

WELCOME TO KIDZ UNIVERSITY



Parent Handbook

WELCOME TO KIDZ UNIVERSITY!

Kidz University is a Nursery School that provides day care for children six weeks to 5 years old. We also have an After School Program that provides care for children 6 years old to 13 years old. The Division of Youth and Family Services certify the program as a licensed day care center for children. The purpose of our Parent Handbook is to provide general information about our program, enrollment procedures, operating guidelines, policies, and parent involvement. All parents will be provided with a copy of our parent handbook upon registering and are encouraged to read it thoroughly and to keep it as a reference. If questions arise that are not addressed in this handbook, please feel free to call or stop by the office. We encourage parents to share concerns and seek additional guidance if needed. Please read this handbook carefully, and if there are any questions, feel free to contact us at 973-458-0033.

OUR LOCATIONS

KIDZ UNIVERSITY OF GARFIELD

92 Monroe Street

Garfield, NJ 07026

Phone: 973-458-0033/1234

Fax: 973-458-0330

KIDZ UNIVERSITY OF PASSAIC

40 Market Street

Passaic, NJ 07055

Phone: 973-458-1122

Fax: 973-458-0135

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/.

CHILD CARE STAFF CHILD RATIOS

The following is taken directly from the Manual of Requirements for Staff to Child ratios. The center adheres to the following ratios:

Below 18 months: 1:4

18 months-2.5 years: 1:6

2.5 years- 4 years: 1: 10

4 years-5 years: 1:15

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, 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;
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 PARTICIPATION AND VISITATION

Our center must offer parents of enrolled children ample opportunity 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 and encourage participation in programming.

DAY TRIPS AND OUTINGS

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.

HEALTH POLICY

All children are required to receive a physical exam prior to admission in program. All children must have all necessary immunizations (including the FLU shot) and physician's note indicating a schedule of immunizations, prior to admission.

Every child attending Kidz University will be required to have an updated Universal Child Health Record filled out and completed by the child's Health Care provider in an annual basis. We recommend in September upon return to the school each year.

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.

COMMUNICABLE DISEASE REPORTING GUIDELINES

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

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

MEDICATION DISPENSING POLICY

1. 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 Kidz University, 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.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to Kidz University 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 particular medication for 24 hours before returning to Kidz University. This is for the protection of the child who is ill as well as the other children in Kidz University.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parental/legal guardian. "Permission to Give Medication in Child Care" form must be completed before any medication will be given at Kidz University.
4. "As needed" medications may be given only when the child's health provider completes a permission form that lists specific reasons and times when such medication can be given.
5. 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.
6. 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 and be accompanied by a doctor or health care provider's prescription:

***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. All prescriptions must be for the current date or accompanied by a current note from your doctor or health care provider. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.

***Over the counter 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. This must be accompanied by a prescription form from your doctor or health care provider on each occasion. Any over the counter medication 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 administered in the childcare center.

7. Exceptions to the above prescription/ over the counter medication:

The center will limit the dispensing of non-prescription over the counter medication to ones with written consent by signature of the child's parent/guardian on the medication permission form.

***Non-Aspirin* fever reducers (children's Tylenol, Advil)**

8. 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.

9. If a child has chronic health condition requiring the administration of prescription or non-prescription medication or health care producers on a long-term basis, the center shall obtain from the child's parent a written statement from the health provider, indicating:

a. The name of the child;

b. The name of the medication or procedure;

c. The condition or indications for administration of the medication or procedure and date of medication

d. The instructions for administration of the medication or procedure;

e. The name and telephone number of the health care provider that is prescribing medication.

10. 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.

11. 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.

12. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

13. Confidentiality related to medications and the Center Director and staff will safeguard their administration. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

14. 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.

15. 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.

16. 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.

DIAPER AND TOILET TRAINING POLICY

The center will help with diaper training in the following manner: All children will have their diaper/pull-up on until completely trained, but our staff will continue taking each child to the bathroom every hour. Diapers/Pull-ups must be left on for health reasons.

