

# Kidz Campus Preschool & Childcare

We are **thrilled** that you've decided to join our amazing early childhood school family! Below is a simple checklist to help you get registered and ready to start school:

- ☐ Complete Enrollment Application
- ☐ Submit Medical Forms & Immunization Records
- ☐ Accept the invitation from our online management program and complete ALL required information
- ☐ Set up ACH billing (bank account information) online – this is required
- ☐ Follow and friend us on Facebook
- ☐ Purchase the required school nap roll-up mat.(Available at Amazon, Walmart, Target, etc.)

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## Prepare for the First Day:

- A lunchbox with a cold pack – all water bottles/cups **must fit inside** the lunchbox (per NJ DCF regulations – we will be cited for loose cups on classroom shelves)
- A full change of clothes
- Diapers and wipes, if applicable
- Nap/rest time bedding – **all rest items must fit inside the school bag** (per NJ DCF regulations – loose bedding on shelves is not allowed)
- **Nursery children** will need crib-sized bedding, diapers/wipes, prepared bottles/food, and bibs. Please also complete the attached feeding and sleeping schedule based on your child's current routine.
- Talk with your child about starting school – keep it **positive and exciting!**

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Feel free to call or message us on the first day—we'd be happy to send pictures and updates to let you know how your child is doing!

## Getting to Know your Child: This is for your child's teachers

Child's name, (nickname if applicable) and age:

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Three words that best describe your child.

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What does your child enjoy?

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My child naps at what time and for how long? No naps?

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Has your child stayed with anyone else besides family? Attended preschool or childcare? How do they handle separation from you?

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Does your child have any allergies? Health concerns? Medication?

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Is there anything else you'd like us to know to help ensure your child feels happy, comfortable, and engaged in school?

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### Schedule Information

Start Date:

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Days Attending (Please check all that apply):

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

Approximate Drop-Off Time: \_\_\_\_\_ Approximate Pick-Up Time: \_\_\_\_\_

Getting to Know your Child p. 2 - *For Infants only*

Infant Feeding & Sleeping Schedule

Feeding	Time	Amount

Sleeping	Time	Duration

Other Information re: daily routines and schedules?

**Contact Information – Please complete for ALL parents and guardians**

**Parent Name:**

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Relationship:

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Cell/Home Phone: 

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Place of Work:

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Work Phone: 

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Email:

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**Parent Name:**

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Relationship:

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Cell/Home Phone: 

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Place of Work:

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Work Phone: 

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Email:

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**Guardian's Name:**

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Relationship:

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Cell/Home Phone: 

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Place of Work:

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Work Phone: 

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Email:

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**Emergency Contacts**

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Custody or Pickup Restrictions**

Are there any individuals who are legally prohibited from seeing, communicating with, or picking up your child? If yes, legal documentation must be provided at registration.

Prohibited Person Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Statement of Authorization and Understanding

*Please initial each item and sign at the bottom.*

\_\_\_\_\_ I give permission for Kidz Campus to call a doctor or hospital for medical care in case of an emergency.

\_\_\_\_\_ I understand that a conscientious effort will be made to contact me before any action is taken. However, if I cannot be reached, I accept responsibility for all medical costs incurred.

\_\_\_\_\_ I have submitted an up-to-date immunization record for my child.

\_\_\_\_\_ I have provided current medical insurance information.

\_\_\_\_\_ I agree to call or message Kidz Campus by 8:00 AM if my child will arrive after 9:00 AM or will be absent.

\_\_\_\_\_ I give permission for Kidz Campus staff to apply sunscreen and/or bug spray to my child when going outside.

\_\_\_\_\_ I agree to bring a large bottle of sunscreen to Kidz Campus by May 1st for use during the spring/summer season. I will notify staff of any sunscreen allergies.

\_\_\_\_\_ My child may have bug spray applied as needed.

\_\_\_\_\_ I give permission for my child to participate in field trips with Kidz Campus, either by foot or by vehicle.

\_\_\_\_\_ I give permission for my child to be photographed at Kidz Campus. Photos may be used within the school, on social media, and/or in advertising or human-interest stories.

\_\_\_\_\_ I understand that information about my child may be shared with staff members on a need-to-know basis. Kidz Campus is committed to keeping all child and family information confidential from non-staff members.

