



79 Maple Street | Summit, NJ 07901 | 908.273.4242 | (fax) 908.273.6812 | TheConnectionOnline.org

June 2019

Dear Parents:

Welcome to The Connection's AfterSchool Programs! We look forward to seeing everyone on **Tuesday, September 3rd** and hearing about your summer adventures! Payments for the 2019-2020 school year will be drafted on the first day of each month, beginning in August and ending in May.

Enclosed you will find a packet of information that includes important forms required for our state licensing. Please take the time to read through the materials, fill out forms 1-5, and return them to The Connection front desk no later than **August 1st**. Listed below is some important information regarding our programs, developed to ensure the safety and well-being of your child.

All AfterSchool Program hours are 3-6pm. Children who attend AfterSchool at The Connection will be driven by bus from each school. Please remind your child that he/she must leave their classroom promptly at dismissal to meet with the bus aides. In-school AfterSchool children are dismissed by their classroom teachers to our staff. Specific site details will be provided before the start of school.

It is very important to notify your Site Director if your child is ill or will not be attending the program on a particular day. You will receive an email from the Site Director prior to the first day of AfterSchool with contact information.

Every child must be signed out daily by an approved pick-up person. If that person is not a parent or listed as an emergency contact, you should notify the Site Director indicating who the person is and what their relationship is to your child. To ensure the safety of all children, we will not release a child to someone who is not authorized by you or on the emergency contact form.

The Connection's AfterSchool Programs follow the Summit Public School calendar that is posted on the Summit Public School website. On holidays, vacation, and single-session days, care is available at The Connection's main building for an additional fee. Your child may attend the program even if it is not his/her regularly scheduled day; however there is limited capacity. Full day hours are 8am-6pm and do not include transportation. Half day hours are 12:30pm-6pm and include transportation from schools to The Connection. You may register for these days online at www.theconnectiononline.org beginning on August 20, 2019.

Please remember that if the schools have an unplanned day off, early dismissal for any reason (snow, heat, etc.), or cancellation of after-school activities, we cannot run our AfterSchool Programs. Please have an emergency plan in place for your child to be picked up if the school has to close early. Families enrolled in AfterSchool at The Connection will be notified of closings separately.

We look forward to an exciting and productive school year. If you have any questions please call The Connection. Thank you in advance for your cooperation.

Michelle Stelluto
Director of Enrichment Programs
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FORM 1

PARENT RECEIPT OF INFORMATION

Please check off that you have reviewed all sections.

- Information to Parents/Guardians Document
- Policy on the Release of Children
- Policy on Communicable Disease Management
- Policy on Suspension/Expulsion
- Policy on the Use of Technology and Social Media
- School Closing Policy

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



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Provided by the
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 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 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.



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Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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.



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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/.



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POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent (s) or person (s) authorized by the parent (s) to take the child from the center and to assume responsibility for the child in an emergency if the parent (s) cannot be reached.

The Connection must be provided with documentation if a non-custodial parent has been denied access, or granted limited access, to a child by a court order. The Connection will maintain a copy on file, and will 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).
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-hr 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).
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 the school-age care programs, no child shall be released from the program unsupervised except with written instruction from the child parent(s).



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POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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• Stiff neck
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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 health department or 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.

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.



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SUSPENSION/EXPULSION POLICIES

Unfortunately, at times there are reasons we must expel a child from our program. 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 include, but are not limited to, reasons we may have to expel or temporarily suspend a child from this center:

Immediate Causes For Expulsion:

- The child is at risk of causing injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff or other people at the program site.

Parental Actions Which May Result In Child's Expulsion:

- Failure to pay and/or habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.

Child's Actions Which May Result In Expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums, angry outbursts, foul language.
- Ongoing physical or verbal abuse to staff or other children.
- Deliberately damaging property.
- Possessing a weapon.
- Biting
- Stealing

Schedule Of Expulsion:

If remedial actions do not work, the child's parent/guardian will be advised about the child's or parent's behavior warranting an expulsion. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program. If enforced, the child may be dismissed with no refund of fees.

A Child Will Not Be Expelled:

If a child's parent (s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of licensing requirements.
- Reported abuse or neglect occurring at The Connection.
- Questioned The Connection regarding policies and procedures.

Proactive Actions That Can Be Taken In Order To Prevent Expulsion:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Parent/guardian will be notified verbally.



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The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

SOCIAL MEDIA AND PARENT CONTACT POLICY

The Connection recognizes the value of social media tools and electronic communication for connecting with the community at large. The Connection's Employee Handbook includes social media and electronic communication policies for all staff to follow.

Additionally, as an actively participating entity in the Summit community, we acknowledge and uphold the Summit Public Schools' Acceptable Use Policy, Student Device Use Policy (for 5th-8th grade), Digital Citizenship expectations, and other policies pertaining to technology, digital conduct, and social media.

After school site directors have Connection owned cell phones and email addresses for communicating with parents/guardians. In addition to telephoning, staff may also contact a parent/guardian via text or email.

Parents/Guardians are prohibited from posting photographs or videos of any child other than their own (this includes ALL Connection programs and programming).

SCHOOL CLOSING POLICY

In the event that Summit Public Schools do not open, close early, or cancel after school activities due to weather or any other reason (snow, heat, etc.), **The Connection** and its staff cannot provide Afterschool programming. As a courtesy, our site directors will send a reminder via text or email as early as possible.

We encourage all families to create a contingency plan with a relative, neighbor, or friend who you trust to pick up your child(ren) in the event that schools close early and you are unable to pick up yourself.



