

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

GOTTA LOVE ME CHILDCARE MERCHANTVILLE

PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT

Name Of Child:	Birthdate:	Enrollment Date:
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PARENT/GUARDIAN INFORMATION	☐ PARENT/GUARDIAN # 1		☐ PARENT/GUARDIAN # 2	
	Name:		Name:	
	Relationship:		Relationship:	
	Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:	
	Home Address:		Home Address :	
	Employer Name:		Employer Name:	
	Employer Phone:		Employer Phone:	
	E-Mail Address:		E-Mail Address:	

EMERGENCY CONTACTS	Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.			
	Contact Name #1:		Contact Name #2:	
	Relationship:		Relationship:	
	Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:	
	Employer Phone:		Employer Phone:	

CUSTODY	Name of person PROHIBITED from picking up your child:
	If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order.

MEDICAL INFORMATION	Child's Health Care Provider:	
	Health Care Provider Phone:	
	Health Care Provider Address:	
	Name Of Insurance Company/Hmo:	
	Group #:	
	Identification #:	
	Subscriber's Name On Insurance Card:	
	Known Allergies (including medication):	
	Medication My Child Is Taking:	
List Special Conditions, Disabilities, Medical/Physical Restrictions, Medical Information For Emergency Situations:		

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT	
As the parent(s)/ legal guardian(s) of the above named child, I (we) attest that the information above is correct. I (we) authorize the child care center staff to obtain emergency treatment for my child and understand that I (we) shall be promptly notified.	

Parent/Guardian Signature #1:	Date:	Parent/Guardian Signature #2:	Date:
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Gotta Love Me Childcare

Release Authorization Policy

Purpose

The safety and security of every child enrolled at Gotta Love Me Childcare is our highest priority. This Release Authorization Policy ensures that children are only released to parents/legal guardians or individuals specifically authorized by the parent/legal guardian.

Policy Statement

1. Authorized Pickup List

- Children will **only** be released to their parent/legal guardian or an individual listed on the child's authorized pickup list.
- Parents/legal guardians must provide a current list of individuals authorized to pick up their child, including names and contact numbers.

2. Verification of Identity

- All individuals picking up a child must present a **valid government-issued photo ID**.
- Staff will verify the ID against the authorized pickup list.

3. If Individual Is Not on Authorized List

- Staff must immediately contact the parent/legal guardian by:
 - **FaceTime call** to visually confirm authorization, **or**
 - **Direct phone call** to the parent/legal guardian's number on file.

- Authorization will not be granted through text message, email, or word-of-mouth from the individual attempting pickup.

4. Documentation Requirements

- A photocopy or scanned copy of the valid ID must be taken.
- Staff must write the **date, time of pickup, and the staff member's initials** on the copy of the ID for recordkeeping.

5. No Unauthorized Release

- **Under no circumstances** will a child be released to an unauthorized person.
- If authorization cannot be verified, the child will remain at the center until the parent/legal guardian, or an authorized individual arrives.

6. Emergency Situations

- In the event of a dispute, attempted unauthorized pickup, or safety concern, staff will immediately contact the **Director** and may call **local law enforcement** if necessary.

Staff Responsibility

- All staff are required to strictly enforce this policy at all times.
- Failure to comply with this policy may result in disciplinary action up to and including termination.

Effective Date: 06/01/2025

Approved By (Director): Brenda G. Jones

EXPULSION POLICY

NAME OF CENTER: *GOTTA LOVE ME MERCHANTVILLE*

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 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.
- Without giving the parent sufficient time to make other child care arrangements.

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

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give 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.

GOTTA LOVE ME CHILDCARE MERCHANTVILLE

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
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced 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 to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

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_disease_magnet.pdf.

Gotta Love Me Childcare

Policy on Methods of Parental Notification

Purpose

The purpose of this policy is to clearly outline the methods by which Gotta Love Me Childcare communicates with parents and guardians regarding their child's daily care, program updates, and any urgent situations. Effective communication ensures the safety of every child and keeps families informed and engaged.

Methods of Notification

Gotta Love Me Childcare uses the following methods of parental notification:

1. Phone Calls

- Used for urgent or emergency situations requiring immediate parental attention (e.g., illness, injury, behavioral incidents, or emergencies).
- Parents/guardians are expected to provide up-to-date phone numbers and designate at least one emergency contact.

2. Text Messages

- Used for reminders, quick updates, or non-emergency notifications (e.g., late openings, early dismissals, field trip reminders).
- Texts may also serve as a follow-up to a phone call when urgent information is shared.

3. Email

- Used for general program updates, newsletters, tuition reminders, policy changes, or important announcements.
- Families are encouraged to check their email regularly to stay informed.

Responsibility of Parents/Guardians

- Parents/guardians must ensure that the center always has their **current phone numbers, email addresses, and emergency contact information** on file.
- Parents are expected to respond promptly to phone calls, texts, or emails when requested.
- Changes in contact information should be reported to the center immediately.

Responsibility of Staff

- Staff are responsible for ensuring that parental notifications are made promptly, clearly, and professionally.
- All communications should be documented in the child's file or communication log when related to incidents, illness, or emergencies.
- Confidentiality will be maintained in all forms of communication.

Policy Review

This policy will be reviewed annually to ensure compliance with licensing requirements and to maintain effective communication with families.

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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.

Gotta Love Me Child Care Social Media and Technology Policy

Purpose

This policy ensures that all staff, families, and affiliates of Gotta Love Me Child Care use social media responsibly and in a manner that protects the privacy, safety, and reputation of the children, families, and staff we serve.

1. Professional Use of Social Media

- Staff must **not post, share, or comment** on social media about children, families, or internal matters of the center without written authorization from administration.
- All official Gotta Love Me Child Care social media accounts will be managed by the designated Director or approved staff.
- Personal opinions expressed on private accounts must be clearly identified as the individual's own and not representative of Gotta Love Me Child Care.

2. Protecting Children's Privacy

- No photographs, videos, or identifying information of children may be shared on personal social media pages.
- Photos and videos of children may only be posted on the official Gotta Love Me Child Care page with signed **media release consent** from parents/guardians.
- Staff and families must not "tag" or "check-in" children's locations on social media.

3. Staff Conduct Online

- Staff are expected to maintain **professional language and behavior** on social media, as their online presence reflects on Gotta Love Me Child Care.
- Staff **MUST NOT** wear or perform on social media wearing uniform/t-shirts; go live or create videos in classrooms; nor facetime in classroom while on or off the clock.
- Negative, disrespectful, or harmful comments about the center, its staff, or families are strictly prohibited.
- Staff must not "friend," "follow," or privately message enrolled children or their parents on personal accounts for professional matters; all communication must go through official channels.

4. Families & Social Media

- Families are encouraged to share positive experiences but must respect the privacy of other children and families.
- Parents/guardians should not post images of other children taken during classroom activities, events, or field trips without consent.

5. Disciplinary Action

- Any violation of this policy may result in disciplinary action up to and including termination of employment (for staff) or dismissal from the program (for families).
- The Director reserves the right to request removal of posts or content that violates this policy.

6. Questions or Concerns

If you are uncertain about whether something is appropriate to post, always ask before sharing. Please direct questions to the Director of Gotta Love Me Child Care.

★ *This policy helps us maintain a safe, respectful, and positive environment for our children, families, and staff while protecting the reputation and integrity of Gotta Love Me Child Care.*