

# Boys & Girls Clubs of Hackensack

170-B Sussex St.

Hackensack, NJ 07601

Email: [sonia.verdade@bgcoflodi.org](mailto:sonia.verdade@bgcoflodi.org)

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[www.bgcoflodi.org](http://www.bgcoflodi.org)

## 2018 Dream Camp

July 2nd - August 24th

### 8 Week Program ~ Choose Any or All Weeks 9:00A.M. – 3:00P.M.

The Dream Camp offers your child the chance to experience summer in a structured and educational, recreational and fun filled environment for the inexpensive cost of \$5.00 an hour. We will provide indoor activities such as arts and crafts that allow your child a chance to express creativity and learn while stimulating imagination. Our air-conditioned gymnasium is fully equipped for a variety of games that will keep your child active during their summer vacation. Our computer room gives an opportunity to explore technology while playing games suitable for all age groups. Our game room is filled with active games for youth to participate in. There are weekly films and special events throughout the summer. There will be constant supervision by trained Youth Develop Professionals and children will be grouped by age. Not only will your child have a summer filled with various character building experiences, but they will also have a chance to create lifelong memories.

#### AGE GROUPS:

JUNIORS – (5-7 YEARS OLD)

INTERMEDIATES (8-10 YEARS OLD)

SENIORS (11-13 YEARS OLD)

Free Lunch Program Available

#### Rate

**Weekly Rate:** A weekly rate of \$150 per week will be offered to Summer Adventure members in Grades K-8. The \$150 weekly fee will not be adjusted.

**Discounted Weekly Rate:** A weekly rate of \$100 per week will be offered to Summer Adventure members in Grades K-8 if paid in advance. The \$100 fee will not be adjusted.

**Early drop Rate:** An early drop off of 8:00 a.m. will be offered for an additional cost of \$20.00 per week. Late pick up of 4:00 p.m. will be offered for an additional cost of \$20.00 per week. Please keep in mind this will be determined if we have enough inquires. Please email me if you are interested.

#### WEEKLY SESSIONS OFFERED

<b>WEEK #1 (4 days)</b> 7/2/18-7/5/18 <u>Closed 7/4/18</u>	<b>WEEK #2</b> 7/9/18-7/13/18	<b>WEEK #3</b> 7/16/18-7/20/18	<b>WEEK #4</b> 7/23/18-7/27/18	<b>WEEK #5</b> 7/30/18-8/3/18
<b>WEEK #6</b> 8/6/18-8/10/18	<b>WEEK #7</b>	<b>WEEK #8</b> 8/20/18-8/24/18		
	8/13/18-8/17/1			

No child will be allowed to leave the building without a counselor. **The first week of Dream Camp must be paid in full upon registration.** A deposit of \$20.00 is required to reserve additional weeks. **Deposits are non-refundable.** The balance must be paid at the beginning of each week either by cash, check or credit card. Your child must also pay a registration fee of \$35.00 annually.

**E-CHILD CARE ACCEPTED**

**All fees and hours of operation are subject to change.**

To register your child Camp, check off the to reserve. The First registration must be time of registration. deposit of \$35 payment plan (for required for each reserved. The



**BOYS & GIRLS CLUBS  
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in the Dream sessions you wish week of paid in full at A non-refundable depending on each week) is additional session balance must be

paid through our auto pay system. A \$35 club registration fee is required at the time of registration. No child can be dropped off any earlier than 9:00a.m. Program ends at 3:00 sharp. Late pick up is \$10 per half hour. So, there is a grace period between 3:00 and 3:29, but at 3:30 you will get charged \$10, 4:00 \$20, and etc...

Amount per Session \$ \_\_\_\_\_

<b>(4 days) July 4<sup>th</sup> closed</b>	Week 1	July 2 – July 5	_____
	Week 2	July 9 – July 13	_____

Week 3	July 16 – July 20	_____
Week 4	July 23 – July 27	_____
Week 5	July 30 – August 3	_____
Week 6	August 6 – August 10	_____
Week 7	August 13 – August 17	_____
Week 8	August 20 – August 24	_____

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Birth Certificate necessary for ages 5-7

**DREAM CAMP**

**AGREEMENT & AUTHORIZATION**

I have read and understand the following forms as they relate to the Boys & Girls Club of Hackensack Dream Camp and agree to abide by them during my child's enrollment as stated in the program.

I agree to pay all fees as predetermined by the Boys & Girls Clubs of Lodi/Hackensack. In accordance with stipulated due dates. I understand that all late payments will be subject to 1 ½% interest fees. In the event of non-payment I will be responsible for all attorney costs and understand that my child will be suspended from the Club until all fees are paid.

- Policy on Illness/communicable disease policy
- Information to parents
- Expulsion Policy
- Membership application
- Positive Guidance and Discipline Policy
- Policy on Methods of Parental Notification
- Police on release of children
- Statement of good health form
- Policy of the use of Technology and Social Media
- Parental Notifications Method
- Payment policy

Fee policy

Child's Name \_\_\_\_\_

Parents Name \_\_\_\_\_  
Print

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Dear Parent,

In keeping with child care center-licensing we are obliged you, as the child enrolled at with this statement.



**BOYS & GIRLS CLUBS**  
OF LODI/HACKENSACK

New Jersey's requirements, to provide parent of a our center, informational

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 obligations 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's Child Protective Services (CPS)

Please read this statement, if you have any questions please feel free to contact Sonia Verdade at 201-880-7422 ext. 116.

Sincerely,

Joseph J. Licata, MPA  
Executive Director

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Please complete and return this portion to the center (please print)

Name of Child \_\_\_\_\_

Name of Parent (s) \_\_\_\_\_

I have read and received a copy of this information to parents statement prepared by the Bureau of Licensing in the Division of Youth and Family Services

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **BOYS & GIRLS CLUB OF HACKENSACK PAYMENT POLICY**

- Dream Camp is a FLAT FEE. NO EXCEPTIONS.
- Only full payments will be accepted. Permission to receive alternate payment methods must be approved by Chief Executive Officer.
- Any declines in debit / credit card payments or bank accounts will result in paying any and all fees for such situations.
- In the event of Non-payment, the member's parent/guardian will be responsible for all attorney costs and the child will be suspended from the Club until fees are paid in full.

