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**MISSION STATEMENT**

The Work-Family Connection, Inc./After School Enrichment Programs is a family of not-for-profit educational organizations 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. 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). A separate sign-up form will be available at your Program site's parent corner approximately 2 weeks prior to the day.

**SUMMER CAMP**

Varies per school district.

**EMERGENCY CLOSINGS AND DELAYS**

**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 Program will open on the same delay schedule as the school.

**Emergency Early Dismissal Days** – If school opens in the morning, then closes early, the Program will not operate.

**SCHEDULED EARLY DISMISSAL DAYS**

Most Programs will be available on these days, starting at the early dismissal time until the usual close time. Roselle Park schools will not have After School Programs on scheduled early dismissal days.

**REGISTRATION AND PAYMENT PROCEDURES**

Registration for all programs is online at our website, [www.workfamily.org](http://www.workfamily.org).

**NO CHILD WILL BE ADMITTED WITHOUT ALL FORMS COMPLETED ONLINE AND SUBMITTED WITH YOUR ELECTRONIC SIGNATURE.**

**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.

**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, 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 will be applied to June's tuition.

**Monthly Tuition Payment:**

Payment is due 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, 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 x14 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 or information on the registration form must be made in writing at least 30 days in advance. 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.

**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 \$40.00 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. Delinquent accounts will continue to accrue late fees on a monthly basis. Collection and legal fees will be at the expense of the primary parent/guardian. In order for services to be re-instated for your child, account balances must be paid in full, including a \$60.00 reinstatement 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 Program closing time you will be billed \$1.00/minute/family after hours pick-up fee.

**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. Please visit [www.workfamily.org/documents/phonelist.pdf](http://www.workfamily.org/documents/phonelist.pdf) for our list of Program phones.

**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 school must also be notified by the parent either with a written note or phone call. For **Kindergarten Programs** due to limited space, Kindergarten parents **MUST** request a drop-in slot a **MINIMUM** of 48 hours in advance. We will contact you if slot availability is denied at least 24 hours in advance, provided that WFC received 48 hours notice. 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.

**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 sign-ups will be available approximately 2 weeks in advance at the Program sites. 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 write a note to the School, if the child was not absent from school. 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****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 including drop-in.

**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 1<sup>st</sup>.** For your convenience we accept Visa, MasterCard, or direct withdrawal from bank accounts. To set up automatic monthly payment, please call (908) 534-5935 x14 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 on the registration form 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 \$40.00 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. Delinquent accounts will continue to accrue late fees on a monthly basis. Collection and legal fees will be at the expense of the parent/guardian. In order for services to be re-instated for your child, account balances must be paid in full, including a \$60.00 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.

**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.

**Absence:**

If a child will not be attending Camp on a regularly scheduled day, because of 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) the full summer camp tuition is due.

**POLICY ON CHILDREN WITH SPECIAL NEEDS**

The Work-Family Connection, Inc./After School Enrichment Programs 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 center may exclude a child whose illness 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 center.

**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, Inc./After School Enrichment Programs’ 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.

**BEFORE AND AFTER SCHOOL PROGRAMS**

(all times are approximate)

BEFORE SCHOOL		
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.
	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.

AFTER SCHOOL		
Dismissal to as late as 6:30pm. Students are free to choose any of the following throughout the program.	Individual Choice and Snack	As above, but including outdoor activities (weather permitting), such as organized non-competitive sports and games. Snacks may include fresh fruit and vegetables, protein and whole grain.
	Theme Projects and Activities	Weekly theme activities including Arts, Nature & Science, Technology, Language, Drama, Health and Safety, and Multi-Cultural activities
	Homework and Quiet Time Choices	
	Group Activities and Team Projects	

**KINDERGARTEN WRAP-AROUND/EXTENDED CARE PROGRAM**

(all times are approximate)

KINDERGARTEN WRAP-AROUND		
AM Session 8:45 - 9:30am PM Session 12:15-12:45PM	Circle Time and Journals	Consisting of: Attendance, Flag Salute and Song, Calendar, Weather Chart, Story and Discussion, Theme Project Introduction and Directions.
AM Session 9:30 - 10:15am PM Session 12:45-1:30PM	Project/Lessons and Individual Choice	
AM Session 10:15 - 10:30am PM Session 1:30-1:45PM	Bathroom, Snack and Clean-up	
AM Session 10:30 - 11:15am PM Session 1:45-2:30PM	Supplemental Instruction: Alternating Days	ALPHABET (recognition and writing) MATH (using manipulatives) SCIENCE, CREATIVE WRITING, CREATIVE DYNAMICS WITH MUSISC AND THEME ACTIVITIES.
11:15am - 12:15pm	Lunch and Recess (AM and PM SESSIONS TOGETHER)	
AM Session 8:45 - 9:30am PM Session 12:15-12:45PM	AM Transition to Kindergarten PM Transition to Pick-Up or After School Program	

**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 are encouraged to participate in an outdoor activity for at least 15 minutes on a daily basis.

