Club Ed

PARENTS/GUARDIANS MANUAL©

Policies, Procedures and Application

A program of:

JFCS

Jewish Family & Children's Services
of Northern New Jersey

Club ED Afterschool Program @ North Bergen

The program operates each full day of school from 3:00pm to 6:00pm Monday through Friday at Horace Mann, Robert Fulton and Lincoln Elementary Schools. Club Ed follows the school district calendar including snow days, holidays, vacations, as well as all municipal holidays. **If there is an early school closing or cancellation due to inclement weather, there is no Club Ed Afterschool Program. On half days Club Ed does not operate.** Children may participate all five days or any combination of days during the week; however, no reduction or prorating of fees will apply for partial attendance.

Fees:

- A non-refundable $50.00 per child registration fee is due with each application
- $170 for the 1st child per month
- $140 for the each additional sibling per month
- First and last month (deposit) payments are required at the time of enrollment

The following discounts are available:

- $25 discount on the one time registration fee for enrolling in monthly automatic payments
- 5% discount will apply if full year (Sept to Jun) tuition is paid
- $25 discount on registration fee for applications received by June 30, 2019

Completed applications may be returned via:

- Email-scan completed and signed applications to **clubed@jfcsnnj.org**
- Mail to JFCS 1485 Teaneck Road Teaneck NJ 07666
- Fax to attention Club Ed @ 201-837-9393

It's required for parents or guardians of enrolled child(ren) to provide a valid email address. Parents/guardians of enrolled child(ren) will receive an email confirming enrollment.

Club Ed is scheduled to start on September 5, 2019.

If you have any questions or concerns please call 201-837-9090 ext: 240
or email **clubed@jfcsnnj.org**

CLUB ED AFTERSCHOOL PROGRAM

A program of Jewish Family & Children Services of Northern New Jersey

We are pleased to welcome you and your child(ren) to ***CLUB ED* Afterschool Program**.

Club Ed is designed to build confidence in children with engaging programming in a safe environment. The value of this program is its three-pronged approach:

- Academic enhancement through homework assistance
- Enrichment activities
- Structured recreation

At the time of registration, a $50.00 registration fee per child is due along with the first month payment plus last month security deposit.

Please allow 3 business days from the time we receive your application to process it. A confirmation email will be sent with your child(ren)'s program start date.

Attached is our application and necessary forms for registration for the 2019-2020 school year.

A set of forms must be completed, signed and returned for each participating child, any application missing information will not be accepted.

CLUB ED GENERAL INFORMATION

Program starts at the dismissal of the school day:

Children participating in Club Ed will be assigned a designated area in their school building where Club Ed staff will pick up or meet them at the start of program. For safety, children participating in Club Ed are to remain in the building when they are dismissed by their school day teacher. Children are not allowed to leave the building. ***Club Ed staff will not held responsible for children leaving the premises at the time of school day dismissal and not reporting to program. We encourage parents to speak to classroom teachers.***

Attendance:

Attendance is taken each day of program. Club Ed staff appreciate advance notice when a child will be out. If a child is participating in an extracurricular activity or staying for extra help with their classroom teacher, we require written authorization from a parent/guardian. This will ensure your child(ren) is/are safe and supervised at all times.

Once a child is signed out and leaves the program for the day, he/she cannot return to the program for the remaining program hours. The Club Ed staff cannot be held responsible for the wellbeing of a child if he/she is not in our care.

Inclement Weather:

We understand that the decision to cancel program due to inclement weather has a significant impact on families. Our top priority is your child(ren)'s safety. After careful consideration of all relevant

factors including: road conditions, weather forecasts, building maintenance and staffing, the decision to cancel program is made. Club Ed follows the school district's decision for early dismissal due to inclement weather and therefore must cancel program as well.

In the event the afterschool program is in session and the weather becomes hazardous, parent/guardian(s) will be called to pick up their child(ren) early from program to ensure, children and staff get home safely.

Snack:

A snack will be provided daily in the afterschool program. Parent/guardian(s) may provide additional snacks to meet a child's dietary needs. On days the school district has an early dismissal (half day), and Club Ed is in session parent/guardian(s) ***must*** provide lunch for their child(ren). Please indicate all food allergies on designated registration form, if applicable.

