



*All American Kids Club, Inc.*

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## **All American Kids Club, Inc. 2019-2020 Enrollment Package**

Attached you will find the following documents: (1) 2019-2020 All American Kids Club, Inc. Enrollment Form, (2) Enrollment Form Information and Instructions, (3) All American Kids Club, Inc. NJ State Information Packet, (4) 2019-2020 All American Kids Club, Inc. Program Handbook, and (5) the All American Kids Club, Inc. First Day Guidance document.

If you have any questions, feel free to contact us at [info@allamericankidsclub.com](mailto:info@allamericankidsclub.com).

**All American Kids Club, Inc.**  
**2019-2020 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: \_\_\_\_\_

2019-2020 TEACHER'S NAME (if known) \_\_\_\_\_ 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.



15. I acknowledge I have been provided, have read, and understand the following four documents:
- a. The 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
  - c. *All American Kids Club, Inc.* Program Handbook for the current school year
  - d. *All American Kids Club, Inc.* First Day Guidance Document
16. 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

17. 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.
18. I understand I am able to communicate with *All American Kids Club* site staff by calling or texting (908) 217-8347.
19. I agree to notify *All American Kids Club* site staff regarding any schedule changes by calling or texting (908) 217-8347.
20. 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 \_\_\_\_\_

\_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

When completed and signed, please return this form to: [howard.forbes@allamericankidsclub.com](mailto:howard.forbes@allamericankidsclub.com)  
 For questions, please call (908) 879-8231 or email [info@allamericankidsclub.com](mailto:info@allamericankidsclub.com)

# *All American Kids Club, Inc.*

## **2019-2020 Enrollment Information and Instructions**

New Jersey State regulations require All American Kids Club (“AAKC”) to obtain a completed, signed enrollment form at or before the time of attendance at the program, and the state requires us to provide you specific information. New Jersey requires completed forms for all siblings. A form may not refer to the form for another sibling for information.

### **Enrollment**

Please complete and sign the enrollment form.

Children must be enrolled, and you must receive confirmation of enrollment before your child may attend the program.

### **Fastest Enrollment Methods**

1. Scan or take a photo of the completed, signed form and attach the scan or photos to an email addressed to [howard.forbes@allamericankidsclub.com](mailto:howard.forbes@allamericankidsclub.com), or
2. Fax the completed, signed form to (908) 345-9818
3. Hand the completed, signed form to the All American Kids Club Site Director or staff member.

### **Slowest Method**

- Mail the form to All American Kids Club, P.O. Box 143, Chester, NJ, 07930. We pick up mail twice a week. Please allow 10 days from the date of mailing for processing your enrollment form.

If you are enrolling multiple children, New Jersey State requires separate, completed forms for all siblings. A form may not refer to the form for another sibling for information.

### **Blackout Period**

Enrollment forms will not be processed during program startup beginning August 24, 2019 through September 4, 2019. **Families not enrolled prior to August 24, 2019 may not attend either program until after September 4, 2019.**

Child safety and accountability are a high priority. During this period our staff is focused on establishing routines and procedures. The addition of new children involves changes to attendance lists and distracts staff from their primary duties.

### **Enrollment Confirmation**

You will receive confirmation when your child is enrolled.

### **Payment and Payment Methods**

If you enroll on or prior to August 10<sup>th</sup> you will receive an invoice on or about that date. If you enroll after August 10<sup>th</sup>, you will receive an invoice shortly after you receive your enrollment confirmation. The invoice will have an e-tool which will allow you to pay by credit card or bank debit. Additional payment methods are outlined below.

Payment is due on or before the due date on the e-invoice. You may use the e-payment tool on your invoice to pay by credit card. Alternatively, you may use the PayPal tool on the “Make a Payment” section on [www.allamericankidsclub.com](http://www.allamericankidsclub.com).

You may send a check to All American Kids Club, P.O. Box 143, Chester, NJ. Please allow ten business days from the postmark date for a mailed check to be picked up and processed.

Finally, you may hand a check to an onsite staff member and it will be considered received that day.



*All American Kids Club, Inc.*

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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](mailto:suzanne.forbes@allamericankidsclub.com).

Sincerely,

Suzanne J. Forbes  
Program Director  
Nationally Board Certified Teacher  
[suzanne.forbes@allamericankidsclub.com](mailto: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](https://data.nj.gov/childcare_explorer).

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

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

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

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

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

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

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

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



# EXPULSION POLICY

## **NAME OF CENTER: All American Kids Club, Inc.**

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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](mailto: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](mailto: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](mailto:howard.forbes@allamericankidscub.com)

### **Website**

The AAKC website is located at [www.allamerericankidsclub.com](http://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](mailto: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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

