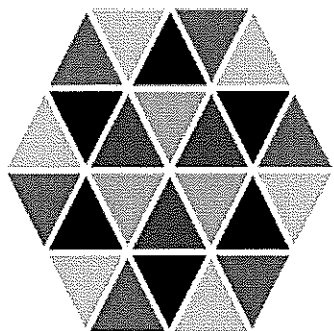


PARENTS/GUARDIANS MANUAL ©

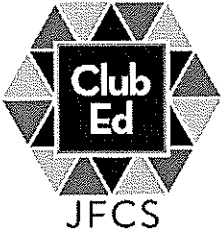
Policies, Procedures and Application

A program of:



JFCS

JEWISH FAMILY & CHILDREN'S SERVICES
OF NORTHERN NEW JERSEY



2023/2024
Club ED Afterschool Program @ North Bergen

The program operates each full day of school from 3:00pm to 6:00pm Monday through Friday at Horace Mann, Robert Fulton and Lincoln Elementary Schools. Club Ed follows the school district calendar including snow days, holidays, vacations, as well as all municipal holidays.

Club Ed shall not operate on early dismissal days. For any other unplanned school closure, not on the school calendar, the afterschool program will also be closed. **If there is an early school closing or cancellation due to inclement weather, there is no Club Ed Afterschool Program.** Children may participate all five days or any combination of days during the week; however, no reduction or prorating of fees will apply for partial attendance.

Fees:

- A non-refundable \$50.00 per child registration fee is due with each application
- \$195 for the 1st child per month
- \$175 for each additional sibling per month
- First and last month (deposit) payments are required at the time of enrollment

Completed applications may be returned via:

- **Online submission-** www.clubednj.org/parents
- **Email-** scan completed and signed applications to clubed@jfcsnnj.org

It's required for parents/guardians of enrolled child(ren) to provide a valid email address. Parents/guardians of enrolled child(ren) will receive an email confirming enrollment.

Club Ed is scheduled to start on the first full day of school.

If you have any questions or concerns,
please call 201-837-9090 x 240
or email clubed@jfcsnnj.org

For frequently asked questions, please visit www.clubednj.org/faq

CLUB ED AFTERSCHOOL PROGRAM

A program of Jewish Family & Children Services of Northern New Jersey

We are pleased to welcome you and your child(ren) to **CLUB ED Afterschool Program**.

Club Ed is designed to build confidence in children with engaging programming in a safe environment. The value of this program is its three-pronged approach:

- Academic enhancement through homework assistance
- Social-emotional learning
- Enrichment activities
- Structured recreation

At the time of registration, a \$50.00 registration fee per child is due along with the first month payment plus last month security deposit.

Please allow 3 business days from the time we receive your application for it to be processed. A confirmation email will be sent with your child(ren)'s program start date.

Attached is our application and necessary forms for registration for the 2023-2024 school year. Completed forms may be submitted via email to clubed@jfcsnj.org. *A set of forms must be completed, signed and returned for each participating child; any application missing information will not be accepted.*

Electronic/online application preferred at
www.clubednj.org/parents

Any student enrolling in *Club Ed* must be a registered student attending school in the district in order to participate in *Club Ed*.

Once your child is enrolled, he/she is actively participating in the Club Ed Afterschool Program for the designated school year. The primary parent/guardian enrolling the child in our program is permitted to access, correct, or update information. The primary parent/guardian may make changes to a child's information by emailing or calling the Director of School Based Services or Administrative Associate. If Club Ed administrative staff have any questions, the primary parent/guardian will be contacted.

CLUB ED GENERAL INFORMATION

Program starts at the dismissal of the school day:

Children participating in the ClubEd Afterschool Program will be assigned a designated area within their school building where our staff will pick them up or meet them at the beginning of the program. It is crucial for the safety of all participants that children remain inside the building at the time of their school day dismissal. Leaving the building and returning later is strictly prohibited. ***Club Ed staff will not be held responsible for children leaving the premises at the time of school day dismissal and fail to report to program.*** We encourage parents to communicate to classroom teachers of their child(ren)'s participation in the Club Ed Afterschool Program, this ensure effective coordination between the school day and the afterschool program.