*****For the safety of children with allergies, no items containing peanuts, peanut oil, tree nuts or tree nut oil is allowed. *** *CLUB ED is a nut- free program.***

Homework:

Club Ed staff will make every effort to complete homework during the designated time. Club Ed staff will offer assistance as needed, but they *cannot provide one-on-one assistance*. All students are expected to arrive to the afterschool program prepared and ready to do homework during designated time. Children will not be allowed to return to their classroom for work/books they have forgotten. It's the student's responsibility to inform Club Ed staff of assigned homework daily. Club Ed staff will not know assignments from the school day. We encourage parent/guardian(s) to review homework, to ensure completion every evening.

If your child does not have homework or has permission from parent/guardian(s) not to do homework during program time, your child will be asked to read silently or will be given a worksheet during the designated homework time. This is to ensure other children are given the quiet time required for them to focus and complete their homework.

Activities:

Activities are designed to be age appropriate, challenging and motivating for all participating students during the designated times.

Playground Disclosure:

There will be opportunity for us to visit the school's playground when we have access and weather permits. We will do our best to use the playground when it's unoccupied, however, other town residents may be using it as well. All children will be taken outside unless otherwise advised.

Topical Ointment/Lotion/Sunscreen:

A written authorization is required for Club Ed staff to apply over-the-counter, topical ointments, lotions and creams, such as sunscreen. The item must be provided in its original container and labeled clearly with your child's name. There will be no sharing of topical ointment/lotion/sunscreen.

Toilet Training:

All children, enrolled in the Pre-K program during the school day, participating in the Club Ed Afterschool Program must be toilet trained before starting our program. We are licensed by the State of New Jersey to serve children from 2-1/2 to 13 years of age and are considered "school-aged child care program". We require all children participating in the program to communicate to Club Ed staff when they need to go to the bathroom and attend to their own hygiene. Club Ed staff do not have access to the facilities or supplies required to change children during program time.

Cancellation of Service:

Written notice must be given to the Director of School Based Services **at least two weeks prior to the 1st of the month.** Upon notice, the security deposit shall be reimbursed at the end of the last month of participation. Withdrawal is effective on the date indicated by the Director of School Based Services. Families are responsible for program fees until the withdrawal is effective.

The staff to child ratios is in accordance to guidelines set forth by the State of New Jersey Department of Children and Families: 2 ½ years up to 4 years 1:10 ratio; 4 years 1:12 ratio; 5 years and older 1:15 student to staff ratio.

Department of Children and Families
Office of Licensing
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 issued 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 www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. 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/.

OOL/INFORMATION TO PARENTS/ 4/2017

DEPARTMENT OF CHILDREN AND FAMILIES OFFICE OF LICENSING
INFORMATION TO PARENTS ACKNOWLEDGEMENT
2019-2020

In keeping with the New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent/legal guardian of a child enrolled in our program, with this informational statement.

The information highlights, among other things: your right to visit and observe our program at any time without having to secure prior permission; the program'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 Central Registry Hotline (877) NJ ABUSE/ (877) 652-2873.

Please read the information carefully and, if you have any questions, feel free to contact me at (201) 837-9090 ext: 242 or at suadg@jfcsnnj.org.

Sincerely,

Suad Gacham
Director of School Based Services

POLICY ON THE RELEASE OF CHILDREN

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

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

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

1) The child is supervised at all times;

2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and

3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) and the local police to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1) The child may not be released to such an impaired individual;

2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and

3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)and local police to seek assistance in caring for the child.

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

Children below 5th grade are NOT ALLOWED to walk home alone.

Once a child is signed out and leaves the program for the day, he/she cannot return to the program for the remaining program hours. The Club Ed Staff cannot be held responsible for the wellbeing of a child if he/she is not in our care.

CLUB ED AFTERSCHOOL STUDENT BEHAVIOR GUIDELINES

While attending Club Ed Afterschool Program, all children are asked to comply with the already existing rules of their school, as well as, the Club Ed rules. In order to maintain a safe environment, we ask that you please review them with your child(ren).

1. Be respectful to other children, staff, and volunteers.

2. Follow all the directions the first time they are given.
3. Stay in assigned area.
4. Children are only allowed to leave assigned area with Club Ed staff or with permission from Club Ed staff.
5. All children are to keep hands, feet, inappropriate comments, and objects to themselves.
6. Use respectful language at all times, using "inside voices".

CLUB ED AFTERSCHOOL PROGRAM DISCIPLINE POLICY

Club Ed Afterschool Program's intent is to provide an educational, supportive and fun environment beyond the school day. Therefore, any inappropriate behavior or misconduct by a child will have disciplinary consequences.

