

## **INFORMATION TO PARENTS**

### **Provided by the State Bureau of Licensing**

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. The center may comply with this requirement: 1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with these requirements, the center must secure every parent's signature attesting to his/her receipt of the information.

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Our center is required by the State Child Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. 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 and make it available to interested parents 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 for Child Care Centers, or a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services. CN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning; application of alleged violations of the Manual of Requirements. We will be happy to arrange an opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. 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 the parents(s) 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 on the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center copy of the Bureau of Licensing 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 also entitled to review the Bureau'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 DYFS inspections/investigations. DYFS staff may interview both staff and children.

Our center must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the center space.

Our center must offer parents of enrolled children ample opportunity 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 such a trip.

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 Division of Youth and Family Services Office of Child Abuse Control, TOLL-FREE at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting Community Education Office, Division of Youth and Family Service, CN 717, Trenton, NJ 08635.

## POLICY ON THE MAGEMENT OF COMMUNICALBLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and you will be called to take him/her home.

Severe pain or discomfort

Acute diarrhea

Episodes of acute vomiting

Elevated oral temperature of 101.5 degrees Fahrenheit

Sore throat or severe coughing

Yellow eyes or jaundice skin

Red eyes with discharge

Infected untreated skin patches

Difficult or rapid breathing

Skin rashes lasting longer than 24 hours

Swollen joints

Visibly enlarged lymph nodes

Stiff neck

Blood in urine

Once the child is symptom free, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school.

If a child contacts any of the following diseases, please report it to us immediately. The child **may not** return to school without a doctor's note stating that the child's presents no risk to himself/ herself or others.

### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

#### RESPIRATORY ILLNESS

Chicken Pox

German Measles\*

Homophiles Influenza\*

Measles\*

Meningococcus\*

Mumps

Strep Throat

Tuberculosis\*

Whooping Cough

#### GASTRO-INTESTINAL ILLNESS

Giardia Lamblia\*

Hepatitis A\*

Salmonella\*

Shiglella\*

#### CONTACT ILLNESS

Impetigo

Lice

Scabies

\*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10 (a). Provided by State Licensing Bureau. If your child is exposed to any communicable diseased at school, you will be notified in writing.