**STAFF/CHILD RATIO**

Although state licensing ratios are 1:15, The Work-Family Connection, Inc./After School Enrichment Programs tries to keep a staff/child ratio in the 1:10-1:15 range, dependent on the children’s age.

**PLAN FOR SUPERVISING CHILDREN**

The Work-Family Connection, Inc./After School Enrichment Programs 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 appropriate relationships 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 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 Site Director/Supervisor 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 Site Director/Supervisor or Program's Senior Director.

**SIGN IN AND OUT PROCEDURES**

For the Before School Program parents/guardians must escort their child into the building and sign their child in. For the After School Program parents must come into the building and sign their children out. Children will arrive and leave the Program according to the schedule set by the parents/guardians during registration. The Work-Family Connection, Inc./After School Enrichment Programs 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.

**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 in writing by 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.

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, DYFS 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.

**Schedule Change:** If your child has a schedule change in their transportation for any given day (not a permanent change, just a change for one day), call the Program Phone for your WFC Program and leave a message on the voicemail as to the details of the change and write a note to your child's classroom teacher. Permanent 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.

**Field Trips:** Students will be transported via school bus.

### **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.

### **DISTRIBUTION OF MEDICATIONS**

Children who require medication during the day must have a signed Medical Authorization Form from the parent/guardian 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.

### **HEALTH AND SAFETY POLICY**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the staff knows what to do if a problem should occur during Program hours.

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

If a child has any one of the following conditions, the parent/guardian will be notified to pick up the child immediately: contagious disease, fever over 101.5 or designated by your school district, vomiting or diarrhea, pain or discomfort, an accident requiring medical attention, and any other changes or conditions at the discretion of our staff.

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.

Communicable Diseases: Communicable diseases must be reported to the Program Site Director/Supervisor immediately. The Program may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the Program.

The following provisions relate to excludable communicable diseases:

- 1) The Program shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the Program until:
  - a. A note from the child’s or staff member’s health care provider stated that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
  - b. The Program has contacted the Communicable Diseases Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
  - c. If the child or staff member has chicken pox, the Program obtains a note from the parent/guardian or staff member stating that all sores have dried and crusted.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

<u>Respiratory Illnesses</u>	<u>Gastro-Intestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenzae*	Giardia Lamblia*	Scabies
Measles*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	
Mumps*	Shigella*	
Strep Throat		
Tuberculosis*		
Whooping Cough*		

\*Reportable diseases, as required by N.J.A.C. 10:122-7.10(a).

All parents/guardians will be notified of such illnesses if the school has not already done so.

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: 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.

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. 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.

### **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, expensive toys, or trading cards of any kind are allowed in the Program. The Work-Family Connection, Inc./After-School Enrichment Programs will not be responsible for lost, damaged, or stolen items.

### **VISITORS AND OBSERVATIONS**

The Work-Family Connection, Inc./After School Enrichment Programs 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 Director 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 teacher 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 being humiliated, scowled, hit, yelled to or spoken harshly to, whether it is to their own child or another.

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.

**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 expected behaviors 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. Requested copies need to be made to WFC's main office via email at [vweeks@theworkfamilyconnection.org](mailto:vweeks@theworkfamilyconnection.org).

### **GROUNDINGS 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.

#### **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.

### **CALLING POLICE/AUTHORITIES**

Any time staff feels that an individual presents a serious or imminent threat to others or 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.

The Programs would like a volunteer “Parent Rep” from each Program to be a point-of-contact and representative for parents. In turn, the rep will formally meet with the Program Site Director/Supervisor and staff of their Program every other month to voice concerns, suggestions, and assist with Program improvement efforts. Approximate volunteer time is 5 hours per school year.

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/ASEP 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****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 on the telephone or cell phone, whichever one is operable.

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

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 NATURAL OR CIVIL DISASTER:**

In the event of a natural or civil disaster, we must adhere to the local emergency management relief efforts. Should there be this type of emergency, we will try to contact our main office to relay important information. If we have phone service we will try to contact all families and notify them. Should this happen and you are unable to reach the Program at your child's school, please contact our main office at 908-534-5935.

**INFORMATION TO PARENTS**

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

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

To be licensed, our Programs 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 Programs 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the Programs 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 Program may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing at: 609-292-1021 or 609-292-9220 or toll free 877-667-9845. Of course, we would appreciate you bringing these concerns to our attention, too.

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

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

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

Our Programs 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 discuss with us any questions you may have about it.

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

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

Parents or enrolled children may visit our Programs at any time without having to secure prior approval from the Program Site Director/Supervisor or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

Our Programs are required 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, P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the Program 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).

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 Program or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at 800-792-8610 or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, NJ 08625-0717.