



Welcome to the Before & After Care School Program

2026-2027 School Year

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Welcome

We're excited to welcome your family to the Aftercare Program at Bloomingdale Day Care. This handbook outlines important program details, daily routines, and what to expect—especially during the first week of school, which can be a period of adjustment for many families, particularly those with Pre-K students or children transitioning from MBD to SRD.

Our team works closely with the Bloomingdale School District to ensure a safe and smooth transition from the classroom to aftercare. **Classroom aides and teachers will escort Pre-K, Kindergarten, 1st grade, and 2nd grade students** to their designated aftercare areas.

First Week of School Guidance

During the first week of school, new routines, names, and faces take time to learn—especially for our youngest students. Most Pre-K children experience difficulty adjusting to the school day, followed by a new aftercare setting. Our team focuses first on helping children feel safe and supported, and **may delay logging attendance in ProCare** to give children our full attention. Attendance is always documented on a **state-required paper log** first.

Please do not call the aftercare phone line during the first week of school unless you are arriving for pickup or in the case of an emergency.

During this transition week, our team is managing far more than simply supervising children. For each Pre-K student, we coordinate a direct handoff from their classroom teacher or aide, which often includes a **verbal update on the child's day**—whether they napped, ate, struggled emotionally, or had a great day overall. Our staff carefully takes note of this information so we can provide individualized support as each child enters our care.

Now multiply this process by **40 or more students**, each with different needs, dismissal routines, and transitions—and it becomes clear how important it is that our staff remain fully focused on the children during this time.

To support a smooth start, we will have **extra staff on-site at both MBD and SRD during the first week** to ensure every child receives the attention and care they need.

Rest assured, if your child is having difficulty adjusting, **we will contact you directly**. Your trust in our process helps us ensure a safe and calm experience for everyone.

We also recommend that **Pre-K families plan for early pickups** during the first week, if possible, to help ease the transition from home or daycare to the school/aftercare environment.

Important: Once your child is checked into our aftercare program, they are no longer under the supervision of the school. Any concerns, questions, or incidents related to aftercare should be directed to our staff, or program director, not the school staff. Repeatedly bypassing this policy by contacting the school may result in termination of aftercare services (see Expulsion Policy for details).

By the **second or third week of school**, as children begin to adjust more comfortably to the routine, you can expect **more timely check-in updates in ProCare**. Please note that unlike our daycare program, we **do not upload daily photos, videos, or activity logs** in ProCare for aftercare.

In our **Aftercare Program**, ProCare is used for the following purposes:

- Checking children **in and out** of the program
- **Messaging** between parents and aftercare staff
- **Account management and**
- **Billing**

Our Program at a Glance

We serve children from Pre-K3 through 6th grade at Bloomingdale public school program locations approved for the 2026-2027 school year, including Martha B. Day (MBD), and Samuel R. Donald (SRD) as applicable. Children are grouped by age for developmentally appropriate supervision, engaging activities, and structured downtime.

Program Overview

BDC's before and aftercare program is designed to be a safe, structured, and engaging extension of the school day. Children are given time to transition from the school day into a consistent afternoon routine that includes attendance, snack, movement, homework or quiet time when appropriate, teacher-led activities, and supervised choice play.

Our goal is to support the whole child after school. Staff encourage participation, problem solving, independence, teamwork, creativity, and positive peer relationships through age-appropriate activities such as outdoor play, group games, tabletop activities, building challenges, arts and crafts, music and movement, logic games, and cooperative play.

Program activities may vary based on student age, weather, available space, staffing, school schedules, and the needs of the group. Across all locations, our focus remains the same: children should feel safe, supported, socially connected, and actively engaged while in our care.

Program Snapshot

Safe Transition Attendance, snack, movement, and consistent expectations help children settle after school.	Homework Responsibility Older students have a calm time to begin homework and practice independence.
Enrichment & Movement Activities may include outdoor play, building challenges, arts, music, games, and group activities.	Positive Social Growth Students practice cooperation, leadership, problem solving, and respectful peer relationships.

