Bergen Community College
Child Development Center
400 Paramus Road
Paramus, NJ 07652
(201) 447-7165
http://www.bergen.edu/cdc
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Dear Families.

Welcome to the Bergen Community College Child Development Center. We are happy you have chosen us to care for your child. We are very proud of our program and look forward to years of fun and learning.

Our center is licensed by the New Jersey Department of Children and Families (DCF). As a laboratory preschool, the CDC provides a developmentally appropriate laboratory learning environment for students enrolled in the Early Childhood program and opportunities for college-wide participation in co-curricular activities and other departments.

This Family Handbook serves as a guide and provides general information about the Child Development Centers’ program, policies, routines and procedures. Please discuss any questions regarding this handbook, your child schedules or curriculum with the Director or your child’s teacher.

Thank you for choosing the Child Development Center. Together we can make this a great year for everyone. We look forward to getting to know you and your child.

Sincerely,

Bergen Community College Child Development Center Staff

Mission Statement
The mission of the Child Development Center is twofold.

The chief mission of the CDC is to provide quality, affordable child care to our students, staff, faculty and the community.

To provide a high quality educational experience for both children and BCC students that promotes learning in a collaborative environment.

Our Philosophy
Our main objective is to help your child develop his social, cognitive, emotional and creative skills to reach his full individual potential. We provide a nurturing environment and acknowledge that every child is unique and appreciated. Our staff works to offer age appropriate, hands-on, interesting and challenging learning experiences that promote self-confidence and a love of learning.

Goals and Objectives
The program has the following goals:

- To offer a variety of learning experiences through discovery and experimentation, with an emphasis on critical thinking.
- To provide opportunities for the development and use of language.
- To provide children with multi-cultural books and other media.
- To provide opportunities for learning about the many cultures represented at the Center.
- To introduce children to basic concepts in science, mathematics, social studies, language arts and creative arts (music, art and theater).
- To introduce computer technology.
- To allow children to learn through his/her medium of play.
- To help both parents and children understand the nutritional benefits of natural foods.
Curriculum
The Child Development Center’s curriculum follows the tenets of “developmentally appropriate practice,” which fosters discovery, creativity and experimentation with an emphasis on critical thinking. Through learning centers and hands-on experiences, the children are introduced to basic concepts in math, science, social studies, language arts and the creative arts. The children also learn how to use computers and acquire firsthand knowledge of the natural world through a variety of experiences.

Centers in Classroom
Our age appropriate, child friendly curriculum learning centers in our school are designed to comply with the NJ 2009 Preschool Teaching and Learning Standards of Quality. The content areas outlined in the standards manual include:

- Visual and Performing Arts
- Social and Emotional Development
- Health Safety and Physical Development
- Language Arts Literacy
- Mathematics
- Science
- Social Studies, Family and Life Skills
- World Languages
- Technology

Learning Centers
- SENSORY TABLES
  Tactile experiences are provided in the sand and water tables. We use our senses and a variety of wet and dry materials to sift, pour, measure, and stir.

- ART
  We provide materials for children to use creatively. We encourage children’s free expression at the easel, art and clay tables.

- MUSIC
  We sing songs, learn finger plays and listen to a wide variety of multi cultural music and nature sounds.

- MOVEMENT
  Movement experiences foster creativity and gross motor skills. We can fly like a bird or move like a tree in the wind!

- WOOD WORKING TABLE
  The children begin learning the use of safety equipment and real tools. With adult supervision, they create a variety of items.

- MATH CENTER
  Hands on math activities include matching, classifying, patterning, sorting and counting real items. Teacher made board games encourage group cooperation and sharing.

- MANIPULATIVE CENTER
  Includes; puzzles and other activities to encourage fine motor skills.

- SCIENCE CENTER
  Science curriculum incorporates learning experiences in both the indoor and outdoor learning environments. Outdoor experiences are designed to provide the children with opportunities to observe
the order of nature. Play and interaction in an outdoors facilitate discovery learning in a natural laboratory. The study of nature is crucial to the development of the child in all areas of development-cognitive, physical and socio-emotional.

