

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF LOWER BERGEN COUNTY



PARENT HANDBOOK

2024-2025

EVERYONE MUST ACKNOWLEDGE THAT THEY HAVE RECEIVED THIS HANDBOOK

Welcome to the Boys & Girls Clubs of Lower Bergen County

At the Boys & Girls Club, we provide those youth that need us most with a safe place to learn and grow, with caring adult professionals. We serve youth from K-12th grades, offering a variety of programs, with a purpose to meet the interests and needs of the students and families we serve.

Our programs range from club to school-based programs with the areas of emphasis being academic success, good character and citizenship, and healthy lifestyles. We strive to work closely with our students, parents, community, and stakeholders, to cultivate programs that are representative of the age groups and communities we serve.

Our staff is comprised of various community members that can include, school-day teachers, paraprofessionals, college students, and more. All staff must adhere to our training requirements that include at least 12 hours of training annually. Additionally, we aim to maintain low staff-to-student ratios to provide superior supervision.

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Program Plan - 1

The mission of the Boys & Girls Clubs of Lower Bergen County

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

The 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 adopting a healthy lifestyle by partnering with the Community Foodbank of NJ and its Kids' Café Program.
- Nurturing and being emotionally supportive of children.
- Meeting the needs of all youth, including those with special needs, when possible.
- 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 staff that:

- Treat youth with dignity and respect
- 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 student showcases.
- Providing verbal incident and behavior reports when necessary.

Individuals with Diverse Needs- 2

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, that we may ask your child 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 Program Director prior to registration, to discuss the youth's unique needs. If the Program Director 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 child 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 Program Director. The Program Director or designee shall conduct an appropriate investigation and refer the matter to the CEO, 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 Program Director. The Program Director 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 his/her conversation in writing and provide the parent or guardian with a copy of this policy.
- Any decision approved by the CEO 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 CEO.

Specialized care admission procedures shall include:

1. A written plan of communicating with the child for the duration of the child's enrollment.
2. A copy of your child's IEP, 504 Plan, or behavior plan.
3. A trial attendance period for each child, not to exceed six (6) weeks, to evaluate the appropriateness of the program, adequacy of the physical site, and compatibility of the child with the program

Food and Nutrition- 3

All children who attend our in-person program are provided with a nutritious meal/snack. This snack/meal is provided by USDA guidelines and outlined meal pattern. This is offered in collaboration with the Community Foodbank of New Jersey or other partners.

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 immediately.

In our Lodi and Hackensack Club we have vending machines. Please be aware that these vending machines have various food/snack options that include candy, high fat foods, and other sugary options.

Emergency Closings/ Evacuations. ETC.- 4

Inclement Weather / Emergency Closings

We adhere to the inclement weather closures that our school districts follow. This means, that if the school district where your program is housed) is closed due to inclement weather than that program is also closed. We also reserve the right to close the

Club for weather-related or other emergencies. You will be notified as soon as a decision is made. Daily refunds will not be given for any weather or emergency closings.

Manmade & Natural Disaster Plan (Earthquake, tornado, hurricane, blizzard)

Children will remain in the building whenever possible. If the Director determines that the building must be evacuated, parents/guardians or emergency contacts will be notified to pick up their children. The Youth Development Professionals will stay with the children until a parent/guardian or emergency contact arrives at the site. If it is not possible to remain at the site, a note will be posted on the front door explaining the whereabouts of the children and staff.

Fire Evacuation

Fire drills will be administered monthly. During these fire drills, children will not be permitted to collect coats, toys, or any other personal items. As part of their orientation to the Club, the children will be taught to stop everything they are doing when they hear the fire alarm and meet their teacher immediately at a designated place. Exits, hallways, and other evacuation routes will be clear at all times to permit a prompt and safe exit from the building. Regardless of the apparent size of the fire or the amount of smoke, the staff will promptly lead the children out of the building using the closest and safest exit. Staff and children will not stop to take clothing, toys, etc. The Director will be the last person to leave the building, after checking the bathrooms, hallways, etc. After the staff and children are assembled at the designated meeting area, the Program Director will check attendance records and account for all children. When and if the Fire Department determines it is safe to re-enter the building, staff will lead the children back into the building.