Daily Routine (All Sites)

- Arrival and backpack drop-off
- Snack (and lunch on half days)
- Bathroom break (small groups)
- Outdoor play (weather permitting)
- Homework/quiet time
- Tabletop activities
- Teacher-led group games or classroom media (rainy/half days)

Tabletop Activities May Include:

Legos · Puzzles · Drawing & Coloring · Playdough · Magnetic Tiles · Board Games · Reading Corner · Card Games

Teacher-Led Group Games:

Freeze Dance · Four Corners · Simon Says · Red Light, Green Light · Charades · Follow the Leader

Pre-K3 & Pre-K4 (All Locations)

- Follow same routine with separate supervision
- Bathroom trips every 2 hours
- Potty training is not conducted during aftercare
- Children not fully trained must wear diapers or pull-ups
- Bring a **labeled daily bag** with diapers, wipes, and a change of clothes
- We cannot store personal items or access classroom supplies

Electronics and Screen Time: Personal electronic devices are not used for recreational screen time during aftercare. School-issued Chromebooks may be used for homework only. Staff may occasionally use short, classroom-approved videos or movement-based activities on school equipment to support the daily routine, based on group needs, available time, and staff judgment. Please see the Personal Electronics Policy for full details.

MBD Program (Pre-K3–1st Grade)

Children follow the full daily routine with age-appropriate grouping and support from familiar district staff.

SRD Program (Pre-K) & (2nd–6th Grade)

Older students at SRD enjoy more independence, with added opportunities for enrichment and a 30-minute homework or quiet time following snack.

ProCare and Daily Check-In

We use **ProCare** to help keep families informed and support consistent communication.

Each day, children are first signed in on a **state-mandated paper attendance log**, then logged into ProCare. Occasional delays may occur due to Wi-Fi or transition-related needs, especially during the first weeks. This is not cause for concern. If there is ever an issue, **a staff member or the school will contact you directly.**

A few more things to note about our program

1. Homework Time:

Children are given **30 minutes** to work on homework daily after snack. Staff may help with basic instructions but **cannot provide one-on-one tutoring support.** Please check your child's homework at home.

2. Personal Belongings:

Once children are dismissed to aftercare, **neither students nor staff are permitted to return to any classrooms** other than those designated for aftercare use. If a child forgets an item needed for aftercare—such as homework, a jacket, or a lunch box—we will contact the parent, who will need to decide how they wish to resolve the situation, which may include arranging an early pickup.

3. Communication & Contact Info:

Parents must keep **emergency contact and medical info current.** Parents can make updates directly on the **ProCare App.** Use a **cell phone** as your primary contact number whenever possible.

Attendance

Keep us informed if your child will be absent from our program!!

It is the parent or guardian's responsibility to notify the **school directly** if your child:

- Will be absent from school
- Will not be attending aftercare on a scheduled day
- Will be attending aftercare on an unscheduled or additional day

Important: The school will not release your child to our aftercare program unless they have been informed directly by the parent. Notifying only the aftercare staff is not sufficient for unscheduled attendance days.

While you are welcome to also inform our program of absences or changes (via voicemail or ProCare message), this is helpful but not required. We receive official daily attendance and dismissal updates from the school secretaries.

Due to safety concerns, repeated failure to follow this procedure may result in dismissal from the aftercare program. Aftercare staff and Bloomingdale Day Care are not responsible for tracking down children who do not arrive as expected.

School Closures

Emergency Procedures

If the public school is closed, we are also closed

Our aftercare and before care programs follow the Bloomingdale School District's schedule during weather-related and emergency events.

