



**BOYS & GIRLS CLUB
OF HACKENSACK**

Attention: Parents/Guardians

Please read all the following paperwork in this packet and make sure everything is signed and dated. **We have provided new information to this packet.**

Everything must be filled out properly in order for us to accept the packet. This packet must be returned in order for your child/children to start the 2019-2020 After School Program. If you have any questions or concerns please feel free to contact me at any time.

Boys & Girls Club of Hackensack



**BOYS & GIRLS CLUB
OF HACKENSACK**

AFTER SCHOOL PROGRAM INFORMATION

**September 5, 2019- June 19, 2020
170-B Sussex St, Hackensack NJ 07601
201-880-7244 ext. 117**

Monthly Rate: A monthly rate of \$285 per month will be offered to After-School members in Grades K-8. The \$285 fee will not be adjusted.

Discounted Monthly Rate: A monthly rate of \$95 per month will be offered to After-School members in Grades K-8 if paid in advance. The \$95 fee will not be adjusted.

All After School members must have an active membership. The membership fee for the 2019-2020 year will be \$35 for 12 months. We do not offer transportation.

Vacation Club will be \$20 per day for regular memberships on days off of school. See receptionist. We only follow the Hackensack School District calendar.

The Club will be closed on the following days:

2019-2020

September 2nd- Labor Day
October 4th- Program Staff Training
November 28th - Thanksgiving Day
November 29th - Day After Thanksgiving
December 23rd - December 25th - Holiday Break
December 31st- January 1st-New Year's Eve & Day
January 20th - Martin Luther King Jr. Day/Program Staff Training
April 10th- Good Friday
April 13th - Program Staff Training
May 25th- Memorial Day
June 19th- Last Day of After School Program

Dates and fees subject to change. The Club may or may not open early for half days of school or additional school closures. We will make every effort to notify parents of the hours of operations as early as possible. The Club may close at any time due to inclement weather or other emergencies.

Boys & Girls Club of Hackensack will not open when schools are closed or have early dismissal due to inclement weather. The club can close for weather or emergencies without notice.

Parents are responsible to pick up their child/children from the Boys & Girls Club of Hackensack.

WE ACCEPT ALL E-CHILD CARE SUBSIDY SERVICES

Accepted Methods of Payment

Money Orders, Personal Checks, Credit Cards, & Debit Cards

CASH WILL NOT BE ACCEPTED



**BOYS & GIRLS CLUB
OF HACKENSACK**

**AFTER SCHOOL PROGRAM
AGREEMENT & AUTHORIZATION**

I have read and understand the following forms as they relate to the Boys & Girls Club of Hackensack After School Program 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 Club of 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
- Health Plan (If applicable)
- Member Bathroom Policy
- Parental Notifications Method
- Payment policy
- Fee policy

Member's Name _____

Parents Name _____
(print)

Parent Signature _____

Date _____



**BOYS & GIRLS CLUB
OF HACKENSACK**

Dear Parent,

In keeping with New Jersey's child care center-licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

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 Division of Youth and Family Services (DYFS).

Please read this statement, if you have any questions please feel free to contact Sonia Verdade at 201-880-7244 ext 116.

Sincerely,

Joseph J. Licata, MPA
Executive Director

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

Name of Member _____

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

- Only full payments will be accepted.
- 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).
- E-Child care parents must pay all co-pays and bus fees as outlined above. Lack of payment will result in suspension.

I HAVE READ AND AGREE TO ALL THE TERMS LISTED ABOVE

Member's Name _____

Parent's Name _____

Parent's Signature _____

Date _____

FIELD TRIP AUTHORIZATION FORM

Member Name _____

Membership Number _____

Our Club members attend various field trips throughout the After School Program. 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 & Teaneck while participating in the After School Program. 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 Club of Lodi 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 and Teaneck. 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

I hereby give the Boys & Girls Clubs of Lodi, Hackensack and Teaneck 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 and Teaneck 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 After School 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 the Unit Director.

Member'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: _____

5. 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

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 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 _____ Parent/Guardian Signature _____

STATEMENT OF GOOD HEALTH

Member's Name _____ Age _____

Has a physician diagnosed your child with asthma? ____ YES ____ NO

I understand that my child is in good health and has NO RESTRICTIONS placed upon him/her while participating in the Afterschool Club 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.

