

Application for Enrollment

One Commerce Drive Cranford, NJ 07016 908-272-3500
(Please print clearly)

Name of Child _____ Child's Date of Birth _____ Tee Shirt Size _____ (\$8.00)
Home Address: _____ City _____ Zip _____

Mother's/Guardian Name _____ Last 4# of SS# _____
Home Phone # _____ Cell Phone # _____
Home Address _____ City _____ Zip _____

Mother/Guardian's place of work _____
Work Address _____ City _____ Zip _____
Work Phone # _____ Hours at Work _____

Father's/Guardian Name _____ Last 4# of SS# _____
Home Phone # _____ Cell Phone # _____
Home Address _____ City _____ Zip _____

Father/Guardian's place of work _____
Work Address _____ City _____ Zip _____
Work Phone # _____ Hours at Work _____

Names and ages of other children in the family:

Name _____ Age: _____
Name _____ Age: _____

Is there a physical, medical or emotional problem which might interfere with your child's adjustment to this program? Is so, please describe: _____

I, _____ (Parent/Guardian), wish to enroll _____
(Child's Name) in the child care program for the following schedule:
Circle days of the week: Mon Tue Wed Thur Fri Hours your child is attending _____

Enclosed are the enrollment fees (Non-Refundable if my child is accepted) and a FULL months tuition as a deposit. I understand that the tuition deposit will be returned after the last month of child care services. I have read and understand all policy information and agree to comply with these policies.

Signature _____ Date: _____

Discovery Child Care Center
One Commerce Drive
Cranford, NJ 07016
908-272-3500
www.discoverychildcarenj.com

Authorizations

(Please Print Clearly)

The following authorizations are necessary for the center staff to act in your child's best interest at all times. Please complete and sign each one. *Also, indicate the last four digits of their social security # as their personal sign in/sign out authorization code.*

Child's Name _____

Emergency Information/ Pick-Up Authorization: I hereby authorize:

Name: _____ Relationship _____ Last 4 # of SS # _____
Address _____ City _____ Zip _____
Phone # _____ Work Phone # _____

Name: _____ Relationship _____ Last 4 # of SS # _____
Address _____ City _____ Zip _____
Phone # _____ Work Phone # _____

Name: _____ Relationship _____ Last 4 # of SS # _____
Address _____ City _____ Zip _____
Phone # _____ Work Phone # _____

Name: _____ Relationship _____ Last 4 # of SS # _____
Address _____ City _____ Zip _____
Phone # _____ Work Phone # _____

To pick up my child from Discovery Child Care Center. If these instructions should change, I will let you know in advance and in writing. (Please note any special instructions and the names of persons NOT authorized to remove your child from the center.

Signature Of Parent/Guardian: _____ Date: _____

Medical Emergency Permission:

I ___ Authorize/ ___ Do NOT Authorize the center staff to administer first aid treatment to my child.

I ___ Authorize/ ___ Do NOT Authorize the center staff to take my child to _____ hospital and Authorize treatment by the doctor on call.

Signature of Parent/Guardian: _____ Date: _____

Photographic Release:

I ___ Consent/ ___ Do NOT consent and authorize the child care center to use and reproduce photographs taken of my child and circulate them for advertising and publicity purposes of every description.

Signature of Parent/Guardian: _____ Date: _____

Enrollment Policy

Our child care center provides services to children and families without regard to race, sex, religion, cultural heritage, health/physical condition, political beliefs, or marital status.

Arrival And Departure

All parent/guardian MUST sign their child in and out each day. Sign-In time clock is located by the entrance beyond the secure glass doors. Please inform the director/assistant director of any changes to daily arrival or departure time. Any Parent and/or authorized guardian MUST provide the last four digits of their social security number as their personal entrance/departure code. (list on Application and Authorization Forms)

The center shall assume responsibility for the child after the child has been signed in by a parent, guardian or representative of the child's parents or guardian. The center shall retain responsibility until the child is signed out by a parent(s), guardian or designated representative of the child's parents or guardians.

Child Release:

Your child will be released only to parents and persons to whom the center has written authorization. *(Proper identification of those persons is required). This authorization MUST be left with the assistant director. We ask that you notify the classroom teacher as well.

10:122-6.5 Policy on the release of children.

- (a) The center shall maintain on file and follow a written policy on the release of children which shall include:
 1. The provision that each child may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in NJAC 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached;
 2. The provision that , if a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.
 3. Written procedure to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:
 - i. The child is supervised at all times;
 - ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents: and
 - iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member (s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline 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: and
 4. Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a)1 above, appear 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 procedures shall require that:
 - i. The child shall not be released to such an impaired individual;
 - ii. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - iii. If the center is unable to make alternative arrangements, as noted in (a)3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.



