



One Commerce Drive Cranford, NJ 07016
908-272-3500 Fax: 908-272-3566
www.discoverychildcarenj.com
Info@discoverychildcarenj.com

Welcome! Discovery Child Care Center is pleased to serve you and your child. We want your child's educational experience to be fun, positive and challenging. We realize entering school can be a difficult and trying time, therefore we will make every effort to ensure your child's social, emotional and cognitive well-being. Our staff has prepared each classroom to encourage your child's individual growth and development to create a challenging learning environment. We are looking forward to a happy, healthy, and fun-filled year.

My goal as Program Director, in addition to providing an educational environment, is to promote parent interaction through communication and participation. If you have any questions throughout the year, please feel free to stop by my office or call (908) 272-3500.

Discovery Child Care Center is housed in the same building as Diamond Gymnastics Academy and Cranford After Care located at 1 Commerce Drive in Cranford, New Jersey 07016. The following are policies regarding regulations in order to comply within a multi-use building.

- Discovery Child Care Center is located behind secure doors accessible through a buzz in door system (from the front office). In addition there is a doorbell located by the door as well as a key pad entry for staff/personnel.
- Parents are to register and complete all administrative requirements through the front office prior to being buzzed into the day care.
- ONLY registered parents, students and authorized personnel are admitted into the day care center.
- The common area is for parents and students utilizing the gymnastics and after care center.
- Once students are in the day care center parents MUST sign their child in/out using the key pad daily.
- Registered day care students are NOT allowed to be combined with other services in the building ie., gymnastics, after care unless a child has registered to take a specific gymnastics class.

Sincerely,

Tina Santolo
Director



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Philosophy

The goal of Discovery Child Care Center is to maximize each child's development to his or her potential, in all areas of growth and learning. We believe young children learn through play and exploration. At the Discovery Child Care Center we encourage children to explore and investigate at their own pace. Our curriculum promotes a well-rounded enriching experience; providing opportunities for growth through various educational materials within a safe, sure, and nurturing environment. In addition, DCC strives to provide a warm and friendly atmosphere; to prepare each child with the skills necessary to make sense of the world; and to foster opportunities for children to grow as individuals and experience feelings of self-worth.

Our programs, in accordance with the State of New Jersey, provide individual and group learning experiences. Curriculum features include: language development, math readiness, reading skills, science activities, arts and crafts, music appreciation, imaginative play, and recreational games. To further enrich our curriculum we offer gymnastics instruction on the premises through Diamond Gymnastics Academy. Additionally, students can register for a gymnastics class while they are attending Discovery Child Care Center (See Diamond Gymnastics Academy Schedule of days/times and fees).

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Parent Enrollment Checklist

Dear Parents:

Please review, sign and return the Parent Handbook at least one week prior to your child starting at Discovery Child Care Center. If you have any questions please feel free to contact the director at 908-272-3500.

1. Completely filled out Enrollment Application
2. Pick Up Authorization Form listing all persons allowed to pick up your child.
3. Blanket Permission Slip: Neighborhood Walks, Playground, Gym and Child Care Bus Transportation.
4. Medical Release Form
- 5/6. Illness Policy (2 pages)
- 7/8/9. Rules For Dispensing Medication (3 pages)
10. Tuition Policy & Enrollment Agreement
11. Automatic Credit/Debit Card Form.
12. Toilet Learning Orientation
- 13/14. Infant/Toddler Care Information Form (2 pages)
15. Complete Immunization Record returned to us. (***Filled out by your child's pediatrician***). Any student enrolled in a licensed day care center must have an annual Flu shot due at the end of December. Our center is licensed by the State of New Jersey and MUST abide by the above immunization standards. If your child is not immunized the State has the right to force us to discontinue your service at Discovery Child Care Center.
16. Physical Exam Form (Universal Child Health Record) Signed and Dated by your child's pediatrician.
- 17/18. Care Plan for Children with Special Health Needs (To be completed by a Health Care Provider)
- 19/20. Allergy Action (if required Must be filled out by doctor).

PARENT RECEIPT OF INFORMATION: (Information to Parents Document, Policy on the Release of Children, Positive Guidance & Discipline Policy, Policy on Methods of Parental Notification, Policy on Communicable Disease Management, Expulsion Policy and Policy on the Use of Technology and Social Media).

