## ENROLLMENT APPLICATION

| Name Of Child: | Birthdate: | Enrollment Date: |
|----------------|------------|------------------|
|                |            |                  |
|                |            |                  |

|                             | Plea                | ase check the box ( $\square$ ) to indicate the | primary resident    | ce of the child listed above. |
|-----------------------------|---------------------|---|---------------------|-------------------------------|
|                             | PARENT/GUARDIAN # 1 |   | PARENT/GUARDIAN # 2 |                               |
| _                           | Name:               |   | Name:               |                               |
| TION                        | Relationship:       |   | Relationship:       |                               |
| RMA                         | Cell Phone:         |   | Cell Phone:         |                               |
| INFO                        | Home Phone:         |   | Home Phone:         |                               |
| PARENT/GUARDIAN INFORMATION | Home Address:       |   | Home Address:       |                               |
| T/GU                        | Employer Name:      |   | Employer Name:      |                               |
| REN                         | Employer Phone:     |   | Employer Phone:     |                               |
| ΡA                          | Employer Address:   |   | Employer Address:   |                               |
|                             | E-Mail Address:     |   | E-Mail Address:     |                               |

| ACTS        | Persons auth     | Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child. |                  |  |                  |  |
|-------------|------------------|---|------------------|--|------------------|--|
| NTA         | Contact Name #1: |   | Contact Name #2: |  | Contact Name #3: |  |
| Y CONT,     | Relationship:    |   | Relationship:    |  | Relationship:    |  |
| ERGENCY     | Cell Phone:      |   | Cell Phone:      |  | Cell Phone:      |  |
| <b>AERG</b> | Home Phone:      |   | Home Phone:      |  | Home Phone:      |  |
| EM          | Employer Phone:  |   | Employer Phone:  |  | Employer Phone:  |  |

CUSTODY

**PERMISSIONS** 

Name of person PROHIBITED from picking up your child:

If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order.

I give permission for my child to participate in <u>WALKING TRIPS</u> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated.

I give permission for my child to be <u>PHOTOGRAPHED</u> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet. I <u>DO NOT</u> permission for my child to participate in <u>WALKING TRIPS</u> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated.

I <u>DO NOT</u> give permission for my child to be <u>PHOTOGRAPHED</u> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet. I (we) attest that all of the information on this application is accurate, and that I (we) have received the following information: Center Policies and Procedures Information to Parents Document Policy on the Expulsion of Children from Enrollment Policy On The Use Of Technology And Social Media Policy On The Management Of Illnesses/Communicable Diseases Policy On The Release Of Children Policy on the Methods of Parental Notification of Injuries (if applicable) Other:

Other:

|             | Child's Health Care Provider:   |  |
|-------------|---|--|
|             | Health Care Provider Phone:   |  |
|             | Health Care Provider Address:   |  |
| N           | Name Of Insurance Company/Hmo:  |  |
| INFORMATION | Group #:  |  |
| ORM         | Identification #:   |  |
|             | Subscriber's Name On Insurance Card:  |  |
| MEDICAL     | Known Allergies (including medication):   |  |
| ME          | Medication My Child Is Taking:  |  |
|             | List Special Conditions, Disabilities,<br>Medical/Physical Restrictions, Medical<br>Information For Emergency Situations: |  |

As the parent/guardian of the above named child, I certify that he/she is in good physical health and may participate in the normal activities of the program and has no conditions or specific needs that require specific accommodations, unless otherwise indicated in the medical information provided above or an attached Universal Health Record or a Care Plan for Children with Special Health Needs.

Parent/Guardian Initials:

As the parent(s)/ legal guardian(s) of the above named child, I (we) attest that the information above is correct. I (we) authorize the child care center staff to obtain emergency treatment for my child and understand that I (we) shall be promptly notified.

