



JCC MetroWest  
760 Northfield Avenue  
West Orange, NJ 07052  
Phone: 973-530-3400  
Fax: 973-736-6871  
[jccmetrowest.org](http://jccmetrowest.org)

MetroWest

Department of Children and Families

Office of Licensing

## INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

The Leon and Toby Cooperman JCC on the Ross Family Campus

**Caren B. Ford**  
Chair, Board of Trustees

**Stuart E. Raynor**  
Chief Executive Officer

JCC MetroWest is a beneficiary agency of  
Jewish Federation of Greater MetroWest NJ.  
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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 you 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 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.

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Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

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## POLICY ON THE RELEASE OF CHILDREN

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

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

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

OOI/ POLICY ON THE RELEASE OF CHILDREN/APRIL 2017

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## 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. 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.
- 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.

You 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 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 hugs and caring 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.

001/ GUIDELINES FOR POSITIVE DISCIPLINE/APRIL 2017

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## **Policy on Methods of Parental Notification**

### **Notes to Staff**

The Staff is committed to keeping you updated on your child's progress. Pick-up and drop-off are not appropriate times to speak with a child's instructor at length, as they need to be focused on the children in their room. If you need to speak with your child's instructors, please contact them via email or contact the office. We will make sure that the instructors receive the message. The instructors will contact you as soon as possible. Please do not call staff at home or on their cell phones without their permission and please use discretion. If you need to provide the teacher with information during school hours, please call 970-530-3490 and we will get the information to the teacher on a timely basis.

### **On-going Communications**

In order to build relationships and to help your child through family transitions, it is important to keep us informed of any change in your child's life, especially things that can affect your child's behavior and adjustment in program, such as a big move. Please let us know through email or give us a call to notify us of any changes.

Please make sure to add our emails to your contact list to ensure our emails are not sent to a "Junk/Spam" folder: [dlucas@jccmetrowest.org](mailto:dlucas@jccmetrowest.org), [palmiron@jccmetrowest.org](mailto:palmiron@jccmetrowest.org), & [kidsclub@jccmetrowest.org](mailto:kidsclub@jccmetrowest.org).

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## Quick Reference




### Reporting Requirements for Communicable Diseases and Work-Related Conditions

(see New Jersey Administrative Code Title 8, Chapters 57 and 58)



**Communicable Disease Service**  
Disease Reporting Requirements and Regulations can be viewed at:  
<http://nj.gov/health/ed/reporting.shtml>



