



MILLTOWN SUMMER SACC 2017
 School Age Child Care - *FULL DAY SUMMER PROGRAM*

June 26, 2017 – August 25, 2017 / 7:15AM – 6:00PM

PARKVIEW SCHOOL - (Pre-K – 3rd Grade) - PRESENT SCHOOL YEAR GRADE
JOYCE KILMER SCHOOL – (3rd – 8th Grade) - PRESENT SCHOOL YEAR GRADE

Milltown Department of Recreation is proud to offer a Summer School-Age Child Care Program, with a 5 day, 3 day or Per Diem option for working parents. This program is licensed by the Division of Child Protection & Permanency (formerly DYFS) and is run under the supervision of highly qualified, certified SACC Aides. **Students will meet in the All Purpose Room each day in each school and will be provided with a snack & drink.** Children will participate in a number of activities including swimming daily, indoor/outdoor play, Arts & Crafts, sports, walking trips, bus trips, special events & shows, lunch outings, snack and many other activities. ***This year, we are offering you the option to keep your 3rd Grade child at PV or move over to JK. Please be sure to mark your option at the bottom of the page.***

Please return **PAGES 1-7 ONLY**, with payment, no later than **May 19, 2017**, in order to hold a place for your child(ren). Also, please find enclosed, the SACC Swim Lesson Sign Up Sheet. A separate check made payable to: Milltown Boro Pool, is required. Registration is on first come – first serve basis. **The Milltown Summer SACC Program is also open to Non-Residents.**

Non-Refundable Registration Fee:

Residents:	\$40 per child
Non-Residents:	\$50 per child
LATE FEE:	\$15 per child

Please make checks payable to: **Milltown SACC**
 (Check or Money Orders ONLY) **39 Washington Avenue**
Milltown, NJ 08850

Monthly Fees – JULY & AUGUST
 July Fee **INCLUDES** the last week of June.

RESIDENTS	\$600 1 st Child (5 day)	\$575 2 nd Child (5 day)	\$525 3 rd Child (5 day)
NON-RESIDENTS	\$675 per child (5 day)		
RESIDENTS	\$490 1 st Child (3 day)	\$465 2 nd Child (3 day)	\$415 3 rd Child (3 day)
NON-RESIDENTS	\$565 per child (3 day)		

PER DIEM FEES:

The Milltown SACC Program now offers a per diem rate and a weekly in addition to the 3 and 5 day options.

RESIDENTS	1 Day Per Week	Per Child: \$35/day	2 nd Child: \$30/day
NON-RESIDENTS	1 Day Per Week	Per Child: \$40/day	

WEEKLY FEES: (5 Days)

<u>Resident Fees:</u>	1 Week Summer SACC- July & August	1 st Child - \$150/week	2 nd Child: \$145/week
<u>Non-Resident Fees:</u>	1 Week Summer SACC- July & August	1 st Child - \$175/week each child	

WEEKLY FEES: (3 Days)

<u>Resident Fees:</u>	1 Week Summer SACC- July & August	1 st Child - \$125/week	2 nd Child: \$120/week
<u>Non-Resident Fees:</u>	1 Week Summer SACC- July & August	1 st Child - \$145/week each child	

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 School Age Child Care - FULL DAY SUMMER PROGRAM

June 26, 2017 – August 25, 2017 / 7:15AM – 6:00PM

PARKVIEW SCHOOL - (Pre-K – 3rd Grade) - PRESENT SCHOOL YEAR GRADE
JOYCE KILMER SCHOOL - (4th – 8th Grade) - PRESENT SCHOOL YEAR GRADE

PLEASE USE ONE (1) REGISTRATION FORM PER CHILD AND PRINT CLEARLY.

Child's Full Name: _____ **Age:** _____ **Present Grade:** _____ (2016-2017)

This year, we are offering you the option to keep your 3rd Grade child at PV or move him/her over to JK.

