

Hoboken Day Care 100  
124 Grand Street  
Hoboken, NJ 07030  
201-792-4666  
Hobokendaycare100.com

## APPLICATION FORM

Date \_\_\_\_\_

Requested Start Date \_\_\_\_\_

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

Child's Age \_\_\_\_\_ Child's Birthdate \_\_\_\_\_

Child's Address \_\_\_\_\_

Parents are ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐ Single

### MOTHER'S INFORMATION

Mom's Name \_\_\_\_\_

Mom's Address (if different from child's) \_\_\_\_\_

Home Phone \_\_\_\_\_ Driver's License # \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Mom's Employer (include name, address, telephone number and extension)

\_\_\_\_\_  
\_\_\_\_\_

### FATHER'S INFORMATION

Dad's Name \_\_\_\_\_

Dad's Address (if different from child's) \_\_\_\_\_

Home Phone \_\_\_\_\_ Driver's License # \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Dad's Employer (include name, address, telephone number and extension)

\_\_\_\_\_  
\_\_\_\_\_

## SIBLINGS

Are there any siblings? Please specify name, age and gender.

Name \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Does your child require medication on a regular basis? (We do administer medication when needed, including nebulizer treatments.)

Age your child began to: Sit \_\_\_\_\_ Crawl \_\_\_\_\_ Walk \_\_\_\_\_

Age your child began to: Talk \_\_\_\_\_

Does your child have any speech, hearing or visual problems?

Do you have any concerns in these areas?

Does your child have any special needs or concerns?

Does your child have any medical conditions that we should be made aware of?

Does your child have any restrictions on play or other activities?

Does your child have any food restrictions? If yes, please list below. If yes, you **MUST** provide the center with paperwork from your doctor stating specific allergies. You must also fill out an allergy form with the office.

Are you concerned that your child may be prone to any type of allergies?

## DOCTORS

Pediatrician's name and phone number \_\_\_\_\_

Dentist's name and phone number \_\_\_\_\_

**Please circle any of the appropriate conditions that may pertain to your child:**

**Does your child have?**

**Has your child had any of these diseases?**

**Constipation**

**Asthma**

**Convulsions**

**Bronchitis**

**Diarrhea**

**Chicken Pox**

**Fainting Spells**

**Diabetes**

**Frequent Colds**

**Heart Disease**

**Frequent Ear Infections**

**Hepatitis**

**Frequent Sore Throats**

**Impetigo**

**Lice**

**Measles**

**Ringworm**

**Mumps**

**Skin Rash**

**German Measles**

**Stomach Upset**

**Polio**

**Urinary Problems**

**Scarlet Fever**

**Worms**

**Tuberculosis**

**Whooping Cough**

**Is your child prone to: upset stomach, colds, seasonal allergies, earaches, headaches, sore throats, nosebleeds, etc? \_\_\_\_\_**

**Do you have a backup plan if your child is ill and cannot attend or becomes ill and must be picked up from school? \_\_\_\_ Yes \_\_\_\_ No**

#### **PICK UP INFORMATION**

**Our regular hours are from 7:30am until 5:30pm.**

**Will you require our aftercare service? \_\_\_\_ Yes \_\_\_\_ No**

**Is there anyone other than mom or dad that will be picking up or dropping off your child on a regular basis? If yes, please provide the name of the person(s) that will be dropping off and picking up and indicate their relationship to your child:**

**Name: \_\_\_\_\_ Relationship: \_\_\_\_\_**

**Name: \_\_\_\_\_ Relationship: \_\_\_\_\_**

## **CHILD'S HISTORY**

**Has your child ever been in daycare before?** \_\_\_\_\_

**What type (center, family daycare, etc)?** \_\_\_\_\_

**Was it a positive experience?** \_\_\_\_\_

**Why are you looking for childcare?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Are there any recent traumatic or major events your child has been exposed to such as a death in the family, divorce, new sibling, etc?**

\_\_\_\_\_  
\_\_\_\_\_

**What language(s) are spoken at home?** \_\_\_\_\_

**Are there any areas you would like to see your child working on?**

\_\_\_\_\_  
\_\_\_\_\_

**What is your child's temperament? Are they easy going, hard to please, demanding, etc?**

**How would you describe their**

**personality?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What is your normal method of discipline?** \_\_\_\_\_

**What are some of your child's favorite activities?**

\_\_\_\_\_  
\_\_\_\_\_

**What are some of your child's favorite foods?**

\_\_\_\_\_  
\_\_\_\_\_

**If infant, is your child on formula (what type), breastmilk, baby food, baby snacks, etc?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Child's usual dining habits: (circle all that apply) high chair, booster seat, feeds self, used utensils, bottle, sippy cup, regular cup**

**Are there any foods your child dislikes?**

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**Does your child have any security objects (blanket, pacifier, toy, etc)?**

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**Can your child be relied upon to indicate bathroom wishes?** \_\_\_\_\_

**What time does your child go to sleep at night?** \_\_\_\_\_

**Does your child sleep through the night?**

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**Does your child sleep in a crib, bed, other?** \_\_\_\_\_

**Does your child require soothing to go to sleep (back rubbing, rocking, pacifier)?** \_\_\_\_\_

**What is your child's disposition when waking up (happy, grouchy, clingy)?**

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**What are your hopes/expectations for your child here?**

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**CHILD'S HEALTH RECORD (A copy of current immunization records will be needed)**

**Are your child's immunizations currently up to date?** \_\_\_\_\_

**General state of health?**

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**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**HOBOKEN DAY CARE 100**  
**EMERGENCY CONTACT INFORMATION**

Child's Name \_\_\_\_\_  
Parent/Guardian #1 Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Work Phone \_\_\_\_\_

Parent/Guardian #2 Name \_\_\_\_\_  
Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Work Phone \_\_\_\_\_

**EMERGENCY CONTACTS**

(WHEN ATTEMPTS TO REACH PARENTS ARE NOT SUCCESSFUL AND WHO MAY PICK CHILD UP)

Name \_\_\_\_\_  
Relationship to Child \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship to Child \_\_\_\_\_  
Phone \_\_\_\_\_

