



JCC OF  
BAYONNE

# Policies and Procedures

Summer Programs

Updated: March 2024

# Financial Policy

## MEMBERSHIP

JCC membership is required to enroll your child in our programs. Members are accepted on a non-sectarian basis, without regard to religion, creed or race.

## BILLING

In accepting enrollment, the JCC reserves a place for your child and incurs associated expenses.

Due at registration:

- \$200 **non-refundable and non-transferable** registration (per child)

Due one month prior to start of program (**MAY 24, 2024**):

- \$99 **non-refundable and non-transferable** summer membership fee (per family)
- Final payment of all program fees

A \$25 fee is imposed for returned checks and only credit card, cash or money orders will be accepted in future.

## DISCOUNTS

Sibling discount: \$100 for each additional child from the same immediate family

Loyalty discount (returning families from last year): \$50

## CANCELLATIONS & REFUNDS

Any cancellation must be made in writing.

Before **MAY 24, 2024**: Refund of 50% of your program fee payments

After **MAY 24, 2024**: **NO REFUND WILL BE ISSUED. All fees are non-refundable and non-transferable.**

## ABSENCE AND PROGRAM CLOSURE

If your child stops attending the program for any reason, you are still responsible for the full membership, registration and program fees. **There is NO REDUCTION, NO REFUND AND NO CREDIT OF FEES due to child's absence, illness, injuries, accidents, withdrawal, suspensions, expulsions, an act of god, or city/state imposed closing of the facility for any reason.**

# Communication & Notification

## JCC METHODS OF COMMUNICATION & NOTIFICATION

Early Childhood Age Children

- ClassDojo (Primary)
- Email
- Phone calls
- Text messages
- Daily experience sheets
- Newsletters

School Age Children

- Email (Primary)
- Phone calls
- Text messages

In the event of a child's injury that involves the head/face, swelling, break in the skin from a bite, a fall from a height greater than the height of the child, and/or professional medical care is required, the parent/guardian (or emergency contact if parent/guardian is unavailable) will be verbally notified immediately after taking action to protect the child from further harm. Notification of minor injuries may be communicated to families at pick up. A written Incident, Behavior or Accident Report for all types of injuries, incidents, or behaviors will be provided to the parent/guardian at the time of pick up.

## URGENT ISSUES

Call the JCC office at 201-436-6900 for any time sensitive issues such as an emergency or early pick up.

# Behavioral Expectations

The JCC of Bayonne is open to the entire community. We do not discriminate on the basis of race, ethnicity, religion, sex, gender identity or expression, origin, age, veteran status, disability, family structure, or sexual orientation. We are committed to providing an environment where all are welcome. While every child brings with them unique qualities and needs, they will be required to interact and behave appropriately with both the staff and other kids. Every child and staff member should be able to have fun while feeling valued, safe, and comfortable while at the JCC.

Children must:

- **Be respectful of children and staff.** This means following directions and refraining from physical or emotional harm towards others, including hitting, kicking, biting, threats, intimidation, swearing, lying, and refusing to listen to staff. We celebrate our diversity and expect children to be respectful of individuals regardless of their race, ethnicity, religion or cultural background. **Any talk or action of a sexual manner will not be tolerated.**
- **Be respectful of the grounds, facilities, and the belongings of others.** No littering, vandalism, theft, or destruction. You will be charged for any damages that your child causes.
- **Be safe.** A staff member needs to know where children are at all times. This means staying with the group or a staff member and avoiding behaviors that could be dangerous, such as running away, climbing where not permitted, self-harm, etc. If your child feels the need to tell staff something, they can do so at any time.

We will use **positive behavior techniques** that are developmentally appropriate to make sure that kids are following the rules of the program and the directions of the staff, including:

- Visual and verbal reminders of the rules
- Compliments, encouragement, and praise for appropriate behavior
- Redirection or personal time or use of a quiet space.
- Discussion about behavior
- Problem solving
- Separating kids
- Staff offering appropriate choices to help make good decisions

Staff will NOT use, or threaten to use, any physical contact or restraint, unless the child presents a clear and present danger to themselves or to others.

