



Little Red Apple
Learning CentersSM

**AFTER SCHOOL PROGRAM
POLICIES**



Little Red Apple
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Please read our policies entirely before you enroll your child into our program.

- Little Red Apple Learning Centers reserves the right to modify center policies and tuition rates when necessary. Parents are responsible for maintaining a current copy of the center policies. Copies are available online and at the center. Questions, concerns, and inquiries, should be addressed to the center's director.

MANUAL OF REQUIREMENTS

Our Center is required by the State of New Jersey to abide by the Manual of Requirements for Child Care Centers, (Chapter 22 of the New Jersey Administration Code), and to act in accordance and fulfillment, with it's requirements.

The Manual is distributed by the New Jersey, Department of Human Services', Division of Youth and Family Services, Bureau of Licensing, CN 717, Trenton, New Jersey 08625, (609)292-9220; and is available to the public at a nominal charge.

Should you feel that our Center, or staff, does not act in accordance or is in violation of the Manual of Requirements, you may either notify the Center's director, or a staff member, or you may write or call the Bureau of Licensing, of the Division of Youth and Family Services.

DEAR PARENTS/GUARDIANS:

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent/guardian of a child enrolled at our center, with this 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 to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services, (DYFS).

Please read this statement carefully and, if you feel you have any questions, feel free to contact me at 201-868-9696.

John F. Portscher, Director
Little Red Apple Learning Centers

INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, 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 this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted 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 the premises a copy of the Manual of Requirements for Child Care Centers 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 <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> 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 available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also 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 or you can view them online at https://data.nj.gov/childcare_explorer.

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 to 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 interest with the center director, who can advise them of what opportunities are available.

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

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on 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), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 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 an 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 States 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/.

GENERAL AUTHORIZATION

Upon enrollment at Little Red Apple Learning Centers you are granting permission for your child to:

- Take part in all program activities including the use of all indoor and outdoor equipment.
- Be photographed or videotaped in connection with daily program activities, and have these images displayed in the center, on our website, [www.Little Red Apple Learning Centers.com](http://www.LittleRedAppleLearningCenters.com), social media, (including, but not limited to: Facebook, Twitter, Instagram), print advertisements, promotional materials, and for the personal use of enrolled families.

OPEN DOOR POLICY

- At Little Red Apple Learning Centers you are not just considered a client, but a valuable member of our family
- Our centers are a place where you and your family are always welcomed, appreciated, and valued.
- We encourage you to speak to your child's teacher regularly, and to work together to identify the best possible solutions and strategies for a successful and pleasurable experience for your child(ren), that will have an enduring effect on them, and will foster a lifelong love for learning.
- Parents are welcomed, invited, and encouraged to visit the center at any time, without pre-notification.
- Family members and friends are also welcome to visit the center, however we request that you provide us with advance notification. If the visitor is not listed on your child's enrollment application, you must provide written authorization prior to the visit, and the visitor(s) must be prepared to provide photo identification, if requested.

COMMUNICATION

- The key to the success of our efforts is to openly speak about any problems, concerns, suggestions, etc., which help to establish the best possible relationship between staff, parents and most importantly, your child. At Little Red Apple Learning Centers we will make every effort to communicate with, and inform our parent/guardians by:

1. Establishing a parent information center, (at the entrance of the center).
2. Maintaining an informative and entertaining website which will provide events, and pertinent information regarding our centers.
3. Publishing a periodic newsletter, (*APPLESAUCE*), which includes happenings at our centers and in the lives of our students and their families, as well as other important child rearing/education, and health topics.
4. Calling for parent/teacher conferences when necessary.
5. Entertaining suggestions, concerns, and inquiries from parents/guardians.

CHANGES OF STATUS

- The Center requests that you immediately contact the staff if any changes of status should occur, (eg. change of address, name, marital status, health condition(s), a recent death in the family, etc.), regarding your child, yourself, or your family.
- It is also the parent/guardian(s) responsibility to update emergency contact information, pick-up authorizations, and home, work, or cell phone numbers.