Parent/Guardian Initials:

| Parent/Guardian Signature #1: | Date: | Parent/Guardian Signature #2: | Date: |
|-------------------------------|-------|-------------------------------|-------|
|                               |       |                               |       |

## PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT

| Name Of Child:              |                         |  |                    | Birthdate:                                   | Enrollment Da    | te:                         |
|-----------------------------|-------------------------|--|--------------------|--|------------------|-----------------------------|
|                             |                         | PARENT/GUARDIAN # 1  |                    |  | PARENT/GUARDIAN  | 1 # 2                       |
| NO                          | Name:                   |  |                    | Name:  |                  |                             |
| ИАТ                         | Relationship:           |  |                    | Relationship:                                |                  |                             |
| OR                          | Cell Phone:             |  |                    | Cell Phone:                                  |                  |                             |
| PARENT/GUARDIAN INFORMATION | Home Phone:             |  |                    | Home Phone:                                  |                  |                             |
|                             | Home Address:           |  |                    | Home Address :                               |                  |                             |
| IT/G                        | Employer Name:          |  |                    | Employer Name:                               |                  |                             |
| REN                         | Employer Phone:         |  |                    | Employer Phone:                              |                  |                             |
| ΡA                          | E-Mail Address:         |  |                    | E-Mail Address:                              |                  |                             |
| <u>ک</u> ر                  |                         | ons authorized to pick נ<br>ava<br>ו   | ailable to assume  | or contact in case of responsibility for the | child.           | r parent is                 |
| ENC<br>VCTS                 | Contact Name #1:        |  | Contact Name #2:   |  | Contact Name #3: |                             |
| EMERGENCY<br>CONTACTS       | Relationship:           |  | Relationship:      |  | Relationship:    |                             |
| EME                         | Cell Phone:             |  | Cell Phone:        |  | Cell Phone:      |                             |
|                             | Home Phone:             |  | Home Phone:        |  | Home Phone:      |                             |
| -                           | Employer Phone:         |  | Employer Phone:    |  | Employer Phone:  |                             |
| DΥ                          | Name of person          | PROHIBITED from pick   | ing up your child: |  |                  |                             |
| CUSTODY                     |                         | arent has been denied<br>his effect for the cente                                  |                    |  | •                | •                           |
|                             | Child                   | l's Health Care Provider:  |                    |  |                  |                             |
|                             | Heal                    | th Care Provider Phone:  |                    |  |                  |                             |
| 7                           | Health                  | Care Provider Address:   |                    |  |                  |                             |
| TIO                         | Name Of Ins             | surance Company/Hmo:   |                    |  |                  |                             |
| MA                          |                         | Group #:   |                    |  |                  |                             |
| FOF                         |                         | Identification #:  |                    |  |                  |                             |
| NL IN                       | Subscriber's N          | ame On Insurance Card:   |                    |  |                  |                             |
| MEDICAL INFORMATION         | Known Allergies         | (including medication):  |                    |  |                  |                             |
| MEI                         | Medica                  | tion My Child Is Taking:   |                    |  |                  |                             |
|                             | Medical/Physic          | Conditions, Disabilities,<br>cal Restrictions, Medical<br>or Emergency Situations: |                    |  |                  |                             |
|                             |                         | AUTHORIZAT   | ION FOR EMER       | GENCY MEDICAL TR                             | EATMENT          |                             |
| As the                      | e parent(s)/ legal guar |  |                    |  |                  | e) authorize the child care |
| cente                       | r staff to obtain emerg | gency treatment for my c   | hild and understan | d that I (we) shall be pr                    | omptly notified. |                             |

|                               |       |                               |       | _ |
|-------------------------------|-------|-------------------------------|-------|---|
| Parent/Guardian Signature #1: | Date: | Parent/Guardian Signature #2: | Date: |   |
|                               |       |                               |       |   |
|                               |       |                               |       |   |

| INDIVIDUAL PERMISSION FOR MEDIC  | ATION OR HEALTH CARE PROCEDURE   |
|--|--|
| Name of Child:   |  |
| Child's condition for administering medication: Cold Sore Throat Teething Ear Infection Rash Injury Other: | Name of medication/procedure:<br>Prescription:<br>Non-prescription:<br>Doctor's approval required: |
| Amount to be administered:   | Special instructions:  |
| Times to be administered:<br>Dates to be administered: to<br>Refrigeration necessary: Yes No               | Possible adverse reactions:  |
| I authorize the administration of medication to my child   |  |
| Signature of Parent/Guardian:  | Date:  |

# FOR CENTER USE: Is all of the above information complete? Has the medication been made inaccessible to children?

□ Is the medication in the original container with the prescription label on it?

