

My 1st Time
Summer Camp
Parent/Family
Handbook

HOURS OF OPERATION

My 1st Time Childcare Center opens at **7:00am** and closes at **6:00pm** Monday thru Friday. For Information Regarding Center Closings please see the Holiday Schedule for School Closings and Early Dismissals.

ENROLLMENT STATEMENT

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the bases of special needs if a safe, supportive environment can be provided. If your child has an identified special need please let us know.

NON-DISCRIMINATION

At **My 1st Time Childcare Center** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

CONFIDENTIALITY

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

STAFF QUALIFICATIONS

Our **teaching staff** are hired in compliance with the state requirement and qualifications as a base minimum.

We strongly discourage families from entering employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is. strictly prohibited.

TUITION AND FEES

TUITION, CO-PAYMENT & PAYMENT ARRANGEMENT POLICIES

Tuition, Copayments and Arrangements are based weekly. The schedule in place requires payment to be made every Friday unless there is an arrangement in effect. Tuitions and copayments are **not** prorated or eliminated due to illness or free will. If you decide to keep your child(ren) home at your own will, tuition is still due on Friday. Please understand if you choose not to pay tuition for your child's placement, in his/her absence that spot can and will be terminated and replaced. Parents receiving subsidy for childcare services must obtain contract or agreement for payment prior to child's start date. Otherwise, the contracted parent/guardian with My 1st Time Childcare Center will be held responsible for all balances and payments not received. Any missed swipes the center is not paid for will be the responsibility of the parent to maintain the monthly tuition.

LATE FEES

If your child is not picked up by the center's closing time, **6:00pm for aftercare and 5:30pm for summer camp**, based on the center's clock, there will be a **\$2per minute** fee due at pickup or the following day's arrival with **ABSOLUTELY NO EXCEPTIONS**. Parents with multiple children will incur the fee times the number of children present. Any tuitions, payment arrangements or copayments that are not paid on their due dates by closing time will incur a \$35.00 late fee and an additional \$20.00 each day payment is not received.

RETURNED CHECKS

All returned checks will be charged a fee of **\$35 bank convenience fee** and **\$55 center fee** due immediately. Checks may be held for up to, not exceeding 3 continuous weeks. Two or more returned checks will result in your account being place in a "cash only" status.

VACATION

To retain your child's spot during vacation, **50% of your regular tuition is required if the center is operating at capacity**. Parents receiving subsidies are exempt from this policy unless a copayment is assessed being, at the minimum, half the weekly tuition. Vacation days can be used if written notice is given no later than **2 weeks in advance** for the days the child will not be in attendance. If written

notice is not obtained the parent(s) are responsible for tuition during the child(ren)'s absence. Tuition must be paid prior to going on vacation. New Jersey Cares (NJCK) Program does not pay for family vacation periods.

WITHDRAWALS

If a child is suddenly withdrawn from the program without a **2-week written notice** of withdrawal, a 2-week **tuition fee** may be applied. Families who withdraw and later re-enroll will be charged a **re-enrollment fee**.

CREDITS & NO CREDITS

Credit will be given for Excused Absences – if your child is hospitalized or absent due to a contagious disease the absence is considered excused. A written, stamped doctor's note is required upon return.

Credit will not be given for Inclement Weather – If we do not open due to inclement weather on a day that your child is scheduled to attend, your account will **not be** credited.

ATTENDANCE

ABSENCE

If your child is going to be absent or arrive after 9:30am for summer camp, please call us at 973-434-0477. For families participating in the New Jersey Cares (NJCK) Program you will need to let the center know when your child will be absent due to illness.

AUTHORIZED RELEASE FORM FOR PICKING UP YOUR CHILD

Only those names listed in your child's file on the Authorized Release Form will have permission to pick up your child. My 1st Time will make no exceptions unless notified by you. If a person designated appears physically or emotionally impaired, my 1st Time will notify you and **NOT** release your child until other arrangements can be made. If a child is not to be picked up by a parent under the instruction of the co-parent then a court order must be provided.

SIGN & RETURN FORM ENCLOSED

INCLEMENT WEATHER

Inclement or questionable weather:

Call the center at 973-707-7461 after 6:00am to hear a phone message about possible school closings. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is our responsibility to arrange so kindly arrange for back up procedures. Late fees are still in effect for the revised hour.

THE SIGN-IN LOG

The State Of New Jersey, Department of Children and Families mandates that every child enrolled in a state licensed child care keep a log of signatures including date and time of arrival and departure. Please adhere to this policy daily.