\_\_\_\_\_ I understand that any permanent schedule changes must be submitted in writing on the official school withdrawal/change form at least 2 weeks in advance.

\_\_\_\_\_ I understand that Kidz Campus does not discriminate in admission, education, employment, or any other program activity based on race, color, nationality, sexual orientation, ethnic origin, gender, religion, or family income.

## Financial Responsibility

\_\_\_\_\_ I understand that all tuition and fees must be paid via automated ACH or credit card. Payments are processed automatically on the 25th of each month. ACH is processed for free; credit cards are charged 3% of the total billed and \$0.30 per charge.

\_\_\_\_\_ I acknowledge that a \$40 fee will be charged for any returned payments due to insufficient funds.

\_\_\_\_\_ I understand that tuition is billed monthly, in advance, and is due on the 25th of the month prior to care.

\_\_\_\_\_ I understand that if tuition is not paid, my child may not attend the following week.

\_\_\_\_\_ I understand that a \$25 late fee will be added to my account each week for any unpaid balance.

\_\_\_\_\_ I understand that tuition is not reduced or refunded for absences due to illness, vacation, or personal reasons.

\_\_\_\_\_ I understand there are no credits or refunds for planned school closures, including holidays, staff training days, or emergency closings (due to weather, health, or other causes), including any changes in hours.

\_\_\_\_\_ I understand that I am responsible for tuition for two weeks following a withdrawal or schedule change.

\_\_\_\_\_ I acknowledge that I am responsible for all tuition and fees, regardless of attendance or the involvement of any third-party payers, including but not limited to state funding, employer-sponsored assistance, or private agreements.

\_\_\_\_\_ Within 30 days all delinquent accounts will be assigned to a lawyer and / or to a collection agency for handling and collection. Parents/guardians will be responsible for all tuition fees, late fees, return check fees, as well as all legal and collection fees due to lack of payment on their part.

## **KIDZ CAMPUS PARENT RECEIPT OF INFORMATION:**

\_\_\_\_\_ Information to Parent's Document

\_\_\_\_\_ Statement of Authorization and Understanding

\_\_\_\_\_ Policy on the Release of Children

\_\_\_\_\_ Financial Policies

\_\_\_\_\_ 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 and read a copy of the information/policies listed above.

Date: \_\_\_\_\_

Children's Names: \_\_\_\_\_ Parent/Guardians'

Name: \_\_\_\_\_

Parent Signatures: \_\_\_\_\_

Parent/Guardians' Names \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## Your Child's Health

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

CHILD'S HEALTH RECORD: (A copy of your child's immunizations and current physical will be needed)

General state of health:

\_\_\_\_\_  
\_\_\_\_\_

Doctor's name & address \_\_\_\_\_

\_\_\_\_\_

Doctor's phone number \_\_\_\_\_

***Please attach a copy of your child's health insurance card and or information.***

Does your child have any known allergies?

\_\_\_\_\_  
\_\_\_\_\_

Does your child have any medical conditions which I should be made aware of?

\_\_\_\_\_  
\_\_\_\_\_

Does your child have any food restrictions? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Does your child have any speech, hearing, visual or developmental concerns?

Would you like resources to find specialized services? \_\_\_\_\_

Is your child receiving any type of therapy?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Speech / Language Therapy                | <input type="checkbox"/> Occupational Therapy (OT)       | <input type="checkbox"/> Physical Therapy (PT) |
| <input type="checkbox"/> Behavioral Therapy                       | <input type="checkbox"/> Play Therapy                    | <input type="checkbox"/> Sensory Integration   |
| Therapy <input type="checkbox"/> Feeding Therapy                  | <input type="checkbox"/> Vision Therapy                  | <input type="checkbox"/> Audiology             |
| Services <input type="checkbox"/> Developmental Intervention (DI) | <input type="checkbox"/> Applied Behavior Analysis (ABA) |  |

If so please let us know the therapist's name, title, and contact information? Will you need to schedule therapy services for the school day?

\_\_\_\_\_  
\_\_\_\_\_

Would there be any restrictions to playing or activities?

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Has your child had the following common childhood illnesses?

.(*please circle*)

Does your child have any problems with any of these?

