

Text of email sent to Kids Club families on 8-26-202 with the enrollment package

Dear All American Kids Club Families,

Attached you will find a copy of the AAKC 2020-2021 Enrollment Package.

For the present, All American Kids Club, Inc. ("AAKC") will operate only an afternoon program ("Kids Club") from 2:00 pm – 6:00 pm. We are not able to offer a before-school childcare program nor per diem days at this time.

We can accommodate two groups of ten children each day in separate rooms - ten from Dickerson School and ten from Bragg School. Therefore, children will be divided into two age groups: Kindergarten – Grade 2 and Grade 3 – Grade 5. These groups may not mix. The Dickerson School program will be held in the Dickerson School all-purpose room. The Bragg School children will be greeted by a staff member in the Bragg School all-purpose room where they will remain for about 30 minutes until the Dickerson School gym is free. Then the Bragg School children will be escorted to the Dickerson School gym. Attendance will be taken daily at both programs and will be reported to the state.

Before children are permitted access into the program each day, a no-contact temperature check and a health-related interview will be conducted. (At this time, we are waiting for NJ State Office of Licensing guidance regarding how interviews may be conducted without parents present.) If a child appears to be ill, the child will be escorted to a supervised quarantine area, and parents will be called to pick up their child immediately. All children and staff members will maintain a six-foot social distance at all times, wear face masks, and wash their hands frequently. Parents and visitors will not be permitted in program areas.

Children will be provided their own play items, supplies, and pre-packaged food to minimize the spread of germs. After playing outdoors (weather permitting), healthy snacks and beverages will be served. The program will include organized indoor and outdoor games and activities and arts and crafts projects (individually wrapped). Homework time each day will ensure a quiet and encouraging atmosphere for children to complete assignments, and alternative activities will be provided for children who do not have homework or whose parents prefer homework to be completed at home. Children may be picked up at the designated pick up area outside of the program space before, and no later than, 6:00 pm. Children will be escorted to the outdoor pick-up area. Six-foot social distancing must be maintained, and masks must be worn by everyone in the pick-up area.

Enrollment forms are included as part of the attached 2020-2021 enrollment package. Additional copies of the enrollment package may be downloaded from our website www.allamericankidsclub.com. The initial enrollment period will be August 26 through close of business September 3. On September 4, we will accept children into the program using a lottery system, if needed, and send confirmation

notices via email. If one child in a family is accepted, siblings will automatically be accepted. Families not accepted will be placed on a priority waitlist based on the lottery. At this time, we plan to begin all programs on September 14.

Kindly complete and sign the enrollment form and the COVID-19 Informed Consent Agreement and send a scanned copy or photos of each page to me by close of business on September 3, 2020 to be eligible for the September 4th lottery. A separate enrollment form and consent agreement is required for each child. Please ensure enrollment forms are complete, including emergency contact information. Most information on the enrollment form is required by the state, and we cannot accept or process an application which does not have all state-required information.

This year, there is new information in the enrollment package. We encourage you to read the package in its entirety.

Regards,

Howard



All American Kids Club, Inc.

All American Kids Club, Inc. 2020-2021 Enrollment Package

Attached you will find the following documents: (1) 2020-2021 All American Kids Club, Inc. Enrollment Form, (2) All American Kids Club, Inc. NJ State Information Packet, (3) 2020-2021 All American Kids Club, Inc. Program Handbook, and (4) the All American Kids Club, Inc. First Day Guidance document.

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child to be enrolled at our center, with the NJ State Information Packet. The packet highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry Hotline (877) NJ ABUSE/ (877) 652-2873.

This year we have added two documents (1) Guidance for New Jersey Childcare Facilities on COVID-19 Related Health and Safety Requirements, dated May 29, 2020 which explains the new, extensive requirements for operating childcare services in the present environment and which All American Kids Club is implementing and wholeheartedly embraces, and (2) COVID-19 Informed Consent Agreement regarding COVID-19 risks.