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Application for Enrollment One Commerce Drive Cranford, NJ 07016 908-272-3500

(Please print clearly)

Name of Child _____ Child's Date of Birth _____
 Home Address: _____ City _____ Zip _____

Mother's/Guardian Name _____
Last 4# of SS# Will be used as your attendance PIN _____
 Home Phone # _____ Cell Phone # _____
 Home Address _____ City _____ Zip _____
 Mom's Email Address _____

Mother/Guardian's place of work _____
 Work Address _____ City _____ Zip _____
 Work Phone # _____ Hours at Work _____

Father's/Guardian Name _____ *Last 4# of SS#* _____
 Home Phone # _____ Cell Phone # _____
 Home Address _____ City _____ Zip _____
 Father's Email Address _____

Father/Guardian's place of work _____
 Work Address _____ City _____ Zip _____
 Work Phone # _____ Hours at Work _____

Names and ages of other children in the family:

Name _____ Age: _____
 Name _____ Age: _____

Is there a physical, medical, (including Allergies) or emotional problem which will interfere with your child's adjustment to this program? Is so, please describe: _____

I, _____ (Parent/Guardian), wish to enroll _____
 (Child's Name) in the child care program for the following schedule:
Circle days of the week: Mon Tue Wed Thur Fri

Enclosed are the enrollment fees (Non-Refundable if my child is accepted) and a Half Months Tuition as a deposit. I understand that the tuition deposit will be returned 60 days from the last day of child care services. I have read and understand all policy information and agree to comply with these policies.

Signature _____ Date: _____

| <i>For Office Use ONLY:</i> | | Amount | Ck/CC | Date |
|------------------------------------|-----------------------|--------------|-------|------|
| Date Registered _____ | Start Date: _____ | Reg. Fee. | | |
| Class Program: _____ | Days Attending: _____ | Security Dep | | |
| | Time Attending: _____ | Refund Given | | |
| Last Day of Service: _____ | | Balance | | |
| Comments: _____ | | | | |
| _____ | | | | |

Additional Authorizations

(Please Print Clearly)

The following additional authorizations are necessary for the center staff to act in your child's best interest at all times. Please complete and sign each one. *Also, please have any authorized person to bring a photo ID and make them aware of YOUR 4 digit code (this will be the last four numbers of your social security).*

Child's Name _____

Emergency Information/ Pick-Up Authorization: I hereby authorize:

Name: _____ Relationship _____

Address _____ City _____ Zip _____

Phone # _____ Work Phone # _____

Name: _____ Relationship _____

Address _____ City _____ Zip _____

Phone # _____ Work Phone # _____

Name: _____ Relationship _____

Address _____ City _____ Zip _____

Phone # _____ Work Phone # _____

Name: _____ Relationship _____

Address _____ City _____ Zip _____

Phone # _____ Work Phone # _____

To pick up my child from Discovery Child Care Center. If these instructions should change, I will let you know in advance and in writing. (Please note any special instructions and the names of persons NOT authorized to remove your child from the center).

Signature Of Parent/Guardian: _____ Date: _____

Medical Emergency Permission:

I Authorize/ Do NOT Authorize the center staff to administer first aid treatment to my child.

I Authorize/ Do NOT Authorize the center staff to take my child to _____ hospital and Authorize treatment by the doctor on call.

Signature of Parent/Guardian: _____ Date: _____

Photographic Release:

I Consent/ Do NOT consent and authorize the child care center to use and reproduce photographs taken of my child and circulate them for advertising and publicity purposes of every description.

Signature of Parent/Guardian: _____ Date: _____

Enrollment Policy

Our child care center provides services to children and families without regard to race, sex, religion, cultural heritage, health/physical condition, political beliefs, or marital status.

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Blanket Permission Slip

I acknowledge and hereby give the teacher in the child care center and school permission for the following:

- to take my child on a walking trip in the child care neighborhood.
- I also give my permission for my child to ride on the Discovery Child Care State Licensed Bus for field trips.
- I give my permission to play outside in the playground area.
- I give my permission to play in the gymnasium (floor exercise area, tumble track and moon bouncer area under the direction of the child care center staff. Students are NOT allowed on any gymnastics equipment (balance beams, uneven bars, vault table or rings) unless under the supervision of a trained instructor.
- I further understand the potential risk inherent in my child's participation in this program and hereby release Discovery Child Care Center Inc., t/a Diamond Gymnastics Academy and its staff, officers and affiliates from any liabilities in the event of any injury.

Parent/Guardian's Signature

Date

Child's Name

Child's Class

All forms MUST be signed and returned or your child will not be permitted to participate in the above activities.

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Medical Release Form

I, _____, parent or guardian of
(print name)
_____, give permission to
(child's name)
_____, to obtain emergency
(provider's name)

Medical treatment for my child, if necessary, at my preferred medical facility _____
(hospitals' name)

Child's Physician: _____ Physician's Phone # _____

Please note any allergies, medications, or pertinent medical history: _____

This document is valid from _____ to _____
(start date) (end date)

Parent's/Guardian's Work Phone: _____ Emergency Phone #: _____

Other persons authorized to pick up child: _____

Signature of Parent/Guardian: _____ Date: _____

(Notarization is recommended because it can be required by a medical facility).

Discovery Child Care Center
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Illness Policy: (Discovery Child Care One Commerce Drive Cranford, NJ 908-272-3500)

When children arrive for care they must be in good health and free from symptoms of contagious disease or according to State Law they must be refused admittance.