**PERSONS AUTHORIZED TO PICK UP YOUR CHILD**

(PARENT/GUARDIAN MUST LET THE CENTER KNOW WHEN SOMEONE OTHER THAN PARENT/GUARDIAN  
WILL BE PICKING A CHILD UP)

Name \_\_\_\_\_  
Relationship to Child \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship to Child \_\_\_\_\_  
Phone \_\_\_\_\_

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**PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT**

Child's Name \_\_\_\_\_  
Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_  
Parent(s) Name(s) \_\_\_\_\_  
Parent(s) Address \_\_\_\_\_

**Child's Medical Information**

Medical Problems \_\_\_\_\_

Allergies \_\_\_\_\_

Medicine(s) child is taking:

\_\_\_\_\_

Medicine(s) child is allergic to:

\_\_\_\_\_

Child's Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

**Child's Insurance**

Company/HMO \_\_\_\_\_

Group Number \_\_\_\_\_ ID # \_\_\_\_\_

I (we) state that we are the parent(s)/guardian(s) having legal custody of the above child and we attest that the information above is correct. I (we) authorize the above child care center director or director's designee to obtain emergency treatment for my child. I consent to an x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor at a recognized medical facility, under the general or special supervision of a licensed physician or surgeon.

The following steps will be followed in an emergency:

1. The parent/guardian will be contacted immediately.
2. The child's physician will be contacted.
3. We will attempt to contact you through all the emergency persons listed on the child's application form.
4. If we cannot contact you or the child's physician we will do any or all of the following:
  - a. Call for emergency first aid assistance/transportation
  - b. Call another physician
  - c. Have the child transported to an emergency hospital in the company of a staff member

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_ Date Permission Terminated \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

## 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. 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 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'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 [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are 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.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

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

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

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

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**DISCIPLINE POLICY**

- 1. Each classroom teacher will discuss and reinforce “Classroom Rules” through Circle Time activities, role playing, socialization activities, visual aids such as pictures and films and through songs.**
- 2. Teachers will set limits in the classrooms while encouraging and rewarding positive behavior.**
- 3. If a child exhibits negative behavior the child will be spoken to in a calm yet firm manner.**
- 4. If a child persists in disrupting the normal activities of the classroom the teacher will separate the child from the rest of the group by designating a “time out” area with a chair for the child. During that time the child will not be allowed to use any materials or interact with other children.**
- 5. If the disruptive behavior of a child becomes consistent and disrupts classroom management and daily classroom routine the teacher will consult with the Head Teacher/Director. They will offer positive discipline, suggestions and techniques. They will observe the child in the classroom. The teacher will record daily observations of the child in the classroom.**
- 6. If the child’s behavior does not improve the Head Teacher/Director will schedule a conference with the child’s parent and teacher. The conference will include a discussion of effective and consistent methods to be used to remediate the child’s behavior problem.**
- 7. The teacher will inform the Head Teacher/Director and parents of the child’s progress through a conference and written evaluation.**

**GENERAL PROCEDURE**

- 1. Teachers will not discuss a child’s negative behavior with the parent without first consulting the Head Teacher/Director.**
- 2. There will be NO PHYSICAL PUNISHMENT of any kind to any child.**
- 3. Positive reinforcement and rewards will be used for discipline rather than negative statements and punishment.**
- 4. Children learn through repetition. Children should be reminded of expectations on a daily basis.**
- 5. Teachers will not discuss a child’s behavior in front of the child, other children or parents.**
- 6. No food or rest shall be denied to the child.**

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### **METHODS OF PARENTAL NOTIFICATION**

Hoboken Day Care 100 must provide parents with information on Methods of Parental Notification. In the event of a sickness, injury or emergency, Hoboken Day Care 100 staff members will utilize the Emergency Contact Form (provided in your application packet) to notify you of the situation. When filling out this form please provide us with the most current information possible. If a phone number changes or you have a change in employment we **must** be made aware as soon as possible so that we will be able to reach you, if necessary. If you need a new form please contact a member of the administrative staff.

If we are unable to reach the first contact on the Emergency Contact Form we will continue calling the other contacts on your form until we reach someone and can make them aware of the situation. Please make sure that you have someone on your form who will be able to pick your child up in an emergency situation. Please note, if your child is sick and needs to be picked up you will have one hour to make arrangements to have them picked up from the center.

In the event that your child has not been picked up by closing and you have not notified us that you will be late in picking up your child we will use the Emergency Contact Form to attempt to get in touch with someone. If we cannot get in touch with anyone on the Emergency Contact Form it is our policy to call the Hoboken Police Department and make them aware of the situation.

There may be times when a child needs supplies (diapers, change of clothes, etc) and staff will notify you using our Daily Sheets. Please make sure that you read these sheets each day so that your child has the appropriate supplies. Hoboken Day Care 100 has a Facebook page, website and Remind app that will also be used to inform parents of special events/happenings at the center. Flyers and other notices will be sent home to parents as well.

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## POLICY ON MANAGEMENT OF COMMUNICABLE DISEASES

Your child will not be readmitted to the center unless accompanied by a statement from your child's licensed physician if your child contracts one of the following communicable diseases:

### **Respiratory Illness**

**Chicken Pox**

**Impetigo**

**Measles**

**Salmonella**

**Whooping Cough**

### **Gastro Illness**

**German Measles**

**Hemophilus Influenzae**

**Sore Throat**

**Scabies**

**Shigella**

### **Contact Dermatitis**

**Guardia Lamblia**

**Hepatitis A**

**Coronavirus Covid-19**

**Tuberculosis**

If your child may have been exposed to any of the above communicable diseases at Hoboken Day Care 100 you will receive written notification of the outbreak.

If your child is absent from daycare for three consecutive days due to any type of illness your child will not be readmitted to the center unless accompanied by a statement from your child's licensed physician indicating the day that your child may return.