CONFIDENTIALITY

- Little Red Apple Learning Center respects the privacy of every enrolled child and their family, and will not share information relating them with third parties, with the exception of the *ABCmouse.com* website, representatives of the Bureau of Licensing, (DYFS), local or state health officials, or members of law enforcement with just cause.
- Please note that If your child is involved in an altercation or incident with another child, Little Red Apple Learning Center will not reveal the identity of the other child involved. This policy is consistent with state child care regulations, and we ask all to abide by this important policy and not interrogate the staff or administration if an incident should occur.

ENROLLMENT APPLICATION

- In order for a child to be enrolled in our program, all parent/guardians are requested to complete an enrollment application. The purpose of this important document provides us with a brief history and background of the individual child and their family unit. The questions should be answered honestly and truthfully to the best of one's knowledge and ability.
- All information regarding personal, family, health, etc. pertaining to your child or your family, will be upheld in the strictest of confidence and reviewed only by the staff members of our center, an agent or representative of the Bureau of Licensing, (DYFS), local or state health officials, or members of law enforcement with just cause. It is very important to update any changes to your child's application, and to maintain a current record of information with the center. Please contact the director or any staff member with any changes. (See: **CHANGES OF STATUS**).

CENTER HOURS OF OPERATION

- The Center is open Monday through Friday from 7:30 am to 6:00 pm, 12 months of the year, with the exception of the following holidays:

Labor Day
Columbus Day
Thanksgiving Recess (2 Days)

*Christmas Recess (1 or 2 Days)
*New Year's Day
Dr. Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day

* The Center will close at 4:00 pm on both Christmas Eve and New Year's Eve.

- Accounts will not be credited for holidays. This policy is adopted by most child care centers helps the center to stabilize operating expenses.
- The Center closes at **PRECISELY 6:00 PM**.
- Additional fees will be assessed at \$1.00 per minute of tardiness, with **NO EXCEPTIONS**.
- The late pick-up fee will be **IMMEDIATELY** charged to your account.

Tardiness is unacceptable, irresponsible and highly discourteous to our staff, and creates an uncomfortable situation for all, including your child. If you should be detained and unable to pick up your child on time, please call the center immediately with other arrangements.

- If a child should remain in the center after 6:30 PM, without verbal contact from the parent/guardian(s), the staff will:
 1. Proceed to call the parent/guardian(s) at 15 minute intervals.
 2. Proceed to call secondly, the authorized individual to pick up the child in the parent/guardian(s) absence.
 3. Proceed to call the "alternate", if no response from the parent/guardian, or individual secondly responsible.
 4. At exactly 7:00 PM, proceed to make one final contact attempt, and if to no avail:
 5. Proceed to call the Division of Youth and Family Services', State Central Registry Hotline, (DYFS), 24-hour child abuse hotline to seek further assistance in caring for the child. (1-877-652-2873).

WEATHER & EMERGENCY CLOSINGS

- In the event of an emergency, the center director or designee will evacuate the building, (if necessary), and parents/guardian(s) will be notified by phone/text and required to pick up their children A.S.A.P.
- If our center closes due to the weather, utility outage, or other emergency situation, regular tuition charges will apply.

BEHAVIOR and DISCIPLINE POLICIES

At Little Red Apple, all children are entitled to enjoy their after-school experience in an atmosphere that is free of negativity, tension, bullying etc. In an ideal setting, all school-aged children in our care would consistently act as "good citizens" and friends, and all would "get along." Such is not usually the case in actuality, when children are still developing socially and emotionally, and are contained in a mixed-aged environment.

The disciplining of the children in our care is handled with much care and thought. Our center stresses and accentuates positive discipline by immediate confrontation and interaction with the aggressing child(ren). The caregiver discusses and assesses the behavior and makes every effort to reinforce

acceptable behavior, and to instill in the child(ren) the need to make more appropriate choices, or to “cool off”, before allowing the child to rejoin the group.

