

PARENT

RECEIPT OF INFORMATION:

Information to Parents Document

| Policy on the Release of Children |
|---|
| Policy on Methods of Parental Notification (Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.) |
| Policy on the Management of Communicable Diseases |
| Central Jersey Enrichment Center Expulsion Policy |
| Policy on the Use of Technology and Social Media |
| Policy on Method of Communication |
| I have read and received a copy of the information/policies listed above |
| Parent Name: |
| Parent Signature: |
| Date: |



| Child's Name: | Date of Birth: | |
|--|----------------|--|
| Mother's Name: | Cell Phone: | |
| Mother's Email: | Work Phone: | |
| Father's Name: | Cell Phone: | |
| Father's Email: | Work Phone: | |
| Allergies or Food Restrictions: | | |
| Child's Schedule: | | |
| Is there anything we should know about your child? | | |
| | | |
| Parent Name: | | |
| Parent Signature: | | |
| Date: | | |



| | | TAREITTAE AOT | | OK EWIERGENC | | |
|-----------------------------|------------------------|--|---------------------|---|-------------------|------------------------------|
| Name C | of Child: | | | Birthdate: | Enrollment (| Date: |
| | | PARENT/GUARDIAN # : | 1 | | PARENT/GUARDIA | N # 2 |
| NO | Name: | PAREITIOUARDIAIT | | Name: | - PAREINI/GOARDIA | 114 III Z |
| MAT | Relationship: | | | Relationship: | | |
| ORN | Cell Phone: | | | Cell Phone: | | |
| Z. | Home Phone: | i i | | Home Phone: | | |
| IAN | Home Address: | | | Home Address : | | |
| PARENT/GUARDIAN INFORMATION | | | | | | |
| IT/G | Employer Name: | | | Employer Name: | | |
| REN | Employer Phone: | JI. | | Employer Phone: | | |
| PA | E-Mail Address: | H | | E-Mail Address: | | |
| | Perso | ns authorized to pick av | | or contact in case of responsibility for the | | er parent is |
| SIS | Contact Name #1: | | Contact Name #2: | | Contact Name #3 | |
| MERGENCY | Relationship: | | Relationship: | | Relationship | : |
| EMERGENCY CONTACTS | Cell Phone: | | Cell Phone: | | Cell Phone | : |
| w | Home Phone: | | Home Phone: | | Home Phone | : |
| | Employer Phone: | | Employer Phone: | | Employer Phone | : |
| ~ | Name of person | PROHIBITED from picl | king up your child: | | | |
| CUSTODY | | arent has been denied his effect for the cent | | | | |
| | Child | 's Health Care Provider: | | | | |
| | | th Care Provider Phone: | | | | |
| | | Care Provider Address: | | | | |
| NO. | | urance Company/Hmo: | | | | |
| MAT | | Group #: | | | | |
| FOR | | Identification #: | | | | |
| N N | Subscriber's Na | ame On Insurance Card: | | | | |
| MEDICAL INFORMATION | Known Allergies | (including medication): | | | | |
| MED | | tion My Child Is Taking: | n . | | | |
| | | Conditions, Disabilities, | | | | |
| | Medical/Physic | cal Restrictions, Medical | | | | |
| | Information Fo | r Emergency Situations: | | | | |
| | | AUTHORIZA | TION FOR EMERG | SENCY MEDICAL TR | EATMENT | |
| | | dian(s) of the above nam gency treatment for my | | | | ve) authorize the child care |
| Parent/ | Guardian Signature #1: | Date: | | Parent/Guardian Signature # | 2: | Date: |
| | | | | | | |
| | | | | | | |

OOL/11.6.2017



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 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) fail to pick up a child at the time of the center's daily closing, the center shall ensure that:

- The child is always supervised.
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- An hour or more after closing time, and provided that other arrangements for releasing the child to
 his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot
 continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry
 Hotline 1-877-NJ-ABU5E (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) 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 center shall ensure that:

- The child may not be released to such an impaired individual.
- 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 at 1-877-NJ-ABU5E (1-877-652-2873) to seek assistance in caring for the child.

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

| Parent Name: | |
|-------------------|--|
| | |
| Parent Signature: | |
| | |
| Date: | |



Custody Agreement Policy

Dear Parents,

We hope this message finds you well.