**Health care providers required to report:** physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

**Administrators required to report:** persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

**Laboratory directors:** For specific reporting guidelines, see NJAC 8:57-1.7.

<b>CONFIRMED or SUSPECT CASES</b> <b>TELEPHONE IMMEDIATELY to the</b> <b>LOCAL HEALTH DEPARTMENT</b>	<b>REPORTABLE WITHIN 24 HOURS</b> <b>OF DIAGNOSIS to the</b> <b>LOCAL HEALTH DEPARTMENT</b>	<b>REPORTABLE DIRECTLY to</b> <b>the NEW JERSEY</b> <b>DEPARTMENT OF HEALTH</b>
<ul style="list-style-type: none"> <li>• Anthrax</li> <li>• Botulism*</li> <li>• Brucellosis</li> <li>• Diphtheria</li> <li>• Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)</li> <li>• <i>Haemophilus influenzae</i>, invasive disease</li> <li>• Hantavirus pulmonary syndrome</li> <li>• Hepatitis A, acute</li> <li>• Influenza, novel strains only</li> <li>• Measles</li> <li>• Meningococcal invasive disease</li> <li>• Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism</li> <li>• Pertussis</li> <li>• Plague</li> <li>• Poliomyelitis</li> <li>• Rabies (human illness)</li> <li>• Rubella</li> <li>• SARS-CoV disease (SARS)</li> <li>• Smallpox</li> <li>• Tularemia</li> <li>• Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)</li> </ul>	<ul style="list-style-type: none"> <li>• Amoebiasis</li> <li>• Animal bites treated for rabies</li> <li>• Arboviral diseases</li> <li>• Babesiosis</li> <li>• Campylobacteriosis</li> <li>• Cholera</li> <li>• Creutzfeldt-Jakob disease</li> <li>• Cryptosporidiosis</li> <li>• Cyclosporiasis</li> <li>• Diarrheal disease (child in a day care center or a foodhandler)</li> <li>• Ehrlichiosis</li> <li>• <i>Escherichia coli</i>, shiga toxin producing strains (STEC) only</li> <li>• Giardiasis</li> <li>• Hansen's disease</li> <li>• Hemolytic uremic syndrome, post-diarrheal</li> <li>• Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen</li> <li>• Influenza-associated pediatric mortality</li> <li>• Legionellosis</li> <li>• Listeriosis</li> <li>• Lyme disease</li> <li>• Malaria</li> <li>• Mumps</li> <li>• Psittacosis</li> <li>• Q fever</li> <li>• Rocky Mountain spotted fever</li> <li>• Rubella, congenital syndrome</li> <li>• Salmonellosis</li> <li>• Shigellosis</li> <li>• <i>Staphylococcus aureus</i>, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only</li> <li>• Streptococcal disease, invasive group A</li> <li>• Streptococcal disease, invasive group B, neonatal</li> <li>• Streptococcal toxic shock syndrome</li> <li>• <i>Streptococcus pneumoniae</i>, invasive disease</li> <li>• Tetanus</li> <li>• Toxic shock syndrome (other than Streptococcal)</li> <li>• Trichinellosis</li> <li>• Typhoid fever</li> <li>• Varicella (chickenpox)</li> <li>• Vibriosis</li> <li>• Viral encephalitis</li> <li>• Yellow fever</li> <li>• Yersiniosis</li> </ul>	<p><b>Hepatitis C</b>, acute and chronic, newly diagnosed cases only <b>Written report within 24 hours</b></p> <p><b>HIV/AIDS</b> <b>609-984-5940 or 973-648-7500</b> <b>Written report within 24 hours</b></p> <ul style="list-style-type: none"> <li>• AIDS</li> <li>• HIV infection</li> <li>• Child exposed to HIV perinatally</li> </ul> <p><b>Sexually Transmitted Diseases</b> <b>609-826-4869</b> <b>Report within 24 hours</b></p> <ul style="list-style-type: none"> <li>• Chancroid</li> <li>• Chlamydia, including neonatal conjunctivitis</li> <li>• Gonorrhea</li> <li>• Granuloma inguinale</li> <li>• Lymphogranuloma venereum</li> <li>• Syphilis, all stages and congenital</li> </ul> <p><b>Tuberculosis</b> (confirmed or suspect cases) <b>609-826-4878</b> <b>Written report within 24 hours</b></p> <p><b>Occupational and Environmental Diseases, Injuries, and Poisonings</b> <b>609-826-4920</b> <b>Report within 30 days after diagnosis or treatment</b></p> <ul style="list-style-type: none"> <li>• Work-related asthma (possible, probable, and confirmed)</li> <li>• Silicosis</li> <li>• Asbestosis</li> <li>• Pneumoconiosis, other and unspecified</li> <li>• Extrinsic allergic alveolitis</li> <li>• Lead, mercury, cadmium, arsenic toxicity in adults</li> <li>• Work-related injury in children (&lt; age 18)</li> <li>• Work-related fatal injury</li> <li>• Occupational dermatitis</li> <li>• Poisoning caused by known or suspected occupational exposure</li> <li>• Pesticide toxicity</li> <li>• Work-related carpal tunnel syndrome</li> <li>• Other occupational disease</li> </ul>

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: [localhealth.nj.gov](http://localhealth.nj.gov).

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-828-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

**July 2013**  
[www.nj.gov/health/ed](http://www.nj.gov/health/ed)

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## COVID Policy & Policy on the Management of Communicable Diseases

Please complete the Health Screener daily before entering the JCC building. Please do **not** bring your child to school if they are presenting with an undiagnosed symptom.

IF your child(ren) and/or any other household members have the following level 1 symptoms:

- Persistent Cough,
- Shortness of breath,
- Trouble breathing,
- Fever of 100.4+,
- New loss of taste or smell

THEN your child (and sibling, even if well) must be out of Kids Club and be symptom free and fever free (without fever reducing medication) for 72 hours AND you must present a written doctor's note stating the source of the illness AND IF no source can be found: THEN child (and sibling) must stay out for 10 days from onset of symptoms or return after 72 hours symptom free with a negative Covid-19 test.

IF your child(ren) and/or any other household members have at least two of the following symptoms:

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

THEN child with symptoms will stay out for 72 hours, must be symptom free and fever free (without fever reducing medication) AND have a doctor's note identifying the origin of the illness in order to return.

Furthermore, for a child to return they must be feeling well and have the ability to participate in activities as usual.

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## COVID Policy & Policy on the Management of Communicable Diseases (cont.)

IF your child(ren) and/or any other household members have come in close contact with someone who is confirmed positive THEN you must report it to the Kids Club Director **immediately** AND we will inform the NJ Department of Health for guidelines on next steps for cleaning and potential closing. THEN, we will notify appropriate program families and staff. THEN, INDIVIDUAL and/or siblings will be required self-quarantine and monitor symptoms for 14 days from the last date of exposure to that infected person (whether exposure was within or outside of the school). Before returning to program, child must symptom free.

IF there is a confirmed case in your household of COVID-19: THEN you must report it to the Kids Club Director immediately AND we will inform the NJ Department of Health for guidelines on next steps for cleaning and potential closing. THEN, we will notify appropriate program families and staff AND the affected individual must be completely symptom-free for 10 days and present a negative test result for COVID-19.

Those people in contact with the affected individual will self-quarantine for 14 days from the last date of exposure including children and staff in the class and may return symptom-free.