Weapons

Children possessing a dangerous weapon will not be permitted in the Club. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object that by the manner it is used or intended to be used, is capable of inflicting bodily harm. In cases that clearly involve a gun, or which involve any other weapon used in a threatening manner, the police will be called and the child will be subjected to immediate disciplinary procedures, including suspension or expulsion from the Club.

Parents/ Guardians - 5

Shared Custody

The Boys & Girls Clubs of Lower Bergen County 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 Lower Bergen County's policy to strictly follow any court orders that are presented to us. Under no circumstances, will the Club stop a biological parent from picking up a child, unless a court order has been given to the Program Director stating this in writing. We will not accept a phone call or written letter from parents regarding custody issues that do not involve court orders.

It is the policy of the Boys & Girls Clubs of Lower Bergen County that no person under the age of 18 is legally permitted to sign out a child under the age of 13 in this Licensed Child Care Program.

Parent/Guardian Participation

Parent/ guardian participation and engagement are an extremely important part of our programs. Throughout the year, we will host various family and parent events. These are tentatively scheduled in the program calendars; you can view them in the program section of this handbook. Parent participation is encouraged and appreciated.

Procedures for Parent Communication

The Boys & Girls Clubs of Lower Bergen County is open for parent/guardian communication. The program encourages parents/guardians to become actively involved in the program. To facilitate communication, the following procedures will be followed:

1. Remind App-to share upcoming events, parent workshops, scheduled Club closings, community resources, etc.
2. A Parent Conference will be conducted between the Club staff and the parent/guardian annually.
3. Less formalized discussions with the Club Director or supervisor in charge are available on a daily basis.
4. Parent Orientation meetings are held periodically. This is open to all program parents and can be found in the program calendar.
5. The Program Director and other staff members will make every reasonable effort to address parent concerns in a timely manner. More serious concerns will be given priority. Your patience and cooperation are appreciated.
6. Parents will be notified immediately in the event of an incident or accident, depending on the severity of the situation.
7. Parents/Guardians are expected to provide the Club with recently updated information, especially phone number changes.

Our primary method to contact parents/guardian regarding their child(ren) is through telephone. If there is a preferred method for communication other than telephone, please send an email to your program's director to request a different method used.

Parent(s) Accessing Building/ Program: When visiting our facilities and wishing to enter the Club, parents/guardians must check in at the main office and present a Photo ID.

Miscellaneous- 6

Dress Code

Students are encouraged to wear comfortable clothes- t-shirts, short/ sweats, and sneakers. Shorts cannot be shorter than the length fully extended arms. No open toe shoes or flip-flips/slides. No spaghetti straps or crop tops or clothes with inappropriate slogans or messages. Hats are prohibited indoors.

Personal belongings and cellphones

BGC, or BGC staff, ARE NOT responsible for any lost or stolen personal items. We strongly encourage members to guard personal items closely and not leave personal items unattended. It is a good practice not to bring valuable items to the program. Participants may have their cell phones at the Club, but they must be turned off or in their backpacks during programming. Staff are conscious of mobile technology and the importance of staying connected with parents but want to provide an environment that is safe and conducive for all Club members. Staff will provide scheduled times for cell phone use throughout programming.

Utilizing a cell phone for bullying or having parents talk to another child in the program will result in disciplinary action and loss of cell phone privileges at the program. Members are not permitted to charge personal devices, as they become a tripping hazard.

Daily release of children

Parents/guardians or other designees (with prior written consent) must enter the facility and sign their child(ren) out of the program each day. It is the Boys & Girls Clubs of Lower Bergen County's policy that any person signing the child out must be at least 18 years of age. Staff will verify the person picking up the child(ren) and will request a state ID to verify the identity of the person. Children will not be released to anyone not approved by the parent/ guardian under any circumstances. Middle School-based programs allow children to sign themselves out at the end of the program day. However, this can only be done with prior written consent from the parent/guardian.

Children that are signed out may not return to the program unless they have a doctor's note.

Television Viewing Policy

The Boys & Girls Clubs of Lower Bergen County 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, television time is limited to 60 minutes per week and no more than 30 minutes at a time.

Computer use is limited to 25-minute increments per child, except for those who are completing homework, schoolwork, or supervised enrichment activities.

Office Landline Phone: Members are not allowed to use the main office telephone except in the case of an emergency. Parents who call and wish to speak to the Supervisor must wait until the Supervisor has free time to speak. Staff are not permitted to leave groups to discuss situations with parents.