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continued

Arrival/Departure:

Each child **MUST** be signed in upon daily arrival by the adult who brings him/her. The child **Must** be brought into the classroom by the adult. Any child who is not signed in will be sent home for the day. Drop off time is between 7:00 and 9:00AM for full time students and 8:50AM for school day students. Please notify the director/assistant director of any changes in daily arrival or departure times.

Each child **MUST** be signed out daily by an adult and the adult must let the teacher know that he/she is taking the child. Please notify the director, assistant director or teachers of any change in the person picking up your child. Only people listed on the pick up authorization form will be allowed to pick up a child. If the person on the list has not been seen by the staff before, he/she will be asked for identification before allowing that person to take the child out of the center. Any changes in daily attendance (changes in days of the week, time of pick up) must be approved by the director in advance.

Signature of Parent/Guardian; _____ Date: _____

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Blanket Permission Slip

I hereby give the teacher in the child care center permission to take my child on a walking trip in the child care neighborhood.

I also give my permission for my child to ride on the Discovery Child Care State Licensed Bus for field trips.

 Parent/Guardian's Signature

 Date

 Child's Name

 Child's Class

All forms MUST be signed and returned or your child will not be permitted to go on the bus or taken out for walks.

Discovery Child Care Center
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Medical Release Form

I, _____, parent or guardian of

 (print name) _____, give permission to

 (child's name) _____, to obtain emergency

 (provider's name)

Medical treatment for my child, if necessary, at my preferred medical facility _____

 (hospitals' name)

Child's Physician: _____ Physician's Phone # _____

Please note any allergies, medications, or pertinent medical history: _____

This document is valid from _____ to _____
 (start date) (end date)

Parent's/Guardian's Work Phone: _____ Emergency Phone #: _____

Other persons authorized to pick up child: _____

Signature of Parent/Guardian: _____ Date: _____

(Notarization is recommended because it can be required by a medical facility).

Discovery Child Care Center
 One Commerce Drive Cranford, NJ 07016
 908-272-3500

Illness Policy: (Discovery Child Care One Commerce Drive Cranford, NJ 908-272-3500)

When children arrive for care they must be in good health and free from symptoms of contagious disease or according to State Law they must be refused admittance.

Under no circumstances will our center admit any child who has any illness symptom of illness or disease that a physician has determined to require the child to be:

1. Confined to home under physician's immediate care or
2. Admitted to a hospital for medical care and treatment.

No child exhibiting symptoms or having any of the following illnesses will be admitted to the center unless a medical diagnosis from a licensed physician which has been communicated to the center in writing or verbally with a written follow-up indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to any of the following:

1. Severe pain or discomfort.
2. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change in consistency within a period of 24 hours.
3. Two or more episodes of acute vomiting within a period of 24 hours.
4. Elevated oral temperature of 101.5 degrees Fahrenheit or over an axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
5. Sore throat or sever coughing;
6. Nasal Secretions that are thick and yellow or green in color.
7. Yellow eyes or jaundiced skin;
8. Red eyes with discharge;
9. Conjunctivitis, red eyes with discharge either gooey or crusty.
10. Infected, untreated skin patches;
11. Difficult rapid breathing;
12. Any type of skin rash lasting more than one day, excluding diaper rash.
13. Weeping or bleeding skin lesions that have not been treated by a physician or nurse;
14. Swollen joints;
15. Stiff neck; or
16. Blood in urine.

Once the child is symptom free, a licensed physician indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illnesses specified above:

1. The child will be removed from the group and placed in a comfortable and visible area.
2. The parent will be notified immediately, to pick up the child, unless the director has verbally communicated with a licensed physician, who indicates that the child poses no serious health risk to him/herself or others, at which point the child may return to group.
3. When the parent is notified the child must be picked up within one hour.

I understand this illness policy and I agree to meet the standards as described above.

Signature of Parent/Guardian _____ Date _____



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Illness Policies:

Illness:

Parents **MUST** provide a reachable emergency number. If a child becomes ill during the day and a parent is called then the child **MUST** be picked up within one hour of notification.

If a child is sent home ill from the center during the day then the child **MUST** remain home the following day...(the next 24 hours). If a child has a fever or is sent home with a fever then the child **MUST** remain home the following day...the next 24 hours.