3rd Grade Option: _____ PV _____ JK **PLEASE CHECK (☒) which site your child will be attending.**

Check your child's shirt size: Shirts are 50/50, if in between sizes, please go up in size.

6-8 _____ 10-12 _____ 14-16 _____ Adult Sml. _____ Adult Med. _____ Adult Lrg _____ Adult XL _____

PLEASE CHECK (☒) NEEDED MONTHS, DAYS & OPTION

SACC WILL BE CLOSED ON TUESDAY, JULY 4th & WEDNESDAY, JULY 5th

<u>MONTHS</u>	<u>OPTION</u>	<u>DAYS</u>
June 26-30 _____	5 day/week _____	
July 3-31 _____	3 day/week _____	Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____
August 1-25 _____	Start Date _____	

Per Diem Days attending: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ **PLEASE CHECK ☒**

Weeks attending if different from monthly options: PLEASE CHECK ☒

June 26-30 _____

July 3-7 _____ July 10-14 _____ July 17-21 _____ July 24-28 _____

July 31-August 4 _____ August 7-11 _____ August 14-18 _____ August 21-25 _____

Office Use Only: Check # _____ Cash Recpt.# _____ PV _____ JK _____

Julie F. Petry, Director
 Milltown SACC-732-828-2100 ext.141
www.milltownnj.org
FaceBook: Milltown Recreation

**MILLTOWN SCHOOL AGE CHILD CARE PROGRAM (SACC)
DATA SHEET**

Date of Application Child's Name (Please Print *CLEARLY*)

School Age Sex Date of Birth

Child's Address

Parent(s) or guardian(s)

1) _____
 Mother Home Phone Cell Phone

 Address Zip Email

 Place of Employment Work Number Work Hours

2) _____
 Father Home Phone Cell Phone

 Address Zip Email

 Place of Employment Work Number Work Hours

Person responsible for payment if different from above:

 Name Address Home Phone Cell Phone Work Phone

Persons authorized to pick up child and/or contact in case of emergency:

 Name Address Relationship

 Home# Work# Cell Phone #

 Name Address Relationship

 Home # Work# Cell Phone #

If a *non-custodial parent* is *not* included among those persons authorized by the custodial parent to pick up the child, please explain below and attach a copy of appropriate documents. (Court Order.)

MILLTOWN DEPARTMENT OF RECREATION
SCHOOL AGE CHILD CARE PROGRAM (SACC)
SUMMER 2017

PARENT AUTHORIZATION FOR EMERGENCY MEDICAL CARE/HEALTH HISTORY

Physician _____ Phone# _____

Address _____

Hospital Of Choice _____

Allergies if any: _____

ALL and ANY Medications: _____

Special Needs: _____

**If your child is 4 years old AND has NOT attended school, please attach his/her
Immunization Record**

I am in receipt of the **Parent Handbook**, which includes additional program information, including health and safety, discipline policy and curriculum. I also received and read the **Division of Youth and Family Services' (DYFS) Information to Parents** informational statements regarding complying with licensing standards, obligation of citizens to report suspected child abuse or neglect and **Policies on Communicable Diseases** and release of children.

I hereby claim that my child _____ is in good health and can participate in the normal activities of the program. I also authorize the Milltown SACC staff to obtain emergency medical care and make necessary decisions regarding the health of my child in case I cannot be reached. I also hereby authorize the administering of anesthetics and recourse to other procedures deemed necessary by the attending physician.

I understand that there are inherent risks associated with many of the physical activities and sports the children will be involved in and I therefore, agree not to hold the Borough of Milltown and employees associated with such, responsible for accidents which may occur that are associated with these inherent risks.

I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR ANY EXPENSES FOR MEDICAL CARE OR TRANSPORTATION ON MY CHILD'S BEHALF.

Signature of Parent or Guardian

Date

PLEASE NOTE: THE STAFF WILL NOT ADMINISTER ANY PRESCRIPTION OR NON-PRESCRIPTION DRUGS. PARENTS ARE REQUESTED TO NOTIFY THE STAFF WHEN THEIR CHILD IS ILL WITH A COMMUNICABLE DISEASE.

