



Registration for the 2019-2020 Before & After School Program is now open. The registration packet and payment must be brought to Mrs. Skiba in the Administration Office located at 599 Roosevelt Avenue in order to register your child. Please do not email the registration form; we will only accept original, complete packets. September's payment must be brought to the Administration Office with the registration packet. Payments for October-June can be made in person, online, or via mail.

Once the completed packet and payment is received, your child will be eligible to begin the Before & After Care Program two school days later. This is necessary to allow time to get the appropriate paperwork to the respective schools. For example, if you submit the registration packet and payment on a Tuesday, your child may begin the program on Thursday and so forth. There will be no exceptions to the two-day rule.

If you have any questions, please contact Mrs. Skiba at (732) 541-8960 x-6005 or via email at [eskiba@carteretschools.org](mailto:eskiba@carteretschools.org).

**Carteret Board of Education**  
**2019-2020 BEFORE & AFTER SCHOOL PROCEDURE & PAYMENT AGREEMENT**

Before Care begins at 7:00 AM; After Care ends at 6:00 PM. There are **no** "DAILY DROP-INS" permitted and no daily fees. All children must be signed in to Before Care and signed out of After Care each day. The program is available to students in Pre-K (provided fully potty-trained) through Grade 5. Your child(ren) may begin the program two (2) days after the registration form and payment are received. There will be no exceptions.

If you receive assistance from Community Child Care Solutions, you **MUST** swipe your child in and out of the program every day as per your contract. **Parents/Guardians will be responsible for any payment not received by the Carteret Board of Education from Community Child Care Solutions for failure to swipe. When registering your child for our program, please bring a copy of your current Community Care Solutions agreement with you. In order to receive the discounted co-payment, your contract must be current.**

Breakfast is available to the Before Care students to purchase, and the price is based on your free/reduced/full pay lunch status. A snack is provided for each child during After Care at no additional cost. The Payments Schedule is as follows:

Program	5 Days/Week Monthly Fee	4 Days/Week Monthly Fee	3 Days/Week Monthly Fee	2 Days/Week Monthly Fee	1 Day/Week Monthly Fee
Before	\$ 90.00	\$ 76.00	\$ 62.00	\$ 49.00	\$ 35.00
Before – 2 <sup>nd</sup> Child	\$ 90.00	\$ 76.00	\$ 62.00	\$ 49.00	\$ 35.00
After	\$ 216.00	\$ 178.00	\$ 140.00	\$ 103.00	\$ 65.00
After – 2 <sup>nd</sup> Child	\$ 206.00	\$ 168.00	\$ 130.00	\$ 93.00	\$ 55.00
Before/After	\$ 255.00	\$ 210.00	\$ 165.00	\$ 121.00	\$ 76.00
Before/After – 2 <sup>nd</sup> Child	\$ 235.00	\$ 200.00	\$ 155.00	\$ 111.00	\$ 66.00

On **scheduled** delayed openings, Before Care will be available at the regularly scheduled time at no extra charge. There will be no Before Care available during instances of delayed openings due to inclement weather. On Early Dismissals, After Care will be available at dismissal at no extra charge. The only exception will be Early Dismissal before a holiday -- notification will be given to parents/guardians.

On days when there is an Abbreviated Session, the After School Program will begin immediately at dismissal. There are no additional fees for Abbreviated Sessions. The only exception is there will be no After Care on Abbreviated Sessions before a holiday – a note will be sent to parents.

Tuition will not be prorated for months of partial attendance and will not be refunded for any reason once the month begins. Tuition is calculated on 180 days of school and is the same each month regardless of the number of school days in the month.

Payments can be made online via a credit or debit card paid on the Parent Portal, or via check or money order mailed to the Board Office at 599 Roosevelt Avenue or dropped in the mail box in the lobby of the Board Office. Payments are **not** to be sent with your child to school or the Before/After Care Program. Regardless of when during the month a child begins or ends the program, full payment for that month must be made. Payments will not be prorated. **All payments are due before the start of month that services will be rendered.** For example, the month of October must be paid on or before September 30<sup>th</sup>, the month of November must be paid on or before October 31<sup>st</sup>, etc. **This will be strictly enforced. It is your responsibility to send in your payment on time; monthly invoices will not be issued.** If your account falls in arrears more than one payment, your child will be suspended from the program until such time as the account is brought current. If you participate in Community Child Care Solutions, it is your responsibility to contact Mrs. Skiba to determine your co-payment. Returned checks will be subject to a \$30.00 fee, and you will no longer be able to pay by check.

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Late fees will be assessed at \$20.00 for minutes 1-15 late; an additional \$20 for minutes 16-30 late; and an additional \$20.00 for minutes 30-45 late. All late fees will be due with the next month's tuition. If the late payment is not received the following month, your child will be suspended from the program until said fee is paid. For example, if you are late and pick up your child at 6:21, you will receive a late notice fee of \$40.00. This will occur each and every time that you are late picking up your child.

