by 8:00am to join the Y's program for transportation to the school via school bus.

AFTER SCHOOL CARE

Participants are picked up from school at regularly scheduled dismissal times and pre-planned early closures. The Y will make every attempt to pick up participants during unexpected early closing, pending bus and staff availability. When children arrive at the Y, a healthy snack is provided and homework times begins. All participants are encouraged to at least start their homework. Children are then separated for age-appropriate activities. The Y encourages at least 30 minutes of rigorous physical activity daily through CATCH curriculum. Outdoor play, sports, arts & crafts, science, nutrition, swimming or CATCH games are scheduled throughout the week. SACC begins winding down around 6:30pm and ends at 7:00pm.

VACATION / HOLIDAY CAMP

All-day programs are offered during planned days or weeks when schools have scheduled days off. Fees for these programs are NOT included in your monthly fees. You **MUST** register your child in advance with at least two days' notice so the Y can plan for appropriate staff and trip needs. Participants should bring lunch and any extra items listed, pending activities which may include swimming or special guests/trips. Beginning any time after 7am, SACC children can be dropped off at the Y and signed in by a parent or guardian. Children must be signed out/picked up by 7pm.

MEMBERSHIP TO THE Y

EVERY child must have at least a Program Membership in order to participate. Annual Program Membership Dues are to be paid with, or prior to, your first month's payment. This membership is valid for one year, is non-refundable, and enables your child to register for other staff-led programs at the Y including: youth sports, swim lessons, enrichment programs, and summer day camps. Monthly family memberships are also available. A 3% savings is offered for any SACC participant with a *current* Family Membership to the South Amboy YMCA. Family Memberships offer substantial program savings and include all fitness classes. Access to the pool, gym and fitness center during non-SACC hours for the whole family is also included in Family Memberships.

START DATE

Participants **must be enrolled by August 25th to start the SACC program on the first day of school**, pending space availability. Two (2) business days' notice is required to begin after the first week of school to ensure timely communication for transportation. Register early to ensure space availability.

REGISTRATION POLICIES AND PROCEDURES

A completed SACC Registration Packet must be received prior to attending our licensed SACC program. Registration information will be processed in a confidential manner. Registration is on first come basis. When the program fills to capacity, a *waiting list* will be established. Non-refundable deposits must accompany the registration form to secure your child's spot. This deposit will be applied towards June's balance (or last month tuition with 30 days' notice prior to the start of the month). **IMPORTANT!** Please inform the Y, in writing, of any changes to contact information that may occur during the school year.

FEE AGREEMENT

Fees include planned early dismissals and changes to school calendars, up to and including 180 days, but not including school closure days. Fees are due on the 1st of each month and can be paid by credit card, cash, or check made payable to: **YMCA**. Credit card draft is available. Cards are drafted on the 1st of the month. Security deposit of \$100 for After School and \$50 for Before School is due at the time of registration and will be applied to June's balance. **A 30 day written notice stating child's last day is necessary prior to withdrawal to apply the security deposit to last month's tuition. Waitlists will be open for others upon withdrawal from the program.** A \$25 late payment fee will be automatically applied after the 10th of the month. Consecutive late payments or returned checks may require dismissal from the program.

SIBLING ENROLLMENT

A 10% savings will be applied to the second child simultaneously enrolled, if requested at time of enrollment.

LATE PICK-UP FEES

Although we understand challenges may arise, YMCA staff are scheduled until 7pm as they also have other commitments. Late pick-up fees are added to your child's account and are expected to be paid at time of the late pick up or upon your next visit. The Y charges \$5 for the for 10 minutes late and \$1 per minute after those first ten minutes.

FINANCIAL ASSISTANCE

Scholarships are awarded based on need and availability of funds due to the efforts of the Y's Annual Support Campaign. Applications for scholarships require a minimum of 2 weeks to process upon submission. All deposits and fees are still required. Families are encouraged to apply for NJ Cares for Kids assistance before applying for the Y's scholarship fund.

CHANGES IN ENROLLMENT

Changes in enrollment are required 30 days in advance to ensure proper notification for transportation, staffing needs, and tuition/deposit needs.

HOURS OF OPERATION

The Y is open from 5am-10pm Monday-Friday and 7:30am-6pm on Saturdays and Sundays for payment inquiries, registration needs, and use of the facility with Family Memberships. The SACC Program hours are as follows:

Before School Care: 7am until school starts (children board busses at 8am)

After School Care: Dismissal until 7pm (including planned early dismissals)

Vacation / Holiday Camp: 7am-7pm

ABSENCES

The Y prepares for and expects your child to attend the program on days registered for. Therefore, there are no deductions or refunds for missed days, illness, personal vacations, etc. Enrollment in the SACC program requires full tuition payment each month. **You must call the Y at 732.553.9622 by 12:00 pm daily if your child is not attending the program for any reason to be added to the absent list.** Otherwise, the staff will spend time at the school trying to track down your child when another child may truly be missing. Failure to call in a child's absence timely may result in removal from the program.