Under no circumstances will our center admit any child who has any illness symptom of illness or disease that a physician has determined to require the child to be:

1. Confined to home under physician's immediate care or
2. Admitted to a hospital for medical care and treatment.

No child exhibiting symptoms or having any of the following illnesses will be admitted to the center unless a medical diagnosis from a licensed physician which has been communicated to the center in writing or verbally with a written follow-up indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to any of the following:

1. Severe pain or discomfort.
2. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change in consistency within a period of 24 hours.
3. Two or more episodes of acute vomiting within a period of 24 hours.
4. Elevated oral temperature of 101.5 degrees Fahrenheit or an axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
5. Sore throat or sever coughing;
6. Nasal Secretions that are thick and yellow or green in color.
7. Yellow eyes or jaundiced skin;
8. Red eyes with discharge;
9. Conjunctivitis, red eyes with discharge either gooey or crusty.
10. Infected, untreated skin patches;
11. Difficult rapid breathing;
12. Any type of skin rash lasting more than one day, excluding diaper rash.
13. Weeping or bleeding skin lesions that have not been treated by a physician or nurse;
14. Swollen joints;
15. Stiff neck; or
16. Blood in urine.

Once the child is symptom free, a licensed physician indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illnesses specified above:

1. The child will be removed from the group and placed in a comfortable and visible area.
2. The parent will be notified immediately, to pick up the child, unless the director has verbally communicated with a licensed physician, who indicates that the child poses no serious health risk to him/herself or others, at which point the child may return to group.
3. When the parent is notified the child must be picked up within one hour.

I understand this illness policy and I agree to meet the standards as described above.

Signature of Parent/Guardian _____ Date _____



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Illness Policies:

Parents **MUST** provide a reachable emergency number. If a child becomes ill during the day and a parent is called then the child **MUST** be picked up within one hour of notification.

If a child is sent home ill from the center during the day then the child **MUST** remain home the following day...(the next 24 hours). Your child **MUST** be fever free for 24 hours before returning to the center. If a child has a fever in the evening then the child cannot return to the center on the following morning.

You may receive an absence credit of 50% for illness if your child has missed two consecutive weeks or more from the center. This absence credit may not be used for more than two occasions of illness in a calendar year without approval by the Director.

Signature of Parent/Guardian

Date

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MEDICATION ADMINISTRATION IN CHILD CARE POLICY & PROCEDURES

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

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

GUIDING PRINCIPLES and PROCEDURES:

1. When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
 - Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
 - Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the child care center.

7. Examples of over-the-counter medications that may be given include:
 - Antihistamines
 - Decongestants
 - Non-aspirin fever reducers/pain relievers
 - Cough suppressants
 - Topical ointments, such as diaper cream or sunscreen

8. All medications will be stored:
 - Inaccessible to children
 - Separate from staff or household medications
 - Under proper temperature control
 - A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are attached to this policy and include:
 - Permission to Give Medication in Child Care
 - Universal Child Health Record
 - Emergency Contact Sheet
 - Medication Administration Log
 - Medication Incident/Error Report

12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

17. The Medication Administration in Child Care Policy will be reviewed annually by the following:

18.

- Child Care Director Tina Santolo
- Licensing Consultant Kyla Marie Danley (Office of Licensing)
- Child Care Health Consultant Marlene Dolan, BSN, RN
- Parent/guardian _____
- Other(specify) _____
- Other(specify) _____

| | | |
|-------------------------------|--|------|
| EFFECTIVE DATE OF THIS POLICY | Parent Signature | Date |
| | Parent Signature | Date |
| | Center Director/Designee Signature Tina Santolo | Date |

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

OOL/MEDICATION ADMINISTRATION IN CHILD CARE POLICY AND PROCEDURES/April 2017

Tuition Policies & Enrollment Agreement

I have read the tuition policies & enrollment procedures of Discovery Child Care Center and am in agreement with the following policies regarding my child's enrollment.

- Monthly tuition payments are due on or before the 27th of each month preceding the month of service . Once your tuition has been paid you are committed for the entire month. ***No exceptions to this policy.*** Any change in tuition/enrolled times becomes effective as of the 1st of the next month. This refers to any shift in the number of days a child is scheduled to attend in the program in which they currently participate.
- Any child registered who does not start at the Center on the agreed upon date will forfeit all deposits and fees paid.
- Monthly tuition payments are due on or before the 27th of the month preceding the month of service and can be automatically deducted using credit card or automatic debit card. Payments received after the due date will be subject to a \$35.00 Late Fee for each day they are late. Payment not received by the 1st of the month will result in the interruption of the child's attendance until all financial obligations including late fees are up to date. Any returned checks will be assessed a \$35.00 bank fee and a \$35.00 late fee.
- An annual registration fee of \$45.00 per child (non-refundable) and one time full month security deposit is due at the time of enrollment to guarantee space for your child. The security deposit will be held in a non-interest bearing account and CANNOT be applied to any delinquent tuition payments. The security deposit will be refunded by mail within sixty (60) days after your child's *last day of enrollment*. ***Security deposits will NOT be refunded unless Discovery Child Care is notified (In Writing) 30 days prior to terminating services.***
- Students MUST be picked up by 6:00 PM for full day care. Students picked up after scheduled time will be charged \$5.00 for every five minutes late.
- I understand that I am charged full tuition even if my child is absent. There are NO credits or adjustments given for Vacation, sick/illness, inclement weather or holiday closings. If for any reason a bank/credit card funds are not available there will be a \$35.00 additional charge to cover banking fees.
- A forty five (30) day written notice is required if your child is going to leave our center. If proper notice is NOT given you will be charged for two weeks beyond your child's last day of attendance. Health and academic records will not be released until the account is paid in full.
- Parents terminating services with an outstanding balance will be held responsible for paying bill. In the event that Discovery must seek legal action against you in order to obtain payments due, you will be responsible for all of our collections and legal costs including attorney and court fees.