Is the child's name on the container?

Is the date of the prescription current?

] Is the name of the drug/procedure, dose, and schedule on the label the same instructions given by the parent?

| Date(s) Administered: | Time(s) Administered: | Adverse Reactions Observed: | Staff Initials: |
|-----------------------|-----------------------|-----------------------------|-----------------|
|                       |                       |                             |                 |
|                       |                       |                             |                 |
|                       |                       |                             |                 |
|                       |                       |                             |                 |
|                       |                       |                             |                 |
|                       |                       |                             |                 |
|                       |                       |                             |                 |
|                       |                       |                             |                 |

## BLANKET PERMISSION FOR WALKING TRIPS

Center Name: \_\_\_\_\_\_Child's Name: \_\_\_\_\_

I hereby give permission for my child to participate in walking trips in the neighborhood around the center. I understand that the walking route is within the center's neighborhood, includes no known safety hazards, and that the walks will not involve entrance into any facility other than the following:

Signature of Parent/Guardian

Date

## PERMISSION FOR CHILD TO WALK HOME FROM SCHOOL-AGE CHILD CARE

| I hereby grant permission for my child,                       | to leave |
|---|----------|
| the premises of (center)                                      | in       |
| order to walk home. I understand that my child will be walkin | g home   |
| unsupervised.   |          |
|   |          |

| Date(s) child may walk hom | e: |
|----------------------------|----|
|----------------------------|----|

Time child may leave the program to walk home: \_\_\_\_\_

Parent/Guardian Signature

Date

## Permission to Apply Insect Repellent and/or Sun Screen to Child

| Center Name:  |              |  |
|---------------|--------------|--|
| Child's Name: | Child's Age: |  |

As the parent/guardian of the above named child, I have initialed next to the applicable statement(s) for the use of *insect repellent* on my child:

Staff may apply the center's *insect repellent* according to the directions on the product label.

I do not know of any allergies my child has to children's *insect repellent*.

My child is allergic to some *insect repellents*. I have provided the following brand/type of *insect repellent* for use on my child:

Please DO NOT apply *insect repellent* to the following areas of my child's body:

#### Please do not apply insect repellent to my child.

| Parent/Guardian's Name: | Parent/Guardian's Signature: | Date: |  |  |
|-------------------------|------------------------------|-------|--|--|
|                         |                              |       |  |  |

As the parent/guardian of the above named child, I have initialed next to the applicable statement(s) for the use of *sun screen* on my child:

Staff may use the center's *sun screen* according to the directions on the product label.

I do not know of any allergies my child has to children's sun screen.

My child is allergic to some *sun screens*. I have provided the following brand/type of *sun screen* for use on my child:

Please DO NOT apply *sun screen* to the following areas of my child's body:

#### Please do not apply sun screen to my child.

| Parent/Guardian's Name: | Parent/Guardian's Signature: | Date: |
|-------------------------|------------------------------|-------|
|                         |                              |       |

## **PARENT** RECEIPT OF INFORMATION:

Information to Parents Document

] Policy on the Release of Children



Policy on Methods of Parental Notification (Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)

Policy on Communicable Disease Management

] Expulsion Policy

Policy on the Use of Technology and Social Media

*I have read and received a copy of the information/policies listed above.* 

Child(ren)'s Name:

Parent/Guardian's Name:

Signature

Date

## Department of Children and Families Office of Licensing INFORMATION TO PARENTS

Under provisions of the <u>Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)</u>, 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 <a href="http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf">http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf</a> 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 OOL/Information to Parents/May 2019 Page 1 of 2 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 <u>https://childcareexplorer.njccis.com/portal/</u>.

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 <u>https://www.cpsc.gov/Recalls</u>. 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 <u>www.state.nj.us/dcf/</u>.