- **DRAMATIC PLAY/Housekeeping:**
  Changes with our monthly theme, children can use a variety of props creatively

- **BLOCK AREA**
  A place to build and work cooperatively, we use a variety of building materials as well as wooden blocks.

- **COMPUTER CENTER**
  Introduce children to technology and foster a wide variety of skills in all areas of the curriculum.

- **LANGUAGE ARTS**
  Books reflect our monthly theme. Both fiction and non-fiction books are provided and are always age appropriate. Children also listen to stories, "read" independently in the cozy corner or share books with a friend. Dictation enables children to make the connection between the spoken and written word.

**Non Discrimination Statement**
The Child Development Center does not discriminate on the basis of race, color, age, sex, religion, creed, national origin, sexual orientation or disability. Policies and practices are consistent with federal and state laws pertaining to equal opportunity in admissions and education policies, and other school administered programs.

**Confidentiality**

It is your right to have information regarding your child and family treated in a confidential manner. We will not disclose or exchange any information regarding your child without your written authorization.

**Code of Ethics**
A copy of which may be obtained in the Directors office.

**Operational Information**

**Address**
Bergen Community College
Child Development Center
400 Paramus NJ 07642

**Main Phone**
201-447-7165

**Fax**
201-444-8972

**Website**
www.bergen.edu/pages1/pages/672.aspx

**Directors email**
sdionisio@bergen.edu

**Tax ID #**
22-182-0506

**Emergency Land Line Phone**
201-493-5090
**Hours of Operation**
The CDC follows the College’s schedule with respect to days of operation. The center is open 11 months a year, from September through the end of Summer Session II in August. It is open weekdays from 7:30 am -5:30 pm. Children may be enrolled on a full-time (25 hours or more weekly), part-time (16-24 hours weekly) or on a drop in (hourly) basis. Since holiday closings have been built into annual costs, parents are required to pay regular tuition during weeks when any single holiday or two-day closing occurs. The CDC could be closed on the following days or others in keeping with those days designated on the official college-wide calendar of a given year.

<table>
<thead>
<tr>
<th>Thanksgiving</th>
<th>Memorial Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day after Thanksgiving</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Labor Day</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Martin Luther King Day</td>
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</tbody>
</table>

**Weather and Emergency Closings**
The Child Development Center will close for inclement weather and when the Bergen Community College is closed. The following information is in case the college hat to close due to inclement weather:

- Log on to the College’s Web site: www.bergen.edu
- Call the College’s main telephone number to hear a recorded message: (201) 447-7100
- Log on to www.1010wins.com to sign up for email notification of college closings
  - Listen to radio station: WCBS/880, WOR/710,1010WWINS< WVNJ1160
- Watch TV Cablevision / New 12 NJ

**Security Entrance System**
Each family will be issued two electronic keys. Please treat them as you would your household keys. Please report missing keys to the CDC staff immediately. Replacement keys cost $10.00 each. Please note: keys will not work prior to our opening time of 7:30 am or past our closing time of 5:30 pm. If you forget your keys at home, you may ring the doorbell, however, please realize that staff is supervising children and may not immediately get to the door. If your key has been left at home more than three times, you must purchase a replacement key.

**Arrival and Departure**
Upon arrival and departures, sign in sheets are located in the hallway of the Child Development Center. The Department of Children and Families requires a parent or guardian’s complete signature for each child. Please make us aware of your arrival and departure each day by signing your child in and out. Please read all notices posted on the parent message board. Once again, please be sure that a staff member is fully aware of your child’s arrival and departure each day. Children may not be left unattended.

**Emergency Contact Information and Schedule**
The Center must be able to establish contact with you at all times in case of an emergency. Please be certain that the Child Development Center has the most up to date emergency information; cell and home phone numbers and class schedule, if applicable. If you need to contact us in case of an emergency call 201-447-7165, if we are outdoors and you need to reach us in an emergency call the Public Safety Office at 201-447-9200. We need current list of the individuals that are allowed to pick up your child. They need to come prepared with photo identification.
Parking
A parking area for the Child Development Center has been constructed near the playground. It is a **10 minute lot only** to be used for picking up and dropping off your child.