Attendance:

Attendance is taken each day at the start of program. *Club Ed* staff appreciate advance notice when a child will be absent. If a child is participating in an extracurricular activity or staying for extra help with their classroom teacher, we require written authorization from a parent/guardian. This will ensure your child(ren) is/are always safe and supervised.

Once a child is signed out and leaves the school building or program for the day, he/she cannot return to the program for the remaining program hours. The *Club Ed* staff cannot be held responsible for the well-being of a child if he/she is not in our care.

Please note: If your child is absent from school, they cannot attend the Club Ed Afterschool Program in the afternoon.

Inclement Weather:

We understand that the decision to cancel the program due to inclement weather has a significant impact on families. Our top priority is your child(ren)'s safety. After careful consideration of all relevant factors including road conditions, weather forecasts, building maintenance and staffing, the decision to cancel the program is made. **You will be notified by email.** If your school district decides to have an early dismissal due to inclement weather, *Club Ed* will follow and abide by your school district's decision and must cancel the program as well.

In the event of hazardous weather conditions during the afterschool program, parent/guardian(s) will be contacted and requested to pick up their child(ren) early from program. This precaution is taken to ensure the safety of both the children and staff, allowing everyone to reach home safely.

Snack:

One snack will be provided daily in the afterschool program (2:30pm to 6:00pm). Parent/guardian(s) may provide additional snacks to meet a child's dietary needs. On days, the school district has an early dismissal (half day), and *Club Ed* is in session, parent/guardian(s) **must** provide lunch for their child(ren). Please indicate all food allergies on the designated registration form, if applicable. Please note children are not allowed to share snacks from home with other students participating in the program. Prior to snacks, children will wash their hands. Tables will also be cleaned and disinfected both before and after snacks.

*****For the safety of children with allergies, no items containing peanuts, peanut oil, tree nuts or tree nut oil is allowed. *** *CLUB ED is a nut-free program.***

Children's Possessions:

1. Children are responsible for their personal belongings (coats, books, bags, etc.) They should keep all their belongings in their backpack and in their designated place.
2. *Club Ed* has allowed students to bring in small toys, games, tablets, Chromebook, etc. Toys are not to be shared and are for **personal use only**. Electronics are for **academic school assignments only**. *Club Ed* shall not be held responsible for any personal item that is missing, damaged, or stolen. These items are brought in at the student's own risk. ***Club Ed follows the school district's policies regarding the use of electronics.***

3. Children are **not** allowed to use their cell phones during program (including and not limited to internet use, texting, etc.) All students are required to ask for permission to use cell phones.
4. Any inappropriate items may be confiscated and returned to parent/guardian at the time of pick-up.

Homework:

Club Ed Afterschool Program aims to provide homework assistance and support. Designated time will be allocated each day for homework assignments. *Club Ed* staff will be available to provide guidance, clarification, and support during this time, however, they cannot provide one-on-one assistance/tutoring. Our goal is to promote independent learning and problem-solving skills. All students are expected to arrive at the afterschool program prepared and ready to do homework during the designated time. Children will not be allowed to return to their classroom for work/books they have forgotten. It's the student's responsibility to inform *Club Ed* staff of assigned homework daily. *Club Ed* staff will not know assignments from the school day. If your child has homework that must be completed online, the parent/guardian must provide a Chromebook/laptop/tablet to be used only for homework.

If your child does not have homework or has permission from parent/guardian(s) not to do homework during program time, your child will be asked to read silently or will be given a worksheet during the designated homework time. This is to ensure other children are given the quiet time required for them to focus and complete their homework. We encourage parent/guardian(s) to review homework, to ensure completion every evening.

Activities:

Participants are encouraged to actively engage in the planned activities and follow instructions provided by the staff. Active participation enhances the overall experience and creates a positive learning environment. Activities are designed to be age appropriate, challenging and motivating for all participating students during the designated times.

Playground Disclosure:

There will be an opportunity for us to visit the school's playground when we have access and weather permits. We will do our best to use the playground when it's unoccupied, however, other town residents may be using it as well. All children will be taken outside unless otherwise advised.