We are reaching out to inform you about important guidelines regarding custody arrangements for families enrolled in our daycare center. To ensure the well-being of all children in our care, we require that any custody agreements or court documents related to joint custody be submitted to the daycare center.

Please provide the following:

- Copies of all court documents related to custody agreements.
- A detailed plan outlining the proposed custody schedule for your child moving forward.

The daycare center will adhere strictly to the **custody agreements** as outlined in the provided documents.

This policy is being implemented to enhance communication and ensure compliance with state guidelines. We kindly ask that you acknowledge your understanding of this new policy by signing and dating this document.

Thank you for your cooperation and support. Sincerely.

| Ms. Christine Skaria |
|--|
| **Acknowledgment of Understanding** |
| I parent of |
| acknowledge that I have received and understood the above guidelines regarding custody agreements. |
| Parent Name: |
| Parent Signature: |
| Date: |



Use of Technology and Social Media

Central Jersey Enrichment Center uses social media, networking, and other applications and websites to disseminate information. These media outlets are the CJEC website, Facebook, Instagram, YouTube, and WhatsApp. This policy applies to the staff and families of CJEC.

Every employee has the responsibility to maintain and enhance the Center's public image and to use the Internet responsibly. Employees must always maintain professionalism in all communications (in-person, written, or online) with the Center community.

Additionally, all staff must be aware of the possibility of online content being shared with extended faintly, coworkers, parents, and staff from other classrooms within the Center, as well as others outside the Center community. Therefore, all information disseminated will be consistent with the professional standards of the Center as expressed within this social media policy and the Center's Handbook.

Employees may be held responsible for any online behavior or content that connects them to the Center or implicates the Genter in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the Center's mission and philosophy.

The publication of photos, images, videos, or artwork of students at the Center, whether online or otherwise, generally prohibited without prior approval from the director. Some families at the Center have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, id abide, by those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and administrators of the center in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited.

In no way does the Center wish to abridge the rights of its employees to engage in critical commentary or express concerns regarding the Center and its operations. However, when such commentary occurs in a public forum and contains confidential information, it may result in disciplinary action for the employee. The posting of non-confidential information (such as promotional materials) shall be restricted to official channels of communication (e.g., the Center's website, Facebook page, etc.) unless prior written approval has been obtained from the Director.

| Parent Name: | | | | |
|---------------------|--|--|--|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Parent Signature: _ | | | | |
| archic signature. | | | | _ |
| | | | | |
| | | | | |
| | | | | |
| Data | | | | |
| Date: | | | | |



- Social networking/media interactions between parents and staff are limited to center-approved sites and devices only.
- Communication between staff and parents is restricted to center premises only.
- Communication between staff and parents may extend to personal platforms with prior approval from the center director
- The use of social media, networking sites, or other websites is strictly prohibited while supervising children.
- The use of vulgar or abusive language, disparaging remarks, personal attacks, or offensive terms targeting individuals or groups is strictly prohibited.
- Posts that may disclose the center's current off-site location are not allowed.
- Tagging, sharing, posting, commenting, and live streaming are strictly prohibited.

| Parent Name: | | |
|---------------------|--|--|
| | | |
| Parent Signature: _ | | |
| | | |
| Date: | | |



Illness Policy

Central Jersey Enrichment Center (CJEC) is a "well-childcare facility." At no time do we provide sick childcare. The following illness policies will be strictly enforced for the health, well-being, and safety of all children and CJEC staff.

Every effort is taken in our childcare center to reduce the spread of illness through vigilant hand washing and other sanitation practices, especially when dealing with surfaces and the toys with which the children play. If your child is unable to participate in the normal activities of the daycare (including being able to play outside), then your child MUST stay home. If children or staff develop symptoms during the day,

Children will be screened daily for symptoms of illness and will be excluded from the program if children exhibit symptoms. If, in the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come to pick the child up within one hour (60 minutes). If the parent(s) cannot be reached or have not arrived within an hour, the emergency contact person will be called and asked to come to pick the child up.