Electronic Devices/ toys: Members are not allowed to bring any electronic devices (Nintendo, iPad, tablets, or any other electronic device) from home. We expect all such devices to remain at home. Members are not permitted to charge personal devices, as they become a tripping hazard.

Social Media-Policy-7

The Boys & Girls Clubs of Lower Bergen County utilizes social media, as many others do, to showcase, promote, and inform our community and member families of the great things happening within our Clubs. We understand that issues may arise through our use of social media, and we must take every precaution to ensure that the anonymity and safety of those who are in the photos and videos we post, remain as such. The Boys & Girls Clubs of Lower Bergen County ensures that the following policies are in place, and enforced, for all social media posts (**we utilize Facebook, Instagram, LinkedIn, and Twitter**) done by the organization and staff.

Boys & Girls Clubs of Lower Bergen County ensures that:

1. The organization will not post any photos or videos of any member without written consent from a parent/guardian, as evident by the organization's media release permission form.
2. The member's full name will NEVER be used in any post unless written consent for that individual photo/video is given from the parent.
3. Once a child has left our licensed program, we will not use any new photos of this member. Only photos/videos of currently enrolled members will be used.
4. Use of social media networking or other websites is strictly prohibited while staff are watching kids.
5. Only designated staff will take pictures or video of members, as directed by the CEO or Marketing Manager.

Boys & Girls Clubs of Lower Bergen requests the following from Parents & Staff:

1. Posting photographs or videos of children other than your own, is strictly prohibited, including but not limited to, photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.
2. Vulgar or abusive language, disparaging remarks, and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is strictly prohibited.
3. Sharing and commenting on posts made by the organization's social media profiles (i.e., Facebook, Instagram, LinkedIn, and Twitter) is encouraged and appreciated. However, failing to comply with the regulations of our social media Policy in its entirety is strictly prohibited.

The Boys & Girls Clubs of Lower Bergen County will use social media (i.e. Facebook, Instagram, LinkedIn, and Twitter) to further inform parents and guardians of upcoming events, club closures, and more. Be sure to follow us on Facebook, Instagram, LinkedIn, and Twitter, and abide by our organization's social media Policy, as it is in place to ensure the safety and confidentiality of all our members.

Philosophy on Discipline- 8

Discipline: The Club uses a system of written incident reports to help children adhere to the rules. The rules we have will be strictly enforced 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 Program Director or someone he/she designates, will speak 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 "break" 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 frequency in which that member is breaking the rules. Parents must pick up their children when a third offense or major offense has occurred.

Code of Conduct & Positive Discipline Policy

The Boys & Girls Clubs of Lower Bergen County'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 Program.
- ✓ Spend quality time with members.
- ✓ Communicate both verbally and nonverbally in a caring, affectionate, and warm manner.
- ✓ Commit to participating actively with members through fun structured programs and activities.
- ✓ Be a positive role model for youth during program 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.
- ✓ 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.

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

1. Redirection of activities: to change the focus of a child's behavior
2. Individualized attention: to help the child deal with a particular situation
3. Break: the removal of a child from the area of activity for a few minutes, so that he/she may gain self-control. Break 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 withholding 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

Positive Discipline is a manner to teach youth self-discipline and confidence. Positive discipline is concerned with how a member is behaving in the present and how they can make decisions to positively impact their behavior in the future. Its success depends on youth understanding what is expected and what is appropriate for them to do. This approach 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 of rules.

NON-NEGOTIABLE RULES:

1. **ACTS OF PHYSICAL AGGRESSION TOWARDS SELF, OTHERS AND STAFF.**
2. **PURPOSEFUL DESTRUCTION OF CLUB OR SCHOOL 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 Consequence

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 (2nd verbal warning)
3. Private phone call or meeting with parent

Third Offense

1. Write up- Incident Report.
2. In person meeting with parent/ guardian and student
3. Suspension or expulsion from program

PARENT AND STUDENT 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/SCHOOL PROPERTY AND OTHER MEMBERS' PROPERTY.
- 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 LOWER BERGEN COUNTY.