Topical Ointment/Lotion/Sunscreen:

To ensure the safety and proper application of specific topical ointments, lotions, and creams, such as sunscreen, we require written authorization and instructions from parents/guardians. If your child requires the use of any topical products during the afterschool program, please provide the item in its original container, clearly labeled with your child's name. Additionally, include clear written instructions on how and when the product should be applied.

Toilet Training:

All children, enrolled in the Pre-K program during the school day, participating in the *Club Ed* Afterschool Program must be fully toilet-trained and able to care for their toileting needs independently before starting our program. We require all children participating in the program to communicate to *Club Ed* staff when they need

to go to the bathroom and attend to their own hygiene. *Club Ed* staff do not have access to the facilities or supplies required to change children during program time. Occasionally, young children have accidents, in such an "emergency", parents should send in a complete change of clothes in a zip lock bag (underwear, socks, shirt, and pants or shorts) kept in your child's backpack. If a child is unable to change independently, a parent/family member will be called to pick up the child. Privacy and confidentiality will be maintained during these situations.

Cancellation of Service:

Written notice must be given to the Director of School Based Services **at least two weeks prior to the 1st of the month.** Upon notice, the security deposit shall be reimbursed at the end of the last month of participation. Withdrawal is effective on the date indicated by the Director of School Based Services. Families are responsible for program fees until the withdrawal is effective.

The staff to child ratios is in accordance to guidelines set forth by the State of New Jersey Department of Children and Families: 2 ½ years up to 4 years 1:10 ratio; 4 years 1:12 ratio; 5 years and older 1:15 student to staff ratio.

OOL/Information to Parents/ May/2019

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 childcare 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 childcare 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.

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.

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/.

OOL/ Policy on the release of children/ April 2017

POLICY ON THE RELEASE OF CHILDREN

Any authorized individual picking up a child from *Club Ed* must step out of his/her vehicle and meet the *Club Ed* staff at the designated pickup door to sign their child out each day.

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) and the local police 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) and local police to seek assistance in caring for the child.

For school-age children, no child shall be released from the program unsupervised except upon written instruction from the child's parent/guardian(s).

***Children below 5th grade are NOT ALLOWED to walk home alone. ***

Once a child is signed out and leaves the school building or program for the day, he/she cannot return to the program for the remaining program hours. The Club Ed Staff cannot be held responsible for the wellbeing of a child if he/she is not in our care.

CLUB ED AFTERSCHOOL STUDENT BEHAVIOR GUIDELINES

While attending Club Ed Afterschool Program, all participants are expected to treat fellow students, staff members, and volunteers with respect and kindness. Bullying, teasing, or any form of disrespectful behavior will not be tolerated. All participants are asked to comply with the existing rules of their school, as well as the Club Ed rules. To maintain a safe environment, we ask that you please review them with your child(ren).

1. Show respect towards other children, staff, and volunteers at all times.
2. Listen carefully and follow all instructions the first time they are given
3. Stay in assigned area.
4. Children are only allowed to leave the assigned area with Club Ed staff or with permission from *Club Ed* staff.
5. All children are to keep hands, feet, inappropriate comments, and objects to themselves. Avoid physical contact, inappropriate comments, or using objects in a way that may cause harm.
6. Always use respectful language and speak in "inside voices" to maintain a calm and appropriate atmosphere.

CLUB ED AFTERSCHOOL PROGRAM DISCIPLINE POLICY

Club Ed Afterschool Program aims to create an educational, supportive and enjoyable environment beyond the school day. Therefore, any inappropriate behavior or misconduct by a child will be addressed with disciplinary consequences.

Disciplinary procedures will follow the following sequence:

1. Verbal warning: A verbal warning will be given to the child, and the parent/guardian will be notified by the staff of the incident.
2. Written Warning: If inappropriate behavior persists, a written warning will be issued. The parent/guardian will be required to sign the documentation, acknowledging the warning. This step may also involve a suspension from the program for a specified number of days.
3. Final Warning: In cases where the behavior continues to be a concern, a final warning will be issued. The parent/guardian will again be required to sign the documentation, indicating their awareness of the situation and potential consequences, which may include further suspension from the program.
4. Dismissal: If the inappropriate behavior persists even after the final warning, the parent/guardian will be notified of the dismissal date. The child's participation in the program will be terminated.

