

PARENT/GUARDIAN AGREEMENT

1. My child will be attending the program(s) indicated below:

Sunrisers Club (7:00 – 8:30 am)

- 5 days/week (\$237.50/month)
- 4 days/week (\$227.00/month)
- 3 days/week (\$204.00/month)
- 2 days/week (\$153.25/month)
- 1 day/week (\$93.75/month)

Kids Club (3:10 – 6:00 pm)

- 5 days/week (\$315.00/month)
- 4 days/week (\$301.00/month)
- 3 days/week (\$267.25/month)
- 2 days/week (\$206.25/month)
- 1 day/week (\$126.50/month)

- 5% discount for enrolling my child in Sunrisers Club and Kids Club
- 5% sibling discount

2. I understand Sunrisers and Kids Club per diem is available to children enrolled two days per week or more in one or both programs, and it is limited to four occasions per school year for Sunrisers Club plus four occasions per school for Kids Club. I agree to pay \$30 per day for each day of Sunrisers Club per diem attendance and \$41 per day for each day of Kids Club per diem attendance.
3. I agree to pay a one-time \$20.00 enrollment fee.
4. I agree to pay a one-month deposit which will be applied to my bill for June or my child’s final month of attendance. The deposit will be adjusted if my child’s schedule changes during the year.
5. I agree to pay program fees, including deposits, late fees, per diem fees, etc. by the due date stated on the invoice, generally the 1st of the month, and I agree to pay a late fee of \$17.50 for payment received after the due date. I understand nonpayment within 15 days of the due date will constitute the voluntary removal of my child from the program on the 16th day, unless an arrangement has been made with the Program Director. I agree to pay interest on any past due balance at a rate of 1.5% per month (.05% per day).
6. I agree to pay the cost to collect any debt which is past due 60 days or longer.
7. I understand that when enrolling my child I am reserving time, space, staffing and provisions for my child whether or not my child attends each day and, therefore, no refunds are given for days missed unless arrangements are agreed to by AAKC in writing. I also understand there will be no “make up” days for days missed.
8. 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 \$10.00 for every 5 minutes late or fraction thereof. These fees will be billed separately. Pursuant to licensing guidelines, if this happens more than five times, my child may be dismissed from the program.
9. It is my 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, and Use of Technology and Social Media. It also is my responsibility to read the All American Kids Club Parent Handbook (“Handbook”). The handbook is provided at the time of enrollment confirmation. I agree to sign a form within two weeks of my enrollment stating I have read the Packet and Handbook.
10. 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, Inc.* have my permission to receive and share information regarding my child with the Chester Township Schools Child Study Team and/or my child’s teacher(s): YES NO

11. I understand I am able to communicate with AAKC site staff by calling (908) 217-8347.
12. On rare days when our program space is needed for school activities such as graduation or concerts, AAKC may find it necessary to cancel our services. We will provide families with as much advance notice as possible when this occurs.

13. The school requires the parent/guardian to notify the teacher regarding AAKC attendance. I agree to send a note to my child's teacher notifying him/her of my child's AAKC schedule or any changes.
14. This 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 _____

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

Please return this form to: *All American Kids Club, Inc.* P.O. Box 143, Chester, NJ 07930

Questions? (908) 879-8231 or info@allamericankidsclub.com



All American Kids Club, Inc.

Dear Prospective All American Kids Club Parents or Guardians:

SUBJECT: All American Kids Club, Inc. NJ State Required Parent Information

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 attached informational statement and the attached policy documents. The statement 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.

Please read the attachments carefully. Also, please read item 9 of the parent agreement which states, "It is my responsibility to read the All American Kids Club Parent Information Packet ("Packet") which I received with my enrollment form, 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, and Use of Technology and Social Media, and I agree to sign a form provided to me by site staff stating I have read the Packet within two weeks of my attendance at the program ..."

If you have any questions, feel free to contact me at suzanne.forbes@allamericankidsclub.com.

Sincerely,

Suzanne J. Forbes
Program Director
Nationally Board Certified Teacher
suzanne.forbes@allamericankidsclub.com
P.O. Box 143, Chester, NJ 07930
Fax: (908) 345-9818
Tel: (908) 879-8231

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

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 us 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@allamericankidscub.com

Website

The AAKC website is located at www.allamerericankidsclub.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.