Constipation

Convulsions

Diarrhea

Fainting Spells

Frequent Colds

Frequent Ear Infections

Frequent Sore Throats

Lice

Ringworm

Skin Rash

Soiling

Stomach Upsets

Urinary Problem

Worms

Has your child had any of these diseases?

Asthma

Bronchitis

Chicken Pox

Diabetes

Heart Disease

Hepatitis

Impetigo

Measles

Mumps

German Measles

Polio

Scarlet Fever

Tuberculosis

Whooping Cough

Date:\_\_\_\_\_ Child's Name:\_\_\_\_\_

Parent/Guardians' Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent/Guardians' Names \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## *Kidz Campus Information to Parents School Handbook*

We are glad

you have decided to join the Kidz Campus Family! In this handbook, you will find the steps to getting started, our program policies and operational procedures. Please let us know if you have any questions.

### **Starting School...please read the following:**

Please be here by 9:00 for class, walk your child into their classroom and say a nice goodbye and leave...feel free to call or message us and check in on your children!!

Phone 609-484-8564 or use message school app.

- All children need to pack or purchase snacks and lunch. Juices, waters, and bottles should be pre-poured and ready for consumption. All bottles/cups must fit in your child's lunch bag as required by NJ DCF.
- All lunch orders and purchases must be made in writing on the daily lunch sheet.
- Lunches **MUST** be cooked/heated at home, thermos are great! Heating up a classroom full of lunches leads to many children waiting a long time for their lunch.
- A full change of clothes in a zip lock bag that is labeled.
- All children must purchase a school nap/quiet time bag. Please send in a crib sheet and small sized blanket, this must be taken home and washed weekly.
- Parents with children in diapers must have a 1-week supply of diapers and wipes at Kidz Campus, the diapers must have your child's name on them. *Diapers must have tabs for opening/closing so children do not have to be undressed to change their diapers.*
- Children's work and projects are in your child's folder and can be taken home daily.
- You must sign your child in upon arrival and out when you pick him or her up for the day via our online system.
- All change of schedule requests, authorization for medication, and alternate pick-up requests must be made on our school app. via a message. An alternate pick-up person must supply us with photo identification.

### **Enrollment Procedures**

For your enrollment, you need the following:

- Completed enrollment forms and fees.
- School app downloaded, and account fully set up-please add a photo and ALL requested info.
- ACH authorization.
- Health assessment
- Health Insurance information
- Your child's immunization record

## Communication

- Please contact the school **ONLY** through a direct phone call or our school app. We do not check Facebook messenger or any other communication modes daily. If you need to speak with the director(s) or teachers please call the school number 609-484-8564, Teachers are not permitted to talk or text parents via cell phones. Staff may not communicate via social media with families.
- It is important to inform the staff of changes and events in your child's life so they can be more effective in responding to and meeting his or her needs.
- A newsletter is published monthly as a general way to communicate center-wide information and events.
- Parents are encouraged to be involved at Kidz Campus. There are many opportunities to participate in activities and classroom events.
- Kidz Campus has a Preschool PTO-please join, it is free, and we welcome your involvement.

## Visiting Kidz Campus

- We have an “open door” policy regarding parents and our programs encourage family participation. If teachers or administrative staff are not free to talk with you during an unscheduled visit, ***please understand that their first priority is to give their attention to the children***; they will be happy to schedule a more appropriate time to meet with you at length if so desired.

## Meals, Snacks, and Treats

- All children need lunch, 2 snacks, and 2 beverage servings daily. Most days lunch may be purchased for a fee. Nutrition education is one of the components of our program and we encourage healthy eating habits and ask parents to limit the consumption of “junk food” and highly sugared foods.
- ***Children with a food allergy should have the information and reaction symptoms noted on their medical form. Please inform both your child's teacher and the administrative staff.***
- Parents may bring treats for birthday celebrations. Due to an increasing number of children with various allergies no nuts or balloons are permitted.

## Building Security

- All children must be escorted into the building and signed into the program. There is no parking in the Fire Zones surrounding the buildings. The front entrance to Kidz Campus is locked always to assure safety for children and their families. Kidz Campus' are equipped with automatic fire detection systems, sprinkler systems, as well as open class viewing and/or classroom video monitors.

