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**MISSION STATEMENT**

WFC is a not-for-profit educational organization committed to providing high-quality services that continually respond to the emerging needs of children, their families, schools, and communities.

**HOURS OF OPERATION**

Programs operate every day school is open, except on days of emergency closings, emergency early closings, and in some districts if there is an emergency delayed opening. Hours of operation vary depending on your school district. The following are ranges of hours for each program type: Before School Program: As early as 7:00am until the start of the school day, After School Program: Starts at the time of dismissal until 6:00pm or 6:30pm, Kindergarten Wrap-Around: AM Session: Approximate start 8:30am until school's PM kindergarten session begins. PM Session: Starts at time school's AM kindergarten session ends until approximately 3:00pm. Summer camps may start as early as 7:00am and end as late as 6:00pm.

**FULL-DAY PROGRAMS**

During the school year, the school calendar may include days when schools are scheduled to be closed for holidays/vacations or teacher training. Full-Day Programs may operate on these days, depending upon Board of Education approval. These Programs may be combined in one centrally located school. Usual hours are 7am – 6:00pm or 6:30pm. These days are NOT included in your monthly tuition. Full-Day tuition may include field trip fees (to be determined each trip). Full Day Program dates are listed on our website by September for the school year.

You may register for a full day program by emailing our registrar at [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org). This is the only method of registering for full day programs. Please note that you must receive a confirmation email in order to be considered as registered. Drop-ins will no longer be permitted, you must be pre-registered. Effective January 1, 2018 there will be a 40% non-refundable fee per child, charged by our office when you register for a full day program. This fee will be included in the final price for the day, but will not be refunded if you choose not to send your child to the program. It is possible that the full day program(s) can be canceled due to lack of enrollment, or due to other unforeseen circumstances. In this case, the 40% fee will be refunded to you.

**SUMMER CAMP**

Varies per school district.

**EMERGENCY CLOSINGS AND DELAYS**

For all emergency school closings where the WFC programs are not operating, no staff will be at the program(s) to receive your child(ren). Please make all necessary arrangements at the beginning of the school year to prepare for these days, if they should occur. WFC will not call to notify you of the emergency early dismissal, you will be notified by your school district. It is your responsibility to notify the school with your plans for your student's plans in case of early emergency dismissals.

**EMERGENCY CLOSINGS**

On days when school is closed for the entire day because of inclement weather or other emergencies, there will be no Programs. Emergency closings will be communicated to parents via your school district's procedures. There will be no Program on days when school is canceled due to water main breaks, heating failure, electrical problems, or other emergency conditions.

**EMERGENCY SCHOOL DELAYS**

The Before School Program will open on the same delay schedule as the school, except for High Bridge School District, Roselle Park, South Bound Brook and White Township Consolidated School District where there will be no Before School Program. In the Hampton School District, the program will open at 8:30am on those days.

**EMERGENCY EARLY DISMISSAL DAYS**

If school opens in the morning, then closes early due to an emergency, the Program will not operate.

**WHEN THE SCHOOL CANCELS AFTER SCHOOL ACTIVITIES**

If the school cancels all after school activities, WFC will stay open. However, in some cases the district may specify that WFC may not operate. In other cases, parents may be contacted through the Alert System, requesting that they pick up their child(ren) as soon as possible. This is for safety reasons, as many of our staff travel from a distance to the programs each day. The staff and child(ren)'s safety is our #1 priority.

**WFC FULL DAY PROGRAM EMERGENCY CLOSING POLICY**

If there is inclement weather (the night before or early in the morning) during a day when WFC is operating a full day program, the program will be closed, and the closure will be announced through our Emergency Alert System. If the full day program is in session and the weather worsens as the day progresses, WFC will notify parents via the Emergency Alert System and ask that the child(ren) are picked up as soon as possible.

**WFC EMERGENCY ALERT SYSTEM**

WFC has an Emergency Alert System that all parents will be automatically enrolled in, using the Primary and Secondary Parent contact information. You may be contacted by WFC via text, phone and/or email when there is an emergency event that will change the operation of our programs, in which the school has not already contacted you. For example, for an early dismissal due to weather, you will not be contacted by WFC because you would have already been informed by your school.

If an event occurs during WFC program hours, for example, the program gets relocated to another room or building, or it is cancelled for any other reason, you will be notified via the Emergency Alert System.

To enroll or update your preferences for the WFC Emergency Alert System, please visit <https://dashboard.alertmedia.com/#/login/register/201> and enter the email address that you used during your WFC registration. It is a good idea to add any alternate pick up contacts as well.

**SCHEDULED EARLY DISMISSAL DAYS**

Most Programs will be available on these days, starting at the early dismissal time until the normal closing time.

**REGISTRATION**

Registration for all programs is online at our website, [www.workfamily.org](http://www.workfamily.org). For school year registrations, after August 1st, registrations are set and subsequent registrations are on a first come, first served basis (with the exception of programs that become wait listed, please see the section below on “Wait Listing”). Please contact the office if you have any questions or concerns. Please be aware that drop ins may be restricted or denied. For any program at capacity, due to limited space, or for any reason deemed necessary by WFC, WFC reserves the right to deny drop-in requests.

**NO CHILD(REN) WILL BE ADMITTED WITHOUT ALL FORMS COMPLETED ONLINE AND SUBMITTED WITH YOUR ELECTRONIC SIGNATURE.****Wait Listing:**

WFC makes every attempt to accommodate all parents and avoid having a wait list. However, there are some programs where this can occur. If a program reaches capacity before August 1st, parents will receive a notice of wait list. In this event, parents who are requesting to register for 5 days per week will take priority, regardless of when they registered. Then 4 day a week requests, then 3 days, etc. The wait list is not determined on a “first come, first served” basis. It is determined by the most number of days needed. In order to avoid this, you may change to a 5 day registration request before the wait list starts to be compiled on August 1.

