

### 10:122-3.6 Information to Parents Document

Must be distributed to parents of every enrolled child and to all staff members

The center may call the Office of Licensing for a Spanish translation of this document.

## OFFICE OF LICENSING 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.

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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. 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 by calling toll-free 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 parent(s) 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, 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's DHS Child Abuse/Neglect Hotline: Toll-Free at: 1-877-NJABUSE (1-877-652-2873). 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.

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

## POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, 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 temperature of 101.5 degrees Fahrenheit  
Sore throat or severe coughing  
Yellow eyes or jaundice skin  
Red eyes with discharge  
Infected, untreated skin patches  
Difficult or rapid breathing  
Skin lesions that are weeping or bleeding  
Skin rashes in conjunction with fever or behavior changes  
Mouth sores with drooling  
Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

## TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases 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:

### Respiratory Illnesses

Chicken Pox\*\*  
German Measles  
Hemophilus Influenzae\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*

### Gastrointestinal Illnesses

Campylobacter\*  
Escherichia coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

### Contact Illnesses

Impetigo  
Lice  
Scabies

\*Reportable diseases that must be reported to the health department by the center.

\*\* 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 have 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.