If a child has a fever or is sent home with a fever then the child **MUST** be fever free for 24 hours before returning to the center. If a child has a fever in the evening then the child cannot return to the center on the following morning.

You may receive an absence credit of 50% for illness if your child has missed two consecutive weeks or more from the center. This absence credit may not be used for more than two occasions of illness in a calendar year without approval by the Director.

Signature of Parent/Guardian

Date

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Communicable Diseases One Commerce Drive Cranford, NJ 07016 908-272-3500

The center shall not permit a child or staff member with an excludable communicable disease as specified in the table below to be admitted to or remain at the center until:

1. A note from the child's or staff member's licensed physician states that the child or staff member respectively has been diagnosed and presents no risk to himself/herself or to others.
2. The center has contacted the State Department of Health's Communicable Disease Program or local health department pediatric health consultant and is told the child or staff member poses no health risk to others.
3. If the child has chicken pox the center obtains a note from the parent stating either that at least six days have elapsed since the onset of the rash or that all sores have dried and crusted.

Table of Excludable Communicable Diseases

| Respiratory Illnesses | Gastro-Intestinal Illnesses | Contact Illnesses |
|------------------------------|------------------------------------|--------------------------|
| Chicken Pox | Giardia Lamblia* | Impetigo |
| German Measles* | Hepatitis A* | Lice |
| Hemophilus Influenzae* | Salmonella* | Scabies |
| Measles* | Shigella* | |
| Meningococcus* | | |
| Mumps* | | |
| Strep Throat | | |
| Tuberculosis* | | |
| Whooping Cough* | | |

*Reportable diseases as required by NJAC 10:122-7

Attendance by children and/or staff member known to be infected with Human Immunodeficiency virus (HIV)

The center will admit a child known to be infected with HIV (also HTLV-III or LAV), the virus that causes Acquired Immunodeficiency Syndrome (AIDS) to the center

The center will admit a child known to be infected with HIV in order to protect him or her from possible exposure to the infectious disease of other persons at the center.

The center will not exclude a child solely for the reason that such individual lives with or is related to a person known to be infected with HIV.

The director will maintain the confidentiality of any child or staff member known to be infected with HIV.

The center will not require the routine medical screening of children or staff members in a center to detect the presence of HIV.

I understand this disease policy, and I agree to meet the standards above

Signature of Parent/Guardian _____ Date _____

Rules For Dispensing Medication

1. Medication shall be administered only after receipt of written approval from the child's parent/guardian. Any medication to be given **MUST** be labeled with the child's first and last name.
2. All medication shall be kept either in a locked cabinet or in an area that is inaccessible to the children.
3. Any prescription medication for a child shall be:
 - A). Prescribed in the name of and specifically for the child and
 - B). Stored in its prescription container. Which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated and directions for administration.
 - C). Include a dosage cup or spoon for measuring medicine accurately.
4. The center shall limit the dispensing of non-prescription over-the-counter medication to the following types of medicines which shall be dispensed in accordance with the recommended dosage age an/or weight of the child as indicated on the label.
 - A). Antihistamines/decongestants:
 - B). Acetaminophens (aspirin substitutes):
 - C). Cough suppressants and
 - D). Topical ointments.
5. The center may permit the dispensing of non-prescription medication other than those listed above if the child's physician authorizes it in writing.
6. Unused medication shall be returned to the parents(s) at the end of each day or when no longer being administered.
7. Parents permission to dispense medication must be signed each day.

Medicine Log:

Parent must include the following information in order for us to give any medication:

- Date to be given.
- Child's first and last name
- Name of the medication.
- Correct dosage.
- Exact time to be given (not every four hours).
- Parent **MUST** sign medication log.

Parent/Guardian Signature _____ Date _____

Tuition Policies & Enrollment Agreement

I have read the tuition policies & enrollment procedures of Discovery Child Care Center and am in agreement with the following policies regarding my child's enrollment.

