



40 Market Street
Passaic, New Jersey 07055

973-458-1122
973-458-0135 Fax

www.kidzu4u.com
"Where Learning Continues...."

92 Monroe Street
Garfield, NJ 07026

973-458-0033/1234
Fax. 973-458-0330



CHILD'S INFORMATION:		Date of Enrollment:
Name of Child		
Date of Birth		
Home Address		

Are you currently receiving assistance for child care? YES _____ NO _____

PARENT'S INFORMATION:

MOTHER		FATHER	
Name		Name	
Cell Phone		Cell Phone	
Home Phone		Home Phone	
Home Address		Home Address	

WORK INFO:

MOTHER		FATHER	
Name of Business		Name of Business	
Business Phone		Business Phone	
Business Address		Business Address	

EMERGENCY INFO:

Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.			
Name of Contact #1		Name of Contact #2	
Phone		Phone	
Home Address		Home Address	
Relationship		Relationship	

DOCTOR'S INFORMATION:

Child's Doctor	
Telephone	
Address	

CUSTODY INFORMATION:

Name of person **PROHIBITED** from picking up the child: _____
If a non custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please explain below and attach a copy of appropriate court order.

EMERGENCY INFORMATION:

I have completed the medical emergency permission form which authorizes the center to seek emergency medical care for my child as deemed necessary by the Director or the Director's designee.

Parent's signature: _____ Date: _____

WALK AUTHORIZATION:

I give my permission for my child to participate in walking trips within the center's neighborhood.

I do NOT give permission for my child to participate in walking trips within the center's neighborhood.

Parent's signature: _____ Date: _____

POLICIES:

I (we) attest that all of the information on this application is accurate, and that I (we) have received the following information for my (our) home records:

1. Information to Parents Document	_____ YES	_____ NO
2. Policy on the Release of Children	_____ YES	_____ NO
3. Philosophy of Discipline	_____ YES	_____ NO
4. Policy on the Management of Illness/Communicable Diseases	_____ YES	_____ NO

Parent's signature: _____ Date: _____



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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. 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 programs 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. 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. 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.

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.). 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>. 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/.

DISCIPLINE PHILOSOPHY

Kidz University recognizes that some children on various days will have difficulty cooperating with the rest of the group. Sometimes children will demonstrate inappropriate behavior: this will be the policy of the day care center:

1. The child will be given a verbal warning about the behavior being display.
2. The child will receive a second verbal warning to discontinue the behavior being displayed and be asked to show a more appropriate behavior. After the second warning,



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the child will be removed from the immediate area. He/She will be placed in a designated area where they can have full view of the classroom. The teacher will also have full view of the child. The goal is to have the child witness desired behavior displayed by his/her classmates.

3. The child will be encouraged to rejoin the group when they feel their behavior can conform more closely to the rest of the group and they can participate without disrupting the rest of the group.
4. If the behavior continues to disrupt the class, he/she will be placed in a designated area and not be given the opportunity to rejoin the class without speaking with the Director, Assistant Director and/or Head Teacher.
5. A child who is removed from the group will receive a time out period for the approximate equivalence to his/her age based on the severity of the problem. For example, 2 years of age...no to exceed 2 minutes of time out.

POLICY ON EXPULSION OF CHILDREN

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 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.

-Failure to swipe your 4Cs/ OFC's card

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.

-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 sufficient 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.

POLICY ON THE RELEASE OF CHILDREN

We encourage all parents to make the appropriate documentation on the application to avoid any unforeseen problems with the drop off or departure of students. 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;



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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 child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

According to the New Jersey State Department of Health, 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
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced 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
- Visible enlarged lymph nodes
- Stiff neck
- Blood in urine

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 unless contraindicated by local Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member 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.

Respiratory Illnesses/ Gastrointestinal Illness/Contact Illnesses: Chicken Pox; German Measles; Hepatitis's A; Louse; Homophiles; Influenza; Salmonella; Scabies; Measles; Shigellosis; Meningococcal; Mumps; Strep Throat; Tuberculosis; Whooping Cough.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.



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DAILY ITEMS TO BRING TO CENTER

- **Blanket and sheet for crib or cot with name labeled (no larger than a 4X5 sized blanket)
Washed on Friday by parent and returned every Monday
- **Change of clothes (infants to 24 month -2 changes) with name labeled
Will stay at the center
- **Change of clothes (2 and up- 1 change)
Will stay at the center
- **Bibs (for infants or toddlers for the week)
Washed on Friday by parent and returned every Monday
- **Bottle and/or Sippy Cup
Sippy Cup will stay at the center. Bottles will be returned daily
- **Diapers for children who wear them
If you're able, please bring enough for the week
- **Wipes (Please bring the first set of wipes in a container. Do not bring refills the first time)
-Refills are ok after you supply container
- **Breakfast, Lunch, and Snack will be provided by the center (Infants and up)
- **Bottles and formula with name labeled (You must bring bottles DAILY and provide your own formula)
Bottles will be returned daily
- **Pacifier if needed (please bring a pacifier that stays at the center)

We ask that you bring 4 boxes of tissues for the year

POLICY ON CREDIT DAYS, HOLIDAYS AND EARLY CLOSINGS It is the Policy of the Center **NOT** to issue any **Credit** for missed days, holidays, early closing due to unforeseen weather or circumstances, vacations, illnesses. This policy guarantees your child's place in our program.

Kidz University (Passaic & Garfield)
August 2018 thru September 2019 Calendar
School Holidays and Closings

Monday, August 27th, 2018 thru Tuesday, September 4th, 2018
Re-open Wednesday, September 5th
Staff Trainings & Labor Day Holiday

Tuesday, October 23rd, 2018
Back to School Night Starts at 3:30pm
Early Dismissal 3:00 pm
No After School Program

Wednesday, November 21st, 2018 (**Early Dismissal at 3:00 pm**)
No After School Program
Thursday, November 22nd and Friday, November 23rd
Thanksgiving Holiday

Monday, December 24th thru Monday, December 31st
Re-open on Wednesday, January 2nd
Christmas Holiday

Tuesday, January 1st, 2019
Re-open Wednesday, January 2nd
New Year's Day

Monday, January 21st, 2019
Martin Luther King Jr. Day

Monday, February 18th, 2019
President's Day

Friday, April 19th, 2019
Good Friday

Monday, May 27th, 2019
Memorial Day

Thursday, July 4th, 2019
4th of July Celebration

Monday, August 26th, 2019 thru Tuesday, September 3rd, 2019
Staff Trainings & Labor Day Holiday
Tuesday, September 3rd (Staff Training-Mandatory)
Re-open Wednesday, September 4th, 2019