- If the **public school is closed**, before care and aftercare are also closed.
- If the school has an **early dismissal** due to inclement weather or other unforeseen emergencies (e.g., health-related closures), aftercare will **also close**.
- Bloomingdale Day Care does **not send a separate notice** in these cases, as we follow the school district's guidance.
- If the school remains open during inclement weather, **we reserve the right to cancel or close aftercare early** if road conditions are deemed unsafe for families, staff, or children.
- On **delayed school openings**, before care will operate on a delayed schedule as well. For example, if the school announces a two-hour delay, before care will begin at 9:00 a.m. instead of 7:00 a.m.

Aftercare Scheduled 4:30 p.m. Early Closings

For the 2026-2027 school year, aftercare will close early at **4:30 p.m.** on the dates listed below. Families must pick up no later than **4:30 p.m.** on these dates.

Wednesday, November 25, 2026 - day before Thanksgiving break

Wednesday, December 23, 2026 - day before Christmas break

Thursday, June 17, 2027 - last day of school

Late pickup fees apply after the announced early closing time on these dates.

Families will be notified of any program changes or closures via:

- ProCare notifications
- Email
- Text message

School Evacuations

In the event of a school-wide evacuation during aftercare hours, our team will work closely with emergency responders and notify families via ProCare (Messenger, Email, and Text). If we do not receive a response after most children have been picked up, we will begin reaching out to the additional individuals listed on your child's **emergency contact list in ProCare**.

Please be sure to keep all contact and emergency information up to date to ensure efficient communication during emergencies.

Snacks, Lunch, and Water Bottles

Please make sure your child brings a snack and a water bottle each day they attend aftercare. We recommend packing them in a separate, labeled bag so your child knows which items are meant specifically for aftercare.

On half days, when students are dismissed earlier than usual, a lunch must also be provided in addition to a snack and drink. Children will be with us for an extended period and will need a full meal.

The amount of food you send should be appropriate for your child's expected pickup time. While children are responsible for managing their own snacks, our staff will offer reminders, when possible, what they should eat. However, one-on-one monitoring is not always feasible. If a child runs out of food, we will contact the parent and expect a prompt pickup.

Please note that we do not provide snacks in the aftercare program.

Pick-Up & Drop Off

Martha B. Day School (MBD)

- **Before Care Drop-Off:**
Before care is held in the gym/cafeteria. Park in the school parking lot and walk to the glass door near the loading dock to the left side of the building. Call **973-513-3690** when you arrive, and a staff member will meet you at the door to escort your child in.
- **Aftercare Pick-Up:**
Pick-up is also at the glass door on the left side of the building near the loading dock, next to the gym/cafeteria. Park in the school lot and walk around the left side of the building to the door. Call **973-513-3690** when you arrive. A staff member will visually confirm your identity before releasing your child.

Samuel R. Donald School (SRD)

- **Before Care Drop-Off:**
Before care takes place in the gym. Park in the school parking lot and walk to the **main front entrance** of the school. Call **973-919-8787** when you arrive so a staff member can meet you at the door.
- **Aftercare Pick-Up:**
Pick-up is located at the double doors near the basketball hoop on the left side of the building. Walk through the fence gate to reach the doors, then call **973-919-8787** and wait in view so staff can identify you from the bottom of the stairs. Once confirmed, your child will be released to you.
 - **Pre-k dismisses from the main entrance,** call the aftercare number when you arrive and stand by the glass doors.

For safety reasons, **staff will request identification at pickup** if a staff member does not recognize the individual picking up. Please ensure that all authorized pickup individuals are listed in **ProCare**, and we strongly recommend uploading a **photo** for each person to help with verification.

A late pickup fee of **\$10 for every 5 minutes after 6:00 p.m.** will be charged, rounded up to the next increment. Late pickups are logged through ProCare and billed monthly.

Once a child is released to an authorized adult, that individual is fully responsible for the child's safety and behavior while on school property.

Program Directory

Aftercare Direct Lines

MBD: 973-513-3690

SRD: 973-919-8787

Program Director

Laura Sbaratta

973-838-2459

info@bloomingdaledaycare.com

Program Policies

In accordance with the New Jersey Office of Licensing, our program has established policies that align with all applicable state regulations. The following sections outline these guidelines in detail.