The capacity for students at the programs is a factor of space. Both the school district and WFC work together cooperatively to increase our program spaces to their capacity, however space regulations are imposed by the State of NJ based on child safety.

If you need to change this schedule please send me an email to [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org). *Do not return to the website.*

**REGISTRATION/BILLING INFORMATION AND CHANGES**

Both the primary and secondary parents listed on your registration will have access to all information about the registered child(ren), including registration information, scheduling, billing and account information. Further both parents listed will have the ability to make changes to all information.

**Withdrawals or Schedule Changes:**

Withdrawals from the Program or any changes in the child’s schedule must be made in writing at least 30 calendar days in advance. You may send permanent schedule changes or withdrawal notifications from your email address on file to [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org) or use the “Notification of Change Form” in the documents section on our website. For the safe tracking of students, swapping a non-scheduled day for a scheduled day within a week is not allowed.

**PROGRAM ELIGIBILITY**

The Program encourages children of all backgrounds to attend. The Program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

**Eligibility:** Children must be in grades K-8 to be eligible for enrollment. WFC programs welcome a limited number of pre-kindergarten students who are fully toilet trained and who also attend the school district's pre-kindergarten program. Pre-K students are not eligible to attend WFC Summer Camp.

**Enrollment:** Flexible 1-5 days per week, or pre-registered drop-ins permitted, depending on school district.

**Children will be allowed to attend the Programs only after registration has been completed online and submitted with your electronic signature, you have received an email confirmation from [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org), and tuition payments have been made. If the parent has not completed their online registration and tuition before the date their child is scheduled to attend, the child will not be admitted to the Program.**

### **SCHOOL YEAR REGISTRATIONS**

#### **Non-Refundable Annual Registration Fees:**

Fees are payable regardless of when the child is registered during the school year. Registration fees apply for all registration types including drop-in.

#### **Security Deposit:**

A security deposit equivalent to one month's tuition and fees for each child enrolled is due prior to the child's start date. If registering for the new school year then it is due by July 20<sup>th</sup>. This security deposit will be applied to June's tuition.

#### **Monthly Tuition Payment:**

Payment will be processed two business days before the 20<sup>th</sup> calendar day of each month, for the following month. Monthly tuition is based on a 180-day school year divided into 10 equal monthly payments. All early dismissal days and make-up snow days are included. (Full Day Programs may be available when school is closed and are not included in your monthly tuition, but have separate fees. See Full Day Programs, below.) **Regardless of a child's illness, vacation, changes in schedule, or any absences due to school activities or otherwise, the full monthly tuition payment is due.** For your convenience we accept Visa, MasterCard, or direct withdrawal from bank accounts. To set up automatic monthly payment, please call (908) 534-5935 x2014 or print and mail the Credit Card Authorization Form. Credit cards are billed 2 business days before the 20<sup>th</sup> day of the month.

#### **Withdrawals or Schedule Changes:**

Withdrawals from the Program or any changes in the child's attendance must be made in writing at least 30 days in advance. You may send withdrawal notification from your email address on file to [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org) or use the "Notification of Change Form" on our website.

If your child will attend (drop in) on a day other than he/she is scheduled, call the Program Phone for your WFC Program and leave a message on the voicemail as to the date of the late in and write a note to your child's home school. You will be charged a drop in fee of \$20 for before school, \$50 for extended day kindergarten class, or \$30 for after school. For the safe tracking of students, swapping a non-scheduled day for a scheduled day within a week is not allowed. For any program at capacity, due to limited space, or for any reason deemed necessary by WFC, WFC reserves the right to deny drop-in requests.

Permanent schedule changes must be made via an email to [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org) from your email address on file or the Notification of Change Form. A 30 day notice is required for all schedule reductions and cancellations.

**Late Payment Fees:**

Payment is due before the 20<sup>th</sup> calendar day of the month. If full payment is not received before the 20<sup>th</sup>, a \$25.00 late fee will be added to your account.

**Delinquent Accounts:**

Any account balance not paid by the last business day of the month will result in immediate termination of services. In order for services to be re-instated for your child, account balances must be paid in full, including a \$40.00 re-instatement fee.

**Late Pick-Up Fees:**

If you pick up after your registered pick-up time (before program closing), you will be charged \$10.00/hour or any part of an hour/child late pick-up fee. If you pick-up after the Program closing time you will be billed \$1.00/minute/family after hours pick-up fee. If you pick-up after the Program closing time and you have multiple students in different program locations, you will be billed for each location.

**Habitually Late Pick Up Policy:**

WFC understands that there will be unforeseen circumstances where students may be picked up later than the Program close time. If such a situation arises, WFC requests that you call the Program phone number as soon as you know of the potential late pick up. Leave a detailed message if you receive voicemail, including the name of an authorized person who may be picking up your child.

Habitual late pickups are defined as three times in a period of 4 consecutive weeks. Habitual lateness may result in your child being removed from the Program.

WFC wants to avoid this action. Please arrange for an authorized pick up person to pick up your child by the Program close time.

Please familiarize yourself with our Late Pick-Up Fees section in this handbook. WFC offers many choices of pick up times. Registered pick up times can be changed at any time by emailing our Registrar at [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org).

**Drop-In Registration (if applies to your school district):**

A drop-in registration allows your child to attend the Program on an occasional basis, without a regular schedule. All drop-ins must be pre-registered, and notification should be given in advance by calling the WFC Program site's phone number, located on our website and by sending a note to your child's teacher notifying the school. Please visit <http://www.theworkfamilyconnection.org/documents/phonelist2018-19.pdf> for our list of Program phones. For any program at capacity, due to limited space, or for any reason deemed necessary by WFC, WFC reserves the right to deny drop-in requests.