GUIDELINES FOR DIAPERING PROCEDURES

1. Change each child's diaper when wet or soiled. Change clothing also if necessary. Keep a supply of clean diapers near changing table, but out of children's reach.
2. Wash and dry each child's bottom during each diaper change with individual paper towel or diaper wipe.
3. After putting on the clean diaper, wash the child's hands with soap and water and dry with individual paper towel.
4. Place used diaper in a closed container that is lined with leak proof or impervious liner. Diapers must be removed daily. Disposable diapers must be returned to child's garbage can with lid. Soiled clothing must be returned to the child's parents.
5. Sanitize the area used for changing a child's diaper with soap and water, followed by a disinfectant solution. You may make your own disinfectant by mixing one tablespoon of bleach per quart of water. Put in labeled, sealed container and keep out of the children's reach. Discard any leftover bleach solution at the end of the day and mix a fresh supply each day. Use paper towels to clean the area.
6. Discard used disposable gloves. Wash your hands with soap and water immediately after each diaper change.

CHILDCARE CURRICULUM

- Block Area: Large and small blocks, lettered and number blocks, colored blocks, and legos.
- Housekeeping: Stove, sink, cabinets, tables, chairs, carriage, broom, etc
- Library Area: Quiet corner/Books/Tables+chairs
- Music Area: Musical instruments/ radio/ CDs/ Tablet
- Art Area: Crayons/Construction paper/Paint/ brushes/ easels
- Science Area: Animals/ Sand and water table
- Math Area: Colors/Shapes/Puzzles/ flashcards of letters and numbers
- Outdoor Playground: Gross motor activities
- Indoor Gym: Small exercise, softballs, small riding toys

CELEBRATION POLICY

Holidays and Birthdays are special times at the Center. We try to celebrate all holidays with the children with special art activities, stories, songs, finger plays, and special snacks. The most important celebrations are the children's individual birthdays. We try to make each birthday special for each child. We would welcome any contribution you, the parent or guardian, would like to make to help us celebrate any or all the holidays. If you are interested in a special birthday celebration for your child, you can make arrangements with your child's teacher. We recognize that not all children and families celebrate the same Holidays and ask that parents who wish to help us celebrate any additional holidays please contact the assistant Director or Director to schedule these types of celebrations.

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.

OFFICE FOR CHILDREN & 4CS POLICY ON SWIPING

If your child is receiving NJ4Cs or Office for Children payments towards your child's tuition, it is your responsibility to swipe your card daily to record your child's attendance and comply with 4Cs/ OFC policy for subsidy. If you have not swiped your child for three (3) consecutive days,

your child will not be permitted to stay until you swipe. If you misplace your card, you must notify 4Cs/ OFC immediately in order to get a replacement.

NJ4Cs and OFC will issue payment for every day you swipe your child in/out. If your child does not attend the center during a 10 day pay period more than 2 times within the pay period, you will be responsible for payment.

For example, if your child misses the 3rd day without an excuse such as sickness, and you do not swipe to indicate reason for the absence, you will be responsible for paying for the 3 days that 4Cs or OFC does not pay. Example:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
Mon	Tues	Weds	Thurs	Fri	Mon	Tues	Weds	Thurs	Fri
April 9 th	10 th	11 th	12 th	13 th	16 th	17 th	18 th	19 th	20 th
√	√	√	Absent	Absent	√	√	√	√	Absent
Paid	Paid	Paid	No pay	No pay	Paid	Paid	Paid	Paid	No pay
\$28	\$28	\$28	\$0	\$0	\$28	\$28	\$28	\$28	\$0

Parent is responsible for paying 3 days out of 10 days due to unexcused absences. Payment: \$84.00.

POLICY ON TUITION

We encourage parents to pay the tuition at the beginning of each week to avoid any unnecessary administrative paper work unless an arrangement has been made with the office.

If your child has been absent from school due to illness or vacation, please be reminded that tuition is still due for the week. Our tuition fees are very reasonable and we need all parent/guardians to cooperate with our policies.

You must provide the center with a two week written notice if you plan on discontinuing child care services at Kidz University. If you do not provide the written notice, you are still responsible for paying the tuition for the final two weeks of childcare services even if your child has not been in attendance. In turn, Kidz University has the right to discontinue your child care services with a two weeks written notice.

