

**Healthy Kids Programs  
PARENT INFO PACKET**

**Department of Children and Families Office of Licensing  
INFORMATION TO PARENTS**

Dear Parent/Guardian,

In keeping with New Jersey's childcare licensing requirements, we are obligated to provide you, as the parent of a child enrolled at our center, with the attached informational statement.

The statement highlights, among other things:

Your right to visit and observe our center at any time without having to secure prior permission.

The center's obligation to be licensed and comply with licensing standards and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the NJ Department of Children and Families (NJDCF).

Please read this statement thoroughly,

Sincerely,

Windell Spaulding  
Executive Director  
Healthy Kids Programs

Under provision of the Manual of Requirements for Child Care Centers(N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse /neglect reporting requirements and other child care matters. The center must comply with the requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care and Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care and Youth Residential Licensing, in a prominent location at our center. Look for it when you're in the center.

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

Our center must have on premises a copy of the Manual of Requirements for Child Care Center and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of

Licensing, Publication Fees, PO Box 657,Trenton,NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

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

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

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

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

Our center is required to provide reasonable accommodations for children and /or parents with

disabilities and to comply with the New Jersey Law Against Discrimination (LAD), PL. 1945, c 169(N.J.S.A. 10:5-1 et seq). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing a LAD claim at (609)292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609)292-7701), or may contact the United Department of Justice for information about filing an ADA claim at (800)514-0301 (voice) or (800)514-0383 (TTY)

Our center is required at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls> Internet access may be available at your local library. For more information call the CPSC at (800)638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll-free at (877) NJ ABUSE/ (877)652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609)292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/) and select Publications.

### **Healthy Kids Programs RELEASE OF CHILDREN POLICY**

a. All persons picking up a child must enter the program site and provide proof of their identity; the care provider will then check the participant's Authorized Release Form/ BrightWheel to determine whether the person is permitted to pick up the child. *The child can only be released to a person authorized by a parent or guardian through Brightwheel.*

b. If a particular non-custodial parent has been denied access, or granted limited access, to the child by court order, the parent must provide this documentation. Healthy Kids will comply with the order and maintain a copy in the program and in the office.

c. If an authorized person, including a parent or guardian who comes to pick up a child, appears to be impaired in such a way that would threaten the health or safety of the child Healthy Kids staff will contact another person designated on the Authorized Release Form/ BrightWheel to pick up the child, and will not release the child to the individual who is impaired.

d. If a parent or guardian is unable to pick up a child from the program, he or she must notify the program by 4:45 p.m. on that day of the alternative arrangements for pick-up. If an emergency occurs after 5:00 p.m., it may be necessary for the parent or guardian to make arrangements with a person on their emergency list. Parents/guardians may also update Authorized Release information on Brightwheel prior to pick-up time.

e. If a parent or guardian, or another authorized person, has not arrived by 6:00 p.m., Healthy Kids staff will call the parent and then the emergency contacts designated on the participant's Authorized Release Form/ BrightWheel, in order to find an authorized person to pick up. The child will remain under the supervision of the Healthy Kids Staff at all times.

- If the child has not been picked up by 7:00 p.m., Healthy Kids will call the 24-hour State Central Registry Hotline at 1-877-NJ ABUSE (1-877-652-2873) to seek assistance in caring for the child.

f. No child will be released from the program unsupervised except upon written instruction from the parent and approval by the Regional Director.

## **Healthy Kids Programs DISCIPLINE POLICY**

Healthy Kids promotes positive behavior in children through setting consistent and realistic limits; structuring the environment to meet the needs of children; structuring the schedule and activities to meet the developmental and special needs of children; encouraging and reinforcing cooperation and other pro-social behaviors; and teaching and modeling positive communication and interaction between staff and children. However, as in the schools, Healthy Kids has **a zero-tolerance policy regarding physical aggression**. Healthy Kids encourages the children to participate in establishing the discipline rules for their group. These rules are posted so that all children will be aware of their limits.

Behavioral issues are first dealt with pro-actively within the program. Behaviors that are developmentally appropriate for the child or children are dealt with constructively rather than in a punitive manner. Ex. a six years old not staying in his/her seat without verbal redirection. Children will not be disciplined for failing to eat or sleep (if applicable to the child) or for soiling themselves.

When a child has difficulty participating within the rules of the program, the parent or guardian will be notified as outlined below. Staff will use a variety of interventions from the least intrusive and restrictive first to suspension from the program if warranted. These may include interventions such as using "Choice journals", re-directing the child to another activity, and/or pointing out logical consequences to the child's behavior. Staff will utilize the parents as resources to help problem solve what interventions work best for a particular issue or problem. Healthy Kids makes the final decision regarding all disciplinary action based upon the individual case using the framework below:

**Verbal communication** is warranted with a parent for the following:

- Behavior against the rules of the program which has been exhibited multiple days and staff interventions may have worked to change the behavior at the moment, however, the behavior is ongoing.
- This could take place in the form of a private short discussion at pick-up time or a parent conference.

**Written communication** is warranted with a parent for the following using the Conduct Form: ● Behavior against the rules of the program has been ongoing and staff interventions have been generally ineffective. This includes ongoing disrespect, disruptiveness, inappropriate language, and defiant behavior.

- Behavior that puts the child or other children in danger such as running off school grounds

or out of the program room without permission, hitting another child, destruction of property, or other self-injurious behaviors.

A parent conference will be held for infractions that warrant a written communication in order to problem solve the issue at this time.

A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program.