Parent's Guardian's Signature _____ Date: _____

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Automatic Credit/Debit Card Withdrawal Form

Discovery Child Care (Infant thru Kindergarten)

Name on Credit/Debit Card _____
Student _____

Visa Master Card American Express Debit Card Discover

Credit/Debit Card Number _____ Expiration Date _____

Amount to be Withdrawn _____

I authorize Discovery Child Care Center to withdraw the amount above from my account on or before the 27th of each month for services for the following month. A two week written notice must be given to our front office to cancel automatic withdrawal.

Parent Signature _____ Date _____



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Infant/Toddler Care

(Children 2.5 through 29 months)

Dear Parent,

Thank you for your interest in the Infant/Toddler care program at Discovery Child Care Center. Our program will offer care to infants with a four to one care-giver ratio and a six to one teacher ratio for our toddlers. We will also have a floating aid to provide additional help during those times where an extra pair of hands come in handy. Please fill out the enclosed handbook and return it to the front office (Tina Santolo, Director) with appropriate security deposits and registration fees prior to your child beginning our program.

While at Discovery your child will be exposed to a variety of activities to promote early infant and toddler development. With the use of music, colors and sensory stimulation our creative curriculum will increase your child's awareness of his/her surroundings. Our care will also include those cuddly times when your child needs his/her rest. Our professional staff will keep parents informed daily with notes on their progress.

If you have any questions please feel free to contact me at 908-272-3500

Sincerely,

Tina Santolo
Director

Infant/Toddler Care

(Children 2.5 through 29 months)

Please provide our center with your child's general nap and feeding schedule so that we can assure your child's consistency while they are here.

Child's Name _____ Date of Birth _____

Feeding Schedule: _____

Napping Schedule _____

Any Other Comments _____

Feeding Schedule: (12 months and younger)

- All bottles, food and personal items MUST be labeled with your child's first and last name.
- All parents must be complete the top portion of this notice.
- Children are fed every 3 to 4 hours from the child's previous evenings feeding time.
- Students that are transitioning to the toddler room will begin to adjust to the toddler feeding schedule. (Breakfast 7:00 AM to 8:30 AM, Snack 9:45 AM, Lunch 11:15, Afternoon Snack, 2:30 PM).

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Toilet Learning Orientation One Commerce Drive Cranford, NJ 07016 908-272-3500

Toilet learning should be a positive experience for a child. It should take only a short period of time if the child is ready. Toilet learning is as individual as learning to walk. There is no right age by which all children should be using the toilet. Problems in toilet learning usually arise because adults do not pay attention to the child's lack of readiness.

We will try toilet learning with your child for 10 days. If the child shows no interest, is fearful, or has too many accidents your child will go back to pull ups or diapers until we decide together that your child is ready to try again.

We're listing a few helpful hints of ways we can work together to minimize frustration and maximize success. Of course encourage your child and continue the process at home.

- Have your child wear loose-fitting clothing he or she can manage independently such as elastic waist pants that are easy to pull up and down. Do not dress your child in overalls or tee-shirts with snaps between the legs. Dresses are also not a good idea because the child cannot see to pull down pants.
- We prefer that you supply regular thin cotton underpants rather than thick training pants or pull up diapers. That way the child is more aware when he or she has had an accident. For the same reason we don't put children back into diapers at naptime.
- Please bring a bag with at least three pairs of extra clothes including socks every day. Label all clothing with the child's name. Bring an extra pair of shoes as well.
- Decide at the beginning if little boys will sit or stand.
- Have your child start wearing underpants at home on the weekend before we initiate it here. By all means continue the program at home, having the child wear underwear rather than diapers. If you feel the need the child can wear a diaper at night, but first you might try getting the child up once during the night to go to the bathroom.
- Here , we leave the door to the bathroom open, both for easy access and to encourage the child's interest seeing other children go into the bathroom.
- The child will be told. "Do you need to go potty now" (or whatever you prefer) every 30 to 45 minutes the first and second week, as necessary.
- Unfortunately, because of health regulations, teachers cannot wash out soiled clothes. We will put them in a plastic bag for you to take home and wash.
- We appreciate your cooperation in a task that may be trying for all those involved, but if handled with the utmost care and responsibility, can turn into a pleasurable experience both here at the center and at home.

