

Policy Acknowledgements

1) INFORMATION TO PARENTS

Department of Children and Families Office of Licensing

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. Parent 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/.

2) RULES AND REGULATIONS

In order to ensure your child a safe and enjoyable experience, the following rules and regulations will be strictly enforced:

1. Payments must be **MADE ONLINE, MAILED, DROPPED OFF, or PHONED into ST. ANTHONY**, 436 Port Reading Ave, Port Reading, NJ 07064, (732) 634-6800 and must be **in the office by the 1st of the month.**
2. If your child will be absent from school, you **must** contact the study hall office at **732-634-6800**. **In addition**, you must notify your child's home school.
3. If your child is to be taken out of school during the day for any reason, you **must** call the office to notify us that he/she will not be present at study hall.
4. You will be notified via email if there is an unscheduled half day or early dismissal.
5. During the Covid-19 pandemic you will be required to take your child/children/s temperature at the door. If your child/children has a temperature above 100.4 your child/children will **"NOT"** be allowed in the Study Hall. Also, your child/children are always required to wear face masks in the Study Hall. Once your child/children enter the Study Hall they will wash their hands and go to their assigned groups. When picking up your child/children please call the Study Hall office 732-634-6800 to let us know that you are here to pick up your child/children and we will send them out to you. Your child will not be released to anyone who does not have proper identification.
6. For before care breakfast will be available up until 8:30am. For aftercare, your child will be given a snack daily. For full day care lunch is provided. Please list any food allergies on the appropriate attached form.
7. Please be sure to pick up your child **no later than 6:30 pm Mon-Thurs and no later than 6:00 pm Fri.** Our staff is scheduled to leave at 6:30 pm Mon-Thurs and 6:00 pm on Fri. **A LATE FEE OF \$25.00 PER 15-MINUTE PERIOD PER CHILD** beyond 6:30 pm on Mon-Thurs and 6:00pm on Fri will be charged. Habitual late pick-ups may result in termination. **Before registering for the next session, any outstanding late fees must be paid.**
8. **Refunds will not be given for missed days. The program is run on a full month basis. In the event of an emergency closing of the program due to weather or other circumstances,** credit will be given based on what you paid. If 10% discount was taken, your credit will be the amount of the tuition MINUS the 10% discount. If you have not prepaid for the days but have registered for them, you will not be given a credit. The day we are closed will just be removed from your total.
9. **Any outstanding balances as of the first of the month will be accessed a \$25.00 late fee unless a payment plan was prearranged. If payment arrangements are defaulted, then the fee will be applied retroactive.**
10. **If your check should bounce, there will be a \$35.00 returned check fee. Once you have bounced a check, all future payments will be accepted by money order or bank check ONLY. There will be no exceptions. You will also be subject to a late fee for payments received past the 21st of the month.**
11. Ten sessions of one-month periods will be held during the school year starting in September and finishing in June. Parents and guardians will be asked to re-register their children for each session. **By the first of each month, registration forms will be available. They will be located by the sign-out sheet table or website. It is your responsibility to pick up these forms.** The completed forms and payments **must** be received by the **25th of the preceding month at the Study Hall Office. DO NOT** send the forms and payment with your child or to your child's school. Payments can be mailed, dropped off, phoned in or pay online. Registrations can be sent in electronic form at studyhalldirector@gmail.com.
12. You must have reliable adults on the **"Emergency Contact Form"** who **live locally**. It is extremely important that you provide us with a list of emergency contacts if you cannot be reached. If you are new to the area, it is your responsibility to provide us with a list of **local** people we can contact in case of an emergency.

13. Only those contacts on the “**Emergency Contact Form**” can pick up your child. It is the parent’s responsibility to keep this list updated.
14. Late Registration Fee: If the month is not paid by the 1st of the registered month, there will be a \$25.00 late fee charged. If the month is not paid in full on or before the 5th of the month, your child will not be able to participate in the program until the balance is paid. If your circumstances make it necessary, arrangements for payments can be arranged. This will be decided on a case-by-case basis. A contract will be available.

3) **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 court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

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

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

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

1. The child may not be released to such an impaired individual:
2. Staff members attempt to contact the child’s other parent, or an alternative person(s) authorized by the parent(s): and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

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

4) **EXPULSION POLICY**

Unfortunately, there are sometimes reasons we must 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 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 toward staff members.

- Parent exhibits verbal abuse to staff in front of enrolled children.

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.
- 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 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 and 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 childcare (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 PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedure.
- Without giving the parent sufficient time to make other childcare arrangements.

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

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.

- Recommend an evaluation by local school district study team.