All instances of misconduct and behavioral issues, from the verbal warning to the dismissal, will be documented. It is important to note that the consequences for behavior and misconduct will be enforced, regardless of whether the parent/guardian chooses to sign the documentation or not.

The Club Ed staff, along with the Director of School Based Services, will make every effort to work collaboratively with the child and parent/guardian to address and rectify the behavioral concerns. The goal is to prevent the need for dismissal from the program through effective communication and intervention strategies.

OOL/GUIDELINE FOR POSITIVE DISCIPLINE/APRIL 2017

GUIDELINE FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Redirect to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time out-by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age in a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy or "bad girl." Instead, you might say "That is not allowed here".

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison, or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give care to every child every day.

- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating, or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition, and the willingness to change the way you deal with children. But it's worth it because positive discipline works.

CHILDREN WITH SPECIAL NEEDS

Club Ed acknowledges the importance of providing equal opportunities for children with special needs or special education to participate in our program. We are committed to making individualized assessments to determine if a child with special needs can attend our afterschool program.

As required by law, our program maintains a staff-to-child ratio of 1 to 15. Therefore, it is necessary that all children participating in the program are able to participate at this ratio and work independently. However, we understand that each child is unique, and we will make every effort to reasonably accommodate their needs without creating an undue burden or compromising the health and safety of others. It is important to note that accommodations cannot fundamentally alter the nature of our program.

To ensure that our staff can provide proper care and support for your child's success in our program, we kindly request that parents/guardians disclose any necessary accommodations prior to enrolling in our program. This information will enable us to assess the feasibility of providing the required support and make appropriate arrangements.

Club Ed is committed to fostering an inclusive environment where all children have an opportunity to thrive. We value open communication and collaboration with parents/guardians to ensure that we can meet the unique needs of each child to the best of our abilities.

10:122-6.8 Expulsion Policy April 2017

EXPULSION POLICY

Unfortunately, there are sometimes reasons we must 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 program:

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 and/or other parents /legal guardians.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Habitual tardiness when picking up your child (upon 3rd tardiness the child will be expelled).
- Verbal abuse to staff.

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 have not worked, the child's parent/guardian will be advised verbally and/or 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 come to an agreement with the program.
- 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 program.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one week's 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 program.

A CHILD WILL NOT BE EXPELLED IF A CHILD'S PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845).
- Reported abuse or neglect occurring at the center. (1-877-NJ-ABUSE).
- Questioned the center regarding policies and procedures.
- Without giving the parent an adequate amount of time to make other childcare arrangements.

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, appropriate activities, supervisions.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written reports of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.

- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

As required by law, our program maintains a staff-to-child ratio of 1 to 15. Therefore, it is necessary that all children participating in the program are able to participate at this ratio and work independently. However, we understand that each child is unique, and we will make every effort to reasonably accommodate their needs without creating an undue burden or compromising the health and safety of others. It is important to note that accommodations cannot fundamentally alter the nature of our program.

10:122-7.11 Information to parents regarding the management of communicable diseases April 2017

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibit any of the following symptoms, the child should not attend the program. If such symptoms occur at the program, 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 jaundice skin | <ul style="list-style-type: none"> • 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 • Stiff neck |
|---|--|

Once the participant is symptom-free for 24 hours or has a health care provider's note stating that the participant no longer poses a serious health risk to himself/herself or others, the participant may return to the program unless contraindicated by local health department or Department of Health.

Excludable communicable diseases

A child 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. These diseases include but not limited to respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

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

INJURY AND MEDICAL EMERGENCY COMMUNICATION TO PARENTS

In the event that a child sustains a minor injury during the program, our staff will promptly provide first aid and complete an Accident/Injury Report. If the injury involves the head or neck, we will immediately contact the

parent/guardian to ensure they are promptly informed and involved in the situation. For other minor injuries, we will inform the parent/guardian during the pickup process.

Our priority is the safety and well-being of each child in our program. By promptly addressing minor injuries and involving parents/guardians as necessary, we aim to ensure transparency and effective communication regarding any incidents that may occur.