Please read the attachments carefully. Also, please read item 15 of the parent agreement which states the following:

I acknowledge I have been provided, have read, and understand the following documents:

- a. The enrollment form COVID-19 Informed Consent Agreement. Both documents must be signed and dated.
- b. All American Kids Club, Inc. Parent Packet which includes the following documents:
 - i. NJ State Information to Parents Statement and Expulsion Policy
 - ii. Release of Children Policy
 - iii. Positive Guidance and Discipline Policy
 - iv. Parental Notification Policy
 - v. Communicable Disease Management Policy
 - vi. Use of Technology and Social Media Policy
 - vii. Guidance for New Jersey Childcare Facilities on COVID-19 Related Health and Safety Requirements
- c. All American Kids Club, Inc. Program Handbook for the current school year
- d. All American Kids Club, Inc. First Day Guidance Document

If you have any questions, feel free to contact us at info@allamericankidsclub.com.

Sincerely,

Suzanne J. Forbes

Suzanne J. Forbes
Program Director

P.O. Box 143
Chester, NJ 07930
Office: (908) 879-8231 · Site: (908) 217-8347 · Fax (908) 345-9818

All American Kids Club, Inc.

Enrollment Form

and

COVID-19 Informed Consent Agreement

All American Kids Club, Inc.
2020-2021 Enrollment Form

New Jersey State regulations require a completed and signed enrollment form for each child

CHILD'S NAME _____ SEX _____ DATE OF BIRTH _____
Last, First, Middle MM/DD/YY

MAILING ADDRESS _____
Street or P.O. Box, City, State, Zip Code

STREET ADDRESS (if different from above) _____
Street or P.O. Box, City, State, Zip Code

PREFERRED EMAIL ADDRESS: _____

TEACHER'S NAME: _____ GRADE: _____

PARENT INFORMATION: (Please notify us if your employment information changes.)

PARENT 1: Name _____
Employer _____ Business Phone _____
Address _____ Hours _____
Cell Phone _____ Other _____
Email _____

PARENT 2: Name _____
Employer _____ Business Phone _____
Address _____ Hours _____
Cell Phone _____ Other _____
Email _____

IN CASE OF EMERGENCY AND PARENT CANNOT BE REACHED, PLEASE CONTACT: (You must list two.)

Name _____ Phone Number _____
Address _____ Relationship _____

Name _____ Phone Number _____
Address _____ Relationship _____

I HEREBY GIVE PERMISSION FOR THE FOLLOWING INDIVIDUALS TO PICK UP MY CHILD: (Anyone listed below must present formal identification when picking up your child. Your child will not be released to anyone who is not listed on the form unless *All American Kids Club* receives written permission signed by the parent/guardian.)

Name _____ Phone Number _____
Address _____ Relationship _____

Name _____ Phone Number _____
Address _____ Relationship _____

I would like my child to complete homework:

☐ At the program ☐ At Home ☐ Child's preference

Pursuant to licensing requirements, children are not permitted to use personal electronic devices (smart phone, iPad, tablet, gaming device, etc.) during scheduled indoor or outdoor activities or homework time. Please note, AAKC is not liable for loss or damage of personal electronic devices brought to the program by the child.

PARENT/GUARDIAN AGREEMENT WITH ALL AMERICAN KIDS CLUB INC. (“*All American Kids Club*”)

1. Kids Club is open 2:00 – 6:00 pm. My child will attend on the days indicated below, which are the same as his or her face-to-face instruction days at Dickerson School or Bragg School.

Days:

____ Monday & Wednesday and alternate Fridays

____ Tuesday & Thursday and alternate Fridays

Age Group:

____ Kindergarten – Grade 2

____ Grade 3 – Grade 5

\$_____/month This includes attendance EITHER Monday & Wednesday OR Tuesday & Thursday AND every other Friday. Prices are subject to change.

We are not able to offer a before-school childcare program nor per diem days at this time.