The following symptoms will be cause for exclusion from the program:

- Fever of 100.4 or higher
- Diarrhea (2 episodes)
- Vomiting
- Undiagnosed Rashes
- Red, inflamed, oozing eye
- Covid-19 symptoms include new or worsening cough, the new loss of taste or smell, sore throat

Allergy-related symptoms and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Children excluded from the program may be admitted back to school once they are symptom-free for 24 hours without the use of medications like Tylenol or Motrin. In some cases, a doctor's note will be required to return. In cases of COVID-19, CJEC will refer to the COVID-19 policy.

| Parent Name: | | |
|-------------------|--|--|
| Parent Signature: | | |
| Date: | | |



Central Jersey Enrichment Center Expulsion Policy

Unfortunately, there are times when we must expel a child from our program, either temporarily or permanently. Please know that we will make every effort to work with the child's family to prevent this action whenever possible.

The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES 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 of staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION:

- Failure of the 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 (explain)



SCHEDULE OF 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 expulsion. An expulsion is intended to be a period during which the parent/guardian may work on the child's behavior or come to an agreement with the center. The parent/guardian will be informed of the length of the expulsion period and the expected behavioral changes required for the child or parent to return to the center. A specific expulsion date will be given, allowing sufficient time (approximately one to two weeks, depending on the risk to other children's welfare or safety) for the parent to seek alternate childcare. Failure of the child or parent to satisfy the terms of the plan may result in permanent expulsion from the center.

| Parent Name: | |
|-------------------|--|
| Parent Signature: | |
| Date | |



A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- 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 childcare arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Try to redirect the child from negative behavior.
- Reassess classroom environment, appropriateness of activities, and supervision.
- Always use positive methods and language while displacing children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature on other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on-premises.
- Recommend an evaluation by the local school district study team.

| Parent Name: | | |
|-------------------|--|--|
| | | |
| | | |
| Parent Signature: | | |
| rarent signature. | | |
| | | |
| D. L. | | |
| Date: | | |



DISCIPLINE POLICY Central Jersey Enrichment Center Child Care Providers

The following are some examples of **unacceptable** forms of discipline:

Humiliating, frightening, or physically harming a child.

Punishing, such as spanking (with the hand or any object), slapping, shaking, swatting, pulling hair, dunking, yanking the arm, or anything similar.

Making verbal remarks using sarcasm, put-downs, verbal cuts, derogatory remarks, any other verbal abuse, and threats about the child or the child's family.

Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, furniture, box, or cubicle.

Withholding or forcing foods or liquids.

Placing substances that **sting or burn** on any of a child's body parts.

It shall be the policy of the Department for Children and Families not to purchase or continue to purchase services from providers who use unacceptable discipline.

Discipline is an essential part of child-rearing, and when used positively, it contributes to the healthy growth and development of a child. Positive discipline establishes acceptable patterns of behavior that promote behaviors beneficial to the child's development and welfare. It changes or eliminates behaviors that are injurious to the child's well-being. Positive discipline" is encouraged as an important part of child rearing for children and youth for whom the Department for Children and Families purchases and/or provides services and care.

Positive discipline, when used for purposes of guiding and teaching the child, provides the child encouragement and a sense of satisfaction, and it helps the child understand the consequences of behavior. Effective, positive discipline imposes behavioral limits on the child, which can provide a sense of security and respect for order and enable the child to predict and understand surroundings. Positive discipline effectively enlists the child's help rather than locking the child and adult into a power struggle or adversarial, punishing relationship. Positive discipline promotes the child's discovery of those values that will be of the greatest benefit to the child, both now and in the future.

I have read & understand the above policy on discipline.

| Parent Name: | | |
|-------------------|--|--|
| Parent Signature: | | |
| Date: | | |



Policy on the Management of Communicable Diseases

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

- Severe pain or discomfort
- Acute diarrhoea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5°F or higher
- Lethargy
- Severe coughing
- Yellowing of the eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes accompanied by fever or behavioural changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

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

EXCLUDABLE COMMUNICABLE DISEASE

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 chickenpox, 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:

| Parent Name: | | |
|-------------------|--|--|
| | | |
| | | |
| | | |
| Parent Signature: | | |