IF a child is sent home due to any of the below communicable illnesses listed in our DCF listings (please see below) and applicable for non-COVID times, THEN a written note from an appropriate health care provider (other than a parent or medical colleague) is required to be provided to the Kids Club office indicating that the child poses no serious health risk to themselves or others:

- Sever pain or discomfort
- Yellow or jaundiced eyes or skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult rapid breathing
- Skin rashes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling
- Stiff neck

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## **COVID Policy & Policy on the Management of Communicable Diseases (cont.)**

IF a child becomes sick while at program, THEN the child will be isolated AND will need to be picked up within 45 minutes. IF we cannot contact a parent, emergency contacts will be called and must be able to arrive at the JCC within 45 minutes. IN NO CIRCUMSTANCES is a child allowed to come to the Kids Club Program having taken pain or fever reducing medication.

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## EXPULSION POLICY

**NAME OF CENTER:** JCC Metrowest

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

**IMMEDIATE CAUSES FOR EXPULSION:**

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

**PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

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

**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.
- Other (explain)

**SCHEDULE OF EXPULSION:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

**A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- 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 THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- |   |  |
|---|--|
| • Try to redirect child from negative behavior.                               | • Document the child's disruptive behavior and maintain confidentiality.   |
| • Reassess classroom environment, appropriateness of activities, supervision. | • Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.                                 |
| • Always use positive methods and language while disciplining children.       | • Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors. |
| • Praise appropriate behaviors.   | • Give the parent literature of other resources regarding methods of improving behavior.   |
| • Consistently apply consequences for rules.                                  | • Recommend an evaluation by professional consultation on premises.  |
| • Give the child verbal warnings.   | • Recommend an evaluation by local school district study team.   |
| • Give the child time to regain control.                                      |  |

OOI/EXPULSION POLICY/ APRIL 2017

The Leon and Toby Cooperman JCC on the Ross Family Campus

**Caren B. Ford**  
Chair, Board of Trustees

**Stuart E. Raynor**  
Chief Executive Officer

JCC MetroWest is a beneficiary agency of  
Jewish Federation of Greater MetroWest NJ.  
Member of JCC Association of North America.  
JCC MetroWest strives to ensure access and meaningful  
participation by all members of the community.



JCC MetroWest  
760 Northfield Avenue  
West Orange, NJ 07052  
Phone: 973-530-3400  
Fax: 973-736-6871  
[jccmetrowest.org](http://jccmetrowest.org)

MetroWest

## Parent Consent Form

CHILD'S LAST NAME	FIRST NAME	M.I.	DATE OF BIRTH:
ADDRESS:			SCHOOL AND GRADE:
CITY/STATE/ZIP			HOME PHONE:
PARENT NAME:		PARENT NAME:	

1. I give permission for my child \_\_\_\_\_, to participate in scheduled/unscheduled spontaneous field trips during the time he/she is in the care of, and under the direction of the staff of the JCC. In most cases, an individual permission slip, prior to each event, will be distributed for me to sign. However, from time to time, we may take spontaneous walking trips to several places nearby.

YES ☐ NO ☐

2. I give my permission for my child's photograph & name to be used in any advertising print medium or website including the Kids Club Facebook page.

YES ☐ NO ☐

3. I give my permission for my child's name, address and telephone number to be printed in the Kids Club Student Directory to be released by the JCC. I hereby agree that I will not permit any other person other than my child's parent and/or legal guardian to have access to this directory.

YES ☐ NO ☐

4. In the event of an emergency requiring medical treatment, if the JCC cannot reach either parent(s) or emergency contact person, I authorize the Agency to act as a Guardian for my child according to its best judgement.

YES ☐ NO ☐

Insurance Company: \_\_\_\_\_ Hospitalization Policy #: \_\_\_\_\_

Telephone : \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA**

Every employee has the responsibility to maintain and enhance the center's public image and to use the Internet in a responsible manner. Employees must maintain professionalism at all times in all communications (in-person, written, or online) with the Center community. Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from other classrooms within the Center, as well as others outside the Center community. Therefore, all information disseminated will be consistent with the professional standards of the Center as expressed within this Social Media Policy and the Center's Handbook.

Employees may be held responsible for any online behavior or content that connects them to the Center or implicates the Center in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the Center's mission and philosophy. The publication of photos, images, or artwork of students at the Center, whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at the Center have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions.

The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does the Center wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee. The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (the Center's website/Facebook page, etc.) unless prior written approval from the Director has been obtained.

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## PARENT RECEIPT OF INFORMATION:

- ☐ Information to Parents Document
- ☐ Policy on the Release of Children
- ☐ Positive Guidance and Discipline Policy
- ☐ Policy on Methods of Parental Notification
- ☐ Policy on Communicable Disease Management
- ☐ Expulsion Policy
- ☐ Policy on the Use of Technology and Social Media

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

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Child(ren)'s Name

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Parent/Guardian's Name

---

Signature

---

Date

00L/ PARENT RECEIPT OF INFORMATION/APRIL 2017

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