In the event a child with a medical emergency, the below protocol will be followed:

1. *Club Ed* staff will assess the situation
2. 911 will be called if necessary
3. First aid will be provided
4. Parent/Guardian will be called. If the Parent/Guardian cannot be reached, the child's emergency contact will be called.
5. Director of School Based Services will be informed
6. If necessary, a *Club Ed* staff member will go with the child to the medical facility via ambulance
7. The medical facility where the child will be transported via ambulance will be designated by medical personnel

Our primary concern is the well-being and safety of each child in our program. By adhering to this protocol, we aim to ensure swift and appropriate action in the event of a medical emergency.

WAIVER OF LIABILITY RELATED TO COMMUNICABLE DISEASES AND VIRUSES & ASSUMPTION OF THE RISKS

Since the declaration of the worldwide pandemic by the World Health Organization federal, state, and local governments and federal and state health agencies have set forth guidelines and preventative measures to reduce the spread of communicable diseases and/or viruses, such as COVID-19. *Club Ed* has put in place these preventative measures and shall follow all guidelines set forth when federal, state, local government declare it so.

By enrolling in *Club Ed* Programs, parents/guardians voluntarily assume all the foregoing risks and accept sole responsibility for any injury, illness, damage, loss, claim, liability, or expense of any kind while attending *Club Ed* Programs.

10:122-7.5 Administration and control of prescription and non-prescription medicines

MEDICATION ADMINISTRATION POLICY

As required by State of New Jersey Department of Children and Families Office of Licensing, at least two *Club Ed* staff members have certified basic knowledge of first aid principles and cardiopulmonary resuscitation (CPR).

Club Ed Afterschool Program staff will not administer prescription or non-prescription medication during program hours.

In case of a life-threatening situation, first aid/CPR certified *Club Ed* staff will administer an epinephrine auto-injector to a child exhibiting life threatening symptoms of anaphylaxis. Parents must provide an emergency action plan prescribed by a physician before any medication or health care procedure is administered.

Any child with an allergy (regardless of medication required) must have an allergy action plan or care plan provided from their doctor. The allergy action plan or care plan lets *Club Ed* staff know how to treat your child should they be exposed to their allergen.

Epinephrine auto-injector (EpiPen) must be in its original container with the pharmacy label and labeled with the child's name, the name of the medication, the date it is prescribed/updated and the expiration date. An emergency action plan with instructions for its administration prescribed by a physician must accompany medication. All medication must be received by our program on or before the first day of your child's participation. *Club Ed* does not have access to the nurse's office during program hours.

Our program will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs. Written permission is needed if a school-age child is permitted to self-administer medication or health care procedures (including but not limited to asthma pumps). Parents must provide written permission before any medication or health care procedure is self-administered by a child.

We will maintain on file a record of:

1. The child's name and parental/physician authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and who supervised the child when medication was self-administered; and
6. Any adverse effect the medication may have had on the child.

PHOTO/VIDEO DISCLOSURE

Club Ed Afterschool Program may capture and utilize photographs and/or videos of participants for promotional purposes on our website, social media platforms, newspapers, and public relations opportunities. These visual materials will be used solely to promote the afterschool program. We understand and respect the privacy concerns of parents/guardians, and therefore, we offer the opportunity to opt out of having their child's image used for promotional purposes if they so desire.

SOCIAL MEDIA/TECHNOLOGY

Club Ed Afterschool Program prioritizes the privacy and safety of all participants and their families. To maintain a secure environment, our staff is strictly prohibited from taking photos of children or taking photos with children for personal or social media purposes. This includes sharing such photos on social media apps such as, but not limited to, Facebook, Instagram, Twitter, or Snapchat. Our staff is explicitly prohibited from initiating or accepting friend requests with children on social media platforms, and they are not allowed to access children's postings, nor should children access staff's postings.

Similarly, parents/guardians are not permitted to take photographs of Club Ed participants during program time, and they are strictly prohibited from posting any photographs of participants on social media platforms. This policy ensures the privacy and well-being of all program attendees.