Emergency Contact Information Needed
We need a current list of the individuals that are allowed to pick up your child. They need to come prepared because we will ask for photo identification if we do not know them.

Dress Code
Send your child to school in comfortable unrestrictive ‘play clothes”. Sneakers or rubber-soled shoes are important for safety. Footwear such as flip-flops, open toe shoes, jellies, crocs, pointed to boots and play heels are prohibited. Weather permitting the children of the CDC goes outside for outdoor activities every day. Children must be dressed for outdoor play in all seasons. During the winter months families are asked to send their child to school with the appropriate winter clothing (boots, mittens or gloves, snow pants and winter coat) In the summer months when the sprinklers and slip-and-slides are in use dress your child in their bathing suit under their clothing and send a beach towel clearly labeled with your child’s name, water shoes or flip-flops and a complete labeled change of clothing. (A change of clothing must be available at all times.)

Campus Outings
Every day, weather permitting, the children are taken out to the playground area, the gardens and for walks on the college campus grounds. Campus outings constitute a “field trip”. To that effect, the law requires parental permission. Please sign the form found in the application packet.

Rest Time
The Department of Children and Family (DCF), require that all children under the age of five must be provided an opportunity to rest or sleep with the lights out and listen to quiet music. At the Child Development Center "Rest Time" for our children is from 1:00 - 3:00. For each child who has rested or slept for 30 minutes and does not appear to need additional rest or sleep will be provided with an alternative quiet activity. Children who are here during "Rest Time" will be provided with their own cot and a cot bag, for bedding. It is important to have your child bedding items labeled with the child’s name. Bedding would include a standard size crib sheet, child size blanket and a small child size pillow. A child staying for nap time is permitted to bring one small stuffed animal or stuffed doll to rest with. All bedding must be clearly labeled with the child’s name and will be sent home at the end of the week to be laundered and returned on Monday.
Our Daily Schedule (All times are approximate)

7:30 – 9:15 a.m. Arrival Time and Free Play Help your child to place her/his belongings in their classroom cubby. Classes combine in one room.

9:15-9:30 a.m. clean up Time Groups separate to their own classrooms.

9:30- 9:45 a.m. Circle Time Stories, songs, we discuss our day.

9:45-10:15 a.m. Snack Time

10:15-11:30 a.m. Learning Center Activities

11:30-11:45 a.m. Clean Up Time

1:45 a.m-12:15 p.m. Outdoor Play

2:15- 12:30 p.m. Wash Up Time

12:30-1:00 p.m. Lunch Time

1:00-3:00 p.m. Nap Time

3:00-3:30 p.m. Wake Up /Snack Time

3:30-3:45 p.m. Afternoon Snack Time

3:45-5:30 p.m. Free Play Indoor and outdoor activities are scheduled

The CDC closes promptly at 5:30

Staff Members and Students
The teachers are state-certified and respected members of the early childhood community. Staff members are also engaged in continual training and are facilitators of workshops for the Office for Children, NJ Association for the Education of Young Children, The Monarch Teacher Network and are members of the National Coalition for Campus Children’s Centers.
Student teachers enrolled in the Bergen Community College Early Childhood program may be assigned to the Child Development Center for their field work experience.

Work study students may also be assigned to assist at the Child Development Center.

Both student teachers and work studies are mentored and supervised by Child Development Center Staff. A staff member will be present to supervise children at all times.

Important National Websites and Telephone Numbers

Bergen Community College Child Development Center.........................................................1-201-447-7165

BCC Child Development Center (FAX)..................................................................................1-201-444-8972

Bergen Community College Main Number........................................................................1-201-4477100

BCC Bursar Office..............................................................................................................1- 201-447-7105

BCC Public Safety Office.....................................................................................................1-201 447-9200

New Jersey Poison Information and Education System.....................................................1-800-222-1222
Discipline Policy
The Discipline Policy of the Bergen Community College Child Development Center, is linked to the overall philosophy of the CDC. This philosophy is that all children should be allowed to develop to their fullest potential through a wide variety of learning experiences that are age appropriate. Living together in harmony is critical to the development of one’s potential.