## Items from Home

- We understand that children love to bring toys and other items from home but sharing at a young age is often difficult and the toys are often those that encourage more aggressive play, especially when there is a group of children in the room. This makes it difficult to provide a calm environment in which children can feel safe and learn. Therefore, please work with us to keep special toys at

home unless the teacher specifically asks the children to share a “home toy”. Although precautions will be made to help keep your child’s personal belongings safe, Kidz Campus is not responsible for items that are lost or stolen. It is your responsibility to label your child’s belongings: clothes, toys, bottles, car seats, etc. *Do not send in valuables please.*

## Outdoor Play

- The children are taken outside daily (except in cases of inclement weather) for fresh air and exercise. If your child is not well enough to participate in outdoor play with the class, please do not bring him or her to school.
- Children may go outside for limited amounts of time in cold weather. ***Fresh air is healthy!*** When going outside on chilly days, the teacher will assure that coats are zipped, and caps (or hoods) and mittens are on. Please check your child’s seasonal clothing to make sure gloves, hats, and coats are provided for chilly weather outdoor play (including snow!).
- When we do go out on hot days, we will be mindful of the effect of heat on the children. We will provide opportunities for shade and plenty of water. Sun block is required for all children in Spring/Summer.

## Technology Policy

- Children enrolled may use computer and technology-based learning programs. No child shall spend more than 15 minutes consecutively involved in a technology-based experience. No child shall spend more than 45 minutes over the course of a full day program using technology-based programs.

## Field Trips

- Parents will be informed of field trips in advance through newsletters and a permission form sent home for each trip. A general permission consent form is also provided with your enrollment form. You may need to provide alternative childcare arrangements if your child is unable to attend a field trip, or if you arrive late after the class has left.

## Photographs

- Please notify your child’s teacher and the director if it is your desire that your child not be photographed. In addition to children being photographed during spontaneous occasions, a photographer is scheduled during the year for individual, group, and/or family pictures. Photographs may be used in print ads, online sites such as Facebook, Pinterest, or Google, (just examples), on our web sites, or on posters, flyers, and program literature.
- Staff members may also take photographs of any boo-boos or injuries received during the day as a way of documenting accidents.

## Confidentiality of Records

- Without legal process, children’s records are open only to the child’s teacher, authorized staff and the child’s parent or legal guardian. The names of other children or families involved in disputes, accidents, injuries, or illnesses will not be released as required by NJ state law.

## Community Involvement:

- We will conduct fundraising events for local children's and family organizations year long. We hope to teach our children compassion, care and sharing.

### **Social Media / Cell Phone Contact:**

- To maintain a professional relationship with our families our staff members are not permitted to engage in social media with enrolled families. Additionally, our staff need to be attentive to our students always so cell phone calls or texts to staff are not permitted.

### **Animal /Pet Policy:**

- Kidz Campus allows small pets in the classrooms such as hamsters, bunny rabbits, fish, etc. All animals shall be removed from a classroom if there is a child who has an allergy to said animal. Kidz Campus also has in class projects such as hatching chicks, hatching butterflies, and visiting service /rescue animals. Parents may request that their child shall not be permitted to be around and / or handle an animal in or vesting our program. All requests must be made in advance and in writing.

### **Kidz Campus Financial Policies**

- Kidz Campus maintains a strict tuition policy. Children MAY NOT attend if tuition has not been paid. Payments are based on a yearly program from September-August and are billed every month. Tuition fees guarantee a reservation for your child. All program expenses are fixed and there is no credit given for school holidays, teacher-in-service days, emergency school closings or absences due to child illnesses or vacations.
- To keep up with our bookkeeping, customer service, and office work it is necessary to have the following guidelines in place regarding tuition payments. To assure excellent customer service and financial stability of our program these policies will be strictly enforced.

### ***Tuition payments***

- A \$150.00 non-refundable registration fee per family fee is due at the time of initial enrollment and is payable at the beginning of each contract period (One time per year for yearly attendance or one time per year for summer contracts). Tuition is billed the 25<sup>th</sup> of the previous month. A one-week deposit is required upon registration; this reserves your place and is not refundable. This will be applied to your last tuition payment when 2 weeks' notice that you will be leaving via a *Withdrawal from Program Form* is given.
- Tuition and all registration fees must be paid for via our program's online service. It is required to have automated ACH or credit card tuition payments. Payments are processed automatically on the 25th of each month. ACH is processed for free, credit cards are charged 3% of the total billed and \$0.30 per charge, this is to cover the costs of the fee incurred by Kidz Campus for credit card billing.

