

Department of Children and Families Office of Licensing

POLICIES

Dear Parent/Guardian:

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

The statement highlights, among other things, your right to visit and observe our center at any time without having to secure prior permission, the center's obligation to be licensed and comply with licensing standards, and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline 1-877-NJ ABUSE.

Please read this statement carefully, should you have any questions, feel free to contact me at (917) 447-7194.

Sincerely,

Lisandra Delgado, Executive Director, SACC of Leonia

INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed childcare center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, state licensing requirements, child abuse/neglect reporting requirements and other childcare matters. The center 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 areas such 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 any questions or concerns with us regarding 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 you 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.

Continuation of INFORMATION TO PARENTS

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/childcareexplorer>.

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) 2920422 or go to www.state.nj.us/dcf/.

POLICY ON THE RELEASE OF CHILDREN

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

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

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

1. The child is always supervised
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
3. After closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline at 1-877-NJ-ABUSE (1-877- 652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

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

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)
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

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

POLICY ON METHODS OF PARENTAL NOTIFICATION

With the rapid changing technology, we find it necessary to inform our families that SACC uses several methods to communicate with both parents and staff.

SACC uses the following methods of electronic communication:

- Email
- Text messages via phone or app

Should a child become ill at SACC, SACC staff will send a message to the parent/guardian via text message informing the parent.

If we do not hear back from the parent, we will try calling the other parent/guardian.

If this fails, we will contact emergency pick up people informing them that the child must be picked up due to illness.

Injuries

Minor Injuries

If your child is injured during the day with a minor injury (i.e. scrapes, scratches, etc.), you will be informed via a text message or ProCare message of the nature of the injury. This does not mean the child needs to be picked up early but allows us to remain transparent with any occurrence throughout the day.

Serious Injuries

Parent will be called immediately.

Behavior Issues

Minor Issues

Parent will be informed via a text message or ProCare message of any minor behavioral situations occurring in any given day. We simply ask you to follow up with your child about the incident when you see your child that evening.

Major Issues

Parent will be called immediately and may be asked to pick up the child for the day.

Devices used to Communicate with SACC Parents and Staff:

- Center Cell Phone
- Personal Cell Phone
- Center Tablet
- Center Computer
- Personal Computer

Staff Guidelines for Use of Electronic Devices:

- Use of devices is permitted but shall not prevent staff from adequately supervising children
- Use of devices requires permission from the director

POLICY ON MANAGEMENT OF 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 pick up the child.

- *Severe pain or discomfort
- *Episodes of acute vomiting
- *Lethargy
- *Yellow eyes or jaundice skin
- *Infected, untreated skin patches
- *Skin rashes with fever or behavior changes
- *Mouth sores with drooling
- *Covid-19 Symptoms
- *Acute diarrhea
- *Temperatures over 100.4 F
- *Severe coughing
- *Red eyes with discharge
- *Difficult or rapid breathing
- *Skin lesions that weep or bleed
- *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 him/herself or others, the child may return to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

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

RESPIRATORY ILLNESSES:

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

GASTROINTESTINAL ILLNESSES:

Campylobacter*, Escherichia coli*, Giardia Lamblia*, Scabies, Hepatitis A*, Salmonella*, Shigella*

CONTACT ILLNESSES

Impetigo, Lice, Shingles, Scabies

*Reportable disease that must be reported to the health department by the center.

*Covid-19 is a reportable illness.

** NOTE: If a child has chicken pox, a health care provider'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 the sores have dried and crusted.

If a child has been exposed to any excludable disease at the center, parents will be notified in writing.

DISCIPLINE PROCEDURES **EXPULSION POLICY**

Unfortunately, there are some situations which warrant either an immediate expulsion or temporary suspension from our program. We will do everything within our means to rectify any threatening situation that may lead to the enforcement of this policy.

It is expected that all students will follow the rules and regulations of the school in which the SACC program is housed. Children are expected to be courteous and respectful to other children and the adults on site. SACC students must be respectful of any property belonging to the school, the SACC program, the staff, and other children. Proper language is always to be used and students may not create a situation that may put themselves or others in physical or emotional danger.

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

IMMEDIATE CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a 2-week period
- Uncontrollable tantrums/ angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Biting or other type of abusive behavior

SCHEDULE OF EXPULSION:

If remedial actions do not work, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be over a period of time so that the parent/guardian may address the child's behavior and implement corrective action or come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

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

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Reported abuse or neglect occurring at the center
- Questioned the center regarding policies and procedures

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

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

Additionally, we remind all SACC parents that under no circumstance is a parent to confront another child regarding an incident that may have occurred with their child. This is the responsibility of the SACC Director and the director will make every effort possible to remedy the situation.