While it is understandable that children will not always behave in an acceptable manner, the center will not accept the following inappropriate behavior(s):

1. Behavior that interferes with the safety and well-being of himself/herself, or any other person.
2. Verbal disrespect of their peers or any of the LRA staff.
3. Destruction/theft of personal property or center property
4. Abusive language or gestures.
5. Bullying, name calling, insulting comments, etc.

If necessary, a further isolation of 1 minute p/year-of-age of the child, may result, where the child will be temporarily separated from the group, to gain self-control. At no time will the staff of Little Red Apple, threaten, ridicule, criticize or demean the child. Nor will the staff deny the child food/water, or the need to use the restroom.

If immediate remedial actions do not work, parents/guardians will be advised verbally and/or in writing, and a “Plan of Action” will be discussed between the parent/guardian and the director.

If a child continues on a negative path, it may be necessary to suspend or expel the child from the program. (See EXPULSION POLICY)

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure of parent to pay/habitual lateness in payments
- Failure to complete required forms or providing copy of child's immunization records
- Habitual tardiness of picking up your child.
- Physical or verbal abuse to staff
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outburst
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting
- Other (explain)

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the lengthen of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to weeks notice depending on risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

- Made a complaint to the Office of licensing regarding a center's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Wasn't given sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER NOT TO EXPEL A CHILD

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, and supervision.
- Staff will always use positive methods and language while discipline children.
- Staff will praise appropriate behaviors.
- Staff will apply consequences for rules consistently.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child will receive a loss of privileges (Explain)
- Child's disruptive behavior will be documented and note(s) will be sent home to parent/guardian describing behaviors in details and kept confidential at the center.
- Parent/guardian will be verbally notified.
- The director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior also a written parent/center action plan will be given
- Recommendation of evaluation by professional consultation on premises or local school district child study team. Parent called to pick up child from the center.

PARENT/GUARDIAN CODE OF CONDUCT

- For the health of all of our children, employees, and administration, smoking/vaping is prohibited in the building and on the premises.
- All disagreements/disputes must be handled in a calm and respectful manner, with an ever-present awareness of the presence of young children.
- Lewdness, profanity, and use of obscenities will not be tolerated.
- Verbal abuse, combativeness, or improper comments directed toward the staff or administration will result in expungement and possible law enforcement involvement.
- Verbal communication or physical contact with a child, (other than your own), will result in expulsion and possible law enforcement involvement.
- Weapons, fire arms, and ammunition are prohibited in the building and on the premises at all times, unless the possessor is an identified law enforcement officer.
- Children will **NOT BE RELEASED** to anyone, who in the judgement of the staff, appear, to be physically, mentally or emotionally impaired, and/or displays evidence of character which may place a child at suspected risk or peril in their immediate company. (See: *POLICY ON THE RELEASE OF CHILDREN*)

EMERGENCY EVACUATIONS

- In the event of an emergency dismissal, the staff will:
 1. Evacuate the premises immediately following a rehearsed plan of evacuation.
 2. Escort children away from any hazardous condition(s).
 3. Follow an outline of procedures for any injured or sick child.
 4. Continuously attempt to contact parent/guardian(s), to inform them of the condition(s) and where they can pick-up their child.
 5. Work in accordance with local health and safety officials to insure safe and comfortable quarters/conditions for the children until the children are in the custody of the parent/guardian(s).

FIRE DRILLS

- The center will conduct monthly fire drills in accordance with the guidelines as specified for such, in the *Manual of Requirements*. Information concerning these exercises are part of the center's records and are accessible to the parent/guardians, as well as state authorized inspectors, upon request. The staff will escort children to the front side of the building during an exercise, or away from the building in an actual emergency evacuation. (See: *EMERGENCY EVACUATIONS*)

SECURITY

Little Red Apple Learning Centers strives to keep all of the children in our care as safe as possible.