However, Club Ed Programs do maintain official Facebook, Instagram, and Twitter accounts (Instagram: @clubednnj, Twitter: @clubednnj, Facebook). Parents/guardians are encouraged to follow these official social media sites for updates, notices, announcements, and photos related to Club Ed happenings. Any posting of participants on these social media accounts will only be done with the explicit permission of the parent/guardian.

CLUB ED AFTERSCHOOL PROGRAM SCREEN/TV/VIDEO POLICY

Club Ed is dedicated to providing an activity-focused learning environment that promotes optimal child development. We firmly believe that children learn best through active participation, hands-on experiences, interactive conversations, and exploratory learning. To align with the recommendations established by the American Academy of Pediatrics (AAP), we recognize the potential negative effects of excessive screen viewing on children's attention, academic performance, sleep patterns, eating habits, and overall well-being.

Following the AAP Health initiative guidelines, we encourage children to engage with entertainment media for no more than one to two hours per day, focusing on high-quality, educational content. Additionally, we emphasize the importance of diversifying their activities by incorporating educational media, non-electronic formats such as books, newspapers, and board games, and engaging in imaginative free play.

During program hours, we will incorporate educational programming that aligns with the theme of the day or week. All programming will be carefully selected to be developmentally appropriate for the participants. Any programming that is not directly related to the theme must have a G or PG rating and receive prior approval from the Director before it is shown. We prioritize maintaining a safe and enriching environment for all children, ensuring that alternative activities are available for those who prefer not to participate in the viewing sessions.

METHOD USED TO COMMUNICATE WITH PARENTS

To ensure efficient and effective communication, Club Ed emphasizes the use of email and the Club Ed cell phone as the primary channels for staff-parent communication. Our dedicated staff members may reach out to parents via text or phone calls during program hours to relay important information. Additionally, our administrative support team will utilize email to communicate program-related matters.

We kindly request that parents provide an active and frequently checked email address for their child's application. This will enable seamless communication and enable parents to stay updated on program activities and any relevant updates or announcements.

By utilizing email and the Club Ed cell phone, we aim to maintain clear and consistent communication with parents, ensuring that important information reaches them promptly.

TUITION AND FEES POLICY AND PROCEDURES

Upon registration, the non-refundable registration fee, as well as the program fees for the first month payment and last month security deposit, must be paid for each child. All three of these fees are required for a child to start the program. Reimbursement of program fees for the first and last months will be considered if written notice is provided to the Director of School Based Services at least two weeks prior to the first day of program that your child(ren) are withdrawing from the program. The parent/guardian(s) must sign the Policies and Procedures Acknowledgement for any child to start the program.

Parent/guardian(s) are required to pay for each month of programming for their registered child(ren), whether or not their children attend the program. Program slots cannot be held. For example, if a registered child does not attend the program in September, the program fee for the first month, which was paid at time of registration, will be applied to the month of September, and if that child does not attend the program in October, the security deposit, which was paid at time of registration, will be applied to the month of October.

The payments are based on the 10 months of the school year. The monthly payments are divided into ten equal payments. Therefore, if a given month has either three or five weeks, the payment rate remains the

same regardless of the number of days your child(ren) are in the program. Children may participate all five days or any combination of days during the week; however, no reduction or prorates of fees will apply for partial attendance. We are not a per diem program.

If the School District is requiring your child to stay home from school and all school activities because of an illness outbreak in their school or individual class, program fees for the specified amount of time will be credited towards the upcoming month's tuition. It is the responsibility of the parent/guardian(s) to inform us immediately via email of a child's mandatory absence to receive a credit of fees towards the upcoming month's tuition. Reason and length of absence must be included.

Please be aware that fees are subject to change at any time based on the school district's circumstances. Parents/guardians will be given at least 2 weeks' notice of any fee changes.

Methods of Payment

For your convenience, automatic monthly recurring payments are available. This includes direct withdrawals from a checking account or a credit card. Checks and money orders are accepted by mail only. **Cash is not accepted.** If missing or inaccurate information prevents processing of payment, all payment policies shall apply.