Signature _____ Date _____

UNIVERSAL CHILD HEALTH RECORD

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

| SECTION I - TO BE COMPLETED BY PARENT(S) | | | |
|--|---------|---|----------------------------------|
| Child's Name (Last) | (First) | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth / / |
| Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If Yes, Name of Child's Health Insurance Carrier | |
| Parent/Guardian Name | | Home Telephone Number | Work Telephone/Cell Phone Number |
| Parent/Guardian Name | | Home Telephone Number | Work Telephone/Cell Phone Number |
| <i>I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.</i> | | | |
| Signature/Date | | This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER | | | |
|--|--|--|--|
| Date of Physical Examination: | | Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Abnormalities Noted: | | Weight (must be taken within 30 days for WIC) | |
| | | Height (must be taken within 30 days for WIC) | |
| | | Head Circumference (if <2 Years) | |
| | | Blood Pressure (if ≥3 Years) | |

| | |
|----------------------|---|
| IMMUNIZATIONS | <input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due: |
|----------------------|---|

| MEDICAL CONDITIONS | | |
|--|--|----------|
| Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns: | <input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached | Comments |
| Medications/Treatments • List medications/treatments: | <input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached | Comments |
| Limitations to Physical Activity • List limitations/special considerations: | <input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached | Comments |
| Special Equipment Needs • List items necessary for daily activities | <input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached | Comments |
| Allergies/Sensitivities • List allergies: | <input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached | Comments |
| Special Diet/Vitamin & Mineral Supplements • List dietary specifications: | <input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached | Comments |
| Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns: | <input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached | Comments |
| Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for: | <input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached | Comments |

| PREVENTIVE HEALTH SCREENINGS | | | | | |
|--|----------------|--------------|----------------|----------------|------------------|
| Type Screening | Date Performed | Record Value | Type Screening | Date Performed | Note if Abnormal |
| Hgb/Hct | | | Hearing | | |
| Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous | | | Vision | | |
| TB (mm of Induration) | | | Dental | | |
| Other: | | | Developmental | | |
| Other: | | | Scoliosis | | |

| | |
|---|-----------------------------|
| <input type="checkbox"/> <i>I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.</i> | |
| Name of Health Care Provider (Print) | Health Care Provider Stamp: |
| Signature/Date | |

Discovery Child Care Center
CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS
 -To be completed by a Health Care Provider-

| | |
|------------------------------|-------------------------|
| | Today's Date: |
| Child's Full Name | Date of Birth |
| Parent's/Guardian's Name | Telephone No. () |
| Primary Health Care Provider | Telephone No. () |
| Specialty Provider | Telephone No. () |

Diagnosis(es)

Allergies

ROUTINE CARE

| Medication To Be Given At Child Care | Schedule/Dose When & How Much | Route (How) | Reason Prescribed | Possible Side Effect |
|---|----------------------------------|----------------|----------------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

List medications given at home:

NEEDED ACCOMMODATION(S)

Describe any needed accommodation(s) the child needs in daily activities and why:

Diet or Feeding: _____

Classroom Activities: _____

Naptime/Sleeping: _____

Toileting: _____

Outdoor or Field Trips: _____

Transportation: _____

Other: _____

Additional Comments: _____

Discovery Child Care Center
CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS
-To be completed by a Health Care Provider- (Continued)

SPECIAL EQUIPMENT/MEDICAL SUPPLIES

1. _____
2. _____
3. _____

EMERGENCY CARE

CALL PARENTS/GUARDIANS if the following symptoms are present:

CALL 911 (EMERGENCY MEDICAL SERVICES) if the following symptoms

TAKE THESE MEASURES while waiting for parents or medical help to arrive

SUGGESTED SPECIAL TRAINING FOR STAFF

Health Care Provider Signature

Date

PARENTS NOTES (OPTIONAL)

I hereby give consent for my child's health care provider or specialist to communicate with my child's child care provider or school nurse to discuss any of the information contained in this care plan.

Parent/Guardian Signature

Date

IMPORTANT: In order to ensure the health and safety of your child, it is vital that any person involved in the care of your child be aware of your child's special health needs, medication your child is taking, or needs in case of a health care emergency, and the specific actions to take regarding your child's special health needs.

PARENT

RECEIPT OF INFORMATION:

- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy
- Policy on Methods of Parental Notification
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name:

Parent/Guardian's Name:

Signature

Date

Department of Children and Families
Office of Licensing

INFORMATION TO PARENTS

Under provisions of the *Manual of Requirements for Child Care Centers* (N.J.A.C 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 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's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

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

Our center must have on the premises a copy of the *Manual of Requirements for Child Care Centers* and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at www.state.nj.us/dcf/providers/licensing/laws/index.html or obtain a copy by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing it to NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the *Manual of Requirements for Child Care Centers*. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

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

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center; which are issued 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.

Discovery Child Care Center
One Commerce Drive Cranford, NJ 07016
(908) 272-3500

Information To Parents Continued:

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 cop 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 (42U.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 and 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 www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. Internet access may be available at your ocat 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 an other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, ***toll free at (877) NJ ABUSE/ (877) 652-2873***. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/ and select Publications.

