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## **WELCOME TO PRIMETIME!**

Dear Primetime Parents and Primetime Participants,

Thank you for enrolling your child into the YMCA of Burlington County's Primetime (Before School/After School) Program. The entire Primetime staff would like to welcome you to our program. Each of us hopes your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships, and have fun.

The YMCA of Burlington County School Age Child Care Curriculum is based on a holistic approach to childcare. Site Supervisors develop monthly lesson plans that allow children the opportunity to participate in activities such as: Arts and Humanities, Character Development, Math and Literacy, Science and Technology, Service Learning and Quality Homework Time. The YMCA of Burlington County offers children diverse experiences and opportunities for learning through developmentally appropriate activities and practices.

The policies outlined in this handbook are what you may expect from the Primetime program and what the Primetime team members expect from program participants and their parents. In order for your child to have a positive experience at the Primetime program parents and Primetime staff must work together. We hope you find this handbook to be helpful.

Some of our standards for the Prime Time Program include:

- Provide a safe, structured environment for your child(ren)
- Nourish the self-worth of each child
- Develop children's personal and interpersonal social skills, and promote respect for cultural diversity via developmentally appropriate activities
- Offer homework assistance and other learning activities (study skills, active listening, etc.)
- Provide recreational and physical activities that will develop lifelong physical/ social skills
- Model the importance of character development through Caring, Honesty, Respect and Responsibility every day

Your involvement as a parent/caregiver in the Primetime Program is extremely important for our continued success. It's important to keep in touch with the Primetime staff after your child(ren) begin participating and to stay informed about how they are enjoying their time at the program.

My staff and I are excited that you have selected our School Age Child Care/ Primetime program. Please do not hesitate to call if you have questions, comments, or suggestions.

Sincerely,

Sean Phillips  
Executive Program Director



## **YMCA of Burlington County Mission Statement**

The Primetime Program is a safe and fun environment that provide programs promoting healthy lifestyles and positive youth development through a holistic approach to out of school time.

## **YMCA of Burlington County Primetime Mission Statement**

The YMCA of Burlington County Primetime Program is dedicated to providing quality youth programs which have the goal of quality school aged child care in a safe, healthy, and fun atmosphere.

## **Philosophy of YMCA School Aged Child Care**

The philosophy of the YMCA of Burlington County's Primetime program is to nurture each child through care, understanding and affection. We offer school aged child care programs that promote learning thought play, recreation, and structured classes.

## **Program Goals**

Primetime is the YMCA of Burlington County's Before/Afterschool Child Care Program. This state licensed program provides opportunities that stimulate a child's physical, social, intellectual and emotional development in an asset rich environment.

The YMCA Primetime experience is grounded in a set of seven objectives that characterize all Y programs, and help people:

- Grow Personally.
- Learn Values.
- Improve personal family relationships.
- Appreciate diversity.
- Become better leaders and supporters.
- Develop specific skills and assets.
- Have fun.

## **Volunteer Opportunities**

The Primetime Program welcomes volunteers into our facility for many different activities. Primetime welcomes parents who want to come in and read a story to the children, or teach a foreign language, or maybe just help with special activities. Whatever your talent is or just a desire to help we have a space for you! Stop by either YMCA branch to complete a volunteer application and start helping shape the life of a child.

## **Business Policies and Procedures**



## **YMCA Membership**

Each child attending the Primetime Program must be enrolled as a Primetime PLUS Member of the YMCA. The cost of the membership is \$75.00 per year. The PLUS Membership allows your child to enroll in programs offered at the YMCA at a Full Facility Member rate and registration dates as well as participate in monthly family nights and Gym and Swim on Saturdays from 1:00 to 5:00pm at no additional cost

## **Registration**

Completed Registration/Emergency forms may be returned to either Burlington County YMCA facility. Appropriate Deposits/Payments should accompany registration forms.

YMCA of Burlington County  
Primetime Office  
302 Commerce Square Blvd.  
Burlington, NJ 08016

YMCA of Burlington County  
Primetime Office  
59 Centerton Road  
Mt. Laurel, NJ 08054

Primetime Payments and Deposits can be made in the form of cash, check, money order or by credit card (Visa, American Express, Master Card and Discover).

All payments must be made at a YMCA facility location. Under no circumstances can tuition payments be made at the Primetime location.