If you are late paying your weekly, biweekly, or monthly tuition, you will be assessed a late fee. You must inform Ms. Angie, Ms. Rosa, or Ms. Gaby of your pay schedule so that we are not mistakenly assessing late fees. **The late fee is \$20 per each time late.**

TUITION RATES

Nursery and Preschool

Infants to 1yr of Age.....\$225.00 per week - \$170.00 Part-time
 \$195.00 (without 4Cs/OFC) - \$150.00 Part-time(without OFC/4Cs)

1 to 2.5 years of Age.....\$210.00 per week - \$160.00 Part-time
 \$195.00 (without 4Cs/OFC) - \$140.00 Part-time(without 4Cs/OFC)

2.5 to 4years of Age.....\$195.00 per week - \$150.00 Part-time
 \$185.00 (without 4Cs/OFC) - \$130.00 Part-time (without OFC/4Cs)

After Care Program

After Care Only.....\$90.00 per week (3 hours)
 \$85.00 (without OFC/4Cs)

Day Care and Summer Program

Ages 5 and Up.....\$185.00 per week - \$125.00 Part-time

\$50.00 Registration Fee (Non-refundable)

- Childcare Program Includes Breakfast, Lunch and Snack
- After Care Program Includes Snack
- Part-time Students Schedule: Monday thru Friday either **8am-12pm** or **2pm -6pm**

4CS/ OFC CO-PAYMENTS RATES

Although we accept 4Cs and OFC payments, we must charge a difference in payments:

<u>Age Group</u>	<u>Kidz U Care Cost</u>	<u>4Cs/OFC Payments to Kidz U</u>	<u>Weekly Payments</u>
Ages 5 and Up (fulltime)	\$185 per week	\$134 per week	\$25 per week
Infants to 18 mths of Age	\$225 per week	\$160 per week	\$30 per week
18 mths to 2.5 years	\$210 per week	\$134 per week	\$30 per week
2.5 to 4 years of age	\$195 per week	\$134 per week	\$30 per week
After Care Only	\$90 per week (3.5 hrs)	\$65 per week	\$20 per week

Sliding Scale: 2/\$55 3/\$75 4/\$95 5/\$115 per week (Cost for after care stays the same for multiples)

LATENESS POLICY

Drop-off time for all children can be no later than **9:30 a.m.** unless your child has a doctor's appointment and you have made prior arrangements with the office. We want your child/ren to have the full experience of Kidz University. Children who come in later than 9:30 a.m. not only miss out on some of the morning activities but can be also a disruption to activities already in progress.

Breakfast will be served until 9:00 a.m. If you are planning to arrive after 9:00 a.m., please have your child/ren eat breakfast at home.

If you are late picking your child up, you will be assessed a late fee of \$1 per minute/per child. This fee must be paid by the following day.

If you are not paying your tuition we have the right to immediately terminate your childcare services after the first written notice informing you of non-payment of tuition.

HOURS OF OPERATION

KIDZ UNIVERSITY OF GARFIELD

6:30 a.m. to 6:30 p.m.

(Summer Hours: 6:30 a.m. to 6:00 p.m.)

KIDZ UNIVERSITY OF PASSAIC

7:00 a.m. to 6:00 p.m.

NON-ATTENDANCE POLICY

Due to limited capacity in each classroom, Kidz University has the right to discontinue your child care services if your child is continuously absent.

PARKING POLICY

Everyone is aware at times parking can be problematic. We request the following guidelines be followed to avoid accidents, blocking cars and unsafe conditions for the children.

- Pull up in a parking space when permitted
- Never double park
- Drive slowly at all times

TECNOLOGY AND SOCIAL MEDIA POLICY

Every employee has the responsibility to maintain and enhance Kidz University's public image and to use the Internet in a responsible manner. Employees must maintain professionalism at all times in all communications (in-person, written, or online). Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from other classrooms within the Center. Therefore, all information in social media should be consistent with the professional standards of Kidz University.

Employees may be held responsible for any online behavior or content that connects them to the Center or implicates the Center in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the Kidz University's mission and philosophy.

The publication of photos, images, or artwork of students at the Center, whether online or otherwise, is prohibited without prior approval from the office. Some families at the Center have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees respect those restrictions.

Employees must consider and respect the privacy of the students, faculty, and staff members of the Center in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media (including but not limited to Facebook, Twitter, Instagram, Snapchat, etc) is strictly prohibited. The posting of non-confidential information (such as promotional materials) shall be restricted to official channels of communication unless prior written approval from the Director has been obtained.

The use of personal cell phones while staff is on duty is not permitted. The use of cell phones, tablets or any other electronic devices by children is also not permitted at the center.

OUTSIDE FOOD POLICY

Kidz University is participating in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care. The CACFP program for the 2018-2019 school year will begin on October 1st, 2018.

All children participating in the program must complete a 2019 Child Care Food Program Eligibility Application. **All forms must be completed and returned to the center.** If you need assistance completing this form, please speak with a childcare provider.