Please read them carefully before completing the application, as enrollment in the program signifies your agreement to follow all outlined policies. Failure to comply with these guidelines may result in the suspension or termination of your child's enrollment in the program.

Financial Policy

Our tuition rates are calculated based on the full academic year and already account for scheduled half days, holidays, school closings, and the shorter month of June. For this reason, BDC does not offer discounts, credits, or prorated tuition for months with fewer school days or week-long holiday breaks.

Monthly Tuition Rates

Program	Schedule	Rate
Aftercare	5 days/week	\$280 monthly
Aftercare	4 days/week	\$270 monthly
Aftercare	3 days/week	\$265 monthly
Aftercare	2 days/week	\$185 monthly
Before care	5 days/week	\$180 monthly
Before care	4 days/week	\$155 monthly
Before care	3 days/week	\$135 monthly
Before care	2 days/week	\$100 monthly
Drop-in before care	Approved drop-in day	\$15
Drop-in aftercare	Approved regular school day	\$25
Drop-in aftercare	Approved school half day	\$35

Enrollment Confirmation

Enrollment in the before and aftercare program will be confirmed only after BDC has received a completed application, signed contract, all required forms, September tuition, and the required fees listed below.

Annual registration fee: **\$75 non-refundable registration fee** per child.

Security deposit: **\$150 non-refundable security deposit per child**. The security deposit will be used for services rendered.

Tuition

Monthly tuition is due by the last calendar day of the month prior to service. If the last day of the month falls on a weekend or holiday, tuition must be received by the previous weekday that the program is open.

Payments received after 12:00 p.m. on the second program day of the month will incur the \$5 per day late fee.

Returned Check Fee: **\$65** applies to any returned check. A second returned check will result in your account being placed on cash-only terms.

Payment Methods & Discounts

BDC offers two monthly discounts when applicable: a \$30 sibling discount and a \$30 before-and-aftercare discount. The sibling discount is available only when both siblings are enrolled full time, meaning 5 days per week. The before-and-aftercare discount is available only when the child is enrolled full time in both programs, meaning 5 days per week for before care and 5 days per week for aftercare.

For the 2026-2027 school year, BDC was able to significantly lower monthly tuition rates; however, this limits our ability to provide additional discounts, especially when card processing fees are involved. Sibling discounts and before-and-aftercare discounts may not be available when tuition is paid by credit card or debit card. To ensure your family receives any applicable sibling or before-and-aftercare discount, please pay by ACH, paper check, or cash. Credit card payments may also be subject to the applicable processing fee disclosed at the time of payment.

Late Pickup Fee: Parents who arrive after 6:00 p.m. will be charged **\$10 for every 5 minutes**, rounded up (e.g., 6:08 p.m. = \$20). This will be billed with the following month's tuition.

Drop-in care is available only when approved in advance and is subject to staffing, space, and licensing ratios.

Withdrawal & Deposit Policy

The \$150 security deposit is non-refundable, required per child, and will be used for services rendered. Families are responsible for notifying BDC of each child's last month of service at least 30 days in advance so that child's \$150 security deposit can be applied to the final month of care.

If a family cancels before a child's start date or does not provide timely written notice, that child's \$150 security deposit will be applied to services rendered and will not be refunded.

If a family withdraws with an outstanding balance, late fees will continue to accrue until the balance is paid in full.

Discipline Policy

The Bloomingdale Day Care Aftercare Program follows discipline practices that are developmentally appropriate, consistent, and focused on helping children build self-regulation and problem-solving skills.