## **Payment**

Primetime is a monthly tuition program. Tuition is an annual cost that is paid in 10 equal payments that accounts for 180 days of school, scheduled half days, and school holidays. Payments are due to the YMCA by the 20<sup>th</sup> of each month preceding your child/children's participation in the Primetime Program.

For your convenience the YMCA offers an automatic bank/credit card draft system.

## **Payment Options**

### **1. Monthly Bank Draft (Credit Card & Checking Accounts):**

If you sign up for the Bank Draft Plan, your will tuition will be deducted automatically from your account - ***no more late fees!*** Primetime/SACC Draft Payments will be charged 5 days prior to the 1<sup>st</sup> of the month for that month of service.

### **2. Mailing / dropping off payments to the appropriate YMCA location:**

Payments are due by the 20<sup>th</sup> of the month prior to service. (For example, payments for October are due by September 20<sup>th</sup>). Please send/ deliver your payment to the YMCA in a timely manner to avoid late fees and potential discontinuation of service.

Please send payment to:



YMCA of Burlington County  
Attn. Primetime  
302 Commerce Square Blvd.  
Burlington, NJ 08016

## **Late Payments**

Late payments will jeopardize your child's space in Primetime. Payments will be due between the 1<sup>st</sup> and 20<sup>th</sup> of each month for the upcoming month. We must receive payment NO LATER than the 20<sup>th</sup> of the month to avoid a late fee charge.

After the 20<sup>th</sup> a \$25.00 late fee will be assessed. If payment is not received by the 30<sup>th</sup> your child will not be able to attend the Primetime Program on the 1<sup>st</sup> of the month. We must receive payment before your child is able to return to the Primetime Program.

## **Sibling Discounts**

Siblings who attend the School Age Child Care/Primetime Program or Burlington County YMCA Child Care will receive a 10% discount on their monthly tuition.

## **Schedule Changes**

A 30-day written notice is required. A Schedule Change Form must be completed by the parent or guardian. Schedule Change Forms are available at the Primetime sites or either Branch of the YMCA. If you need to make a change in the schedule for the program, a Change Form must be signed by the parent or guardian.

## **Program Withdrawals**

A 30-day written notice is required. The YMCA will stop billing only after it has received a Withdrawal Form. A Withdrawal Form must be completed by the parent or guardian. Withdrawal Forms are available at the Primetime sites or either Branch of the YMCA. A Withdrawal Form must be signed by the parent or guardian. No refunds will be awarded for changes to schedule or withdrawals from the program without 30 day written notice.

## **Tax ID Number**

Primetime expenses qualify as deductible child care expenses.

Our tax ID number is: **21-0634482**

## **Financial Assistance**

The YMCA of Burlington County believes that no one should be denied a place in a YMCA program because of inability to pay. Financial assistance is provided to those who qualify through donations to our Strong Kids Campaign. Proof of financial need is required.



Financial assistance is awarded based on income, family size, or special circumstance and all families are encouraged to apply. Financial Assistance applications can be downloaded and printed off our web site ([www.ymca-bc.org/Financial\\_Assistance.pdf](http://www.ymca-bc.org/Financial_Assistance.pdf)) and are also available at the Welcome Centers at either facility. Financial aid money is limited and assistance will be awarded on a first come, first served basis.

Completed applications with completed child registration forms must be mailed to:

Financial Assistance Coordinator  
PO Box 1836  
Mt. Laurel NJ 08054

Financial Aid applications will not be accept at either YMCA facility location. Applications are not reviewed until **ALL** supporting documentation and registration forms have been received and space in the program is not saved during the process. The deadline for Financial Aid Applications to be received for September enrollment will be August 1<sup>st</sup>.

If you have specific questions regarding Financial Aid please call: (856)234-6200 x 296

### **Strong Kids**

Strong Kids financial assistance bridges the gap between what someone can afford and the full cost. It requires an application to verify need and it requires some financial commitment by the recipient.

The Strong Kids Fund comes only from donations, not membership or program fees.

YMCAs consistently rank among the best charities for giving, based on percentage of money spent on services rather than administrative or fund-raising costs.

### **Communication with Members/Parents**

**Phone:** Please provide us with the phone number you would like us to use to contact you for accidents/incidents involving your child, emergency closings, and other information we deem important.

**Personal meetings:** If there is an issue you would like to discuss with the School Aged Childcare Director, Assistant School Aged Child Care Director, or Site Supervisor we will arrange meeting times with the necessary parties. We may also request a personal meeting with you if necessary.