YMCA SACC HOLIDAYS

The South Amboy YMCA's SACC Program follows the school calendars of the South Amboy & Sayreville/Parlin School Districts. Below is the holiday schedule for the Y during the 2019-2020 SACC Program. Vacation/Holiday Camp is available on non-YMCA SACC holidays when schools have planned closures and requires pre-registration and pre-payment.

- Thanksgiving & the day after: CLOSED
- Christmas Eve: CLOSED
- Christmas Day: CLOSED
- New Year's Eve: CLOSING at 4PM
- New Year's Day: CLOSED
- Memorial Day: CLOSED

DELAYED OPENINGS

When there is a delayed school opening, the YMCA provides transportation for the children enrolled in the Before School Program. Drop-off for the program will begin at regular time, 7am, unless the YMCA facility requires a delayed opening. Please check our Facebook, Instagram or website for changes in time on inclement weather days.

INCLEMENT WEATHER POLICY

For YMCA closings or delayed openings; please view our website or our Facebook page. When Schools have closed for inclement weather, the Y may open for Snow Day Camp beginning at 7am, for an additional fee, **pending the Y's ability to open safely**. If it is necessary to close early due to severe weather, we will contact you by phone or e-mail. You can also sign-up to receive text alerts on our website.

RELEASE OF CHILDREN FROM LICENSED PROGRAMS

Please have all necessary guardians listed on your registration forms which may be amended at any time. **NO CHILD WILL BE RELEASED TO ANYONE WHOSE NAME DOES NOT APPEAR ON YOUR REGISTRATION FORMS OR ALTERNATE PICK-UP AUTHORIZATION FORMS.** Please see our complete policy on the release of children in this handbook. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center must be provided legal documentation to that effect, maintain a copy on file and comply with the terms of the court order.

TRANSPORTATION SAFETY

Parents must communicate participation in the Y's SACC Program to the school to ensure children are placed in the appropriate pick-up location by their teacher at the end of the school day. Children are expected to behave on the bus and wear seatbelts. If a child becomes a danger to the other children and/or the driver, the Director may suspend the child from the bus service.

HEALTHY SNACKS

The Y provides one serving-size snack every afternoon. The snack is prepared with a healthy mindset, and excludes food containing trans-fats. Additional healthy snacks may be sent with your child. If there are any allergies to the snacks you send, a table may be provided for your child to eat at to ensure a safe environment for all. We follow the HEPA standards for snack time to ensure healthy development. Please do not send soda, candy, chips, gum, etc.

SCREEN TIME

Our SACC program limits screen time wherever possible. Cell phones and electronic devices are not allowed in the program at any time.

PERSONAL BELONGINGS

The YMCA is not responsible for lost, stolen or broken items. Therefore, please have your child leave all valuables and expensive items at home. Please label all of your child's belongings.

MEDICATIONS

Any medications are to be given to the SACC Director with a completed Permission to Medicate Form. All medication **MUST** be in the original container. Medication must be stored in the **ORIGINAL** container with the child's full name, name of medication and reason for medication, dates, dosage and times to be administered. If medication is over the counter, the above stated regulations still apply with administration instructions on the packaging.

STAFFING

A full-time experienced YMCA professional plans and implements the SACC program. Support staff are hired and trained for their ability to interact positively and build relationships with children. Staff are typically college and high school students focused on a career in education.

POLICY FOR PARENTAL INVOLVEMENT & VOLUNTEERING

The Y operates with an open-door policy. Parents are free to come in at anytime to observe programs. Throughout the school year, conferences can be scheduled at the convenience of the parents to discuss any concerns. We invite all parents to consider volunteering in our programs. If you have any gift or talent that you would like to share with us, please speak with the SACC Director to make arrangements for your visit.

EXPULSION POLICY

The Y reserves the right to immediately dismiss any child from our program who is harmful or a threat to the well-being of the other children and staff. Please see full expulsion policy at the end of this handbook.

METHODS OF PARENTAL NOTIFICATION

Onsite staff are responsible for reporting daily activities and issues to parents during the drop-off and/or pick-up process, including all developmental, emotional and physical changes to a parent as needed. 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. Emergency communication may occur via email, phone calls, or social media, pending availability of resources during emergencies.

ADDITIONAL OPTIONAL PROGRAMS

The Y understands the needs of busy working families. As such, you may enroll your child in additional YMCA activities such as swim lessons, youth sports and leagues, guitar lessons, and other enrichment activities. Please inform the SACC Director of your desire to register for additional programs so that staff can be prepared to walk your child to the correct location in the Y facility.

