



INFORMATION TO PARENTS

Under provisions of the manual of Requirements for child Care Center (N.J.A.C. 10:122), every licensed child care center in NJ must provide to parent of enrolled children written information on other child care matters. The center may comply with this requirement:
By reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS).

By incorporating the required information in its own handbooks, Brochures or other informational materials. In keeping with its requirement, the center must secure every parents signature to his/her receipt of information.

Our center is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of New Jersey Division of Youth and Family services. A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the center.

To be licensed, our center must comply with Manual 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 and make it available to interested parents for review. If you would like to review our copy, just ask any administrator. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the bureau of Licensing, Youth and Family Services, CN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing; Of course, we would appreciate your bringing these concerns to our attention as well.

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

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

Parents are entitled to review the centers copy of the Bureau of Licensing's inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation 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 we will make them available for your review.

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

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy to ensure availability upon parent's request. We encourage you to review it and to discuss with us any questions you may have.

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

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can then advise them of what opportunities are available.

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

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

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

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

Print Name

Date

Signature