**Drop-In Procedures (if applies to your school district):**

All drop-ins must be pre-registered. Drop-ins must be called in to the Program site's telephone answering machine. For Before and After School Programs, same day notice is permitted. The

child's home school must also be notified by the parent either with a written note to the child's teacher or phone call to the school. For any program at capacity, due to limited space, or for any reason deemed necessary by WFC, WFC reserves the right to deny drop-in requests.

**Financial Assistance:**

Requests for financial assistance must be made in writing, mailed to the above address or faxed to 908-534-5985. Requests must be made to the attention of the Executive Director, stating your financial hardship and providing copies of your last 2 years' tax returns, as well as two current paystubs.

**Full Day Programs and Tuition:**

Full Day Programs are held on most days when school is closed. Usually the Program hours are 7:00am to 6:30pm. Programs may be combined in one school depending on the number of students attending and staff availability. Full Day Program dates are listed on our website by September for the school year. Sign Ups for Full Day Programs are completed by printing the full day flyer off the website, completing and mailing in the flyer and payment to the address on the form. For families on auto payment, an email to [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org) requesting sign up and authorizing auto payment is sufficient. Once your child is signed up for the Full Day Program, tuition for that day will be charged regardless of your child's attendance. Field trips and special events are often planned for these days and these have an extra cost. Full Day Programs are not included in the regular monthly tuition.

**Absence:**

If a child will not be attending the Program on a regularly scheduled day, because of absence or any other reason, the parent/guardian must leave a message on the Program's answering machine as early as possible on that day and also write a note to your child's home school if the child was not absent from school. Please visit [www.workfamily.org/documents/phonelist2018-19.pdf](http://www.workfamily.org/documents/phonelist2018-19.pdf) for our list of Program phones. Habitual failure (three times a month or more, ten times in a school year) to notify the program of an absence may lead to suspension/expulsion.

No credits, refunds, or swapping or substituting days will be allowed for absences. Regardless of your child's absence for any reason (illness, vacation, other after school activities, appointments, etc) the full monthly tuition is due.

**SUMMER CAMP REGISTRATIONS**

Registrations are accepted for daily as well as weekly attendance in most camps.

**Non-Refundable Annual Registration Fees:**

Fees are payable once annually (our new year starts in September), regardless of when the child is registered during the school year or summer camp. Registration fees apply for all registration types.

**Security Deposit:**

A security deposit of \$100 is due when you register your child for summer camp. This amount will be applied to your tuition due. This security deposit is non-refundable if you cancel or withdraw your child for any reason.

**Monthly Tuition Payment:**

Payment is due in 3 installments on the 1<sup>st</sup> of April, May and June. Registrations after any of those dates and the amount due will be calculated based on the above schedule. **Regardless of a**



**child's illness, vacation, changes in schedule, or any absences due to school activities or otherwise, the full camp tuition payment is due. All changes must be received by our office by June 1st.** For your convenience we accept Visa, MasterCard, or direct withdrawal from bank accounts. To set up automatic monthly payment, please call (908) 534-5935 x2014 or print and mail the Credit Card Authorization Form. Credit cards are billed 2 business days before the first day of the month.

**Withdrawals or Schedule Changes:**

Withdrawals from the camp or any changes in the child's attendance or information must be made in writing by June 1<sup>st</sup>. You may send notification from your email address on file to [info@theworkfamilyconnection.org](mailto:info@theworkfamilyconnection.org) or use the "Notification of Change Form" on our website. **No refunds will be issued for summer camp after June 1<sup>st</sup>, regardless of a child's illness, vacation, changes in schedule, or any absences due to summer activities or otherwise.**

**Late Payment Fees:**

Payment is due before the first calendar day of the month. If full payment is not received before the 1<sup>st</sup>, a \$25.00 late fee will be added to your account.

**Delinquent Accounts:**

Any account balance not paid in full by the first day of camp will result in immediate termination of services. In order for services to be re-instated for your child, account balances must be paid in full, including a \$40.00 re-instatement fee.

**Late Pick-Up Fees:**

If you pick up after your registered pick-up time, you will be charged the \$10.00/hour or any part of an hour/child late pick-up fee. If you pick-up after the camp closing time you will be billed \$1.00/minute/family after hours pick-up fee.

**Drop-In Registration:**

Drop-in registration is not available during summer camp, although WFC does allow for daily or weekly registration in most camps.

**Financial Assistance:**

Requests for financial assistance must be made in writing, mailed to the above address or faxed to 908-534-5985. Requests must be made to the attention of the Executive Director, stating your financial hardship and providing copies of your last 2 years' tax returns, as well as two current paystubs.

**Absence:**

If a child will not be attending Camp on a regularly scheduled day, because of an absence or any other reason, the parent/guardian must leave a message on the Camp's answering machine as early as possible on that day. No credits, refunds, or swapping or substituting days will be allowed for absences. Regardless of your child's absence for any reason (illness, vacation, other summer activities, appointments, etc) there is no change in the summer camp tuition that is due.

**POLICY ON CHILDREN WITH SPECIAL NEEDS**

The Work-Family Connection encourages children of all backgrounds to attend the Programs. We will not discriminate on the basis of sex, race, color, creed, disability, national origin or ethnic background. We will make all possible reasonable accommodations for children with

special needs. The Manual of Requirements for Child Care Centers states that the Program may exclude a child whose condition prevents the child from participating comfortably in activities, or results in greater need for care than the staff can provide without compromising the health and safety of other children at the Program.