Guidance on Discipline Policy

- ☐ All members must check in at the Main Office. No child will be allowed to leave the building without a parent or guardian signing them out or unless otherwise noted by the completed permission to walk home.
- ☐ The Program 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/school phones are prohibited.
- ☐ All food and drinks must be consumed in a designated area; trash should be put in the waste bins. Persistent offenders will face possible suspension. Food or drink in the gymnasium or auditorium is strictly prohibited.
- ☐ Gum chewing is not permitted in the program.
- ☐ Boys & Girls Club staff are not available to supervise youth either before or after announced program hours.
- ☐ Personal items (regardless of value) should be left at home. The Boys & Girls Clubs of Lower Bergen County is not responsible for the personal items of youth attending the program.
- ☐ For safety reasons, members must remain in areas where staff members are present. Participants are not allowed in unauthorized areas for any reason.
- ☐ 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 program unless for specific purposes (religion or health reasons)
- ☐ All members must treat staff, fellow participants, 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 may be held financially responsible for the replacement of damaged equipment.

Expulsion- 9

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

Immediate Causes for Expulsion:

- The child is at risk of causing serious injury to other children, staff, 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

Steps toward Expulsion

If 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 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 childcare (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.

Medication- 10

Policy & Procedures on Administering Medication

Purpose: This policy was written to encourage communication between the parent, the child's health care provider, and the childcare provider, to assure maximum safety in the administering of medication, to the child who requires medication to be provided during the time the child is in childcare.

Intent: Assuring the health and safety of all children in our Clubs/Programs is a team effort by the childcare provider, family and health care provider. This is particularly true when medication is necessary for the child's participation in childcare. Therefore, an

understanding of each of our responsibilities, policies, and procedures concerning medication administration is critical to meeting that goal.

GUIDING PRINCIPLES AND PROCEDURES

1. Whenever possible, it is best that medication be given at home. Dosing of medication can be done so that the child receives medication prior to coming to childcare, and again when returning home or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to give medication in childcare" form is attached to this policy and will hereafter be referred to as permission form. All information on the permission form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider.
4. "As needed" medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.
5. Medications given in the center will be administered by a staff member designated by the Center Director, whom will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the childcare center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - Prescription medication must have the original pharmacist label, that includes the pharmacist's name, phone number, child's full name, name of health care provider prescribing medication, name and expiration date of the medication, the date it was prescribed or updated, dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
 - Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency and any special instructions for administration and storage, and expiration date must be clearly visible.
 - Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being given in the childcare center.
7. Examples of over-the-counter medications that may be given include:
 - Antihistamines
 - Decongestants
 - Non-aspirin fever reducers/pain relievers
 - Cough suppressants
 - Topical ointments such as sunscreen
8. All medications will be stored:
 - Inaccessible to children
 - Separate from staff or household medications.
 - Under proper temperature control
 - In a small lock box, which will be used in the refrigerator, to hold medications requiring refrigeration.

9. For the child who receives a medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff member designated to give the medication. These records are maintained in the Center. Samples of these forms are attached to this policy and include:

- Permission to give medication in childcare.
- Universal child health record
- Emergency contact sheet
- Medication administration log

12. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving, should be shared when the child is brought to and picked up from the center. Parents/Guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

14. Parent/Guardian will sign all necessary medication related forms that require their signature, and particularly in the case of an emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director's designee to contact the pharmacist or health care provider for more information about the medication the child is receiving and will also authorize the health care provider to speak with the Director or the Director designee, in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

16. Parent/Guardian will read and have an opportunity to discuss the content of this policy with the Director or the Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signature page for this policy including single copies of the records referenced in this policy.

E-CHILD CARE POLICIES & PROCEDURES - 11

The Boys & Girls Clubs of Lower Bergen County 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 Lower Bergen County. 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 Lower Bergen County 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.

Program Location
Boys & Girls Club of Lodi
 460 Passaic Ave, Lodi NJ 07644

Lodi Clubhouse- 12



Lodi Clubhouse

2024-2025

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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30	31				21	

April 2025						
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27	28	29	30			
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May 2025						
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25	26	27	28	29	30	31
					21	

June 2025						
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29	30					
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July 2025						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		
					22	

August 2025						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					16	

	No Program
	School year start date 9/9, end date 6/17- TENTATIVE Summer start date 6/25, end date 8/22
	Extended Program days- Half days 11/27, 12/20, 6/3-- Full day 10/14, 11/5, 12/26, 12/27, 12/30, 2/17-2/21, 4/14,-4/17
	Parent Events: 9/5 Orientation, 12/11, 3/19, 6/12 summer camp orientation
	Staff training- No Program

Total School year days	191
Total Summer Camp days	41

Extended full days- 8:30 am-5:30 pm
 10/14, 11/5, 12/26, 12/27, 12/30, 2/17-2/21,
 4/14-4/17 -Pre-registration is required.