CHILD'S NAME \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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**124 GRAND STREET**

**HOBOKEN, NJ 07030**

**(201)792-4666**

**Hobokendaycare100.com**

**[headteacherhdc@optonline.net](mailto:headteacherhdc@optonline.net)**

## **CHILD ILLNESS POLICY**

Hoboken Day Care 100 and the child care staff entrusted to care for your child, are concerned with your child's health. In spite of everyone's efforts, children do get sick. Young children, in particular, get sick more often because:

1. their immune systems do not fight illness as well as an adult's and
2. they have not been exposed to many of the germs (viruses, bacteria, fungi, or parasites) that cause infections.

Contagious diseases spread from one person to another. Often, people who spread disease do not look or feel sick. The germs spread by direct contact (touching), by coughing or sneezing, or by germs from the stool (bowel movement).

Maintaining health and preventing the spread of contagious diseases are responsibilities shared by parents, our staff and administration of Hoboken Day Care 100. Our staff is training in illness-prevention practices that limit spread of infections including proper hand-washing and cleaning techniques.

Hoboken Day Care 100 employs procedures for reporting exposures, identifying an ill child, and informing the parent of a child's illness. Parents are responsible for providing up-to-date emergency phone numbers, promptly picking up their ill child (within 60 minutes), and consulting with their child's doctor about diagnosis and care. Parents must inform the center when their child is ill with a contagious disease and should request their pediatrician's cooperation in consulting with the center if the illness has implications for the entire child care program. Any child that has been absent from the center for three or more days **MUST** bring a physician's note stating that they are free of illness and able to return to the center.

The purpose of this policy is to provide guidelines regarding children enrolled in the daycare center who show signs of illness or who may be absent with a contagious disease. Please use the following table as a guideline when your child is sick.

EXCLUSION SIGNS AND SYMPTOMS	READMISSION CRITERIA
<b>FEVER-</b> -temperature at or above 100.4 degrees (orally or axillary) -temperature at above 100.4 degrees with one other positive symptom or if less than six months of age	Fever has been absent for 24 hours without the use of medication. Please do not send your child to school medicated because their fever will return and you will receive a phone call to pick them up.
<b>RINGWORM</b> Flat, spreading ring shaped lesion	14 hours after physician's care and ringworm treatment begins <b>(NEED A DOCTOR'S NOTE TO RETURN)</b>
<b>STREP THROAT</b> Sore or reddened throat accompanied by a fever; may cause headache, loss of appetite, swollen lymph nodes in neck and bad breath	48 hours after physician's visit and antibiotic treatment begins <b>(NEED A DOCTOR'S NOTE TO RETURN)</b>
<b>CONJUNCTIVITIS (PINK EYE)</b> Red, watery eyes with thick yellowish discharge; puffy appearance to eyes	Discharge has diminished to the point that eyes are no longer runny and under treatment for at least 24 hours <b>(NEED A DOCTOR'S NOTE TO RETURN)</b>
<b>DIARRHEA AND VOMITING</b> Diarrhea-Three or more incidents within a four hour period Vomiting-Two or more incidents within a four hour period or if the child is clearly uncomfortable	24 hours after the last incident of diarrhea or vomiting.
<b>PERSISTENT COUGH (with one other positive symptom)</b>	24 hours after symptoms subside
<b>SORE THROAT (with one other positive symptom)</b>	Sore or reddened throat and/or symptom are no longer present
<b>CHILLS OR PROFUSE SWEATING (not weather related)</b>	Chills or profuse sweating have been absent for 24 hours; child is free of symptoms and is able to participate in center activities
<b>RASH</b> Rash of unknown origin (not believed to	Rash has been identified by a physician as a non-contagious rash; or is under

be from medication) with one other positive symptom	treatment and is no longer contagious <b>(NEED A DOCTOR'S NOTE TO RETURN)</b>
<b>NASAL DISCHARGE</b> Nasal discharge which is green or dark yellow in color and accompanied by a fever	Nasal discharge has become clear and/or fever is not present
<b>INABILITY TO PARTICIPATE</b> Child complains of not feeling well or is unable to participate in daily activities with one other positive symptom	Child is able to participate in center activities and is free of other symptoms
<b>HEAD LICE</b> Live lice on the scalp or nits attached to the hair shafts	24 hours after treatment and there are no lice or nits present
<b>OTHER CONTAGIOUS DISEASES/ILLNESSES</b> Measles, mumps, chicken `pox, scabies, impetigo	Child has completed the contagious stage of the illness <b>(NEED A NOTE FROM THE DOCTOR TO RETURN)</b>
<b>HAND, FOOT AND MOUTH DISEASE</b>	24 hours blister free, no open or draining blisters <b>(NEED A DOCTOR'S NOTE TO RETURN)</b>
<b>FIFTH'S DISEASE</b>	24 hours fever free and child is able to participate in care

**POSITIVE SYMPTOMS INCLUDE;**  
**Headache, sore throat, cough, rash, low grade fever, inability to participate, nasal discharge, fatigue and lack of appetite**

These policies are subject to change depending on current health crises, community spread events, pandemics, etc.

Hoboken Day Care 100 reserves the right to exclude your child from care for the following reasons including, but not limited to, if we deem their symptoms to be too severe, if the care of the child is such that it will take away time/attention from the other children in our care or if the child cannot comfortably participate in the daily activities in their classroom. If your child is too sick to go outside you must keep them home for the day. We do not have staff specifically devoted to remaining indoors with a sick child.

The final decision whether to exclude a child from the center will be made by the center director and/or center staff caring for your child. In addition, a doctor's excuse or plan of care may be required by the center director prior to allowing your child to return to the center.

It is usually a good idea to call or consult a pediatric health provider early in the course of an illness. The pediatric health provider will help you determine how sick the child is and what treatment can be given. If your child is sick PLEASE let us know. This will help us to put into place any preventative measures necessary to help prevent the spread of the illness. We understand that parents must work but we must ensure that all of our children in the entire center are cared for.

All policies and procedures listed in this Child Illness Policy must be adhered to by all parents. It is very important to follow these policy rules. They reflect a common respect and responsibility to protect the children from illnesses. Failure to do so may cause an interruption in your child care services or termination of care. All parents are required to sign and date the Acknowledgment of Receipt of the Child Illness Policy, a copy of which will be maintained in your child's file.



## **Acknowledgment of Receipt of the Child Illness Policy**

I acknowledge that I have received a copy of the Child Illness Policy. By signing below I acknowledge that I will abide by these policies as written.

