



Eatontown Community Center
68 Broad St.
Eatontown, NJ 07724
Phone: (732) 389-7647
Fax: (732) 389-5063
www.EatontownNJ.com

K-6 BEFORE/AFTER SCHOOL CARE PROGRAM

HOURS OF OPERATION: The program operates following the Eatontown School Calendar. AM hours begins at 7:00 AM through 8:30 AM. After school care begins daily at dismissal time until 6:00 PM, Monday through Friday.

SNACK: A drink and snack will be provided for each child. Any special dietary/health needs will be the parent's responsibility.

INCLEMENT WEATHER: When school is closed, our program is closed. When there is a delayed opening for the school, our program WILL NOT OPEN FOR THE AM PROGRAM.

REGISTRATION FEE: \$50.00, Non-Refundable Registration Fee

HOURLY CHARGE: The charge will be a \$5.00 per hour, computed individually for each student. The daily fee will be figured on 180 school days and divided by 10 months. Families with two or more registered students receive a 10% discount on second child.

LATE CHARGE: A \$15.00 per 15 minutes per child fee will be charged to your account if your pick up past your scheduled pick up time.

PAYMENT SCHEDULE: Payments are expected to be paid one month in advance and are due on the first of each month. Payments can be mailed to 68 Broad Street, Eatontown, brought to the Community Center or given at each site.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

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

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualification, 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 <http://data.nj.gov/childcareexplorer>.

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) 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 *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/.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provide that other arrangement for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out –by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "that is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Discipline a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Sever coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores or drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

EXPULSION POLICY

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

IMMEDIATE CAUSE FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other behaviors such as but not limited to disrespectful, or being unsafe to staff and students.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other behaviors such as but not limited to disrespectful, or being unsafe to staff and students.

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, it may be temporary or permanent.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.
- **Note Immediate dismissal may be required in extreme circumstances**

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements, when possible.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

THE EATONTOWN COMMUNITY CENTER SOCIAL MEDIA POLICY

When using social media or digital communication devices to communicate with students and/or families staff should:

Communicate with families and students through the Community Center-provided devices or systems, with the exception of emergencies.

Staff must avoid communicating with families regarding Before and Aftercare -related matters through personal social media accounts, blogs, texts, etc.

Staff are discouraged to “friend”, “follow” or otherwise interact with students from personal social media accounts.

Staff are prohibited from posting student information, pictures, or other sensitive information they have access to, on personal social media sites, blogs, etc. Current parental consents apply only to Community Center-sanctioned sites or accounts.

Only authorized Borough of Eatontown employees are allowed to post approved content on social media sites such as Facebook, Twitter, and Instagram etc.

Staff must avoid communicating with students and families through personal communication devices such as cell phones, tablets, etc. for any Before or Aftercare-related matters. Staff should avoid giving students and families’ personal phone numbers, especially cell phone numbers.

All communications with young people must be appropriate, in terms of both the student’s age and the relationship between the adult and student. Profanity, sexualized language or jokes, images of a sexual nature, or similar communications involving adult topics, drugs or alcohol, are never appropriate around students, no matter if they occur in person, in an email or text message, or on a social media site.

Employees must keep separate any social media communications that implicate The Eatontown Community Center from their own personal communications.

Children in the Eatontown Community Center Before and Aftercare program are highly discouraged from bringing personal electronic devices to Before and Aftercare, including cell phones, tablets, gaming systems, etc.

The Eatontown Community Center is not responsible for any lost, stolen, or damaged devices that are brought to the program.

During Before and Aftercare, children are not permitted to take photo/video/or recordings of any child, parent, or staff member. Children are not allowed to make or receive phone calls, or send text messages without staff permission.

Children are prohibited from online internet access on personal devices while in the care of the Eatontown Community Center Before and Aftercare program. Only pre-approved, pre-downloaded, age appropriate games and apps will be permitted.

Staff members are permitted to monitor all digital communication devices used by children while in the care of the Eatontown Community Center Before and Aftercare program and take disciplinary action as needed.

Misuse of social media policy can result in disciplinary action.

Eatontown Community Center Enrollment Form

School: _____ **Date:** _____

****Parent/Guardian Information (1):**

Last Name: _____ First Name: _____
Relationship to child: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone Number: _____ Work Phone Number: _____
Cell Phone Number: _____ Email: _____

Parent/Guardian Information (2):

Last Name: _____ First Name: _____
Relationship to child: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone Number: _____ Work Phone Number: _____
Cell Phone Number: _____ Email: _____

**** Child Information (1):**

Last Name: _____ First Name: _____
Sex: _____ Date of Birth: _____ Grade: _____ Age: _____

Emergency Contact(**other than self**): _____
Emergency Phone Number: _____

Known Allergies: _____

**** Child Information (2):**

Last Name: _____ First Name: _____
Sex: _____ Date of Birth: _____ Grade: _____ Age: _____

Emergency Contact(**other than self**): _____
Emergency Phone Number: _____

Known Allergies: _____

Emergency Care Authorization: I certify that I am parent or legal guardian of the child or children named above and give consent for emergency medical care, surgical treatment, and/or transportation to a care facility should my child's condition require it in my absence. I understand that, time and conditions permitting, reasonable attempts will first be made to contact me and any designated representatives in such a case. I hereby assume all financial responsibility for such actions taken on the behalf of my child.

Parent/Legal Guardian Signature: _____ **Date:** _____

Office Use Only: AM: _____ PM: _____
Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri: _____

While the Borough of Eatontown maintains liability insurance covering the Borough for injuries or expenses occurring by reason of its negligence, the Borough does not carry insurance to provide payment for medical expenses occasioned by injuries unrelated to fault on the part of the Borough or its employees.

EMERGENCY TREATMENT

Eatontown Community Center Before/After School Program has my permission to provide emergency

medical care for my child_____ at_____

emergency room. My physician is_____.

The address is_____.

Phone number is_____.

I have received a copy of the Discipline Policy and the DCFS Information to Parents.

My child's health records are up to date and are located at_____

School.

Parent/Guardian Signature_____ Date_____

Photography Permission

I authorize the Eatontown Community Center Before/After School Program officials to utilize any photographs and videotape of my child's participation in our Program for all promotional purposes.

 X _____
Parent / Guardian Signature

Eatontown Community Center and Childcare Resources
Parent/Guardian Agreement:

- 1. Eatontown Community Center must be paid to date, no exceptions. The child(ren) will not be able to continue using the program until balances are paid.**
- 2. Eatontown Community Center does not adjust bills for clubs/after school activities.**
- 3. Parents/guardians are responsible for checking monthly bill.**
- 4. Any family subsidized through childcare resources is responsible for any fees not covered by the childcare resources agreement.**
- 5. No back vouchers permitted. Eatontown Community Center holds NO responsibility for faulty cards and/or card swipe issues. Parent/guardian must swipe daily recording entry and exit from the program. NO EXCEPTIONS Failure to do so will result in the termination of our program!**
- 6. Co-pays MUST be paid on the first of the month and no later than the 15th. If co-pays are behind, the child will not be permitted to attend the program and childcare resources will be notified.**

I have read and agree to abide by the above program requirements.

Print Name: _____

Signature: _____

Date: _____

Office: _____ Date: _____

PARENT

RECEIPT OF INFORMATION:

Please Initial Each Box

Information to Parents Document

Policy on the Release of Children

Positive Guidance and Discipline Policy

Policy on Methods of Parental Notification

Policy on Communicable Disease Management

Expulsion Policy

Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name: _____

Parent/Guardian's Name: _____

Signature

Date