



Summertime Playgroup 2018

SPONSORED BY THE

Colts Neck Reformed Church Nursery School

SUMMERTIME PLAYGROUP is designed for the younger child as an introduction to a structured environment without the parent. Two-year-olds are active, affectionate, and sometimes strong-willed. They are beginning to notice and explore the world. Much of their learning occurs through imitation and play. The Playgroup provides supervised play with age appropriate toys, simple songs, nursery rhymes, and stories. We also include gross motor activities through music and occasional outside play.

Through our Summertime Playgroup program, we promote independence and develop your two-year-old's emerging awareness of social behavior; we help your two-year-old discover life beyond his or her own little world.

ELIGIBILITY:

- ◆ Must have turned two (2) years old on or before November 1, 2017
- ◆ The children in Summertime Playgroup do **not** have to use the potty on their own
- ◆ Parents must provide a diaper bag with all of the necessary items including disposable gloves and a change of clothes.
- ◆ Parents must provide a complete medical form including an up-to-date immunization record completed by a medical professional.

PROGRAM:

- ◆ Monday and Wednesday **OR** Tuesday and Thursday, beginning the week of July 9th and continuing **through** the week of August 13th, from 9:30 a.m.—11:45 a.m.

COST:

- ◆ \$400.00 for all six weeks, which is due at registration. Make checks payable to "CNRC Nursery School."

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed 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://data.nj.gov/childcare_explorer.

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/.



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Child's Name _____

Sex ____ Age _____ Birthday _____ Days Attending (circle one) **Mo/We** **Tu/Th**

Address _____

Phone Number _____ General Health _____

ALLERGIES _____

Physical Limitations _____

Child's Doctor _____ Phone _____

Doctor's Address _____

WHERE TO REACH PARENTS

Mother's Name _____ Day. Phone _____

Cell Phone _____

email _____

Mother's Daytime Address _____

Father's Name _____ Bus. Phone _____

Cell Phone _____

Father's Daytime Address _____

LOCAL PERSONS AUTHORIZED TO PICK UP CHILD AND/OR CONTACT IN CASE OF EMERGENCY, IF NEITHER PARENT IS AVAILABLE

Name _____ Name _____

Relationship _____ Relationship _____

Phone _____ Phone _____

Cell Phone _____ Cell Phone _____

Address _____ Address _____

I have received the *Information to Parents* statement prepared by the Bureau of Licensing in the Division of Youth & Family Services.

_____ Parent Signature

(over)

MEDICAL EMERGENCY CONSENT FORM

If I cannot be reached, in case of a medical emergency involving my child, _____
_____, who is a student at the Colts Neck Reformed Church Nursery
School Summer Program, I hereby give my consent to a physician, hospital staff, or ambulance squad to
give necessary medical aid to my child.

Parent or Guardian

If my child has life threatening allergies, I will provide the school with physician-signed
instructions and physician-prescribed medication to be used in an emergency situation. Without these my
child is ineligible to attend.

Parent or Guardian

POLICY ON RELEASE

If no responsible person can be reached at my home, business, or emergency telephone
numbers, in case of an unforeseen event where I should fail to pick up my child, _____
_____, from the Colts Neck Reformed Church Nursery School Summer Program,
I request that his/her teacher or the Director take my child to her residence, rather than letting Social
Service take custody of my child. I understand that if by evening no responsible parent or authorized
person can be reached, the DYFS 24 Hour Hotline will be called to place my child in protective custody.

Parent or Guardian

DISCIPLINE

Teachers are responsible for the discipline of the children at the Summer Program. When a child
is aggressive or disruptive, the teacher will speak to the child first and try reasoning with him/her to
change the undesirable behavior. If that is not effective, a short, supervised, time-out may be helpful.
Parents will be notified if their child's aggressive behavior continues and is a threat to the other children or
the staff.

Parent or Guardian

PHOTO RELEASE

- Yes, you may use my child's picture with name reference
 Yes, you may use my child's picture with **NO** name reference
 No, you may **NOT** use my child's picture

Parent or Guardian