- Failure to follow proper E-Child Care procedures will result in termination from program and notification to the Office for Children (OFC).
- All OFC mandated Co-payments must be paid weekly through the automatic payment system. In the event of non-payment, the member's parent / guardian will be responsible for all attorney costs and the child will be suspended from the Club until fees are paid in full.

**I HAVE READ AND AGREE TO ALL THE TERMS LISTED ABOVE**

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**GUIDANCE & DISCIPLINE POLICY**

*Please initial next to each individual item on the form below and sign and date at the end of the document.*

\_\_\_\_\_ All members must check in at the Front Desk. No child will be allowed to leave the building without a parent or guardian signing them out and under the direct supervision of Club staff.

\_\_\_\_\_ In the event the Boys & Girls Club of Hackensack is forced to close due to dangerous weather conditions i.e. flooding, there will be **no refunds** given for any Dream Camp tuition.

\_\_\_\_\_ The Boys & Girls Clubs of Lodi/Hackensack follows a "zero tolerance" policy for the following actions: profanity, fighting, theft, damage to equipment and sexual harassment. These actions will result in suspension or permanent expulsion.

\_\_\_\_\_ Use of business phones is prohibited.

\_\_\_\_\_ All food and drinks must be consumed in a designated area; trash should be put in the waste barrels. Persistent offenders will face possible suspension. Food or drink in the gymnasium is strictly prohibited.

\_\_\_\_\_ Boys & Girls Club staff is not available to supervise youth either before or after announced Club hours.

\_\_\_\_\_ Personal items of value should be left at home. The Boys & Girls Club is not responsible for the loss or theft of personal items of youth attending the program.

\_\_\_\_\_ For precautionary reasons, the riding of skateboards is strictly prohibited on Boys & Girls club property, or bicycles on the walks or parking areas at the Boys & Girls Club. Lock bicycles in the bike rack.

\_\_\_\_\_ For safety reasons, Club members must remain in areas where staff members are present.

\_\_\_\_\_ Club members are not allowed in any office area unless told by Club staff.

\_\_\_\_\_ Hats, caps, beanies, bandanas, or any head covering item cannot be worn while inside the Club unless for specific purposes (religion or health reasons).

\_\_\_\_\_ All camp members must treat staff, fellow members, guests and adults with respect. Youth should inform staff when others are mistreating them.

\_\_\_\_\_ Everyone should be careful when using all equipment.

\_\_\_\_\_ Youth and their parents will be held monetarily accountable for replacement / repair of damaged club equipment, property, or building.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FIELD TRIP AUTHORIZATION FORM**

Member Name \_\_\_\_\_

Membership Number \_\_\_\_\_

Our Club members attend various field trips throughout the Dream Camp. The Club wants to ensure that your child remains safe and active as possible and in order to do that, we need the following portion completed and returned.

This is to certify that \_\_\_\_\_ has permission to attend Boys & Girls Clubs of Lodi / Hackensack while participating in the Dream Camp. I understand that this includes all trips on foot, bus or van. Emergency information is on file and staff will bring this information on all trips.

In further consideration of the benefits to be gained by our child, we covenant that we will never institute any action by law against, the Boys & Girls Clubs of Lodi/Hackensack Inc. Its agents, servants & employees, on account of any injury or other loss or damage sustained by your child's participation. Furthermore, I hereby do authorize medical examination & treatment of my child by a qualified physician in any event of an accident & all efforts to contact the parent/guardian have been exhausted.

## EMERGENCY CONTACT INFORMATION

First attempt will be made to contact the member's parents/guardians. Emergency contacts below must be able to pick up member in the event of an emergency.

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

***(Note: Authorization will NOT be in effect until document is signed)***

I acknowledge that the above stated in true and accurate and understand that should the above change, I am responsible for communicating that to the Boys & Girls Clubs of Lodi/Hackensack. I also understand that I will be notified by trips through communication at the Front Desk.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date entered into Comet: \_\_\_\_\_ Staff Member initials: \_\_\_\_\_

## **PHOTO RELEASE FORM**

Member Name \_\_\_\_\_

Membership Number \_\_\_\_\_

### ***OFFICIAL RELEASE FORM FOR MEDIA / PROMOTION***

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I hereby give the Boys & Girls Clubs of Lodi/Hackensack permission to take photographs of my child or photographs in which my child may be involved with others for the purpose of promoting the Club in photos, articles, videos, brochures, and / or flyers.

I hereby release and discharge the Club from any and all Claims out of use of the photos and / or videos

I have read the foregoing documents and fully understand its content.



**Please check the box if you grant access or deny permission to use your child's image**

(\_\_\_\_) I deny permission to use my child's image in any media

(\_\_\_\_) I give permission for my child's image to be used in print, video and digital media. I agree these images may be used by the Boys & Girls Clubs of Lodi / Hackensack for a variety of purposes, and these images may be used without further notifying me. I do understand that my child's last name will NOT be used in conjunction with any video or digital image

Parent/Guardian Name \_\_\_\_\_ Parent/Signature \_\_\_\_\_

Date entered into Comet \_\_\_\_\_

Staff member Initials \_\_\_\_\_

**APPROVED PARENT / GUARDIAN PICKUP PROCEDURES**

In an effort to MAINTAIN A HIGH LEVEL OF SECURITY we will be asking that all parents and adults that will be pickup up your child/children from the Summer Adventure Program to provide a photo ID in order to pick up a child from our program. It is important that the Parent/Guardian provides a list of adults who are allowed to pick up a child. Anyone not on this list will NOT be allowed to pick up the child. Please complete the list below and provide the full names of those allowed to pick up your child including those you already listed on the membership application. All approved adults will be asked to sign out their child at the front desk or at a location designated by Club staff. Should you have any questions regarding this policy please feel free to speak with Sonia Verdade directly.