2. I agree to pay ten installments for a full year of services, and a prorated share if my child attends less than a full year. (The first month will be prorated based on the actual start date). Installments will be due on or before the first day of each month except for September which will be due on or before the first day of school.
3. Along with my first installment, I agree to pay a deposit which will constitute one of the ten installments. This deposit will be applied to my invoice for June or my child’s final month of attendance.
4. I understand when enrolling my child, I am reserving time, space, staffing and provisions for my child whether or not my child attends each day and, no consideration including make-up days will be given for days missed unless arrangements are agreed to in advance and in writing by *All American Kids Club*.
5. I understand the Kids Club program requires the transfer of child supervision from the school to *All American Kids Club* and requires close coordination and planning between the school and *All American Kids Club*. Sudden attendance changes increase the likelihood a child may be misdirected. It is the parent’s responsibility to arrange schedule changes with the school.
6. I agree to pay a one-time \$30.00 enrollment fee the first time my child is enrolled.
7. I agree to pay program fees, including deposits, late fees, etc. by the due date stated on the invoice, and I agree to pay a late payment fee of \$25.00 for payments received by *All American Kids Club* after the due date.
8. I understand if I am assessed five or more late payment fees, my child will be dismissed from the program for habitual late payments.
9. I understand nonpayment within 15 days of the due date of any invoice, including late payment fees, will constitute the voluntary removal of my child from the program on the 16th day, unless a payment arrangement has been agreed to in writing by *All American Kids Club*.
10. I agree to pay interest on any past due balance at a rate of 1.5% per month (approximately .05% per day).
11. I agree to pay the cost to collect any of my debt to *All American Kids Club* which is past due 60 days or longer.
12. I agree my child will be picked up each day at or before 6:00 pm. If my child is not picked up by this time, I agree to pay a fee of \$15.00 for every 5 minutes late or fraction thereof. These fees will be billed separately. I understand if I am assessed five or more late payment fees, my child will be dismissed from the program for habitual late pick-ups.

13. I acknowledge I have been provided, read, and understand the following information provided to me, and I agree to comply with the provisions therein:
- a. This enrollment form.
 - b. *All American Kids Club, Inc.* Parent Packet which includes the following documents:
 - i. NJ State Information to Parents Statement and Expulsion Policy
 - ii. Release of Children Policy
 - iii. Positive Guidance and Discipline Policy
 - iv. Parental Notification Policy
 - v. Communicable Disease Management Policy
 - vi. Use of Technology and Social Media Policy
 - vii. New Jersey Department of Children and Families document titled Guidance for New Jersey Childcare Center Facilities on COVID-19 Related Health and Safety Requirements dated May 29, 2020.
 - c. *All American Kids Club, Inc.* Program Handbook for the current school year
 - d. *All American Kids Club, Inc.* First Day Guidance Document
14. Occasionally it may be helpful for *All American Kids Club* staff to work with the Chester Township Schools Child Study Team and your child's teacher to better understand your child's special needs, and we request your permission to do so. Information about your child will be held strictly confidential.

Suzanne Forbes (Program Director) and Sherry Hodapp (Site Director) of *All American Kids Club* have my permission to receive and share information regarding my child with the Chester Township Schools Child Study Team or my child's teacher(s):

☐ Yes ☐ No

15. The school requires the parent/guardian to notify the teacher regarding *All American Kids Club* attendance. I agree to send a note to my child's teacher notifying him/her of my child's *All American Kids Club* schedule or any changes.
16. I understand I can communicate with *All American Kids Club* site staff by calling or texting (908) 217-8347.
17. I agree to notify *All American Kids Club* site staff regarding any schedule changes by calling or texting (908) 217-8347.
18. I certify my child is in good health and has my permission to participate in all activities offered by *All American Kids Club*. In the event I cannot be reached in an emergency, I hereby give my permission to the physician selected by *All American Kids Club* to hospitalize, to secure proper treatment for, and to order injections, anesthesia, or surgery for my child named above.

Doctor's Name _____ Phone Number _____

Doctor's Address _____

Special Needs (if any) _____

Other information that may be helpful to us in caring for your child _____

19. If required by *All American Kids Club, Inc.*, I agree to provide an action care plan signed by a doctor and a parent and provide all items required in the plan prior to my child attending the program.

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

When completed and signed, please return a scanned copy or photo of the signed form to:
howard.forbes@allamericankidsclub.com
For questions, please call (908) 879-8231 or email info@allamericankidsclub.com

COVID-19 Informed Consent Agreement

I, the undersigned, consent to have All American Kids Club, Inc. and/or its staff (hereinafter collectively "AAKC") provide childcare services ("services") for my child, during the time of the COVID-19 pandemic and after. I understand use of these services at this time, despite my own efforts and those of AAKC, may increase the risk of my child's exposure to COVID-19. I am aware that exposure to COVID-19 can result in extended quarantine, severe illness, intensive therapies, extended intubation and/or ventilator support, life-altering changes to my child's health, and even death. I am also aware of the possibility that the services may result in a more severe case of COVID-19 than my child might have had without using the services.