**Suspension** must be approved by the Regional Director and is warranted for any of the following:

- The same or similar severe behaviors have been written up a minimum of three times for the child.
- Child using inappropriate language or name-calling directed at another which is seen as offensive to others.
- Behavior that puts the child or other children at imminent risk including seriously verbally or physically threatening behavior, intimidating, physical fighting, hitting, biting, spitting upon or otherwise harming anyone (including staff).
- Child bringing an item that could be used as a weapon to program. (In this case, the weapon is confiscated, and the parent immediately called to pick up the child).

A parent may be called to immediately pick up a child from the program if his/her behavior is unmanageable within the program. *There is no refund of tuition for days missed due to suspension.*

## **EXPLUSION POLICY**

Healthy Kids reserves the right to terminate care for a child.

### **Reasons for Termination of Care:**

- On-going behavior that a child has been suspended for previously.
- Behavior that places the child, other children, or the program at risk.
- Failure to pay monthly tuition or fees due to Healthy Kids on time.
- Parents' failure to follow Healthy Kids procedures outlined in Parent Handbook.
- Parents acting in an abusive or harassing manner towards staff or other participants in the program.

**Parent Conference:** A parent conference to communicate and develop an action plan takes place prior to the decision to terminate unless termination is due to an act or threat of violence, failure to pay, and or parent's abusive/ harassing behavior.

**Decision Making for Termination:** Each recommendation is reviewed by the Executive Director and Regional Director. A decision is made on a case-by-case basis with the health and safety of the children and staff as the priority.

**Notice of termination:** Sufficient notice is given of 5 days to the parent prior to termination both

verbally and in writing. The length of the notice depends upon the risk level to the children and staff at the time. Immediate termination without prior notice will be enacted if the child or parent is placing other children, themselves, or the program at immediate risk. This includes an act or threat of violence or parental actions causing the expulsion.

Please note that any threat or act of violence will not be tolerated and can result in immediate termination. School officials must be notified of the incident. Acts or threats of violence will require parents to come immediately to remove the child. If the act or threat is judged to place the children and staff in immediate danger 911 will be called. A child removed from Healthy Kids Programs may not return to the program pending an investigation. Healthy Kids will uphold all school policies regarding threats or acts of violence.

A child will not be terminated if a child's parent:

- Makes a complaint to the Office of Licensing regarding Healthy Kids alleged violations of a licensing requirement.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

## **Healthy Kids Programs PARENT COMMUNICATION POLICY**

Healthy Kids uses face-to-face, phone calls, texting, individual/group emails, and Brightwheel to communicate all aspects of childcare and operational needs to parents.

Parents and Healthy Kids staff communicate daily regarding aspects of the program and child-specific information informally at the time of drop off and pick up. The point person at each program for parent communication is the Site Director.

All communication related to the safety or wellbeing of a child is conducted either in person or by talking directly with a parent over the phone. This includes communication of any behavioral incidents or injuries in the program.

Parents are notified through posted or emailed signs, newsletters and/ or flyers, of any program events or needs.

Individual or group emails are used to communicate business information to parents regarding tuition, deadlines, policies, or billing/collection needs.

Phone calls or emails are used to communicate individual-specific information to parents regarding registration information, needed information, billing/collections, medication, or other important individual information requests.

Healthy Kids also provides the Parent Handbook and the required documents listed below as part of our registration process. The receipt of these documents is either signed electronically through our online

registration process or by hand as part of the paper registration.

- o Information to Parents Document
- o Policy on the Release of Children
- o Positive Guidance and Discipline Policy/Expulsion Policy
- o Parent Communication/Notification Policy
- o Sick Child/Communicable Disease Policy
- o Social Media Policy

## **Healthy Kids Programs**

### **SICK CHILD/COMMUNICABLE DISEASE POLICY**

The health and safety of children attending Healthy Kids programs is the number 1 priority of our organization. Healthy Kids will abide by all state regulations summarized below.

#### **Please Note:**

- *Medication:* Medication administration will only be made for children with special needs if failure to take the medication would jeopardize the child's health or prevent the child from attending childcare. Ex: inhalers and Epi-Pens. If your child fits into this category, there are additional procedures to be completed prior to enrollment. These procedures and forms can be obtained by calling Healthy Kids Registration Department. *Please note: We do not have access to medications given to the school nurse.*
- No child who has displayed illness during the school day or at the time of program opening will be admitted to the program.

#### **Health practices include:**

- Exclusion of children and staff with infectious diseases until the contagion is no longer present.
- Frequent hand washing by staff and children.
- Appropriate handling of foods.

If a child exhibits any of the following symptoms, the child **cannot attend** the program. If such symptoms occur attending the program, the child will be removed from the group, made comfortable and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- 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
- 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 program unless contraindicated by the Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the program without a health care provider's note stating that the child presents no risk to himself/herself or others.

## **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: <https://www.nj.gov/health/cd/reporting/when/>

## **Healthy Kids Programs SOCIAL MEDIA POLICY**

Healthy Kids uses the following means of communication and information sharing through social media and other web-based communication.

- Constant Contact/ Brightwheel emails to send newsletters/photos of activities to program parents, school personnel, and administration/Board of Education.
- Healthy Kids Facebook may post images of children participating in activities/events happening within Healthy Kids programs.
- The Healthy Kids website to present information and images about services provided, events, and program components.

Permission is requested from parents at the time of registration, allowing images of participants to be included in the communications mentioned above, as well as printed materials.

**Healthy Kids employees** are prohibited to take images of participants with personal cell phones or cameras unless a direct supervisor has instructed otherwise. Preferably all photos and videos will be taken with the assigned site cell phone.

**Healthy Kids employees** are prohibited from posting any images of Healthy Kids Program participants on their personal social media sites, including but not limited to: Facebook, Instagram, and Twitter.

**Parents** visiting the Healthy Kids programs are only allowed to take photos of their own children within the program for purposes of posting on any personal social media sites, including but not limited to: Facebook, Instagram, and Twitter.