The following will be given daily:

Breakfast	8:00 – 9:00 am
Lunch	11:30 – 12:00 pm
Snack	2:30 – 3:00 pm

Kidz University doesn't allow any outside food as per USDA to be brought into the center. All food will be provided by the center. That includes breakfast, lunch, snacks, juice, candy bags, etc. During birthday celebrations, you are allowed to bring cupcakes and 100% juice as part of the celebration which must accompany a receipt from the store/bakery where purchased. No cakes are allowed.

****All children must be on time to school. Children are to enter school no later than**

9:30 am. This rule will be strictly enforced. This will help us provide your child with all meals daily.

POLICY ON TRANSPORTATION

Kidz University is happy to provide transportation for those who don't have a viable way of getting their children to the center. However, there are a few rules that parents and guardians who utilize our transportation service need to be reminded of.

Morning pickups/Afternoon drop off: Your child should be ready to go at their scheduled pick up time. Please be aware that there is a 15 minute window. If your child's pick up is scheduled for 8:30, then we will be there any time from 8:30-8:45. We are only able to wait 3 minutes for your child. If we are running late we will give you a courtesy call with an estimated time of arrival. **Please give us advanced notice if you do not need us to pick your child up.** During drop off we require that someone be present to receive your child at their scheduled drop off time. There is a 15 minute window for drop off time as well.

After School Transportation: Your child should be ready to be picked up at their scheduled pick-up time. Please be aware that there is a 5 minute window for pick up. In addition, **it is the parent's responsibility to give us advanced notice if you do not need us to pick-up/or your child is not in school. Please also let us know if your child's school has a ONE SESSSION DAY.**

Please be advised that if you do not comply with our policy, we will have to terminate your transportation service. You will get three warnings before your transportation is terminated.

Thank you in advance for your cooperation!

POLICY ON CHILD ABUSE AND NEGLECT

All of our staff has a responsibility to prevent child abuse and neglect of any children involved in our center.

NJ Department of Children and Families (DCF) Division of Child Protection and Permanency (DCP&P) has written rules and laws that protect children from abuse and neglect of any kind in accordance with 9:6-1, 9:6-8.9, 9:6-8.10, 9:6-8:13, & 9:6-8.14 found at www.nj.gov/dcf.

How and When to Report Child Abuse/Neglect

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE (1-877-652-2873)**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

Child abuse is defined as a child who has had:

- any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- any form of sexual abuse (i.e. sexual exploitation)
- emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- at risk behavior (i.e. placing a child in a situation which might endanger him by abuse of neglect)
- Injuries which are inconsistent with the explanation given.

Abuse is the physical, sexual or emotional harm or risk of harm to a child under the age of 18 caused by a parent or other person who acts as a caregiver for the child.

Child neglect is defined as a child who has been:

- abandoned
- denied proper care and attention physically, educationally, emotionally, for example a child who has not been provided appropriate food, clothing, shelter, education, mental care and supervision, or
- allowed to live under circumstances, conditions, or associations injurious to his/her well-being

As defined, by NJ Law Division of Children and Families, an abused child or youth could be anyone eighteen years of age or younger, who has been inflicted with physical injury or injuries

other than by accidental means, has injuries which are at a variance with the history given them, or is in a condition which is the result of maltreatment such as but not limited to malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment. Teachers are informed of and are required to know the indicators of different forms of abuse and neglect.

Neglect occurs when a parent or caregiver fails to provide proper supervision for a child or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so.

Physical abuse indicators:

- The child has bruises, broken bones, lacerations, puncture marks, swollen areas, missing hair, bites, or burn marks.
- The child has frequent signs of major or minor injuries.
- The child has different injuries in various stages of healing.
- The parent or child gives odd or impossible explanations for the child's injuries.
- The child is frequently tardy or absent.
- The child receives overdue, unsuitable, or no treatment for injuries.

Emotional abuse indicators:

- The child cannot interact well socially, has very low self-esteem, or is listless, apathetic, or depressed and cannot respond to normal adult behavior.
- The child has a parent who treats the child in unusual or abnormal ways, such as refusing to care for or talk to the child, treating the child as an object, keeping the child from normal social experiences, punishing the child for his/her normal behavior, and/or thinking or feeling in a consistently negative way about the child.

Sexual abuse indicators:

Physical signs:

Pain or injury in the mouth or the genital areas, irritated, reddened, or itching genitals, urinary infections, difficulty with urination, and/or unusual orders.