- All staff at the CDC are responsible for implementing the overall CDC philosophy and for establishing discipline approaches within the context of this philosophy.
- All staff are responsible for providing children with age appropriate behavioral parameters for both group and individual activities. The needs of each child are to be considered at all times.
- The following guidelines are to be adhered to by the staff:
  - Time-out can be utilized as measure for facilitating the existence of the harmonious classroom.
  - This time-out cannot occur outside the classroom door, facing the wall, or by the child being placed in a closet or otherwise confining space.
  - Corporal punishment of any type is not allowed.
  - Children are to be assisted in understanding why any activities are limited.
  - At no time can the staff withhold food, outdoor play, or any other similar aspects of the daily routine.
Children’s views about issues should be heard.
At no time can one child or group of children threaten their own safety or well-being of the safety and well-being of the group.

Child Assessment
It is important for us to observe and assess your child continuously so that we gain an understanding of your child's development. Classroom teachers will inform you of your child’s progress throughout the year.

Cubbies
Children at the Child Development Center will have a cubby which will be labeled with the child’s name for their personal belongings. In the event of a full classroom, some children will share a cubby with another student, so please keep in mind when packing items that some children may have to share the same space. Please provide a complete change of clothing labeled in a “Ziploc” type bag that must be left at school. Also required is a recent picture of your child that will go in their respective cubby. Any memos to parents are left in the top compartment of the cubby.

Holidays and Multicultural Events and Birthdays
If you wish to send special healthy treat or to have a special lunch to be shared with the class, please contact your classroom teachers ahead of time so we can make the arrangements.

Pet Policy
The Child Development Center may have small animals in each classroom and from time to time CDC teachers may decide to bring personal pets as a part of the classroom curriculum. Parents of children enrolled at the Child Development Center are responsible for informing the Center of any animal related health issues.

Toys from Home
Please do not allow your child to bring any toys from home unless permitted by your child’s classroom teachers. If your child participates in nap time, they are permitted to bring a small suitable stuffed animal or stuffed doll to rest with. Any items from home should be placed in your child’s cubby.

Health and Safety Policies and Procedures

Illness and Communicable Diseases
The Child Development Center reserves the right to request immediate removal of an ill child to protect the health of all children and staff. Please do not bring your child to school if he or she appears sick. We must be able to reach parents/guardians at all times. This policy is based upon state licensing requirements. A family member will be notified if you child becomes sick while at the Center. Your child will remain in the office area with a staff member until she/he is picked up.

Illnesses and Management of Communicable Diseases
Under no Circumstances shall the center admit any child who has any illnesses, symptoms of illness or diseases that a physician has determined require the child to be: Confined to home under a physician immediate care; or admitted to a hospital for medical care and treatment.

The center shall not permit a child who has any of the illnesses or symptoms;

- A temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Sore throat or severe coughing:
- Yellow eyes or jaundiced skin:
Red eyes with discharge;
Infected, untreated skin patches;
Difficult or rapid breathing;
Skin rashes, excluding diaper rash, lasting more than one day:
Weeping or bleeding skin lesions that have not been treated by a physician or nurse;
Swollen joints;
Visibly enlarge lymph nodes;
Stiff Neck
Blood in urine,

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 above, the center shall remove the child from the group of well children to a separate room or area, until: He or she can be taken from the center.

The following provisions relate to excludable communicable diseases:

- 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:
- 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.

Table of Excludable Communicable Diseases

<table>
<thead>
<tr>
<th>Respiratory Illnesses</th>
<th>Gastro-intestinal Illnesses</th>
<th>Contact Illnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Giardia Lambilia*</td>
<td>Impetigo</td>
</tr>
<tr>
<td>German measles*</td>
<td>Hepatitis A*</td>
<td>Lice</td>
</tr>
<tr>
<td>Hemophilus influenza*</td>
<td>Salmonella*</td>
<td>Scabies</td>
</tr>
<tr>
<td>Measles *</td>
<td>Shigella*</td>
<td></td>
</tr>
<tr>
<td>Meningococcus*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strep throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whooping cough*</td>
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<td></td>
</tr>
</tbody>
</table>

*Reportable diseases, as specified in N.J.A.C 10: 122-7.10 (a).