## 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 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) fails 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 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); and
- 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.

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

## **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. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should <u>not</u> do; positive discipline tells children what they <u>should</u> 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 on 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 loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

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.

## 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.

## **EXPULSION POLICY**

## NAME OF CENTER:

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 we will do everything possible to work with the family of the child(ren) 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 CAUSES FOR EXPULSION:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

#### PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

### CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

### SCHEDULE OF EXPULSION:

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

#### PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.

- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

OOL/1.6.2017

### UNIVERSAL CHILD HEALTH RECORD

Endorsed by:

American Academy of Pediatrics, New Jersey Chapter New Jersey Academy of Family Physicians New Jersey Department of Health

| SECTION I - TO BE COMPLETED BY PARENT(S)  |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
|---|----------------|----------|-------------------------------|-------------------------|---|---------------------|---------------------------------|--------|---------------------------------|------|--------------------|--|
| Child's Name (Last)   |                | (        | First)                        |                         | Gende                                       |                     |                                 |        | ate of Bir                      | th   |                    |  |
|   |                |          |                               |                         | П М   | 1ale                | ] Femal                         | е      |                                 | /    | /                  |  |
| Does Child Have Health Insurance?   | If Yes,        | Name of  | Child's Health                | Insu                    | irance Car                                  | rrier               |                                 |        |                                 |      |                    |  |
| □Yes □No  |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
| Parent/Guardian Name  |                | none     | Number                        |                         |   | Work                | ork Telephone/Cell Phone Number |        |                                 |      |                    |  |
|   | (              |          |                               |                         | -   |                     |                                 | (      | () -                            |      |                    |  |
| Parent/Guardian Name  | Home Telep     |          |                               |                         | ne Number Wc                                |                     |                                 | Work   | ork Telephone/Cell Phone Number |      |                    |  |
| (   |                |          |                               |                         | -   |                     |                                 | (      |                                 | )    | -                  |  |
| I give my consent for my child  | 's Health Care | Provider | and Child Ca                  | re P                    | rovider/S                                   | chool N             | urse to                         | discus | s the inf                       | orma | tion on this form. |  |
| Signature/Date This form may be released to WIC.  |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
|   |                |          |                               |                         |   |                     | E                               | Yes    |                                 | No   |                    |  |
|   | SECTION II -   | TO BE (  | COMPLETE                      | DB                      | Y HEALT                                     | H CAR               | E PRO                           | VIDER  | 2                               |      |                    |  |
| Date of Physical Examination:   |                |          | Results                       | of ph                   | ysical exa                                  | mination            | normal?                         | ?      | Yes                             |      | No                 |  |
| Abnormalities Noted:  |                |          | recound                       | 5. p.i                  | jelea ena                                   |                     | (must b                         |        |                                 |      |                    |  |
|   |                |          |                               | within 30 days for WIC) |   |                     |                                 |        |                                 |      |                    |  |
|   |                |          |                               | Height (must be taken   |   |                     |                                 |        |                                 |      |                    |  |
|   |                |          |                               |                         | within 30 days for WIC)                     |                     |                                 |        |                                 |      |                    |  |
|   |                |          |                               |                         | Head Circumference<br>( <i>if</i> <2 Years) |                     |                                 |        |                                 |      |                    |  |
|   |                |          |                               |                         |   |                     | Pressure                        |        |                                 |      |                    |  |
|   |                |          |                               |                         |   | (if <u>&gt;</u> 3 Y |                                 |        |                                 |      |                    |  |
| IMMUNIZATIONS   |                | 🗌 Imm    | unization Rec                 | ord A                   | Attached                                    |                     |                                 |        | •                               |      |                    |  |
| IMIMONIZATIONS  |                | Date     | e Next Immuni                 | zatio                   | n Due:                                      |                     |                                 |        |                                 |      |                    |  |
|   |                |          | MEDICAL C                     | ONC                     | DITIONS                                     |                     |                                 |        |                                 |      |                    |  |
| Chronic Medical Conditions/Related  |                |          |                               | Co                      | omments                                     |                     |                                 |        |                                 |      |                    |  |