Child's Name \_\_\_\_\_ Membership Number \_\_\_\_\_

**Approved Parent / Guardian to pick up child (please print) please include first & last name**

1. Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Contact Number \_\_\_\_\_ DOB: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Contact Number \_\_\_\_\_ DOB: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Contact Number \_\_\_\_\_ DOB: \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Contact Number \_\_\_\_\_ DOB: \_\_\_\_\_

***(all fields must be completed)***

**ANY ADULT WHO COMES TO PICKUP YOUR CHILD AND NOT ON THIS LIST WILL NOT BE ABLE TO TAKE THE CHILD FROM THE FACILITY.**

IN AN EMERGENCY SITUATION THE PRIMARY PARENT / GUARDIAN MUST CONTACT THE CLUB AND INFORM THEM OF SOMEONE NEW COMING TO PICKUP THEIR CHILD AND A PHOTO ID MUST BE PRESENT WHEN THE ADULT COMES TO PICKUP THE CHILD.

***Parental Release Form***

I, \_\_\_\_\_ the parent/guardian of the minor child listed in this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of Hackensack and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers from all liability, claims, demands, or causes of action for any and all loss, damage, injury and any claim of damages resulting from use of facilities owned or controlled by the above organization or participation in activities of said organizations either at or away from the Club.

**School Information**

I give my permission to the Boys & Girls Club of Hackensack and the Hackensack School District to exchange information regarding the minor child listed in this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and in life.

This release is valid for one year and may be revoked at any time by contacting the Lodi School District or the Boys & Girls Club in writing.

**Surveys and Questionnaires**

I, the parent/guardian of the minor child listed on this application, give permission for the Boys & Girls Club of Hackensack to survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America’s National Outcome Survey or other survey instruments.

**Technology**

As a member of the Boys & Girls Club of Hackensack, your child will have access to the internet. While precautions are being taken, it is possible that he/she may access inappropriate websites. The Boys & Girls Club will have rules and consequences at the Club for such behavior.

I give my permission to the Boys & Girls Club of Hackensack to share information about the child listed in this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program’s effectiveness. Information that will be disclosed to BGCA may include the information provided on a membership application form, information provided by the child’s school or school district, and other information collected by Boys & Girls Club of Hackensack, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

Member’s Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name Print: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**STATEMENT OF GOOD HEALTH**

Child’s Name \_\_\_\_\_ Age \_\_\_\_\_

I understand that my child is in good health and has NO RESTRICTIONS placed upon him/her while participating in the Dream Camp activities. Should there be any changes to my child’s health I will notify the Boys & Girls Club in writing to inform them of the changes. I grant permission to managing personnel or other representatives to authorize and obtain medical care from any licensed physician, hospital, or medical clinic should a member become ill or injured while participating in activities at the Club, or at any times when neither parent is available to grant authorization for emergency treatment.

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

My child takes the medication listed below on a regular basis and may need to take this medication while under the care of the Boys & Girls Club of Hackensack. I understand that I must submit in writing instructions for my child to take medication while at the Boys & Girls Club of Hackensack. Please be advised that the Club has the right to not allow children to take certain medications. There is also a form provided by the Office of Licensing that I must sign and Club staff must complete upon each time my child takes any of the medication listed below.

1. \_\_\_\_\_ how often must medication be taken: \_\_\_\_\_

2. \_\_\_\_\_ how often must medication be taken: \_\_\_\_\_

3. \_\_\_\_\_ how often must medication be taken: \_\_\_\_\_

4. \_\_\_\_\_ how often must medication be taken: \_\_\_\_\_

Please ask the front desk or Sonia Verdade for Office of Licensing form to complete before your child begins the program.



**CONSENT and RELEASE FOR USE OF LIKENESS**



By signing below, I grant Horizon Healthcare Services, Inc. doing business as Horizon Blue Cross Blue Shield of New Jersey, and its subsidiaries, affiliates, and successors (collectively, "Horizon") and Boys & Girls Clubs in New Jersey ("BGCNJ"), the right to use my name, likeness, voice and personal testimonials as captured on video, picture, portrait, and any images, audiotapes, videotapes, and/or interviews of me taken or recorded (included edited version thereof) (the "Recorded Materials") in any manner for the purpose of education, training, advertising, trade, or any other lawful purpose whatsoever, in print or electronic form and in any media now known or ever developed.

I grant and assign to Horizon and BGCNJ all right, title and interest in and to the Recorded Materials, including, without limitation, copyright. I confirm that I have the right to enter into this Agreement and that neither Horizon nor BGCNJ has an obligation to pay me for the Recorded Materials. I waive all my rights to review and approve the finished product as used by Horizon and/or BGCNJ and I understand that Horizon and BGCNJ are not obligated to use any of the Recorded Materials.

**I release and agree to hold harmless Horizon and BGCNJ, and anyone acting under Horizon's and BGCNJ's permission, from any liability (including, without limitation, claims for invasion of privacy or right of publicity) for any injury that may occur to me in connection with the Recorded Materials or for Horizon's or BGCNJ's exercise of its rights granted under this Agreement, except for liability for being intentionally cast in a bad light.**

This Agreement represents my entire understanding with Horizon and BGCNJ. I have read this Agreement prior to signing it, and I understand its contents. This Agreement may not be amended unless Horizon, BGCNJ and I agree in writing. This Agreement is governed by and construed under the laws of the State of New Jersey (excluding its conflicts of laws principles).

If this is a consent and release for a minor, I warrant that I am the legal guardian of the minor named below and have every right to contract for him/her in the above regard.

---

Date

---

Print Minor Name (If under 18)

---

Printed Name

---

Signature

JOIN OUR  
MESSAGING  
RECEIVE  
ALL THINGS  
THE 2017  
THIS WILL BE



**BOYS & GIRLS CLUBS**  
OF LODI/HACKENSACK

NEW TEXT  
APP TO  
ALERTS ON  
RELATED TO  
DREAM CAMP.  
OUR MAIN

FORM OF COMMUNICATION WITH PARENTS. WE WILL NO LONGER BE USING  
CALL-EM-ALL.COM AUTOMATED CALLING SYSTEM FOR COMMUNICATION WITH  
PARENTS.