I also understand use of these services at this time increases the risk of my child's transmission of COVID-19 to AAKC. This virus has a long incubation period, there may be as yet unknown aspects of its transmission, and I realize that my child may be contagious, whether or not my child has been tested or has symptoms. To reduce the possibility of COVID-19 exposure or transmission at AAKC, I accept that AAKC will implement infection control procedures with which I must comply, before, during and after use of the services, for my child's protection as well as that of other children using the same services and AAKC. I understand my cooperation and that of my child is mandatory, whether or not I or my child personally feels such COVID-19 procedures and/or preventive measures to be necessary. I understand that failure to comply with any infection control procedures may result in the immediate expulsion of my child from AAKC programs and services.

I have informed AAKC of any COVID-19 testing my child or any person living with him/her during the past 14 days has received, as well as the results of that testing, and if I or my child or anyone in our my child's household are tested at any time during the use of the services, I will voluntarily withdraw my child immediately until I provide AAKC a written order from a medical doctor stating it is safe for my child to resume use of the services.

I confirm my child nor any individual living with him/her has any of the COVID-19 symptoms listed by the Centers for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>), which website I have consulted; neither my child nor any individual living with him/her during the past 14 days has experienced any such symptoms; and that my child and persons living with him/her for the past 14 days have practiced all personal

hygiene, social distancing and other COVID-19 recommendations contained within all governmental orders issued by my city and state. Furthermore, I agree to withdraw my child from the program immediately if my child or any individual living with him/her develops any of the COVID-19 symptoms listed by the Centers for Disease Control website until I provide AAKC a written order from a medical doctor stating it is safe for my child to resume the use of the services. I understand I must honestly disclose the information outlined in the paragraph to avoid putting my child and others at risk.

I understand I may ask AAKC questions by email regarding this consent agreement.

Being fully informed, I understand I may choose not to use the services until the COVID-19 pandemic is less prevalent, but I choose to use the services now knowing use of the services includes possible exposure to and illness from COVID-19. While rules and personal discipline may reduce this risk, the risk of serious illness and death does exist, and I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM NEGLIGENCE.

I, for myself and on behalf of my child, heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS AAKC their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I assume full responsibility for my child's use of the services, and I will bear the cost of any COVID-19 treatments which may be required. I hold my child's health care power of attorney. I have read this COVID-19 Informed Consent Agreement and am authorized to consent on my child's behalf.

Signature

Date

All American Kids Club, Inc.

Parent Packet

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

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

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

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

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

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.

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

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

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

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

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

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

EXPULSION POLICY

NAME OF CENTER: All American Kids Club, Inc.

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.

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.

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

RELEASE OF CHILDREN POLICY

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 parents(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 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:

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).

Parents and authorized persons must sign the child out each day and indicate the time of pick up.

POSITIVE GUIDANCE AND DISCIPLINE POLICY

Children must demonstrate good and age-appropriate behavior for the benefit of the program and its participants. Children will be treated with dignity and respect and will be encouraged to respond accordingly. Guidelines for behavior are discussed and reinforced regularly with program members. Children who act outside of the guidelines will be reminded of such and, as a last resort, will be asked to sit apart from the group until they are ready to participate in an appropriate manner. A child is never deprived of food, struck, or ridiculed. Instead, we talk to the child firmly and quietly. The child is never isolated or left without staff supervision.

Our good conduct philosophy is intended to ensure:

- Health, safety, and security for our children and peace of mind for our parents.
- Mutual respect for one another and understanding of individual differences and diversity
- Consideration and respect for property and resources.

Children and parents are encouraged to actively participate in the development and reinforcement of the guidelines and are encouraged to communicate their ideas to the Site Director.

PARENTAL NOTIFICATION POLICY

Lines of communication between AAKC families and *All American Kids Club* staff are always open and include the following:

Correspondence

Correspondence may be directed to info@allamericankidsclub.com or All American Kids Club, Inc., PO Box 143, Chester, NJ, 07930.

Site Director and Staff (908) 217-8347

The site director and site staff may be reached via telephone or text at our site number (908) 217-8347. Please call the site number for any emergencies or if your child needs to attend on a per-diem basis. The site director also may be reached via email at sherry.hodapp@allamericankidsclub.com.