MILLTOWN SUMMER SACC - 2017

BLANKET PERMISSION SLIP

____ I GIVE MY CHILD _____

PERMISSION TO TAKE OCCASIONAL WALKING TRIPS WITHIN THE BOROUGH OF MILLTOWN. THE SACC STAFF WILL ALWAYS ACCOMPANY ALL CHILDREN ON ALL TRIPS.

____ I GIVE MY CHILD _____

PERMISSION TO BE PHOTOGRAPHED DURING VARIOUS SACC ACTIVITIES. THESE PICTURES MAY BE POSTED AT THE SACC SITES, RECREATION DEPARTMENT, FACEBOOK AND THE MILLTOWN'S LOCAL CHANNEL 15. PLEASE ALSO REALIZE THAT YOUR CHILD MAY BE INCLUDED IN PICTURES TAKEN BY LOCAL NEWSPAPERS AT VARIOUS EVENTS/ACTIVITIES THAT SACC WILL BE INVOLVED IN. YOU WILL BE NOTIFIED WHEN THESE PICTURES WILL BE PUBLISHED.

____ I HEREBY GIVE PERMISSION FOR THE SACC STAFF TO ADMINISTER BASIC FIRST AID, TO INCLUDE BAND AID APPLICATION, HURT WASH, IF NEEDED, FIRST AID CREAM AND/OR TO APPLY SUNSCREEN TO MY CHILD.

____ I UNDERSTAND THAT THE SACC STAFF WILL NOT ADMINISTER ANY MEDICATION OF ANY TYPE, OVER THE COUNTER OR PRESCRIPTION, TO MY CHILD.

____ IN CASE OF EMERGENCY, I HEREBY GIVE THE SACC STAFF PERMISSION TO BYPASS MY FAMILY PHYSICIAN AND TO NOTIFY THE RESCUE SQUAD, IF NEEDED.

Please INITIAL EACH LINE above and sign below.

Signature of Parent/Guardian

Date

ALL ABOUT ME!!!

Imagine you were coming to SACC for the very 1st time, think of 3 things you would want them to know about you? _____

What 3 things would you like to know about our SACC staff? _____

1. Things I like about myself? _____
2. Favorite thing to do? _____
3. Best Memory this past year? _____
4. Do you like reading? If so, what is your favorite book? _____
5. Do you have a pet? If so, what type and name? _____
6. What don't I like to do? _____
7. My favorite treat is? _____
8. My favorite place is? _____
9. My favorite season is? _____
10. I'm proud of? _____
11. I'm most interested in? _____
12. I dislike (ex. food, bugs, the dark)? _____
13. I am good at? _____
14. I am most happy when? _____
15. My daily routine is? _____
16. I have never? (ex. flown, ate certain food, ran a marathon) _____
17. My dislikes are? _____
18. What makes me laugh? _____
19. What makes me sad/upset? _____
20. My hidden talent is? _____
21. When I grow up, I want to? _____
22. My favorite subject in school is? _____
23. My least favorite subject in school is? _____

Child Name

SACC Site

SACC SWIM LESSON SIGN UP SHEET - 2017

\$70 Per Child Per Session

- Please make checks payable to: MILLTOWN BORO POOL

Parent/Guardian Name: _____

Address: _____ Town: _____

Phone Number: _____ Cell Number: _____

Child's Name: _____ M _____ F _____ Age: _____ Grade: _____

- ***Please note:*** If your child does not attend SACC on a day of swim lessons, it's the parent's responsibility to make up the class or bring your child at the scheduled time.
- If you wish to continue Swim Lessons, you ***MUST*** register at the Borough Pool and take your child on your own after the 2 sessions listed below.
- Swim Lessons for Summer SACC will be at 5:00pm – 5:45pm each day, weather permitting, on the dates listed below.