S. Verdade would like you to join  
Summer 2016!



To receive messages via text, text  
@b7f4k to 81010. You can opt-out  
of messages at anytime by replying,  
'unsubscribe @b7f4k'.

Trouble using 81010? Try texting  
@b7f4k to (201) 546-9571 instead.

To: 81010

Message: @b7f4k

Enter this number

Text this message

\*Standard text message rates apply.

Or to receive messages via email, send  
an email to [b7f4k@mail.remind.com](mailto:b7f4k@mail.remind.com). To  
unsubscribe, reply with 'unsubscribe' in  
the subject line.

Recipient: b7f4k@mail.remind.com

Subject: (You can leave the subject blank)

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## **MENTORING PROGRAM**

### **PARENT/GUARDIAN CONSENT FORM**

I, the parent or legal guardian for \_\_\_\_\_ hereby gives my permission for my child to participate in the Mentoring Program at the Boys & Girls Club.

I fully understand that the program involves mentors, who shall be selected from the community and will be screened (including a criminal background check) and trained before beginning in the program. A mentor will be expected to spend a minimum of one hour per week with my child on-site at the Boys & Girls Club. The mentor is not allowed to take or meet my child beyond the Club facility.

I understand that my child will participate in an orientation session at the Club in which the program will be explained. The program is planned to last one year and continuation may then be discussed.

I understand that during the course of the mentoring program there may be special group events (incorporating all mentors and youth) and family events planned. I understand that the staff of the Club will provide ongoing monitoring of the mentoring activities.

I give the Boys & Girls Club Mentoring Program Coordinator permission to obtain my child's academic and attendance records from my child's school.

I permit the Mentoring Program staff and the Boys & Girls Club to utilize photographs of my child taken during his/her involvement in the mentoring program and waive all rights of compensation.

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(Signature of Parent/Guardian)

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(Printed name of Parent/Guardian)

Date \_\_\_\_\_

### ***Parental Release Form***

***Please initial next to each individual item on the form below and sign and date at the end of the document.***

\_\_\_\_\_ **School Information** - I give my permission to the Boys & Girls Clubs of Lodi/Hackensack and the Hackensack School District to exchange information regarding the minor child listed in this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and in life. This release is valid for one year and may be revoked at any time by contacting the Hackensack School District or the Boys & Girls Club in writing.

\_\_\_\_\_ **Surveys and Questionnaires** I, the parent/guardian of the minor child listed on this application, give permission for the Boys & Girls Clubs of Lodi/Hackensack to survey my child about his or her Club experience, behaviors, skills and attitudes using Boys & Girls Clubs of America's National Outcome Survey or other survey instruments.

\_\_\_\_\_ **Technology** As a member of the Boys & Girls Clubs of Lodi/Hackensack, your child will have access to the internet. While precautions are being taken, it is possible that he/she may access inappropriate websites. The Boys & Girls Club will have rules and consequences at the Club for such behavior.

I give my permission to the Boys & Girls Clubs of Lodi/Hackensack to share information about the child listed in this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on a membership application form, information provided by the child's school or school district, and other information collected by Boys & Girls Clubs of Lodi/Hackensack, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

\_\_\_\_\_ **Club Closing Policy** – Our policy on inclement weather is when Hackensack Public Schools Close, the Boys & Girls Clubs of Lodi/Hackensack closes. We also reserve the right to close the club for other weather related emergencies. You will be notified as soon as a decision is made. Daily refunds will not be given for any weather or emergency closings

\_\_\_\_\_ **Program Absences** – The Dream Camp is a flat weekly fee and must be paid in full each week by the designated date. We will not provide refunds for individual absences, vacations, or failure to attend the program regularly. Our program is based on holding a spot in our program for your child, and we cannot operate our program effectively if we continuously give credits for individual absences.

When your child is going to be absent you must call the Club ASAP.



\_\_\_\_\_ **Kids Café Program-** The Boys & Girls Clubs of Lodi/Hackensack has a long standing relationship with the Community Food Bank of New Jersey. We will provide a nutritious breakfast and lunch daily starting at 9:00am and lunch at 12:30p.m. State regulations clearly state that only breakfast and lunch can be served with this program.

\_\_\_\_\_ **Club / Parent Communication** - In many instances the Club needs to contact parents for a variety of different reasons, Club Closings, program updates, payment requests etc. In the past we have been using an automated calling system. For the 2018 Dream Camp we will be using a text messaging service **REMIND**. It is imperative that you provide your most up to date cell phone number so you can receive text message updates regarding Club happenings. If you wish any other parent / guardian to receive updates, feel free to provide their name and cell phone number.

\_\_\_\_\_ **Club Trips** – Occasionally throughout the year we provide trips to a variety of different places. Please remember when you register for the Dream Camp to sign the trip permission slip. When trip announcements take place we will only refer to this permission slip for proof that your child can go. We will provide notice of trips for informational purposes only. No additional permission slips will be distributed.

\_\_\_\_\_ **Food Allergies-** Please provide any and all allergy information when completing your application. If your child requires special medication or treatments, please speak with Sonia Verdade immediately.

\_\_\_\_\_ **Personal Belongings** – The Boys & Girls Clubs of Lodi/Hackensack is not responsible for lost or stolen personal belongings. Please refrain from allowing your child to bring anything of value to the Club, as we cannot be held liable if items are lost or stolen. It is important to put your child's name on all personal items including clothes so it will make it easier for Club Staff to return items to its owner.

\_\_\_\_\_ **Lost Clothing** – Please make every attempt to notify us of any lost articles of clothing, school clothes, or any school related materials.

\_\_\_\_\_ **Lost & Found** – All items will be kept in a bin located in the Games Room. Items will be cleared and donated every Friday at 12:00pm. Please make every attempt to search the **Lost & Found**.

