



BEFORECARE

PROGRAM

REGISTRATION





Recreation Superintendent:

Michael Pero / mpero@secaucus.net

Program Director:

Karyn Taylor / 201-330-2077

Program Coordinators:

Carlene Kalakowski / Huber St. - (570)-350-1121

Jasmine Vega / Clarendon - (201)-355-7152

CHECK LIST

- All Abilities Form (IEP-504 completed if needed)
- Medical Condition complete with action plan from your Dr.
- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy
- Policy in Methods of Parental Notification
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and social media
- Permission to Leave School

I have read and received a copy of the information/policies listed above and completed the proper paperwork that applies to my child.

Please sign, date, and return this packet to the Recreation Center at 20 Centre Avenue

Childs Name _____

Parent/Guardian's Name

Signature:

Date: _____

BEFORE-CARE PROGRAM REGISTRATION FORM

20 Centre Ave. Secaucus, NJ 07094

201-330-2077

Registration Fee (non-refundable) \$20.00

School _____

Note: the \$105.00 fee is a standard monthly fee. The price will remain the same regardless of the number of days in the week/month your child attends S.B.C.P.

Child Name: _____

Address: _____

City, State Zip: _____

Phone #: _____ D.O.B: _____ Age: _____ Grade: _____ Sex: _____

Please note: Due to state regulations, no child may be admitted to S.B.C.P until they are 5 years of age.

Father's Name: _____ Mother's Name: _____

Occupation: _____ Occupation: _____

Business Address: _____ Business Address: _____

Father's Cell: _____ Mother's Cell: _____

Home Telephone #: _____

Sibling 1: Name: _____ Age: _____ Sibling 2: Name: _____ Age: _____

Child's Doctor: Name: _____ Phone #: _____

Address: _____

Persons Authorized to assume responsibility for the child if the parent is not available:

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

Phone #: _____ Phone #: _____

By my signature, I attest to the following:

- That the above information is correct
- That in the event of a medical emergency, I authorize S.A.C.P to seek emergency care for my child as deemed necessary by the Superintendent.
- That I have received and read the information to Parents Document

Parent Signature: _____

S.B.C.P WILL ONLY OPERATE WHEN SECAUCUS SCHOOLS ARE IN SESSION. THERE WILL BE NO BEFORE-CARE WHEN THERE IS A DELAYED OPENING.

**SECAUCUS BEFORE CARE PROGRAM
PARENT CONTRACT**

In consideration of my child’s participation in the Secaucus Before Care Program (S.B.C.P), I agree to the following:

1. I agree to pay a non-refundable registration fee of \$20.00.
2. I agree to pay a monthly enrollment fee of **\$105.00 prior to the 1st of every month.**
3. I understand that the S.B.C.P will follow the **Secaucus Public School calendar and will not be open when Secaucus Public schools are not in session.**
4. I agree to hold harmless the Secaucus Recreation and the Town of Secaucus from any liability proposed because of loss, injury, or damage to personal property, occurring to my child, except as to such injuries, damage, or loss that directly resulted from acts of negligence on the part of the Secaucus Recreation or the Town of Secaucus employees.
5. In the event of an emergency, I give my permission to the counselor to have my child treated by medical personnel. The counselor shall make reasonable attempts to contact the parent prior to any medical treatments.
6. I understand that the Town of Secaucus reserves the right to terminate the program for any reason with a 60-day written notice to the registrants.
7. I understand that in the event of continued late payment fees, late pick-up fees, & late pick-up, of my child, or for any other good cause S.B.C.P reserves the right to request the removal of my child from the program.
8. In the event a child is disruptive or displays inappropriate behavior, the counselor/director shall do the following:
 - a. The counselor will keep written records.
 - b. The counselor will confer with the Director.
 - c. The counselor may ask for a conference with the parent/guardian to discuss a course of action.
 - d. If the behavior is repetitive or continues, the Director may ask for a second conference.
 - e. If the situation has not improved after one month, the parent/guardian may be asked to withdraw the child from the program.
9. I understand that I must fully observe all the rule of the Secaucus Before-Care Program (S.B.C.P)

Child’s Name (Please Print): _____ Parent’s Name: _____

Date: _____ Parent’s Signature: _____

METHODS OF PARENT NOTIFICATION

The Secaucus Before Care Program (S.B.C.P) needs to have three (3) contacts for your child in any emergency or if you are late picking up your child. Please note if we do not get any answer from your contacts within a 15-minute time frame we will have to contact the 24-hour State Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) or our local police department to seek assistance in caring for your child until the parent or person authorized is able to pick up the child.