Failure to do so may result in interruption of child care services or termination of care.

CHILD NAME \_\_\_\_\_

PARENT NAME (PRINTED) \_\_\_\_\_

PARENT NAME (SIGNATURE) \_\_\_\_\_

DATE \_\_\_\_\_

## State of New Jersey Expulsion Policy

### Immediate Causes for Expulsion:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other-at the discretion of the Director

### Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/Angry Outbursts.
- Bullying or hurting other children (pushing, kicking, punching, cursing etc.)
- Threatening other children with violent words
- Other-at the discretion of the Director.

### Schedule of Expulsion

If the remedial actions 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 sufficient time to seek alternate child care (approximately one to two weeks notice depending on the 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 child's parent (s):

- Make 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.

### Proactive Actions that can be Taken in Order to Prevent Expulsion

- Staff will try to redirect child from negative behavior
- Staff will reassess the environment, activities, and 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
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The director and parent will have a conference to discuss how to promote positive behavior

**The Director reserves the right to alter this policy as deemed necessary to ensure the health and safety of all children and staff members.**

NAME OF CHILD \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

**HOBOKEN DAY CARE 100  
124 GRAND STREET  
HOBOKEN, NJ 07030  
(201)792-4666  
Hobokendaycare100.com**

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

Hoboken Day Care 100 recognizes the benefits and challenges of using technology (cell phones, cameras, video recording, etc). The following guidelines are in place to ensure appropriate use of these tools and applications (including, but not limited to: tablets, cell phones, applications, website, social media, etc) to protect the integrity and best practices of the center.

### **Photography and Images**

The goals of photos and videos within the classroom setting are to enhance learning, share experiences with families and assist in authentic assessment of the child's development through play and activities. Such images shall never be used for monetary gain by any party; nor will they be created without the signature permission of the parent(s) who is enrolling in the program. We ask that parents fully understand that photographic and video images are a standard and routine occurrence in our center. Therefore, the center will obtain parental permission at the time of enrollment. The child's name will not be included on any likeness or in any publication. *If you are present during an event at the school (Halloween parade, birthday, etc) please note that you cannot take pictures of children other than your own and post to your personal social media accounts.*

### **Social Media Use in the Classroom**

Hoboken Day Care 100 employees have been educated on our technology and social media policies and each classroom has a copy of these goals and objectives hanging in a prominent area. Employees have also been educated on our screen time policy in accordance with the State of New Jersey guidelines for screen time in a daycare setting. This policy is also included in your application packet. The reasons for effective and acceptable use of social media at Hoboken Day Care 100 includes reasons such as curriculum for the students, parental communication, internet presence to attract new families, Remind cell phone application to effectively communicate with parents, learning tools for the students.

Adults within the classroom should use technology to communicate with families only during planning times/nap time and not as part of the active time in the classroom so as to prevent distraction from interactions with the students. Cell phones are not to be used by employees during work hours. Violation of these policies may result in termination and/or disciplinary action. At no time should parents contact staff members on their

personal cell phones. If a parent has a concern they should call the main number of the center and administrative staff shall direct the call to the appropriate staff member. Only administrative staff have the ability to post on the center's website, Facebook page and on the Remind App. Classroom teachers/assistants are not permitted to post on the center's sanctioned sites. All employees shall abide by the center's policies regarding confidentiality.

#### **Closed Circuit Video Recording**

Closed Circuit video recording is in use at Hoboken Day Care 100. The use of these video recording is to ensure that staff are properly adhering to policies and protocols. These videos are not available to parents unless there is an allegation of neglect and/or law enforcement demands to view them. Hard copy backup is available in the Director's office for a period of 30 days.

Each family will receive the technology and social policy and give either their signed consent or denial of the right to use their child's likeness on previously stated sites and applications.

**HOBOKEN DAY CARE 100**  
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Hoboken Day Care 100 provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Hoboken Day Care 100 follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits.

As such, children at Hoboken Day Care 100 under 24 months, will not have access to television viewing, which includes watching videos or DVDs.

For children 24 months and older who are in care less than four hours there shall be no television viewing permitted. For children aged 24 months and older who are in care four or more hours per day, television viewing shall be limited to 15 minutes or less per day of educational television. Television shall be educational and interactive.

On special occasions, such as holidays, parents will be notified ahead of time that the children may be viewing a full length movie on that particular day. Movie viewing is not mandatory and children may participate in other activities during movie time.

HOBOKEN DAY CARE 100  
124 Grand Street  
Hoboken, NJ 07030  
(201)792-4666

Dear Parents/Guardians:

Please telephone the center at (201)792-4666 or message Suzanne on the Remind App if you will be bringing your child to school after 915am. If a parent/guardian is late bringing in their child without a prior telephone call first, a verbal warning will be given as well as signing the tardiness sheet. If a child is late a second time without a telephone call your child will be sent home for the day. This will be considered an inexcusable absence. If your child is late a third time without a telephone call a written letter of suspension will be given to you suspending your child for the following day.

There will be no exceptions to this policy. Please call the center as soon as possible if you are going to be late. In order to not abuse this policy, you will be allowed no more than two telephone calls for lateness per month.

Hoboken Day Care 100 closes at 5:30pm. Our contract only allows for day care to be open for ten hours per day. Day care hours are from 7:30am to 5:30pm.

By 5:30pm all children must be picked up unless they are registered for After Care until 6:00pm. Late charges are as follows: \$20 for the first 15 minutes late after 5:30pm and \$5 each additional 5 minutes late. up until 6:30pm at which time the Hoboken Police Department and DYFS will be notified and the child will be turned over to the Hoboken Police Department.

Please sign below with your child's name.

DATE \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

HOBOKEN DAY CARE 100  
124 Grand Street  
Hoboken, NJ 07030  
(201)792-4666

Dear Parents,

Attendance is crucial to the day care center operating on a long term basis.

Our parent handbook states that if your child is inexcusably absent for more than three days in one month for two months day care services will be terminated.

Parents are responsible to call the daycare when your child is absent.