\_\_\_\_\_ **Pick-up / Drop Off** – There is absolutely no standing, parking, picking up or dropping off permitted in the designated "Fire Lane" You must park in a parking space for pick-up / drop-off. Any violation of this policy will result in punishment to the fullest extent of the law. Parent will be responsible for any towing costs or legal fees. This is per town and State Law.

\_\_\_\_\_ **Cancellation Policy** – In the event that your child will be absent for an extended period time or removed from the program, you must provide the Club 30 days' written notice. If you make this request without 30 days' notice your automatic payments will not stop until the following month. If you are leaving the program and do not provide sufficient notice you will not receive any credits.

\_\_\_\_\_ **Social Media / Phone Policy/FaceTime/Video Chat** – The Club will not be held responsible for the usage of cell phones, tablets or other electronic devices in the Club. We do not monitor member's usage of social media at the Club, if your child posts pictures or videos of other children you will be held responsible for such actions. It is strictly prohibited for any parent to speak to another child without Club staff and that child's parents being present. If you choose to utilize a video chat feature to do so you will be prosecuted to the fullest extent of the law. The Club's Social Media policy is in effect for STAFF only.

\_\_\_\_\_ **Late Pick Up-** Late pick up is \$10 per half hour. So, there is a grace period between 3:00 and 3:29, but at 3:30 you will get charged \$10, 4:00 \$20, and etc...





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**2018 PERMISSION SLIP**

**Your child will not be allowed to leave for snack or food; dismissal for Dream Camp will be at 3:00p.m.**

I \_\_\_\_\_ hereby give my permission for my child to:

\_\_\_\_\_ walk home \_\_\_\_\_ not walk home \*PLEASE CHECK ONE\*

from the Boys & Girls Club of Lodi/Hackensack on 170B Sussex Street, Hackensack N.J. I understand that my child will be responsible for walking home from the club. I assume all risks and hazards incidental to this participation and do hereby waive, release, absolve, indemnify and agree to hold harmless the Boys & Girls Club of Lodi/Hackensack the organizers, supervisors, staff and other participants from any claim arising out of an injury to the participant.

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF LODI/HACKENSACK

## E-Child Care Procedures

Boys & Girls Clubs of Lodi / Hackensack accepts all subsidy programs. It is important that parents follow these procedures to ensure timely swiping & quick payments.

- ✓ Parent swiping must be current at all times. If for any reason you cannot swipe daily. All swipes for that week must be completed by Friday of any week.
- ✓ Club staff will continuously monitor all swiping. You will be notified by Club staff if you are missing swipes.
- ✓ If swiping is not done consistently OFC will be notified. Please be advised that OFC constantly monitors all swiping. Staff at the OFC offices will contact you if you are missing swipes as well.
- ✓ All co-payments & Bus Fees must be paid on time and follow our automatic recurring payment methods.
- ✓ Co-payments are calculated by OFC not the Boys & Girls Clubs of Lodi / Hackensack. This amount is according to the parent's contract with the program. Co-payments must be paid every month as stated by the Office for Children.
- ✓ If your child is not in the portal, The Boys & Girls Clubs of Lodi / Hackensack must complete discrepancy forms (manual attendance). These forms must be signed by the parent every two weeks, please make every attempt to come to the Club and ask to sign this paperwork. Failure to sign these forms may result in a temporary suspension from the Club program.

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Name: \_\_\_\_\_



**BOYS & GIRLS CLUBS**  
OF LODI/HACKENSACK

**2018**  
**CAMP**

**DREAM**

# **PARENT HANDBOOK**

BOYS & GIRLS CLUB OF HACKENSACK  
170-B SUSSEX ST  
HACKENSACK, NJ 07601  
201-880-7244 EXT. 117  
[SONIA.VERDADE@BGCOFLODI.ORG](mailto:SONIA.VERDADE@BGCOFLODI.ORG)

**EVERYONE MUST SIGN TO ACKNOWLEDGE THAT THEY HAVE RECEIVED THIS  
PACKET.**

## Welcome to the Boys & Girls Clubs of Lodi / Hackensack

At the Boys & Girls Club, we provide the youth that need us most with a safe place to learn and grow with caring adult professionals. We serve youth ages 6-13 in a licensed child care program

A large majority of our Club staff are college students who are majoring in fields such as education or youth development. All staff members are thoroughly screened and highly trained. Among the training requirements are First Aid and CPR along with a 35-hour training course for all staff annually. The BGC strives to maintain a 15:1 ratio of youth to adult staff.

### **I. PROGRAM PLAN**

Mission of the Boys & Girls Clubs of Lodi / Hackensack

To inspire and enable all youth especially those who need us most to reach their full potential as productive, caring and responsible citizens.

#### **Goal of the Boys & Girls Club:**

- To provide a structured, safe, and fun environment, where all members can be engaged in activities that meet each of their needs and interests.

#### **Program Goals of the Boys & Girls Club**

- Physically and emotionally safe and sanitary environment
- Promote healthy development by partnering with the Community Foodbank of NJ and its Kids Café Program
- Nurturing and emotionally supportive for children
- Meeting the needs of all youth, including those with special needs
- Encourage independence according to each youth's needs
- Provide opportunities for youth to have quiet time, art education, recreational games, academic enrichment, impactful programming, exercise and cultural awareness;
- Promote self-discipline and guidance
- Allow interaction with people of diverse backgrounds, ages, abilities and cultures
- Provide a balance of youth-directed and staff directed activities

#### **To provide experiences, interactions and activities to aid each youth's development in the following areas:**

- Social
- Emotional
- Cultural
- Creative
- Nutrition, self-care
- Fine/Large Motor Skills
- Cognitive thinking
- Problem Solving / Conflict resolution

#### **To provide a Youth Development Professional that will:**

- Treat youth with dignity and respect

- That is educated, consistent, well trained and patient
- Utilize developmentally appropriate methods in response to youth's behaviors
- Respect youth as individuals
- Understand that physical abuse, verbal abuse or neglect of any individual within or outside the BGC is strictly prohibited

To encourage open, frequent communication between parents and staff by;

- Sending monthly newsletters / Emails
- Inviting parents to view particular program and activity participation
- Providing written incident and behavior reports when necessary

### **Individual and Diverse Needs of children**

All children are unique. All children have diverse needs. The BGC will work to include all children in our program pursuant to the ADA act. Unfortunately, our staff and resources do not allow us to keep all youth in our program. Moreover, it would be detrimental to the children we serve as well as those children at we may ask to leave our program to offer services that we cannot serve competently, properly or adequately. Therefore, the BGC has adopted the following policy.