- Families are responsible for all tuition and fees due; this is regardless of any 3<sup>rd</sup> party payees in place. This includes, but is not limited to state funding, employee sponsored childcare fees, or any other persons who may have agreed to pay tuition fees. If a 3<sup>rd</sup> party or co-parent fails to pay, then the family is responsible.
- All families must purchase a Kidz Campus school bag for school items. These bags are used to assure health and safety compliance regarding storage of personal items. The cost is \$10.00 and is due upon registration.

### ***Late fees & Delinquent Accounts***

- Preschool and childcare programs are paid for monthly and are due by the 25<sup>th</sup> of the preceding month. A late fee of \$25.00 is assessed weekly. Attendance is not permitted in the first week of the month if tuition is not paid. A late fee of 10% per month, on the entire balance due and other late / insufficient fund fees, will be charged *every month* for all past due balances.
- Within 30 days all delinquent accounts will be assigned to a lawyer and / or to a collection agency for handling and collection. Parents will be responsible for all tuition fees, late fees, return check fees, as well as all legal and collection fees due to lack of payment on their part.
- All returned checks have a \$40.00 fee.

### ***Withdrawal from our program***

- 2 weeks written notice via a completed *Withdrawal from Program Form* is required from all families. A child is considered enrolled until a complete *Withdrawal from Program Form* is received and signed by management.
- If you do not give 2 weeks' written notice you are obligated for the tuition due for those two weeks and all late fees that shall apply.
- **Re-enrollment Procedures**  
All accounts must have a zero balance before re-enrolling and space in the classrooms is not guaranteed once family withdrawals.

### **Late Pickup Fee**

- A late fee of \$10.00 for the first 15 minutes late and another \$1.00 per minute after 15 minutes late has occurred, will be assessed if your child is not picked up prior to school /center closing time.
- Late fees for late pickup during the day are assessed at \$5.00 per 30 minutes.
- Late fees will be added to your monthly tuition bill.

### **Contract Termination**

- Expulsion of Your Child

It is part of our responsibility to teach your children to participate, cooperate and be a responsible member of the group. On occasion, a child's behavior may place the child and/or other children in danger or interfere with the classroom environment. Behavior that is not appropriate in our school is repeated disruption, repeated physical harm, repeated anger outbursts, or children who are not able to respect themselves or others physically. In the event of such behaviors, our policy is as follows:

1. Staff will document/keep a record of any behavior by a child which becomes persistently disruptive, aggressive, or violent, and which is not alleviated significantly by individualized behavior guided techniques. Parents will be notified in writing and/or verbally.
2. The staff will seek administrative support and guidance from the Director and/or other early childhood professionals and notify the parent that there is persistently disruptive behavior.
3. The staff and/or Director will meet with the parents and discuss choices. A plan for improvement will be designed and agreed upon by the school and parents.
4. If parents do not choose to, or cannot provide support for the school, or even with the parent's support, the plan fails to improve the behavior, then Kidz Campus reserves the right to terminate enrollment. Written notice one week prior to termination of a child's enrollment will be given **UNLESS** the behavior warrants immediate termination due to safety concerns. ***Kidz Campus has the discretion to make this decision.***

The termination of your contract may also occur at the discretion of the owners and/or directors if a parent's behavior is deemed unacceptable. This includes but is not limited to disrespectful behavior towards staff members, towards other families, or children in the program. A family may also be asked to leave if they do not adhere to our policies regarding ill children, tuition matters, or excessive late pickups.

## **Attendance**

- You must sign for your child upon arrival and out when you pick him or her up for the day.
- It is important that the list of other individuals who may pick up your child be written on the designated enrollment form and kept current. Both your child's teacher and office staff need to be informed via written and verbal communication when reporting any changes. Authorized people must be at least 16 years of age.
- If a parent is not legally able to have access to their child, then legal documents must be delivered to the Director and kept in the child's file. If a non-custodial parent attempts to pick up, or visit a child, the local police will be called as well as the custodial parent. Staff will ask for photo I.D. to verify that the person who is picking up your child is authorized and on the form.

