

# WELCOME BACK TO S.A.C.C.

Dear S.A.C.C. Parents,

We would like to welcome you to the Bergenfield School Age Child Care Program. Our program provides after school care for your child at the end of the school day until 6:00 p.m. The care we offer your child includes help with homework, recreational activities, arts and crafts projects, and most important, a time to socialize and have fun with their peers in a warm and caring environment.

We would like to offer you a few reminders to help make your child's adjustment to the after school program easier. *Please remember to send your child with a snack and a drink each day.* Remind your child that one of the snacks you send to school is to be saved for the *After School Program.*

**Please be sure that your emergency forms are updated and correct. Please advise us of any changes as soon as they occur. It is extremely important that we are able to contact you in case of an emergency.**

We need two names other than yours as emergency contacts and two names as alternates for picking up your child. This is required by *state law*. We also need the phone numbers and addresses of these people as well as your phone number at work.

Our program runs from **3:10 p.m. until 6:00 p.m.** We ask that you pick up your child no later than 6:00 p.m. If you cannot be there by 6:00 p.m., please have one of your alternates pick up your child. *If your child is not picked up by 6:00 p.m. there will be a **late charge**, which will be strictly enforced.* If you plan to send someone to pick up your child that is not listed as an alternate on your emergency form, we must have a note from you designating that person to pick up your child. We do ask for identification when we do not know the person picking up your child. If an emergency occurs, we will accept a phone call from you in place of a note. *We will not allow children to call you at work for permission to go home with other children.* Play dates must be planned in advance. If your child will not be attending the After School Program on any given day, please send in a note to their teacher, they will let us know. Please tell your child to report directly to the After School Program when school is over. They should not stop anywhere on the way. All these rules help assure the safety of your child.

If your child will be attending any other activities after school, we need to have a note or a schedule from you. More important, if your child will be going on a trip with these groups, they cannot leave the school grounds, even though the group leader may have a note from you. The After School Program is responsible for your child; therefore, we need authorization for your child to leave the Program with their leader. If not, they will not be able to go on their trip.

On half days our program begins at 12:30 when school ends. On these days we provide pizza lunch for the children at a cost of \$2.00 per slice. They can bring in their own lunch if they wish not to have pizza.

The cost of the After School Program is \$180.00 per month for one child and \$320.00 for two children. (This includes short months such as December and June). ***THERE IS NO PART TIME RATE!***

If September payment was not paid in June, your first payment is due on the first day of school. All payments thereafter are due on the 15<sup>th</sup> of the month to be applied to the upcoming month. If you have any questions concerning this payment schedule, please see us for further clarification. *It is very important that all payments be made on time because we base our staffing on the number of paid up children that we have attending our program in any given month.*

We are looking forward to an enjoyable year at the Bergenfield School Age Child Care After School Program (S.A.C.C.). If you have any questions or concerns please feel free to see us at any time.

**COVID-19 is still here...**

We will continue to follow all Federal, State and Local Authorities guidelines as well as the Bergenfield Board of Education's protocols and procedures to all work together to prevent the spread of the COVID-19 virus. Please join us in our efforts by reminding your children to do their part.

Thank you,

Mrs. Moore & Ms. Ely

**OUR PHONE NUMBER IS: (201) 385-2732**

# AFTER SCHOOL SCHEDULE

*(\*\*\*Please note that this schedule is approximate times and subject to change depending on circumstances that present themselves throughout the school year.)*

## MONDAY THROUGH THURSDAY

3:15 - 3:25	Attendance and Snack Time
3:25 – 3:30	Clean up
3:30 – 4:30	Homework
4:30 – 5:45	<i>Inside:</i> Quiet Games / Arts and Crafts / Gym / Movies <i>Outside:</i> Blacktop and field
5:45 – 6:00	Clean up and child pick up

## FRIDAYS

3:15 - 3:25	Attendance and Snack Time
3:25 – 3:30	Clean up
3:30 – 5:45	<i>Inside:</i> Quiet Games / Arts and Crafts / Gym / Movies <i>Outside:</i> Blacktop and field
5:45 – 6:00	Clean up and child pick up

**FRIDAYS ARE CONSIDERED A “FREE” DAY FOR CHILDREN. THEY ARE NOT REQUIRED TO DO THEIR HOMEWORK AT THE AFTER SCHOOL PROGRAM UNLESS SPECIFIED BY THE PARENT/GUARDIAN.**

## HALF DAYS

12:30 – 12:45	Attendance and Preparation for Lunch
12:45 – 1:30	Pizza Lunch
1:30 – 3:00	<i>Inside:</i> Quiet Games / Arts and Crafts / Gym / Movies <i>Outside:</i> Blacktop and field
3:00 – 3:25	Snack Time
3:25 – 3:30	Clean Up
3:30 – 6:00	On half days, we will resume our regular daily schedules listed above for each respective day.