1. Guidance and discipline methods are always positive and age-appropriate. The goal is to support each child in developing self-control and respect for others.
2. Staff members will never use corporal punishment, including hitting, shaking, or any physical force.
3. Abusive language, ridicule, humiliation, threats, or other forms of emotional punishment are strictly prohibited.
4. Staff members will not engage in or permit any form of child abuse or neglect.
5. Children will never be deprived of food, emotional support, stimulation, or the opportunity for rest or sleep as a form of discipline.
6. When necessary, a child may be briefly removed from an activity for “thinking time,” generally one minute per year of age, to calm down and reflect.
7. If a behavioral concern continues, a written notice will be sent home to inform the parent or guardian.
8. If the behavior poses a risk to other children or staff, a parent-teacher conference will be scheduled. A formal warning system will be used, and after three documented warnings, a suspension or dismissal from the program may occur.

Expulsion Policy

While we strive to support all children and families, there are certain circumstances that may require a child to be temporarily or permanently removed from the program. We will make every effort to work collaboratively with parents and guardians to prevent expulsion whenever possible. 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 themselves or others
 - A parent threatens physical or intimidating behavior toward staff
 - A parent exhibits verbal abuse toward staff in front of children
-

Parental Actions That May Lead to Expulsion

- Failure to pay or repeated late payments
 - Consistent lateness at pick-up time
 - Verbal abuse toward staff
 - Repeatedly bypassing program communication channels by directing program-related concerns to school staff instead of addressing them with aftercare leadership
 - Other actions deemed inappropriate by administration
-

Child Behaviors That May Lead to Expulsion

- Inability to adjust after a reasonable transition period
 - Severe or repeated tantrums or aggressive outbursts
 - Ongoing physical or verbal aggression toward staff or other children
 - Excessive biting
 - Other disruptive behaviors as determined by program leadership
-

Expulsion Process

- Parents/guardians will be notified both verbally and in writing if behavior or circumstances are approaching expulsion.
 - A temporary suspension or reduce hours in our program may be used as a time to address concerns or seek support. No refunds or discounts will be issued during this period.
 - The expected behavioral changes will be clearly outlined, along with the timeframe for improvement.
 - A specific expulsion date will be provided, generally with one to two weeks' notice depending on the severity of the issue.
 - If the child or parent does not meet the outlined expectations, permanent expulsion may occur.
-

A Child Will Not Be Expelled For the Following Reasons

- A parent makes a complaint to the Office of Licensing
- A parent reports suspected abuse or neglect at the center

- A parent questions program policies or procedures
 - Without being given reasonable time to find alternate child care
-

Proactive Steps to Prevent Expulsion

- Staff will redirect children from negative behaviors and reassess the classroom environment
- Positive language, praise, and consistent consequences will be used
- Children will receive verbal warnings and time to self-regulate
- Behavior incidents will be documented and shared confidentially with families
- Parents will receive verbal and written communication about concerning behaviors
- Conferences may be held with the director, staff, and family to create a plan

Zero Tolerance Policy

Dear Parents,

Bloomington Day Care, in alignment with Bloomington Schools, enforces a **Zero Tolerance Policy** for all forms of physical aggression and verbal abuse directed toward other students or staff.

While minor infractions may result in up to three (3) warning notices in accordance with our discipline policy, serious or extreme behaviors may warrant immediate action. If a behavior or retaliation is deemed to exceed reasonable limits, the child will be **immediately suspended** for a period determined by the program director. A parent conference will be required before considering the child's return to the program.

In cases involving **physical injury or credible threats of violence**, the child may be **permanently dismissed** from the program without prior warning.

We are committed to maintaining a safe and respectful environment for all children and staff.

Sincerely,

Laura Sbaratta
Bloomington Day Care
Aftercare Director

Program Permission Form

By signing the enrollment agreement, I give permission for my child to:

- Use all play equipment and participate in all activities offered by the aftercare program
- Participate in supervised walking field trips held within the school grounds
- Be included in photos, or other media connected to the aftercare program

I also authorize Bloomingdale Day Care to take any reasonable steps necessary to obtain emergency medical care for my child if needed. These steps may include, but are not limited to:

- Initiating First Aid or CPR by trained staff, if required, and calling 9-1-1
- Attempting to contact a parent or guardian
- Attempting to contact the child's physician
- Attempting to contact someone listed on the emergency contact form
- If no contacts can be reached, transporting the child to the nearest emergency room with a staff member

Any expenses incurred during the provision of emergency care will be the responsibility of the child's family.

