

## JUST KIDS

### PARENT RECEIPT OF INFORMATION

- Information to Parents Document: Licensing Statement
- Policy on the Release of Children
- Positive Guidance and Discipline Policy/Expulsion Policy
- Parent Communication/ Notification Policy
- Sick Child/ Communicable Disease Policy
- Social Media Policy

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

---

Child (Children) Name

---

Parent/Guardian Name

---

Signature

---

Date

**Department of Children and Families  
Office of Licensing  
INFORMATION TO PARENTS**

Under provision of the Manual of Requirements for Child Care Centers(N.J.A.C. 10:122), 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 the requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care and Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent'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 and Youth Residential Licensing, 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 premises a copy of the Manual of Requirements for Child Care Center 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 [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) 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 issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are 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.

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 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.

Updated: June 29, 2021

Our center is required to provide reasonable accommodations for the children and /or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), PL. 1945, c 169(N.J.S.A. 10:5-1 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 Department of Justice for information about filing an ADA claim at (800)514-0301 (voice) or (800)514-0383 (TTY).

Our center is require 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 [www.cpsc.gov/cpsc.gov/cpsc/pub/prereel/prereel.html](http://www.cpsc.gov/cpsc.gov/cpsc/pub/prereel/prereel.html). 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/](http://www.state.nj.us/DCF/) and select Publications.

Dear Parent:

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

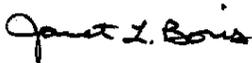
The statement highlights, among other things:

Your right to visit and observe our center at any time without having to secure prior permission.

The center’s obligation to be licensed and comply with licensing standards and the obligation of all citizens to report suspected child abuse/neglect/exploitation to NJ Department of Children and families (NJDCF).

Please read this statement carefully and if you have any questions, feel free to contact me at (856)768-8190.

Sincerely,



Janet L. Boris  
Director of Just Kids

\*\*\*\*\*

**Please complete and return this portion to the center**

School: \_\_\_\_\_

Please Print

Name of Child: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Name of Child: \_\_\_\_\_

I have read and received a copy of the Information to Parents statement prepared by the Office of Licensing, Department of Children and Families.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ARCHWAY PROGRAMS JUST KIDS

### RELEASE OF CHILDREN POLICY

- a. All persons picking up a child must enter the program site and provide proof of their identity; the care provider will then check the client's Child Development Form to determine whether the person is permitted to pick up the child. *The child can only be released to a person designated as parent 1 or parent 2 or be named as an authorized person to pick up on the Child Development Form., which was completed at the time of registration by the parent. A parent may call Just Kids to add an authorized person for pick up if there is an emergency.*
- b. *If a particular non-custodial parent has been denied access, or granted limited access, to the child by court order, the parent must provide this documentation. Just Kids will then comply with the order and maintain a copy in the program and in the office. If the non-custodial parent is not listed as parent 2 or as an authorized pick up person, Just Kids is unable to release the child to the parent.*
- c. If an authorized person, including a parent or guardian who comes to pick up a child, appears to be impaired in such a way that would threaten the health or safety of the child Just Kids staff will contact another person designated on the Child Development Form to pick up the child, and will not release the child to the individual who is impaired.
- d. If a parent or guardian is unable to pick up a child from the program, he or she must notify the program by 4:45 p.m. on that day of the alternative arrangements for pick-up. If an emergency occurs after 5:00 p.m., it may be necessary for the parent or guardian to make arrangements with a person on their emergency list.
- e. If a parent or guardian, or other authorized person, has not arrived by 6:00 p.m., Just Kids staff will call the parent and then the emergency contacts designated on the Child Development Form, in order to find an authorized person to pick up. The child will remain under the supervision of the Just Kids providers at all time.
  - If the child has not been picked up by 7:00 p.m., Just Kids will call the 24 hour State Central Registry Hotline at 1-877-NJ ABUSE (1-877-652-2873) to seek assistance in caring for the child.
- f. No child will be released from the program unsupervised except upon written instruction from the parent and approval by the Director.

## **ARCHWAY PROGRAMS JUST KIDS DISCIPLINE POLICY**

JUST KIDS promotes positive behavior in children through: setting consistent and realistic limits; structuring the environment to meet needs of children; structuring the schedule and activities to meet the developmental and special needs of children; encouraging and reinforcing cooperation and other pro-social behaviors; and teaching and modeling positive communication and interaction between staff and children. However, as in the schools, Just Kids has ***a zero tolerance policy regarding physical aggression***. Just Kids encourages the children to participate in establishing the discipline rules for their group. These rules are posted so that all children will be aware of their limits.