(Information from our center)

Medical and Dental Injuries
We do anything possible to ensure our students safety. If a child has a minor injury, we will take care of that and give you an accident report at the end of the day. If there is a major injury that results in an ambulance being called, you are notified immediately.
Medication Policy
Please be advised that any prescription and / or over-the-counter medications may not be administered to any child by our staff. Parents can come to the center and administer medication to their children if this is necessary. The Center will provide all reasonable accommodations for the administration of medication or health care procedures to the child if necessary.

Immunizations
All students must be up to date with New Jersey State requirement immunizations.

Proper Hygiene for all Children
Hand Washing, Toileting and Toilet Training
The Child Development Center realizes the importance of good hygiene, and requires that hand washing is implemented always upon leaving the restroom, before eating, and after any activity of work or play. At the center, there are set times for toileting the children, and they are given frequent reminders throughout the day to go when the feel to do so. Make sure any clothing your child has on is easily removed by your child so accidents are minimized. Doors to the children’s bathroom are open due to safety concerns for the child.

Children do not need to be toilet trained to attend the CDC. Parents must provide diapers, wipes (The use of "pull-ups" is prohibited unless the child is adept in their use.) For children in the process of toilet training, an additional pair of underwear, pants and socks are required.

Sun Block Policy
During the warmer months parents should apply sunscreen every morning, prior to arriving at school. Please dress your child in appropriate clothing (sunhat, light colored clothing, sun glasses) to block harmful sunrays.

Natural Food Guidelines

Food Guidelines and Allergies
The Child Development center is a NUT FREE ENVIRONMENT. Please bring any and all allergies and food prohibitions to our attention
Any food brought from home must be nutritious. No glass bottles, gum, candy soda, or “junk food” items. Snack foods such as chips, chocolate, etc may not be brought in. These foods will remain unopened and will be sent home at the end of the day.

Rounded firm foods that might lodge in the throat of a child less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, popcorn, raw peas, and chunks of raw carrots. Please keep this in mind when packing any and all meals for your child. An insulated lunch container with a thermos is preferred, since we do not refrigerate or heat any food.

A thermos or a container(s) with a straw or cup filled with enough juice.

So, what should your child’s lunch box look like?

CDC HAS GONE GREEN!!!

REDUCE the huge amounts of TRASH we produce on campus each day.
REDUCE the CO$T of operating the CDC
REDUCE the amount of $ parents spend
Snacks and Meals in Tupperware or reusable containers
Reusable eating utensils
No Glass of any kind may be brought to school.

Family Involvement

At our center, we realize "a program cannot educate or care for the child without taking families into consideration". (p175 Foundations for Early Childhood Education) This is one reason we provide informal parent education, workshops, and offer a parent library and resource section in our conference room. We offer an informal parent involvement approach; for example, we invite our parents as guest readers, and party participants at our international festival and Halloween parade.

Our family involvement has many facets to connect home life with school, including:

- Newsletters
- Resources for Parents
- Fire Safety Information
- Home Safety Resources
- Community resources list
- NJ DYFS resources
- Local events bulletin boards
- Parent talent, Music, art and building to share
- Garden Assistance at the center
- Family Participation signup sheets
- Parent Meetings
- Meetings are held on an annual or as needed basis.
- Parent Teacher Conferences
- Conferences held every October or as needed.
- Hand outs at the appropriate times
- Annual Program Evaluation

Enrollment Procedures

Enrollment application forms are available at the Center, or by calling 201 447-7165. Enrollment is based on a first-come, first-served basis. Current tuition information is also available at the center. The Child Development Center accepts children and grandchildren from families of students, staff, and faculty and the community. The Center is licensed for children ages 2 ½ - 13. All forms should be submitted no later than the child’s first day of school each semester. Required paper work, including immunizations and physicals records are needed to be completed for enrollment. We serve children who are able to function successfully in group setting. Children with special needs may be accepted on a case by case basis. If in the judgment of the professional staff, a child is not able to function in group setting, or the Center’s program is not able to meet the special needs of a particular child, the family may be asked to withdraw the child. In the event of this necessity, the center will work with the family in finding alternative care.