5) COMMUNICATION OF INFECTIOUS DISEASE POLICY

- The St. Anthony Study Hall will take proactive steps to protect the facility in the event of an infectious disease outbreak. Children and staff are encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizers.
- We already have our cleaning policy in place which is very extensive.
- The CDC has offered the following Guiding Principles to keep in mind during these times.
- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.
- The St. Anthony Study Hall has a designated quarantine area just in case we are notified that a child or staff has been exposed for them to stay until they are picked up.
- Frank Cacace will be the contact persons for notification. Please contact us at 732-634-6800 or Frank at 732-754-8401. We will keep families informed via email. Please make sure you are receiving our emails.
- If there is an infected person in the program, we will follow the following state guidelines:
 - We will notify the Woodbridge Health Department and request directions on how to proceed.
 - We will provide them will all contact information necessary to do their contact tracing.
 - We will do an extensive cleaning of the facility.
- **CLOSURE**
- St. Anthony Study Hall may need to temporarily dismiss children and staff for 2-5 days if a child or staff member attended childcare before being confirmed as having COVID-19.
- This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the facility, perform contact tracing, cleaning and disinfecting the facility.
- We will follow CDC guidelines on how to clean and disinfect our facility if someone is sick.
- We will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

6) POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA

In an effort to remain connected to families at all times, St Anthony Study Hall has established a Facebook account. Our page is public and accessible to even those who do not possess a Facebook account. Our page will be used to keep families connected and serve as a resource. We will use email for all updates as well. Please make sure we have an updated email address for you and anyone who needs to receive information from us.

Facebook: <https://www.facebook.com/stAnthonyStudyhall1>

At no time will any photos depicting the children, or their families be placed on our page unless written consent has been obtained first. Additionally, children's names will never be posted or referenced. The safety and

security of our students and their families is paramount to us and for this reason our page is limited to being used as a resource for families. Any specific or personal communication between the school and parents will be conducted face to face, via a phone call, or a private email. Below please find a list outlining the types of communication that can be found on our public page:

- Study Hall reminders
- Emergency closures
- Community events

Parents are prohibited from posting to their personal social media pages photographs or videos of any child other than their own. In addition, staff members are also prohibited from posting to their personal social media pages photographs or videos of any child enrolled in the study hall.

Staff members are also prohibited from receiving, making calls or text messaging via cell phone during working hours. This includes during mandatory trainings and meetings. In the event of an emergency, employees must notify the office, so accommodations can be made through the usage of the study hall phone line. Cell phones are to remain put away with your personal belongings and are not to be carried on the employee. Cell phone usage of any kind while during working hours will be considered leaving your group unsupervised and is grounds for termination.

Cell phone use is strictly prohibited by all students and staff. If your child needs to contact you, they must come into the office to do so. If you need to contact them, please call the office number at 732-634-6800.

7) Medication Administration in Childcare Policy and Procedures

PURPOSE: *This policy was written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.*

INTENT: *Assuring the health and safety of all children in our Center is a team effort by the childcare provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in childcare. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.*

GUIDING PRINCIPLES and PROCEDURES:

- Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
- The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.
- 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 hand will hereafter be referred to as Permission Form. All information on the

Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider.

- “As needed” medications may be given only when the child’s health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
- Medications given 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.
- 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 as the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
- Over the counter (OTC) medication must have the child’s full name on the container, and the manufacturer’s original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
- Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the childcare center.
- 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
- 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.

- For the child who receives a particular medication on a long-term 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.
- 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.
- 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
- Information exchange between the parent/guardian and child provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardian 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.
- 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.
- 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.
- 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.
- 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.

8) **DISRUPTIVE BEHAVIOR POLICY**

In the event of disruptive behavior on the part of any student on the bus or at the site, the following steps will be taken in the order listed below if the behavior does not significantly improve:

- The staff will speak to that child and encourage improvement in his/her behavior.
- The staff will speak to a parent/guardian about his/her behavior.
- Management will speak to the child regarding the disruptive behavior.
- Management will speak to a parent/guardian about the continued disruptive behavior.
- Management will send a letter to the parent/guardian warning them that another infraction will result in a one-week suspension from the program.
- Management will send a letter informing the parent/guardian and home school of the week suspension.
- A permanent termination letter will be sent home, effective immediately.

9) **HOMEWORK POLICY**

To improve our services to the children and families of the St. Anthony Study Hall Program, we are implementing a Homework policy. Please remember we are not affiliated or connected to any school, so we are not aware of school rules or procedures for homework.

Since our primary goal to help your child complete and do their homework correctly, I am asking parents to please check the homework and if something is wrong, please do the following:

- Copy wrong homework (make sure date is on it) and write what was wrong on the copy.
- Email it to us, bring it in, or mail it to us so we can review what went wrong.
- It can be photographed via your phone and texted to me at 732-754-8401.

If there is a specific way a homework is to be done, then you will need to provide us with a written explanation of how so our staff can make sure is completed as such.

10) LATE PICKUP POLICY

All children must be picked up Mon -Thurs by 6:30 PM and Fri by 6:00 PM. If you cannot make it on time, you **MUST** find an alternate to pick your child up. If one cannot be found, you must call the Study Hall at 732-634-6800 or 732-754-8401.

There is a \$25.00 charge per every 15 minutes per child after 6:30 PM (6:31 and after) Mon-Thurs and 6:00 PM (6:01 and after) Fri which must be paid within 5 days or services with the Study Hall will be terminated.

If a child is not picked up Mon-Thurs by 6:30 PM and 6:00 PM Fri, the staff is instructed to do the following:

- Call all available numbers for your child and leave messages to have someone contact or come to pick up your child.
- If no one is contacted and the child is not picked up by 7:00 PM Mon-Thurs and/or 6:30 PM Fri, staff are instructed to call the Police and Department of Children and Families (DCF) and follow their instructions.