APPENDIX H

UNIVERSAL CHILD HEALTH RECORD

American Academy of Pediatrics, New Jersey Chapter New Jersey Academy of Family Physicians New Jersey Department of Health Endorsed by:

| SECTION I - TO BE COMPLETED BY PARENT(S) | | | | | | | | | |
|---|-----------------|------------------------|--------------------------------|--|---|--------------|---------------------------------|------------------|---|
| Child's Name (Last) (First) Gender Date of Birth | | | | | | | | | |
| | | | | | Male | ☐ Fema | le | 1 | 1 |
| Does Child Have Health Insurance? | If Yes, | Name of | Child's Health | Insurance C | Carrier | | | | |
| ☐Yes ☐No | | | | | | | | | |
| Parent/Guardian Name | • | | Home Teleph | none Numbe | er | | Work Telephor | ne/Cel | Phone Number |
| | | | (|) | - | | (|) | - |
| Parent/Guardian Name Home Telepi | | | | none Numbe | one Number Work Telephone/Cell Phone Number | | | | Phone Number |
| | | | (|) | - () - | | | - | |
| I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form. | | | | | | | | | |
| Signature/Date | | | | | | This | form may be rel | eased | to WIC. |
| | | | | | | [| Yes | No | |
| SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER | | | | | | | | | |
| Date of Physical Examination: | | | Results of | of physical e | xamina | tion normal | ? | | □No |
| Abnormalities Noted: | | | 1.1000 | p., ye | | ight (must b | | | |
| | | | | | within 30 days for WIC) | | | | |
| | | | | | Height (must be taken | | | | |
| | | | | | | nin 30 days | | | |
| | | | | | Head Circumfe (if <2 Years) | | rence | | |
| | | | | | - | od Pressure | | | |
| | | | | | | 3 Years) | | | |
| IMMUNIZATIONS | 2 | ☐ Imm | unization Rec | ord Attached | i | | | | |
| IMMUNIZATIONS | • | | e Next Immunia | A STATE OF THE PARTY OF THE PAR | | 21 | | | |
| | | | MEDICAL CO | NOITION | S | | | | |
| Chronic Medical Conditions/Related | | None | | Comment | S | | | | |
| List medical conditions/ongoing concerns: | g surgical | | cial Care Plan | | | | | | |
| Medications/Treatments | | ☐ None | | Comments | | | | | |
| List medications/treatments: | | | cial Care Plan | | | | | | |
| Est medications/treatments. | | ☐ None | ched | Comments | | | | | |
| Limitations to Physical Activity | rations. | _ | cial Care Plan | Comments | | | | | |
| List limitations/special consider | rations: | _ | ched | Comments | | | | | |
| Special Equipment Needs | | None | | Comments | | | | | |
| List items necessary for daily a | ctivities | | Attached Special Care Plan | | | | | | |
| Allergies/Sensitivities | | ☐ None | Э | Comments | | | | | |
| List allergies: | | | cial Care Plan | Plan | | | | | |
| | | | e | Comments | | | | | |
| Special Diet/Vitamin & Mineral Supplements List dietary specifications: | | | cial Care Plan | | | | | | |
| List dictary specifications. | | | ched | | _ | | | | |
| Behavioral Issues/Mental Health Di | 0 | ☐ None | e cial Care Plan | Comment | 5 | | | | |
| List behavioral/mental health issues/concerns: | | | ched | | | | | | |
| Emergency Plans | he needed and | ☐ None | | Comment | S | | | | |
| List emergency plan that might be needed and the sign/symptoms to watch for: | | | cial Care Plan | | | | | | |
| | | | NTIVE HEAL | TH SCRE | ENING | SS | | | |
| Type Screening | Date Performed | | Record Value | | pe Scre | | Date Perform | ed | Note if Abnormal |
| Hgb/Hct | | | | Hearin | g | | | | |
| Lead: Capillary Venous | | | | Vision | V | | | | |
| TB (mm of Induration) | | | | Dental | | | | | |
| Other: | | | | Developmental | | | | | |
| Other: | | | | Scolios | | | | | |
| I have examined the abort participate fully in all child | care/school act | reviewe ivities, in | d his/her hea ncluding phys | ical educat | ion and | d competiti | n that he/she ve contact spo | is me rts, ur | edically cleared to nless noted above. |
| Name of Health Care Provider (Prin | it) | | | Health Care | Provide | er Stamp: | | | |
| | | | | | | | | | |
| Signature/Date | | | | | | | | | |
| | | | | | | | | | |