Behavioral issues are first dealt with pro-actively within the program. Behaviors that are developmentally appropriate for the child or children are dealt in a teaching manner rather than in a disciplinary manner. Ex. a six years old not staying in his/her seat without verbal redirection. Children will not be disciplined for failing to eat or sleep (if applicable to the child) or for soiling themselves.

When a child has difficulty participating within the rules of the program, the parent or guardian will be notified as outlined below. Staff will use a variety of interventions from the least intrusive and restrictive first to suspension from program, if warranted. These may include interventions such as using “think about it time”, re-directing the child to another activity, pointing out logical or logical consequences to the child’s behavior. Staff will utilize the parents as resources to help problem solve what interventions work best for a particular issue or problem. Just Kids makes the final decision regarding all disciplinary action based upon the individual case using the framework below:

**Verbal communication** is warranted with a parent for the following:

- Behavior against the rules of the program which has been exhibited multiple days and staff interventions may have worked to change the behavior at the moment, however, the behavior is on-going.
- This could take place in the form of a private short discussion at pick up time or a parent conference.

**Written communication** is warranted with a parent for the following using the Conduct Form:

- Behavior against the rules of the program that has been on -going and staff interventions have been generally ineffective. This includes on -going disrespect, disruptiveness, inappropriate language and defiant behavior.
- Behavior which puts the child or other children in jeopardy such as running off school grounds or out of the program room without permission, hitting another child, destruction of property, and self-injurious behaviors.

A parent conference will be held for infractions that warrant a written communication in order to problem solve the issue at this time.

A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program.

**Suspension** must be approved by the District Manager and is warranted for any of the following:

- The same or similar severe behaviors which have been written up a minimum of three times for the child.
- Child using inappropriate language or name calling directed at another which is seen as offensive to others.
- Behavior that puts the child or other children at imminent risk including: seriously verbally or physically threatening behavior, intimidating, physical fighting, hitting, biting, spitting upon or otherwise harming another.
- Physically assaulting a staff person.
- Child bringing an item that could be used as a weapon to program. (In this case the weapon is confiscated and the parent immediately called to pick up the child.)

A parent may be called to immediately pick up a child from the program if his/her behavior is not manageable within the program. *There is no refund of tuition for days missed due to suspension.*

Typically, there is a day between the parent notification of a suspension and the suspension date in order to assist the parent if finding alternate care. The suspension is for the next day if the child is seriously threatening another child or assaulted a provider. The length of the suspension will be determined on an individual basis. A parent conference may be required to take place in order for the child to return to the program.

Updated: June 29, 2021

**Expulsion Policy:** Just Kids reserves the right to terminate care for a child.

**Reasons for Termination of Care:**

- On-going behavior that a child has been suspended for previously.
- Behavior that places the child, other children or program at risk.
- Failure to pay monthly tuition or fees due to Just Kids.
- Parents' failure to follow Just Kid procedures outlined in Parent Handbook.
- Parents' acting in an abusive or harassing manner toward providers, staff or other participants in the program. This includes verbal abuse to staff in front of enrolled children.

**Parent Conference:** A parent conference to communicate and develop interventions or action plan takes place prior to the decision to terminate unless termination is due to an act or threat of violence, failure to pay, and or parent's abusive/ harassing behavior.

**Decision Making for Termination:** Each recommendation is reviewed by the District Manager and Just Kids administration. A decision is made on a case by case basis with the health and safety of the children and staff as the first priority.

**Notice of termination:** Sufficient notice is given of 5 days to the parent prior to termination both verbally and in writing. The length of the notice depends upon the risk level to the children and staff at the time. Immediate termination without prior notice will be enacted if the child or parent is placing other children, themselves or the program at an immediately risk. This includes an act or threat of violence or parental actions causing the expulsion.

*Please note that any threat or act of violence will not be tolerated and can result in immediate termination. School officials must be notified of the incident. Acts or threats of violence will require parents to come immediately to remove the child. If the act or threat is judged to place the children and staff in immediate danger 911 will be called. A child removed from Just Kids may not return to the program pending an investigation. Just Kids must uphold all school policies regarding threats or acts of violence.*

A child will not be terminated if a child's parent:

- Makes a complaint to the Office of Licensing regarding Just Kids alleged violations of a licensing requirement.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

**Archway Programs**  
**Just Kids**  
**Parent Communication/ Notification Policy**

**Policy:**

Just Kids uses face to face, phone calling, texting, individual/group emails to communicate all aspects of child care and operations needs to parents.