OOL8/22/14

Discovery Child Care Center
One Commerce Drive Cranford, NJ 07016
(908) 272-3500



One Commerce Drive Cranford, NJ 07016
908-272-3500 Fax: 908-272-3566
www.discoverychildcarenj.com

Information to Parents Signature Page

Dear Parents,

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent/guardian of a child enrolled at our center, 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 to comply with licensing standards; and the obligation of all citizens to report suspected child abuse neglect/exploitation to the ***State Central Registry Hotline (877) NJ ABUSE/ (877) 652-2873.***

Please read this statement carefully, and if you have any questions feel free to contact me at (908) 272-3500.

Sincerely,
Tina Santolo
Director

Discovery Child Care Center:

Please complete and return this portion to the center (Please Print):

Name of Child _____

Name of Parent/Guardian: _____

I have read and received a copy of the Information to Parents Statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.

Signature _____ Date _____

OOL8/22/14

www.discoverychildcarenj.com

Policy on the Release of Children

All parent/guardian MUST sign their child in and out each day. Sign-In time clock is located by the entrance beyond the secure glass doors. Please inform the director/assistant director of any changes to daily arrival or departure time. Any Parent and/or authorized guardian MUST provide the last four digits of their social security number as their personal entrance/departure code. (list on Application and Authorization Forms)

The center shall assume responsibility for the child after the child has been signed in by a parent, guardian or representative of the child's parents or guardian. The center shall retain responsibility until the child is signed out by a parent(s), guardian or designated representative of the child's parents or guardians.

10:122-6.5 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 parents(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 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 center, the 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 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 alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24 Stat Central Registry Hotline 1-877-NJ-ABUSE (1-877-NJ-652-2873) to seek assistance in caring for the child.

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



One Commerce Drive Cranford, NJ 07016
908-272-3500 Fax: 908-272-3566
www.discoverychildcarenj.com

Policy on the Release of Children Signature Page

ARRIVAL/DEPARTURE:

Each child MUST be signed in upon daily arrival by the adult who brings him/her. The child Must be brought into the classroom by the adult. Any child who is not signed in will be sent home for the day. Drop off time is between 7:00 and 9:00AM for full time students. Please notify the director of any changes in daily arrival or departure times.

Each child MUST be signed out daily by an adult and the adult must let the teacher know that he/she is taking the child. Please notify the director or teachers of any change in the person picking up your child. Only people listed on the pick up authorization form will be allowed to pick up a child. If the person on the list has not been seen by the staff before, he/she will be asked for identification before allowing that person to take the child out of the center. Any changes in daily attendance (changes in days of the week, time of pick up) must be approved by the director in advance.

Signature of Parent/Guardian; _____ Date: _____

Discovery Child Care Center
One Commerce Drive
Cranford, NJ 07016
908-272-3500

DISCOVERY CHILD CARE CENTER

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.



One Commerce Drive Cranford, NJ 07016
908-272-3500 Fax: 908-272-3566
www.discoverychildcarenj.com

Dear Day Care Parents and Staff,

The following are State Policy changes that have gone into effect as of March 1, 2017. The state from time to time will update regulations for a licensed center to comply with. As a State licensed center we must comply and have parents and staff sign off/acknowledge these changes. Please sign this letter of policy change below and return to our front office ASAP.

Methods of Parental Notification:

- All Parents will be notified for any closing, emergency or other important information via **Email First**. The parents may also be contact via telephone (work, cell, home).
- Parents in the Infant room, Toddler Room and PreK-2 classrooms will also get a notification through our Tadpoles communication system.

Social Media Policy:

- Discovery Child Care Center will also post important information on their website: www.discoverychildcarenj.com
- Some Classrooms will utilize a private Instagram Account. Parents must be accepted and approved by Discovery staff/personnel. Names will NOT be used. Pictures will be posted when Discovery has events and activities throughout the year.

Staff may NOT use their private cell phones to take pictures of students to post on their personal social media accounts. Any pictures taken must be through an approved Discovery social medial account.

Technology:

- Television and Computer use are for the sole purpose of education in the classroom. Staff MUST request use of the electronic devise and plan on the lesson being NO MORE than 15 minutes.
- Children in care LESS than 4 hours: NO more than a 15 minute lesson.
- Children in care MORE than 4 hours: NO more than a 15 minute lesson.
- Children UNDER the age of 2 will NOT have the use of TV/Computers/Video.

Thank you,

Tina Santolo
Director

I have read and understand and accept the above policies. Please sign below to acknowledge:

Parent Signature _____ Date _____

POLICY ON THE 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 take the child home..

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit or an axillary temperature of 100.5 degrees Fahrenheit
- Lethargy
- Severe Coughing
- Yellow yes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

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

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease MAY NOT return to the center without a health care provider's note stating that the child presents no risk of himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

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 sores have dried and crusted.