Administrative Office (908) 879-8231

The administrative office may be reached at (908) 879-8231. This office can provide you program information and an enrollment package. Also please contact the program office regarding any schedule changes or billing questions. The administrative office also may be reached via email at howard.forbes@allamericankidsclub.com

Website

The AAKC website is located at www.allamericankidsclub.com. The website contains general program information, a tool to download an enrollment form, a tool to contact us regarding any matter at info@allamericankidsclub.com, and a tool to make PayPal payments.

First Day Guidance Document

At the time of enrollment, parents will be provided a document with information which may be helpful during the first days of the program.

COMMUNICABLE DISEASE MANAGEMENT POLICY

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
- Episodes of acute vomiting
- Lethargy
- Yellow eyes or jaundice skin
- Infected, untreated skin patches
- Mouth sores with drooling
- Skin rashes in conjunction with fever or behavior changes
- Acute diarrhea
- Elevated oral temperature of 101.5° F
- Severe coughing
- Red eyes with discharge
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- 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 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. These diseases include respiratory, gastrointestinal, and contact illnesses such as impetigo, lice, scabies, and shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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

USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY

Our center uses the following website: www.AllAmericanKidsClub.com. The site includes general program information, an enrollment form download tool, a PayPal payment tool, and a contact form to communicate directly with AAKC administration. Editing rights and access to our website is limited to the Program Director and designee. All American Kids Club management, staff, contractors, parents or others are not authorized to and do not post photographs or videos of children in our program.

AAKC uses email to confirm enrollment, provide electronic copies of New Jersey State required communications to parents, the program handbook, the first day guidance document, invoices, and statements, and for general communications with parents. The Program Director, Site Director, and Corporate Officers are designated to communicate via email.

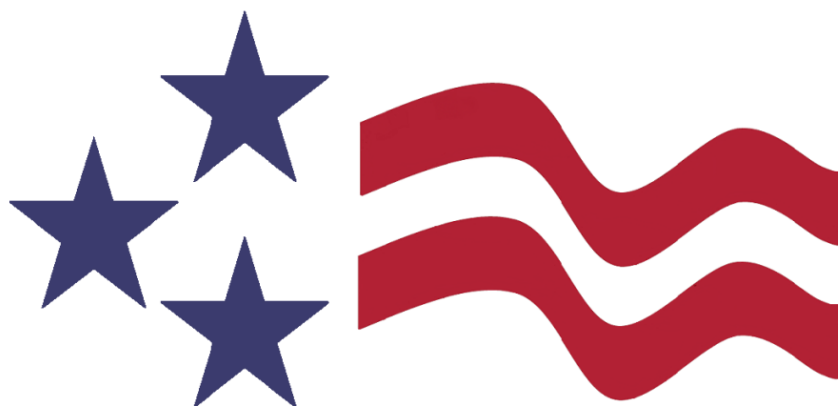
AAKC staff members use our center cell phone (908) 217-8347 to call, text message, and respond to parents and staff members for site non-emergencies (e.g., staff or student absence or late pick up).

AAKC does not use Facebook, Twitter, Instagram, YouTube, or other social media.

All American Kids Club, Inc.

Program Handbook

All American Kids Club, Inc.



PROGRAM HANDBOOK
2020 - 2021

WELCOME

All American Kids Club (AAKC) provides school-age child care programs designed to meet the needs of Chester area families. Our programs are held at the Dickerson School building in Chester and offer a variety of activities, including arts and crafts, indoor and outdoor games, learning activities, celebrations, and quiet time for homework. Children are greeted in spacious school activity rooms and have access to the school gymnasium and large outdoor play areas.

AAKC is licensed by the State of New Jersey, Department of Children and Families, Office of Licensing.

We are proud to be serving our twenty-eighth year in the Chester schools.

OUR PHILOSOPHY

We believe each child is a special and unique individual. Our programs are well balanced to meet each child's needs according to age level and interest. We will provide your child with a safe, secure, and stimulating environment and offer the highest quality child care.

ELIGIBILITY

AAKC programs are open to all children in Kindergarten through Grade 5 who are enrolled in the Chester Township Public Schools and who have AAKC accounts in good standing.

ENROLLMENT

An enrollment package can be accessed on our website www.AllAmericanKidsClub.com or by calling AAKC at (908) 879-8231.