* This calendar is subject to change.

Sample schedule

Group 4	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-4:00	PH- School Order BINGO HALL	PH- School Order BINGO HALL	PH- School Order BINGO HALL	PH- School Order BINGO HALL	PH- School Order BINGO HALL
4:00-4:30	Power Hour Teen center	Power Hour Act 3	Power Hour Tech room	Power Hour Bingo Hall	Power Hour Bingo Hall
4:30-5:15	BGCA Program HYA- Teen center	BGCA Program Fine arts- ACT 3	BGCA Program STEM- Tech Room	BGCA Program Triple Play Gym	BGCA Program Triple Play GR
5:15-6:00	BGCA Program Art Club- Art room	BGCA Program Video game club- Teen center	BGCA Program STEM- ACT 4	BGCA Program Drama Club Act 4	BGCA Program Sports Club- Gym
6:00-7:00	Dinner/ Dismissal	Dinner/ Dismissal	Dinner/Dismissal	Dinner/ Dismissal	Dinner/Dismissal

Programming

The Lodi Clubhouse offers students from k-5th grade a variety of opportunities to engage in activities ranging from art to STEM. We work on getting children physically active to help children adopt a healthy and active lifestyle. Additionally, we partner with various organizations and corporations to offer academic support and programming that is academically focused

Program Location
Boys & Girls Club of Lodi
 460 Passaic Ave, Lodi NJ 07644

Lodi Clubhouse – Before Care 12A



Lodi Clubhouse -Before Care

2024-2025

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
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October 2024						
Su	M	Tu	W	Th	F	Sa
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November 2024						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
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December 2024						
Su	M	Tu	W	Th	F	Sa
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January 2025						
Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	
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February 2025						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
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23	24	25	26	27	28	
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March 2025						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
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April 2025						
Su	M	Tu	W	Th	F	Sa
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May 2025						
Su	M	Tu	W	Th	F	Sa
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June 2025						
Su	M	Tu	W	Th	F	Sa
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July 2025						
Su	M	Tu	W	Th	F	Sa
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August 2025						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No Program
 School year start date 9/9, end date 6/17- TENTATIVE Summer start date 6/25, end date 8/22

Sample schedule

Before Care Sample 1		Before Care Sample 2	
7:05am-7:30am	Student arrival	7:05am-7:30am	Student arrival
7:30am-7:50am	Homework check/ breakfast	7:30am-7:50am	Homework check/ breakfast
7:50-8:15am	Quiet time/ meditation/ reading	7:50-8:15am	Board Games/ Stretching/light exercise
8:15-8:30am (8:40am school start time)	Wrapping up- cleaning	8:15-8:30am (8:40am school start time)	Wrapping up-cleaning

Sample Breakfast

Monday	Tuesday	Wednesday	Thursday	Friday
Cheerios	Corn flakes	Cinnamon toast	Raisin bran	Cheerios
Milk 11oz	Milk 11oz	Milk 11oz	Milk 11oz Pineapple	Milk 11oz
Peach Cup	Mix fruit Cup	Pear Cup	Cup	Peach Cup

Program Location
Boys & Girls Club of Hackensack
 170B Sussex St, Hackensack NJ 07601

Hackensack Unit- 13



Hackensack Clubhouse

2024-2025

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					
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October 2024						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		
					23	

November 2024						
Su	M	Tu	W	Th	F	Sa
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December 2024						
Su	M	Tu	W	Th	F	Sa
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January 2025						
Su	M	Tu	W	Th	F	Sa
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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29	30					
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July 2025						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		
					22	

August 2025						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					16	

 No Program
 School year start date 9/9, end date 6/17- TENTATIVE Summer start date 6/25, end date 8/22
 Extended Program days- Half days 11/27- Full day 10/14, 11/5, 12/26, 12/27, 12/30, 4/14-4/17
 Parent Events: 9/5 Orientation, 12/11, 3/19, 6/12 summer camp orientation
 Staff training- No Program

Total School year days	188
Total Summer Camp days	41

Extended full days- 8:30 am-5:30 pm
 10/14, 11/5, 12/26, 12/27, 12/30, 4/14-4/17 Pre-registration is required.