(Please place an "X" on the line next to the session(s) requested)

1st Session

July 3rd thru July 14th

(July 4th & July 5th Swim Lessons make up TBD)

2nd Session

July 17th thru July 28th

*** CLASSES OFFERED** – *(Please place an "X" on the line next to class requested)*

4 year olds _____

Beginners (Begin at age 5 yrs. Old) _____

Beginners II _____

Advanced Beginners _____

Intermediate Swimmer _____

SWIM LESSON TIMES

ALL Swim Lessons will begin at 5:00pm and end at 5:45pm for ALL registered SACC children

- ***There are NO REFUNDS on Swimming Lessons – NO EXCEPTIONS!***
- ***Please plan to pick up your child after swim lessons – SACC will close at 6:00pm.***



SCHOOL AGE CHILD CARE (SACC) PROGRAM

PARENT HANDBOOK

Please retain for your records

SACC PHONE NUMBERS

Parkview School SACC CELL PHONE
parkviewsacc@gmail.com

732-266-3262

Joyce Kilmer School SACC CELL PHONE
joycekilmersacc@gmail.com

732-266-3263

SACC Office Phone

732-828-2100 ext. 141

SUMMER SACC Hours of Operation:

7:15am to 6:00pm

SCHOOL YEAR SACC Hours of Operation:

***Parkview School: 7:15am to Beginning of School Day &
2:45pm (dismissal) to 6:00pm***

***Joyce Kilmer School: 7:15am to Beginning of School Day &
3:00pm (dismissal) to 6:00pm***

Julie F. Petry, Director
Milltown Dept. of Recreation
39 Washington Ave.
Milltown, NJ 08850
(732)828-2100 ext.141
jpetry@milltownboro.com

Facebook: Milltown Recreation
Website: www.milltownnj.org

MILLTOWN SUMMER SACC PARENT GUIDELINES

- 1) **NO MEDICATION** will be administered by SACC STAFF.
- 2) Each child will bring a **snack, lunch and drink daily**, including a water bottle tightly sealed in their backpacks. *There will be a snack & juice provided each day. Please put your child's name ON WATER BOTTLE.*
- 3) Children ***MUST*** bring a backpack to keep their personal belongings in. **They are responsible for their own items. Please label your child's backpack.**
- 4) Each child will need to have a change of clothes with them at all times in their backpacks. **All clothes must be labeled with the child's name.** Clothes will need to be replaced after wearing.
- 5) Each child will bring a **bathing suit, two towels, SUNSCREEN, and other pool necessities daily.** *(If your child has any special needs, please advise the staff immediately).*
- 6) On trip days, each child ***MUST*** wear their SACC shirt, socks, sneakers and carry their water bottles.
- 7) Children may bring money for snacks at the pool. **The SACC staff will assist the children at the Snack Shack, but will NOT be responsible for the child's money.**
- 8) On special occasions, the SACC Program will have an "out to lunch day" this cost is included in the monthly tuition fee. Parents will have prior notice.
- 9) All children will be attending the pool daily, weather permitting. It will be ***required*** for ALL CHILDREN to take a **mandatory** swimming test on ***MONDAY, June 26th***. This **includes** children that have been tested the previous Summer. If your child is in need of swimming lessons, *you may register him/her with the form provided within the Summer SACC packet, for a fee.* Swim Lessons will ***BEGIN*** on ***Monday, July 3rd***.
- 10) **NO water guns or squirting devices are permitted at the Borough Pool.**

GENERAL SUMMER SACC SCHEDULE

7:15am – 12:00pm	ARRIVAL TIME , crafts, Games, Trips, Special Activities
10:00am – 10:30am	Snack
12:00pm – 1:30pm	Lunch and rest period
1:30pm – 2:00pm	Clean up and prepare for afternoon activities
2:00pm – 6:00pm	Borough Pool, Trips, Games, Contests, Theme Activities Crafts, Snacks, other activities.
6:00pm	<i>Weather Permitting</i> – ALL Children will be picked up at the Borough Pool daily.

