



# Camp Chabad

# Terms and Policies

(Please read thoroughly before filling out  
online Registration Form.)



## **Information to Parents**

In keeping with New Jersey's child care center-licensing requirements; we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things; your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/explosion to the State Central Registry Hotline (877) 652-2873.

Please read this statement carefully and, if you have questions, feel free to contact me.

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 must comply with this requirement by reproducing and distributing to parents 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'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/lifesafety; 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 [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) 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 issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL’s Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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 [www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html](http://www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html). Internet access may be



available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/) and select Publications.



# Potty Training Policy

Children entering Class Gimmel must be fully potty trained before the start of the school year.

This policy applies to children in Class Bet:

When you feel your child is ready for potty training, we ask that you begin the process at home during a weekend or vacation. PLEASE NOTE: We will only assist your child in potty training if you have successfully trained him at home, and he has been wearing underwear during the day for three consecutive days.

We will follow through and encourage your child during school hours. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 years of age and must also show signs of readiness (Please read the Potty Training Readiness Checklist below). Positive reinforcements and consistency must be continued at home.

Please keep in mind that the activity level here at school can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, if a child has several accidents in the same day, we will use diapers until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide the diapers and a few extra changes of clothing.

## **Proper Clothing**

During potty training, your child needs to be dressed in "user friendly" clothing as much as possible. The best items are shorts and pants with elastic waists. Please do **not** dress your child in the following:

- tight clothing
- shirts that snap in the crotch
- pants with snaps, zippers, or belts
- overalls or bib type clothing
- one piece outfits



The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

### **Required Supplies**

The following items are to be left at school and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

- Two (2) changes of clothing including socks (an extra pair of shoes if available)
- A bag of diapers – you will be notified when the supply is running low.

### **Potty Learning Schedule**

For the first week, the child will be scheduled to use the potty at consistent times of the day whether the child indicates the need to use the potty or not. After the first week, we will gently remind children throughout the day, and will respond promptly to their requests for using the potty.

- Upon arrival at school
- Before and after snack
- Before and after lunch
- Before and after nap
- Before and after going outside
- Just before going home

### **Potty Training Readiness Checklist**

*Verbal Stages of Readiness:*

Your child is able to speak in three to four word sentences

- Stage 1: Your child tells you he/she has a wet diaper, recognized when he/she is wet.
- Stage 2: Your child tells you he/she is wetting, recognizes the sensation of being wet.
- Stage 3: Your child tells you he/she will wet, can control himself, and uses the potty.

*Physical and Psychological sign of readiness:*



1. Child stays dry for a long period of time.
2. Can recognize when diaper is wet or soiled.
3. Has bowel movement at regular times.
4. Can undress and pull up his/her own pants.
5. Initiates interest in using the potty and asks to wear underwear.
6. Wants to be independent which is very important for the learning process.
7. Child is emotionally ready and is open to learning (is child generally cooperative?)
8. Can follow three and four step instructions.
9. Can use consistent words or gestures to communicate.
10. Child is able to physically get to the potty and sit on it without help.
11. Must show a willingness to want to sit on the potty and understand its function.

### **Consistency is the Key!**

Decide together with your child's teachers and choose a start date. It is crucial for us to work as a partnership during this process in order for it to be successful. Using the same "bathroom" words, words of praise, and tools for rewards at home and in school will ensure that your child will understand the expectations. You can expect to be in close communication with your child's teachers during this crucial period. They are committed to supporting your efforts in a loving and encouraging manner!

# Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary stage that is most common between 13 and 24 months of age. Occasionally, this stage may continue through the age of 3 to 3 and a half years old.

Preschoolers bite for many different reasons:

- They are overtired
- Curiosity; they are experimenting with oral-motor sensations
- They are trying to get the attention of teachers or peers
- They are frustrated due to poor verbal skills
- Ownership issues; they are fighting over a toy
- Affection; what begins as a hug or kiss escalates
- Sometimes there is no apparent reason

The safety of all children in our school is our primary obligation. Therefore, our staff closely supervises children at all times. Every effort is made to preempt an act of aggression through positive redirection. Our teachers also constantly encourage children to “use their words” to express needs, wants, and frustrations. Our Biting Policy addresses the actions that will be taken if an incident of biting occurs.