- The front entrance doors are equipped with an electronic buzzer entry system in which the staff can visually identify visitors and selectively allow persons to enter.
- A biometric sign-in/out process which requires all who pickup children use a fingerprint image, which is stored on our computer systems.
- Strategically placed CCTV video surveillance cameras throughout the premises which digitally record, 24-hours a day.

As an added safety precaution, we ask all to **NOT HOLD THE DOOR** open to anyone that you do not recognize, when entering or exiting the center.

FORMS

- Our website, www.littleredapplelearningcenters.com includes all of the center's applications forms, and policies. If you are missing any forms or wish to update your status/information, you may retrieve these forms online or request copies at the center.

PHOTOS/VIDEO

- The center will regularly take photos and video of enrolled children during the course of the school year, especially during holidays, parties, field trips, etc. Duplicate photographs are usually made available to parent/guardians for a nominal charge or free of charge.
- As part of your enrollment package, a permission photo/video form must be completed for your child to participate. These photos/videos may be included on our website or other social media, or displayed "in open view" in our centers.
- All photos/videos are the property of the center and will be solely for center use.

CCTV VIDEO SURVEILLANCE

- Our centers are equipped with CCTV video surveillance cameras inside the classrooms and outside on the playground. The surveillance system is to monitor center activities by the students, employees and administration.

- At this time, the video images are not accessible outside of the center, but we are working to eventually broadcast them over the Internet in the near future, so that parents/guardians can securely access them.

TUITION

1. Tuition is **DUE IN ADVANCE OF YOUR CHILD'S ATTENDANCE**, and can be paid weekly, biweekly, or monthly as long as it is in advance.
 2. Tuition payments are due on Fridays, 1 week in advance.
 3. A grace period may be granted until Tuesday of the following week, however, a \$10 late fee per day will be assessed for each day after Friday and added to your account.
 4. Accounts that are one week in arrears will be suspended, and the child(ren) will not be able to attend until the account is brought current.
 5. Tuition is paid in **CASH, CHECK OR MONEY ORDER** (Credit/debit payments are not accepted).
 6. Checks returned ***UNPAID*** from your bank will result in a \$35 fee that is ***IMMEDIATELY*** added to your account.
 7. **ABSOLUTELY NO CREDIT SITUATION WILL BE PERMITTED!**
 8. All tuition charges are due and payable **REGARDLESS** of holidays, vacations or illness. The director must be informed of any scheduled vacations or extended absence in advance. (See: *VACATIONS*).
 9. Tuition payment policies/late fees **ALSO APPLY** to parent/guardian(s) on government childcare assistance/subsidy programs, (Urban League), who are responsible for co-payments.*
 10. The weekly tuition includes: all educational materials, except workbooks, breakfast, lunch and a P.M. snack for all full-time students and breakfast, lunch, (a.m.), or snack, (p.m.), for part-time students.
 11. Year-end statements for tax purposes will be made available, upon request.
- It is strongly recommended that a child attend, at least a minimum of three days, to insure the maximum benefit of the program.
 - The center requires at least two weeks written notice or verbal confirmation before a child is withdrawn from the program. (See: *WITHDRAWING*)

* Failure to make timely tuition copayments may result in termination not only from our center, but also from the Urban League program(s) in its entirety.

ABSENCES

- Our center policy does not provide tuition refunds or reductions for absences due to illness or other reason. This policy is standard with most childcare centers, in order to maintain operating expenses.
- If your child will have an extended period of absence, (2 weeks or more), we suggest that you dis-enroll and begin anew, provided space is available. (Check with the director. Re-registration fees will apply).
- As a courtesy, we request that you call the center to inform us if your child will be absent. Your notification allows our teachers to begin the daily activities on time and eases our concern for your child's well-being.