Parents and childcare providers communicate daily regarding all aspects of the program and child specific information informally at the time of drop off and pick up. The point person at each program for parent communication is the program Supervisor.

All communication related to the safety or wellbeing of a child is conducted either in person or talking directly with a parent over the phone. This includes communication of any behavioral incidents or injuries in the program.

Texting a parent is limited to responding to a parent text – that is not related to the safety or wellbeing of a child. (Such examples are to let a parent know that a text regarding who was going to pick up or a child absence was received.)

Parents are notified through a posted sign or flyer of any program events or needs. An example is to notify a parent of a Parent Participation activity coming up.

Individual or group emails are used to communicate business information to parents regarding tuition, deadlines, policies, or billing/collection needs.

Phone calls or emails are used to communicate individual specific information to parents regarding registration information, needed information, billing/collections, medication or other clarifications between the Just Kids Office and the parent.

The Just Kids website at [www.justkidsprograms.org](http://www.justkidsprograms.org) is used to communicate information regarding Just Kids operations and individual programs. Included on the website are our Parent Handbook/ FAQ for parent reference at any time. This information is updated on an on-going basis.

Just Kids also provides the Parent Handbook and the required documents listed below as part of our registration process. The receipt of these documents is either signed for electronically through our on-line registration process or by hand as part of the paper registration.

- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy/Expulsion Policy
- Parent Communication/Notification Policy
- Sick Child/Communicable Disease Policy
- Social Media Policy

**Archway Programs**  
**Just Kids Program**  
**Sick Child/Communicable Disease Policy**

The health and safety of children attending Just Kids is of primary concern to our staff. Just Kids must abide by all state regulations summarized below.

**Please Note:**

- *Medication:* Medication administration will only be made for children with special needs if failure to take the medication would jeopardize the child's health or prevent the child from attending childcare. Ex: inhalers and Epi-Pens. If your child fits into this category, there are additional procedures to be completed prior to enrollment. These procedures and forms can be obtained by calling Just Kids or on our website. *Please note: We do not have access to medications given to the school nurse.*
- No child who has displayed illness during the school day or at the time of program opening will be admitted to the program.

**Just Kids health practices include:**

- Exclusion of children and staff with infectious diseases until the contagion is no longer present.
- Frequent hand washing by staff and children.
- Appropriate handling of foods.

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

- Severe pain of discomfort
- Acute diarrhea
- Episodes of acute vomiting
- 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
- Mouth sores with drooling
- Stiff neck

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. Just Kids reserves the right to require a physician’s note to have a child return in other cases of health risks as well.

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 disease, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

## **TABLE OF EXCLUDABLE COMMUNICABLE DISEASES**

| <b><u>Respiratory Illnesses</u></b> | <b><u>Gastrointestinal Illnesses</u></b> | <b><u>Contact Illnesses</u></b> |
|-------------------------------------|--|---------------------------------|
| Chicken Pox*                        | Campylobacter*                           | Impetigo                        |
| German Measles*                     | Escherichia coli*                        | Lice                            |
| Hemophilus Influenza*               | Giardia Lamblia*                         | Scabies                         |
| Measles*                            | Hepatitis A*                             | Shingles                        |
| Meningococcus*                      | Salmonella*                              |                                 |
| Mumps*                              | Shigella*                                |                                 |
| Strep Throat                        |  |                                 |
| Tuberculosis*                       |  |                                 |
| Whooping Cough*                     |  |                                 |

\*REPORTABLE DISEASES THAT WILL BE REPORTED TO THE HEALTH DEPARTMENT BY THE CENTER.

Updated: June 29, 2021

**Archway Programs  
Just Kids  
Social Media Policy**

Just Kids uses the following means of communication and information sharing through social media and other web-based communication.

- Constant Contact emails to send news/photos of happenings within the programs to program parents, school personnel and administration/Board of Education.
- Archway Programs Facebook page showing images and events happening within Just Kids programs.
- Just Kids and Archway Program website to present information and images about services provided, events, and program components.

Permission requested from parents at the time of registration, allowing images of students to be included in the communications mentioned above as well as printed materials.

**Just Kids employees** are prohibited to take images of Just Kids participants with personal cell phones or cameras, unless the intent is to forward those to Archway Programs: Just Kids personnel for the above uses. Preferably all photos will be taken with the designated Just Kids cell phone on site.

**Just Kids employees** are prohibited from posting any images of Just Kids students on their personal social media sites, including but not limited to: Facebook, Instagram, and Twitter.

**Parents** visiting the Just Kids programs are to only take photos of their own children within the program for purposes of posting on any personal social media sites, including but not limited to: Facebook, Instagram, and Twitter.