

Sari Isdaner
Early Childhood Center
at the Katz JCC



FOR YOUR INFORMATION:

The JCC Early Childhood Department
Statement of Philosophy and Discipline

In the event a child requires discipline by a teacher, the following philosophy shall be followed:

- A) The methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children and applied with the full knowledge and understanding of the parent(s).
- B) There shall be NO use of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse/neglect, exploitation.
- C) Discipline shall not be associated with the behavior of children in regard to rest, toilet training or food.
- D) Children shall not be isolated under any circumstances.
- E) Discipline shall not be associated with the withholding of emotional responses or stimulation and shall not require the child to remain silent for long periods of time.
- F) The child will be disciplined according to the following procedures:
 - 1. Distraction of child
 - 2. Verbal reminder of behavior needing modification
 - 3. Child will be given time away from the group, with supervision of a staff member, but within the classroom.
 - 4. If child continues disruptive behavior a phone call to the parent(s) may be warranted.
- G) Any acute disciplinary problems should be discussed with the Director and the parents.

I have read, understand and accept the rules, and the standards of conduct outlined in this document.

Signed _____

Date _____

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RELEASE FORM
 WORK AND EMERGENCY NUMBER UPDATE

Dear Parents:

Please fill out the form below relating to those persons who have your permission to pick up your child from school. Please give any additional information necessary in the appropriate space.

If, due to unforeseen circumstances or an emergency, it is necessary for someone else to pick up your child, a note from the parent or a telephone call is necessary. Please be aware that the person may be asked to identify himself or herself before we release your child.

If there are any custody issues we must have legal documents with regard to who can pick up your child and on what days.

Sincerely,
 Early Childhood Services

RELEASE FORM
Please return this form by September 8, 2009.

The following people are authorized to pick up my child from the Katz Jewish Community Center Early Childhood Program. I authorize the release of my child to their care.

Child's Name _____

Parent's Name _____ Work # () _____

Parent's Name _____ Work # () _____

Emergency Name _____ Phone # () _____

Emergency Name _____ Phone # () _____

<u>Name (Please print)</u>	<u>Relation</u>	<u>Phone Number (Include Area Code)</u>
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_____	_____	_____
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_____	_____	_____
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ADDITIONAL INFORMATION

Parent's Signature _____



POLICY ON THE RELEASE OF CHILDREN

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

The provision that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the Center to allow such visits or releases must be in writing. This written authorization, including name, address and phone number shall be maintained in the file.

If a non-custodial parent has been denied access to a child by a court order, the Center shall secure documentation to that effect and maintain a copy on file. If teachers have any questions concerning the person picking up the child, they will call the parents. If unable to contact parents the staff member will check with the Director before releasing the child.

- B. 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 above, fails to pick-up a child at the time of the Center's daily closing. The procedure shall require:
- 1.) The child is supervised at all times.
 - 2.) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
 - 3.) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or 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 (1-800-792-8610) 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
- C. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) appear(s) to be physically and/or emotionally impaired to the extent that, in the judgement of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require 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 alternate person(s) authorized by the parent(s); and
 - 3.) If the Center is unable to make alternative arrangements, as noted in C-2 above, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

INFORMATION TO PARENTS

Provided by the State Bureau of Licensing

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C.10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other childcare matters. The center may comply with this requirement: 1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with these requirements, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

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

Our center must have on the premises a copy of the Manual of Requirements and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services. CN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning; application of alleged violations of the Manual of Requirements. We will be happy to arrange an opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. 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 the parents(s) 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 on the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center copy of the Bureau of Licensing Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

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

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

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

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 Division of Youth and Family Services Office of Child Abuse Control, TOLL-FREE at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting Community Education Office, Division of Youth and Family Service, CN 717, Trenton, NJ 08635.



IMPORTANT NOTICE

Dear Parent:

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

The statement highlights, among other things, your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family services (DYFS).

Please read this statement carefully and, if you have any questions, feel free to contact us at (856) 424-4444, ext. 242.

Sincerely,

Early Childhood Services

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

Name of Child: _____

Name of Parent(s): _____

I have read and received a copy of the Information to Parents statement prepared by the Bureau of Licensing in the Division of Youth and Family Services.

Signature _____
Date

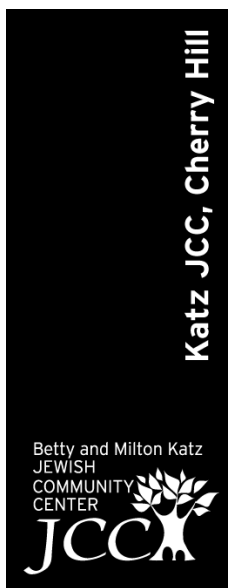
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Emergency Permission Form

Date: _____

**I, _____, give permission for my child,
_____, in the _____ room to be
treated for illness or injury as needed at the Early Childhood Center.**

**I give permission to transport my child to the nearest emergency
room when appropriate.**



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August 2009

Dear Parent,

Please read, sign and return that you have read the following in reference to our Dismissal Policy.

“The Director reserves the right to cancel any child’s enrollment or dismiss a child whose mental condition, conduct, influence or behavior is deemed unsatisfactory to the best interests of the school. You will have 10 days to make other arrangements for your child. No refund will be made.

Dismissal Policy

I have read the above statement regarding dismissal.

Parent’s Signature

Date