Also, a vacation form must be filled out prior to your child's vacation one week in advance for Urban League parents. Make sure you fill out your vacation form correctly and your child returns on the correct date.

Failure to comply will result in termination of your child care services.

CHILD'S NAME \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

HOBOKEN DAY CARE 100  
124 Grand Street  
Hoboken, NJ 07030  
(201)792-4666

Parents,

Hoboken Day Care 100 has a Facebook page and website (hobokendaycare100.com). Please visit the Facebook page and give us a "LIKE". If you would like to leave us a review that would be great! We would like to post some pictures of our kids in action on the Facebook page. We understand that some people have concerns over what is shared on social media so we are issuing this release form for parents to sign and let us know whether or not it is acceptable to post pictures of your child on the site. Please fill out the form below and return to your child's teacher so that we can start showing everyone just how awesome our kids are!

Also, please sign up for the Remind App (information available by the office counter) for reminders of important events at the center.

Thank you for your support!

Miss Suzanne

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\_\_\_\_\_ I hereby give permission for my child's picture to be included on the Hoboken Day Care 100 Facebook page and/or website.

\_\_\_\_\_ I DO NOT give permission for my child's picture to be included on the Hoboken Day Care 100 Facebook and/or website.

CHILD'S NAME \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



HOBOKEN DAY CARE 100  
124 GRAND STREET  
HOBOKEN, NJ 07030  
(201)792-4666  
hoboken daycare100.com  
[headteacherhdc@optonline.net](mailto:headteacherhdc@optonline.net)

### BLANKET PERMISSION SLIP FOR WALKING TRIPS

I hereby give permission for my child, \_\_\_\_\_,  
To participate in walking trips in the neighborhood around Hoboken Day  
Care 100 and to predetermined destinations as required by the Summer  
Camp program.

I understand that the walking route includes no safety hazards. Walks that  
involve entrance into any facility will be explained to the parents/guardians  
before the trips are to take place. If my child is not permitted to attend a  
specific trip to a destination my child is to remain at Hoboken Day Care 100  
and will be given alternate activities during this time.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

HOBOKEN DAY CARE 100  
124 Grand Street  
Hoboken, NJ 07030  
(201)792-4666

Dear Parent (s),

In keeping with New Jersey's child care licensing requirements, we are obliged to provide you, as the parent of a child enrolled in our center, an informational statement that is included in our Parent's Handbook.

The statement highlights, among other things, your right to visit and observe our center at any time without having to secure prior permission; as well as the center's obligation to be licensed and to comply with licensing standards and the obligation to all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Family Development (DFD).

Please read this statement carefully, as well as the handbook, in its entirety. If you have any questions please contact us at (201)792-4666.

Thank you.

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Please comply and return this portion of the letter to the center (PLEASE PRINT)

NAME OF CHILD \_\_\_\_\_

NAME OF PARENT(S) \_\_\_\_\_

I have received and read a copy of the Parent's Handbook which includes an Information to Parents statement prepared by the Bureau of Licensing in the Division of Family Development. I understand that my cooperation and the adherence to the policies outlined in the Parent's Handbook are essential to maintain a high quality level of service at the center.

Signature

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# PARENT HANDBOOK FOR HOBOKEN DAY CARE 100

## **HISTORY**

Hoboken Day Care 100 is a private non-profit organization that services children ages 0-5 years old.

Hoboken Day Care 100 developed from the dedicated commitment of parents and community representatives in 1970 and became fully incorporated in 1972. In 1972 the City of Hoboken received a HUD Grant to house a number of resources for the community in one building. The City of Hoboken asked Hoboken Day Care 100 to become the resource for subsidized child care. Hoboken Day Care 100 has served many families through subsidized services as well as private day care tuition. We pride ourselves on having a wonderfully diverse student and teacher population that reflects the community that we serve.

Today the Center is licensed to serve 60 children ranging from six (6) weeks to five (5) years of age in three components: Infants, Toddlers and Preschool.

## **INFORMATION TO PARENTS AS REQUIRED BY THE STATE LICENSING**

Under provision of the Manual of Requirements of Child Care Centers (N.J.A.C. 10:22) every licensed child care center in the state of NJ must provide the parents of enrolled children written information on parent visitation rights, State Licensing requirements, child/abuse neglect reporting requirements and other child center matters. The center may comply with these requirements: 1) by reproducing or distributing to parents written statement, prepared by the Bureau of Licensing in the Division of Youth & Family Services (DYFS); or 2) by incorporating the required information in its own handbooks, brochures, or other information materials. In keeping with this requirement, the Center must secure every parent's signature attesting to his/her receipt of this information.

Our center is required by the State of New Jersey Child Care Center Licensing Law to be licensed by the Bureau of Licensing of 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 are 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 are areas such as physical environment/life safety; staff qualifications, supervision, and staff ratio; 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, ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Department of Children & Families, P.O. Box 717, Trenton, NJ 08625-0717.

We encourage parents to discuss with us any questions or concerns about the policies and program of the Center of 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. Of course, we would appreciate your bringing concerns to our attention too.

Our Center must have a policy concerning the release of children to parent(s) of people authorized by the parent(s) of people authorized by the 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 management of communicable diseases. Please talk 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 Inspection/Violation Reports on the Center, which are issued after every State Licensing Inspection at our Center and are available online. 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 as we will make them available to review.

Our Center must cooperate with all Division of Children and Families 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 available to parents upon request. We encourage you to review it and discuss any questions or concerns you may have about it.

Our Center must post a listing diagram of those rooms and areas approved by the Bureau of the children's use. Please talk to us if you have any questions or concerns about the Center's space.

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 activities or operations of the Center should discuss their interest with the Executive Director, who can advise them as to what opportunities are available.

Parents of enrolled children may visit the Center at any time without having to secure prior approval from the Executive Director or any staff member. However, they cannot physically enter the child's specific room, but are allowed to spend a few minutes at the door or window to observe the child. Please feel free to do so when you can. We welcome visits from our parents.

Our Center must inform parents in advance of any outings or special events that take place outside the Center, and must obtain written consent from parents before taking a child on each such trip.