SACC parents performing acts of physical or verbal abuse to any child or SACC staff will result in immediate expulsion of their child from the program.

POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA

This is a Policy on the Use of Technology and Social Media for parents and staff, as specified in N.J.AC. 3A:52 – 6.8 (k).

SACC reserves the right to ban the use of social media of any kind. We kindly ask that staff, children and/or families **NOT** post on social media without prior permission from parent/staff whose photo you wish to share.

Presently our center does not use any social media/networking or any other websites. We will **NOT** under any circumstance post any video or photos of your child(ren) without written consent. If SACC begins to use social media, we promise to abide by the statements below and require that all parents and staff adhere to the same.

Guidelines for conduct on center social networking and/or other websites:

- * **Posting of photographs or videos of children, other than your own, is prohibited** including, but not limited to photographs or videos of children obtained through handheld devices, computers, or any other electronic device or transmission. **Only with permission** from the other children's parents/guardians may photographs and/or videos be posted.
- * Any breaches of the center's Policy on the Use of Technology and Social Media identified must be promptly reported to the SACC Director
- * General center information/updates may be posted with prior approval from the director
- * Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously children/family information is prohibited
- * Maintain professional boundaries in the use of electronic media. Social networking/media parent/staff relationships are limited to center sites and approved devices only
- * Vulgar or abusive language, disparaging remarks and/or references of a disparaging nature, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited
- * Use of social media/networking and/or other websites is prohibited when supervising children
- * Staff/parent communication is limited to center sites only
- * Staff/parent communication is limited to center sites and personal sites, with center director's permission
- * Posting of live feeds obtained through handheld devices are prohibited unless written permission is provided by a parent
- * Post that may reveal the center's current, off site location are prohibited
- * Tagging, sharing, posting, commenting, live streaming is only allowed with written permission.

SACC OF LEONIA PLEDGE OF PROTECTION COVID-19 Policies and Procedures

As of 06/2022 and subject to change

Daily Screenings

Pre-Screening for Staff and Children

Mornings: Visual screenings of all staff and children will be performed prior to entering SACC.

Any staff member or child who exhibits symptoms associated with the COVID-19 virus, such as fever over 100.4°F, shortness of breath, cough or any other symptom of COVID-19 as recognized by the CDC should stay home.

Increased Level of Disinfecting and Sanitizing

SACC will work with the Building and Grounds Director in implementing the same guidelines set forth by the Board of Education regarding cleaning and sanitizing. In addition, throughout the day, SACC staff will spot clean restrooms, doorknobs and any surfaces that have constant activity. During outdoor play, staff will utilize antiviral wipes/spray to disinfect equipment before and after each use. Children will be reminded throughout the day to wash their hands and use hand sanitizing stations. At the end of the day, ACS custodians along with SACC staff will deep clean and sanitize all areas utilized during SACC time to prepare for the next day.

Code of Conduct/Social Responsibility

We are all in this together and only together can we help stop the spread of this virus. We ask that everyone...parents, staff and children all do their part and commit to the following:

- If anyone in your family is sick or experiencing any COVID-19 symptoms or if there has been any contact with someone that has COVID-19, **do not** bring your child to camp.
- If someone in your household is symptomatic and is being tested for COVID-19, please keep your child home until the test result is provided.
- Always practice good hygiene
- Stay informed with up-to-date changes

Contact Tracing and Reporting

Staff and families are asked to report any positive case of COVID-19. This is a requirement of the public health initiative. Once notified, we will then perform contact tracing with appropriate communication to all potentially exposed families. SACC will work with the Leonia Health Department and the Leonia Public Health nurse to follow school protocol.

WHEN TO STAY HOME

Parents should not send students to school/SACC when sick

In accordance with NJDOH, individuals with the following symptoms should stay home.

At least **two** of the following symptoms:

- Fever or chills, shivers
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

At least **one** of the following symptoms:

- Cough
- Shortness of breath
- Difficulty breathing
- New olfactory disorder
- New taste disorder

Positive COVID Cases

Quarantine

- Regardless of vaccination status, the presence of a face covering, or prior infection, individuals exposed to COVID-19 (close contacts) will **no longer be subject to quarantine unless they show symptoms of COVID-19.**
- Anyone who tests positive for COVID-19 must quarantine as described in the section directly below.

Quarantine Length

- **Standard Quarantine:** Individuals with COVID-19 symptoms and individuals who have tested positive for COVID-19 shall quarantine for seven (7) days.
- **Shortening Quarantine:** Quarantined individuals may return to school on day five (5) if they can provide the school with a negative PCR or Rapid Antigen test result administered by a healthcare provider or pharmacy taken on day four (4) of quarantine. At-home tests will not be accepted.