Any and all monthly and/or permanent changes to your child's schedule of days and/or services must be made to Mrs. Skiba by email or in writing – not via phone call. Notification to the school or program staff and/or update forms sent from home to the school are not notification to this office and will not affect the change. You will be held responsible for monthly payments if notification is not received prior to the requested change, as we staff the program based on enrollment. You must also notify your child's teacher of your child's schedule, including daily and/or permanent changes.

This is to confirm that I have read the above payment and attendance procedures and do hereby agree to follow said procedures.

Parent/Guardian Name: \_\_\_\_\_  
(Please Print)

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Child(ren)'s Name  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ellen Skiba – [eskiba@carteretschools.org](mailto:eskiba@carteretschools.org)  
(732) 541-8960 x-6005

**PARENT  
RECEIPT OF INFORMATION:**

- Information to Parents Document
- Policy on the Release of Children
- Policy on Methods of Parental Notification  
(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

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

Child(ren)'s Name:

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Parent/Guardian's Name:

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Signature

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Date

# Child Records Checklist\*

<b>Child's Name:</b>		
<b>Enrollment Date:</b>		<b>Birth Date:</b>

Records of current children shall be maintained on file at the center and for one year after the child's last day of enrollment (at the center or a central administrative office).

<p style="text-align: center;"><b>Universal Health Record</b> (for children not enrolled in public or private school)</p> <ul style="list-style-type: none"> <li>• Must be completed upon admission.</li> <li>• 30-day grace period is permitted for children from other states or countries and for children in foster care, or experiencing homelessness.</li> <li>• Updated annually per the date of the child's physical examination.</li> </ul>	<i>Physical Date:</i>	<i>Physical Date:</i>	<i>Physical Date:</i>
	school	nurse	→

	<i>Date on File/ Staff Initials:</i>	<i>Comments:</i>
Signed Application <sup>1</sup> : <small><sup>1</sup>Signed Application shall include child's name, address, birthday, parent's employer information, and emergency contacts and phone numbers.</small>		
Signature for Receipt of Information to Parents:		
Signature for Receipt of Policy on the Use of Technology and Social Media:		
Signature for Receipt of the Release of Children Policy:		
Signature for Receipt of Expulsion Policy		
Signature for Receipt of Communicable Disease Policy:		
Health Care Provider's Name and Telephone:	school records	
Medical & Special Needs Statement (SA, 6-13):	school records	
Emergency Medical Treatment Authorization:		
<b>The Following Documentation May or May Not be Applicable</b>		
Signature for Receipt of Parental Notification Methods (if using methods other than a telephone):	/	
Permission to Transport:		
Custody Document:		
Walking Permission Slip:		
Special Care Plan:		

Date Records Complete:

\*This checklist may be used in addition to and does not replace the Children's Records Checklist.

## ENROLLMENT APPLICATION

Name Of Child:	Birthdate:	Enrollment Date:
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<b>PARENT/GUARDIAN INFORMATION</b>	<i>Please check the box (<input type="checkbox"/>) to indicate the primary residence of the child listed above.</i>			
	<input type="checkbox"/> PARENT/GUARDIAN # 1		<input type="checkbox"/> PARENT/GUARDIAN # 2	
	Name:		Name:	
	Relationship:		Relationship:	
	Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:	
	Home Address:		Home Address:	
	Employer Name:		Employer Name:	
	Employer Phone:		Employer Phone:	
	Employer Address:		Employer Address:	
E-Mail Address:		E-Mail Address:		

<b>EMERGENCY CONTACTS</b>	Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.					
	Contact Name #1:		Contact Name #2:		Contact Name #3:	
	Relationship:		Relationship:		Relationship:	
	Cell Phone:		Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:		Home Phone:	
	Employer Phone:		Employer Phone:		Employer Phone:	

<b>CUSTODY</b>	Name of person PROHIBITED from picking up your child:	
	If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order.	

<b>PERMISSIONS</b>	<input type="checkbox"/> I give permission for my child to participate in <b><u>WALKING TRIPS</u></b> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated.	<input type="checkbox"/> I <b><u>DO NOT</u></b> permission for my child to participate in <b><u>WALKING TRIPS</u></b> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated.
	<input type="checkbox"/> I give permission for my child to be <b><u>PHOTOGRAPHED</u></b> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet.	<input type="checkbox"/> I <b><u>DO NOT</u></b> give permission for my child to be <b><u>PHOTOGRAPHED</u></b> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet.

## PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT

Name Of Child:	Birthdate:	Enrollment Date:
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<b>PARENT/GUARDIAN INFORMATION</b>	<input type="checkbox"/> PARENT/GUARDIAN # 1	<input type="checkbox"/> PARENT/GUARDIAN # 2
	Name:	Name:
	Relationship:	Relationship:
	Cell Phone:	Cell Phone:
	Home Phone:	Home Phone:
	Home Address:	Home Address:
	Employer Name:	Employer Name:
	E-Mail Address:	E-Mail Address:

<b>EMERGENCY CONTACTS</b>	Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.		
	Contact Name #1:	Contact Name #2:	Contact Name #3:
	Relationship:	Relationship:	Relationship:
	Cell Phone:	Cell Phone:	Cell Phone:
	Home Phone:	Home Phone:	Home Phone:
	Employer Phone:	Employer Phone:	Employer Phone:

<b>CUSTODY</b>	Name of person PROHIBITED from picking up your child:
	If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order.

<b>MEDICAL INFORMATION</b>	Child's Health Care Provider:
	Health Care Provider Phone:
	Health Care Provider Address:
	Name Of Insurance Company/Hmo:
	Group #:
	Identification #:
	Subscriber's Name On Insurance Card:
	Known Allergies (including medication):
	Medication My Child Is Taking:
List Special Conditions, Disabilities, Medical/Physical Restrictions, Medical Information For Emergency Situations:	

<b>AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT</b>
As the parent(s)/ legal guardian(s) of the above named child, I (we) attest that the information above is correct. I (we) authorize the child care center staff to obtain emergency treatment for my child and understand that I (we) shall be promptly notified.

Parent/Guardian Signature #1:	Date:	Parent/Guardian Signature #2:	Date:
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## INFORMATION TO PARENTS

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

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

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

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

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 available soon after every State licensing inspection of our center. If there is a licensing complaint



investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at [https://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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 <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/).

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

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

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

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

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

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

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

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

## **Policy on the Management of Communicable Diseases**

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

### **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

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

# EXPULSION POLICY

## NAME OF CENTER: \_\_\_\_\_

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

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

### **IMMEDIATE CAUSES FOR EXPULSION:**

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

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

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

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

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

### **SCHEDULE OF EXPULSION:**

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

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

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

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

## Use of Technology and Social Media Policy **BUILDING TOOL**

**\*THIS IS NOT A POLICY AND WILL NOT BE ACCEPTED AS A CENTER POLICY.\***

This policy building tool may be used to help center's develop their Policy on the Use of Technology and Social Media for parents and staff, as specified in **N.J.AC. 3A:52 – 6.8 (k)**. Centers must include all of the policy components required by the OOL (as indicated by *italicized text*). You are not limited or bound to the sites, guidelines, methods, and devices listed below. You may add or take away to build a policy that suits your center.

<b>Use of Social Networking and/or other Websites:</b>		
Our center uses the following social media/networking and/or other websites (include site addresses in your policy):		
<input type="checkbox"/> None <input type="checkbox"/> Center Website <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> YouTube <input type="checkbox"/> Other:		
PARENTS	STAFF	<b>Guidelines for conduct on center social networking and/or other websites:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<i>Posting of photographs or videos of children, other than your own, is prohibited</i> including, but not limited to photographs or videos of children obtained through hand held devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission.
<input type="checkbox"/>	<input type="checkbox"/>	Any breaches of the center's Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.
<input type="checkbox"/>	<input type="checkbox"/>	General center information/updates may be posted with prior approval from the director.
<input type="checkbox"/>	<input type="checkbox"/>	Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously children/family information is prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	Maintain professional boundaries in the use of electronic media. Social Networking/Media parent/staff relationships are limited to center sites and approved devices only.
<input type="checkbox"/>	<input type="checkbox"/>	Staff/parent communication is limited to center sites only.
<input type="checkbox"/>	<input type="checkbox"/>	Staff/parent communication is limited to center sites and personal sites, with center director's permission.
<input type="checkbox"/>	<input type="checkbox"/>	Use of social media/networking and/or other websites is prohibited when supervising children.
<input type="checkbox"/>	<input type="checkbox"/>	Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	Posts that may reveal the center's current, off-site location are prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	Other:
STAFF Actions Permitted: <input type="checkbox"/> Tagging <input type="checkbox"/> Sharing <input type="checkbox"/> Posting <input type="checkbox"/> Commenting <input type="checkbox"/> Live Streaming <input type="checkbox"/> Other:		
PARENT Actions Permitted: <input type="checkbox"/> Tagging <input type="checkbox"/> Sharing <input type="checkbox"/> Posting <input type="checkbox"/> Commenting <input type="checkbox"/> Live Streaming <input type="checkbox"/> Other:		
Use this space to write notes and/or a rough draft of this component of your policy:		

## GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.