## **USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY**

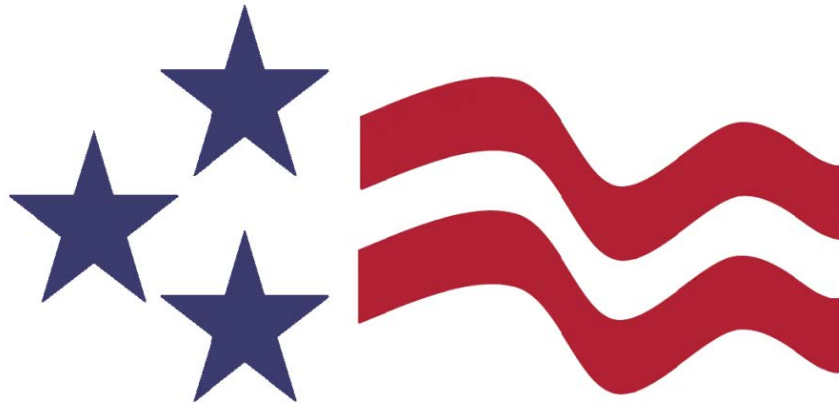
Our center uses the following website: [www.AllAmericanKidsClub.com](http://www.AllAmericanKidsClub.com). The site includes general program information, an enrollment form download tool, a PayPal payment tool, and a contact form to communicate directly with AAKC administration. Editing rights and access 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**  
**2019 - 2020**

## **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, and is a member of both the Morris County and New Jersey School-age Child Care Coalitions.

We are proud to be serving our twenty-seventh 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](http://www.AllAmericanKidsClub.com), by calling AAKC at (908) 879-8231, or by requesting a package in writing to All American Kids Club, Inc., PO Box 143, Chester, NJ, 07930.

Children are enrolled on a first-come, first-served basis. If necessary, children will be placed on a waiting list in the order in which their enrollment form is received.

## **LOCATION**

All programs are located at Dickerson School, 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](mailto: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](mailto:sherry.hodapp@allamericankidsclub.com).

### **Administrative Office (908) 879-8231**

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## Website

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## 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

<b>Name:</b>	Sunrisers Club	Kids Club
<b>Grades:</b>	Kindergarten – Grade 5	Kindergarten – Grade 5
<b>Hours:</b>	7:00 am. – 8:30 am	3:10 pm – 6:00 pm

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

## FEES AND PAYMENTS

Note: Invoices and Statements are provided via email.

**Enrollment Fee:** A one-time \$25.00 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 [info@AllAmericanKidsClub.com](mailto: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-up 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.

**Monday fee adjustment:** There are a greater number of holidays and other scheduled days off for Monday attendees relative to those attending every day of the week. Accordingly, a discount will be applied automatically for Monday-only attendees, and a discount will be applied automatically for those attending Mondays and other days if the combined number of days attending falls below the average hours of service received by those attending every day of the week by the hours in one program day or more.

**Unscheduled school closing adjustment:** A credit will be automatically applied for a program closure due to a weather or emergency school closure on a day which counts as one of the mandatory 181 school days, or for program closure due to the school's infrequent need for the program space during program time (e.g. eighth grade graduation).

**Per Diem Fee:** Sunrisers program participants may purchase additional per diem days at the same cost per day they are paying for their program.

### **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.

### **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 Delayed Openings:** In the event the Chester Township Public Schools have a delayed opening due to inclement weather or other reasons, Sunrisers Club will be closed. Kids Club will run as scheduled.

**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
- Episodes of acute vomiting
- Lethargy
- Yellow eyes or jaundice skin
- Infected, untreated skin patches
- Acute diarrhea
- Elevated oral temperature of 101.5° F
- Severe coughing
- Red eyes with discharge
- Difficult or rapid breathing

- Mouth sores with drooling
- Skin rashes in conjunction with fever or behavior changes
- 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](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.
7. 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
8. 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
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

14. 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.
15. 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.
16. 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**

Sunrisers Club members are offered a variety of nutritious and satisfying breakfast options with fruits, milk, and juice every day.

Kids Club members are served a nutritious snack with fruits or vegetables and milk or juice every day. A Kids Club snack menu is provided to parents 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**

All American Kids Club uses the following website: [www.AllAmericanKidsClub.com](http://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.

### **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, and Use of Technology and Social Media. 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**

### **Important**

1. Please provide your child's teacher a note with his or her Kid's Club schedule or any future change in schedule. The school requires notification directly from the parent.
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. The school requires written instructions to prevent your child from going to Kids Club on a scheduled 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.***

### **Sunrisers Club:**

1. Please park in the lot between Dickerson and Bragg Schools.
2. Please escort your child(ren) to the side entrance to the All-Purpose Room at Dickerson School. If a staff member is not immediately available to open the secured door, please ring the doorbell to alert them of your presence, and the door will be opened for you as quickly as possible.
3. Please sign your child into the program. A staff member will assist you.
4. Please help yourself to coffee or tea.

### **Kids Club:**

1. Dickerson School students will be directed by their teachers to go to the All-Purpose Room right after school. A Kids Club staff member will take attendance and ensure your child is present.
2. Bragg School students will be directed by their teachers to wait in a designated area right after school. A Kids Club staff member will meet the children at Bragg School and take attendance to ensure your child is present. Afterward, the staff member will escort Bragg School students to the Dickerson School All-Purpose room.
3. When picking up your child(ren) from the program, please park in the lot between Dickerson and Bragg Schools. Please go to the side entrance of the All-Purpose room at Dickerson School. If a staff member is not immediately available to open the secure door, please ring the doorbell to alert them of your presence, and the door will be opened for you as quickly as possible.
4. Please sign your child out of the program. A staff member will assist you.