PLEASE KEEP THESE NUMBERS WITH YOU AT ALL TIMES

PARKVIEW Cell Phone: 732-266-3262

Email: parkviewsacc@gmail.com

JOYCE KILMER Cell Phone: 732-266-3263

Email: joycekilmersacc@gmail.com

SACC STAFF

PROGRAM DIRECTOR

Julie F. Petry

Assumes responsibility of ensuring all licensing requirements are fulfilled including safety, staffing and program contents. Ensures the needs of both the staff as well as the needs of the children are met. Meets regularly with staff to promote development of the program and staff training.

PROGRAM SITE DIRECTORS

Maria Ramos-Pough – Parkview

Jennifer Ewing – Joyce Kilmer

Manages staff and oversees development and implementation of all activities. Keeps records of all pertinent information regarding the health and safety of the children. The managers will communicate regularly with parents and maintain ongoing contact with the Program Director as well as work directly with the children in all capacities.

ASSISTANT PROGRAM SUPERVISOR

Assists Program Managers in all areas and works very closely with aides in carrying out job responsibilities. Assist with the development and implementation of activities for the children. The Assistant Manager will assume the role of the Program Manager when needed.

PROGRAM AIDE

Responsible for implementing plans developed by Managers and Director to provide the children with enriching experiences. Ensure the safety and well being of all children through interaction. Aid when and where needed to the Assistant Managers and Managers.

Sponsorship

The School Age Childcare Program has been developed, administered and sponsored by the Milltown Department of Recreation, Mayor and Borough Council.

Licensing

The Milltown SACC Program is licensed by the New Jersey Department of Human Services Bureau of Licensing, Department of Child Protection and Permanency and must comply with all applicable provisions of the Manual of Requirements for Childcare Centers.

Program Philosophy

SACC administration and staff are committed to providing your child with a safe, healthy and happy environment, and to work together with parents to create a successful program. Under the guidelines of DCPD and with input from parents and children, the Program Director, Program Site Directors and staff have designed a program to be appropriate for the age level and interest of the children enrolled in SACC.

Structure

Administrators and staff will work together to plan activities that promote language development, thinking & problem solving skills, curiosity, exploration, large & small motor muscles, social competence, self-esteem, a positive self-identity, which are relevant to the cultural background of the children and will foster intercultural awareness. We will visit the parks in town as well as take trips out of town. You will be given prior notice of all trips in advance. Please feel free to volunteer to come along as a chaperone on any of our trips.

Through the SACC Curriculum our staff will ensure:

- 1) Each child's social, emotional and intellectual needs are met to the best of our abilities and resources.
- 2) Time frames for each activity are geared to the age and developmental level of each child served and are flexible enough to accommodate the spontaneous occurrences or children's suggestions and inquiries;
- 3) Children have opportunities to choose materials and activities freely;
- 4) Children are presented with and encouraged to participate in a mixture of active and quiet experiences;
- 5) Both staff directed and child selected activities are provided;
- 6) Children are encouraged, but not required, to participate in every group activity;
- 7) Children are provided with the time and space within an area to be apart from the group and to participate in an alternate activity if they choose to do so;
- 8) Children are encouraged to communicate needs freely;
- 9) Children will treat each other, staff members and above all, themselves with *respect* and will expect the same from their peers and the SACC staff;
- 10) Your child's nutritional needs are met; with their lunch, that the parent/guardian provides and a healthy snack that we provide,
- 11) A safe, enjoyable and happy environment for your child as well as social enrichment. Your child is our priority at all times.

Enrollment

Children are enrolled for either 3 or 5 days. A steady attendance schedule *must* be adopted to ensure proper planning and staffing and to ensure the safety of the children.

There are no credits or refunds for missed days, i.e. vacation, sick, etc.

Hours of Operation

7:15am – 6:00pm Daily

5 days per week

Beginning – Monday – June 26, 2017

Ending – Friday – August 25, 2017

Both SACC Sites will be closed on Tuesday, July 4th & Wednesday, July 5th for the Holiday.