### **Program Information**

#### **Primetime Site Locations**

The YMCA of Burlington County offers Primetime Programs at 12 different locations throughout Burlington County and 7 different locations in Camden County.



### Burlington County North

School	Location	Schedule	Grades	Site Cell Phone #
B. Bernice Young	Burlington Twp.	AM & PM	1 <sup>st</sup> – 2 <sup>nd</sup>	(609) 217-8613
Fountain Woods	Burlington Twp.	AM & PM	3 <sup>rd</sup> – 5 <sup>th</sup>	(609) 217-8615
Burlington Middle	Burlington Twp.	PM Only	6 <sup>th</sup> – 8 <sup>th</sup>	(609) 680-1351
Springfield	Springfield Twp.	AM & PM	K – 6 <sup>th</sup>	(609) 217-8607
Doane Academy	Burlington City	PM	K-6 <sup>th</sup>	609-543-6200
Beverly City School	Beverly City	PM	K-8 <sup>th</sup>	

### Burlington County South

School	Location	Schedule	Grades	Site Cell Phone #
Mary Roberts	Moorestown	AM & PM	1 <sup>st</sup> – 3 <sup>rd</sup>	(609) 217-8623
Upper Elementary	Moorestown	AM & PM	4 <sup>th</sup> – 6 <sup>th</sup>	(609) 217-8624
Millbridge	Delran	AM & PM	K - 2 <sup>nd</sup>	(609) 217-8617
Delran Intermediate	Delran	AM & PM	3 <sup>rd</sup> – 5 <sup>th</sup>	(609) 217-8618
Riverside	Riverside	AM & PM	K – 6 <sup>th</sup>	(609) 217-8632
Riverton	Riverton	AM & PM	K– 6 <sup>h</sup>	(609) 217-8621

### Camden County

School	Location	Schedule	Grades	Site Cell Phone #
7 <sup>th</sup> Ave	Haddon Heights	PM Only (with bussing to Glenview)	K – 5 <sup>th</sup>	(609) 330-3071
Atlantic Ave.	Haddon Heights	PM Only (with bussing to Glenview)	K – 5 <sup>th</sup>	(609) 330-3071
Glenview	Haddon Heights	PM Only	K – 5 <sup>th</sup>	(609) 330-3071
Burling	Pennsauken	AM & PM (with bussing to/from Carson)	K – 5 <sup>th</sup>	(609) 217-8620
Carson	Pennsauken	AM & PM	K– 5 <sup>th</sup>	(609) 280-1412
Delair	Pennsauken	AM (with bussing from Franklin) & PM	K – 5 <sup>th</sup>	(609) 217-8631
Fine	Pennsauken	AM (with bussing from Franklin) & PM	K – 5 <sup>th</sup>	(609) 217-8629
Franklin	Pennsauken	AM & PM	K– 5 <sup>th</sup>	(609) 217-8373
Intermediate	Pennsauken	AM (with bussing from Franklin) PM (with bussing from Fine)	5 <sup>th</sup> -6 <sup>th</sup>	AM (609) 217-8373 PM (609) 217-8629
Longfellow	Pennsauken	AM (with bussing from Franklin) PM (with bussing from Delair)	K– 5 <sup>th</sup>	AM (609) 217-8373 PM (609) 217-8631
Roosevelt	Pennsauken	AM (with bussing from Carson) & PM	K – 5 <sup>th</sup>	(609) 217-8633
# 4 School	Lindenwold	AM & PM	K-5th	
#5 School	Lindenwold	AM & PM	K-5 <sup>th</sup>	



### Contact Information:

School Aged Child Care Director

Corrien Green  
609-543-6200 ext 301  
[corrieng@ymca-bc.org](mailto:corrieng@ymca-bc.org)

School Aged Child Care Director

Danielle Wiest  
609-543-6200 x. 306  
[daniellew@ymca-bc.org](mailto:daniellew@ymca-bc.org)

Primetime Registrar

Nancy Haney  
609-543-6200 x. 308  
[nancyh@ymca-bc.org](mailto:nancyh@ymca-bc.org)

### Schedule of Hours

The Primetime Program's AM hours are from 7:00am until the start of school. Please do not drop off children before the program officially begins.

The Primetime Program's PM hours are from the end of the school day (even on half-days) until 6pm. (Camden County sites are open until 6:30pm).