**DAILY ACTIVITIES AND CURRICULUM**

Our staff works hard to create activities and opportunities for students that are creative, unique, educationally enriching and fun! Students are encouraged to assist in the planning. The Work-Family Connection teaching staff believes that the Programs should serve as the children’s “home away from home” and are places where a great deal of growth and development takes place. Within structure and limits, there needs to be much freedom and many choices. We believe that the environment should be challenging (both mentally and physically), foster independence, and allow children to grow and develop at their own pace. Based on this philosophy, the following schedules have been adopted. We want the Programs to be the children’s programs. Therefore, the activity schedule is not cast in concrete, but is flexible and may change as the group’s needs change and may be altered to accommodate special events, speakers, and room changes.

**Computer/TV/Videos**

The use of TV, Computers, and Videos must only be used on an educational/instructional basis and must be age/developmentally appropriate, and not substituted for planned activities or passive viewing. All use of TV, Computers and Videos will be limited to 30 consecutive minutes per hour during program time. Exceptions to this policy or students with individualized education plans (IEPs), Success Plans, and/or any special needs or accommodations may be granted use of one of these devices with documentation from a medical practitioner that specifically requires the use of an electronic device and/or authorization may be granted by our Director of Operations.

**BEFORE AND AFTER SCHOOL PROGRAMS**

(all times are approximate)

BEFORE SCHOOL All times are approximate.		
As early as 7:00am to Start of School. Students are free to choose any of the following throughout the Program.	Individual Choice and Projects	Students have a choice of several activity centers, which may include science, reading, music, art, construction, technology, community and homework. They may also bring breakfast from home and enjoy it at the program.
	Group Activities	Indoor and outdoor activities and projects that enhance developmental skills and life skills, such as problem solving, decision-making, negotiation, conflict resolution, teamwork, responsibility, social interaction and empathy.

<b>AFTER SCHOOL</b> All times are approximate.		
Dismissal- 4:15pm	Individual Choice/Snack/ Homework/Outside Play	Students can choose from a variety of stimulating activity centers, complete their homework with assistance from a teacher as needed, enjoy a healthy snack (protein, grain, fruit/veggie), play outside (weather permitting)
4:15pm-5:30pm	Organized Club Time	Students can choose from a variety of teacher or student led clubs, including STEM, Sports, arts, crafts, drama, newspaper/journalism, and MORE! Most clubs have learning components hidden within the fun!
5:30pm-6:30pm	Open Activity Centers or Group Games	Students can choose individual activities or join in group games. Weather permitting, there may be additional outdoor time offered.

**PRE-K AND KINDERGARTEN WRAP-AROUND/EXTENDED CARE PROGRAM**  
(all times are approximate)

<b>AM SESSION</b>	
8:30am-8:45am	Drop off/Free Choice Activity
8:45am-9am	Circle Time- Attendance, Flag Salute and Song, Calendar, Weather Chart
9am-9:30am	Project/Lesson (STEM, writing/journaling, language arts, social studies)
9:30am-9:50am	Gym Time- Physical Games/Activity
9:50am-10:15am	Bathroom/Snack
10:15am- 10:45am	Supplemental Instruction (art, theme project)
10:45am- 11:10am	Small group play/review of "homework"
11:10am- 12pm	Washington/SBS students bussed to their schools for lunch/recess and then PM Kindergarten; Milton students have recess and lunch at Ogden before leaving on bus to Milton at 12 noon

<b>PM SESSION</b>	
12 noon-12:30pm	Lunch for arriving Washington/Milton students (SBS students eat at SBS before coming)
12:30-12:45pm	Circle Time- Attendance, Flag Salute and Song, Calendar, Weather Chart
12:45pm-1:15pm	Project/Lesson (STEM, writing/journaling, language arts, social studies)

1:15pm-1:45pm	Supplemental Instruction (art, theme project) or Outside time/physical activity
1:45pm-2pm	Small group play/review of “homework”
2:05pm- 3pm	After School students bussed to respective schools; Remaining students have outside/gym time and/or free-choice activity. Small group teacher instruction- finish projects or extra work as needed

**OUTDOOR TIME**

The children will NOT be allowed to play outdoors when the temperature (including wind chill) falls below 0 degrees Fahrenheit. Weather permitting; children will have the choice and are encouraged to participate in an outdoor or physical activity for at least 30 minutes on a daily basis, unless they are eating, sleeping or ill. Please remember to dress your child appropriately for outdoor time.

**HOMEWORK CLUB**

The Work-Family Connection offers all students attending the After School Program the opportunity to join the Homework Club. WFC asks that the parent/guardian and the student sign an agreement together as to whether or not the student will participate in the Homework Club on a mandatory or student choice basis. WFC Staff cannot and will not force any student to do their homework, even if the Homework Club agreement is signed with mandatory participation. If mandatory students refuse to participate in Homework Club, the parent/guardian will be notified at pick-up. The Homework Club will meet daily between 45-60 minutes. As per licensing requirements, after 30 minutes of homework club students will be asked to take a break and participate in active play. The exception may be on Fridays or special event days. Students participating in the Homework Club are required to sign in and out on an attendance sheet, which can be seen by the parent/guardian by request. The Staff will encourage and reward students with Certificates of Participation, praise and positive reinforcement.

**STAFF/CHILD RATIO**

Although state licensing ratios are 1:15, The Work-Family Connection tries to keep a staff/child ratio in the 1:10-1:15 range, dependent on the children’s age. Staff/Child Ratios are lower for field trips and water activities.

**PLAN FOR SUPERVISING CHILDREN**

The Work-Family Connection requires all staff to be actively involved and interacting with students at all times. Staff is responsible for supervising children while participating in all activities. We look for staff to participate in the games, make the projects, and develop a good rapport with their students.