The sequence of disciplinary action procedures:

1. verbal warning- will be communicated to parent/guardian by staff
2. written warning- will require parent/guardian signature on documentation may include suspension days from program
3. final warning- will require parent/guardian signature on documentation may include suspension days from program
4. dismissal- parent/guardian will be given dismissal date

All misconduct and behavioral issues will be documented from verbal warning to dismissal. If parent/guardian refuses to sign documentation, all consequences for behavior/misconduct shall still be enforced.

Club Ed staff and/or Director of School Based Services will make every effort to work with the child and parent/guardian to prevent dismissal from program.

GUIDELINE FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

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

You can use positive discipline by intervening when necessary:

- Redirect to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time out-by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age in a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy or "bad girl." Instead you might say "That is not allowed here".

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give care to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

CHILDREN WITH SPECIAL NEEDS

Club Ed reserves the right to make individualized assessments to determine if a child with special needs or special education can attend the program. Our program, as required by law, has a 1 to 15 ratio, therefore, all children participating in the afterschool program must be able to participate at this ratio and work independently. The program will make every effort to accommodate providing it's reasonable and would not create an undue burden, pose a direct threat to the health or safety of others or fundamentally alter our program. In order for our staff to provide proper care and a child(ren) to succeed in our program parent/guardian(s) must disclose any needed accommodations prior to enrolling in our program.

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 expel or suspend a child from this program:

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 toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children and/or other parents /legal guardians.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Habitual tardiness when picking up your child (upon 3rd tardiness the child will be expelled).
- Verbal abuse to staff.

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.

SCHEDULE OF EXPULSION

- If after the remedial actions have not worked, the child's parent/guardian will be advised verbally and/or 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 come to an agreement with the program.
- 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 program.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one week's 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 program.

A CHILD WILL NOT BE EXPELLED IF A CHILD'S PARENT/GUARDIAN:

- 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).
- Questioned the center regarding policies and procedures.
- Without giving the parent an adequate amount of time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriate activities, supervisions.
- 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.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written reports 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.

Club Ed reserves the right to make individualized assessments to determine if a child with special needs or special education can attend the program. Our program, as required by law, has a 1 to 15 ratio, therefore, all children participating in the afterschool program must be able to participate at this ratio and work independently. The program will make every effort to accommodate providing it's reasonable and would not create an undue burden, pose a direct threat to the health or safety of others or fundamentally alter our program.

10:122-7.11 Information to parents regarding the management of communicable diseases

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the program. If such symptoms occur at the program, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperate of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the participant is symptom-free, or has a health care provider's note stating that the participant no longer poses a serious health risk to himself/herself or others, the participant may return to the program unless contraindicated by local health department or 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. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

CHILDREN'S PERSONAL POSSESSIONS

1. Children are responsible for their personal belongings (coats, books, bags, etc.) They should keep all belongings in their designated place.
2. Children are **not** allowed to bring toys, games, electronics (DS, PSP, cell phones, smartphones, tablets, etc.) to program. All items must be put away during program time. ***Club Ed follows school district's policies regarding the use of electronics.***
3. Children are **not** allowed to use their cell phones during program (including and not limited to internet use, texting, etc.) All students must ask for permission to use cell phones.
4. Any inappropriate items may be confiscated and returned to parent/guardian at the time of pick-up.

PHOTO/VIDEO/INTERVIEW DISCLOSURE

Club Ed Afterschool Program features special events both in-school and away from school. Media representatives, newspaper and television reporters, photographers, and public-relations personnel may be present at these special events to record them. In some cases they may interview and/or photograph children who participate in these events. These photographs, videos, and interviews will only be used to promote this afterschool program.

CLUB ED AFTERSCHOOL PROGRAM SCREEN/TV/VIDEO POLICY

Club Ed provides an activity-focused learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation and exploration. *Club Ed* follows the recommendations established by the American Academy of Pediatrics (AAP), which has found that too much television viewing has been linked to attention problems, school difficulties, sleep and eating disorders and obesity. According to AAP Health initiative guidelines children should engage with entertainment media for no more than one or two hours per day, and that should be high-quality content. They emphasize that it is important for kids to spend time on educational media and non-electronic formats like books, newspapers and board

games, as well as using their imagination in free play.

Our program will show educational programming during program hours that is theme related. Programming will be developmentally appropriate. All programming not related to a theme must be rated G or PG and must have approval of the Director prior to showing. For those children who don't wish to participate, other activities will be available during this time.

