



## *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 All American Kids Club, Inc. Parent 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.

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

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

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

Sincerely,

Suzanne J. Forbes  
Program Director  
Nationally Board Certified Teacher

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/).

# NJ STATE 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) 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.

## **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
- Weeping or bleeding lesions
- Stiff neck
- COVID-like symptoms

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)

## **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) 975-9383**

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

### **Website**

The AAKC website is located at [www.allamericankidsclub.com](http://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](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.



## **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.