**IRS STATEMENTS / FSA ACCOUNTS**

We suggest that you keep your own record of your tuition expenses. Our taxpayer identification numbers for The Work-Family Connection, Inc. is 22-3041696. If you need special reimbursement forms signed, please mail them with a self-addressed and stamped envelope with the instructions to WFC, PO Box 1155, Whitehouse Station, New Jersey, 08889-1155 or fax to 908-534-5985.

**FAMILY ORIENTATION**

A Family Orientation Meeting may be held for certain programs prior to the start of the school year or camp. Parents/guardians are strongly encouraged to attend these meetings, ask questions, meet staff members and find out about Program policies and information.

Parents/guardians unable to attend the Orientation Meeting or who enroll later in the year will receive an orientation from their Program's Camp Director within the first few days of your child's attendance. All Parent Handbooks and other important documents can be printed from our website ([www.workfamily.org](http://www.workfamily.org)). Parents/families with questions and/or concerns are encouraged to schedule time to speak and/or meet with their Program's Camp Director or Program's Site Coordinator. Welcome letters are emailed to all parents prior to their child's attendance. These letters provide pertinent and valuable information. Please read them carefully.

**SIGN IN AND OUT PROCEDURES**

**Before School Program** parents/guardians must escort their child into the building and sign their child in daily. Children are not permitted to sign themselves in or out of the program(s).

**After School Program** parents must come into the building and sign their children out daily. Children are not permitted to sign themselves in or out of the program(s).

Children will arrive and leave the Program according to the schedule set by their parents/guardians during registration. Sign in and out procedures are also required for Full Day programs and Camp days. The Work-Family Connection accepts and releases responsibility when a child is signed in or out of the Program. For the safety of all children, parents/guardians must adhere to these guidelines. Individuals who are not recognized and are picking up a child will be required to show a photo ID.

In most locations, security systems and/or procedures are in place for secure access into the schools. Parents and all authorized pick ups must adhere to the individual school's and WFC's secure access procedures.

**RELEASE OF CHILDREN**

Children will be allowed to leave with persons other than the parent only if that person has been included during registration as an authorized pick-up, or if we receive a request in writing from the parent. All authorized pick-up persons must be 18 years of age or older unless pre-approved by The Work-Family Connection. Any changes to authorized pick-ups must be done in writing. Identification of authorized pick-up individuals will be checked. Biological parents are always

authorized to pick-up their children unless restricted from doing so by a court order. Please always arrive to the program prepared to present identification if requested.

If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the Program, you must provide the Program site in writing with complete change of arrival/departure procedures, prior to the date the change is effective. Accurate information is essential in providing the best supervision for your child.

According to State of New Jersey licensing laws, children not picked up at closing time of Program/Camp, and after all attempts to reach family and authorized pick-ups have failed, the Department of Children and Families (DCF) will be called.

### **TRANSPORTING OF CHILDREN**

In some districts it is necessary to transport children between locations to attend a WFC Program. Students will be transported between locations in their district by a school bus or van, unless the two locations share a common walkway. WFC staff is strictly forbidden to transport children in personal vehicles.

### **FIELD TRIPS**

Parents/guardians are informed ahead of time as to the location of the trip, the date, the departure/arrival times, modes of transportation, what to bring, and other pertinent information. Students will be transported via school bus.

### **DISTRIBUTION OF MEDICATIONS**

Children who require medication during the day must have a signed Medical Authorization Form from the parent/guardian and physician indicating the dosage, times, and any detailed instructions, with the medication. This form can be found on our website ([www.workfamily.org](http://www.workfamily.org)). All medications, prescription or non-prescription, must be in the original container with a proper date. Only one day's dosage will be accepted. Nothing may be dispensed to children without a form. Vitamins, supplements, aspirin, Tylenol, calamine lotion, anti-itch cream are all considered medications and must be provided by the parent/guardian and may not be used without properly signed forms.

### **CHILDREN WITH CHRONIC ILLNESSES**

In addition to the Medication Authorization Form, all children with chronic illnesses who require the administration of prescription or non-prescription medication or health care procedures on a long-term basis (blood glucose monitor, nebulizer, epi-pen, etc), the parent must also provide a written statement from a health care professional indicating the following: child's name, name of medication or procedure, the condition or indications for the administration of the medication or procedure, the instructions for the administration of the medication or procedure, and the name and telephone number of the health care provider.

**HEALTH AND SAFETY POLICY**

Illness/Emergencies: All children will be checked for signs of illness as they enter the Program site.

In case of serious accident or illness, parents/guardians of the child will be called immediately. In these serious cases, 911 will also be called. Depending on who arrives first, the decision as to the child's treatment will be determined by that party.

Accident Prevention: All Program areas will be continually monitored by our staff to ensure a safe environment for our students. Activities will be planned and designed with appropriate supervision, materials, and environment to ensure accident prevention.

Crisis Intervention: If a WFC staff hears a student at one of our Programs/Camps say that they want to harm themselves and/or others in any way, the Program/Camp staff will immediately alert the parent/guardian who picks up the student on that day and the staff will complete a behavior/incident report for that person's signature. This will serve as receipt that the statement was heard and reported to the student's parent/guardian. If a parent/guardian is not the individual who picks up the student that day, the parent/guardian will also be called directly by WFC staff to inform them. WFC recognizes that this is a potentially serious matter, so in addition, will notify the School Principal of the incident. If, in the opinion of a WFC staff, a student poses an immediate threat to themselves or the other students and/or staff, the police will be contacted immediately.

**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
- Severe 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 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 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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).



# Quick Reference



## Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service  
Disease Reporting Requirements and  
Regulations can be viewed at:  
<http://nj.gov/health/cd/reporting.shtml>



**Health care providers required to report:** physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

**Administrators required to report:** persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

**Laboratory directors:** For specific reporting guidelines, see NJAC 8:57-1.7.

### CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your **own** local health department. Contact information is available at: [localhealth.nj.gov](http://localhealth.nj.gov).