## **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, he/she should not attend school and our program. If such symptoms occur at school or our program, they will be removed from the classroom, 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 degrees 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
- Skin rashes in conjunction with fever or behavior changes
- Lethargy
- Mouth sores with drooling
- Stiff neck

Once the child is symptom free or has 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 the center unless contraindicated by local health department or Department of Health.

### **TABLE OF EXCLUDABLE COMMUNICABLE DISEASE**

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

#### **Respiratory Illness**

Chicken Pox  
German Measles\*  
Hemophilus Influenzae\*  
Measles  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*

#### **Gastrointestinal Illness**

Giardia-Lambliia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

#### **Contact Illness**

Impetigo  
Lice  
Scabies

\*Reportable diseases, as specified at:

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

If your child is exposed to any reportable disease at the program, you will be notified in writing.

## **DISCIPLINE POLICY**

When disciplining a child, we follow the three chance rule. If a child misbehaves or break the program's rules, we do the following at the After School Program:

1. Explain that we have rules at the After School Program and such behavior is not allowed.
2. Issue a warning and explain the consequences if such behavior continues.
3. If the child still continues such behavior, we issue a time-out.

Time-outs are not meant as punishment, but as a means for the child to evaluate and change what has just taken place. Every situation does not require time-out. It should be used selectively. It should be kept to a minimum. No children should ever be in time-out for more than five minutes. After the selected time, the child is asked why he or she was Put in time-out and we try to make them understand why such behavior is not allowed. If there is a discipline situation that an assistant feels they can't handle, the child is then brought to the Head Teacher.

If the problem persists, we will then discuss it with the parent(s).

### **PLEASE NOTE:**

\*\*\* On the back of the application, it is so noted that a child may be removed from this program at the discretion of the director for actions deemed harmful to others or to the program.

\*\*\* No child should ever be deprived of food, isolated or subject to physical exercise as a means of punishment by staff or another child.

## **EXPULSION POLICY**

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 terminate 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 and/or habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Any other abnormal behavior deemed by the director of the program to be harmful to any child, staff member or to the program.

### **CHILD'S ACTIONS FOR EXPULSION**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums and/or angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting
- Any other abnormal behavior deemed by the director of the program to be harmful to any child, staff member or to the program.

### **SCHEDULE OF EXPULSION**

- If after any 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
- 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 will be given a specific expulsion date that allows the parent an adequate amount of 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 WILL BE TAKEN IN ORDER TO PREVENT EXPULSION**

- Try to redirect child from negative behavior
- Reassess classroom environment, appropriate of activities, supervision.
- Always use positive methods and language while disciplining children
- Praise appropriate behaviors
- Consistently apply consequences for rules

- Child will be given verbal warnings
- A brief time-out will be given so child can regain control
- Child may lose certain privileges (ie.- suspended from gym activity, etc.)
- Child's disruptive behavior will be documented and maintained confidentially
- 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
- The parent/guardian 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.

## **IMPAIRED INDIVIDUAL POLICY**

Our first obligation is to the safety of all children in our care. Therefore, the Bergenfield S.A.C.C. After School Program will not release any child to a person who exhibits physical evidence of impairment (i.e.- operating under the influence of alcohol or other substance).

Releasing a child into a potentially hazardous situation would constitute endangerment. It is our policy, therefore, that we detain any person picking up a child whom we deem too impaired to safely transport and/or care for that child.

We will make every effort to locate an alternate person to pick up the child from the emergency numbers provided by the parents.

If any angry or hostile situation occurs, we reserve the right to contact the police to ensure the well-being of our staff and the children.

We also reserve the right to contact the Department of Youth and Family Services, if necessary.

## **INFORMATION TO PARENTS**

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. 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 standards, 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 Office 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 Office'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 DHS inspections/investigations. DHS 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 Office 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/](http://www.state.nj.us/dcf/).