This year, enrollment forms will be accepted through September 3, 2020 and enrollment processing will begin September 4, 2020. If more enrollment forms are received than space available, a lottery system will be used to determine which families will be enrolled. Families which cannot be accommodated will be placed on a waiting list based on their lottery result. Enrollment forms received after September 3, 2020 will be enrolled if space is available or added to the waiting list in the order their enrollment forms are received.

LOCATION

All programs are located at Dickerson and Bragg Schools, Route 24, Chester, NJ.

PARENTAL NOTIFICATION POLICY

Lines of communication between AAKC families and AAKC Staff are always open and include the following:

Correspondence

Correspondence may be directed to info@allamericankidsclub.com or All American Kids Club, Inc., PO Box 143, Chester, NJ, 07930.

Site Director and Staff (908) 217-8347

The site director and site staff may be reached via telephone, text at our site number (908) 217-8347, or in person on site during program hours. Please call the site number for any emergencies. The site director also may be reached via email at sherry.hodapp@allamericankidsclub.com.

Administrative Office (908) 879-8231

The administrative office may be reached at (908) 879-8231. This office can provide you program information and an enrollment package. Also please contact the program office regarding any schedule changes or billing questions. The administrative office also may be reached via email at howard.forbes@allamericankidsclub.com

Website

The AAKC website is located at www.allamericankidsclub.com. The website contains general program information, a tool to download an enrollment form, a tool to contact us regarding any matter at info@allamericankidsclub.com, and a tool to make PayPal payments.

First Day Guidance Document

At the time of enrollment confirmation, parents will be provided a document with information which may be helpful during the first days of the program.

SCHEDULE

AAKC programs begin the first day of school and operate on all days when school is in session, including scheduled half-days.

AAKC PROGRAMS

Name: Kids Club
Grades: Kindergarten – Grade 2 and Grade 3 – Grade 5
Hours: 2:00 pm – 6:00 pm

Care is available for all half-days (e.g., Parent/Teacher Conference days) at no additional charge for children enrolled in Kids Club on those days.

FEES AND PAYMENTS

Note: Invoices and Statements are provided via email.

Enrollment Fee: A one-time \$30.00 non-refundable enrollment fee for each child is collected at the time of enrollment.

Fee Schedule: A fee schedule is provided in the Parent Agreement section of the Enrollment Form. Program costs will vary depending on the type of program and number of days per week the child attends.

Deposit: At the time of enrollment, a one-installment deposit is due. The deposit will be applied to the June invoice or the final month of attendance. Deposits are not required for enrollment on or after March 1.

Monthly Invoices: Invoices are emailed before the month services are being rendered. Payment is due on or before the due date stated on the invoice. (e.g., invoices for September service are mailed on or about August 20 and are payable on or before September 1.)

Statements: A statement showing all charges and payments will be provided as quickly as possible via email upon request made to howard.forbes@allamericankidsclub.com or info@AllAmericanKidsClub.com.

Late Payment Fee and Interest: A late payment fee of \$25.00 will be assessed for payments received after the due date stated on the invoice. Nonpayment within 15 days beyond the due date will constitute voluntary removal of the child from the program. Any fees owed to AAKC will be deducted from the deposit. An interest fee of 1.5% per month (.05% per day) will be charged for any past due balances.

Returned Check Fee: There is a \$35.00 charge for returned checks. If two checks are returned, future payments must be made by certified check or credit card.

Late Pick-up Fee: There is a late pick-up fee of \$15.00 for every 5 minutes late or fraction thereof. If late pick-ups occurs more than 5 times, the child may be dismissed from the program.

Cost of Collection: A fee will be charged equal to the cost of collection of any debt past due for 60 days or longer.

NO REFUND POLICY

When a child is enrolled, AAKC reserves time, space, staffing, and provisions for that child; therefore, no refunds will be provided for days missed due to a child's absence. When a child voluntarily leaves the program before the end of a month, AAKC will make every effort to fill that vacancy. If the vacancy is filled before the end of the month, the covered days will be refunded. **There are no "make-up" days for days missed due to a child's illness, vacation, etc.** If the Chester Township Public Schools are closed for the day due to inclement weather or other reasons, AAKC programs will be made up during the school "make up" days. There are no make-up days or refunds for programs cancelled due to actions or decisions made by the school or state.