- The biting will be interrupted with a firm “No! We don’t bite people!”
- Staff will remain calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove biter from the situation. The biter will be given an alternate activity.
- The wound of the bitten child will be assessed and cleansed with soap and water and treated with ice, if needed.
- The parents of both children will be notified and an accident report filled out.
- **Confidentiality of all children involved will be maintained.**
- The bite should continue to be observed by staff and parents for signs of infection.



### **If biting continues:**

- Staff will meet with director to plan a behavioral modification strategy.
- Staff will meet with parents to work together towards eliminating the behavior.
- If biting occurs more than twice in one day, the parent will be asked to pick up the child from school. The child may return the following day.
- If it is deemed to be in the best interests of the child and the other children in the class, the child may be asked to remain at home for several weeks, until the biting stage has passed.
- Alternately, a shadow can be hired (at the parent's expense) to monitor the biting child.



## **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 you need to drop off or pick up your child during the school day, there will be a log available to you so you can sign him/her out in the office. If someone not on your pick up list is picking up your child, please send an email or a note. No child will be released without your written consent.

**If a non-custodial parent has been denied 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), 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)



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).



# Policy on the Management of Communicable Diseases

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

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

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

## **EXCLUDABLE COMMUNICABLE DISEASES**

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

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



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

## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

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

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



## **Policy on Discipline and Positive Reinforcement**

As Camp Chabad early childhood professionals, we are committed to being respectful of children. The guidelines that follow discuss the expectations that we embrace in helping teachers develop socially acceptable behaviors in the children.

It is critical that we accept children as they are and view discipline as yet another aspect of teaching and learning. As with everything related to development, this too is a growth process. We must set realistic expectations for children's behavior as we model appropriate behaviors. We must help children by encouraging their self-worth and offering them opportunities to alter otherwise negative outcomes. Natural and logical consequences empower children to make their own choices about their behavior. Negotiating and problem solving for themselves help children learn to cooperate.

Any form of humiliation or corporal punishment is strictly prohibited for any child's behavior at all and are grounds for immediate disciplinary action.



## **Policy on Social Media**

1. Camp Chabad maintains a website at [njpreschool.org](http://njpreschool.org).
2. Camp Chabad maintains a Facebook page and an Instagram account.
3. Parents are asked to sign a waiver permitting their children to be photographed for educational and advertising purposes.
4. Photos of the children are also used for the following; to communicate with parents, to be included in school newsletters, to be included as a record of the child's development in the child's portfolio, and as part of an art project or documentation.
5. Staff members are permitted to take photos of children for educational purposes only.
6. Parents require permission from other parents for the purpose of posting photos or videos of children other than their own.



# **Expulsion Policy**

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 do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are the reasons we may have to expel or suspend a child from the center.

## **IMMEDIATE CAUSES FOR EXPULSION**

- The child at risk is causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions towards 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.

## **CHILD'S ACTION 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

## **SCHEDULE OF EXPULSION**

- If after the remedial actions 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. The parent/guardian will be informed about 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 childcare (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 child's parent(s)

- 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**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of disruptive behaviors that might lead to expulsion.



- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.



## Neighborhood Walks

Taking walks in the neighborhood is often part of our learning experience. It provides us with opportunities for exploring nature while expanding our classrooms objectives outside.



## **Policy on Methods of Parental Communication**

1. Camp Chabad maintains full and open communication with our parent body.
2. Parents may discuss any issues or address any questions to their children's counselors and the director.
3. The staff will communicate with parents using the following methods: Updates through the Brightwheel app, frequent texts and phone calls, weekly printed newsletters, and weekly emails.
4. The teaching staff may not send or receive phone calls, texts, or emails when school is in session. Parents may call, text or email the office or the director, who will relay messages to and from the teaching staff. Teachers will return parent's phone calls during their break or lunch time.