## **LATE PICK-UP POLICY**

Please be advised that the after school program closes promptly at 6:00pm. Please make arrangements to have your child picked up by this time. We will cooperate to the best of our abilities in the event of an emergency. However, if your child is not picked up by 6:00pm, a fee will be charged. The fees are as follows:

<b>TIME</b>	<b>FEE</b>
6:01 – 6:05	\$5.00
6:06 – 6:10	\$10.00
6:11 – 6:15	\$15.00
6:16 – 6:20	\$20.00
6:21 – 6:25	\$25.00
6:26 – 6:30	\$30.00
Etc...	Etc...

At 6:00pm, the Bergenfield S.A.C.C. program is discharged of any liability and responsibility. After an hour of being late to pick up your child without prior notification to the program, it is considered neglect by State Law. Our application also states that if a child is not called for by 6:00pm on more than two occasions, the child may be removed from the program.

## PAYMENT SCHEDULE AND POLICY

We would like to inform you of our payment policy and schedule. Payments are due on the 15<sup>th</sup> of the month for the upcoming month. Parents will be allowed a 5-day grace period to remit payment. After the five days, a late fee of \$5.00 per day will be added to your child's tuition. The payment schedule for this year is as follows:

Payment is due on...	For the month of...
September 8 <sup>th</sup>	September
September 15 <sup>th</sup>	October
October 15 <sup>th</sup>	November
November 15 <sup>th</sup>	December
December 15 <sup>th</sup>	January
January 14 <sup>th</sup>	February
February 15 <sup>th</sup>	March
March 15 <sup>th</sup>	April
April 8 <sup>th</sup>	May
May 13 <sup>th</sup>	June
June 15 <sup>th</sup>	Summer Camp and September 2022 Deposits

Tuition ***must*** be paid in the form of a check or money order. Please remember to make all payments out to: ***Bergenfield S.A.C.C., Inc.***

## PROGRAM RULES

1. Never leave the class without telling an adult in charge. (Even to use the bathroom or to get a drink).
2. If you or someone else gets hurt, tell one of the adults in charge immediately.
3. Listen carefully when you are being given directions or instructions - **PAY ATTENTION.**
4. Do not talk when a teacher is talking to you or the class.
5. Freeze means stop, look and listen immediately while putting your hand up.
6. You must clean up after yourself and pitch in with others to keep our class clean and neat.

For example:

- a. After art
- b. After snack and drinks
- c. After playing with games

7. You must keep track of all your belongings.
8. If you bring any electronic devices - **YOU ARE RESPONSIBLE FOR THEM.**
9. When we have use of the gym, you must wear sneakers. If not you will not be Allowed to play in the gym.
10. Do not bring money to the After School unless for pizza. This money should be given to YOUR COUNSELOR. They will hold it for you.
11. **SHARE-** Everything in the program belongs to everyone.
12. Do not exclude anyone.
13. NO TEASING, FIGHTING, HITTING, PUSHING, PUNCHING ETC....
14. Keep your hands to yourself- **NO TOUCHING.**
15. Show good sportsmanship. Play fairly.
16. Do not touch the other children's belongings- THEY DO NOT BELONG TO YOU!
17. COOPERATE AT ALL TIME.
18. BE RESPECTFUL TO YOUR TEACHERS AT ALL TIMES.
19. **PLEASE** do not forget your homework in class.
20. Homework is to be done at the After School, unless we have a note saying that it will be done at home.

## POLICY ON THE RELEASE OF CHILDREN

Children may be released only to the child's parent or guardian or a person authorized by the parent to take the child from the program and to assume responsibility for the child in an emergency if the parent cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the program 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 program'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 program 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 program 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)

# SOCIAL MEDIA POLICY

*The State of New Jersey Department of Children and Families, Office of Licensing requires that all licensed Child Care Centers develop and follow a written policy on the use of social media.*

## **POLICY STATEMENT**

*The Bergenfield School Age Child Care Center recognizes the value of online social media tools for access to information and communication purposes. We believe that any use of social media must not place at risk the safety, health or well-being of our children, staff, families and visitors of our program.*

## **DEFINITION**

Social media, for the purpose of this policy, should be understood to include any website or forum that allows for open communication on the Internet including but not limited to: blogs, wikis, micro-blogging sites, social networking sites, virtual worlds, video and photo sharing websites and content published online.