NUTRITION

PORK & PEANUT PRODUCTS ARE STRICTLY PROHIBITED ON THE PREMISES AND WILL BE DISCARDED IF SENT TO THE CENTER. AN ALTERNATIVE WILL BE PROVIDED FOR THE CHILD IF THIS OCCURS.

FOOD ALLERGIES AND RESTRICTIONS

If your child has any dietary restrictions or food allergies, please notify the center in writing. My 1st Time recommends you check the food menu for the month and supply the meal for which your child may be allergic, restricted or dislikes. Milk substitutions must be accompanied by a doctor's note listing the medical condition that affects the child.

MEALTIME

Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers. At least 2 caregivers trained in Pediatric First Aid and CPR are on the premises always when children are present.

FOODS BROUGHT FROM HOME

[A] We request that you do not bring food from home into our center.

[B] Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and are made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with child's name, date and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

FOODS PREPARED FOR OR AT THE CENTER

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program. We do incorporate family-style dining which allows toddlers and preschoolers to serve and feed themselves during mealtimes.

MEALS AT SCHOOL

Through the EOCAFCP (East Orange Child and Adult Food Care Program), My 1st Time provides three nutritious meals a day for each child that attends the center at no additional cost. To maintain these meals for the children, each parent must complete a lunch form prior to the start date of the child. If you choose to provide your own meals for your child, a form must still be completed. Menus for each month are provided and available upon request. If you have picky eaters or want to be certain your child eats what's being provided, please review the menu thoroughly. We ask you please do not send any sugar snacks, gum, etc. to school.

SAFETY

CLOTHING & ACCESSORIES

We ask that the children be dressed in comfortable, weather-appropriate clothing. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather and other sensory activities. Items of value should remain at home. If at your discretion any of the items worn, please note that My 1st Time Childcare Center will not assume responsibility for lost, broken or missing items.

ACCIDENT AND INJURY

My 1st Time shall report any accidents or injuries not requiring professional medical care to the child's parents by the end of the day apart from an injury involving any areas shoulders and above. In such a case, the parent of the injured child will be notified by telephone within 15 minutes following the incident. If the child's parent is unable to be reached, a message will be left and/or documentation of all procedures on the incident form.

My 1st Time shall maintain a record on file for all accidents/incidents including:

- The name of the child involved, parent's name, date and time of injury
- The type of injury sustained
- The place on the body the injury occurred
- The place at the center where the injury took place

- The type of treatment given
- How the injury occurred
- Time and name of parent with whom contact was made (if applicable)
- All applicable signatures and date

GROSS MISCONDUCT

I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists.

CELL PHONE USAGE

The time you spend in the center dropping off and picking up your child is the primary window of time we should communicate with one another about your child. To make the best use of these opportunities, as well as to be attentive to your child, other children and adults who may wish to communicate with you, we ask that you NOT use your cell phone at any time while visiting the center.

PROHIBITED ITEMS

To protect all children and families, smoking, illegal substances and weapons are prohibited. The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas always.

SUSPECTED CHILD ABUSE

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. NJ's Central Registry Hotline (1-877-NJ ABUSE/1-877-652-2873)

FIRE SAFETY

Our center obtains a valid fire safety inspection certificate issued by the municipality in which it is located, based on a fire inspection conducted and posted near the exits of the facility. The fire evacuation plan and drill are reviewed with the children and staff on a bi-monthly basis.

POSITIVE DISCIPLINE POLICY

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.

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.

We use positive discipline by planning:

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

You can use positive discipline by intervening when necessary:

1. Re-direct to a new activity to change the focus of a child's behavior.
2. Provide individualized attention to help the child deal with a situation.
3. 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).
4. Divert the child and remove from the area of conflict.
5. Provide alternative activities and acceptable ways to release feelings.
6. Point out natural or logical consequences of children's behavior.
7. Offer a choice only if there are two acceptable options.
8. Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might
9. Say "that is not allowed here".

You can use positive discipline by showing love and encouragement:

1. Provide positive reinforcement through rewards for good behavior.
2. Use encouragement rather than competition, comparison or criticism.
3. Overlook small annoyances, and deliberately ignore provocations.
4. Give hugs and caring to every child every day.
5. Appreciate the child's point of view.
6. Love, but don't confuse loving with license.
7. 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.

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.