- Monthly tuition payments are due on or before the 27th of each month preceding the month of service . Once your tuition has been paid you are committed for the entire month. ***No exceptions to this policy.*** Any change in tuition/enrolled times becomes effective as of the 1st of the next month. This refers to any shift in the number of days a child is scheduled to attend in the program in which they currently participate.
- Any child registered who does not start at the Center on the agreed upon date will forfeit all deposits and fees paid.
- Monthly tuition payments are due on or before the 27th of the month preceding the month of service and can be automatically deducted using credit card or automatic debit card. Payments received after the due date will be subject to a \$35.00 Late Fee for each day they are late. Payment not received by the 1st of the month will result in the interruption of the child's attendance until all financial obligations including late fees are up to date. Any returned checks will be assessed a \$35.00 bank fee and a \$35.00 late fee.
- An annual registration fee of \$45.00 per child (non-refundable) and one time full month security deposit is due at the time of enrollment to guarantee space for your child. The security deposit will be held in a non-interest bearing account and CANNOT be applied to any delinquent tuition payments. The security deposit will be refunded by mail within sixty (60) days after your child's *last day of enrollment*. ***Security deposits will NOT be refunded unless Discovery Child Care is notified (In Writing) 45 days prior to terminating services.***
- Students MUST be picked up by 3:00 PM for school day and no later than 6:00 PM for full day care. Students picked up after scheduled times will be charged \$5.00 for every five minutes late.
- I understand that I am charged full tuition even if my child is absent. There are NO credits or adjustments given for Vacation, sick/illness, inclement weather or holiday closings. If for any reason a bank/credit card funds are not available there will be a \$35.00 additional charge to cover banking fees.
- A forty five (45) day written notice is required if your child is going to leave our center. If proper notice is NOT given you will be charged for two weeks beyond your child's last day of attendance. Health and academic records will not be released until the account is paid in full.
- Parents terminating services with an outstanding balance will be held responsible for paying bill. In the event that Discovery must seek legal action against you in order to obtain payments due, you will be responsible for all of our collections and legal costs including attorney and court fees.

Parent'sGuardian's Signature _____ Date: _____

Discovery Child Care Center
One Commerce Drive
Cranford, NJ 07016
908-272-3500

Information To Parents

Our center is required by the State 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 by the entrance into our 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 and make it available to interested parents for review. If you would like to review our copy, just 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, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625-0717, telephone (609) 292-1021 or (609) 272-9220.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the center or the meaning, application or alleged violations of the Manual of Requirements. 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 Bureau of Licensing. Of course, we would appreciate you bringing these concerns to our attention, too.

Our center must have a copy concerning the release of children to parents or people authorized by parents(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 the management of communicable diseases. Please talk to us 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'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 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 and we will make them available for your review.

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

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Information To Parents Continued:

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 Bureau 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 participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interests with the center director who can advise them of what opportunities are available.

Parents of enrolled children may visit the 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 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.

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 an adult, whether working at the center or not, is required by the State Law to report the concern immediately to the Division of Youth and Family Services Office of Child Abuse Control, Toll Free at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625-0717

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(908) 272-3500



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 908-272-3500 Fax: 908-272-3566
www.discoverychildcarenj.com

Dear Parents,

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent/guardian of a child enrolled at our center, with this informational statement.

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

Please read this statement carefully, and if you have any questions feel free to contact me at (908) 272-3500.

Sincerely,

Sal Ridente

Discovery Child Care Center:

Please complete and return this portion to the center (Please Print):

Name of Child _____

Name of Parent/Guardian: _____

I have read and received a copy of the Information to Parents Statement prepared by the Bureau of Licensing in the Division of Youth and Family Services:

Signature _____ Date _____



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Child Care Discipline & Expulsion Policy

There is a need for sound and positive discipline methods in caring for young children. The purpose of good discipline is to instruct and guide children into a pattern of responsible behavior. This childcare facility uses a three-part discipline method as described:

1. The aforementioned rules are displayed so that both parents and children can become aware of them.
2. A child who intentionally and willfully breaks the aforementioned rules will be reminded in a positive manner of the need to follow these rules. We will guide appropriate behavior through rewards, behavior reports, redirection and time-outs, We will not hit, spank, verbally abuse, or with-hold food. Water, or rest from a child as a form of punishment. (We also recommend that parents never spank a child in our facility)
3. If a child continues to break these rules, the parent/guardian will be notified and requested to assist in reinforcing the rules.

If after two weeks this three-step system does not work and the child is deemed uncontrollable by the caregiver for the sake and safety of the other children in our care the caregiver reserves the right to give two weeks notice of termination.

Termination/Expulsion:

A child exhibiting behavior posing safety concerns by continually breaking the rules and ultimately disrupting the balance of the school environment will be issued a two week written notice of termination depending upon the severity of the situation.

I understand the discipline policy and I agree to maintain these standards.

Signature of parent/guardian: _____ Date _____

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Toilet Learning Orientation One Commerce Drive Cranford, NJ 07016 908-272-3500

Toilet learning should be a positive experience for a child. It should take only a short period of time if the child is ready. Toilet learning is as individual as learning to walk. There is no right age by which all children should be using the toilet. Problems in toilet learning usually arise because adults do not pay attention to the child's lack of readiness.