Sample Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:00pm	<u>Arrival</u>	<u>Arrival</u>	<u>Arrival</u>	<u>Arrival</u>	<u>Arrival</u>
3:00-3:30	<u>Brain Break</u>	<u>Brain Break</u>	<u>Brain Break</u>	<u>Brain Break</u>	<u>Brain Break</u>
3:30-3:45	<u>Snack</u>	<u>Snack</u>	<u>Snack</u>	<u>Snack</u>	<u>Snack</u>
3:50-4:30	<u>Power Hour</u>	<u>Power Hour</u>	<u>Power Hour</u>	<u>Power Hour</u>	<u>Power Hour</u>
4:30-5:00	<u>Group 1</u> <u>Outside</u> <u>Group 2</u> <u>Game room</u> <u>Group 3 Gym</u>	<u>Group 2</u> <u>Outside</u> <u>Group 3 Game</u> <u>room</u> <u>Group1</u> <u>Gym</u>	<u>Group 1</u> <u>Outside</u> <u>Group 2 Game</u> <u>room</u> <u>Group 3 Gym</u>	<u>Group 2</u> <u>Outside</u> <u>Group 3 Game</u> <u>room</u> <u>Group1</u> <u>Gym</u>	<u>Group 3</u> <u>Outside</u> <u>Group 1 Game</u> <u>room</u> <u>Group 2 Gym</u>
5:00-5:45	<u>Dinner</u>	<u>Dinner</u>	<u>Dinner</u>	<u>Dinner</u>	<u>Dinner</u>
5:45-6:25	<u>STEM/Art</u>	<u>ART/STEM</u>	<u>STEM</u>	<u>Art/STEM</u>	<u>Art/STEM</u>
6:30-7pm	<u>Free Time</u> <u>Clean up</u>	<u>Free Time</u> <u>Clean up</u>	<u>Free Time</u> <u>Clean Up</u>	<u>Free Time</u> <u>Clean Up</u>	<u>Free Time</u> <u>Clean up</u>
7pm	<u>Dismissal</u>	<u>Dismissal</u>	<u>Dismissal</u>	<u>Dismissal</u>	<u>Dismissal</u>

Programming

The Hackensack Clubhouse offers many options for the children to choose from. We have a certified art coordinator that teaches the children all the great aspects of the arts. We also offer stimulating STEM activities and projects, and an opportunity for physical activities. At the club, we have special programs and volunteers come in to teach the kids a skill that they specialize in.

LEAP – 14

Program Location

Thomas Jefferson Middle School

75 1st Street, Lodi NJ 07644





21st Century Community Learning Center (21st CCLC) overview.

The 21st Century Community Learning Center is a federally funded program supported by the New Jersey Department of Education for out-of-school time programs in New Jersey, which include afterschool and summer.

What is the 21st Century Community Learning Centers Program (21st CCLC)?

Under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001, effective FY 2003, the 21st Century Community Learning Centers (21st CCLC) programs are defined as centers that offer academic, artistic, and cultural enrichment opportunities to students and their families when school is not in session. The primary goal of the 21st CCLC Program is to supplement the education of children who attend low-performing schools and live in high-poverty areas with academic, artistic, and cultural enrichment during out-of-school time hours, so that they may attain the skills necessary to meet state core curriculum content standards. In addition, the centers must offer literacy and other educational services to the families of the participating students.

Our Mission Statement

LEAP offers a unique out-of-school educational experience for Thomas Jefferson Middle School students, by providing school district-aligned academic support, along with hands-on enrichment activities.

Attendance Policy

For students to benefit from the program, daily attendance, and punctuality is required and expected. Attendance is taken when students first arrive as well as in each activity they participate in daily. Additionally, students are expected to participate in all components of the program. If a student exits the school building on their own, he/she will not be permitted to attend the program for that day and his/her parents will be notified (the student may be suspended from the program). To ensure students receive the full experience of the LEAP, students shall not be picked up/released prior to 1 pm. Consistent early pick-ups may lead to suspension and/or removal from the program.