RELEASE OF CHILDREN

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

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

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

- 1) The child is supervised always;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
- 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 Child Abuse 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 an alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

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

HEALTH

IMMUNIZATIONS

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Our state regulations regarding attendance of children who are not immunized are due to religious purposes only. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the State Health Department.

PHYSICALS

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received no later than 10 days after the start date of the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

CHILD'S MEDICATION

1. A "Medication log" **must** accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 5 days
2. Prescription medicine **must**:
 - a. be dated within the past 30 days
 - b. have child's name printed clearly on the label
 - c. have dosage amount and times
3. Prescription medicine must also be accompanied by a "medication log" which **must include**:
 - a. Date
 - b. Child's name
 - c. Doctor's name and phone number
 - d. Pharmacist name and phone number
 - e. Name of medication
 - f. Dosage amounts and times to be administered
 - g. Route of medication, i.e. oral, eye, etc.
 - h. Why medication is needed
 - i. Date medication is to end
 - j. Special directions i.e. take before eating, etc.
 - k. Parent's signature
 - l. Doctor's signature/stamp if from doctor's office.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES AND ILLNESS

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and you will be called to take him/her home. Under no circumstances shall My 1st Time Childcare Center admit any child who has any illness, symptom of illness or disease that a physician has determined requires the child to be:

- Confined to a home under a doctor's care, or
- Admitted to a hospital for medical care or treatment.

Medical diagnosis from a licensed physician in writing is required to admit any child with the symptoms of illnesses listed. The written doctor's note should indicate that the child poses no serious health risk to the other children

- Severe pain or discomfort
- Acute diarrhea characterized as twice the child's usual frequency
- Two or more episodes of acute vomiting within a 24-hour period
- Elevated oral temperature of 101.5F or over OR auxiliary (underarm) temp. of 100.5 or more
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge (conjunctivitis or "pink eye")
- Infected, untreated skin patches
- Difficult rapid breathing (the school will call 911 if this occurs)
- Skin rashes lasting more than one day
- Weeping or bleeding skin lesions that have not been treated
- Swollen joints
- Visible enlarged lymph nodes
- Stiff neck
- Blood in urine

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. 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 readmitting the child to the center. A note from the parent is required stating either that at least six days have 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_disease_magnet.pdf.

*We require a child with a fever to remain home for 24 hours after the fever has broken. If the child is in attendance and any of the above symptoms manifest, the child will be cared for in a separate area while the parent/guardian notified or designated arrives for sick pick up. There can be no exceptions since illness spreads quickly among children. 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.

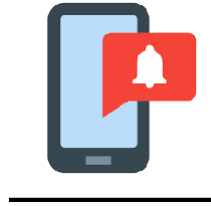
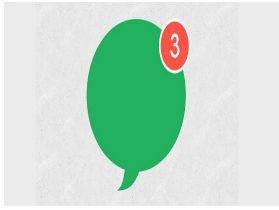
CONTAGIOUS ILLNESS

If a contagious illness is contracted that excludes a child from the center for more than 2 days, then and **ONLY** then will a proration of tuition be assessed. The illness must be verified with a stamped **AND** signed doctor's note detailing the nature of the illness and the days the child **MUST NOT ATTEND** the center. Failure to provide verification will result in full tuition payment being due as usual.



CENTER TECHNOLOGY & SOCIAL MEDIA POLICY

Absolutely **NO PERSONS OR STAFF MEMBER** shall exercise the right to use any child's image (of any sort) or videos for solicitation, marketing purpose or out of simple fun on **ANY SOCIAL MEDIA PLATFORMS/SITES**. Staff will also refrain from removing any images of the children from the center without the parent's permission. The permission will be based solely on planning purposes for the child's upcoming lesson or displays around the child's classroom with the parent's permission as well. All media recording permissions and granted usage can be found in the children's records binder.



PARENT NOTIFICATION METHOD **POLICY**

If a parent must be contacted by any one of the center staff, the order of notification methods must be adhered to and documented. If a serious accident or injury occurs that involves broken skin, possible broken bones and especially any place on the body from shoulders up requires immediate attention. The parent must be contacted within 15 minutes of the situation, no exceptions. No matter the cause of the incident, it remains an immediate contact situation. We must follow protocol set forth in the parent's emergency contact information form. If the initial call is to the parent's cell phone and there's no answer, a message must be left. The method and time of the message must also be recorded on the incident report whether direct contact was made or not. When the parent does officially make contact, we must also document and record the exchange as well.