Anyone who has responsible cause to believe that an enrolled child has been or is being subject to any form of hitting, corporal punishment, abusive language, ridicule, harsh humiliating or frightening treatments; or any kind of 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 & Family Services of Child Abuse Control, Toll Free at: 1-800-792-8610, or any 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, CN 717, Trenton, NJ 08625.

### **PARENT AND COMMUNITY PARTICIPATION**

Throughout the year there may be special events where parents are asked to bring in items or participate with their children. These events will be announced to families and communication with the Director will follow.

Parents are encouraged to meet and speak directly with their child's teacher when necessary. Keeping open lines of communication regarding issues or concerns helps to ensure that all parties are on the same page with the children's development and progress. Parents can also bring any concerns to the attention of the Director in person or on the Remind app. Pick up and drop off are a time to talk briefly about your child but not a good time to have a mini-conference about anything concerning. If you require a meeting or phone call to discuss your child, please message the Director on the Remind app and they will facilitate that for you.

Parents are strongly encouraged to participate actively in the program: volunteer your services to the program by helping out in the classroom, supplying food and goods for special occasions, repairing of materials and equipment, share your gifts and talents with the children, share your culture on holidays, help with fundraising activities, spreading the good news about the center to others who are interested or who are in a position to help us financially. If you are handy and can offer services such as building toys, painting, etc. please let the director know. Many hands make light work.

### **HOURS/FEEES**

The center is open five (5) days a week, Monday through Friday, from 7:30AM to 5:30PM, twelve (12) months a year. Aftercare is available at an additional cost until 6:00PM. For children

ages 6 weeks to 2.5 years old the monthly tuition fee is \$1375. For children ages 2.5 to 5 years old the fee is \$1225/month. There is a \$200/month sibling discount if applicable. After Care fees from 5:30PM-6:00PM are \$125/month. In order to secure your child's spot in the center we ask for a non-refundable administrative fee of \$200. If you plan to take your child out of the center we ask that you please give us a month's notice so that we can offer a spot to the next family on the waitlist or move children into new classrooms. Prorated rates are available if your child begins after the current month has begun. Tuition fees will go up yearly to account for salary increase, insurance increase, supply increases, etc. Our yearly calendar is available on the website at [hobokendaycare100.com](http://hobokendaycare100.com) under Holidays. In addition to the holiday closures, Hoboken Day Care 100 also has three training days built into the closure calendar.

### **ARRIVAL**

***All children must arrive at the Center by 8:45AM*** to receive breakfast. If a child arrives after 8:45AM we will assume that they have already eaten breakfast at home and they will not receive breakfast. Please remember that we begin Circle Time/learning activities at 9:00AM. Bringing in children after this time is disruptive to not only your child's learning but is also disruptive to the learning of the other children.

### **AM LATENESS**

We will no longer accept children after 9:15AM **AT ALL**. The center has tried to be lenient with this policy but there are some parents who take advantage and bring their children in very late. The only exception to this would be a weather or extreme traffic issue and will be at the Director's discretion or lateness due to medical necessity. Please remember that your child coming in late disrupts the classroom schedule and activities planned.

We will only accept a child late to the center if they have a doctor's note, dentist's note or note from WIC with appointment confirmation. Lateness for doctor appointments or WIC appointments must be relayed to the Director on the Remind App the day before. If your child is sent home sick the previous day during the morning hours for a fever or other ailment they cannot come back to the center until they are fever/symptom free for 24 hours without medication. If your child is sent home at 1030AM the previous day we will not admit them back to the center late the next morning to meet the 24 hour criteria unless they have a doctor's note clearing them to return. If you have a doctor's note you must have your child here by 915AM.

### **PM LATENESS**

By 5:30PM, all children must be picked-up, Late charges are as follows: \$20 for the first fifteen (15) minutes after 5:30PM, and \$5 for each additional five minutes up until 6:30PM, whereupon the Hoboken Police Department and DYFS will be notified and child will be turned over to the Hoboken Police Department. Late fees must be paid by the next business day or your child will not be permitted to attend school until the fee is paid in full. If you are going to be late please call the school at (201)792-4666 and inform the afternoon staff that you will be late to pick up your child.

### **LATE PICK-UP PROCEDURES**

1. A Staff member must supervise the child at all times.
2. The staff member will make every effort to contact the parent(s) or responsible adults who are authorized by the parents to pick-up the child.
3. When a parent or authorized person fails to pick-up the child after 6:30PM (one hour after closing time), and the staff member has exhausted all their resources provided by the parent, a Hoboken Day Care 100 staff member will telephone the Division of Youth & Family Services 24-Hour Child Abuse Hotline (1-800-792-8610) to inform them of the situation and ask for assistance. The Division of Youth & Family Services will then be informed of the following procedure.
4. After calling the Division of Youth & Family Services, the Hoboken Police Department will be called (201-420-2100) at which point they will intervene.

### **URBAN LEAGUE/VOUCHER STUDENT ATTENDANCE**

In order to maintain our funding **Urban League** attendance must be maintained 85% of the time. This means that each child **MUST** attend day care regularly, unless there is an excusable reason for absence. If there is a consistent pattern of absenteeism, without excusable reason, your child **WILL BE WITHDRAWN** from the program. If your child is absent due to illness for three or more days, you must have a doctor's note stating why your child was not in attendance and stating that they are clear to come back to the center.

**Private care tuition** families do not have to meet an attendance threshold. These families pay a set monthly rate that is due regardless of how many days their child is in attendance.

Children must be at the center by 915AM each day **at the latest**. This is to ensure that your child is in attendance for the most amount of learning time possible and for staffing purposes so we fall within our ratios. The only reason that students will be accepted late will be in the event of a doctor's appointment or a visit to WIC. Children must bring in a note from the doctor's office and/or WIC in order to be permitted to come into the center late. Children will not be accepted after 12:00PM for **ANY** reason. Please schedule appointments early in the morning or later in the afternoon, if possible.

### **VACATION POLICY FOR STUDENTS**

Private rate tuition is based on your child's spot at the center, not on attendance. As such, **Hoboken Day Care 100 does not offer credit for time away from the center due to vacations and/or lengthy illness resulting in a child's extended absence**. If your child is attending daycare under Urban League of Hudson County vouchers you must be aware of your contractual obligations as to what money you will owe the center as per their guidelines if you exceed the allowable time away.