## Waiver

We are asking families and staff to sign this waiver stating that they are at the school of their own free will and understand the potential risk involved with being at the preschool. By signing this waiver, you are confirming that your child will be attending Camp Chabad any time during the time period of June 27 and August 19. Please check off and sign on the Registration Form that you accept this waiver, to confirm your child's spot.

### HEALTH RISK ACKNOWLEDGEMENT WAIVER & RELEASE

On March 9, 2020, N.J. Governor Phil Murphy declared a disaster emergency for New Jersey relating to the COVID-19 outbreak. On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic. On March 13, 2020, President Donald Trump declared the COVID-19 outbreak a national health emergency. Given the severity of the COVID-19 pandemic, and in anticipation of my child's return to the care of Shore Jewish Academy Preschool, a child care provider ("Facility"), I hereby make the following waiver, release and other representations and covenants set forth herein, on behalf of myself, my child, and in favor of this Facility.

### ACCEPTANCE of RISK; RELEASE; and INDEMNIFICATION.

I understand that there is a risk associated with my child's return to care at Facility, including but not limited to, increased social contact and interaction with Facility employees and other children that may lead to exposure to COVID-19 leading to severe illness and/or death. To help reduce the spread of COVID-19 and to protect Facility employees and other children, Facility requires all children and parents to adhere to all safety and health guidelines for the prevention of COVID-19. All persons should engage in frequent hand washing using soap and water for at least twenty seconds (or, if soap is not available, use an alcohol-based hand sanitizer), sanitize surfaces and objects that are frequently used, and abide by the guidelines listed in the Facility's RE-OPENING HANDBOOK, a copy of which I acknowledge I have received and reviewed prior to my child returning to the Facility. Notwithstanding the foregoing, I understand that the RE-OPENING Handbook and the guidelines the Facility will follow do not completely eliminate my child's risk of exposure to COVID-19 and, should my child



experience any COVID-19 related symptoms (such as fever, cough, body aches, or shortness of breath or difficulty breathing, chills, sore throat, new loss of taste or smell), I shall keep my child home, not bring my child to the Facility, and follow the advice of my healthcare provider, clinic, or hospital. In such cases, I will immediately alert the Facility of such symptoms. I agree to provide the Facility with documentation from my healthcare provider, clinic or hospital demonstrating my child may safely return to the Facility.

Assumption of Risks - Regardless of any steps taken by Facility to reduce the risks associated with the COVID-19 pandemic, I am fully aware that there are a number of risks associated with my child's care at Facility during the COVID-19 pandemic, including without limitation, being exposed to and contracting COVID-19 from other individuals, surfaces and/or airborne particles. On behalf of myself and my child, and our heirs, successors, and assigns, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at Facility arising from or relating to COVID-19, including all illnesses, injuries, damages or death arising therefrom.

Indemnification, Release and Hold Harmless - I hereby forever release, indemnify, waive, relinquish, and discharge Facility, along with Facility's shareholders, officers, directors, members, managers, officials, partners, trustees, agents, contractors, employees, affiliates, or other representatives, and their successors and assigns (collectively, the "Facility Representatives"), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, whether incurred by me, my child or any third party, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "Damages") arising from or relating to COVID-19 as a result of my child's care at Facility, and including but not limited to claims based on the alleged negligence of any Facility Representative or any other person. I further promise not to sue Facility or any Facility Representative for any illness, injury, death or other Damages arising out of or related to COVID-19 and agree to indemnify and hold them harmless from any and all Damages resulting therefrom as a result of my child's care at Facility.

Severability - If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable.



Acknowledgement of Understanding - I understand that this is a legal agreement that is binding upon myself and my heirs, executors, administrators, successors and assigns. I have read and understand the terms of this Agreement and I acknowledge that by signing this agreement voluntarily, I am agreeing to abide by its terms, and I am waiving certain legal rights that I may have. I acknowledge I may seek advice from legal counsel before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal counsel or wish to waive the opportunity to seek the advice of counsel before signing.