| <ul> <li>List medical conditions/ongoing<br/>concerns:</li> </ul>   | surgical       | Spec     | ial Care Plan                 |                         |   |                     |                                 |        |                                 |      |                    |  |
|   |                |          |                               | C                       | omments                                     |                     |                                 |        |                                 |      |                    |  |
| <ul> <li>Medications/Treatments</li> <li>List medications/treatments:</li> </ul>  |                |          | ial Care Plan                 |                         |   |                     |                                 |        |                                 |      |                    |  |
|   |                | Atta     |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
| Limitations to Physical Activity  |                |          | None Special Care Plan        |                         | Comments                                    |                     |                                 |        |                                 |      |                    |  |
| List limitations/special considerations   | ations:        | - ·      | Attached                      |                         |   |                     |                                 |        |                                 |      |                    |  |
| Special Equipment Needs   |                |          |                               | Comments                |   |                     |                                 |        |                                 |      |                    |  |
| List items necessary for daily ac   | tivities       |          | Special Care Plan<br>Attached |                         |   |                     |                                 |        |                                 |      |                    |  |
| Allergies/Sensitivities   |                |          |                               | C                       | omments                                     |                     |                                 |        |                                 |      |                    |  |
|   |                |          | ial Care Plan                 | 1                       |   |                     |                                 |        |                                 |      |                    |  |
| -   |                | Atta     |                               | Comments                |   |                     |                                 |        |                                 |      |                    |  |
|   |                |          | ;<br>ial Care Plan            |                         |   |                     |                                 |        |                                 |      |                    |  |
| List dietary specifications:  |                |          | ched                          |                         |   |                     |                                 |        |                                 |      |                    |  |
| Behavioral Issues/Mental Health Dia   | gnosis         |          |                               | C                       | omments                                     |                     |                                 |        |                                 |      |                    |  |
| List behavioral/mental health issues/concerns:     Descial Care Pla     Attached  |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
| Emergency Plans   |                | None     | ;                             | C                       | omments                                     |                     |                                 |        |                                 |      |                    |  |
| <ul> <li>List emergency plan that might<br/>the sign/symptoms to watch for</li> </ul>   |                | · ·      | ial Care Plan                 |                         |   |                     |                                 |        |                                 |      |                    |  |
| the sign/symptoms to watch for  |                | Atta     | ntive HEA                     | ТН                      | SCREE                                       | NINGS               |                                 |        |                                 |      |                    |  |
| Type Screening  | Date Performe  | 1        | Record Value                  | _ 1 11                  |   | e Screeni           | ina                             | Date   | Perform                         | ed   | Note if Abnormal   |  |
| Hgb/Hct   |                |          |                               |                         | Hearing                                     |                     |                                 | - 410  |                                 |      |                    |  |
| Lead: Capillary Venous  |                |          |                               |                         | Vision                                      |                     |                                 |        |                                 | -+   |                    |  |
| TB (mm of Induration)   |                |          |                               |                         | Dental                                      |                     |                                 |        |                                 | -+   |                    |  |
| Other:  |                |          |                               | Developmental           |   |                     |                                 |        |                                 |      |                    |  |
| Other:  |                |          |                               |                         | Scoliosis                                   |                     |                                 |        |                                 |      |                    |  |
| I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to             |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
| participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above. |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
| Name of Health Care Provider (Print)  |                |          |                               |                         | lth Care Pr                                 | ovider St           | tamp:                           |        |                                 | -    |                    |  |
|   |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
| Signature/Date  |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |
|   |                |          |                               |                         |   |                     |                                 |        |                                 |      |                    |  |



At Hudson Children's Academy we do not post on any social media site in efforts to protect your privacy.

Hudson Children's Academy utilizes the ProCare App (<u>https://www.myprocare.com</u>) to communicate important information, share video and pictures of your child directly to you and only you.

Our staff is not allowed to use personal devices to communicate, take videos or pictures. They must only use an approved device.

If you have any questions or need further clarification, please contact the main office.