We will try toilet learning with your child for 10 days. If the child shows no interest, is fearful, or has too many accidents your child will go back to pull ups or diapers until we decide together that your child is ready to try again.

We're listing a few helpful hints of ways we can work together to minimize frustration and maximize success. Of course encourage your child and continue the process at home.

- Have your child wear loose-fitting clothing he or she can manage independently such as elastic waist pants that are easy to pull up and down. Do not dress your child in overalls or tee-shirts with snaps between the legs. Dresses are also not a good idea because the child cannot see to pull down pants.
- We prefer that you supply regular thin cotton underpants rather than thick training pants or pull up diapers. That way the child is more aware when he or she has had an accident. For the same reason we don't put children back into diapers at naptime.
- Please bring a bag with at least three pairs of extra clothes including socks every day. Label all clothing with the child's name. Bring an extra pair of shoes as well.
- Decide at the beginning if little boys will sit or stand.
- Have your child start wearing underpants at home on the weekend before we initiate it here. By all means continue the program at home, having the child wear underwear rather than diapers. If you feel the need the child can wear a diaper at night, but first you might try getting the child up once during the night to go to the bathroom.
- Here , we leave the door to the bathroom open, both for easy access and to encourage the child's interest seeing other children go into the bathroom.
- The child will be told. "Do you need to go potty now" (or whatever you prefer) every 30 to 45 minutes the first and second week, as necessary.
- Unfortunately, because of health regulations, teachers cannot wash out soiled clothes. We will put them in a plastic bag for you to take home and wash.
- We appreciate your cooperation in a task that may be trying for all those involved, but if handled with the utmost care and responsibility, can turn into a pleasurable experience both here at the center and at home.

Signature _____ Date _____



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Automatic Credit/Debit Card Withdrawal Form

√ *Please Check Appropriate Area Below.*

Discovery Child Care (Infant thru Kindergarten)
 After School Care Program (1st Grade-7 Grade)

Name on Credit/Debit Card _____
 Student _____

Visa Master Card American Express Debit Card Discover

Credit/Debit Card Number _____ Expiration Date _____
 Amount to be Withdrawn _____

I authorize Discovery Child Care Center to withdraw the amount above from my account on or before the 27th of each month for services for the following month. A two week written notice must be given to our front office to cancel automatic withdrawal.

Parent Signature _____ Date _____



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www.discoverychildcarenj.com

Infant/Toddler Care

Dear Parent,

Thank you for your interest in the Infant/Toddler care program at Discovery Child Care Center. Our program will offer care to infants with a four to one care-giver ratio and a six to one teacher ratio for our toddlers. We will also have a floating aid to provide additional help during those times where an extra pair of hands come in handy. Please fill out the enclosed handbook and return it to the front office (Sal Ridente, Director) with appropriate security deposits and registration fees prior to your child beginning our program.

While at Discovery your child will be exposed to a variety of activities to promote early infant and toddler development. With the use of music, colors and sensory stimulation our creative curriculum will increase your child's awareness of his/her surroundings. Our care will also include those cuddly times when your child needs his/her rest. Our professional staff will keep parents informed daily with notes on their progress.

If you have any questions please feel free to contact me at 908-272-3500 ext. 12.

Sincerely,

Sal Ridente
Director

Infant/Toddler Care

Please provide our center with your child's general nap and feeding schedule so that we can assure your child's consistency while they are here.

Child's Name _____ Date of Birth _____

Feeding Schedule: _____

Napping Schedule _____

Any Other Comments _____



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Director's Note:

Welcome! Discovery Child Care Center is pleased to serve you and your child. We want your child's educational experience to be positive. We realize entering school can be a difficult and trying time, therefore we will make every effort to ensure your child's well-being. Our staff has prepared each classroom to encourage your child's individual growth and development. We are looking forward to a happy, healthy, and fun-filled year.

My goal as Program Director, in addition to providing an educational environment, is to promote parent interaction through communication and participation. If you have any questions throughout the year, please feel free to stop by my office or call (908) 272-3500.

Sincerely,

Sal Ridente
Program Director

Parent Responsibilities

Breakfast:

Parents need to provide All Items for breakfast including bowl, cups, utensils, and food. All non-disposable containers and utensils MUST be labeled with your child's full name on it.