SOCIAL MEDIA/TECHOLOGY AND METHOD USED TO COMMUNICATE WITH PARENTS

Club Ed Afterschool Program respects family's privacy. Therefore, under no circumstances is our staff allowed to take photos of children or with children and share on social media apps such as, not limited to, Facebook, Instagram, Twitter, or Snapchat. *Club Ed* staff are not allowed to accept children as "friends" on internet sites or ask children to accept them as "friends" on social media web pages. Staff is not allowed to access children's postings and vice versa.

The most effective way our staff can communicate with parents is through email and the *Club Ed* cell phone. *Club Ed* staff will text or call parents during program hours to communicate. Our administrative support team will email parents to communicate program related matters.

10:122-7.5 Administration and control of prescription and non-prescription medicines

MEDICATION ADMINISTRATION POLICY

As required by State of New Jersey Department of Children and Families Office of Licensing, at least two *Club Ed* staff members have certified basic knowledge of first aid principles and cardiopulmonary resuscitation (CPR).

Club Ed Afterschool Program staff will not administer prescription or non-prescription medication during program hours.

In case of a life threatening situation, first aid/CPR certified *Club Ed* staff will administer an epinephrine auto-injector to a child exhibiting life threatening symptoms of anaphylaxis. Parents must provide an emergency action plan prescribed by a physician before any medication or health care procedure is administered.

Epinephrine auto-injector (Epipen) must be in its original container and labeled with the child's name, the name of the medication, the date it is prescribed/updated and the expiration date. An emergency action plan with instructions for its administration prescribed by a physician must accompany medication. All medication must be received by our program on or before the first day of your child's participation.

Our program will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs. Written permission is needed if a school-age child is permitted to self-administer medication or health care procedure (including but not limited to asthma pumps). Parents must provide written permission before any medication or health care procedure is self-administered by a child.

We will maintain on file a record of:

1. The child's name and parental/physician authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and who supervised the child when medication was self-administered; and
6. Any adverse effect the medication may have had on the child.

TUITION AND FEES POLICY AND PROCEDURES

Payments

Upon registration, the registration fee, as well as the program fees for the first month payment and last month security deposit, must be paid for each child. All three of these fees are required for a child to start the program. The registration fee is non-refundable. Reimbursement of program fees for the first and last months will be considered if written notice is provided to the Director of School Based Services at least two weeks prior to the first day of program that your child(ren) are withdrawing from the program. The parent/guardian(s) must sign the Policies and Procedures Acknowledgement for any child to start the program.

Parent/guardian(s) are required to pay for each month of programming for their registered child(ren), whether or not their children attend the program. Program slots cannot be held. For example, if a registered child does not attend the program in September, the program fee for the first month, which was paid at time of registration, will be applied to the month of September, and if that child does not attend the program in October, the security deposit, which was paid at time of registration, will be applied to the month of October.

The payments are based on the 10 months of the school year. The monthly payments are divided into ten equal payments. Therefore, if a given month has either three or five weeks, the payment rate remains the same regardless of the number of days your child(ren) are in the program. Children may participate all five days or any combination of days during the week; however, no reduction or prorates of fees will apply for partial attendance.

Methods of Payments

For your convenience, automatic monthly recurring payments are available. This includes direct withdrawals from a checking account or a credit card. Checks and money orders are accepted by mail only. **Cash is not accepted.** If missing or inaccurate information prevents processing of payment, all payment policies shall apply.

1. **Payments mailed** send to: JFCS 1485 Teaneck Road, Teaneck NJ 07666. All payment must be received on or before the 1st program day of each month.

2. **Online payments**: On initial payment form, please provide a valid email and indicate monthly invoices to be emailed.

3. **Automatic recurring payments**: On initial payment form, circle *YES* for authorization for JFCS to charge your credit card/checking account monthly.

Receipts are automatically emailed on the 1st of each month when your automatic payment is processed or all transactions completed through online billing system only. No financial statements will be generated. We encourage parents/guardians to save or print monthly receipts. Any request for our accounting department requires a notice of 3 to 5 business days via email.

Site Directors are not permitted to accept program fees at any time. Payment reminders to parent/guardian(s) are issued as a courtesy, but are not mandatory for monthly program fees to be paid. **Parent/guardian(s) are responsible for timely payments on the 1st program day of each month. At no time should payments be delivered by children or given to unauthorized staff.**

********The only acceptable delivery of payments are: by mail, online or automatic recurring payments*****

Delinquent Payments:

If a check is returned, an automatic withdrawal cannot be processed or a credit card is declined, a $35.00 service charge will be charged in addition to the monthly fees and any other fees that apply.