Behavioral signs:

Fear of a person or of certain places, clinging, anxiety, a sudden interest in the genitals of others, unsuitable sexual activity for the child's age, and a return to infantile behavior.

Neglect indicators:

- The child is anxious about his or her survival.
- The child lacks energy or is overactive.
- The child is unable to concentrate or to play.
- The child often seeks attention.
- The child is hungry and/or dirty.
- The child's clothes are inappropriate for the weather.

Prevention of abuse and neglect outside of school

Kidz University has a responsibility to prevent the abuse and neglect of the children enrolled in our school. Teachers are informed of and are required to know signs of suspected abuse.

According to the American Red Cross, teachers may suspect abuse when:

- The child shows sudden behavior changes or erratic behavior.
- The child becomes withdrawn.
- The child is hostile or extremely aggressive.
- The child is suspicious or watchful of others' actions, as if fearing them.

Given our adherence to a Zero Tolerance Policy with abuse and neglect, it is our plan to ensure that the staff is aware of the signs of abuse or neglect. The staff at Kidz University must take immediate action to help the child whom they suspect is being abused or neglected. As mandated reporters, the director and teachers of Kidz University must report actual or suspected abuse or neglect or the imminent risk of serious harm of any child to the Department of Children and Families.

In the event of suspected abuse and/or neglect staff actions are as follows:***Treat injuries:***

The teachers treat any immediate injury that is within the scope of their first aid training.

Provide clothing:

The teachers provide appropriate clothing for a child who needs it.

Increase nutrition at school:

The teachers provide extra snacks or lunches for a child who is hungry.

Emotional support of a child:

The teachers provide emotional support within their role as the child's teacher.

Access to community resources:

We as a staff must become familiar with the students' families and view our role as a support system. We, our Social Services consultant, and community resources could be called in to help give families guidance. The director of the preschool utilizes contacts in the community to set up needed resources for the child and family. These include medical, social service, financial, and nutritional resources.

Call 911:

If the teachers witness the physical abuse, or suspect a child's life is in danger, then 911 is called immediately.

Call Department of Children and Families:

Next, or at the same time, the teacher or the director will call the Child Abuse Hotline at the Department of Children and Families (DCF), open 24 hours a day, 1-877-NJ ABUSE. The reporter's name is not required and may be kept confidential.

Reporting abuse:

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

This report includes the following:

- Names, addresses, and phone numbers of the child and his parents and/or guardians;
- The age and gender of the child;
- Relevant information such as physical or behavioral indicator, nature and extent of injury, maltreatment or neglect;
- Exact description of what the reporter has observed;
- The approximate date and time of the injury, abuse, or neglect;
- Any information about previous injuries, maltreatment, or neglect to this child that staff knows about;
- A description of the circumstances under which the reporter learned of abuse/neglect;
- The names of the person or persons suspected of being responsible for the abuse/neglect;
- Any information the reporter believes would be helpful;
- Descriptions of the actions taken to treat, provide shelter, or otherwise assist the child;
- Medical attention given to the child if necessary.

State Central Registry (SCR) screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- **When:** When the alleged abuse/neglect occurred and when you learned of it.
- **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Prevention of abuse and neglect In school

It is also the responsibility of Kidz University to prevent any abuse or neglect that could happen at our school. In order to prevent abuse and neglect at our school the following are done:

- Review the approved and prohibited disciplinary techniques during mandatory annual meetings;
- Brainstorm to help teachers figure out ways to deal with disruptive behaviors;
- Review the indicators of abuse and neglect on a yearly basis;
- Conduct a thorough check of the references of new staff;
- Orient new staff using the above policy;
- Supervise new teachers on a close and consistent basis;
- Do a background check on all teachers, including fingerprinting;
- Parents and volunteers that volunteer on a regular and consistent basis will be thoroughly background checked as per NJ Department of Licensing regulations.

Prohibited discipline techniques:

In accordance with the State Regulations the following discipline techniques are prohibited from being used at Kidz University:

Inappropriate removal:

The teachers may not keep a child out of play for more than three minutes in the room or 10 minutes out of the room.

Physical restraint:

- Teachers may not use physical restraint unless the child is in danger of hurting himself or others. The restraint consists of the teacher wrapping his/her arms around the child.
- The director and staff may not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using the least restrictive methods.