Infant Feeding Plan

A written plan shall be maintained on file and available for the caregiver of any child less than 12 months of age.

| Child's | Name: Date: Birthdate: | | | | | | | |
|----------|---|--|--|--|--|--|--|--|
| Formu | la en | | | | | | | |
| [] No | [] Yes Is your child fed formula? | | | | | | | |
| [] No | [] Yes Will formula be prepared (mixed) at home? | | | | | | | |
| [] No | [] Yes Will formula be prepared by the caregiver? | | | | | | | |
| If the o | f the caregiver will be preparing the formula, please indicate any special instructions: | | | | | | | |
| | - | | | | | | | |
| Breast | Feeding / Breastmilk | | | | | | | |
| [] No | [] Yes Is your child breast fed? | | | | | | | |
| [] No | [] Yes I will nurse my child at the center at these times: | | | | | | | |
| [] No | [] Yes I will provide breast milk. | | | | | | | |
| If brea | st milk is unavailable for a feeding, the center should: | | | | | | | |
| | | | | | | | | |
| Feedin | gs | | | | | | | |
| [] No | [] Yes Does your child take a bottle? (Note: Bottles must be labeled with the child's name and the current date.) | | | | | | | |
| [] No | [] Yes Is the bottle warmed? | | | | | | | |
| [] No | [] Yes Does your child hold their bottle? | | | | | | | |
| [] No | [] Yes Can the child feed himself/herself? | | | | | | | |
| [] No | [] Yes Any special instructions for bottle feeding your child? If yes, explain: | | | | | | | |
| [] No | [] Yes Is your child using a sippy cup? (Note: Sippy cups must be labeled with the child's name.) | | | | | | | |
| [] No | [] Yes Any problems with feeding (e.g., choking or spitting up)? If yes, explain: | | | | | | | |
| [] No | [] Yes Any special instructions concerning feeding your child? If yes, explain: | | | | | | | |



Foods and Feeding Schedule

| Liquids (formula, breast milk, | , 100% truit juice | e in a cup) |
|--------------------------------|---------------------|---|
| [] N/A [] Introducing | [] Familiar | |
| Feeding: [] by bottle [] by b | reast | |
| Bottle Feeding: [] by caregive | r[] with help | [] independently |
| Cup Feeding: [] with help | [] independen | tly |
| Amounts: | | |
| Semisolid Foods (infant cerea | ıl, strained fruits | s/vegetables) |
| · | | , |
| [] N/A [] Introducing | [] Familiar | |
| Spoon Feeding: [] by caregive | er[] with help | [] independently |
| Kinds of Food: | | |
| Amounts: | | |
| Modified Table Foods (mashe | ed, soft, diced fr | uits/vegetables, strained meats, soft bread |
| [] N/A [] Introducing | [] Familiar | |
| Spoon Feeding: [] by caregive | er[] with help | [] independently |
| Kinds of Food: | | |
| Amounts: | | |



Finger Foods (small pieces of soft/cooked table food, chopped food)

| [] N/A [] Introducing [] Familiar |
|---|
| Spoon Feeding: [] by caregiver[] with help [] independently |
| Kinds of Food: |
| Amounts: |
| |
| Other |
| [] No [] Yes, does your child take a pacifier? |
| (Note: Pacifiers with straps or other attachment devices are not permitted.). |
| Must be removed when crawling or walking.) |
| Additional Information |
| |
| I will promptly provide any updates to my child's feeding plan as needed. |
| |
| Parent's Signature: Date: |
| |
| Notes |
| 1. Breast milk shall be gently mixed, not shaken. Refrigerated breast milk shall be used within 24 hours. |
| 2. Formula or breast milk that is served but not finished shall be discarded. |

3. Infant food jars must be labeled with the child's name and the date opened.

5. Solid foods shall not be served in a bottle unless medically prescribed.

4. All unused portions of jars must be discarded after feeding.



Policy on Method of Communication

At Central Jersey Enrichment Center (CJEC), we believe that clear, consistent, and respectful communication is essential in creating a supportive partnership between our staff and families. Effective communication is a cornerstone of your child's growth, safety, and overall enrichment.