Breakfast time is from 7:00 AM to 8:15 AM. If a parent/guardian brings a child in after 8:15 and wants to give the child breakfast then the adult must stay with the child until breakfast is finished and cleaned up. Breakfast MUST be finished by 8:45 AM. Our school day begins at 9:00 AM

Lunch:

All lunches MUST be labeled on the outside with your child's first and last name in order for us to serve the lunch to your child. No lunch will be given to a child unless it has his/her name on it. This is for safety reasons.

Please include an ice pack if your child's lunch needs to be kept cold. We do not refrigerate lunches. An individual lunch bag is required for each child.

Please review the following regarding lunch:

- Send any utensils, cups, plates, napkins.
- Send the lunch in a ready to serve/ready to heat container (if food needs to be heated up it must be in a microwavable container or on a microwavable plate). No foil wrap please.
- Cut sandwiches into halves or quarters. Cut foods into bite size pieces.
- Fruit should be peeled, cut and ready to eat by your child.
- Send a juice box or drink in a container that your child can manage.
- Desserts should be fruit, cookies, snack type foods. NO candy, gum, soda or sweets please.
- Please choose foods which your child can eat independently or with little help. We recommend finger foods are best.

Pre Purchased Lunch Option:

Discovery Child Care Center offers a daily hot lunch program. Please fill out the lunch menu options and return it to our front office with full payment. Lunch menus are located by the sign in sheet. Last minute lunch orders will be an additional \$0.50.

Discovery Child Care Center
One Commerce Drive Cranford, NJ 07016
www.discoverychildcarenj.com
(908) 272-3500

Parent Checklist

Dear Parents:

The enclosed information must be filled out and returned to us in order for your child to begin attending Discovery Child Care Center

1. Completely filled out Enrollment Application
2. Pick Up Authorization Form listing all persons allowed to pick up your child.
3. Arrival/Departure Page
4. Blanket Permission Slip for neighborhood walks and child care bus transportation.
5. Medical Release Form
- 6/7/8. Illness Policy and Communicable Disease Forms
9. Rules For Dispensing Medication
10. Tuition Policy & Enrollment Agreement/Automated Electronic Funds Transfer Form
- 11/12/13 Information To Parents Forms
14. Discipline Policy Form
15. Toilet Learning Orientation
16. Automatic Credit/Debit Card Form.
17. Complete Immunization Record Card or Form (Filled out by your child's pediatrician).
18. Physical Exam Form (Universal Child Health Record) Signed and Dated by your child's pediatrician.

All paperwork listed above MUST be brought in BEFORE your child attends our center.

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Dear Parents,

The following is a list of items your child will need on the first day he/she attends school. Our school day begins at 9:00 AM, its important for your child's adjustment to school to make sure he/she arrives on time in order for a smooth transition to class. If your child has to be brought in after 9:30 AM please call our office to speak to your child's teacher.

PLEASE BRING IN WITH YOUR CHILD ON THE FIRST DAY OF SCHOOL (2 YEAR OLDS AND UP):

- Small blanket and at least one crib size sheet (we suggest brining in two) labeled with your child's first and last name.
- A complete change of clothes. Label all clothing with your child's name.
- 2 pairs of underwear
- 2 pairs of socks
- 2 pairs of pants
- 2 shirts
- At least 4 diaper/pull-ups per day and a box of wipes for children not toilet trained.
- A Complete lunch with an ice pack in a bag labeled with your child's first and last name on the outside.
- No soda, candy, sweets, or gum please.
- Please include fork, spoon, napkins, ice pack and cup or plate if needed in the lunch bag.
- If food needs to be heated up it must be in a microwavable container.
- Please choose foods which your child can eat independently or with little help.
- Finger foods are best for younger children.
- Please cut sandwiches into quarters, cut up fruit or large pieces of food to prevent choking.

INFANT AND TODDLER SUPPLIES:

- Bibs, Pacifier (if needed)
- Diapers, wipes, diaper cream, baby powder.
- Snack, water/juice/milk.
- Bottles (Please Label)
- Two extra changes of clothes. *Label all clothing with your child's name.*
- Blanket (Please Label)
- Two fitted crib sheets. (Please Label)
- Soft toy/stuffed animal for nap time.

Note: Please check the extra clothes box on a weekly basis. Clothing which has been sent home needs to be replaced in your child's box.

Sheets and blankets will be sent home weekly to be laundered and returned on the first day that your child attends the following week.

Classroom Policies

Birthdays:

Parents are encouraged to allow their children to share his/her birthday with the class. Please give the teacher a few days notice. The teacher will let you know how many children will be at snack time and when to come.