EMERGENCY CLOSINGS

Emergency School Closings: In the event the Chester Township Public Schools are closed due to inclement weather or other reasons, AAKC programs will be closed.

Emergency Early Dismissal: In the event the Chester Township Public Schools are closed early due to inclement weather or other reasons, Kids Club will be closed. In the event of an emergency early Kids Club closure, Kids Club staff will contact parents.

Other Closings: Please be aware that the Superintendent of Schools reserves the right to close any portion of the school at any time if it is deemed necessary. If the locations where AAKC operates are closed, AAKC programs will be closed. We will provide as much advance notice to parents as possible.

COMMUNICABLE DISEASE MANAGEMENT POLICY

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 | • Temperature exceeding 101.4° F |
| • Lethargy | • Severe coughing |
| • Yellow eyes or jaundice skin | • Red eyes with discharge |
| • Infected, untreated skin patches | • Difficult or rapid breathing |
| • Mouth sores with drooling | • weeping or bleeding skin lesion |
| • Skin rashes in conjunction with fever or behavior changes | • 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 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. These diseases include respiratory, gastrointestinal, and contact illnesses such as impetigo, lice, scabies, and shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf), 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

1. Whenever possible, it is best that medications be given at home or at school by the school nurse. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form may be obtained at the program site and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "As needed" medications, including Epi-pens, may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given at the program will be administered by a staff member designated by the Site Director who will have been informed of the child's health needs related to the medication and who will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the child care program must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - a. Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
 - b. Over-the-counter (OTC) medication must have the child's full name on the container and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
 - c. Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given at the child care program.

Examples of over-the-counter medications that may be given include:

- Antihistamines
- Non-aspirin fever reducers/pain relievers
- Topical ointments, such as sunscreen
- Decongestants
- Cough suppressants

7. All medications will be stored:

- Inaccessible to children
- Under proper temperature control
- Separate from staff or household medications
- A small lock box will be used in the refrigerator to hold medications requiring refrigeration

8. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

9. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or able to be used by the child.

10. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained at the program site. Samples of the forms used are available at the program site upon request.

11. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and picked up from the program. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the program to the parent/guardian.

12. Confidentiality related to medications and their administration will be safeguarded by the Site Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the program site at any time.

13. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of the child.

14. Parent/guardian will authorize the Site Director or designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Site Director or designee in the event that a situation arises that requires immediate attention to the child's health and safety, particularly if the parent/guardian cannot be reached.

15. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Site Director or designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

INJURIES AND EMERGENCY PROCEDURES

Key staff members are certified in CPR and First Aid. AAKC keeps a first aid kit and ice packs on site.

Injury to a Child while in the Center's Care

The center will immediately notify parent(s) verbally and maintain a record on file when one of the following occurs while the child is in care:

- A child is bitten and the skin is broken
- A child sustains a head/facial injury including when a child bumps his or her head
- A child falls from a height greater than the height of the child
- An injury requiring professional medical care occurs.

The center will notify the parent(s) verbally on that day and maintain a record on file for bites and injuries other than those specified wherein immediate notification is required.

Upon request by the child's parent, the center will provide a written incident report by the end of the next operating day.

Medical Emergency Plan: If a medical emergency occurs during the program, the Chester First Aid Squad will be called, and the child may be transported by ambulance, accompanied by a staff person, to Morristown Memorial Hospital. Parent/guardian permission to treat the child is incorporated in the Enrollment Form and will be brought to the hospital by the staff person. The parent will be called immediately. If the parent is unable to be reached, the next person on the emergency list will be contacted.

It is important to notify AAKC if enrollment information changes during the year (e.g., numbers, addresses, etc.).

MEALS AND SNACKS

Kids Club members are served a nutritious, pre-packaged snack with pre-packaged milk or juice every day. A Kids Club snack menu is provided on our website each month. Feel free to send an alternative snack with your child at any time.

Our program abides by the school's "no nut" policy. Please alert us to any other food allergy your child may have.

Children and parents are encouraged to actively participate in the development and reinforcement of the guidelines and are encouraged to communicate their ideas to the Site Director.

EXPULSION POLICY

The expulsion policy was written principally by the New Jersey State Office of Licensing with edits by All American Kids Club, Inc.

Expulsion Policy

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

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

IMMEDIATE CAUSES FOR EXPULSION:

- ☐ The child is at risk of causing serious injury to other children or himself/herself.
- ☐ Parent threatens physical harm or demonstrate 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. Nonpayment by 15 days past the due date on an invoice constitutes a failure to pay. Five or more late payment fees constitutes habitual late payment.
- ☐ Failure to complete required forms including the child's immunization records.
- ☐ Habitual tardiness when picking up your child. Five or more late pick-ups constitutes habitual tardiness.
- ☐ Verbal abuse to staff.

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.

SCHEDULE OF EXPULSION:

If and 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.

USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY

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AAKC staff members use our center cell phone (908) 217-8347 to call, text message, and respond to parents and staff members for site non-emergencies (e.g., staff or student absence or late pick up).

AAKC does not use Facebook, Twitter, Instagram, YouTube, or other social media.

TRANSPORTATION

Transportation to and from Dickerson School is the responsibility of the parent or guardian. Children who attend Bragg School are escorted to and from Dickerson School by AAKC staff.

ATTENDANCE

Attendance is taken each day. It is the parent's responsibility to call or text the site phone to report an absence or schedule change. The school requires direct communication from the parent to the school informing the teacher if their child will not attend Kids Club. The school will not accept communication from Kids Club staff about a child's attendance or change in schedule.

RELEASE OF CHILDREN POLICY

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 parents(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 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:

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).

Parents and authorized persons must sign the child out each day and indicate the time of pick up.

PARENT NOTIFICATIONS

It is the parent's responsibility to read the All American Kids Club Parent Information Packet ("Packet") including the New Jersey State documents titled Information to Parents Statement and Expulsion Policy, and the NJ State required All American Kids Club policies regarding Release of Children, Positive Guidance and Discipline, Parental Notification, Communicable Disease Management, Use of Technology and Social Media, and the New Jersey Department of Children and Families document titled Guidance for New Jersey Childcare Facilities on COVID-19 Related Health and Safety Requirements. It also the parent's responsibility to read the All American Kids Club Parent Handbook ("Handbook").

TELEVISION, COMPUTER, VIDEO, AND ELECTRONIC DEVICE USAGE

The New Jersey Department of Children and Families Office of Licensing requires the following:

- Television, Computers, Videos, may be used only for educational or instructional use and must be age and developmentally appropriate.
- Electronic Devices (e.g., smart phones, iPads, tablets) may not be used at the program.

MISCELLANEOUS

- If a child's homework is completed at Kids Club, AAKC recommends parents review the homework at home.
- Children should wear washable, comfortable clothing. Seasonal outerwear (warm coat, hat, mittens or gloves, boots, scarf, etc.) is a must in cold weather.
- Dialogue between parents and staff members is encouraged. Please engage us in discussions about your child.

All American Kids Club, Inc.

First Day Guidance Document

All American Kids Club, Inc.

First Day Guidance

Important General Information

1. Please send a note to your child's teacher advising them of your child's Kids Club schedule. The school requires your authorization to direct children to Kids Club after school. Without your authorization your child will be directed to the bus.
2. Please send a note to your child's teacher if your child will not be going to Kids Club on a scheduled Kids Club day.
3. ***Please notify AAKC on our site phone (908) 217-8347 by text or voicemail if your child will not be attending Kids Club on a day he or she is scheduled to attend. We do not rely on your child to provide us with that information. Our policy is to keep your child at Kids Club where we know he or she will be supervised and safe. We will not send him or her home on the bus if no information has been received from the parent regarding a change.***

Kids Club:

1. Students will be directed by their teachers to go to the appropriate Kids Club welcoming area, where everyone will maintain a six-foot distance from one another. A Kids Club staff member will take attendance, take student temperatures, and ask each student health-related questions required by the State of New Jersey. (Note: We are presently waiting for guidance from state regarding collecting health-related information when parents are not present.)
2. A Kids Club staff member will escort Bragg School students to the Dickerson School gymnasium.
3. When picking up your child(ren) from the program, please park in the lot between Dickerson and Bragg Schools. Please go to the designated pick up area outside Dickerson School. (This information will be provided later). If a staff member is not immediately available to open the secure door, please alert them of your presence, and the door will be opened for you as quickly as possible. (Information for contacting staff will be provided later.)
4. AAKC Staff will sign your child out of the program.