



PARENT HANDBOOK



Dear Parents,

Welcome to the B.A.S.C. Network!

We are happy to have your child in our program. Please read this handbook carefully and let us know if you have any further questions regarding our policies and procedures. Your signature attesting to having read this document indicates compliance with all policies and regulations herein.

Sincerely,

Lori Yarusi & Andrea Maikowski

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COMMUNICATION

We feel it is very important to maintain an open and friendly path of communication with our families. We will regularly distribute information at your child's program site that will be of interest to you. Please be sure to contact the B.A.S.C. office with any concerns, suggestions, or comments!



FEES AND TUITION

Beginning with the 2010-11 school year, we now require that all parents/guardians pay their tuition using our EZ-EFT system of electronic bank drafts. The system will enable you to use either a checking account, savings account or credit card. Tuition will automatically be deducted on the first of each month. **Please note however, that we will require a physical check to be sent in for the first and last month's payments.** EZ-EFT will begin on October 1st and the last payment will be deducted on May 1st. At the end of the registration form you will be directed to fill in your EZ-EFT information.

Tuition received after the fifth of the month is considered delinquent and may result in immediate termination of service. Past due accounts will continue to charge a late fee of \$35 per month, collection and legal fees at the expense of the parent/guardian.

We reserve the right to request payments by money order from those individuals who exhibit poor payment patterns. If returned checks or EZ-EFT returns become habitual you will risk your child's expulsion from the program. A fee of \$35 will be charged and due in money order form. Tuition is charged every month even if your child is absent. No refund or adjustment can be made for illness or absenteeism.

Late pick-up fees

A fee of \$10 will be charged for the first 15 minutes past 6:00 P.M. a parent or guardian is late picking up their child. This applies after 6:30 P.M. for those on extended day plan. One dollar will be charged for each additional minute thereafter. Repeat offenders will be asked to remove their children from the program.

Flexible Schedules

Please add an additional \$15.00 per month for this option. We consider a flexible schedule to be when a child attends a set number of days per week but those days may vary week to week, or month to month.

Schedule Changes

There will be no charge for the first two changes but subsequent changes will be \$10 each.

PLEASE NOTE:

- ❖ The first and last months' tuition is due before your child starts the B.A.S.C. program. The last month's tuition is used as a security deposit.
- ❖ Tuition is figured on a total amount for the year and then broken into ten monthly payments. For this reason, monthly payments are equal regardless of how many days the program is open in a given month.
- ❖ Two week's notice is required to terminate enrollment. If notice is not given in this amount of time, the last month's payment may be forfeited.
- ❖ No refunds will be given to families who leave the program after April 30.
- ❖ Refunds given for any reason for the month of June's tuition, will not be issued until the following September.
- ❖ Please refer to our tuition schedule for further information regarding miscellaneous fees.
- ❖ We do not send out invoices except for outstanding balances.

PARENTS' CODE OF CONDUCT

We expect parents and guardians to be respectful and cooperative to our staff and to the children. Any parent who we feel is disrespectful, disruptive, threatening, uncooperative or inappropriate will risk their child's expulsion from the program. Parents are not permitted to approach or discipline other B.A.S.C. children in our program. A child may also be removed from the program due to a parent's or guardians habitual tardiness when picking up the child. Removal is also possible due to an overdue account.

ARRIVAL, DEPARTURE AND RELEASE OF CHILDREN

Drop-In Program

The drop-in program is designed as an as-needed service. If your child is registered as a drop-in, please let the staff at their program site know as far in advance as possible when your child will be attending. This should be done by leaving a message on the voice mail of your site, not on the voice mail of the B.A.S.C. office. We must be made aware of P.M. drop-ins at least one hour before the start of the program (preferably the evening before). Please make sure your child is aware that they will be coming to B.A.S.C. on a particular day and be sure to send a note to your child's classroom teacher to avoid any confusion at dismissal time!! Fees for the drop-in program will be billed after the drop-in occurs, or they may be paid for in advance if you prefer.



A.M. Arrivals Procedures

Please escort your child into the building and sign your child in. For the safety of everyone involved, opening times are dictated by the Board of Education and depend on the custodian's arrival times. Please do not arrive before your site's schedule times. Repeat offenders will risk expulsion from the program.

Please make your presence known to the appropriate staff member. At this time you can discuss with the staff any issues or concerns particular to your child. Remember, the better informed the staff is, the better they can assess and manage any situation which may arise.