Clothing:

Children should be dressed in sturdy, comfortable clothing suitable for play. Please mark all clothing with your child's name. Each child needs a set of spare clothing at all times. Clothing which has been sent home needs to be replaced in your child's box.

Please send children into child care in easy to manage clothing. Elastic waist pants are the easiest for newly toilet trained children. Do Not send children with belts, overalls or onesies. (Infant & Toddlers excluded) They cannot undo these things and sometimes have accidents as a result. Please do not put children in pants with buttons or snaps if your child cannot undo them himself/herself.

Field Trips:

Parents will be informed prior to any off campus field trips taken by vehicle. A field trip permission slip must be signed and returned in order for your child to participate in the outing. All children traveling in a vehicle will wear seat belts. Parents are invited to participate in outings.

Food:

We ask that all Candy, Gum, Soda, and other sweets be kept at home.

Toys:

Please keep children's personal toys at home unless asked by your child's teacher for specific items. Sharing personal toys is difficult for young children. Also, we cannot be responsible if a toy is lost or broken.

A soft cuddly toy or doll is acceptable to bring for use at rest time. The toy should be small enough for a child to hold while on his/her cot, yet large enough so it is not a choking hazard. Please do not send toys which make noises or sounds when touched or squeezed. The toy should be put in your child's cubby until it is rest time.

Cot-Sheets/Blankets.

A small blanket and at least one crib size sheet per week labeled with your child's first and last name on it. Sheets and blankets will be sent home weekly to be laundered and returned on the first day that your child attends child care the following week.

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Illnesses/Communicable Diseases 10:122-7.1

Once the child is symptom-free, or a licensed physician indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in NJAC. 10:122-5.2 (p)4 until:

1. He or she can be taken from the center; or
2. The director or his or her designee has communicated verbally with a licensed physician who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group .

(d) The following provisions relate to excludable communicable diseases:

1. The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center until:
 - I. A note from the child’s or staff member’s health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself or to others.
 - II. The center has contacted the Communicable Disease program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
 - III. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating either that at least six days have elapsed since the onset of the rash, or that all sores have dried and crusted.

Table of Excludable Communicable Diseases:

| <u><i>Respiratory Illnesses</i></u> | <u><i>Gastro Intestinal Illnesses</i></u> | <u><i>Contact Illnesses</i></u> |
|-------------------------------------|---|---------------------------------|
| Chick Pox | Campylobacter* | Impetigo |
| German Measles* | Escherichia Coli* | Lice |
| Hemophilus Influenzae* | Giardia Lamblia* | Scabies |
| Measles* | Hepatitis A* | |
| Meningococcus* | Salmonella* | |
| Mumps* | Shigella* | |
| Strep Throat | | |
| Tuberculosis* | | |
| Whooping Cough* | | |

Reportable diseases, as required by NJAC 10:122-7.10 (a)

TUITION POLICIES

The center will be open Monday through Friday from 7:00 AM to 6:30 PM throughout the year. We will be closed on these legal holidays:

| | | | |
|----------------|--------------------|-----------------|------------------|
| New Year's Day | Martin L. King Day | President's Day | Good Friday |
| Memorial Day | Independence Day | Labor Day | Thanksgiving Day |
| Christmas Day | | | |

(Parents are responsible for tuition during holiday closings)

Weather Related Closings:

The center may close due to inclement weather. If the decision is made to close, parents will be notified prior to 6:00 AM. (Tuition includes inclement weather closings if used). If weather closings occur during the day, parents MUST pick up their child within one hour. A reachable emergency number MUST be provided.

Vacation:

No credit will be given for any vacation time or days missed. Please notify our office when your child will be on vacation or missing school so that the office is not contacting you for your child's whereabouts.

Program Changes:

The center must receive two weeks written notice in advance of any change in program schedule; changes will then go into affect the following month. Changes affecting weekly tuition rates may not be made during a week which includes a legal holiday. Billing changes in schedule that result in less hours will occur on the following months tuition.

Withdrawal:

A forty-five (45) day written notice is required for withdrawal for any reason. Failing to notify the school will result in payment of full tuition for that month. If a 45 day notice is given in writing the security deposit will be refunded to you. Within sixty (60) days of your child's last day of enrollment.

Termination/Expulsion:

A child exhibiting behavior posing safety concerns by continually breaking the rules and ultimately disrupting the balance of the school environment will be issued a two week written notice of termination depending upon the severity of the situation.

Annual Registration Fee:

A non-refundable \$45.00 (Single), \$60.00 (Family) enrollment/registration fee is required when the child is first enrolled, and is renewable on the first day of September during successive years.