If you choose to post a personal website or to participate in social media, (i.e. Facebook, Twitter, YouTube) chat rooms, or blogs, the following guidelines must be followed:

1. The Bergenfield School Age Child Care Center Code of Conduct requires that the staff do not initiate outside contact with program participants. Under no circumstances should an employee encourage access or provide access information to his/her personal website or blog to a participant under the age of (18) eighteen.
2. The use of photos, logos, or images of the Bergenfield School Age Child Care Program is prohibited.
3. All staff members of the Bergenfield School Age Child Care Center must uphold the program's value of respect for the individual and avoid making defamatory statements about the Bergenfield School Age Child Care Center supervisors, employees, families, participants, clients, partners, affiliates, and others including competitors.
4. Any personal website, blog, or social network interactions should not contain commentary and/or links that violate the Bergenfield School Age Child Care Center policies on harassment or discrimination.
5. Any reference to the Bergenfield School Age Child Care Center must include a disclaimer stating that the views expressed are yours alone and they do not necessarily reflect views of the Bergenfield School Age Child Care Center.
6. Staff of the Bergenfield School Age Child Care Center are asked to promote the core values of caring, honesty, respect, and responsibility in their speech and behavior at the Bergenfield School Age Child Care Center, with the community, and in any public forum.

7. The only approved website is [www.bergenfieldsacc.com](http://www.bergenfieldsacc.com) No other website is endorsed by the Bergenfield School Age Child Care Center.

8. Posting Bergenfield School Age Child Care Center information and pictures on your personal social media page is prohibited (without approval). If you wish to post information/pictures related to the Bergenfield School Age Child Care Center on your personal page, approval is needed from Program Director prior to posting.

9. Parents/Guardians are prohibited from posting photographs or videos (from the Bergenfield School Age Child Care Center) of any child other than their own.

10. The Bergenfield School Age Child Care Center requires that all staff members use good judgement and discretion when posting on social media sites and abide by the internal Bergenfield School Age Child Care Center Policy.

# PROGRAM AND POLICIES ACKNOWLEDGEMENT

***PLEASE READ ALL INFORMATION GIVEN TO YOU, SIGN THE FORM BELOW AND RETURN TO THE AFTER SCHOOL PROGRAM WITH COMPLETED APPLICATION. Thank you for you cooperation.***

I check that you have received and read a copy of the following which were given to you by the *BERGENFIELD S.A.C.C., INC. PROGRAM*:

- |   |  |
|---|--|
| <input type="checkbox"/> WELCOME LETTER               | <input type="checkbox"/> INFORMATION TO PARENTS      |
| <input type="checkbox"/> AFTER SCHOOL SCHEDULE        | <input type="checkbox"/> LATE PICKUP POLICY          |
| <input type="checkbox"/> COMMUNICABLE DISEASES POLICY | <input type="checkbox"/> PAYMENT SCHEDULE AND POLICY |
| <input type="checkbox"/> DISCIPLINE POLICY            | <input type="checkbox"/> PROGRAM RULES               |
| <input type="checkbox"/> EXPULSION POLICY             | <input type="checkbox"/> RELEASE OF CHILDREN POLICY  |
| <input type="checkbox"/> IMPAIRED PARENT POLICY       | <input type="checkbox"/> SOCIAL MEDIA POLICY         |

I have signed this form to acknowledge that I have read all documents given to me in the **WELCOME BACK PACKET**. I have received and read a copy of the **INFORMATION TO PARENTS STATEMENT** prepared by the Bureau of Licensing in the Division of Youth and Family Services. I have recorded the phone number of the program and put it in a place that is available to me at all times and also have given it to anyone that has my permission to pick up my child.

I also fully understand the Bergenfield S.A.C.C.'s rules by which the program is run, including **LATE FEES** for picking up children and the **LATE FEES** that will be charged if payments are not made on or before the 15<sup>th</sup> of each month.

**I also understand that S.A.C.C. is not a tutoring center.** Each day except Fridays, S.A.C.C. will provide a quiet space for my child to do his or her homework and a staff member will help my child if he or she is having difficulty with their homework.

I also understand that I will inform the director in writing if my child will be going to any Club meetings, sports practices or games, etc. I understand they will not be able to leave school grounds unless authorized to do so. It is my understanding that if all these rules are not followed, my child may be removed from the program.



In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with the informational statement prepared by the Bureau of Licensing.

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 to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State.

Please read this statement carefully and, if you have any questions, feel free to contact us at 201-385-2732.

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Parent's/Guardian's Name (printed)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date