Payments must include a $25.00 late fee if received **after the 5th of each month.**

Upon notification of a late payment, a service termination date will be indicated if immediate payments are not made of any and all fees. Program staff will be advised of the service termination date. Alternate programming is the responsibility of the parent/guardian(s).

Outstanding balances:

If at any time a child's parent/guardian(s) has not fully paid any and all fees due to the program, the child will not be allowed to continue participation or register for upcoming school year.

Availability of Assistance with Fees:

Any family participating in a subsidized program, such as that provided by the Department of Human Services, Office for Children (OFC), must pay, at the time of registration, the registration fee, as well as the program fees for the first month and last month deposit. Once payment has been received from the subsidizing program, a reimbursement will be issued to the family for the amount received or difference at the end of the school year. However, if a provider's agreement or promissory note is submitted with the enrollment forms at the time of registration then the program and registration fees are subject to change.

Parent/guardian will held responsible for any outstanding monthly balance not paid by subsidized program. For example, if the monthly fee is $240 and the subsidized program only paid $190 the parent/guardian is responsible for the difference/balance of $50.

It is the responsibility of the parent/guardian(s) to process the required paperwork and provide a promissory note or provider's agreement from the subsidizing program, prior to the start of the program, each school year. Any and all fees not paid by the subsidizing program are the responsibility of the parent/guardian(s), and all payment policies apply. If parent/guardian(s) are receiving assistance from a subsidizing program for Club Ed and their child(ren) are absent for 20% or more times in any month, the parent/guardian(s) will be held accountable for the difference of payment received from subsidizing program.

Any child(ren) signed up for 7pm pick-up, for programs running until 7pm, parent/guardian will be responsible to pay for the last hour of programming. Most, if not all, subsidized programs only pay for child(ren)'s participation in our program until 6pm. Parent/guardian must prove subsidized program will be paying for 7pm pick up should parent/guardian need to pick up after 6pm.

Any parent/guardian(s) not complying with the checking in and out as required by subsidized program will be dismissed and will be held responsible for all outstanding balances.

Late Pick-Up:

Late pick-up of participants is an imposition on the staff of the afterschool programs. Fees for pick-up past the scheduled time is as follows:

- 1st occurrence, after designated pick up time, the fine is $10.00 for the first 10 minutes past pick up time and $1 per minute thereafter.
- 2nd occurrence, after designated pick up time the fine is $20.00 for the first 10 minutes past pick up time and $2 per minute thereafter.
- 3rd occurrence, after designated pick up time the fine is $20.00 for the first 10 minutes past pick up time and $3 per minute thereafter and dismissal from program.

Any time after designated pick up is late. There is no grace period. There is no prorating of any of fees.

Parents / legal guardians enrolled in recurring payments will be charged automatically.

Accounting office use only: ___/___/___

INITIAL PAYMENT FORM: 2019-2020

Child's Name: _____
First Last MI

School Attending: _____ Grade in 2019-2020: _____

_____ _____
Parent/Guardian enrolling child Street Address

_____ _____
Email City State Zip

_____ _____
Primary phone Secondary Phone

All school districts (3pm to 6pm)

Registration fee: $ _____

First Month Tuition: $ _____

Last Month Deposit: $_____

Total amount: $ _____

FORT LEE SCHOOL AND EDGEWATER SCHOOL DISTRICT ONLY:

☐ Yes, I want the extended hour 6pm to 7pm pick up

Registration fee: $ _____

First month tuition plus $80: $_____

Last Month Deposit plus $80: $_____

Drop in Service only

☐ $90 (3 days) - 6pm pick up

☐ $100 (3 days) - 7pm pick up

PAYMENT METHOD: ***Payable to Jewish Family & Children's Services of Northern New Jersey***

☐ Checking Account (ACH) Bank Name: _____

Routing #:_____ Account #:_____

☐ Credit Card Number: _____ Expiration Date: _____/_____

- PLEASE INDICATE IF YOU WOULD LIKE YOUR CREDIT CARD/ACH AUTOMATICALLY CHARGES EACH MONTH: CIRCLE ONE: YES NO

By choosing **YES** you authorize Jewish Family & Children's Services of Northern NJ to charge your credit card/checking account monthly.