Parents or guardians must submit all claims through their personal insurance. Bloomingdale Day Care and the Aftercare Program do not assume financial responsibility for medical treatment unless the injury is determined to be the result of negligence by program staff.

Parents and guardians are responsible for providing accurate and up-to-date information at the time of enrollment. The center will not be held liable for any consequences resulting from false information or a failure to update emergency contact information in a timely manner.

Release of Children Policy

A. Authorized Pickup and Parental Restrictions

Each child may only be released to their custodial parent(s) or to individuals specifically authorized by the custodial parent(s) to pick up the child and assume responsibility in an emergency if the custodial parent(s) cannot be reached.

A child may not be released to, or visited by, a non-custodial parent unless written authorization is provided by the custodial parent. This written authorization must include the individual's full name, address, and telephone number and will be kept on file.

If a court order restricts a parent's access to a child, a copy of that documentation must be provided to the program. Without such legal documentation, we are unable to deny a parent access to their child.

B. Failure to Pick Up a Child

If a parent or authorized pickup person fails to pick up a child by the time of the program's daily closing, the following procedures will be followed:

- The child will be supervised at all times.
 - Staff will attempt to contact the child's parent(s) or authorized pickup persons.
 - **If no one can be reached within 30 minutes of closing time**, and no alternative arrangements can be made, the program will contact the Division's 24-hour Child Abuse Hotline at **1-800-792-8610** for assistance.
-

C. Concerns About Impairment at Pickup

If a parent or authorized pickup person appears to be physically or emotionally impaired to the extent that, in the judgment of the director or staff member, the child would be placed at risk if released to them, the following steps will be taken:

- The child will not be released to the impaired individual.
- Staff will attempt to contact the other parent or an alternate authorized pickup person.
- If no one else is available and alternate arrangements cannot be made, the Division's 24-hour Child Abuse Hotline at **1-800-792-8610** will be contacted to ensure the child's safety.

Personal Electronics Policy

At our aftercare program, electronic devices are permitted for homework purposes only. School-issued Chromebooks may be used only when a child needs them to complete homework or school assignments. Personal electronic devices, including handheld games, tablets, smartphones, and similar items, may not be used for games, videos, entertainment, or recreational screen time during before or aftercare.

When an electronic device is approved for homework use, the following guidelines apply:

1. **Bloomington Day Care is not responsible for lost, damaged, or stolen electronic devices, including school-issued Chromebooks and personal devices.**
2. Devices must arrive **fully charged**, as students will not have access to electrical outlets.
3. To protect the privacy of others, students **may not take photos, videos, or voice recordings** of other children or staff.
4. Staff are not able to monitor device content, so families must ensure all apps, videos, websites, and materials are age-appropriate and related to schoolwork when a device is used for homework. If a concern is reported, the student will be required to power off the device and place it in their backpack.
5. **Cell phones may not be used during aftercare hours and must remain in backpacks unless otherwise approved by staff. If communication is needed, parents should call the program directly or send a message via ProCare. If a child needs to reach a parent, staff will assist them.**
6. The privilege to use a device for homework is dependent on the child's conduct. Disrespect, misuse, or failure to follow rules will result in loss of device privileges for a set period.
7. Continued failure to follow these rules may result in devices being prohibited entirely at the discretion of the aftercare staff and Bloomington Day Care leadership.

Our program offers a wide variety of engaging, screen-free activities. Students who do not need a device for homework, or who temporarily lose the privilege, will have access to enriching alternatives.

Social Media Policy

At Bloomingdale Day Care, we are committed to maintaining a safe, respectful, and professional environment for families, staff, and children. The following policy helps ensure appropriate communication and responsible social media use related to our Aftercare Program.