## HEALTH AND COMMUNICABLE DISEASES

Parents must provide the office with a record of the child's compliance with immunization requirements set forth by the State of New Jersey. Children whose shots are not up to date cannot attend Hoboken Day Care 100. You will receive notices regarding physicals and missing vaccines/paperwork periodically throughout the year.

The health and safety of all children is our primary concern. If your child has one or the following illnesses and/or symptoms of illness, he/she will be separated from the group and possibly sent home: severe pain or discomfort, acute diarrhea, acute vomiting, sore throat or severe coughing, elevated oral temperature of 100.4 degrees F or over, axillary temperature of 100.4 degrees F or over in conjunction with behavior changes, yellow or jaundice eyes, red eyes with discharge, infected/untreated skin patches, difficult or rapid breathing, skin rashes, weeping or bleeding skin lesions; swollen joints, visibly enlarged lymph nodes, stiff neck, blood in urine or stool or it is suspected they may have a communicable disease (list of these diseases can be found in the illness policy) they will be sent home. The policy will detail which illnesses require doctor clearance and which constitute rest at home until the symptoms have subsided. Sickness policies subject to change depending on current health crises, community spread events, pandemics, etc.

If your child is absent from daycare three (3) consecutive days due to any type of illness, your child will not be able to return to the Center unless accompanied by a statement from your child's physician indicating that your child is able to return. Further, your child will not be readmitted to the Center unless accompanied by a statement from your child's physician if your child contracts one of the following communicable diseases: coxsackie, tuberculosis, whooping cough, giardia lamblia, hepatitis A, salmonella, shingles, impetigo, and scabies. Please see the Illness Policy which is available on the website at [hobokendaycare100.com](http://hobokendaycare100.com) under Important Information.

Please also note, if the staff feel as though your child cannot participate in the daily activities even though they do not have physical symptoms of illness you may receive a phone call asking that your child be picked up.

If you are late picking up your child due to illness, (children must be picked up **within an hour**) late fee fines will go up from regular late fee prices by 50%. These late fees are assessed at \$30 for the first 15 minutes late and \$7.50 for each additional 5 minutes late.

## EMERGENCIES

A parent will receive an emergency phone telephone call if your child has one or more of the following ailments: 100.4 fever, vomiting, diarrhea, or has been complaining of some other unobserved pain for a period of time or it is suspected they may have contracted a communicable disease which requires exclusion and/or a doctor's note. We expect that you make arrangements to pick-up your child as soon as possible. Please make sure we have the



most current phone numbers. The NJ Office of Licensing allows for **one hour** for the child to be picked up from the center.

## **MEDICATION**

In order to administer **prescription medication** to your child, we must have a signed medication administration form authorizing Hoboken Day Care 100 to administer the medication. The medication must be in its original packaging and be clearly labeled with the child's correct name, the dosage, the times at which the medication will be given and the name of the medication. After a designated person administers the medication, a sheet will be signed by the staff member along with the parent's signature acknowledging that the medication was administered. Medication that is old or outdated or that belongs to someone else will not be given to any child. **Over the counter medications** also require a sheet to be filled out by the parents. Please do not leave any medication in your child's cubby or back-pack, all medications, including over the counter medications, must be kept in the administrative office. Everything must be labeled for your child.

## **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's custodial parent(s) or persons authorized by the custodial parent(s), to take the child from the Center to assume responsibility for the child in the event of an emergency, if the custodial parent(s) cannot be reached.

A child shall not be visited by or released to a non-custodial parent unless the custodial parent(s) specifically authorizes the Center to allow such visits or releases in writing, this written authorization, including name, address, telephone number and photo identification that shall be maintained on file. If a non-custodial parent has been denied access to a child by a court order, the Center shall secure documentation to that effect and maintain a copy of that information on file.

Written procedures to be followed by every staff member if the parent or person authorized by the parent as specified above, fails to pick-up a child at the time of the center's daily closing: Late pick-up procedures as mentioned earlier will be followed.

Written procedures to be followed by a staff member if the parent or authorized person by the parent, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Executive Director and/or staff members, the child be placed at the risk of harm if released to such an individual. The procedure requires the following:

1. The child may not be released to such an individual.
2. Staff member attempts to contact the child's other parent or authorized persons by the parent(s).
3. If the Center is unable to make alternate arrangements, as above noted, a staff member shall call the Division of Youth & Family Services Hotlines (1-800-792-8610) to seek assistance in caring for the child.

## **ESCORTS**

In the absence of the parent, an adult escort whose name is on the pick-up list for a particular child may drop-off and pick-up the child. Children cannot pick-up other children. If you have a change in authorized escorts, you must notify the office in writing or notify the Director on the Remind App. If you are unable to do so in the event of an emergency, YOU MUST TELEPHONE THE CENTER and ask to speak to a Supervisor. Proper identification of the escort is required. Identification must be a picture ID. No child shall be permitted to leave with an escort if in our judgment that escort seems impaired by either drug or alcohol or seems abusive to that particular child. Your child's safety is our main concern.

## **TELEPHONE NUMBERS**

You must notify the office of any changes in the telephone numbers: home, cell, work, and emergency numbers. This is most important if it is necessary to call you in the event of an emergency. Emergency Contact Lists will be updated every year in January. If you have changes after such time you must inform the office.

## **FEES**

All day care fees are due on the first of the month. The center accepts cash, money order, bank checks or personal checks. We do not accept credit/debit payments. If the first of the month falls on a weekend or holiday payment is due the first day that the center reopens. As a courtesy, HDC100 will provide you with a reminder invoice a week before payment is due. Fees need to be paid in a timely manner. If a pattern of non-payment of fees is shown, your child may be suspended from the daycare at the discretion of the Director. If you bounce a check you will no longer be allowed to pay tuition via personal checking account. You must then pay with a bank check, money order or cash. You are also responsible for the bounced check fee. If you require an invoice for work related child care subsidy please let the administrative staff know. Receipts for payments are provided once they are received. End of year tax statements are also available. Please ask the Office Manager.