SIGN-IN/OUT

- All parent/guardian(s) of enrolled children will be required to sign-in/out their child every day. Our center utilizes an efficient computer sign-in/sign-out program which incorporates a biometric finger scan for efficiency, convenience and safety.
- Staff who pick up children will be responsible to sign-in those children
- All who pick-up and drop-off children will be asked to complete a brief registration process and finger scan.
- A sign-in/out book will be made available if the electronic method is not functioning.
- This procedure is in accordance with a state mandate and **MUST BE STRICTLY ADHERED TO.** Please inform any person(s) other than yourself, who will drop off or pick up your child to abide by this very necessary and most important requirement. Kindly inform the staff if you need assistance with signing in/out your child.

Persons who are not registered or listed on the RELEASE FORM , who wish to pickup a child(ren), will be asked for photo identification and

CHILDREN WITH DISABILITIES

- Little Red Apple Learning Centers may exclude children with disabilities from our program if their presence would pose a direct threat to their health/safety or the health/safety of others, or would require a fundamental alteration of our program; or if their handicap/condition would require special equipment, more individualized personal attention, or additional staff training in caring for them.
- Parent/Guardians who suspect their child to have a learning disability or developmental problem or abnormality, or any other disability should consult with their pediatrician or visit <http://www.nj.gov/health/fhs/eis/>, the State of New Jersey's Early Intervention Outreach Resource.

SNACK

- The Center will serve an afternoon Snack, @ approximately 3:30 p.m.
- We will provide all food and beverages, so there is no need for your child to bring any unless a special, or medical diet is necessary and prescribed by a doctor.
- While we can certainly understand the urge to accommodate your child's likes and dislikes for certain foods and we invite and entertain the idea of sending your child with a snack, we do not recommend including processed or frozen foods which are high in fat and/or cholesterol and are not the best choice for your child. We also suggest that beverages which contain excessive sugars or artificial sweeteners or colorings/flavorings be avoided.
- Soda, sugary drinks, and bottled beverages are **NOT PERMITTED**.
- We strongly suggest that all children participate in our food programs and the staff reserves the right to reject any food or beverages which we deem to be unhealthy, nutritionally deficient, etc.
- Please consult with the director or any staff member for any dietary food concerns.

ALLERGENS

- Parents of children with allergies should consult with their physician and with the center director to properly assess the child's needs, and his/her ability to participate in our program. Students with allergies must have an 'Allergy Action Plan' on file.

OUTINGS

- Our students regularly take local neighborhood walks.
- All parent/guardian(s) of enrolled children will be required to sign a "Blanket Field Trip" permission slip for local, frequent outings.
- Staff members will carry a cellular phone and a medical emergency first-aid kit in case of emergencies on all outings and trips away from the center.

POLICY ON THE RELEASE OF CHILDREN

- All parents of enrolled children will be required to fill out a release form as part of our application for admission. This most important document will secure the release, (pickup), of your child(ren) to whomever you so designate, in your absence. Our staff wholly abides by the contents of this document and will only release your child to persons listed on the form. As a security precaution, our staff reserves the right to ask for identification credentials from anyone who is unfamiliar to them, and also to question the individual(s) at their discretion. Parent/guardian(s) are advised to communicate with the staff in advance if they are unable to pickup their child(ren), and to inform their designated substitute that they are to carry at least 1 form of photo identification, and to expect to be questioned.

The center **WILL NOT**:

1. Release a child(ren) to anyone who is not listed on the release form.
 2. Release any child to anyone, including those listed on this form, who can not provide proof of identification if requested by a staff member.
 3. Release any child to anyone **UNDER THE AGE OF 18 without written consent from the parent/guardian.**
 4. Allow any child to leave the premises alone, unless **written consent from the parent/guardian is secured**
 5. Release any child to anyone, including those listed on this form, who in the judgement of the staff member(s), appear(s), to be physically, mentally or emotionally impaired, and/or displays evidence of character which may place a child at suspected risk or peril in their immediate company.
- Children will be released to both parents **ONLY** if both parent's signatures appear on the release form.
 - Substitutions, additions and changes should be made in person, and in advance.
 - Substitutions, additions and changes can be made by phone only if the staff member can ascertain the verbal identity of the parent/guardian.
 - A parent can not delete their spouse from a signed release form without official documentation from a judge, state agency, police department, etc., and Little Red Apple Learning Centers **WILL NOT** be held responsible in custody, separation, and divorce proceedings, without such documentation.