Tuition Information

Application Fee: is a one time payment that holds your child’s spot at the center. A copy of bursar application fee receipt needs to be handed to your cooperating teacher. The application fee amount is subject to change yearly.
Payment Policy
The following policies and procedures for CDC payments must be adhered to by all students, staff, faculty and community. The policies and procedures apply to all enrollment categories **Full-Time, Part-time, and Drop-In**.

All CDC tuition payments
- Full-Time, Part-time, and Drop-In. must make in advance on or before each Monday of the week care is provided.
- No child can attend the CDC if they are two weeks in arrears.
- Any child who is terminated due to non-payment must pay the arrears before re-admittance plus up to two weeks at their contracted rate.
- Children who are terminated due to lack of payment must return in two weeks or lose their slot to the next child on the waiting list.
- Parent must pay regular tuition for days their child assent from the program either for sickness or vacations. (If illness is prolonged see the Director.)

Absences and Lateness
Notifications to the Child Development Center must be made when your child is going to be absent and/or if you are going to be late picking up your child. You will be billed accordingly to the contractual rate. The Child Development Center will not credit or allow families to make up any time for a child that may be absent due to illness or for any other reasons. Please notify the CDC at 201-447-7165 when your child is going to absent or late to school. The center cannot credit your account if your child is out due to illness. If you are going to be late to pick up your call immediately call the CDC.

Emergency Procedures
The Child Development Center has worked together with the Public Safety and the Fire Inspector in order to develop and implement a proactive plan for each type of emergency. If you are present during a fire drill or in the event that there is an actual fire, you need to follow the instruction given by the staff. You may not re-enter the building until we have been instructed by the Public Safety Department that it is safe. Our evacuation routes for fire drills (and all other emergencies) are posted all classroom exit door. In the event of a natural disaster, chemical spills or bomb threat, all children will be evacuated to a designated area or relocation facility.

Separation and Visiting Issues
The CDC has an open door policy for families. Children adjust differently in a preschool environment. We understand the importance of this adjustment and how some children have feelings of apprehension and anxiety. This is a normal attribute and will soon be alleviated in time when your child gets accustomed to his new surroundings of adventure. To help in the adjustment, we believe that upon your departure from your child at the center, it is best to say good-bye and that you will be back later. Sneaking out of the class or making up a lie to the child when leaving, would only further their anxiety and feelings of separation. A simple assertion and affirmation to your child will reassure them that this is necessary. This communication to your child is very important to help bond the concept that Mommy and Daddy are coming back after school time. Depending upon how your child handles transitions, “popping in” may not be recommended.
Release of Children Policy
The Child Development Center MUST be notified in advance if anyone else is authorized to pick up your child. A list of names authorized to pick-up you child will be established and adhered by. If the staff is not aware or recognizes the person picking up your child, photo identification will be required. Only an adult over the age of eighteen are allowed to pick up a child from the Child Development Center.

Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in above fails to pick-up a child at the time of the center’s daily closing. The procedure shall require:

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 authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member(s) 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) in able to pick-up the child.

No child will be permitted to leave with anyone who is suspected to be impaired or under the influence of alcohol or drugs. No Exceptions.

Written procedures to be followed by a staff member(s) 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(s), the child would be placed at risk of harm if released to such an individual. The procedures shall require 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 person(s) authorized by the parent(s).
3. If the center is unable to make alternative arrangements, staff member(s) 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) in able to pick-up the child.

Please notify your child’s teacher if there is anyone prohibited from picking up your child. A court order is required to prohibit a parent from visiting or picking up a child. Please submit a copy of the court order to the Center, which will be placed in your child’s confidential file.

Withdrawal Policy
A notice of two weeks must be given in writing prior to withdrawal of a child from the CDC or two weeks additional tuition will be charged upon withdrawal. If a student withdraws from the College, his/her child will no longer be eligible for student tuition rates.