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, A complete list of reportable excludable communicable diseases can be found at:

http://www.nj.gov/health/cd/documents/reportable_magnet.pdf.

Discovery Child Care Center

Communicable Diseases: One Commerce Drive Cranford, NJ 07016 908-272-3500

The center 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 center until:

1. A note from the child's or staff member's licensed physician states that the child or staff member respectively has been diagnosed and presents no risk to himself/herself or to others.
2. The center has contacted the State Department of Health's Communicable Disease Program or local health department pediatric health consultant and is told the child or staff member poses no health risk to others.
3. If the child has chicken pox the center obtains a note from the parent stating either that at least six days have elapsed since the onset of the rash or that all sores have dried and crusted.

Table of Excludable Communicable Diseases

| Respiratory Illnesses | Gastro-Intestinal Illnesses | Contact Illnesses |
|------------------------------|------------------------------------|--------------------------|
| Chicken Pox | Giardia Lamblia* | Impetigo |
| German Measles* | Hepatitis A* | Lice |
| Hemophilus Influenzae* | Salmonella* | Scabies |
| Measles* | Shigella* | |
| Meningococcus* | | |
| Mumps* | | |
| Strep Throat | | |
| Tuberculosis* | | |
| Whooping Cough* | | |

*Reportable diseases as required by NJAC 10:122-7

Attendance by children and/or staff member known to be infected with Human Immunodeficiency virus (HIV)

The center will admit a child known to be infected with HIV (also HTLV-III or LAV), the virus that causes Acquired Immunodeficiency Syndrome (AIDS) to the center

The center will admit a child known to be infected with HIV in order to protect him or her from possible exposure to the infectious disease of other persons at the center.

The center will not exclude a child solely for the reason that such individual lives with or is related to a person known to be infected with HIV.

The director will maintain the confidentiality of any child or staff member known to be infected with HIV.

The center will not require the routine medical screening of children or staff members in a center to detect the presence of HIV.

I understand this disease policy, and I agree to meet the standards above

Signature of Parent/Guardian _____ Date _____

Parent Responsibilities

Breakfast:

Parents need to provide All Items for breakfast including bowl, cups, utensils, and food. All non-disposable containers and utensils MUST be labeled with your child's full name on it.

Breakfast time is from 7:00 AM to 8:30 AM. If a parent/guardian brings a child in after 8:30 and wants to give the child breakfast then the adult must stay with the child until breakfast is finished and cleaned up. Breakfast MUST be finished by 8:30 AM. Our school day begins at 9:00 AM

Lunch:

All lunches MUST be labeled on the outside with your child's first and last name in order for us to serve the lunch to your child. No lunch will be given to a child unless it has his/her name on it. This is for safety reasons.

Please include an ice pack if your child's lunch needs to be kept cold. We do not refrigerate lunches. An individual lunch bag is required for each child.

Please review the following regarding lunch:

- Send the lunch in a ready to serve/ready to heat container (if food needs to be heated up it must be in a microwavable container or on a microwavable plate). No foil wrap please.
- Cut sandwiches into halves or quarters. Cut foods into bite size pieces.
- Fruit should be peeled, cut and ready to eat by your child.
- Send a juice box or drink in a container that your child can manage.
- Desserts should be fruit, cookies, snack type foods. NO candy, gum, soda or sweets please.
- Please choose foods which your child can eat independently or with little help. We recommend finger foods are best.

Pre-Purchased Lunch Option:

Discovery Child Care Center offers a daily hot lunch program. Please fill out the lunch menu options and return it to our front office with full payment. Lunch menus are located at the Office.

Discovery Child Care Center
One Commerce Drive Cranford, NJ 07016
www.discoverychildcarenj.com
(908) 272-3500

TUITION POLICIES

The center will be open Monday through Friday from 7:00 AM to 6:30 PM throughout the year. We will be closed on these legal holidays:

| | | |
|----------------------|--|---------------------|
| Labor Day | Thanksgiving Day & Day After | Christmas Eve & Day |
| New Year's Eve & Day | President's Day | Memorial Day |
| Independence Day | Staff In-Service (last 5 days of August) | |

(Parents are responsible for tuition during holiday closings)

Weather Related Closings:

The center may close due to inclement weather. If the decision is made to close, parents will be notified prior to 6:00 AM. (Tuition includes inclement weather closings if used). If weather closings occur during the day, parents MUST pick up their child within one hour. A reachable emergency number MUST be provided.

Vacation:

No credit will be given for any vacation time or days missed. Please notify our office when your child will be on vacation or missing school so that the office is not contacting you for your child's whereabouts.

Program Changes:

The center must receive 30 days written notice of any change in program schedule

Withdrawal:

A 30 day written notice is required for withdrawal for any reason. Failing to notify the school will result in payment of full tuition for that month. If a 30 day notice is given in writing the security deposit will be refunded to you. Within sixty (60) days of your child's last day of enrollment.