Child's Name: _____

Emergency contact information of persons authorized to assume responsibility for the child if the parent is not available:

1. Primary Contact

Name _____ Relationship: _____

Primary Phone # (____) _____ Secondary Phone (____) _____

2. Secondary Contact (In the event primary contact is not available)

Name _____ Relationship: _____

Primary Phone # (____) _____ Secondary Phone (____) _____

3. Alternate Contact (In the event primary and secondary contacts are not available)

Name _____ Relationship: _____

Primary Phone # (____) _____ Secondary Phone (____) _____

Parent Signature: _____ Date: _____

MEDICAL CONDITION INFORMATION

Does the child have any allergies?

No

Yes, please specify (medications, food, reaction to bee stings, etc.)

Does the child carry an EpiPen? Yes No

******If yes, please make sure director is given EpiPen
Children CANNOT have EpiPen on hand.**

Does the child carry an inhaler? Yes No

Any dietary restrictions? (Vegetarian, vegan, etc.)

Please check any medical conditions your child may have:

- | | | |
|------------------|------------------------------|-----------------------------|
| 1. Asthma | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Diabetes | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Wears Glasses | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Seizures | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Other _____ | | |

If yes to any of the above medical conditions, please specify (i.e. Type of seizures, type of insulin taken for diabetes, etc.)

Please specify any additional information the counselors may need to know while your child is attending the program

Parent/Guardian Signature: _____ Date: _____

ALL ABILITIES PARTICIPANTS

*****Please fill out this form if the child is an All-Abilities Participant, if not, please skip to the next section.**

Does the Camper require any special accommodations while attending the program?

No

Yes, please specify (wheelchair accessibility, etc.)

Please specify any general mobility and/or coordination considerations with which the Camper may need assistance (i.e., toileting, stairs, pool, etc.):

Please specify any other information camp counselors should be aware of while your child is taking part in the Summer Camp Program including social interactions, peer relations, etc.

Does the Camper have an **Individualized Education Program** (IEP)?

Yes

No

***** If your child needs any special accommodations, please contact Abigail Gonzalez @ 201-870-7975 for further assistance.**

Parent/Guardian Signature: _____ Date: _____

State of New Jersey Expulsion Policy

Unfortunately, there are instances when we will have to expel a child from our program either on a short-term or permanent basis. Of course, we will do everything within our means to work with families in order to prevent this policy from being enforced. The following list outlines reasons we may have to terminate or suspend a child from our 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 (such as immunization records).
- Habitual tardiness when picking up your child.
- Physical or 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 physical abuse toward other children (i.e. pushing, kicking, punching, etc.)
- Threatening other children with violent words.
- Other-at the discretion of the Director.

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's behavior will be documented and maintained in confidentiality.
- Child will be given verbal warnings.
- Parent/guardian will be notified verbally.
- 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.
- www.alldaylearningcenters.com

SCHEDULE OF EXPULSION:

1. If the remedial actions outlined 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.
2. The parent/guardian will be informed regarding the length of the expulsion period.
3. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
4. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (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.
5. Failure of the parent and/or child 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. (1-877-667-9845)
- Report abuse or neglect occurring at the center. (1-877-NJ-ABUSE)
- Question the center regarding policies and procedures.

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

USE OF TECHNOLOGY AND SOCIAL MEDIA

During the Secaucus Before Care Program (S.B.C.P) children are not permitted on their cell phone or any other electronic devices. It's forbidden to have them interact with any type of social media during their program.