If a student is absent or comes late to the program, they must have a note from:

- A parent or guardian (must be accompanied by a parent/guardian).
- A teacher or school administrator
- A doctor (must be accompanied by a parent guardian).

*This program is offered through a grant that has been awarded to the Boys & Girls Clubs of Lower Bergen County from the New Jersey Department of Education. Student and family participation are an essential factor in retaining grant funding. Students are expected to attend the program for a minimum of 30 days. Administrative staff has the right to remove students that have been habitually absent (attending less than 60% of the time) or do not actively participate in the program. Students may be removed from the program without prior notice or phone call. Once removed the parent will receive a letter/email detailing the removal of the child(ren).

As you may know Lodi's Enrichment Afterschool Program (LEAP) is offered through a NJDOE 21st Century Community Learning Centers grant that was awarded to the Boys & Girls Club of Lower Bergen County with Lodi Public Schools as a key

Partner. Through this grant we are able to provide your child(ren) with a comprehensive high quality after school program that is free of cost to your family.

Sample schedule

Sewing									
Monday		Tuesday		Wednesday		Thursday		Friday	
3:05pm-3:40pm	Snack/ homework	3:05pm-3:40pm	Snack/ homework	3:05pm-3:40pm	Snack/ homework	3:05pm-3:40pm	Snack/ homework	3:05pm-3:40pm	Snack/ homework
3:40pm-3:45pm	Transition time	3:40pm-3:45pm	Transition time	3:40pm-3:45pm	Transition time	3:40pm-3:45pm	Transition time	3:40pm-3:45pm	Transition time
3:45pm-4:25pm	Cooking	3:45pm-4:25pm	Public speaking	3:45pm-4:25pm	Gaming	3:45pm-4:25pm	Tutoring	3:45pm-4:25pm	PFF
4:25pm-4:30pm	Transition time	4:25pm-4:30pm	Transition time	4:25pm-4:30pm	Transition time	4:25pm-4:30pm	Transition time	4:25pm-4:30pm	Transition time
4:30pm-5:10pm	Tutoring	4:30pm-5:10pm	Tutoring	4:30pm-5:10pm	Kitchen chem	4:30pm-5:10pm	Sewing	4:30pm-5:10pm	Social Media
5:10pm-5:15pm	Transition time	5:10pm-5:15pm	Transition time	5:10pm-5:15pm	Transition time	5:10pm-5:15pm	Transition time	5:10pm-5:15pm	Transition time
5:15pm-6:00pm	Sewing	5:15pm-6:00pm	Sewing	5:15pm-6:00pm	Gym/ Board games	5:15pm-6:00pm	Sewing	5:15pm-6:00pm	AFK

Programming

LEAP works to offer engaging hands-on activities that are interest based. Students are offered opportunities to select their class based on interest. Since club activities are interest based, we are consistently working to update classes to offer students more choices. The program works with school day teachers to ensure that it is academically centered and works to support the learning standards that were addressed during the school day.

"This project was funded in its entirety from the federal Elementary and Secondary Education Act (ESEA), Title IV, Part B, 21st Century Community Learning Center (21st CCLC) grant through a grant agreement with the New Jersey Department of Education."



Program Location
Hackensack Middle School
 321 State Street, Hackensack NJ

CAAP-HMS After School Calendar

2024-2025

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Days						

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Days						0

September 2024						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Days						0

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Days						15

November 2024						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Days						11

December 2024						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Days						10

January 2025						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Days						20

February 2025						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Days						16

March 2025						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Days						15

April 2025						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Days						16

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Days						21

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Days						3

	No Program		Program launch or ending		Showcase 4:00pm-5:15pm	
	Programing dates		Cycle Ends		Trip (YDP Only)	

GREAT FUTURES START HERE.



Total school yr days 127

* This calendar is subject to change.