WE ONLY ADMINISTER LIFE SAVING MEDICATIONS

- 1. _____ how often must medication be taken: _____
- 2. _____ how often must medication be taken: _____
- 3. _____ how often must medication be taken: _____

My child has the following allergies:

What to do if my child has an allergic reaction:

A Healthcare Plan must be completed by a doctor for any child with allergies. Your child will not be able to start program until healthcare plan is completed.



**BOYS & GIRLS CLUB
OF HACKENSACK
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.

(Signature of Parent/Guardian)

(Printed name of Parent/Guardian)

Date _____



**BOYS & GIRLS CLUB
OF HACKENSACK**

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

_____ **Club Closing Policy** – 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.

_____ **Program Absences** – The After School Program is a flat monthly fee and must be paid in full each month 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. When you do not contact the Club we spend too much extra time going through our procedures to locate your child who is absent.

_____ **Kids Café Program**- The Boys & Girls Club of Hackensack has a long standing relationship with the Community Food Bank of New Jersey. We will provide a nutritious dinner daily starting at 5:30pm. State regulations clearly state that only dinner can be served with this program.

Kids Café program will not start until October 2019.

_____ **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 2019-2020 school year 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 After School Program 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 Club of 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 school books and materials within a week. All items that are not claimed within one week will be donated.

_____ **Lost & Found**– All items will be kept in a bin located in the Games Room. Items will be cleared and donated every Friday at 7:00pm. Please make every attempt to search the **Lost & Found**.

_____ **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.

_____ **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.

By signing below, I have read & understand the Club policy page and agree to all the information that has been provided in this document.

Parent Name: _____ Date: _____

Parent Signature: _____ Date: _____

Member Name: _____



**BOYS & GIRLS CLUB
OF HACKENSACK**

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.

Parent Name: _____ Date: _____

Parent Signature: _____ Date: _____

Member Name: _____

AUTHORIZATION AND WAIVER OF LIABILITY POLICY

AUTHORIZATION & WAIVER OF LIABILITY:

I, _____ the parent or guardian of the above named member and beneficiary of the BOYS & GIRLS CLUBS OF LODI & HACKENSACK (THE CLUB), do hereby give approval for participation in any and all activities during the current membership year. I recognize and acknowledge that THE CLUB is a community non-profit organization established for charitable and educational purposes, of which I and my child/children are beneficiaries.

I assume all risks and hazards that may be a part of or incidental to participation in activities that THE CLUB sponsors. I hereby expressly waive, release and absolve THE CLUB of any and all liability and fault for any and all claims arising out of any injury to the participant arising out of his/her participation in activities conducted or sponsored by THE CLUB. Further, I agree to hold harmless and indemnify THE CLUB, its organizers, supervisors, and participants from any and all claims arising out of any injury to the participant.

I also grant permission to supervising personnel and other representatives of THE CLUB to authorize and obtain medical care from any licensed physician, hospital, medical clinic, or medical provider in the event that a participant becomes ill or injured while participating in CLUB activities away from home, or at any time when neither parent nor guardian is available to authorize emergency treatment.

GENERAL MEMBERS/TEEN MEMBERS/RECREATIONAL PARTICIPATIONS/YOUTH VOLUNTEERS

I understand that the BOYS & GIRLS CLUBS OF LODI & HACKENSACK conducts a licensed child care program organized for community charitable and educational purposes. I understand that my child, who is not a member of the licensed after school program or a participant in the licensed summer program, may freely come to and depart from THE CLUB facility, and that THE CLUB is not responsible for the time or manner in which my child may arrive at or leave from THE CLUB.

I also grant permission to supervising personnel and other representatives of THE CLUB to authorize and obtain medical care from any licensed physician, hospital, medical clinic, or medical provider in the event that a participant becomes ill or injured while participating in CLUB activities away from home, or at any time when neither parent nor guardian is available to authorize emergency treatment.

Member Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

GREAT FUTURES START HERE.



Walker Permission Slip Afterschool Program

Dear Parents/Guardians,

To ensure the safety of our members, it is required that any member walking home have a signed permission slip on file. **Only members in grade 4th and up, with an approved permission slip will be dismissed to walk home.** Members, who are in grades 4th and up with siblings in the program, may be approved to walk home as a group, at the discretion of the parent/parents, taking into consideration the walking distance and potential safety hazards. **Members who are walkers will only be released at the dismissal time of 7:00 p.m.** Please review this with your child. It is strongly encouraged that your child’s arrival time be tracked for consistency and the proper notifications take place for any inconsistencies in your child’s arrival home each day after school.