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

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[www.nj.gov/health/cd](http://www.nj.gov/health/cd)

### REPORTABLE **WITHIN 24 HOURS** OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

### REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

**Hepatitis C**, acute and chronic, newly diagnosed cases only  
**Written report within 24 hours**

#### HIV/AIDS

**609-984-5940 or 973-648-7500**  
**Written report within 24 hours**

- AIDS
- HIV infection
- Child exposed to HIV perinatally

#### Sexually Transmitted Diseases

**609-826-4869**

**Report within 24 hours**

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

**Tuberculosis** (confirmed or suspect cases)

**609-826-4878**

**Written report within 24 hours**

#### Occupational and Environmental Diseases, Injuries, and Poisonings

**609-826-4920**

**Report within 30 days after  
diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

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**SICK CHILD AT PROGRAM/CAMP**

The following are symptoms/illnesses for which a child will be separated from the group and the parent/guardian will be called for prompt pick-up. (If the parent can not pick up promptly, then the parent will need to call an authorized pick up.) Severe pain or discomfort; Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency; Two or more episodes of acute vomiting; Elevated oral temperature of 101.5 degrees Fahrenheit or over or auxiliary temperature of 100.5 degrees Fahrenheit or over, in conjunction with behavior changes; Sore throat or severe coughing; Yellow eyes or jaundiced skin; Red eyes with discharge; Infected, untreated skin patches; Difficult rapid breathing; Skin rashes; Weeping or bleeding skin lesions; Swollen joints; Visibly enlarged lymph nodes; Stiff neck; or Blood in urine.

If no symptoms are present the child may be separated from the group and kept in a quiet environment until parent pick-up.

**SNACKS**

Before School Program: No snacks are served, but children may bring a snack or breakfast.

Both AM and PM Kindergarten sessions have designated "snack times" and lunch. Snacks and lunch are provided by the parent on a daily basis.

After School Program: We serve nutritious snacks daily with a choice of a protein, grain, and fruit or vegetable. Children may bring their own snack. Snacks cannot be shared. Children with peanut allergies will be able to eat at a designated table as appropriate, depending on the school's peanut/nut policy.

**CHILD'S PERSONAL PROPERTY**

Children's personal property, coats, school bags, etc. must be cleared from the Program room after each day. Any personal property which remains after the session will be taken to the school's lost and found box. Although the Program attempts to help children stay organized, the Program cannot be responsible for lost personal property. All personal property should be clearly marked with the child's name. No hand-held electronic games, phones, expensive toys, or trading cards of any kind are allowed in the Program. The Work-Family Connection will not be responsible for lost, damaged, or stolen items.

Student-owned Technology is not allowed during program/camp hours. The display and/or use by students of personal electronic devices – including phones, tablets, e-readers, music players, pagers and multifunction devices – shall be prohibited from the time student arrive at the program until they get picked up. At all times when use is not permitted, such devices must be turned off and stored out of sight. The Work-Family Connection is not responsible for stolen, lost or damaged personal electronic devices. Misuse of any of these electronic devices will result in its confiscation. Exceptions to this policy or students with individualized education plans (IEPs), Success Plans, and/or any special needs or accommodations may be granted use of one of these devices with documentation from a medical practitioner that specifically requires the use of an electronic device and/or authorization may be granted by our Director of Operations.

**USE OF SOCIAL MEDIA**

Both students and staff are not permitted to use their own personal cell phones or other personal electronic devices during the program hours. Devices are to be turned off and stowed away at all times. Students not following this rule will have their devices confiscated and given to the parent upon pick up.

Understandably, as a result of this policy, the use of social networking sites of any kind through personal cell phones or WFC owned technology (computers, iPads, program cell phone, photos, etc.) is prohibited during WFC program hours.

Students may be permitted to utilize school distributed computers or iPads for the sole purpose of homework completion, during WFC approved Homework Club time. Any correspondence for the sole purpose of homework completion (email, video, text and phone) during Homework Club time cannot be monitored and/or controlled by our staff. WFC cannot be held liable for any communication exchanged from these devices. Any other computers or iPads used by students provided by WFC during program hours will be limited to age appropriate materials and be for no more than 30 minutes at a time. Exceptions to this policy or students with individualized education plans (IEPs), Success Plans, and/or any special needs or accommodations may be granted use of one of these devices with documentation from a medical practitioner that specifically requires the use of an electronic device and/or authorization may be granted by our Director of Operations.

E-mail, text messages, and other electronic means of communication between staff and parents should take place through the WFC program phone, WFC e-mail, or WFC emergency alert system.

WFC administration uses Facebook, Twitter and Pinterest for marketing purposes. Staff may take photos of program happenings and/or students for these platforms. Any photos posted to the WFC social media pages will not include students' faces, unless parental consent for media usage has been given during registration. Parents are not permitted to post photographs or videos of any child other than their own on any social media pages.

**VISITORS AND OBSERVATIONS**

The Work-Family Connection has an open door policy for parents/guardians who have children attending the Program. They may visit unannounced at any time while their children are in attendance. Parents and community members who are screened and approved by the Site Coordinator are welcome to observe the Programs with an appointment. For liability and supervision reasons it is not possible for children who visit the Program to take part in activities.

Parents who wish to speak one on one with a staff member should schedule an appointment to ensure appropriate supervision and teacher availability.

**PARENT CODE OF ETHICS**

Parents/guardians or authorized pick-up persons entering our Program sites must conduct themselves in an educationally and socially sound manner. No parent can approach a child who is not theirs for the purpose of disciplinary action or obtaining information of an incident. The

Program will not accept any child or staff person being humiliated, scowled, hit, yelled at, or spoken to harshly.