## **Make up Classes.**

- There are no makeup days for missed classes your child is scheduled for. Their space is reserved for them based on their schedule.
- There are no refunds for missed classes.

## **Health Issues & Policies**

***Please do not bring your child to the Center if he or she is ill. We are committed to a clean and healthy environment for our children, families, and staff!***

The Health Department requires that we refuse care for any child who is ill with contagious/infectious signs or symptoms such as:

- A temperature over 98 degrees - Children sent home with a fever, for whatever reason, are not to return until 24 hours after they are fever free (without the aid of fever reducing medication.) If a doctor's note is presented that a child is not contagious, and the staff can provide the required care and comfort level for the child, they may return to school.
- Diarrhea – more than abnormally loose stool per day. Your child must have diarrhea free for 24 hours before returning to Kidz Campus.
- Vomiting – Free of upset stomach & vomiting for 24 hours before returning to Kidz Campus.
- Inflammation of the eyes.
- Infestation from, but not limited to Lice, bead bugs, fleas etc.
- Skin lesions or rashes from an unknown source.
- Any other medically questionable behavior or symptom including but not limited to dizziness, fainting, neck aches, back aches, stomach pains, headaches, extreme headaches etc.

When your child is ill, it will be necessary for parents/guardians to decide for your child to be picked up within one hour after being notified. Failure to comply with this illness policy could result in your child being dismissed from Kidz Campus

Kidz Campus is not responsible for medical costs because of illness.

## **Policy on the management of communicable diseases**

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.

Sever pain or discomfort  
Acute diarrhea  
Episodes of acute vomiting  
Elevated oral temperature of 100.0 Fahrenheit  
Sore throat or severe coughing  
Yellow eyes or Jaundice skin  
Red eyes with discharge  
Infected untreated skin patches  
Difficult or rapid breathing  
Skin rashes lasting longer than 24 hours  
Swollen joints  
Visibly enlarged lymph nodes  
Stiff neck  
Blood in urine  
Lice / Bed Bugs; similar infections- children must be lice/knit free

Once the child is symptom free, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school.

If a child contracts any of the following disease, please report it to us immediately. This child may not return to school without a doctor's note stating that the child presents no risk to himself/herself or others.

#### Table of Excludable communicable disease

##### Respiratory Illnesses

Chicken Pox  
German Measles\*  
Hemophilic Influenza\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough

##### Gastro- Intestinal Illnesses

Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Sheela\*

##### Contact Illness

Impetigo  
Lice  
Scabies  
COVID

\*Reportable disease, as specified in N.J.A.C. 10:122-7, 10(a).

If your child is exposed to any communicable disease at school, you will be notified in writing.

- In cooperation with the above policies please use common sense regarding siblings...if one child is ill and you are home let the other(s) rest up, (and hopefully stay well and prevent the spread of any germs!) It is not a policy to refuse healthy kids but usually you can see illness coming on!
- If you are a working parent, make back up care arrangements **in advance**, illness happens...it is part of life with young children.
- Take vitamins, give them to your kids, and try to eat well!

#### **Release Policy**

- Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
- If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.
- If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is always supervised.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); 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 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 State Central Registry Hotline 1-877-NJ-ABUSE(1-877-652 -2873}* to seek assistance in caring for the child.

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

## **Medication Administration Policy & Procedures**

This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided by childcare staff. Assuring the health and safety of all children in our Center is a team effort by the childcare provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in childcare. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

### **Guidelines**

1. Whenever 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 childcare, 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 childcare 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 childcare. This is for the protection of the child who is ill as well as the other children in childcare.
3. Medication will only be given when ordered by the child's health care provider and with the 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 childcare 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.

Medications given will be administered by a staff member designated by the 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 childcare 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 pharmacy 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 pharmacy to provide the medication in two containers, one for home and one for use in childcare.
  - 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 childcare center.

7. Examples of over-the-counter medications:

- Antihistamines
- Non-aspirin fever reducers/pain
- Decongestants
- 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
- Stored at the required temperature.

For the child who receives 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.

9. 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.

10. 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.