Child's Name: _____

Parent's / Guardian's Name: _____

Signature: _____ Date: _____

**In the event of an emergency and your child needs to talk to you, they can ask the Director or counselor for use of the phone.*

PERMISSION TO LEAVE SCHOOL

I give Secaucus Before Care program (S.B.C.P) permission to take my child outside on school grounds to play and permission to leave the school grounds in case of any emergency deemed necessary.

Child's Name: _____

Parent's / Guardian's Name: _____

Signature: _____ Date: _____

FIRE DRILL PROCEDURES

Fire drill procedures will differ from regular school day procedures in that an alarm will not be sounded. The S.B.C.P will develop its own distinctive sound pattern that will consistently signify a fire alarm. Counselors will review evacuation procedures with the children on a regular basis. A report on the drill will be kept on file with the central office.

UNEXPECTED CLOSING

The following procedures will be followed by the center and parents of children enrolled in the Before Care Program in the event of an unexpected closing.

1. On days when school is closed due to bad weather, the S.B.C.P will not operate
2. If it is known prior to school starting that there will be a late opening due to bad weather, there will be no S.B.C.P
3. If the emergency should occur during the operation of the Before Care Program every effort will be made to reach the parent, or the emergency person listed on the registration form. Staff may not leave the site until all children are picked up.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibit 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.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed childcare 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 childcare 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://childcareexplorer.njccis.com/portal/>.

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) 2920422 or go to www.state.nj.us/dcf/.

Revised May/2019

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; what they should do. Punishment teaches fear; positive discipline teaches self-esteem. Positive discipline tells children

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.
- 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.
- 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
- 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.

PHILOSOPHY OF CHILD DISCIPLINE

Definition of Discipline:

“...To train or develop by instruction, especially in self-control” (Webster New Collegiate Dictionary)
It is the Philosophy of the Center to help children grow emotionally, as well as, intellectually, to help children succeed, feel good about themselves and be able to express their feelings in a positive and constructive manner. It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

Within our Center, limits and rules are clearly defined, consistent with and in accord with the appropriate development and age of each child, and the Program in general. We focus strongly upon the reinforcement of acceptable behavior, and the prevention of undesirable behavior by being, ourselves, responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Center consist of the following:

1. Re-direction of activities: to change the focus of a child's behavior.
2. Individualized attention: to help the child to deal with a particular situation.
3. Time-out: The removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control.
4. Attention to Good Behavior: to respond to and reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.

Discipline shall not be isolation without supervision or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule, or any behavior that shall intimidate frighten or endanger the child of his/her self image.

**Time-out shall be used as a last resort used in disciplining any child who is misbehaving.

August 2019



Town of Secaucus

Municipal Government Center Secaucus, N.J.
07094

Tel: 201-330-2000
Town Web: www.secaucusnj.org

August 2019

Dear Parents/Guardians:

Re: **Nut Policy**

This letter is written to request that each family assist us in providing a "Nut Free Zone" within the After-Care Program, not just peanuts, but all nuts. We have been made aware of the tremendous risk children who are allergic to nuts can face from even the smallest taste of peanut butter, a piece of a nut, or even airborne nut odor. The consequences are life threatening in many cases and require immediate intervention with medication, hospitalization, or even life support. We want to do all we can to eliminate the possibility of such an occurrence in the After-Care Program. We need your help to do this.

We are asking you to assist us in implementing guidelines to provide a "**NUT FREE ZONE**".

Please **do not allow** your child to bring any food items into the After-Care Program that may contain nuts in any form, under any circumstances. Parents choosing to send a snack are asked to follow the **No Nut Policy**.

Your understanding and support in helping us to provide a "**NUT FREE ZONE**" within the After-Care Program is greatly appreciated. The Aftercare continues to work towards an inclusive environment that supports and acknowledges the right of each person to be fully protected and safe throughout their time at the After-Care Program. It is crucial that we abide by these guidelines, as our children are very important to all of us and their well-being must be our first priority. If you have any concerns, please feel free to call me at any time. Your continued cooperation is always appreciated.