- The parent/guardian is responsible for arranging a meeting with the Director of Operations prior to registration to discuss the youth's unique needs. If the Director of Operations feels that the Club can adequately serve the youth, the family will be allowed to register the youth.
- If the youth has been registered in our program and **1)** it is later determined that the child should not be in the program **2)** it is later determined that we cannot competently, properly or adequately meet the needs of such youth or **3)** it is later determined that such child's enrollment in our program poses an unreasonable risk of emotional or physical harm to our staff or other children enrolled in our program, then the Youth Development Professional or other staff having knowledge of the forgoing shall communicate such facts with the Director of Operations. The Director of Operations or a designee shall conduct an appropriate investigation and refer the matter to the Executive Director who in turn shall make the final determination.
- If children are dismissed from our program based on this policy, this fact shall be communicated orally to the parent or guardian by the Director of Operations. The Director of Operations shall take the opportunity to explain why the youth was dismissed from the program and explain to the parent how our current discipline and positive guidance policies and procedures were followed. The Director shall confirm their conversation in writing and provide the parent or guardian with a copy of this policy.
- Any decision approved by the Executive Director pursuant to this policy shall be final. There is no right of repeal. No youth who has been removed from this program shall later be accepted into our program without the expressed written permission of the Executive Director.

### **Shared Custody**

The Boys & Girls Clubs of Lodi / Hackensack understand that family structures are unique and we will try our best to work with and accommodate families as much as possible. However, the BGC cannot be put into a position of moderating disputes. This applies even when the Court's order grants joint, shared or whole custody. It is the Boys & Girls Clubs of Lodi / Hackensack's policy to strictly follow any court orders that are presented to our Director of Operations. Under no circumstances will the Club stop a biological parent from picking up a child unless a court order has been given to the Director of Operations stating it in writing. We will not accept a phone call or written letters from parents regarding custody issues that do not involve court orders.

It is the policy of the Boys & Girls Clubs of Lodi / Hackensack that no person under the age of 18 is legally permitted to sign out a child under the age of 13 in any of its Licensed Child Care Program.

## **Food and Nutrition**

All children who attend our program are provided with a nutritious dinner from the New Jersey Community Food Bank Kid's Café program. Dinner will be served daily at 5:30pm and will end around 6:00pm. Snacks are provided at an additional cost from our and vending machines.

If youth have a medical condition that prohibits him/her from having a component required by the Dept. of Agriculture and the Community Food Bank, it is the parent's responsibility to inform us on the **Food Allergy Form** in the registration packet.

## **Dress Code**

All children are asked to wear clothing appropriate for the season and activities at the Club. All members should wear comfortable clothing and/or sneakers. Sandals and flip flops are not appropriate for any recreational activities. Hats, Do-Rags, clothing that exposes the midriff are strictly prohibited as well.

## **Transportation**

All youth must conduct themselves on any BGC transportation vehicles in a manner consistent with the BGC Code of Conduct. Incidents of misconduct will be documented by the staff and/or driver. A Club Director will inform the parent/guardian of the misconduct and request their cooperation in correcting the behavior. Serious disciplinary problems on BGC vehicles may cause youth to be removed from the program or forcing parents to find alternate means of transportation to the Club.

Youth must immediately report to the designated area for transportation to the Boys & Girls Club of Lodi. Our contract with the bus company prohibits buses from waiting for youth to arrive at their leisure to the bus. The Boys & Girls Club is not responsible for waiting for youth to finish tutoring or when returning from a school trip. Our buses must leave each designated school by a certain time and we will not be able to return for additional pickups. We are not responsible for bus arrival times or departure times as this is a contracted service.

## **Inclement Weather / Emergency Closings**

Our policy on inclement weather is when Hackensack Public schools close, the Boys & Girls Club of Hackensack closes. We also reserve the right to close the Club for other weather related emergencies. You will be notified as soon as a decision is made. Daily refunds will not be given for any weather or emergency closings.

## **TELEVISION VIEWING POLICY**

The Boys & Girls Club of Lodi provides an activity focused learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. The Club follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children at the Boys & Girls Club of Lodi who are enrolled in our After School Program, television time is limited to 60 minutes per week and no more than 30 minutes at a time.



Computer use is limited to 15 minute increments per child, except for those who are completing homework, school work, or supervised enrichment activities.

## **Boys & Girls Clubs of Lodi / Hackensack** **Code of Conduct & Discipline Policy**

The Boys & Girls Clubs of Lodi / Hackensack's definition of discipline is "to hold youth accountable for their behavior and help members solve problems and gain a greater understanding about the consequences of their actions, but not as punishment or control."

### **In order for us to be most effective in providing positive guidance and discipline Club staff will:**

- ✓ Work to build supportive relationships built on trust and understanding with all Club members
- ✓ Welcome and greet all members by name as they enter the Club
- ✓ Spend quality time with members.
- ✓ All communication signals, both verbal and nonverbal, will be caring, affectionate and warm.
- ✓ Staff will commit to participating actively with members through fun structured programs and activities
- ✓ Club staff will be a positive role model for youth during Club hours.
- ✓ Be attentive and listen to members when situations occur and work towards an understanding.
- ✓ Set high expectations for every member to model positive behavior.
- ✓ Club staff will work collaboratively to develop strategies for helping youth who are experiencing challenges.