12. Information exchange between n the parent/guardian and childcare 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 is 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: School director, parent/guardian and /teaching staff.

**EPI Pen Guidelines:** If your child has been prescribed an Epi pen the following protocols are in place via NJ state law. The parents or guardians of the student must provide written authorization for the administration of the epinephrine and written orders from the physician or advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis. Medicine must be in the original container and have the child's name on the medicine container.

All parents or guardians of the student acknowledge in writing that Kidz Campus and its employees or agents shall have no liability because of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism; the parents or guardians shall indemnify and hold harmless Kidz Campus and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism.

The prescribed epinephrine must be labeled with the student's full name and placed in a secure, but unlocked, location easily accessible to staff members.

## **Emergency Authorization Form**

- Kidz Campus must have a signed Authorization for Emergency Care form on file for each child that authorizes emergency care and the transfer of medical records to the local hospital. Transportation to a hospital will be provided by the local EMS when emergency care is warranted. Emergency numbers and names of people to notify you should be current.
- Staff will notify the child's parent, guardian, or an authorized person as quickly as possible in the event of a serious accident or illness requiring emergency care. An accident report form will be provided to parents for accidents requiring minor medical attention such as scratches, abrasions, bruises, etc. The parents will also be notified via a phone call and/or Procure message.

## **Diapering**

- Parents must supply all diapers and wipes. They should be brought in a 2-week supply. **You must label your children's diapers and supply diapers with tabs.**

## **Child Abuse/Neglect**

- Under law, staff members are mandated reporters of suspected child abuse and/or neglect. We are required to report all suspected cases of abuse and/or neglect to the proper authorities. All staff members are trained to recognize the signs of abuse/neglect.

## **Inclement Weather and Safety Measures**

- **Closing Notification**  
Parents will be notified of closing due to inclement weather through our school app. If the decision is made to close while your child is here, you will be messaged via our school app to pick your child up. Typically, parents can anticipate closing if the public schools are closed.

## **Fire and Emergency Safety Measures**

- In the event of a fire or emergency, children will be assembled at the sound of the alarm. We will immediately evacuate the premises. Parents will be contacted if they need to pick up their children. Emergency evacuations are practiced monthly.

## **Discipline Policy**

### **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 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, this is referred to as our sad seat.)
- 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. Do not 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 do not 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 is worth it because positive discipline works.

Staff members use many techniques to assist children in resolving conflicts, methods vary depending on children's ages and the severity of the situation.

- Limit setting: Children are given basic, clear, and concise rules to guide their behavior.
- Consistency: So, children know what to expect, limits and expectations are consistent throughout the classes, and all adults respond in a similar way to conflict situations.
- Modeling: Adults clearly demonstrate compassionate, caring behaviors that set examples for children to follow.
- Passive intervention: Teachers give children time to work through their own problems, but they are there to help if things escalate to destructive or aggressive behavior.
- Physical intervention: Children are physically separated if they begin to hurt each other.
- Redirection: A request to stop negative behavior is accompanied by a suggestion for appropriate behavior.
- Natural consequences: Teachers point out and reinforce natural consequences as they occur. Children see the results of their own behavior and begin to modify it accordingly. "You threw sand after we asked you not to. Now you need to leave the sandbox and find a different area to play in."

## **State Licensing and the Information to Parents document**

**Kidz campus is regulated and licensed by the NJ DCFS and we are required to:**

- Be licensed by the Bureau of Licensing, Division of Youth and Family Services.
- Comply with all applicable provisions of the Manual of Requirements for Child Care Centers.
- Post our license in a prominent location within the center.
- Retain a current copy of the DYFS manual and make it available for parents' review.

- Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau.
- Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period.
- Post a listing or diagram of those rooms and/or areas that have been approved by the Bureau for children's use.
- Comply with the inspection/investigation functions of the Division, including the interviewing of staff members and children.
- Afford parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center follows all applicable provisions of the manual.
- Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor or director or to the Bureau.
- Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements.
- Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation observe its operation and program activities without having to secure prior approval.
- Provide parents with notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event.
- Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center and provide to parents upon request.
- Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating, or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, is required by State law to report such allegations to the DYFS.

All required paperwork, documentation, and contact information is available upon request from the director. Items that are required to be posted are in the building.