### School Closings/ Inclement Weather

If weather conditions threaten a possible school closing or late arrival please listen to the radio or watch the local TV news to see if your child school will be closed.

If your child's school is closed:  
There is **NO** Primetime Program

If your child's school has a delayed opening:  
There will be **NO** Primetime AM Program

If your child's school has an early dismissal:  
There will be **NO** Primetime PM Program

### Attendance

#### Absence

If your child is going to be absent please call the Primetime Program to notify the staff of the absence. If the Primetime Staff does not receive notice of an absence they will assume the child is missing and will contact everyone on the emergency contact list until they receive notification of the child's whereabouts. It is extremely important that you report any absences to the Primetime program. Failure to alert Primetime of absences endangers all the children in the Primetime program. Repeated failure to alert Primetime of absences may result in termination from the Primetime Program.



## **Sign In/Out**

Your child must be physically signed in and out at drop off and pick up. You must indicate the time and initial the attendance form. Each child must be brought into the center and signed in by an adult. Signing in and out is a critical part of us tracking the children throughout the day. Repeated failure to sign in and out properly may result in termination for the Primetime Program.

## **Policy on the Release of Children**

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

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

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

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the Primetime Program, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

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

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

No child shall be released from the program unsupervised.

**Late Pick up Fee-** The fee for late pick-up, pick up after the official end of the Primetime program, is \$10.00 for the first minute and \$1.00 for every minute after, to be paid at the time of pick-up. Late payments must be paid with check. No cash will be expected at the Primetime site. Repeated late pick up may result in termination for the Primetime Program.



## **Medical Policies**

### **Illness:**

In order to prevent illness from being spread to classmates, please observe the following guidelines.

Your child should be at home if ill and will be sent home if he/she has the following:

- Temperature of 100 degrees or more (excluding immunization reactions).
- Severe cold with fever, bronchitis; until the child has been on an antibiotic for at least 24 hours.
- Vomiting.
- Rashes that cannot be identified or have not been diagnosed by a physician.
- Contagious diseases such as measles, chicken pox, mumps, roseola, pink eye and impetigo.
- Ear or throat infections until he/she has had medication for at least twenty-four hours.

In the event that your child becomes ill at Primetime, a staff member or administrator will contact you. Upon notification, we require that your child be picked up from the program within one hour. Failure to pick up a sick child in a timely manner endangers the health of all children enrolled in the program and may result in termination from the program.

Children sent home from Primetime must be free of symptoms, (i.e. fever, vomiting) for 24 hours before returning. A note from your doctor stating that the child presents no health risk to himself or others may be required in order for your child to return to Prime Time.

We try very hard to minimize infections and control the spread of disease with the following measures:

- Cleaning the eating area thoroughly after each child.
- Washing hands before food handling.
- Using gloves during snack distribution
- Requiring and supervising hand washing with children before meals and after toileting.
- Disinfecting toys.

### **Injury:**

If emergency medical care is necessary, any of the following steps might be taken:

1. Attempt to contact the parent or guardian.
2. Attempt to contact persons listed on the emergency card.
3. An ambulance or paramedics may be summoned.
4. Take child to hospital if no responsible person can be reached.

## **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, he/she should not attend Primetime.

If such symptoms occur at the Primetime Site, the child will be removed from the group, and the parent/guardian will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea



- Swollen joints
- Blood in urine
- Episodes of acute vomiting
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Skin lesions that are weeping (open sore) or bleeding
- Visibly enlarged lymph nodes
- Stiff neck
- Elevated oral temperature of 101.5 degrees Fahrenheit

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or to others, he/she may return to the program.

### **Table of Excludable Communicable Diseases**

#### **Respiratory Illnesses**

Chicken Pox \*\*  
German Measles  
Hemophilus Influenzae \*  
Measles \*  
Meningococcus \*  
Mumps \*  
Strep Throat  
Tuberculosis \*  
Whooping Cough

#### **Gastrointestinal Illnesses**

Giardia Lamblia \*  
Hepatitis A\*  
Salmonella \*  
Shingella \*

#### **Contact Illnesses**

Impetigo  
Lice  
Scabies

A child who contracts any of the following diseases may not return to the center without a physician's note stating that the child presents no risk to himself/herself or others:

\*Reportable diseases that will be reported to the health department by the center.

\*\*Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted. \*\*

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

### **Medication**

Any medication which needs to be administered to your child must first be brought in to the Site Supervisor. A PARENT REQUEST TO ADMINISTER MEDICATION FORM MUST BE COMPLETED.