P.M. Procedures

Please make sure your child's classroom teacher knows what days your child will be attending our program. This will avoid confusion at dismissal time!!



Please allow yourself sufficient travel time to pick up your child promptly.

At pick up time, please direct yourself to the appropriate staff member and make your presence known. You may then sign your child out. If our staff does not know you, you will be asked to show identification. Please be prepared for this until we get to know our parents and escorts.

Absence

For the safety of the children, please call your child's program site if your child will not be attending for any reason. **Please note that even if you notify the school office of an absence, you must call your B.A.S.C. site separately!** Tracking an absent child takes staff's time at a critical point in the day; for this reason a parent who neglects to call their child out three times will risk expulsion from the program.

If your child is sent home from school due to illness or any other reason and they are scheduled for our P.M. session that day, you are still responsible for calling us before the start of the session!

If it is your child's scheduled day for B.A.S.C. and he or she will be attending another function at the school, the child must first report to their B.A.S.C. program classroom until attendance is taken. Then and only then will that child be released. You must let us know if the child is returning to B.A.S.C. after the function or if they will be picked up. If they will be picked up directly from the function they will need to be signed out at B.A.S.C. before they leave the school building.

Escort and Release of Children

In order to provide a safe environment for your child, we ask that you please maintain an updated escort list in your child's file at the site, so that we may ensure your child's safe return home. If there are any changes in authorized escorts, please notify your child's program supervisor immediately. This should be done verbally and in writing. Proper identification will be required from all escorts.

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 Division's 24 hour Child Abuse 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 arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-877-NJ-Abuse) [1-877-652-2873] to seek assistance in caring for the child.

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

Court Orders

In cases where an enrolled child is the subject of a court order (ie: Custody Order, Restraining Order or Protection from Abuse Order) the B.A.S.C. Network must be provided with a Certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) request a more liberal version of the order in writing. In the case where both parents are afforded shared/joint custody by order of the courts, both parents must sign the request for more liberal interpretation of the order. In absence of a court order on file with The B.A.S.C. Network, both parents shall be afforded equal access to their child as stipulated by law. The B.A.S.C. Network cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued. If conflicting court orders are present, the most recently dated court order will be followed. Once presented with a Protection from Abuse or a Restraining Order, the B.A.S.C. Network is obligated to follow the order for the entire period it is in effect. Employees of The B.A.S.C. Network cannot at the request of anyone, except the issuing judge, allow the orders of the court to be violated. The B.A.S.C. Network will report any violations of the court orders to the court.

CLOSING PROCEDURES

School Closing

If school closes due to inclement weather, or there is an early dismissal for this reason, all B.A.S.C. sites will be closed. Please make alternative arrangements for your child in this eventuality and please inform the school office as to the nature of this arrangement. B.A.S.C. sites will open late on delayed opening days; please refer to your specific site information for exact opening times. No refunds will be given for emergency closing days.



Vacation Days

When school is closed for vacation, B.A.S.C. will also be closed.

SNACKS



Each day a snack will be provided at both the A.M. and P.M. programs. If your child has food allergies and/or is on a restricted diet, please inform the B.A.S.C. staff accordingly. If your child would prefer, you may send an alternate or additional snack from home.

ITEMS FROM HOME

The B.A.S.C. Network cannot be responsible for any items lost or stolen. Because we cannot differentiate between our students' belongings and the belongings of students not enrolled in the program, please check the school's lost and found for any missing items.

HEALTH POLICIES

Please do not send your child to the B.A.S.C. program if they have exhibited any signs of communicable diseases within the past 24 hours. If your child becomes ill while at the B.A.S.C. program you will be notified and expected to pick up your child or arrange to have them picked up as soon as possible.



In order for our staff to administer medicine, prescription or non-prescription, a physician's note along with a note from you with proper instructions should be brought to the program. Prescription medication must be stored in its original container with the prescription label still on it. If these are not submitted, medication cannot be given.



In the event of an emergency or accident, all efforts will be made to contact you immediately. If we are unable to reach you or your emergency contacts, an ambulance will be summoned if necessary.