☐ Request to have invoices emailed for online payment option @ email: _____

Please print name_____ Authorized signature _____

Office use only enrollment date: __/__/__

STUDENT ENROLLMENT 2019-2020

Student Name: _____ Birth Date: _____
First Last MI Month/Day/Year

Gender: □ Male □ Female Race/Ethnicity _____ □ Unspecified

School Attending: _____ Grade: _____

Special Needs:	□ Yes	□ No	□ Unspecified
Special Education:	□ Yes	□ No	□ Unspecified
Free/Reduced Lunch:	□ Yes	□ No	□ Unspecified

PARENT/ LEGAL GUARDIAN INFORMATION

Parent/Guardian (enrolling child)	Parent/Guardian # 2
First Name Last Name	First Name Last Name
Relationship to Student	Relationship to Student
Primary Phone	Primary Phone
Secondary Phone	Secondary Phone
Email	Email

EMERGENCY CONTACT/CARE

☐ **Same as in above section (Parent/Guardian). Additional individuals listed below:**

My child may be released to the following people in case of an emergency or following emergency medical care. Below are two authorized individuals who may be called during program hours if you are not available.

First Name Last Name	First Name Last Name
Relationship to Student	Relationship to Student
Primary Phone	Primary Phone
Secondary Phone	Secondary Phone

If my child requires emergency medical care, I give my consent to Club Ed Afterschool Program to obtain the necessary medical care for my child. I agree to pay all of the costs associated with the emergency medical care that my child receives. I understand that every effort will be made to contact me before and after medical care is provided.

_____
Parent/Guardian Initials

RELEASE OF CHILD

☐ **Same as in section (Parent / Legal Guardian). Additional individuals listed below:**

I give my child permission to walk home alone from the afterschool program. □ Yes □ No
If yes, specify time of release _____ pm.

Children below 5th grade are NOT ALLOWED to walk home alone.

Name	Relationship to Child	Telephone
Name	Relationship to Child	Telephone
Name	Relationship to Child	Telephone

DO NOT RELEASE MY CHILD TO THE FOLLOWING PEOPLE:

Name	Relationship to Child
Name	Relationship to Child

MEDICAL/HEALTH INFORMATION

Medical conditions/chronic health problems/behavioral disorders: ☐ Yes ☐ No

If yes, please specify_____

Medication(s) child is taken: _____

Does your child have any allergies: ☐ Yes ☐ No

If yes, please specify_____

Does your child require an EPIPEN? ☐ Yes ☐ No

Children requiring an EPIPEN must provide Club Ed with EPIPENS AND EMERGENCY ACTION PLAN prior to the child's 1st day of participation. It must be in its original box and there must be TWO EPIPENS.

Is your child under any medical/physical restrictions? ☐ Yes ☐ No

If yes, please specify_____

Any special needs which we should be aware? _____

As parent/guardian of the above child, I certify that he/she is in good physical health and may participate in the normal activities of the program and has no conditions or specific needs that require specific accommodations, unless otherwise indicated in the medical information provided above or an attached Care Plan for Children with Special Health Needs.

_____
Parent/Guardian Initials

POLICIES AND PROCEDURE ACKNOWLEDGEMENT

I give my child permission to participate in Club Ed Afterschool Program for the 2019-2020 school year. I understand that this consent will be in effect as of the date of my signing this form and will continue as long as my child is enrolled in the afterschool program. By my signature below, I confirm I have received, understand and agree to abide to all policies and procedures regarding my child's enrollment in the 2019-2020 Club Ed Afterschool Program.

1. **General Program Information**
2. **Department of Children and Families, OOL, Information to Parents Acknowledgement**
3. **Release of Children**
4. **Student Behavior Guidelines**
5. **Discipline Guidelines**
6. **Expulsion**
7. **Management of Communicable Diseases**
8. **Photo/ Video/ Interview Disclosure**
9. **Screen/TV/Video Guidelines**
10. **Social Media and Technology**
11. **Methods used to communicate to parents**
12. **Medication Administration**
13. **Tuition and Fees**

☐ **I give permission** for my child to be photographed or otherwise recorded during after-school events and activities, and for any and all such photographs to be displayed by Jewish Family & Children's Services of Northern New Jersey, Inc. in any medium (books, newsletters, web sites, etc.), whether now or hereafter known or developed.

☐ I **DO NOT** give permission for my child to be photographed or otherwise recorded during after-school events and activities.

PARENT/GUARDIAN SIGNATURE **DATE**