To ensure that all parents and guardians remain informed of important updates, center policies, and their child's development, CJEC uses the following methods of communication:

Methods of Communication

Phone Calls

Used for urgent or time-sensitive matters that require direct and immediate attention.

Text Messages

Used for quick reminders, confirmations, or short updates regarding your child's schedule or activities.

WhatsApp Messages

Utilized for daily communication, group messages, shared announcements, and informal updates from teachers or administrators.

Emails

Reserved for formal correspondence, including center-wide announcements, newsletters, documentation, and policy updates.

Email: info.cjecweb@gmail.com

Printed Notices

Sent home in your child's backpack when electronic communication is not possible or appropriate.

On-Site Notices

Important information will also be posted on classroom doors and designated bulletin boards within the center.

Center Contact Information



100 John F Kennedy Blvd., Somerset, NJ 08873

C Talk or Text:

Christine Skaria +1 (732) 900-494



E Email:

info.cjecweb@gmail.com

Hours of Operation:

Monday - Friday: 7:00 AM to 6:00 PM

Saturday - Sunday: Closed

Communication Expectations

We kindly ask parents and guardians to:

- Regularly monitor all communication platforms mentioned above.
- Inform us promptly of any updates to your contact information.
- Communicate any preferences regarding your preferred method of contact with the Center Director so we may do our best to accommodate your needs.

CJEC is committed to maintaining an environment where communication is proactive, professional, and supportive of your child's development. We deeply value your role as partners in your child's journey and thank you for your continued engagement.

Acknowledgment of Communication Policy

I hereby acknowledge that I have read and understood the Central Jersey Enrichment Center Policy on Method of Communication.

I agree to regularly check and respond to communications sent via the channels outlined above, and I will promptly notify the center of any changes to my contact information or preferences.

| Parent/Gua | ardian Name: _ | | |
|------------|----------------|------|------|
| Signature: | | | |
| Date: | | | |



Medication Administration in Child Care Policy and Procedures

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

INTENT: Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary for the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies, and procedures concerning medication administration is critical to meeting that goal.

GUIDING PRINCIPLES & PROCEDURES:

- 1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care and again when returning home and/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 child care 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 child care. This is for the protection of the child who is ill as well as the other children in child care.
- **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 Child Care" form is attached to this policy and will hereafter be referred to as the 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 child care 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 and 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 child care 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 phone number, the child's full name, the name of the health care provider prescribing the medication, the name and expiration date of the medication, the date it was prescribed or updated, and the 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 child care.
- 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 the 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 from the health care provider prior to being given in the child care 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 diaper cream or sunscreen
- **8.** All medications will be stored:
- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control
- A small lockbox will be used in the refrigerator to hold medications requiring refrigeration.
- **9.** For the child who receives a particular 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 designated to give the medication. These records are maintained in the center. Samples of the forms used are attached to this policy and include
- Permission to Give Medication in Child Care
- Universal Child Health Record
- Emergency Contact Sheet
- Medication Administration Log
- Medication Incident/Error Report
- 12. Information exchange between the parent/guardian and child care 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. Parents/guardians will sign all necessary medication-related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
- 15. The 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 Director's 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. The 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. The parent/guardian will receive a copy of the signed policy, including single copies of the records referenced in this policy.



| 17. | The Medication Administration in Child Care Poli | cy will be reviewed a | illually by the following. |
|--------|--|-----------------------|----------------------------|
| • | Child Care Director | | |
| • | Licensing Consultant | | |
| • | Child Care Health Consultant | | |
| • | Parent/guardian | | |
| • | Other (specify): | | |
| • | Other (specify): | | |
| EFFECT | TIVE DATE OF THIS POLICY: | | |
| PAREN | IT SIGNATURE: | DATE: | |
| PAREN | IT SIGNATURE: | DATE: | |
| CENTE | R DIRECTOR/DESIGNEE SIGNATURE: | | DATE: |

REFERENCES: Information for the Medication Administration in Child Care Policy was derived from the current Manual of Requirements for Child Care Centers in New Jersey and Caring for Our Children—The National Health and Safety Performance Standards for Out-of-Home Child Care Programs, second edition.



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 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 the DCF Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

| Parent Name: | | | |
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| | | | |
| | | | |
| Parent Signature: | | | |
| <u> </u> | | | |
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| Date: | | | |