Abusive or neglectful punishment:

Teachers may not use abusive, neglectful, corporal, humiliating, or frightening punishment under any circumstances.

If a teacher, administrator or parent suspects a staff member of any of the above actions, the following steps, reflecting a Zero Tolerance Policy for abuse and neglect, would be taken:

- Report suspicion to the director of the Preschool, director of Kidz University.
- Call the Child Abuse and Neglect Hotline (1-877-NJ ABUSE) to report the suspicion of abuse or neglect.
- Notify the child's parent or legal guardian responsible for the child's care that a report has been made. One of the above administrators calls the parent to explain that a report has been made, what the report says, and what further action and investigation will be taken.
- Suspend the staff member until investigation by Department of Children and Families (DCF) is completed. The staff member is not allowed in the building when the school is in session. The staff member is only allowed in the facility at other times when requested to be there by the Kidz University.
- Submit the written report within 2 hours of the suspected abuse. Follow the same criteria as for the reporting of an individual who is not a staff member.
- Convene Kidz University administrative staff to oversee the internal review, which includes:
 1. Interviewing the adults who witnessed and/or reported the abuse or neglect;
 2. Reporting any findings to the DCF;
 3. Recommending either continued employment or termination, based on DCF findings.
- Protect the child during the investigation. The child's teachers receive advice from our necessary training for working with the child in the classroom.

Policy protection of staff as mandated reporters:

Kidz University will not discharge, discriminate, or retaliate against any employee who, in good faith, files an abuse or neglect report, in accordance with NJ Department of Children and Families Division of Child Protection and Permanency.

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Informing parents:

The Kidz University’s Abuse and Neglect Policy is included in our Parent Hand booklet and will be posted on the website.

Charts below are provided for staff and parents to recognize different indicators of child abuse and neglect by NJ Department of Children and Families Division of Child Protection and Permanency for quick reference.

Indicators of Child Abuse / Neglect

Physical Abuse

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"> • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Cluster, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none"> • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none"> • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none"> • To mouth, lips, gums, eyes 	<p>Wary of adult contacts</p> <p>Apprehensive when other children cry</p> <p>Behavioral extremes:</p> <ul style="list-style-type: none"> • Aggressiveness • Withdrawal <p>Frightened of parents</p> <p>Afraid to go home</p> <p>Reports injury by parents</p>

• To external genitalia	
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Physical Neglect

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

Sexual Abuse

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

Emotional Maltreatment

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none"> • Compliant, passive • Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none"> • Inappropriately adult • Inappropriately infant

PLEASE SIGN THIS PAGE AND RETURN IT TO THE CENTER

Medical Emergency Permission Form

I hereby give Kidz University permission to take my child _____ to the nearest hospital and to provide emergency medical care to my child until I am able to be present.

Parent/Guardian Signature: _____ Date: _____

Photograph Consent Form

I give permission for my child to be photographed for public relations purposes. I agree to allow these photos, or videos to be used in newspapers, slide presentations, displays, TV, Internet or any other media the school deems necessary.

_____ YES, my child's photograph may be used as stated above.

_____ NO, my child's photograph may not be used as stated above.

I give permission for my child to appear in photos, or videos, to be used for "in school purposes". In his/her classroom bulletin boards, videos of the school special events, etc.

_____ YES, my child's photograph may be used as stated above.

_____ NO, my child's photograph may not be used as stated above.

Child's name

Parent/Guardian Signature

Date

Dear Parents and Guardians:

In Keeping with New Jersey's childcare licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this Information to Parents statement and booklet.

The statement highlights, among other things:

- Policy on Discipline
- Policy on Expulsion
- Policy on the Release of Children
- Policy on Participation and Visitation of Center
- Policy on Health and Management of Communicable Diseases
- Policy on Medication Dispensing
- Policy on Diaper Changing Procedures
- Policy on Swiping 4CS/ OFC's Card
- Policy on Tuition
- Policy on the Use of Technology and Social Media
- Policy on Outside Food
- Policy on Transportation
- Policy on Child Abuse and Neglect

Please read this statement carefully and, if you have any questions feel free to contact me at 973-458-0033.

Sincerely,

Angela Burgos-Scott, MA

Executive Director

Please complete and return this form to the center with your registration material.

Name of Child: _____

Name of Parent or Guardian: _____

I have read and received a copy of the Parent Handbook and the Information to Parents statement prepared by the Bureau of Licensing in the Division of Youth and Family Services.

Signature _____

Date: _____