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

1. The child is supervised at all times
2. Staff members continuously attempt to contact the parent(s) of person(s) authorized to pick up the child

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.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Skin rashes in conjunction with fever or behavior changes
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Mouth sore with drooling

Once the child is symptom free, or has a doctor's note stating that he /she no longer poses a serious health risk to himself/herself or others, he/she may return to the center, unless contraindicated by the local health department or State Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

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

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

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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the center without a physician's note stating that the child presents no risk to himself/herself or others.

Respiratory Illnesses

Chicken Pox**
 German Measles
 Hemophilus Influenzae*
 Measles*
 Meningococcus*

Gastrointestinal Illnesses

Giardia Lamblia*
 Hepatitis A*
 Salmonella*
 Shigella*

Contact Illnesses

Impetigo
 Lice
 Scabies

Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

*Reportable diseases that will be reported to the health department by the center

If your child is exposed to any excludable disease at the center, you will be notified verbally, or in writing.

IMMUNIZATIONS/HEALTH EXAMINATIONS

• All children who enter the center, or return after an absence, must submit a copy of their most recent immunization, (inoculation), record and proof of a recent, (within one month), physical health examination. New Jersey state regulations regarding immunizations and health examinations are:

1. Children shall have a health examination performed by a licensed physician or evidence of a recent one
2. An up-to-date immunization record, appropriate to the child's age or documentation that the child is under a prescribed medical program to obtain immunizations in accordance with the provisions of N.J.A.C. 8:57-4 **MUST** be presented at the time of enrollment.
3. Any child whose parent objects to the physical examination, immunizations or medical treatment for his/her child on grounds that it conflicts with the tenets and practice of a recognized religion of which the parent or child is an adherent member, shall be exempt from complying with such requirements, provided that the parent(s) submits to the center upon admission, a signed written statement that such, interferes with the free exercise of the child's religious rights.*

*The immunization exemption may be suspended during the existence of a health emergency, as determined by the State Commissioner of Health.

4. The center shall obtain a written statement from each child's parent/guardian, indicating that the child is in good health and can participate in the normal activities of the center, or any recommendations for needed medical treatment, and/or program or environmental modifications which the center must follow, including special requirements as to diet, allergies, avoidance of certain activities, etc., or any other handicap affecting/limiting the child's abilities.

The center reserves the right to suspend/expel any child for failure to fulfill the immunization or physical examination requirements, (with the exception of those who are granted an exemption as defined above).

MEDICATION

1. When ever 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 child care, 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 child care 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 child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child's health care provider and with 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 child care 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.
5. Medications given in the Center will be administered by a staff member designated by the Center 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 child care 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 pharmacist's 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 pharmacist to provide the medication in two containers, one for home and one for use in child care.
 - 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 child care center.
7. Examples of over-the-counter medications that may be given include:
 - Antihistamines
 - Decongestants
 - Non-aspirin fever reducers/pain relievers
 - 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
 - Under proper temperature control
 - A small lock box will be used in the refrigerator to hold medications requiring refrigeration.
9. For the child who receives a particular 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.
10. 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.
11. 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. Samples of the forms used are attached to this policy and include:
 - Permission to Give Medication in Child Care
 - Universal Child Health Record
 - Emergency Contact Sheet
 - Medication Administration Log
 - Medication Incident/Error Report
12. Information exchange between the parent/guardian and child care 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 if 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.