1. **Payments mailed** send to: JFCS 1485 Teaneck Road, Teaneck NJ 07666. All payment must be received on or before the 1st program day of each month.
2. **Online payments:** On the initial payment form, please provide a valid email and indicate monthly invoices to be emailed.
3. **Automatic recurring payments:** On initial payment form, circle YES for authorization for JFCS to charge your credit card/checking account monthly.

Receipts are automatically emailed on the 1st of each month when your automatic payment is processed, or all transactions completed through online billing system only. No financial statements or receipts for tax purposes will be generated. We encourage parents/guardians to save or print monthly receipts that are sent via email. Any request for our accounting department requires notice of 3 to 5 business days via email.

Site Directors are not permitted to accept program fees at any time. Payment reminders to parent/guardian(s) are issued as a courtesy but are not mandatory for monthly program fees to be paid. **Parent/guardian(s) are responsible for timely payments on the 1st program day of each month. At no time should payments be delivered by children or given to unauthorized staff.**

*******The only acceptable delivery of payment is by mail, online or automatic recurring payments*******

Delinquent Payments:

If a check is returned, an automatic withdrawal cannot be processed or a credit card is declined, a \$35.00 service charge will be charged in addition to the monthly fees and any other fees that apply.

Payments must include a \$25.00 late fee if received **after the 5th of each month.**

Upon notification of a late payment, a service termination date will be indicated if immediate payments are not made of any and all fees. Program staff will be advised of the service termination date. Alternate programming is the responsibility of the parent/guardian(s).

Outstanding Balances:

If, at any time, a child's parent/guardian(s) has not fully settled the required fees owed to the program, your child(ren)'s participation in the program may be discontinued, and they may not be eligible to register for the upcoming school year. It is essential that all financial obligations are met to maintain the continuity of our program and uphold a fair and equitable environment for all participants.

Availability of Assistance with Fees:

Any family participating in a subsidized program, such as that provided by the Department of Human Services, Office for Children (OFC), must pay, at the time of registration, the registration fee, as well as the program fees for the first month and last month deposit. Once payment has been received from the subsidizing program, a reimbursement will be issued to the family for the amount received or difference at the end of the school year. However, if a provider's agreement or promissory note is submitted with the enrollment forms at the time of registration then the program and registration fees are subject to change.

Parent/guardian will be held responsible for any outstanding monthly balance not paid by subsidized program. For example, if the monthly fee is \$240 and the subsidized program only paid \$190 the parent/guardian is responsible for the difference/balance of \$50. This applies to 7pm pick up, if applicable.

It is the responsibility of the parent/guardian(s) to process the required paperwork and provide a promissory note or provider's agreement from the subsidizing program, prior to the start of the program, each school year. Any and all fees not paid by the subsidizing program are the responsibility of the parent/guardian(s), and all payment policies apply. If parent/guardian(s) are receiving assistance from a subsidizing program for *Club Ed* and their child(ren) are absent for 20% or more times in any month, the parent/guardian(s) will be held accountable for the difference of payment received from subsidizing program.

Any parent/guardian(s) not complying with the checking in and out as required by subsidized program will be dismissed and will be held responsible for all outstanding balances.

Late Pick-Up:

Late pick-up of participants is an imposition on the staff of the afterschool programs. Fees for pick-up past the scheduled time is as follows:

- 1st occurrence, after designated pick up time, the fine is \$10.00 for the first 10 minutes past pick up time and \$1 per minute thereafter.
- 2nd occurrence, after designated pick up time the fine is \$20.00 for the first 10 minutes past pick up time and \$2 per minute thereafter.
- 3rd occurrence, after designated pick up time the fine is \$30.00 for the first 10 minutes past pick up time and \$3 per minute thereafter and dismissal from program.

Any time after designated pick up is late. There is no grace period. There is no prorating of any of fees.