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TUITION POLICIES CONTINUED

Deposit:

An annual registration fee (non-refundable) AND a one month security deposit is required upon enrollment to guarantee space for your child. The security deposit will be refunded 60 days upon leaving. A forty-five day (45) day written notice must be submitted to terminate services.

Tuition:

Parents are responsible for tuition during holidays, gym closings, and absence.

Tuition is based on a yearly tuition and divided into equal monthly payments, therefore monthly payments will remain the same. No credit will be given for holidays or missed days.

Arrival/Departure:

Each child MUST be signed in upon daily arrival by the adult who brings him/her. The child must be brought into the classroom by the adult. Any child who is not signed in will be sent home for the day. ***Drop off time is between 7:00 and 9:00 AM for full day students only. All other registered students drop off is between 8:50 and 9:00 AM.*** Please notify the director of any changes in daily arrival or departure times.

Each child MUST be signed out daily by an adult and the adult MUST let the teacher know that he/she is taking the child. Please notify the director or teachers of any change in the person picking up your child. Only people listed on the pick up authorization form will be allowed to pick up a child. If the person on the list has not been seen by the staff before, he/she will be asked for identification for allowing that person to take the child out of the center. Any changes in daily attendance (changes in days of the weeks, time of pick up) must be approved by the director in advance. Please note: Student MUST be picked up by 3:00 for school day students and no later than 6:00 PM for full day students. **Students picked up after scheduled times will be charged \$5.00 for every five minutes late.**

Illness:

Parents MUST provide a reachable emergency number. If a child becomes ill during the day and a parent is called then the child must be picked up within one hour of notification.

No child, exhibiting symptoms listed on the illness policy page to be signed, will be admitted to the center unless a medical diagnosis from a licensed physician, which has been communicated to the center in writing, indicates that the child poses no serious health risk to himself or herself or to other children.

If a child is sent home ill from the center during the day then the child must remain home the following day. (the next 24 hours).

If a child has a fever or is sent home with a fever then the child must be fever free for 24 hours before returning to the center. If a child has a fever in the evening then the child cannot return to the center on the following morning.

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Emergency Evacuation & Lock Down Procedure

Dear Parents,

Please be advised of the following school policies concerning potential ***School Lock-Down Emergency Closings*** and the inability to pick up your children due to a National Security Alert.

Our school will continue to provide quality care in the event of a ***“homeland emergency”***. The school will be stocked with ample food, water and supplies to continue to meet all of the children’ needs.

Discovery Child Care will follow and obey all Local, State and Federal Laws and mandates issuing a lock-down. When and if the order is given, parents will be notified.

In the event of an emergency evacuation, the students will be transported to Hillside Avenue School, located at 125 Hillside Avenue, Cranford, NJ 07016 and parents will be notified as such.

If a ***“State of Emergency”*** is issued, Parents will be expected to pick the children up within one hour of notification. If the emergency situation prevents pickup, your child will remain at the school until the emergency passes. Please be sure that we have up-to-date reachable telephone numbers (not an answering machine or voice mail).

In extreme cases of emergency lock down, students will be transported to Hillside Avenue Grammar School in Cranford, New Jersey (125 Hillside Avenue).

All of the above information is precautionary, however your children’s health and security is our number one priority.

If you have any questions, please feel free to contact me at 908-272-3500 ext. 12.

Sincerely,

Sal Ridente



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Philosophy

The goal of Discovery Child Care Center is to maximize each child's development to his or her potential, in all areas of growth and learning. We believe young children learn through play and exploration. At the Discovery Child Care Center we encourage children to explore and investigate at their own pace. Our curriculum promotes a well-rounded enriching experience; providing opportunities for growth through various educational materials within a safe, sure, and nurturing environment. In addition, DCC strives to provide a warm and friendly atmosphere; to prepare each child with the skills necessary to make sense of the world; and to foster opportunities for children to grow as individuals and experience feelings of self-worth.

Our programs, in accordance with the State of New Jersey, provide individual and group learning experiences. Curriculum features include: language development, math readiness, reading skills, science activities, arts and crafts, music appreciation, imaginative play, and recreational games. To further enrich our curriculum we offer gymnastics instruction, and dance on the premises through Diamond Gymnastics Academy. Additionally, students can register for a gymnastics class while they are attending Discovery Child Care Center (See Diamond Gymnastics Academy Schedule of days/times and fees). Gymnastic classes for the day care center students are only available on Tuesday and Thursday from 1:00 to 2:00 PM.

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