TECHNOLOGY AND 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. 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. We also ask that you refrain from including other children, families or the Y from any personal posts to social media sites. Please be respectful and mindful of privacy and confidentiality.

EMERGENCY ACTION PLAN

There may be a time when we need to evacuate the building immediately and seek shelter away from 200 John T. O'Leary Blvd. In such an instance, we have secured the Dowdell Library and/or South Amboy Elementary School. Prepared emergency kits and contact information will go with the children. We also conduct monthly fire and lockdown drills with the staff and the children.



POLICY OF COMMUNICABLE DISEASES MANAGEMENT

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at SACC, the child will be removed from the classroom and you will be called to take him/her home.

Severe pain or discomfort

Acute diarrhea

Red eyes with discharge

Infected untreated skin patches

Difficult or rapid breathing

Skin rashes lasting longer than 24 hours

Swollen joints

Visibly enlarged lymph nodes

Episodes of acute vomiting

Sore throat or severe coughing

Yellow eyes or jaundice skin

Stiff neck

Blood in urine

Elevated oral temperature of 101.5 degrees Fahrenheit

Once a child is symptom free, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school.

If a child contracts any of the following diseases, please report it to us immediately. The child MAY NOT return to SACC without a doctor's note stating that the child presents no risk to himself/herself or others.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses	Gastrointestinal Illnesses	Contact Illnesses
Chicken Pox	Giardia Lamblia*	Impetigo
German measles*	Hepatitis A*	Lice
Hemophilus influenzae*	Salmonella*	Scabies
Measles*	Shingella*	
Meningococcus*		
Mumps*		
Strep throat		
Tuberculosis*		
Whooping Cough*		

If your child is exposed to any communicable disease in SACC, you will be notified in writing.

Any medications are to be given to the SACC Director with a completed Permission to Medicate Form. All medication **MUST** be in the original container. Medication must be stored in the ORIGINAL container with the child's full name, name of medication and reason for medication, dates, dosage and times to be administered. **If medication is over the counter, the above stated regulations still apply.**

YMCA GUIDELINES FOR POSITIVE GUIDANCE AND 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. 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.

Positive Discipline is Effective When Planning Ahead

- Have a few consistent clear rules that are explained to children and understood by adults.
- Anticipate potential problems.
- 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 equipment.

Positive Discipline Can Be Used 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. *Children will be monitored by staff during time-out.*
- 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.

Positive Discipline Can Be Used 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.
- Build and nurture a caring relationship to every child every day.
- Appreciate the child's point of view. Be loving, but do not confuse love with license.

YMCA EXPULSION POLICY

Unfortunately, there are sometimes reasons we may need to expel a child from our program either on a short term or permanent basis. We want you to know that 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 terminate or suspend a child from this Center:

PARENTAL / GUARDIAN ACTIONS FOR CHILD'S EXPULSION (INCLUDING, BUT NOT LIMITED TO ANY ADULT RESPONSIBLE FOR DROPPING OFF OR PICKING YOUR CHILD)

- Failure to pay, habitual lateness in payments
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Sexual harassment of staff
- Failure to complete required forms including child's immunization forms
- Failure or refusal to abide by Center policies and procedures

CHILD'S ACTIONS FOR EXPULSION

- Inability of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or children
- Excessive biting

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior
- Staff will re-assess classroom environment, appropriateness of activities, supervision
- Staff will always use positive methods and language when disciplining children.
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief time-out will be given so child can regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of behaviors that might lead to expulsion
- The director, classroom staff, and parent/guardian will have a conference to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team

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.

The parent/guardian will be informed about 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 an adequate amount of time to seek alternate child care (approximately one to two weeks depending on risk to other children's or staff 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 SOLELY FOR THE FOLLOWING REASONS:

If a child's parent(s):

- 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 sufficient time to make other child care arrangements.



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YMCA Policy on The Release of Children

Each child may be released only to the child's parents(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 parents(s) cannot be reached.

If a non-custodial parent(s) or person(s) authorized by the parent(s) fails to pick 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 Child Abuse 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 instruction from the child's parent(s).

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center must be provided legal 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) 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 Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

**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 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 OOL/Information to Parents/April 2017 Page 2 of 2 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/childcareexplorer>

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/.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the Center or the meaning, application, or alleged violations of the "Manual of Requirements." 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 standards, you are entitled to report them to them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, also.

Our Center must have a policy concerning the release of children to parents or people authorized by the parent(s) 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 dispensing medicine and the management of communicable diseases. Please talk about these policies so we can work together to keep our children healthy.

Parents are entitled to review the Center's copy of the Bureau of Licensing's Inspection/Violation Reports on the Center, which are issued after every State licensing inspection of our Center. If these is a licensing complaint investigation, your are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other action 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.

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

Our Center must post it written statement of philosophy on child discipline in a prominent location and make 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 Bureau of Licensing 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 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 Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit the 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.