

# The Boys & Girls Club of West Orange

## Hazel School Before/After School (k-5)

### Information Packet

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#### **Registration Information:**

Note: Any service changes throughout the year must be made through email; [wochbgc@hotmail.com](mailto:wochbgc@hotmail.com)

Make an appointment at [wochbgc@hotmail.com](mailto:wochbgc@hotmail.com) to drop off the registration forms at the West Orange Community House (242 Main Street) to secure your spot in our program...OR.....

You may also fax (973-736-9071), or email ([wochbgc@hotmail.com](mailto:wochbgc@hotmail.com)) the registration and pay on PAYPAL on our website **any time!** Friday, August 26<sup>th</sup> 2011 is the last day for registration. If you register your child any day after this, your child WILL not start the first week of school. Call or email with questions: 973-736-1282

**No registration will be accepted without the registration fee (any previous balance, must be paid in full).**

It is the parents' responsibility to notify the school and teacher that your child will be attending our program and that they are to be brought to our room after school.

#### **General Program Information:**

Thank you for your interest in the Before and After School Program being offered by the Boys & Girls Club of West Orange. We have been offering these programs for many years in West Orange. Our mission is a simple one, to provide quality, "affordable" child care for all residents of West Orange.

These are some events we may run in the upcoming school year:

1. **Daily schedule:** Homework time, snack, arts and crafts, physical activities, board games, etc
2. **Site vs. Site: Sports/Games/tournaments:** Site Olympics, Scrabble Tourn, Basketball Tournament, Spelling Bee, Soccer Tournament, Field Day
3. **Theme Weeks** Olympics, Health and Safety, Holiday, Talent, Cultural, Magical, Western, Patriotic
4. **Enrichment programs** (i.e. drama, basketball, cooking/food creations, computers, architect club, writing club, etc.)

**NOTE: Please visit our website for updates: [www.bgcwo.org](http://www.bgcwo.org)**

# Boys & Girls Club of West Orange

242 Main Street  
West Orange, New Jersey 07052  
Phone: 973-736-1282  
Fax: 973-736-9071

## Hazel School

**Before School Hours are: 7:30-8:40am.**

**After School Hours are: 3:10-6:00pm.**

Please fill out all the pages of the packet, making sure you have signed in all areas indicated by the words "Parents Signature". A \$60.00, non-refundable, registration fee must accompany the application.

You will be billed semi-monthly (every 2 weeks) for after care and once a month for before care. The fees for the Before/After school programs are as follows:

### **Before Care:**

\$80.00 month

### **After School Program:**

Less than 9 hours - \$40.00 Semi Monthly

10 - 15 hours - \$60.00 Semi-Monthly

16 – 20 hours - \$70.00 Semi-Monthly

20 - 25 hours - \$80.00 Semi-Monthly

26 + hours - \$90.00 Semi -Monthly

**Financial assistance may be available through New Jersey Cares for Kids Inc... To determine if you are eligible please contact them at (973)-297-1114.**

If you have any questions please contact our office at 973-736-1282

# Office of Licensing

## Information to Parents

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents to parents or enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Services (DHS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing laws to be licensed by the Office of Licensing; Child Care & Youth Residential Licensing in the Department of Human Services. 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

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

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

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

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

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them as we will make them available for your review.

Our center must cooperate with all Office of Licensing inspections/investigations. Office of licensing 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 discuss with us any questions you may have about it.

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

Our center must offer parents of enrolled children ample opportunity to 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 form parents before taking a child on each such trip.

Our center is required 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, 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 and ADA claim at (800)514-0301 (voice) or (800)514-0383 (TTY).

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's DHS Child Abuse/Neglect Hotline: Toll Free at 1-877-NJABUSE (1-877-652-2873). Such reports may be made anonymously.

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

# Policy on the Drop Off / Release of Children

Children must be physically escorted into the AM/Morning program

Children may not be picked up by anyone under the age of 18 years old

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) fail 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 Division's 24 hour Child Abuse Hotline (1-800-792-8610) 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)
3. If the center is unable to make alternative arrangements, a staff member shall call the Divisions 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

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

# INCLEMENT WEATHER ADVISORY



In The event of inclement weather it is the parent's responsibility to call the West Orange Community House.

Parents are asked to call our office at 973-736-1282. There will be a message on our machine stating whether our building will be open or closed for the day. This message will be placed on our machine no later than 6:00am. The same information will be available on channel 36, since we follow the same schedule for closings as the West Orange school system

In the event of a delayed opening or early dismissal due to the inclement weather, the West Orange Community House Before/After school programs for school aged children **WILL NOT OPEN.**

Please make sure your child is informed as to where he/she should go in the event of an early closing.

If snow/ice begins to fall and/or accumulate during school hours, and there is no early dismissal, you **MUST CALL THE WEST ORANGE COMMUNITY HOUSE TO ASCERTAIN IF THE AFTER SCHOOL PROGRAM WILL BE IN OPERATION.** You must have alternate pickup arrangements in place because if the road conditions are unsafe, the program will not open, and children must be picked up at their school by 3pm.

**\*\*Please do not assume that weather conditions are the same at your location as they are in West Orange, since weather conditions vary greatly from one area to another.**

We realize that these regulations may, at times, be inconvenient for our parents, however, they are implemented for both the safety of your children and our staff members. We greatly appreciate your cooperation!

# POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to talk him/her home.

Severe pain or discomfort  
Acute diarrhea  
Episodes of acute vomiting  
Elevated oral temperature of 101.5 degrees Fahrenheit  
Sore throat or severe coughing  
Yellow eyes or jaundice skin  
Red eyes with discharge  
Infected, untreated skin patches  
Difficult or rapid breathing  
Skin lesions that are weeping or bleeding  
Skin rashes lasting longer than 24 hours  
Swollen joints  
Visibly enlarged lymph nodes  
Stiff neck  
Blood in urine

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to him/ herself or others, he/she may return to the center.

## TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases MAY NOT return to the center without a physician's note stating that the child presents no risk to him/herself or others:

### RESPIRATORY ILLNESS

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

### GASTROINTESTINAL ILLNESS

Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

### CONTACT ILLNESS

Impetigo  
Lice  
Scabies

\*Reportable diseases that will be reported to the health department by the center.

\*\*NOTE: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days have elapsed since the onset of the rash, or that all sores have dried and crusted.

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

# 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.

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 in 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 love with license.

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.