Termination/Expulsion:

A child exhibiting behavior posing safety concerns by continually breaking the rules and ultimately disrupting the balance of the school environment will be issued a two week written notice of termination depending upon the severity of the situation.

Annual Registration Fee:

A non-refundable \$45.00 (Single), \$60.00 (Family) enrollment/registration fee is required when the child is first enrolled, and is renewable upon registration for the following year.

One Commerce Drive Cranford, NJ 07016 908-272-3500
www.discoverychildcarenj.com

TUITION POLICIES CONTINUED

Deposit:

An annual registration fee (non-refundable) AND a Half month security deposit is required upon enrollment to guarantee space for your child. The security deposit will be refunded 60 days upon leaving. A 30 day written notice must be submitted to terminate services.

Tuition:

Parents are responsible for tuition during holidays, gym closings, and absence. Tuition is based on a yearly tuition and divided into equal monthly payments, therefore monthly payments will remain the same. No credit will be given for holidays or missed days.

Arrival/Departure:

Each child MUST be signed in upon daily arrival by the adult who brings him/her. The child must be brought into the classroom by the adult. Any child who is not signed in will be sent home for the day. ***Drop off time is between 7:00 and 9:00 AM*** . Please notify the director of any changes in daily arrival or departure times.

Each child MUST be signed out daily by an adult and the adult MUST let the teacher know that he/she is taking the child. Please notify the director or teachers of any change in the person picking up your child. Only people listed on the pick up authorization form will be allowed to pick up a child. If the person on the list has not been seen by the staff before, he/she will be asked for identification for allowing that person to take the child out of the center. Any changes in daily attendance (changes in days of the weeks, time of pick up) must be approved by the director in advance. Please note: Student MUST be picked up no later than 6:00 PM . **Students picked up after scheduled times will be charged \$5.00 for every five minutes late.**

Discovery Child Care Center
One Commerce Drive Cranford, NJ 07016
(908) 272-3500



One Commerce Drive Cranford, NJ 07016
908-272-3500 Fax: 908-272-3566
www.discoverychildcarenj.com

Emergency Evacuation & Lock Down Procedure

Dear Parents,

Please be advised of the following school policies concerning potential ***School Lock-Down Emergency Closings*** and the inability to pick up your children due to a National Security Alert.

Our school will continue to provide quality care in the event of a ***“homeland emergency”***. The school will be stocked with ample food, water and supplies to continue to meet all of the children’s needs.

Discovery Child Care will follow and obey all Local, State and Federal Laws and mandates issuing a lock-down. When and if the order is given, parents will be notified.

If a ***“State of Emergency”*** is issued, Parents will be expected to pick the children up within one hour of notification. If the emergency situation prevents pickup, your child will remain at the school until the emergency passes. Please be sure that we have up-to-date reachable telephone numbers (not an answering machine or voice mail).

All of the above information is precautionary, however your children’s health and security is our number one priority.

If you have any questions, please feel free to contact me at 908-272-3500 .

Sincerely,

Tina Santolo
Director



One Commerce Drive Cranford, NJ 07016
908-272-3500 Fax: 908-272-3566
www.discoverychildcarenj.com

EVACUATION, LOCKDOWN AND DISASTER PROCEDURES:

NOTIFY DIRECTOR/DESIGNEE OF THE EMERGENCY:

- Tina Santolo or Anthony Lugara on their cell.
- Police Department at: 908-272-2222

FOR EVACUATION:

1. Take class attendance books, family emergency numbers, allergy information, emergency medical consent forms, first aid supplies and medical tags.
2. Take a cell phone to contact families or designated emergency contacts.
3. Arrange for transportation or walk to the designated evacuation location.
4. Staff will count and roll call children before leaving the center, while walking or being transported, and while at the new site.

FOR LOCKDOWN:

1. Take children into an area away from windows and doors.
2. Staff will count and roll call children.
3. Lock all doors and pull down window shades or blinds.
4. Bring in emergency food and water supply.
5. Bring in battery powered radio, flashlight, extra batteries, cell phone.
6. Bring in emergency blankets/covers.
7. Take class attendance books, all family emergency phone numbers, all allergy information, medical consent forms, first aid supplies, and medical tags,
8. Bring quiet activities such as paper, crayons, or books to keep the children occupied.
9. Remain in the designated area until the police notify you that it is safe to leave.

EXPULSION POLICY

NAME OF CENTER: Discovery Child Care Unfortunately, there are sometimes reasons we have to expel a child from our program 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 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.

· Other (explain) CHILD'S ACTIONS FOR 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.

· Other (explain) SCHEDULE OF EXPULSION: If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion 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 center. The parent/guardian will be informed regarding the length of the expulsion period and 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 sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure

The logo for Discovery Child Care features the word "DISCOVERY" in a playful, blocky font where each letter is contained within a colored square. The colors of the squares are: D (blue), I (red), S (green), C (red), O (blue), V (green), E (blue), R (red), and Y (green). Below this, the words "Child Care" are written in a blue, rounded font, flanked by two horizontal blue lines.

DISCOVERY
— Child Care —

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