Our positive discipline program is designed to teach young people to become responsible, respectful and resourceful citizens. It is based on the premise that "discipline must be taught and that discipline teaches." It aims at developing mutually respectful relationships, and requires Club staff to employ kindness and firmness at the same time, and to be neither punitive nor permissive. Holding youth responsible is very important in our positive discipline premise. We will hold all youth accountable for their behavior to help them learn self-discipline and in turn self-awareness.

### **When the need to discipline a child arises Club staff will:**

Work with members to:

**Recognize** that they did something they weren't supposed to do

**Reconcile** by apologizing to all affected parties and finally

**Resolve** the issue by sticking to the established agreement so that it does not happen again.

Discipline is a positive way to teach youth self-discipline and confidence. Positive discipline is concerned with how a member is behaving in the present and how positively they will behave in the future. Its success depends on youth understanding what is expected and is appropriate for them to do, which implies that members must understand limits and boundaries, including Club rules and codes of conduct. This also implies that they understand the consequences for violations to rules.

### **NON-NEGOTIABLE RULES:**

1. ACTS OF PHYSICAL AGRESSION TOWARDS SELF, OTHERS AND STAFF
2. PURPOSEFUL DESTRUCTION OF CLUB PROPERTY

### 3. BULLYING OF ANY KIND

## Disciplinary Actions

### Minor offenses include:

- Having inappropriate items
- Interrupting or interfering with the work of others (disruptive talking, pestering etc.)
- Making rude or disrespectful comments to other members
- Minor or major in nature inappropriate behavior towards staff
- Engaging in any other disrespectful or disruptive behavior which is relatively minor in nature
- Inappropriate display of affection
- Wearing hats, foul language, running inside the building, repeating infractions based on policies / guidelines

## MINOR CONSEQUENCES

### First Offense

1. Private conversation with member, verbal warning and explanation of offense
2. Write up – Incident Report

### Second Offense

1. Write up – Incident Report
2. Private conversation with member (2<sup>nd</sup> verbal warning)
3. Private phone call or meeting with parent to discuss behavior
4. Agreed upon discipline between staff and member – loss of privilege / in house reprimand

### Third Offense:

Repeated violations of general expectations and rules or chronic behavior not changed by prior consequences

1. Write up – Incident Report
2. Private conversation with Member and Parent
3. Possible suspension from program or extended loss of Club privilege
4. Written plan to avoid further discipline or possible expulsion

## MAJOR OFFENSE

### Major offenses include:

- Physical altercations with another member, staff volunteer or parent
- Physical endangerment of others
- Destruction or theft of Club Property or other member's property
- Racial or sexual harassment (including inappropriate physical conduct)
- Bringing, creating or insinuating use of weapons at the Club: guns, knives, etc.

## MAJOR CONSEQUENCES

1. Notify supervisor
2. Private conversation with member
3. Contacting Director of Operations once incident occurs
4. Phone call and conference with parent
5. Immediately upon notification, parent must arrange pick up of child
6. Write up – Incident Report
7. Assignment of written plan to correct behavior before coming to Club
8. Suspension of 1-5 days must be approved by Director of Operations or Activities Director.
9. It is at the discretion of the Chief Executive Officer or Director of Operations to expel a child from our program based on the severity of the incident or if multiple suspensions have occurred and the behavior has not been corrected.

Parents will be notified immediately only if the following happens

1. If a member was bit and the skin was broken
2. Any injury to the head, neck and face
3. A major offense occurred at the Club
4. Immediate pickup / suspension is required

**NOTE:** This is only a guideline. Actual consequences are determined on a case-by-case basis and are at the discretion of the Club Director. The length of a suspension is determined by the severity of the offense and the number of previous offenses. In general, suspensions are 1-5 days; however, repeated offenses can result in an indefinite expulsion from the Club. Only Club Directors can suspend a member.

## MEMBERS CODE OF CONDUCT

- I WILL BE RESPECTFUL OF OTHER MEMBERS, VOLUNTEERS AND GUESTS
- I WILL BE RESPECTFUL TO ALL STAFF
- I WILL WORK TO TAKE CARE OF CLUB PROPERTY AND OTHER MEMBER'S PROPERTY
- I WILL NOT MAKE
- I WILL NOT BRING, CREATE OR IMITATE WEAPONS AT THE CLUB: GUN, KNIVES, WEAPONS OF ANY KIND
- I WILL FOLLOW ALL GUIDELINES SET BY THE BOYS & GIRLS CLUBS OF LODI / HACKENSACK

**DRESS CODE:** All members are asked to wear clothing appropriate for the season and activities at the Club. All members should wear comfortable clothing, sneakers. Sandals and flip flops are not appropriate for any recreational or physical activities

**TELEPHONE USE:** Members are not allowed to use front desk telephone except in the case of an emergency. Parents who call and wish to speak to counselor must wait until the counselor has free time to speak. Staff cannot leave groups to discuss situations with parents.

**ELECTRONIC DEVICES / TOYS:** Members are not allowed to bring any electronic devices (Nintendo DS, iPad, tablets or any other electronic device) from home to the Club. We recommend all such devices are to remain at home. If a member decides to bring a cell phone, they are to have it on them at all times. Utilizing cell phone for bullying, or having parent talk to another child in the Club will result in disciplinary action and loss of cell phone privilege at Club.

**DISCIPLINE:** The Club uses a system of written incident reports to help children adhere to the rules. The few rules we have will be enforced strictly for the safety of everyone who is attending or working at our Club. If a member is disruptive, disrespectful or abusive to other members or staff they will be disciplined and an incident report will be written. The Director of Operations or someone he designates will talk to the member to determine if some form of discipline or suspension is necessary. Staff may give the member a verbal warning, give a short “time out” from activities or request a conference with the parent/guardian to discuss the behavior. We will depend heavily on parent/guardian support to help us enforce the rules of the Club, but occasionally we must suspend or expel a member based on the seriousness of the offense, or if a member is too frequently breaking the rules. Parents must pick up their child when a third offense or major offense has occurred.