Absentee Policy

Please notify staff by calling the SACC Site by 7:00am – *Parkview Site Cell 732-266-3262, Joyce Kilmer Site Cell 732-266-3263*. If there is no answer, please leave a message. Please make a note of these numbers *to keep with you at all times*. Please refer to the Policy on the Management of Communicable Diseases if you are unsure of whether you should send your child to SACC.

Tuition & Payment

Tuition may be paid in full for the summer or may be paid monthly. Monthly payment *is due by the 25th of the preceding month*. There will be a \$15.00 late fee attached if payments are received past this date. We understand that circumstances can arise, however, the SACC Program is not in a position to carry SACC payments from one month to another. Please be courteous and prompt with your payment. There will be a \$25.00 charge for returned checks. *If there is a special situation*, please contact the Director to communicate your needs. If we are not aware of a situation, we cannot make appropriate adjustments. If your account becomes in arrears, your child will not be allowed in the SACC Program until the account is brought up to date. **Please note that the SACC Staff is not allowed to accept ANY monthly SACC fee payment other than trip money. All payments must be made to the SACC Office directly.**

Drop-off & Pick-up Policy

A parent, guardian, or authorized person is *required to enter the site building or location and sign the daily attendance sheet when dropping off AND picking up a child*. Please be sure to fulfill the requirement of submitting the names of those persons, 18 years old and older, who are authorized to drop off and/or pick up your child as well as those who **ARE NOT ALLOWED, BY LAW** to have any contact with your child. Your child will *not* be released to any person who has not had proper authorization or 18 years old or older. If you need to designate a new authorized person, please do so by calling the SACC Office at 732-828-2100 ext. 141, and be sure the person bears a note signed by you, indicating the authorization and date.

Please do not drop your child off to SACC before 7:15am, for there will be no admittance to the building before the designated time. The staff needs their time before opening to set up and retrieve phone messages. ***Please be sure to keep ALL phone numbers updated and with you at ALL times.***

Be sure to arrive no later than 6:00pm. There will be a charge of \$15.00 for every 15 minutes you are late past the 6:00pm closing time, (i.e. 6:01pm = \$15.00, 6:16pm = \$30.00). You will be billed for this late fee from the SACC Office. Please allow ample time to ensure you will not have this occur. Our staff thoroughly enjoys spending the day with your child, but at 6:00pm, they look forward to getting home to their own families.

If an emergency situation occurs and you cannot avoid being late, please call your Emergency Contact person and notify the SACC staff, *at the site*, of the delay. **DO NOT CALL THE SACC OFFICE**. At 6:00pm, we will automatically contact this person ourselves, if we have not heard from the parent. If the emergency contact person cannot be reached and we are unable to contact the parent/guardian, the Milltown Police will then be called. **It is important that you communicate with the SACC Site.**

Daily Planned Activities

Parents will be informed in advance of special activities and trips. Permission slips will be required for all activities. If your child is enrolled in another option other than 5 days per week, it is the parent's responsibility to ensure your child has the opportunity to participate in the event/trip/activity. Please plan in conjunction with the activities calendar.

Medication

There will be **NO MEDICATION**, prescription or non-prescription, administered by any staff member at any time. Parents will need to come to the site and administer medication themselves. Please carefully follow the Policy on the Management of Communicable Diseases.

CELL PHONES/ELECTRONIC EQUIPMENT

Cell Phones, recording devices, radios, Walkman and other solar, battery or electrical powered devices and equipment or the like, **ARE NOT PERMITTED** during SACC Hours of operation. They **MUST** be stored in backpacks. If a child needs to call home, they may ask the Manager to use the SACC Site phone.

First offense: Item will be taken away from the student and may be picked up at the end of SACC day from the SACC Manager.

Second Offense: Item will be taken away from student and Parent/Guardian must pick up the item from the SACC Manager.