****Parents / legal guardians enrolled in recurring payments will be charged automatically. ****

STUDENT ENROLLMENT 2023-2024

Student Name: _____ Birth Date: _____
 First Last MI Month/Day/Year
 Gender: Male Female Race/Ethnicity _____ Unspecified
 School Attending: _____ Grade: _____
 Special Needs: Yes No Unspecified
 Special Education: Yes No Unspecified
 Free/Reduced Lunch: Yes No Unspecified

PARENT/ LEGAL GUARDIAN INFORMATION

_____ Primary Parent/Guardian (enrolling child)		_____ Parent/Guardian # 2	
First Name	Last Name	First Name	Last Name
_____ Relationship to Student		_____ Relationship to Student	
_____ Primary Phone		_____ Primary Phone	
_____ Secondary Phone		_____ Secondary Phone	
_____ Primary Email		_____ Email	

EMERGENCY CONTACT/CARE

Same as in above section (Parent/Guardian). Additional individuals listed below:

My child may be released to the following people in case of an emergency or following emergency medical care. Below are two authorized individuals who may be called during program hours if you are not available.

_____ First Name	_____ Last Name	_____ First Name	_____ Last Name
_____ Relationship to Student		_____ Relationship to Student	
_____ Primary Phone		_____ Primary Phone	
_____ Secondary Phone		_____ Secondary Phone	

If my child requires emergency medical care, I give my consent to Club Ed Afterschool Program to obtain the necessary medical care for my child. I agree to pay all the costs associated with the emergency medical care that my child receives. I understand that every effort will be made to contact me before and after medical care is provided.

Parent/Guardian Initials: _____

RELEASE OF CHILD

I give my child permission to walk home alone from the afterschool program. Yes No

If yes, specify time of release _____ pm.

Children below 5th grade are NOT ALLOWED to walk home alone.

Same as in section Emergency Contact/Care. Additional individuals listed below:

Name	Relationship to Child	Telephone
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Name	Relationship to Child	Telephone
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Name	Relationship to Child	Telephone
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DO NOT RELEASE MY CHILD TO THE FOLLOWING PEOPLE:

Name	Relationship to Child
------	-----------------------

Name	Relationship to Child
------	-----------------------

MEDICAL/HEALTH INFORMATION

Medical conditions/chronic health problems/behavioral disorders: Yes No

If yes, please specify _____

Medication(s) child is taken: _____

Does your child have any allergies: Yes No

If yes, please specify _____

*Please note, an allergy action plan or care plan must be provided for ALL children with an allergy

Does your child require an EPIPEN? Yes No

Children requiring an EPIPEN must provide Club Ed with 2 EPIPENS AND EMERGENCY ACTION PLAN prior to the child's 1st day of participation. It must be in its original box and there must be TWO EPIPENS.

Is your child under any medical/physical restrictions? Yes No

If yes, please specify _____

Any special needs which we should be aware? _____

As parent/guardian of the above child, I certify that he/she is in good physical health and may participate in the normal activities of the program and has no conditions or specific needs that require specific accommodations, unless otherwise indicated in the medical information provided above or an attached Care Plan for Children with Special Health Needs.

Parent/Guardian Initials

POLICIES AND PROCEDURE ACKNOWLEDGEMENT

I give my child permission to participate in Club Ed Afterschool Program for the 2023-2024 school year. I understand that this consent will be effective as of the date of my signature and will remain in effect as long as my child is enrolled in the afterschool program. By signing below, I confirm that I have received, understood, and agree to comply with all policies and procedures regarding my child's enrollment in the 2023-2024 Club Ed Afterschool Program.

1. **General Program Information**
2. **Department of Children and Families, OOL**
3. **Release of Children**
4. **Student Behavior Guidelines**
5. **Discipline Guidelines**
6. **Expulsion**
7. **Management of Communicable Diseases**
8. **Injury & Medical Emergency Notification**
9. **Waiver of Liability & Assumption of the Risks**
10. **Medication Administration**
11. **Photo/ Video Disclosure**
12. **Social Media/ Technology**
13. **Screen/TV/Video Guidelines**
14. **Methods of Parental Communication/Notification**
15. **Tuition and Fees**

- I give permission for my child to be photographed or otherwise recorded during after-school events and activities, and for any and all such photographs to be displayed by Jewish Family & Children's Services of Northern New Jersey, Inc. in any medium (books, newsletters, web sites, etc.), whether now or hereafter known or developed.
- I **DO NOT** give permission for my child to be photographed or otherwise recorded during after-school events and activities.

PARENT/GUARDIAN SIGNATURE

DATE