**PARENT ACCESS TO BUILDING:** When visiting the Club, parent/guardian must check in at the front desk and present Photo ID if wishing to enter the Club to visit with their child. We only allow parents to stay amongst children for no more than 10 minutes to see their child participating. NO PARENT is allowed in the back to pick up their child. They will be paged to the front desk area. This may take a few minutes.

## **E-CHILD CARE POLICIES & PROCEDURES**

**Boys & Girls Clubs of Lodi / Hackensack accepts all subsidy programs. It is important that parents follow these procedures to ensure timely swiping & quick payments.**

- ✓ Parent swiping must be current at all times. If for any reason you cannot swipe daily. All swipes for that week must be completed by Friday of any week.**
- ✓ Club staff will continuously monitor all swiping. You will be notified by Club staff if you are missing swipes.**
- ✓ If swiping is not done consistently OFC will be notified. Please be advised that OFC constantly monitors all swiping. Staff at the OFC offices will contact you if you are missing swipes as well.**
- ✓ All co-payments and bus fees must be paid on time and follow our automatic recurring payment methods.**
- ✓ Co-payments are calculated by OFC not the Boys & Girls Clubs of Lodi / Hackensack. This amount is according to the parent's contract with the program. Co-payments must be paid every month as stated by the Office for Children, and Club policy.**
- ✓ If your child is not in the portal, The Boys & Girls Clubs of Lodi / Hackensack must complete discrepancy forms (manual attendance). These forms must be signed by the parent every two weeks, please make every attempt to come to the Club and ask to sign this paperwork. Failure to sign these forms may result in a temporary suspension from the Club program.**

## POLICY ON THE RELEASE OF CHILDREN

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 the 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 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 center's daily closing, the center shall ensure that

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour 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 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 and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour 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)

## **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

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

- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff Neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses 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 communicable 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 six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If the child is exposed to any excludable disease at the center, parents will be notified in writing.

## Information to Parents

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C 10:122), 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 this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent'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 Bureau of Licensing in the New Jersey Division of Youth and Family Services. 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark New Jersey 07189-4399.

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 standards, you are entitled to report them to the Bureau 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 Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau'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.

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

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



Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the 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 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 CPSC website at <http://www.cpsc.gov/en/Recalls/Recalls-by-Product/?productId=68364>.

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 an 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/) and select Publications.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

### **10:122-6.5 Policy on the release of children**

(a) The center shall maintain on file and follow a written policy on the release of Children, which shall include:

1. The provision that each child may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an Emergency if the parent(s) cannot be reached;
2. The provision that, if a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order;
3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:
  - i. The child is supervised at all times;
  - ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
- iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline 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; and
4. Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:

- i. The child shall not be released to such an impaired individual;
- ii. Staff members attempt to contact the child's other parent or an Alternative person(s) authorized by the parent(s); and
- iii. If the center is unable to make alternative arrangements, as noted
  - (a) 3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

### **10:122-6.6 Discipline**

(a) The methods of guidance and discipline used shall:

1. Be positive;
2. Be consistent with the age and developmental needs of the children; and
3. Lead to the child's ability to develop and maintain self-control.

(b) Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.

(c) Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.

(d) The center shall maintain on file a written policy on the disciplining of children by staff members. The policy shall:

1. Reflect the provisions specified in (a) through (c) above and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc.);
2. Be distributed to every staff member; and
3. Be posted in a prominent location within the center.

(e) The center shall secure and maintain on file each staff member's signature, attesting to receipt of the policy on the disciplining of children by staff members.

(f) For school-age child care programs, the following shall apply:

1. The center shall permit children to participate in the development of the discipline rules and procedures; or
2. The center shall establish procedures to ensure that children are aware of the children

### **10:122-7.1 Illnesses/communicable diseases**

**GEN** (a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provisions of **N.J.A.C. 10:122-8.**

(b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

1. Confined to home under a health care provider's immediate care; or
2. Admitted to a hospital for medical care and treatment.

(c) The following provisions relate to illness and/or symptoms of illness:

1. A center serving well children shall not permit a child who has any of the Illnesses or symptoms of illness specified in (c)1i through xiii below to be admitted to The center on a given day unless medical diagnosis from a health care provider, which Has been communicated to the center in writing, or verbally with a written follow-up, Indicates that the child poses no serious health risk to himself or herself or to other Children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

- i. Severe pain or discomfort;
  - ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
  - iii. Two or more episodes of acute vomiting within a period of 24 hours;
  - iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
  - v. Lethargy that is more than expected tiredness;
  - vi. Yellow eyes or jaundiced skin;
  - vii. Red eyes with discharge;
  - viii. Infected, untreated skin patches;
  - ix. Difficult rapid breathing or severe coughing;
  - x. Skin rashes in conjunction with fever or behavior changes;
  - xi. Weeping or bleeding skin lesions that have not been treated by a health care provider;
  - xii. Mouth sores with drooling; or
  - xiii. Stiff neck.
2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.
3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c) 1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in
- i. He or she can be taken from the center; or
  - ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.
4. The center may exclude a child whose illness prevents the child from Participating comfortably in activities, or results in a greater need for care than the Staff can provide without compromising the health and safety of other children at the Center.
- (d) The following provisions relate to excludable communicable diseases:
- 1. The center shall not permit a child or staff member with an excludable Communicable disease, as specified in the table below, to be admitted to or remain at The center, until:
    - i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
    - ii. The center has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
    - iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

**TABLE OF EXCLUDABLE COMMUNICABLE DISEASES**

Respiratory Illnesses	Gastro-Intestinal Illnesses	Contact Illnesses
	Chicken Pox	Campylobacter*
	Impetigo	German Measles*
	Escherichia coli*	Lice
	Hemophilus Influenzae*	Giardia
	Lamblia*	Scabies
	Measles*	Hepatitis A*
	Shingles	Meningococcus*
	Salmonella*	Mumps*
	Shigella*	Strep Throat

Tuberculosis\*  
Whooping Cough\*

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\*Reportable diseases, as required by N.J.A.C. 10:122-7.10(a).