Professional Boundaries & Communication

To maintain professional boundaries, parents should not attempt to friend, follow, or connect with staff on personal social media accounts (e.g., Facebook, Instagram, Twitter).

We ask that all communication with staff be made through **ProCare**, our secure parent engagement app.

Confidentiality, Online Conduct & Endorsement

Please refrain from posting or sharing personal or sensitive information about children, staff, or families on social media. All posts related to Bloomingdale Day Care or the Aftercare Program should be respectful and constructive.

Families may not share content that implies endorsement or affiliation with our program without written approval from the director.

Reporting Concerns

If you become aware of inappropriate or concerning social media activity involving our program or staff, report it to the administration immediately. All reports will be taken seriously and addressed promptly.

Photography & Media Use

Photos and videos may occasionally be taken during aftercare for internal or promotional use (e.g., website, social media, or printed materials).

Parents who do not want their child photographed must submit a written opt-out request to the program director.

By following this policy, we help maintain a safe, respectful, and professional online environment. The policy may be updated as needed, with any changes shared through our official channels.

Communicable Diseases Policy

If a child exhibits any of the symptoms listed below, they should not attend the program. If symptoms appear during the day, the child will be removed from the group and a parent or guardian will be called to pick up the child promptly.

Symptoms Requiring Exclusion:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of vomiting
- Elevated temperature of 100.4°F or higher
- Lethargy
- Severe or persistent coughing
- Yellowing of the eyes or skin (jaundice)
- Red eyes with discharge
- Infected, untreated skin patches
- Difficulty or rapid breathing
- Skin rashes accompanied by fever or behavioral changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck
- Any other symptom that prevents participation in regular activities

A child may return to the program once they are **symptom-free for at least 24 hours**, or with a **health care provider's note** confirming they no longer pose a risk to others, unless otherwise directed by the local health department or Department of Health.

Excludable Communicable Diseases

Children or staff diagnosed with an **excludable communicable disease** may not return to the program without a health care provider's note stating they present no risk to others. These illnesses include, but are not limited to:

- Respiratory infections
- Gastrointestinal infections
- Contact illnesses such as impetigo, lice, scabies, and shingles

Note: For chickenpox, a health care provider's note is not required. A written statement from the parent is acceptable if:

- At least six days have passed since the rash first appeared, **or**
- All sores have dried and crusted

Reporting Requirements

Certain communicable diseases must be reported to the local health department by the center. The full list of reportable illnesses can be found in the New Jersey Department of Health's Reporting Requirements guide, available at:

http://www.nj.gov/health/cd/documents/reportable_diseases_magnet.pdf

Medication & Allergy Policy

Our staff members are CPR and First Aid certified; however, the aftercare program is not a medical care setting and may not be able to accommodate every medical need. Care needs that require nursing care, continuous medical monitoring, medical procedures, or support beyond a general allergy or emergency care plan may require review before enrollment or continued attendance.

For any child with allergies or medical conditions that may require emergency medication or special action, families must provide a completed care plan, a doctor's note or medication authorization, and all required medications before the child attends the program.

The aftercare program does not have access to the school nurse's office after hours. Any medication required during aftercare must be supplied directly to the program, clearly labeled by a pharmacy or prescribing provider, and within its expiration date.

Parents must also complete all consent and medication forms required by the program. Required emergency medications may include, but are not limited to, EpiPens, inhalers, or other physician-prescribed emergency medications listed in the child's care plan.

Failure to provide the required care plan, doctor's note or medication authorization, consent forms, and required medications may result in the child being unable to attend the program until all requirements are met.

Information to Parents

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent of a child enrolled at our center, with this informational statement.

This statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards, and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS).

Please read this statement carefully and if you have any questions, feel free to contact us at (973) 838-2459.

Sincerely,

Laura Sbaratta

Bloomington Day Care

Aftercare Director

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 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.

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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.ni.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) NI 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/.