If with the use of these positive behavior management techniques, kids are unable to follow rules and behaving safely towards self and others, the following steps will occur. Other consequences may be implemented at the discretion of the Director.

## **In the case of inappropriate or unsafe behavior**

- Staff will ask child to stop the behavior
- Staff will use verbal or written communication to parent/guardian regarding child's behavior
- Staff may remove child from situation (take to quiet space or safe space)

## **For serious infractions as determined by staff**

- Staff may recommend or require parents to pick the child up **immediately**
- Child may be suspended for one or more days from program with no refund
- Child may be asked to leave the program with no refund

# Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis.

## CAUSES FOR IMMEDIATE EXPULSION

### a. Child's Actions for Expulsion

- The child is a harm to him or herself, to other children or to staff.
- Failure of child to adjust after a reasonable amount of time. Uncontrolled tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children. Excessive biting, scratching or hitting.
- Excessive destruction of property.

### b. Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including medical/immunization records.
- Use of foul language, verbal abuse and inappropriate language to children, staff members, administration, either in person, via email or on any type of social media.
- Parent threatens physical or intimidating actions toward staff members.
- Parents exhibit verbal abuse to staff in front of enrolled children.
- Parent threatening harmful action to the JCC.
- Falsifying any records submitted in the application including Universal Medical Form submitted by Physician.

**NO REFUNDS WILL BE GIVEN FOR ANY SUSPENSION/EXPULSION FROM THE PROGRAM! NO EXCEPTIONS!**

# Late Pick Up Policy

Supervision is provided for the children during specific program hours. Wrap Around Care (from 7:30a to 6p) is available for an additional fee.

## DROP OFF

Children cannot be left alone outside and will not be accepted into the building before program start time. Please avoid late drop off whenever possible.

## PICK UP

Prompt pick up of your children is necessary. For early pick up, please call the JCC office at 201-436-6900. We will try to have your child ready to go if we are given notice that you will arrive early and we appreciate your understanding that this is not always possible.

## IF YOU ARE LATE TO PICK UP YOUR CHILD...

**After 4:30pm:** your child will be placed in Wrap Around Care and you will be **charged \$30 per day**

**After 6:00pm:** you will **be charged \$5 per minute** until your child is picked up

Repeated lateness will result in termination from the program.

# Release of Children Policy

Each child may be released only to the child's parent(s)/guardian or those authorized by the parent(s)/guardian to take the child from the JCC and assume responsibility for the child in an emergency if the parent(s)/guardian cannot be reached. Child's parent(s)/guardian must notify the Director, IN WRITING, if an unauthorized person will be picking up their child. No child will be released without proper notification. The person picking up your child must show proper photo identification. Once your child is released to the authorized adult under any

circumstances, the authorized adult assumes full responsibility for the safety and well-being of your child and any other children under their supervision.

If a non-custodial parent has been denied access, or granted limited access to a child by court order, the JCC must be given 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 by the time of the JCC's daily closing, the JCC 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 JCC, *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 JCC 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 JCC 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.

## Health & Safety

### **TRAINING & EMERGENCY PROCEDURES**

Our staff are fully trained in safety and emergency procedures including but not limited to pool safety, fire alarms, evacuations, tornado/hurricanes, child sexual abuse prevention, lock-downs, and invasions. Each staff member has passed background and reference checks and is certified in CPR and First Aid.

### **ASSUMPTION OF RISK**

Parents or legal guardians acknowledge that participation in summer program activities carries inherent risks, including but not limited to accidents, injuries, and illnesses. By enrolling your child in our summer program, parents or legal guardians assume full responsibility for any such risks and agree to hold the JCC, its staff, and affiliates harmless from any liability arising from participation in program activities.