All adults entering program areas are expected to present themselves in a manner representative of good role modeling for children.

Any adult who, in the Program staff's opinion, displays inappropriate behavior will be asked to leave immediately. Failure to immediately comply will result in the police being called. A parent/guardian or authorized pickup who does not comply may be asked to not pick up or drop off a child any longer.

Our staff is not allowed to receive personal gifts from parents, whether monetary or material. If a parent would like to make a donation or gift to the Program as a whole, a check can be written to our organization to be used for your Program's supplies, food, equipment, etc.

### **WFC STUDENT CODE OF CONDUCT**

The Work-Family Connection believes that students attending our programs need to commit to the same standards of conduct that are expected of them from their school. All students have the responsibility to respect each other, each other's property, to refrain from conduct that is disruptive to the program or others, and to behave in an appropriate manner according to our Code of Conduct in the program, lavatories, hallways, lunch/recess, playgrounds, fields, travelling to and from school, field trips, on buses and special events.

WFC students are expected to follow the program rules at all times. If a student finds that a fellow student has not followed the rules, they have the right and responsibility to tell a WFC staff member.

The following specific behaviors exemplify the conduct expected of all students:

### **STUDENT CODE OF CONDUCT**

1. Be prepared to participate, listen, follow the rules and have fun.
2. Respect the person, property, and intellectual and creative products of others by:
  - a. Displaying care for the property of others; not touching or using other's property
  - b. Accepting the rights of others to their own opinions and beliefs
  - c. Displaying courtesy and respect to others at all times by refraining from gossiping, spreading rumors, name calling, making sarcastic remarks, insulting others, mocking, laughing, making fun of, or pointing fingers at others.
  - d. Resolving disputes and differences peacefully
  - e. Displaying good sportsmanship and not excluding other students in any activity
  - f. Refraining from causing physical harm to others by either hitting, kicking, spitting, hair pulling, scratching, or any other physical contact
  - g. Refraining from using program computers, personal cell phones to post/send harmful images or threats in any and all ways
  - h. Help to maintain school facilities neat, clean, and orderly as per school rules
  - i. Sign with your parents, the Anti-Bullying Pledge
3. Students will take responsibility for their own behavior and learning by:
  - a. Making personal choices that are based on sound reasoning and decision-making

- b. Accepting constructive criticism
  - c. Acknowledging and accepting the consequences of their own actions
  - d. Reporting honestly any incidences of other students not following the rules
4. Students will share responsibilities when working with others by:
- a. Cooperating with others in the group
  - b. Contributing talents and help as appropriate
  - c. Accepting leadership when appropriate
  - d. Respecting the rights and opinions of others in a group setting
  - e. Offering to help clean up and other activities
  - f. Reporting to WFC staff when other students do not follow the rules of their program or of the school

### **POLICY ON HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

The Work-Family Connection prohibits acts of harassment, intimidation and bullying of students. A safe and civil environment in our programs is necessary for students to learn and to achieve high academic standards, as well as to develop into healthy adults emotionally, mentally, socially, and physically. Harassment, intimidation and bullying, like other disruptive or violent behaviors are conducts that disrupt both a pupil's ability to learn and a programs' ability to supervise its students in a safe and disciplined environment. Since students learn by example, staff must be strong role models for students, and therefore are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

WFC is committed to creating an environment that is safe and free of HIB behaviors. Our staff undergoes specific training annually in order to understand, identify and change unacceptable

behaviors in students. WFC requires that all students and their parents/guardians sign the WFC Anti-Bullying Pledge. This form will be made available at your programs/camps. WFC will cooperate and work with your school's HIB policies and procedures.

### **DISCIPLINE AND DISCHARGE**

Discipline is a learning process for children. It is the goal of the Programs to provide a supportive environment in which children can grow and develop. Age appropriate positive child guidance methods are used in our programs/camps.

It is expected that all children will exhibit acceptable behaviors and the ability to maintain self-control. Children are expected to be courteous, follow the rules, be kind, respect others and their property, practice safety and good hygiene, be honest, be caring, and be responsible.

Deviations from the Student Code of Conduct will be dealt with in a variety of age-appropriate ways depending on the severity of the behavior. These may include, reminder of the rules, a time away from the activity or situation, redirecting, conflict resolution using words to express oneself and talking it out, and brainstorming solutions.

Serious infractions or repeated deviations from the expected behaviors will result in a discussion with the parents/guardians. It is expected that the parents/guardians will cooperate fully with WFC staff to develop a plan to modify the unacceptable behavior. If the behavior does not change, the child may be temporarily or permanently removed from the program/camp(s).

As an exception to the above, a child may be removed immediately from the program if there is a health or safety risk to themselves, other children or adults. The risk will be determined by WFC.

It is expected that all parents/guardians will discuss these rules and regulations with their children prior to attending the program/camp(s).

In addition, children may be removed from the program as a result of parents/guardians' failure to pay tuition on time, failure to complete required forms accurately, including medical information, or tardiness in picking up children.

Behavior reports may be completed at the discretion of the Program staff. Reports will be written for physical violence, ongoing & consistent behavior or unusual or atypical behavior for that child or age. These reports are for internal WFC documentation.

### **GROUNDS FOR EXPULSION**

Unfortunately, there are sometimes reasons we have to expel a child from our Program/Camp 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 the Program/Camp:

#### **IMMEDIATE CAUSE FOR DISCIPLINE:**

- 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.