Sample Schedule

	Group A	Group B	Group C		
3:00pm-3:30pm	Student arrival- Snack (5-6 cafeteria)			ELA- 115E	Ms. Cruz
3:30pm-4:00pm	Science-128N	ELA- 115E	Math- 127N	Math- 127N	Ms. Keenan
4:00pm-4:30pm	Math- 127N	Science-128N	ELA- 115E	Science-128N	Ms. Tibalbdo
4:30pm-5:00pm	ELA- 115E	Math- 127N	Science-128N	PE	Ms. Alvarez
5:00pm-6pm	Games, Homework, Sports				

Programming

The Comet Academic After-School Partnership (CAAP) is a collaboration with the Hackensack Board of Education. Through this alliance, we are able to offer Hackensack Middle School students an academically centered program that allows students to learn in a hands-on, engaging manner. CAAP offers a variety of activities and classes but is centered on focusing on STEM.

Health & Wellness Team-16

Social Worker

Ashley Barrios
Abarrios@bgclbergen.org
973-473-7410 ext. 119

The licensed social worker, along with master's level social work interns (from local Universities), will be implementing a Social Emotional Learning (SEL) curriculum. The five component SEL curriculum focuses on: self-awareness, self-management, social awareness, relationship skills and responsible decision making. In addition, the social worker will provide services such as crisis intervention, training for the staff, and individual counseling. These services and curriculum will be provided to members enrolled in our after-school programs.

Mentoring Program

The mentoring program is intended to match selected youth with a caring adult (usually a staff member or volunteer) who works with youth as a guide, sounding board, and acquaintance. The purpose of this arrangement is for the child to achieve successful relationships in school, work, and life. The Boys & Girls Club of Lower Bergen County uses funds awarded by the Boys & Girls Clubs of America to provide opportunities and programs to members. Each club/site designates time for our staff/volunteers to mentor youth and work with them on a long-term basis to allow the adult to serve as a mentor for the child. We hope that because of mentoring efforts, participating youth will see improved relationships with family members and peers, and become more engaged in Club programs. Should you have any questions about this program please feel free to contact the Mentoring Coordinator.

Policy for On-Site and Off-Site Swimming-17

Boys & Girls Clubs of Lower Bergen County (BGCLBC) Programs will adhere to the following guidelines regarding members' swimming:

1. BGCLBC Certified Lifeguards and/or other Staff will implement this procedure.
2. All members will be tested to evaluate swimming competency.
3. Members are first tested in shallow waters, and if they are not proficient in shallow water swimming, will be required to always wear a life vest.
4. For those members that are proficient in swimming in shallow waters, they are then tested in the deep end. The Deep-water swim tests include a 50-yard swim, treading water, and floating.
5. Members that pass the deep-water test will be placed on the passing list, which is screened for each swimming group of members.
6. Any member that does not take or pass the deep-water swim test will be restricted from swimming in the deep end but will not be required to wear a life vest in shallow water, so long as they have passed the shallow-water swim test.
7. Offsite Swimming
 - a. If there are any offsite swimming activities, members that passed the deep-water test will wear a wristband to identify that they are deep-water swimmers.
 - b. BGCLBC Staff on the trip also carry a list of swimmers that can swim in deep water and shallow water and those that require a life vest.
8. Buddy Checks
 - a. In order to prevent pool-related injury and/or drowning, buddy checks are planned carefully to ensure the highest level of aquatic safety during offsite and onsite swimming.
 - b. Buddy Checks occur every 8 to 10 minutes.
 - c. Lifeguards will blow their whistles three times, which signals to members that they must exit the pool. During the exit, Lifeguards will confirm that all members have exited the water.
 - d. Members line up along the walls for onsite swimming or the designated Buddy Check area for off-site swimming.
 - e. Members are then counted, ensuring that the same number of members that entered the pool or swimming area is also standing out of the pool or offsite swimming area.
9. Boys & Girls Clubs of Lower Bergen County and all of its programs comply with all youth camp, childcare, or other program-related laws and regulations that involve the supervision of children during aquatic activities.

NJDCF Information to Parents-18

Department of Children and Families
Office of Licensing

INFORMATION TO PARENTS

OOL/Information to Parents/May 2019

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare 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 childcare matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food, and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises, a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application, or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

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

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

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

Parents of enrolled children may visit our center at any time, without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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

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

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

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 orders.

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 childcare 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

3A:52-7.1 Illnesses and communicable diseases

(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. 3A:52-8.

(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 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 N.J.A.C. 3A:52-5.3(q)4, until:

- i. He or she can be taken from the center; or 68
- 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 set forth in the Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, revised July 2011, and available at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf, incorporated herein by reference, as amended and supplemented, 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, 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.