## **DISCIPLINE POLICY**

1. Each classroom teacher will discuss and reinforce "classroom rules" through circle time activities, role playing, socialization activities, visual aids such as picture study, films and through songs.
2. Teachers will set limits in the classrooms, while encouraging and rewarding positive behavior.
3. If the child exhibits negative behavior, the child will be spoken to in a calm, yet firm manner.
4. If a child persists in disrupting the normal activities of the classroom, the teacher will separate that child from the rest of the group by designating a "Time Out" area with a chair for that child. The "Time-Out" period will be 1 minute for every year of the child's age. During that time, the child will not be allowed to use any materials: or to communicate with other children.
5. If a disruptive behavior of a child becomes consistent and disrupts the classroom management and daily classroom routines, the teacher will consult the Executive Director. They will offer positive discipline suggestions and techniques. They will observe the children in the classroom. The teacher will record daily observations of the child in the classroom.

6. If the child's behavior does not improve, the Executive Director, and the teacher will schedule a conference with the child's parent(s) and teachers. The conference will include discussing effective and consistent methods to be used to remediate the child's behavior problem.
7. The teacher will inform the Executive Director and the Administrative Staff and parent(s) of the child's progress through conferences and written evaluations.
8. In a situation, where the child causes injury to self or to other children, the Executive Director and the Administrative Staff will offer recommendations to parents for referrals and or evaluation of the child. Until such time that evaluation is not made, the Center reserves the right to suspend or terminate services to the child.
9. Termination should be a last resort when all other efforts; including parent conferences, have been exhausted.

### **GENERAL PROCEDURE**

1. Under no circumstances should teachers discuss a child's negative behavior with the parent without confronting the Executive Director first.
2. Behavior Incident Reports for certain behaviors/disruptions will be filled out by the staff, signed by a Director/Supervisor, copied and given to the parents. These remain on file.
3. There will be no physical punishment of any kind to any child.
4. Positive reinforcements and rewards will be used for discipline rather than negative statements and punishments.
5. Children learn through repetition. Children should be reminded of expectations on a regular daily basis.
6. No food or rest shall be denied to any child because of behavioral problems.

### **EMERGENCY CLOSURE/EARLY CLOSURE**

Hoboken Day Care 100 **does not** always follow the closures called for by the Hoboken Board of Education when it comes to snow days. We will handle snow storms on a case by case basis. Parents will be notified on our website ([hobokendaycare100.com](http://hobokendaycare100.com)), on our Facebook page and via the Remind App. It is your responsibility to check these sites to find out the latest information. In the event of a snow emergency later in the day, the center can close early. If we decide to close early, parents will be notified upon arrival what time the center will be closing if a decision has already been made. If it is decided later in the day that we must close early the center staff will begin making phone calls two hours before the scheduled closure time. It is important that telephone numbers and emergency numbers are always accurate. You must be on time to pick-up your child. We have to take into account the safety of not only our students and families but also our staff who may not live in the immediate area. Please make sure you have reliable family/friends listed on your emergency paperwork in the event you cannot get to the center by the decided time. We may also be forced to close for other reasons such as water main breaks, electrical outages, flooding, etc. If you are late for pick-up on an early closure day late fee fines will go up from regular late fee prices by 50%. Snow closure late fees are assessed at \$30 for the first 15 minutes late and \$7.50 for each additional 5 minutes late until one hour past the

closure time. We never have delayed opening at the center. If your older children have to report to school late we still expect that children attending our center arrive by 915AM for staffing purposes.

### **CLOTHING**

It is required that at least two full changes of clothing (including underclothes) must be in your child's cubby at all times. Please make sure that all clothing worn by your child or left in the cubby is properly labeled with your child's name.

### **TOYS**

Please keep your child's toys at home. When a child brings a toy to the Center, it causes problems in the classroom. We have enough toys and equipment to keep the children learning and happily busy. We must be very strict about this policy. If your child needs a security blanket or small stuffed animal I will make an exception. Thank you for your cooperation in advance.

**HOBOKEN DAY CARE 100 IS NOT  
RESPONSIBLE FOR MISSING PERSONAL  
PROPERTY**

## **PARENT RECEIPT OF INFORMATION**

**CHECK  
BOX**

	<b>Information to Parents Document</b>
	<b>Policy on the Release of Children</b>
	<b>Positive Guidance and Discipline Policy</b>
	<b>Policy on Methods of Parental Notification</b>
	<b>Policy on Communicable Disease Management</b>
	<b>Expulsion Policy</b>
	<b>Policy on the Use of Technology and Social Media</b>
	<b>Parent Handbook</b>

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

**Child's Name** \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **ITEMS THAT PARENTS SUPPLY**

### **INFANTS up to 12 months-**

- Crib sheet
- Bottles (no glass bottles)
- Formula and/or breast milk (breast milk labeled and dated)
- Pacifiers (no clips or attachments are permitted)
- 2 changes of clothing
- Diapers
- Wipes
- Bibs
- Bottled water for bottles

### **INFANTS up to 18 months-**

- Crib sheet and light blanket for babies sleeping on cots (no blankets permitted for babies still utilizing a crib)
- Bottles/sippie cups (no glass bottles)
- Pacifiers (no clips or attachments are permitted)
- 2 changes of clothing
- Diapers
- Wipes
- Bibs

### **TODDLERS/PRESCHOOL up to age 5-**

- Crib sheet and blanket
- Weather appropriate change of clothing
- Sippie cups
- Diapers/Pull-Ups
- Wipes
- Sweater (in case it gets chilly in the classroom)

# HOBOKEN DAY CARE 100

## INFANT FEEDING PLAN

CHILD'S NAME \_\_\_\_\_

AGE \_\_\_\_\_

FeedingTime	Food Description	Amount	Notes
8:00			
9:00			
10:00			
11:00			
12:00			
1:00			
2:00			
3:00			
4:00			
5:00			
Other			

Please note: HDC100 provides breakfast and an afternoon snack for children who are old enough to eat. If you would like additional snacks/foods you must provide those for your child. You must also provide lunch. Parents provide formula and water for bottles.

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