#### **PARENTAL ACTIONS FOR CHILD EXPULSION:**

- Failure to complete required forms including the child's medical records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Arriving to the Program/Camp intoxicated or under the influence of a controlled substance.
- Staff feeling afraid, harassed, and/or intimidated by parent.
- Verbal abuse or threats to other children and/or parents.
- Habitual failure to notify WFC staff of absence from programs during schedule time

#### **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/hitting of other children and/or staff.
- Running away from staff or Program/Camp location.
- WFC will notify parents of concerns that could lead to expulsion via the email address listed on child's registration, or a parent conference if deemed necessary.

**CALLING POLICE/AUTHORITIES**

Any time staff feels that an individual presents a serious or imminent threat to others or to themselves, the authorities may be called. This is at the discretion of the WFC staff.

**STAFF HIRING PROCEDURES**

All applicants undergo criminal and employment background checks, are fingerprinted, provide US citizen/legal alien registration status, undergo reference checks, complete a non-conviction statement, undergo a TB test, and provide a signed physician's certificate.

**REPORTING CHILD ABUSE AND NEGLECT**

WFC is required by law to report all occurrences of child abuse/neglect pursuant to the laws of the State of New Jersey. See "Information to Parents" section at the end of this document (Parent Handbook).

**PARENTS/GUARDIANS/AUTHORIZED PICK-UPS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**

Staff are required to make every effort to keep a child from getting into a car with a person under the influence of drugs or alcohol. Staff will try to speak with the adult away from the children, other parents and staff. We will attempt to call an emergency contact to give the child and person

a ride home. Staff will not, under any circumstances, give transportation. In a discrete manor, and away from the children, the person will be notified that we will call the police if he/she attempts to drive, either with or without the child in the car.

**PARENT INVOLVEMENT**

There are a variety of opportunities for parent involvement. At the start of the school year, parents may be invited to attend a Family Orientation Meeting. Parents are informed of policies and procedures and have an opportunity to ask questions and meet the staff.

We also encourage parents to visit the Programs while their child is present, to chaperone trips, and to interact with the staff on a daily basis.

Each year, parents are asked to complete a Family Satisfaction Survey for Program improvement purposes.

**CONSUMER PRODUCT RECALLS**

Parents are encouraged to check the State recall website for up to date information on recalls for children's products: [www.state.nj.us/lps/recall/recalls.htm](http://www.state.nj.us/lps/recall/recalls.htm)

**EMPLOYING WFC STAFF**

Please do not ask our staff to work for you in any capacity. They are prohibited from accepting any employment during their employment and up to 6 months following termination of employment.

**EMERGENCY PROCEDURES**

WFC adheres to the Standard Response Protocol (SRP) along with all School Districts. Police authority may, at any time, alter our procedures. These are general procedures, although WFC has specific procedures for each Program in coordination with each school.

**IN THE EVENT OF A SCHOOL EVACUATION:**

If a school evacuation is issued before the time the After School Program begins, then the Program will not be in operation that day. Parents must make arrangements to pick up their child directly from the school.

If a school evacuation is issued during the After School Program, then all children and staff will do the following:

If it is a temporary evacuation and we are expecting to return to the school, we will wait in a safe area outside of the school with all staff and children until it is safe to return to the school.

If it is a permanent evacuation for that day then all staff and children will go to a designated safe place that is determined by the individual school and school district. To notify our parents, we will post signs on all doors of the school and try to contact all parents via our emergency alert system. Please do not opt of receiving messages on our emergency alert system.

**IN THE EVENT OF A LOCKDOWN AT THE SCHOOL:**

“Locks, Lights, Out of Sight”

Lockdown means that there is a danger inside the building. In the event of a lockdown at the school, no one is allowed to enter or leave the building. You will be unable to pick your child up from the Program until the lockdown has been released by the local police. Parents are informed that their school is in a lockdown through the media or when they arrive at the school. During a lockdown, we stay in the designated space with all children, lock the doors and close the shades. We do not let any children move through the school. All persons are to stay clear of windows, glass doors, and refrain from turning on bright lights or using flash lights. We will try to keep the children happy, calm and engaged in activities. The children will be told that there is a situation outside that prevents them from going out of the building, that their parents are aware, and that they are safe. Words such as lockdown, severe, emergency, danger, etc. will not be used as to deter panic and extreme behaviors. Our primary goal is to keep the children safe and calm. Note: If the school is in a lockdown before the After School Program begins, our staff is not allowed to enter the building and the After School Program will not operate on such a day.

**IN THE EVENT OF A LOCKOUT AT THE SCHOOL:**

“Lockout! Secure the perimeter.”

Lockout means that there is a danger outside of the building, and no one is allowed to enter or leave. The program may continue to operate in its normally scheduled room, but all access to the school is prohibited and no one is allowed outside.

**SHELTER PROCEDURE:**

Shelter is called when the need for personal protection is needed. This could mean tornado, earthquake, bomb or hazmat. The school/police will notify by saying “Shelter (for type and method)”. Items to be brought to the Shelter are: WFC Black Emergency backpack, WFC First Aid Kit, Child Information and Attendance book, WFC cellphone and staff personal cellphone (if it is in possession), and students’ EpiPen or Medications. Shelter procedure is as follows, and should follow the school/police shelter procedures:



- 1) A shelter initiated by Police, school, Site Coordinator or Site Director.
- 2) Will be told what you are sheltering for and what to do
  - a. For Tornado
  - b. For Bomb
  - c. For hazmat
  - d. Drop, Cover and Hold
  - e. And Seal
  - f. In Silence
- 3) Gather children in area as instructed by school/emergency personnel
- 4) Help children in following instruction
- 5) Keep quiet and listen for further instructions
- 6) Take roll call and notify police if missing any students
- 7) Follow all instructions given by police/emergency responders
- 8) Contact Site Coordinator (*should be within five minutes of shelter being called*)
- 9) Notify parents

**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://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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/](http://www.state.nj.us/dcf/).

OOL/INFORMATION TO PARENTS/APRIL 2017