Expulsion Policy
We serve children who are able to function in successfully in a group setting. If, in the judgment of the professional staff, a child is not able to function in a group setting, or the Center’s program is not able to meet the needs of a particular child, the family may be asked to withdraw the child. In the event of this necessity, The Center will work with the family to find alternate care. Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the children
in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Immediate Cause for Expulsion

- Parent or students exhibit any threat of physical or intimidating actions towards staff members.
- Any child is at risk of causing any serious injury to him/herself or other children.
- Parents exhibit any outward verbal abuse to staff in front of children.

Parental Actions for Child’s Expulsion

- Any verbal abuse towards staff or other students.
- Failure in payment, and or constant lateness in tuition.
- Failure to complete any required forms including the child’s immunization records.
- A reoccurrence it lateness when picking up your child.

Child’s Action for Expulsion

- Failure of child to readjust after a reasonable amount of time has transpired.
- Risk of causing serious injury to self and others such as hitting or biting...
- Uncontrollable tantrums/angry outbursts or ongoing physical or verbal abuse to staff or other children.

Prior to discipline or expulsion, a parent will be notified indicating what the problem was. Effort will be made by both the staff at the center and the parents to attempt to correct the situation. Only if after a reasonable amount of time elapses, (which depends on the severity of the situation-most cases one to two weeks), behavior does not improve, and the center finds that they can no longer accommodated that child, the parent will be asked to remove the child. The parent at this point will be given a minimum of one week’s notice to find an alternate care to provide for their child.

Licensing Requirements

We are licensed by the Department of Children and Families). A Copy of our Licensing may be found on our Bulletin Board.

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 of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. Please see the signature page at the end of this manual.

Our center is required by the State Child care Center Licensing law to be licensed by the Office of licensing, 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 premise a copy of the Manual of Requirements for Child care Centers and make it available to interested parent 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: NJ Department of Children and Families, 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 for the meaning, application of 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) 667-98445. 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 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 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 and we will make them available for your review.

- 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 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 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 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 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 to periodically review the Department of Law and public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children’s product list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1 (800) 242-5846.

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 Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by containing: DCF, Office of Communications and Legislation at (609) 292 -0422 or go to www.nj.gov/dcf and select Publications.

Division of Youth and family Services
CN 717
Trenton, NJ 08625
ENROLLMENT AGREEMENT

Childs Full Name: ________________________________________________________________

Birth date: ____________ BCC CDC Start Date: __________________

Date of Orientation with Teacher_____________________________

Name of Parent (s) or Guardians:
1.______________________________________ 2._____________________________________

AGREEMENT
I (we) the undersigned have received and have read the Bergen Community College Child Development Centers Policy Handbook. I (we) understand and agree to abide by the policies as stated. I (we) also understand that new policies may be implemented as needed and as determined by CDCs director, the administration of the Bergen Community College, Division of Youth and Family Services state licensing laws, or other official governing bodies requiring revision to current day care operations and practices. Prior parental notification of policy changes can be expected. Notification on curriculum practice, operation and procedures will not require prior notification and are the purview of the administration staff, area coordinators and teachers.

Parent(s) or Guardian(s) signature(s):
_________________________________________________________________________________

PLEASE NOTE:
The following admission forms must be completed and returned to CDCs Staff before you leave your child in our care.

- Child Information Packet complete
- Application Fee
- Emergency Information
- Copy of Parent’s Class Schedule (if applicable)
- Signed DYFS “Info to Parent’s”
- Birth Certificate (copy)
- Contract Agreement
- Immunization Record on yellow card from NJ Department of Health
- Physical Exam
- Signed Payment of Tuition and Feed Letter

CDC signature: ___________________________ Date: _______________

Thank you for your cooperation and WELCOME TO BERGEN COMMUNITY COLLEGE CHILD DEVELOPMENT CENTER!!!
Please complete and return this portion to the center. (Please Print)

Name of Child: ________________________________________________________________

Name of Parent(s): ___________________________________________________________________

I have read and received a copy of the information to Parents statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.

Signature____________________________________Date______________________

Department of Children and Families

Office of Licensing