**Prescription medications must be in the original prescription packaging and be accompanied by a doctor's note prescribing that medication to your child.** If your child needs an inhaler or epi-pen please provide an extra with their name on it. The Site Supervisor will store it in an appropriate and safe location.

All non-prescription medications will be kept away from child and in the Site Supervisor's control. This includes "innocuous" over the counter products such as: cough drops, aspirin, and cold medications. We treat these as "medications" and they can only be administered by the Site Director or Assistant Site Director. They are not to be available to the child at Primetime and are not allowed in their lunch box or back pack. We need to avoid misuse and "sharing".

## **Parental Involvement**

### **Parent Observation**

We have an open door policy with our parents. You are welcome at your child's Primetime site any time. You do not have to secure prior approval from the Site Supervisor or School Age Child Care Director. Please feel free to do so when you can. We welcome visits from our parents.

### **Parent Communication**

The Primetime Program is more than babysitting! Please help impress upon your child/children that Primetime is a special program designed to meet his/her needs and interests, where cooperation and communication are vital for safety and fun.

We appreciate when parents keep us informed of any changes or special events in their child's schedule. Also, please let us know of any transitions in your child's home life (divorce, birth of a new child, death, etc.). This communication helps the Primetime staff remain sensitive to your child's needs.

Parents are welcome to volunteer with the program in the following ways:

- Donating used toys, games, or books
- Providing input and suggestions about our program
- Completing and returning parent evaluations
- Presenting special program using hobbies or careers as topics
- Saving household items to be used as arts and crafts supplies



## **PROGRAM RULES**

### **Primetime Discipline Policy**

It is the YMCA's goal to provide a healthy, safe, and secure environment for all Primetime participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values of the YMCA and to interact appropriately in a group setting.

Below is a list of the 7 major rules of Primetime:

- Treat myself, others, and the program with **CARING, HONESTY, RESPECT, and RESPONSIBILITY.**
- Follow directions and instructions from Staff
- Participate in and try each new activity
- People are **RESPONSIBLE** for their actions
- To keep hands, feet, and all other body parts to myself
- We **RESPECT** each other and the environment, program facilities, equipment, and property
- Have Fun

### **Fighting**

For the safety of all of the children in the Primetime Program, physical fighting is absolutely prohibited and will NOT be tolerated. Therefore, any fighting offense may result in immediate suspension from the program.

### **Suspension/Expulsion**

Unfortunately, there are some reasons we have to expel a child from our program either on a short term or permanent basis. We want you 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 terminate or suspend a child from this center.

### **Parental Actions for child's Suspension/Expulsion**

- Failure to pay/habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up your child
- Physical or verbal abuse to participants or staff.

### **Child's Actions for Suspension/Expulsion**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting



## **Reason for Immediate Expulsion**

We will make every effort to work with families in the event that expulsion from the program is necessary. However, if the child or parent/guardian poses a direct threat to their own or the safety of other participants and staff, the YMCA may call for an immediate expulsion from the program. These threats can include, but are not limited to, physical violence and verbal or implied threats.

## **Proactive solutions that will be taken in order to prevent Suspension/Expulsion**

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, activity appropriateness, and supervision
- Staff will always use positive methods of language while disciplining children
- Staff praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Brief time-out will be given so child can regain control
- Child may lose certain privileges
- Parent/guardian will be notified verbally
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion
- The director, staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors

## **Schedule of Expulsion**

If after the remedial actions above have been exhausted, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension/expulsion. A suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the program.

- The parent/guardian will be informed regarding the length of the suspension period.
- The parent /guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care(approximately one to two weeks notice depending on risk to other children welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

Payment for suspended or expelled Primetime days is non-refundable.

## **A child will NOT be expelled if a child's parents:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Report abuse or neglect occurring at the center
- Question the center regarding policies and procedures
- or
- Without giving the parent an adequate amount of time to make other child care arrangements



## Licensing Policy Information to Parents

Under the provisions of the Manual of Requirements (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 the 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.

Our Center is 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 center. Look for it when you are in the center.

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

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

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements. 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 standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, as well.

Our center must have a policy concerning the release of the 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 center.

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

Our center must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff 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 Bureau 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 participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

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

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

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, Toll Free at (800) 792 - 8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN717, Trenton, NJ 08625.