Thank You,

Michael Pero
Recreation Superintendent
(201) 330 - 2078

SECAUCUS BEFORE CARE PROGRAM PHILOSOPHY

The Secaucus Before Care philosophy is based on the premise that the administration, staff, parents, and children work together to develop policies and programs that will create an educationally sound, stimulating and creative environment that will meet the developmental needs of our children during after school hours.

It shall be recognized and emphasized that the Secaucus Before Care Program is not an extension of the school day, and that the environment created shall reflect the relevant differences. The S.B.C.P is built on the philosophy that growing children need to be in a developmentally appropriate environment which will allow them to grow socially, emotionally, physically, and intellectually.

REPORTING CHILD ABUSE AND NEGLECT

These procedures provide direction for public school personnel to report allegations of child abuse and neglect to the Division of Youth and Family Services (DYFS) and to cooperate with the investigations of such allegations.

REPORTING

School personnel, compensated and uncompensated (volunteer), having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse and neglect shall immediately report to the DYFS (N.J.S.E.A 9:6-8.10). The person reporting the alleged child abuse shall inform the school principal designee of the report after the DYFS referral has been made. However, notice to the principal or designee need not be given when the person believes that such notice would be likely to endanger the referrer or child involved or when the person believes that such disclosure would be likely to result in retaliation against the child or in discrimination against the referrer with respect to his or her employment.

When referring cases to DYFS, the school referrer shall provide, when possible, the following information:

- The name of the child
- The age of the child
- The name and address of the child's parent or guardian or other person having custody and control (for example, the foster parent)
- A description of the child's condition, including any available information concerning current or previous injuries, abuse, or maltreatment.
- The nature and possible extent of the child's injuries, abuse, or maltreatment; and any other pertinent information that the referrer believes may be relevant with respect to the child and/or to the identity of the alleged perpetrator.

Non-Institutional Child Abuse- abuse alleged to have taken place in the home or community by a parent, guardian, or any other person having custody or control of the child should be reported as follows:

- In person or by telephone to the local DYFS office. Phone number is available in the school office and telephone directory.

Institutional Child Abuse- abuse alleged to have taken place in a school or other institutional setting by school personnel, compensated and uncompensated (volunteer), should be reported as follows:

- In person or by telephone to the Institutional Abuse Investigation unit. Phone number is available in the school office and telephone directory.

Investigations:

The board of education has detailed the district responsibilities as follows:

- Cooperative with DYFS in investigations of child abuse that have occurred at any time outside or within the confines of the school during a school related function.
- Permit the DYFS investigator to interview the child in the presence of the school principle or designee.
- If the child is intimidated by the presence of the school representative, the child shall name a staff member, whom he or she feels will be supportive, who will be allowed to accompany the child.

during the interview. The purpose of including a school representative is to provide comfort and support to the child, not to participate in the investigation.

- Cooperate with DYFS in scheduling interviews with any school personnel who have information relevant to the investigation.
- Permit DYFS to physically remove students from school, where DYFS provides one of the following:
 1. The written consent of the parent or guardian to such custody
 2. A court order directing the removal of the child.
 3. A signed, written statement from DYFS, to the effect that it is removing the child on emergency basis without court order, pursuant to N.J.S.A 9:6-8.29, based on a unilateral determination that such a removal is necessary because of imminent danger to the child's life or health, and there is insufficient time to obtain a court order.

District Follow Up:

All cases reported to DYFS shall be reported to the principal. The principal will determine if case(s) shall be reported to the guidance department and Child Study Team for appropriate action.

Authority:

N.J.S.A.18a:1.1,18A:4-15, 18A:6-10, et seg. 18A:25-1, 18:25-6, 18:36-19, and N.J.S.A 9:6-3.1, 9:6-8.9, 9:6-8, 10, 9:6-8.13, 9:6-8.14, 9:6-8.21, 9:6-8.40, 9:6-8.72a N.J.A.C.6:3-5 1 et seg. And N.J.A.C. 10:129-2.1

DISMISSAL AND ARRIVALS

Before Care Program

Begins every morning at 7:00 A.M
In the event of a delayed opening
There is **NO** Before Care