### **MEDICAL AUTHORIZATION**

In case of a medical emergency, parents or legal guardians authorize JCC staff to seek medical treatment for their child, including first aid or transportation to a medical facility if necessary. Parents or legal guardians are responsible for all charges not covered by insurance and providing accurate medical information and emergency contact details during the registration process. All emergency contacts listed are assumed to have authority to act on behalf of parents or legal guardian until they are available.

### **HEALTH AND INFORMATION FORMS**

All children must receive a physical and submit a Universal Health form before attending the program.

**Falsifying any records submitted for application is grounds for immediate dismissal.** If anything has changed since you filled out the application or health forms at registration, especially for medical, allergies, contact, authorized pickups, etc., please email Sophie at [sophie@jccbayonne.org](mailto:sophie@jccbayonne.org).

## ALLERGIES

Parents must notify the Director and staff of any allergies your child has. The JCC building is NUT FREE.

## SPECIAL NEEDS

Directors must be aware of any special needs or limitations of the individual child. This includes special learning or physical disabilities, if your child has an IEP or 504 Plan, or has any medical condition that you feel requires staff attention. Advance notice and intake interview are required. The JCC reserves the right to refuse admittance if the JCC feels the child's needs cannot be met.

## MEDICATION POLICY

Children are not permitted to take any kind of medication during program hours. Staff is not permitted to administer any medication to children. This policy applies to prescription and over the counter medications.

## ADDITIONAL ILLNESS MANAGEMENT POLICIES

We follow the "Policy on the Management of Communicable Diseases" from the State of NJ Department of Children and Families licensing for Child Care Providers, reprinted below, with some additions.

- Parents or legal guardians **must** report any communicable illness that their child has immediately to the Director of the program, **not doing so may be grounds for expulsion.**
- In addition to the attached symptoms list, a child should also be kept home if they exhibit any of these:
  - Fever of 100.4 or above
  - Swollen, bloodshot, crusted eye(s) in conjunction with possible "pink eye"
  - Lice or excessive head/behind ear/upper neck itchiness
- If a child does attend the program with any of the listed symptoms or shows any of these symptoms while at the JCC, parents will be called immediately to take the child home and a **doctor's note is required to return to the program.**
- If a child is **absent 2 or more days due to illness, a doctor's note is required to return to the program.**

### Policy on the Management of Communicable Diseases

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

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

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

### **EXCLUDABLE COMMUNICABLE DISEASES**

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

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

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

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

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

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

OOL/1.6.2018

## **Technology and Social Media Policy**

As part of our duty to safeguard children it is essential to maintain the privacy and security of all families. We therefore require that:

1. Communication with parents/guardians will be conducted using a JCC of Bayonne device (computer, tablet or telephone). The use of staff personal mobile phones for text messaging and/or phone calls and the use of personal email to communicate with families about any program related business is strictly prohibited. Social media is not used as a form of communication with families about the specifics of a child's day.
2. All program applications include the JCC of Bayonne's Photo & Video Permission request. A child's photographs and video may be taken and used internally for daily updates and correspondence with the parents/guardians, but a parent/guardian can refuse permission for photographs and video of their child to be used for future publicity including (but not limited to) our website, our social media channels, program brochures and printed materials.
3. Parents/guardians are permitted to take photographs and videos of their child in their classroom. Photographs and videos that include children, other than their own, are prohibited. Families are not to post any media that include children other than their own to social media sites. If JCC management is made aware of such postings and there is a failure to abide by JCC policies, then expulsion from the program may be possible.
4. Use of social media, networking and/or other websites is prohibited when supervising children. ClassDojo is the only approved technology while supervising the children.
5. The JCC staff is prohibited to post photographs or videos on any personal social media sites. If management is made aware of such postings and there is a failure to abide by JCC policies, then termination from the JCC may be possible.

# DCF OOL Information to Parents

The statement highlights 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 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 Department of Child Protection and Permanency (CP&P) and the State Central Registry Hotline: 1-877-NJABUSE/1-877-652-2873.

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

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

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

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

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint



investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://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) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).