Please keep in mind that even as a “walker”, parents/guardians are expected to provide emergency contacts and alternative transportation in the event of an emergency, or in a situation where it is deemed necessary that your child is picked up directly from the Club. If an emergency or alternative situation does take place that requires your child to be picked up, the local Police Department may be contacted to resume care of any club member who has not been picked up by 7:00PM, or otherwise stated time. **As a safety precaution, no child will be released from the club to walk in unsafe conditions as determined by the Club.** Additionally, all members **MUST** have this signed form on-file to be released as a walker. If you have any questions or concerns, please feel free to contact Sonia Verdade.

Sincerely, Boys & Girls Club of Hackensack.

DETACH AND RETURN THE BOTTOM PORTION TO CLUB STAFF-KEEP TOP PORTION FOR YOUR RECORDS

Walker Permission Slip – Please check one:

_____ I (the below parent) give permission for my child to walk home from the Boys and Girls Club of Hackensack located on 170B Sussex St, Hackensack NJ 07601.

_____ My child only has permission to walk home if they are accompanied by: _____

By signing below, I understand the policies and expectations that have been set for my child to be released from the Boys and Girls Club after school program as a walker. I have also made note of time my child will be dismissed from the program. I understand and accept the information that has been presented on the above portion of this form.

Member’s Name _____ Grade _____

Parent Name _____ Signature _____ Date _____

Club Staff _____ Approval Signature _____ Date _____

Member/Parent Consent Form

Please sign this permission slip to give consent for your child / children to participate in the 2020 National Youth Outcomes Survey.

Please check below whether you grant permission, for your Child to participate in the 2020 Survey

I ***give permission*** for my child to participate in the BGCA National Youth Outcomes Initiative Survey.

I ***do not give permission*** for my child to participate in the BGCA National Youth Outcomes Initiative Survey.

Signature: _____ Date: _____

Our Club is taking part in an annual Survey that will be used to track the wellbeing of members in Boys & Girls Clubs nationally. Our Club is one of a group of Clubs across the country participating in this survey that asks how members feel about the activities and time they spend at the Club, education plans, and involvement in community service and work.

Additionally, the survey asks about the attitudes and health behaviors of Club members, including questions about nutrition and physical activity. Teen members aged 13 and older are asked additional questions around alcohol, tobacco and other drug use, fighting, arrests, and whether teens are sexually active.

Members will be asked to fill out one survey in the Spring of 2020 during regular Club hours. The survey takes 30 - 45 minutes to complete, and will be administered either online or via paper & pencil scannable booklets. Participating in this survey will cause no risk to your child. The only potential risk is that some teen members might find certain questions to be sensitive. The survey has been designed to protect your child's privacy. Members will not put their names on the survey, and no member will ever be mentioned by name in a report of the results. All information from the survey is being used to assess the wellbeing of Boys & Girls Clubs members and will be kept completely confidential. Only the Boys & Girls Clubs of America national organization that is conducting the survey will have access to the data. Others will see only reports of the information combined for groups of youth in the study or all youth at a Club. No reports will be shared that show your child's answers on the survey.

Your child will get no benefit right away from taking part in the survey. The results of this survey will help your child and other members of Boys & Girls Clubs in the future by assisting all national Boys & Girls Clubs to develop programming that best meets members' needs. We would like all members at our Club to take part in the survey, but the survey is voluntary. No action will be taken against the Club, you, or your child if he/she does not take part. Additionally, survey participants can skip any questions they do not wish to answer and may stop participating in the survey at any point without penalty. If you would like to see the survey, a copy is available at the Front Desk. You may review the survey at the Club during regular Club hours between 3:00p.m.-7:00p.m.

If you have any questions about the survey, please call Sonia Verdade at 201-880-7244. You can also contact measurement@bgca.org Thank you!

Food Allergy Alert



Child's Name: _____

Child's Allergies

1. _____
2. _____
3. _____

Food Allergy Symptoms: red eyes, itchy nose, red face, swollen eyes (and/or lips, tongue, face), hives, rash, labored breathing, wheezing, itchy throat, Cramps, vomiting, anaphylactic shock

Is your child on a special diet due to food allergies? _____

If so, what diet: _____

In the event of a severe food allergic reaction, Call 911.

Guardian Contact Information: _____

Other Instructions: _____

*** Please provide medical documentation along with this form so that your child will not be served any food items that may cause an allergic reaction. Providing medical documentation will allow us to leave a part of the meal your child is allergic to off his or her plate. If medical documentation is not provided, your child could be served an item he or she may be allergic to.**

Please keep this for your records

MEMBER DISCIPLINARY POLICY EXAMPLE LIST	
Any felony violation on Boys & Girls Club property (I.E., arson, grand theft etc)	Immediate expulsion, police and parents will be notified.
Extortion: committing extortion (i.e. obtaining money or other object of value from an unwilling person, or forcing an individual to act through the use of threat or force.	Immediate suspension followed by meeting with Executive Director and parents. Possibly long-term suspension or expulsion depending on incident
Insubordination: severe or blatant refusal to comply with Club rules along with reasonable request of Club Staff	Children will be handled on an individual basis 3 strikes for a possible meeting with parents.
Physical assault on a Club employee	Immediate suspension/expulsion followed by meeting with parents and Police
If any child enters the club under the influence of any type of alcohol, drug, prescription drug, or in possession of any of the above.	Police and Parents will be phoned immediately and meeting will be set up to discuss possible suspension and or expulsion
VANDALISM: destroying, defacing or mutilating objects or materials belonging to the Boys & Girls Club of Lodi, its Staff or other persons	Immediate suspension followed by meeting with parents and Executive Director. Possible recommendation of expulsion depending on severity of incident
Weapons: possession of any object that can inflict bodily harm to another club member. Object can be deemed dangerous by any Club staff member	Weapon will be immediately confiscated police and parents will be called. Possible suspension or expulsion depending on severity of weapon
FIGHTING: engaging in or threatening physical contact for the purpose of inflicting physical harm on another person	Club operates under zero tolerance policy this action will result in an automatic suspension followed up by a meeting with club staff and parents to discuss the situation
VERBAL ASSAULT on a Club employee statements or actions that intimidate, injure, or slander any Club employee	Immediate short term suspension, meeting with parents will be necessary to discuss further actions
THEFT: taking or concealing property belonging to others	Club operates under zero tolerance policy. This action will result in an automatic suspension followed up by a meeting with club staff and parents to discuss the situation
Outstanding Debt: children will be dismissed for any unpaid balances, for either Summer Camp Program.	Removal from programs along with reimbursement of any legal fees. Fees and costs to collect delinquent balances
Unauthorized guests:	No unauthorized guest will be permitted in the building with permission from the proper supervisors.

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 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: State of New Jersey, Department of Human Services, 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 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 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 review them online at <https://data.nj.gov/childcare> explorer.

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

Our center must post a 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 amply 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 Consumer Product Safety Commission (CPSC), unsafe children's product 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) NJABUSE/ (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/.

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*

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



BOYS & GIRLS CLUB OF HACKENSACK

DISCIPLINE POLICY:

It is the philosophy of this Club to help children grow emotionally as well as intellectually. To help children succeed, feel good and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

Within our Club, limits and rules are clearly defined. We focus strongly upon the reinforcement of acceptable behavior and the prevention of undesirable behavior by being, responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Club consist of the following:

1. Re-Direction of activities: to change the focus of a child's behavior
2. Individualized attention: to help child to deal with a particular situation
3. Time-Out: the removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control. Time out shall be used as a last resort in disciplining any child that is misbehaving.
4. Attention to good behavior: to respond and to reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.
5. Discipline will not involve isolating a child without supervision, or without holding food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that would intimidate, frighten or endanger a child or his/her self-image

EXPULSION POLICY:

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

Immediate causes for expulsion:

The child is at risk of causing serious injury to other children or him/herself

Parent threatens physical or intimidating actions towards staff members

Parent exhibits verbal abuse to staff in front of enrolled children

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

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.

The parent/guardian will be informed about the expected 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 (up 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.

GUIDANCE & DISCIPLINE POLICY

- All members must check in at the Front Desk. A valid membership card is required. No child will be allowed to leave the building without a parent or guardian signing them out or 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 Afterschool Club members.
- The Boys & Girls Club of 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.
- Gum chewing is not permitted in the Club or on Club grounds.
- 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 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 walks or parking areas at the Boys & Girls Club of Hackensack.
- For safety reasons, 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 members must treat staff, fellow campers, 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 of damaged equipment