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FORM 2

AFTERSCHOOL INFORMATION SHEET

Date: _____

For The Connection Afterschool Program at _____ location.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

Parent/Guardian Employer: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Between the hours of 3:00pm – 6:00pm I can best be reached at my: Home / Work / Cell phone number
(circle all that apply)

Emergency Contact Information (Please Fill Both Spaces):

The following people have permission to pick up my child if I am unable to:

Name: _____ Phone: _____

Name: _____ Phone: _____

Health Concerns:

Known medical conditions/information: _____

Are there activities that need to be restricted? _____

Please list all known allergies: _____

Does your child require an EpiPen? Yes ___ No ___ Inhaler? Yes ___ No ___

I understand it is my responsibility to provide my child's treatment plan prescribed by a physician and the medication in its original container, labeled with my child's name.

MEDICAL RELEASE: This health information is correct and my child has permission to engage in all activities at The Connection Afterschool Program except as noted by me. In the event that I cannot be reached in an emergency, I give permission to The Connection to obtain necessary emergency medical treatment for my child.

Parent/Guardian Signature: _____ Date: _____



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FORM 3

AFTERSCHOOL PROGRAM PERMISSION FORM

***This release form must be completed and returned before you child begins our programs.**

Field Trip Permission:

I give permission for my child _____ to go on all field trips planned by The Connection. It is understood that such trips will be carefully planned and supervised by The Connection staff.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Permission to Swim:

I give permission for my child _____ to participate in swimming activities. I am aware that The Connection Afterschool Program will provide lifeguards.

Parent/Guardian Signature: _____ Date: _____

Photo, Voice, Video, Press Release:

Policy on the use of technology and social media:

The Connection reserves the right to photograph and video participants for use in The Connection literature, including our Social Media and Website unless you advise us not to do so. Photos and videos will be used for The Connection's purposes ONLY and will not include any personally identifiable information such as name, birthdate or addresses.

I do give permission for my child _____ to have his/her name, voice, or picture used by The Connection.

I do not give permission for my child _____ to have his/her name, voice, or picture used by The Connection.

Parent/Guardian Signature: _____ Date: _____

Liability Disclaimer:

Any person under eighteen (18) years of age participating in The Connection classes, outside of The Connection building or a Summit public school, must have written consent from an adult (parent or guardian) responsible for the participant, releasing The Connection from responsibilities of any accident(s) occurring. I understand that The Connection accepts no liability for any injury that may occur while she/he is participating in the Afterschool Program.

Parent/Guardian Signature: _____ Date: _____



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FORM 4

POLICIES AND PROCEDURES

Listed below are the terms and conditions which govern your child's enrollment in The Connection Afterschool Programs. Please take a few minutes to read these policies, fill in your child's name, sign and date the form and return it to us.

1. The Afterschool Program hours are 3:00pm to 6:00pm. If for any reason your child is not picked up by 6:00pm, a staff person will remain with your child until you arrive, and you will be subject to a late fee of \$2 per minute beginning at 6:00pm.
 - a. After 3 late pick-ups, you will be asked to meet with the Director of Enrichment Programs to discuss whether the program can continue to meet your needs.
2. Like you, the safety of your child(ren) is our primary concern. In order to help us to safeguard your child, please follow the procedures listed below:
 - a. If your child is going to be absent on a day he/she is scheduled to attend the program, please inform the program's Site Director by text, email, or phone, no later than 2:30pm.
 - b. If there will be a change in your child's attendance schedule, please advise us in writing so that we may adjust our records and your tuition accordingly. You must give 30 days written notice to cancel or change your School-Age Child Care Program yearly payment agreement.
 - c. If someone other than you will be picking up your child, indicate the name on your application form and After School Information Sheet. We require that persons picking up your child show identification before we will release your child to their care. If they are not listed, and we have not been notified in writing or by telephone that someone other than yourself is picking up your child, we cannot release your child to them without contacting you first.
 - d. If we need to contact you, we will use the information provided on the AfterSchool Information Sheet, Form #2. It is your responsibility to notify The Connection when your contact information changes.
3. If for any reason your child fails to arrive at the program on a scheduled attendance day, the Afterschool Program staff will contact you to ascertain the whereabouts of your child.

I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE TERMS AND CONDITIONS RELATED TO THE POLICIES AND PROCEDURES OF THE CONNECTION'S AFTERSCHOOL PROGRAM.

Child's Name: _____

Parent/Guardian Signature: _____ Date: _____



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FORM 5

MEDICATION CONSENT FORM

Child's Name: _____

My child does not need medication (please sign and date below)

My child's physician has prescribed an: (check those that apply)

_____ Epi-pen _____ Inhaler _____ Antihistamine (ie. Benadryl)

I have instructed an authorized AfterSchool staff member to administer the medication.

Please Note: The Connection requires the medication and current, non-expired treatment plan signed by your child's physician prior to attending the Afterschool Program.

The following information is to be completed by the parent or guardian:

I hereby give permission for my child _____

to receive the above medication, according to the treatment plan from an authorized Afterschool staff member. I confirm that I have given at least one dose of the medication without any evidence of side effects or adverse reactions and have instructed AfterSchool staff how to administer the medication. I understand that it is my responsibility to provide my child's current, non-expired treatment plan prescribed by a physician and the medication in its original container and labeled with my child's full name.

Amount of medication brought to the Afterschool Program: _____

PLEASE SIGN EVEN IF YOUR CHILD DOES NOT NEED MEDICATION

Signature of Parent or Guardian

Date