Discipline Policy

The goal of the SACC Program is to create an environment in which children are encouraged to develop an appreciation of their own rights and the rights of others, along with assuming the responsibilities that go together with those rights. Each child is helped to understand the impact of behavior as it might infringe on the rights of others, the need to respect the rights of others, and the need to develop an age-appropriate system of self-discipline.

The methods of guidance and discipline used shall be positive; be consistent with the age and developmental needs of the children; and lead to the child's ability to maintain self-control. Children may be removed from a group or activity to another area, provided that the child removed is either under the supervision of another staff member or continuously visible to a staff member. The program shall establish procedures to ensure that children are made aware of the rules.

When inappropriate behavior is exhibited, it is our policy to employ positive discipline techniques, as opposed to punishment. It is our belief that positive discipline teaches self-esteem while punishment teaches fear. Some of these positive techniques are: redirecting the child to a new activity; providing individualized attention to help the child deal with a particular situation; and using "time-out"-- removing the child for a few minutes, or longer for older children, from the area to an area where they can regain control of their behavior and think about how they could better handle the situation the next time it may occur.

In the event where a child continuously displays inappropriate behavior, which affects the other children in the program, the following procedures will be followed:

- Disciplinary/Incident/Conduct Report will be filed.
- After ***two*** filed reports a conference will be scheduled between Site Director & Parent (including child when appropriate). A letter will be sent to the parent(s) as well.
- If a ***third*** report is filed, a conference will be scheduled with Site Director, Parent and Program Director and the child will receive a 3-day suspension from the program.
- If a further incident occurs, a decision will be made regarding the child's ability to function within the structure of the program, which may lead to dismissal from the program.

How Can You Help?

You can help make this program a great success by making sure the following are fulfilled:

- **PLEASE READ ENTIRE SACC PACKET THOROUGHLY**, so that you are aware of the changes that have been made.
- All paper work is completed and handed in on time.
- Be *prompt with your monthly payments*.
- Be *prompt in your drop off and pick up times*.
- Read carefully **ALL** information in this booklet and refer to it as needed.
- Note **ALL** changes to prior Parent Handbooks.
- Keep a copy of the Activity Calendar and important numbers, which you will receive from the staff, in a place where it could be referred to easily.
- Communicate your child's needs to staff so that they can best supply your child with a safe and happy experience.
- Please do **NOT** drop off your child prior to the 7:15am start time for AM SACC. There must be 2 Adult Aides in the APR Room **BEFORE** leaving your child. We ask that you **DO NOT** have your child walk up alone to the doors *or* have them walk up with a SACC Aide. Again, it is unknown prior to walking into the APR room whether there are 2 SACC Aides on site. Parents **MUST** sign in and sign out their child(ren) each day; AM & PM.
- Upon picking up your child, please be considerate and **DO NOT** walk into SACC while on your cell phone. Please finish your call outside or simply call the person back. There may be important information that you may need to read or be told regarding your child. I have instructed my staff not to assist any parent that is on their cell phone while picking up/signing out their child. *Please be considerate.*

PLEASE CONSIDER DONATING/LENDING ANY OF THE FOLLOWING ITEMS TO THE SACC PROGRAM

Board Games
Movies (G-Rated)

Puzzles
Fabric Scraps

Legos/Kinex
Yarn/Ribbon

- *Please check with your SACC Site Director for additional donations.*

Information to Parents

Under provisions 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 this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Human Services (DHS). 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, Child Care & Youth Residential Licensing, in the Department of Human Services (DHS). 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

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 standards, 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 Office of Licensing'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 also entitled to review the Office'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 DHS inspections/investigations. DHS 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 Office 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 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).

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 and Child Abuse Hotline, toll-free at 1-(877) NJ ABUSE (652-2873). Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:
Community Education Office, Division of Youth and Family Services, PO Box 717,
Trenton, New Jersey 08625-0717.