B.A.S.C. Network Policy on the Management of Communicable Diseases

(As per the N.J. Dept. of Human Services, Division of Youth and Family Services licensing requirements)

If a child exhibits any of the following symptoms, he/she should not attend B.A.S.C. If such symptoms occur at B.A.S.C., the child will be separated from the other children and you will be called to take him/her home.

- ⊗ Severe pain or discomfort
- ⊗ Acute diarrhea
- ⊗ Episodes of acute vomiting
- ⊗ Elevated oral temperature of 101.5 Fahrenheit**
- ⊗ Sore throat or severe coughing
- ⊗ Yellow eyes or jaundice skin
- ⊗ Red eyes with discharge
- ⊗ Infected, untreated skin patches
- ⊗ Difficult or rapid breathing
- ⊗ Skin lesions that are weeping or bleeding
- ⊗ Swollen joints
- ⊗ Skin rashes lasting longer than 24 hours
- ⊗ Visibly enlarged lymph nodes
- ⊗ Stiff Neck
- ⊗ Blood in urine
- ⊗ Nasal discharge that is unclear

Once the child is symptom free, **** (with an elevated temperature the child must be fever free for 24 hours)** or have a physician's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to B.A.S.C.

Table of Excludable Communicable Diseases

If a child contracts any of the following diseases, please report it to us immediately. The child may **not return to B.A.S.C. without a physician's note** stating that the child presents no risk to himself/herself or others.

Respiratory Illnesses

- ⊗ Chicken Pox
- ⊗ German Measles*
- ⊗ Hemophilus Influenza*
- ⊗ Measles*
- ⊗ Meningococcus*
- ⊗ Mumps*
- ⊗ Strep Throat
- ⊗ Tuberculosis*
- ⊗ Whooping Cough*

Gastrointestinal Illnesses

- ⊗ Giardia Lamblia*
- ⊗ Hepatitis A*
- ⊗ Salmonella A*
- ⊗ Shigella*

Contact Illness

- ⊗ Impetigo
- ⊗ Lice
- ⊗ Scabies

Reportable diseases, as required by N.J.A.C. 10:122-7.10 (a).

If your child is exposed to any reportable disease at B.A.S.C. you will be notified in writing.

BEHAVIOR/DISCIPLINE

Our policy is to work closely with any child who is misbehaving. Children who continue to misbehave and/or not follow the rules set forth to the group at the beginning of the year will receive a disciplinary form. This form will be placed in the child's file after being reviewed by a parent. When a child receives three disciplinary forms he/she may be suspended from the B.A.S.C. program for three days. Upon return if the behavior does not improve, the parent will be asked to withdraw their child from the program. If the staff considers a particular behavioral incident to be particularly severe, the child might be expelled from the program immediately. Judging the severity of an incident or the need to write up an incident will be at the discretion of the B.A.S.C. staff.

Please note: if a child is suspended, no credit or reimbursement will be given for days missed. If a child is expelled from the program, no credit or reimbursement will be given for the remainder of that month.



Guidelines 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.

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.

Staff 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. Have a well-planned daily schedule.
- ☺ 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.

Staff can use positive discipline by intervening when necessary:

- ☺ Re-direct 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 is 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 we might say "That is not allowed here."

Staff can use positive discipline by showing respect 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.
- ☺ Appreciate the child's point of view.

Positive discipline takes time, patience, repetition and the willingness to change the way we deal with children.

EXPULSION GUIDELINES

Causes for Immediate Expulsion (not necessarily a complete list)

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

Parental Actions Leading to a Child's Expulsion (not necessarily a complete list)

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

Child's Action Leading to Expulsion (not necessarily a complete list)

- 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 for Suspension or Expulsion

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension or expulsion. A suspension is meant to be for a specific period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the suspension period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian MAY be given a specific suspension date that allows the parent sufficient time to seek alternate child
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

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 the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

Proactive Actions to Be Taken in Order To Prevent Suspension or Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- 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 copies 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.
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team.

DYFS INFORMATION TO PARENTS

Under provisions 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 this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). 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 Bureau of Licensing in the New Jersey Division of Youth and Family Services. 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, PO Box 18500, Newark, New Jersey 07191.

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 standards, you are entitled to report them to the Bureau of Licensing at: (609) 292-1021 or (609) 292-9220. 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 parent(s) 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 dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau of Licensing'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 also entitled to review the Bureau'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 DYFS inspections/investigations. DYFS 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 offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities of 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.

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 Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at: 1-800-792-8610, or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.