INTERNET/VIDEO GAMING/PHONES & TABLETS

- The Internet provides a plethora of educational opportunities and resources and is greatly utilized by our staff as part of our teaching programs. The staff and administration will consistently strive to make internet security a most necessary priority, however, we cannot guarantee 100% safe access to the Internet
- All internet usage will be consistently monitored by our staff
- Children who bring smartphones/tablets will be occasionally allowed to use their devices
- Children must consent to staff examinations of their phones/tablets to monitor appropriateness of usage
- Inappropriate use of phones/tablets will result in confiscation, and the device will be later surrendered **ONLY TO THE PARENT/GUARDIAN**
- The center is **NOT RESPONSIBLE** for lost phones/tablets

- Video games will be an occasional allowed activity after children complete their school homework assignments
- All video games are the property of the center
- Video games brought in from home will be of a non-violent/sexual theme and rating
- Teen-rated and adult-rated video games are prohibited
- The center is **NOT RESPONSIBLE** for lost items brought-in from home

- Movies will occasionally be shown
- No movies shall contain ratings above PG-13
- Violent and sexually explicit content **IS STRICTLY PROHIBITED**

- Parent/Guardians may request in writing that their child be excluded from internet/video game/movie viewing by submitting a request to their child's teacher or the director.

CENTER WEBSITE

Little Red Apple Learning Center maintains its own website at:

www.littleredapplelearningcenter.com

The website contains the history of the school; the programs that are offered; forms for enrollment; and many other topics relating to the school and the children and families that it serves. There is also a blog

for informative child-rearing topics, a newsletter, etc. Please feel free to visit the site with your family and friends.

REFERRALS

On the school website, under the “*FAMILY RESOURCES*” tab, is a “*FAMILY REFERRAL FORM*”, which affords enrolled parents the opportunity to enjoy a **FREE tuition week**, in exchange for introducing our center to your friends and acquaintances. Simply print out the form and give it to your referral and instruct them to follow the information. It is a wonderful way to expand our Little Red Apple family, and a chance for your family to benefit as well.

DONATIONS/GIFTS

- Our center graciously accepts donations of books, toys, games, educational materials, etc., provided that they are in good “usable” condition. Please contact your child’s teacher or any member of the staff if you wish to donate anything. Arrangements can be made for pick up, if necessary.

WITHDRAWING

- If you wish to withdraw from our center you must complete and submit an ‘Enrollment Withdrawal’ form at least two weeks before withdrawing your child from the center. This form is available from the center director. The center director will acknowledge receipt of this form and provide you with a copy.

- If you fail to provide at least two weeks’ notice as stated above, you will be obligated to pay your child’s tuition for two weeks beyond:

- the date we received and acknowledged the ‘Enrollment Withdrawal’; or

- your child’s last day of scheduled attendance if an ‘Enrollment Withdrawal’ is not received.

- If you withdraw your child from and decide to return at a later time, you may be placed on our waiting list. You will also be required to provide new enrollment information, and a registration fee.

REPORTING CHILD ABUSE IN NEW JERSEY

- The law says that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report this information immediately to the Division of Youth and Family Services, (DYFS).
- From 9 a.m. to 5 p.m. weekdays, reports of child abuse and neglect can be made to the local DYFS District Office. There is at least one District Office in every county. The Office of Child Abuse Control, (OCAC), operates a toll-free 24 hour 7 day a week hotline, (1-800-792-8610), to receive reports of child abuse and neglect. Calls received at OCAC during normal working hours are immediately referred to the appropriate district office and calls received after hour are referred to the Special Response Unit, (SPRU).
- DYFS accepts all allegations of child abuse and neglect by telephone and in person from all sources including identified sources, new media, anonymous sources, sources which have incomplete information and referrals from the child or parent himself.
- Upon receiving a report of child abuse or neglect, A DYFS caseworker shall immediately investigate the allegations and take such action as necessary to insure the safety of the child(ren).

IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY

- Any person who pursuant to the law, reports abuse or neglect, or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability as a result of such action.

PENALTY FOR FAILURE TO REPORT

- Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law, or to comply with the provisions of the law, is a disorderly person and subject to a fine up to \$500.00 or up to six months imprisonment, or both.