EXPULSION POLICY

NAME OF CENTER: _____

NAME OF CHILD: _____

SIGNATURE OF PARENT: _____

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:

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- 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 outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges (Explain)
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- 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.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
 - The parent/guardian will be informed regarding the length of the expulsion period.
 - 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 an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).
 - Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

- If a child's parent(s):
 - Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
 - Reported abuse or neglect occurring at the center. (1-877-NJ ABUSE) [1-877-652-2873]
 - Questioned the center regarding policies and procedures.
- Without giving the parent an adequate amount of time to make other child care arrangements.

Borough of Milltown

Middlesex County, New Jersey

39 WASHINGTON AVENUE
MILLTOWN, NEW JERSEY 08850
(732) 828-2100 • FAX (732) 249-4568



Policy on Communicable Diseases

10:122-7.1(d) Excludable communicable diseases
For reference in identifying excludable diseases

Reportable and Communicable Diseases

What is a reportable disease?

A reportable disease is an illness that the Department of Health wants to know about to keep others from catching it. If a staff member or an enrolled child has a reportable disease, you must call the local health department and the Bureau of Licensing by the next working day.

What diseases must be reported?

The following reportable diseases are commonly seen in children:

German Measles	Whooping cough
Hemophilus influenzae	Giardia lamblia
Measles	Hepatitis A
Meningococcus	Salmonella
Mumps	Shigella
Tuberculosis	

A complete list of reportable diseases, including diseases rarely seen in children, is on the next page.

What is a communicable disease?

A communicable disease is an illness that can be caught from other people.

All of the reportable diseases listed above are communicable. Other communicable diseases commonly seen in children are:

Chicken pox	Lice
Strep throat	Scabies
Impetigo	

You do not have to report the diseases on the list directly above, but staff members or children with untreated cases of these diseases should not be at the center until they are no longer contagious. A doctor can tell you if someone has one of these diseases and if the person is contagious.

10:122-7.1(d) Excludable communicable diseases
For reference in identifying reportable diseases

Reportable Diseases

The following diseases must be reported to the local health department and the Bureau by the next working day after the center learns that a child or staff member has been diagnosed.

Amebiasis	Reye's Syndrome
Anthrax	Rickettsial Diseases, including
Atypical Mycobacterioses	Q Fever
Babesiosis	Rickettsialpox
Botulism	Rocky Mountain Spotted Fever
Brucellosis	Typhus Fever
Campylobacter fetus	Rubella (German Measles), including
Diseases	Congenital Rubella Syndrome
Cholera	Salmonellosis
Dengue	Shigellosis
Diphtheria	Smallpox
Encephalitis, Infectious	Tetanus
(Specify)	Toxic Shock Syndrome
Food/Water-Borne Disease	Trachoma
Giardiasis	Trichinosis
Guillain-Barre Syndrome	Tuberculosis
Hepatitis	Tularemia
Type A	Typhoid Fever
Type B	Veneral Diseases
Non-A, Non-B	Chancroid
Unspecified	Gonorrhea
Hydatid Disease	Granuloma Inguinale
Kawasaki Disease	Lymphogranuloma Venereum
(Mucocutaneous Lymph Node Syndrome)	Ophthalmia Neonatorum
Legionellosis, including	Syphilis, Infectious
Legionnaires' Disease	Viral Hemorrhagic Fevers
Potain Fever, and diseases	including, but not limited to
caused by atypical Legionella-like	Ebola
organisms	Lassa
Leprosy	Marburg
Leptospirosis	Diseases caused by Vibrio
Lyme Disease	species, including Cholera
Malaria	Yersiniosis
Measles	Yellow Fever
Meningitis, Infectious (specify)	
Meningococcal Disease	
Mumps	
Pertussis	
Plague	
Pneumocystis carinii pneumonia	
Poliomyelitis	
Psittacosis	
Rabies	
Rat Bite Fever	
Relapsing Fever, Louse-borne	

For information on other diseases that are not reportable, contact: The State Department of Health (609) 292-7300.