

Parent Handbook

Wrap Around Care
Program for BBOED
Pre-K 3 Students



Table of Contents

Terms of Enrollment	<u>Page 3</u>
Policy on the Release of Children	<u>Page 5</u>
Policy on the Management of Communicable Diseases	<u>Page 6</u>

Terms of Enrollment

1. Payments are due by the 1st day of the prior month. A \$35.00 late fee will be added to tuition received after the 5th of the prior month.
2. I understand that repeated lateness will result in my child's suspension or termination from the program.
3. Payment options include: credit card, check, cash or money order. A \$25 fee is imposed for return checks and only credit card, cash or money orders will be accepted as a form of payment thereafter. A \$25 fee is imposed for declined credit cards and only check, cash or money orders will be accepted as a form of payment thereafter.
4. Program cost is pro-rated based on entire school year. The fee is the same each month regardless of the actual number of school days your child is attending in that month.
5. **All school fees are non-refundable and non-transferable.** I understand and acknowledge that JCC will charge a fee on a monthly basis, to be paid on the 1st day of the prior month, for Child to participate in the JCC's programs. Charging on a monthly basis in advance allows the JCC to plan for sufficient staffing and resources for children enrolled in their programs. I understand and acknowledge that the JCC will incur expenses during that month regardless of whether Child is able to attend JCC programs and regardless of whether JCC must close some or all of its programs during that month. Accordingly, I understand and acknowledge that program fees, and any required deposit, **must be paid in advance, and will be completely non-refundable**, regardless of whether Child is absent for any reason from such programs for all or any part of the month, or whether the JCC is closed for any reason for all or part of such month. **There is no reduction, no refund and no credit for fees and services due to absence, illness, injuries, accidents, snow closures, withdrawal, suspensions, expulsions, an act of god, or city/state imposed closing of the facility for any reason (COVID-19 included).**
6. I understand that the regularly scheduled hours for the Wrap Around Care program for BBOED Pre-K 3 students, depending on my enrollment, are:
 - Early Drop Off starting at 7:30a
 - After Option A – 2:50pm - 3:30pm
 - After Option B – 2:50pm - 4:30pm
 - After Option C – 2:50pm - 6:00pm
7. I understand that if I am late for my scheduled pick up time of 3:30pm, 4:30pm or 6:00pm, I will be charged \$5 per minute until my child is picked up. Repeated lateness will result in termination from the program.
8. In accepting a child's enrollment in the program, the JCC of Bayonne reserves a place for him or her. If, for any reason you cancel service, there will be no refunds of fees paid. Any payment made before receiving cancellation notice is non-refundable. **NO EXCEPTIONS.**
9. I understand that I must provide written notification 60 days in advance regarding cancellation and/or any schedule changes.
10. In the event that my account becomes delinquent for more than 30 days, I agree to pay a finance charge of 1.5% per month on any balance due, as well as any fees accrued with collection of this account.
11. I assume the risk of, and release the JCC and its associates harmless from, any liability for physical or other injury that has been suffered by my child during, or as consequence of, participation in this program required in the curriculum of this course and I agree that the JCC nor any other person involved in organizing or teaching in this program, shall not have any liability or responsibility for any injury or harm.

12. I consent to have my child receive first aid by facility staff and, if necessary be transported to received emergency care. I will be responsible for all charges not covered by insurance. I give consent for the emergency contact person listed TO ACT ON BEHALF until I am available. I agree to review and update this information whenever a change occurs.
13. I understand that the building is **NUT FREE**.
14. I understand that it is my responsibility to notify the program Director and staff of all allergies my child may have.
15. I understand that I must report any communicable illness that my child has immediately to the Director of the program. If I do not notify the Director, this may be grounds for expulsion.
16. I understand that if my child exhibits any of the following symptoms, they should be kept home so to not infect other students and/or staff members:
 - Fever of 100.4 or above
 - Swollen, bloodshot, crusted eye(s) in conjunction with possible “pink eye”
 - Green/dark yellow nasal, throat mucosal or growths
 - Unexplainable/possibly contagious rashes or growths
 - Diarrhea/Vomiting before coming to school
 - Lice/excess head, behind ear or upper neck itchiness
 - Close contact with anyone diagnosed with COVID-19 in the past 14 days
 - Cough, shortness of breath, trouble breathing, headache, fever, muscle pain, chills, repeated shaking with chills, new loss of taste or smell

If children do attend school with the above listed symptoms, they will be sent home automatically and their return will require a clearance note from a licensed pediatrician.

17. I understand that the JCC has the right to expel a child **IMMEDIATELY** or suspend for a specific time period for inappropriate behavior as determined by the administrative staff. **NO REFUNDS WILL BE GIVEN FOR ANY SUSPENSION OR EXPULSION FROM THE PROGRAM! NO EXCEPTIONS!**
18. I understand that falsifying any records submitted for application is grounds for immediate dismissal.
19. I understand that Directors of the program must be aware of any special needs or limitations of the individual child. The JCC reserves the right to refuse admittance if the JCC feels that the child needs cannot be met by the center or staff.
20. I understand that I must notify the school, **IN WRITING**, if an unauthorized person will pick up my child. No children will be released without proper notification.
21. I understand that once my child is released to their authorized adult under any circumstances, the authorized adult assumes full responsibility for the safety and well-being of my child and any other children under their supervision.
22. I understand that for the health and safety of our children and staff the Center will follow the Bayonne Board of Education for all weather related conditions (closures, early dismissals, delayed openings).

Policy on the Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and 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 court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up 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)
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 parents(s), have failed and the staff member(s) cannot continue to supervise the child at the center, *the staff member shall call the 24-hour State Central Registry Hotline 1-877- NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.*

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

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

Policy on the Management of Communicable Diseases

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

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

Once 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:

https://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf