

A STAR IS RISING EARLY CHILDCARE CENTER

215 N. Washington Ave. Bergenfield, NJ 07621

Phone: 201-384-2700

FAX: 201-384-2705 ñ



Child's
Picture

ENROLLMENT APPLICATION

CHILD'S INFORMATION			
NAME:		DATE OF ENROLLMENT:	START DATE:
NICK NAME:	SEX: ☐ FEMALE ☐ MALE	DATE OF BIRTH:	
PRIMARY HOURS OF CARE: ☐ FULL TIME ☐ PART TIME (4HRS.)			
PRIMARY DAY(S) OF CARE: ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY			
DEVELOPMENTAL HISTORY			
☐ USES BOTTLE ☐ PACIFIER ☐ POTTY TRAINED ☐ THERAPIES: ☐ SPEECH ☐ OT ☐ ABA ☐ PT			
I GIVE PERMISSION FOR MY CHILD'S PHOTO TO BE SENT VIA THE BRIGHTWHEEL APP. INITIALS _____			
PARENT/GUARDIAN 1			
FIRST NAME:		LAST NAME:	
HOME PHONE:	CELL PHONE:	WORK:	EXT:
ADDRESS:			
CITY	STATE	ZIP	
EMPLOYER:	ADDRESS:		
EMAIL:	CITY	STATE	ZIP
STATE ISSUED ID NUMBER:		DRIVERS LICENSE:	
DRIVER'S LICENSE IS MANDATORY. FILES ARE ACCESSIBLE TO OWNER & DIRECTOR ONLY.			
PARENT/GUARDIAN 2			
FIRST NAME:		LAST NAME:	
HOME PHONE:	CELL PHONE:	WORK:	EXT:
ADDRESS:			
CITY	STATE	ZIP	
EMPLOYER:	ADDRESS:		
EMAIL:	CITY	STATE	ZIP
STATE ISSUED ID NUMBER:		DRIVERS LICENSE:	
DRIVER'S LICENSE IS MANDATORY. FILES ARE ACCESSIBLE TO OWNER & DIRECTOR ONLY.			

CUSTODIAL ACKNOWLEDGEMENT

I UNDERSTAND THAT PROVIDING BOTH PARENTS/GUARDIANS INFORMATION GIVES BOTH PARTIES THE RIGHT TO VISIT/PICK UP THE ABOVE-MENTIONED CHILD AT ANY TIME. IF CUSTODY CIRCUMSTANCES CHANGE FOR ANY REASON, A STAR IS RISING MUST BE NOTIFIED IN WRITING AND WE WILL REQUEST DOCUMENTATION BY THE PROPER AUTHORITY.

PARENT 1 SIGNATURE _____ PARENT 2 SIGNATURE _____

CUSTODIAL INFORMATION

IF A NON-CUSTODIAL PARENT IS NOT AMONG THOSE PERSONS AUTHORIZED TO PICK UP THE CHILD, A COURT ORDER MUST BE PROVIDED. PLEASE CHECK THE APPROPRIATE BOX BELOW.

_____ YES, THIS SITUATION APPLIES. A COURT ORDER IS ATTACHED. _____ NOT APPLICABLE

EMERGENCY CARE AUTHORIZATION

IN THE EVENT THAT A MEDICAL EMERGENCY OCCURS, I AUTHORIZE A STAR IS RISING. TO SEEK EMERGENCY CARE FOR MY CHILD AS DEEMED NECESSARY BY THE DIRECTOR AND I AUTHORIZE SUCH MEDICAL PROVIDER TO CARRY OUT REQUIRED EMERGENCY TREATMENT.

SIGNATURE: _____ DATE: _____

MARKETING INFORMATION

HOW DID YOU HEAR ABOUT A STAR IS RISING?

_____ PERSONAL REFERRAL (IF SO, WHO?) _____ DRIVE-BY
_____ INTERNET (WHAT SEARCH ENGINE?) _____ ADVERTISEMENT (WHICH ONE) _____

TECHNOLOGY POLICY

VIEWING TIME OF TELEVISION AND/OR DIGITAL CONTENT IS LIMITED TO 30 MINUTES PER DAY FOR EDUCATION VIEWING FOR CHILDREN OVER THE AGE OF 2 (24 MONTHS). FOR ALL OTHER STUDENTS IS STRICKLY PROHIBITED FROM CLASSROOM USE UNLESS FOR THE PURPOSE OF PLAYING MUSIC OR ADMINISTRATIVE TASKS.

POLICY FEE UNDERSTANDING

- ☆ I UNDERSTAND AND AGREE TO THE POLICIES AND REQUIREMENTS OUTLINED IN THE A STAR IS RISING HANDBOOK (ONLINE WEBSITE) AND THE FINANCIAL AGREEMENT. SPECIFICALLY, I UNDERSTAND THAT FULL TUITION IS DUE REGARDLESS OF HOLIDAYS, SNOW DAYS, SHORT-TERM ILLNESSES, COVID OR VACATIONS. _____ Initial
- ☆ I UNDERSTAND THAT ALL RETURNED (BOUNCED) TRANSACTIONS WILL BE ASSESSED A PENALTY TO COVER BANKING FEES (\$40.00). _____ Initial
- ☆ I UNDERSTAND WEEKLY TUITION PAYMENTS ARE DUE ON MONDAY OF EVERY WEEK. PAYMENT RECEIVED AFTER FRIDAY OF THE WEEK WILL BE SUBJECT TO AT \$10.00 "LATE FEE" FOR EACH DAY THEY ARE LATE. PAYMENTS NOT RECEIVED BY THE FOLLOWING FRIDAY WILL RESULT IN THE INTERRUPTION OF THE CHILD'S ATTENDANCE UNTIL ALL FINANCIAL OBLIGATIONS INCLUDING LATE FEES ARE UP TO DATE. _____ Initial
- ☆ I UNDERSTAND THE EXPULSION POLICY AND INFORMATION TO PARENTS STATEMENT MADE BY THE OFFICE OF LICENSING (INCLUDED IN THE PARENT HANDBOOK). _____ Initial

Parent/Guardian 1 signature: _____ Date: _____

Parent/Guardian 2 signature: _____ Date: _____

Office use only:

MEDICAL INFORMATION OF CHILD			
I HEAR BY GRANT PERMISSION FOR THE STAFF OF A STAR IS RISING TO CONTACT THE FOLLOWING MEDICAL PERSONNEL AND OR GIVE EMERGENCY MEDICAL CARE IF WARRANTED.			
CHILD PHYSICIAN:		PHONE:	
ADDRESS:			
CITY:	STATE	ZIP	HOSPITAL PREFERENE
PLEASE LIST ALLERGIES, SPECIAL MEDICAL OR DIETARY NEEDS, OR OTHER AREAS OF CONCERN:			
EMERGENCY CONTACT INFORMATION			
YOUR CHILD WILL BE RELEASED ONLY TO THE CUSTODIAL PARENT OR LEGAL GUARDIAN AND THE PERSON LISTED BELOW. THE FOLLOWING PEOPLE WILL ALSO BE CONTACTED AND ARE AUTHORIZED TO REMOVE THE CHILD FROM THE FACILITY IN CASE OF ILLNESS, ACCIDENT OR EMERGENCY. IF FOR SOME REASON THE CUSTODIAL PARENT OR LEGAL GUARDIAN CANNOT BE REACHED.			
FULL NAME	RELATIONSHIP	CELL PHONE	ADDRESS
☒ AUTHORIZED FOR PICK UP			
○			
○			
○			
○			
MEDIA RELEASE			
PHOTOGRAPHS AND VIDEOS ARE TAKEN ON DIFFERENT OCCASIONS SUCH AS BIRTHDAYS, HOLIDAYS, OUTINGS AND SPECIAL OCCASIONS. WE USE THESE PICTURES/VIDEOS IN OUR EARLY CHILDCARE CENTER FOR TEACHING, ARTS, YEARBOOK, WEBSITE, SOCIAL MEDIA, AND BRIGHTWHEEL APP.			
☐ I AUTHORIZE A STAR IS RISING TO PHOTOGRAPH MY CHILD _____ Initial ☐ CLASSROOM USE ☐ BRIGHTWHEEL ☐ WEBSITE ☐ INSTAGRAM/FACEBOOK			
☐ I DO NOT AUTHORIZE A STAR IS RISING TO PHOTOGRAPH MY CHILD. _____ Initial			
WHAT HOLIDAYS DO YOU AND YOUR FAMILY CELEBRATE?			
_____ NEW YEAR'S	_____ VALENTINE'S DAY	_____ ST. PATRICK'S DAY	
_____ EASTER	_____ CINCO DE MAYO	_____ INDEPENDENCE DAY	
_____ ROSH HASHANAH	_____ RAMADAN	_____ HALLOWEEN	
_____ THANKSGIVING	_____ CHANUKAH	_____ CHRISTMAS	
_____ KWANZAA	_____ DIWALI	OTHER(S): _____	
IF CAKES, COOKIES, OR OTHER TREATS ARE GIVEN AS A SNACK IN THE EVENT OF A BIRTHDAY OR OTHER SPECIAL OCCASION, DO YOU OBJECT TO YOUR CHILD CONSUMING THEM?			
_____ YES _____ NO			

FINANCIAL AGREEMENT

THIS AGREEMENT IS MADE AND ENTERED INTO BETWEEN A STAR IS RISING EARLY LEARNING CENTER AND (PARENT(S) NAME) _____. THE CENTER HEREBY ACCEPTS (CHILD'S NAME) _____ FOR ENROLLMENT BEGINNING _____, 20_____.

I/WE THE PARENT(S), AGREE TO PAY THE APPLICABLE TUITION AND FEES FOR THE SERVICES WHICH WE SUBSCRIBE PER WEEK UNDER THE FOLLOWING TERMS:

1. TUITION PAYMENTS: MONTHLY TUITION IS DIVIDED INTO EQUAL WEEKLY PAYMENTS. ADJUSTMENTS OR PRORATED TUITION ARE NOT APPLICABLE FOR ILLNESS, VACATIONS, HOLIDAYS, INCLEMENT WEATHER, OR PROGRAM CYCLE ENDINGS. ALL TUITION, ONCE PAID, IS NON-REFUNDABLE. ONCE TUITION FOR A WEEK IS PAID, PARENTS ARE COMMITTED FOR THE ENTIRE WEEK. THERE ARE NO EXCEPTIONS. ANY CHANGE IN TUITION WILL TAKE EFFECT ON THE 1ST OF THE FOLLOWING MONTH, INCLUDING CHANGES DUE TO A CHILD MOVING TO ANOTHER PROGRAM OR ALTERING THEIR SCHEDULED ATTENDANCE. _____ INITIAL
2. VACATION POLICY: FAMILIES ARE NOT ENTITLED TO ONE (1) WEEK TUITION-FREE VACATION WEEKS MUST BE PAID IN FULL. _____ INITIAL
3. REGISTRATION AND SECURITY DEPOSIT: A YEARLY REGISTRATION FEE (NON-REFUNDABLE) AND A SECURITY DEPOSIT ARE DUE AT THE TIME OF ENROLLMENT TO GUARANTEE YOUR CHILD'S SPACE. THE SECURITY DEPOSIT WILL BE CREDITED TOWARDS THE FINAL ONE WEEK OF SERVICES, UNLESS A STAR IS RISING IS NOT NOTIFIED IN WRITING AT LEAST 14 DAYS PRIOR TO TERMINATION OF SERVICES. _____ INITIAL
4. MAINTAINING PAYMENTS DURING ABSENCES: PARENTS ARE RESPONSIBLE FOR MAINTAINING TUITION PAYMENTS DURING ANY ABSENCE OR TEMPORARY WITHDRAWAL, REGARDLESS OF DURATION, TO KEEP THEIR ACCOUNT IN GOOD STANDING. FAILURE TO DO SO MAY RESULT IN FORFEITURE OF THE SECURITY DEPOSIT AND LOSS OF THE CHILD'S SPACE. _____ INITIAL
5. WEEKLY PAYMENT SCHEDULE: TUITION IS DUE EVERY MONDAY. PAYMENTS RECEIVED AFTER 6PM FRIDAY WILL INCUR A \$10.00 LATE FEE PER DAY AFTER. ACCOUNTS NOT CURRENT BY THE FOLLOWING FRIDAY MAY RESULT IN INTERRUPTION OF SERVICES UNTIL ALL OBLIGATIONS, INCLUDING LATE FEES, ARE PAID. THIS POLICY ALSO APPLIES TO SUBSIDY PAYMENTS (OFFICE FOR CHILDREN). _____ INITIAL

6. OUTSTANDING BALANCES: IF SERVICES ARE TERMINATED WITH AN OUTSTANDING BALANCE, PARENTS ARE RESPONSIBLE FOR PAYING THE BALANCE. IF LEGAL ACTION IS NECESSARY TO COLLECT PAYMENT, PARENTS WILL BE RESPONSIBLE FOR ALL COLLECTION COSTS, INCLUDING ATTORNEY AND COURT FEES. _____ INITIAL
7. RETURNED CHECKS: A \$40.00 FEE WILL BE CHARGED FOR ANY RETURNED CHECKS OR INSUFFICIENT FUND TRANSACTIONS. _____ INITIAL
8. LATE PICK-UP FEE: CHILDREN PICKED UP AFTER SCHOOL HOURS (6:15 AM – 6:00 PM) WILL INCUR A \$1.00 PER MINUTE FEE FOR EVERY MINUTE OR PORTION THEREOF. NOTIFICATION OF LATENESS DOES NOT WAIVE THE FEE. THE FEE IS BILLED THE FOLLOWING DAY AND MUST BE PAID WITHIN TWO BUSINESS DAYS. CHRONIC LATENESS MAY RESULT IN TERMINATION OF SERVICES AND FORFEITURE OF THE SECURITY DEPOSIT. _____ INITIAL
9. AFTER-HOURS POLICY: IF A CHILD HAS NOT BEEN PICKED UP BY 6:30 PM AND THE CENTER HAS NOT BEEN ABLE TO CONTACT THE PARENT OR EMERGENCY CONTACT, DCF (DIVISION OF CHILDREN AND FAMILIES) WILL BE CONTACTED PER LAW. SEE THE POLICY ON THE RELEASE OF CHILDREN. _____ INITIAL

I/WE HAVE READ AND UNDERSTAND THE ABOVE TERMS AND ACKNOWLEDGE THE FINANCIAL COMMITMENT TO A STAR IS RISING EARLY LEARNING CENTER. I/WE RECOGNIZE THIS AS A LEGAL AGREEMENT AND SIGN WITH FULL KNOWLEDGE AND CONSENT OF ITS MEANING AND IMPORTANCE.

SIGNATURE OF PARENT 1 / GUARDIAN

RELATIONSHIP

DATE

SIGNATURE OF PARENT 2 / GUARDIAN

RELATIONSHIP

DATE

IDENTIFICATION FORM

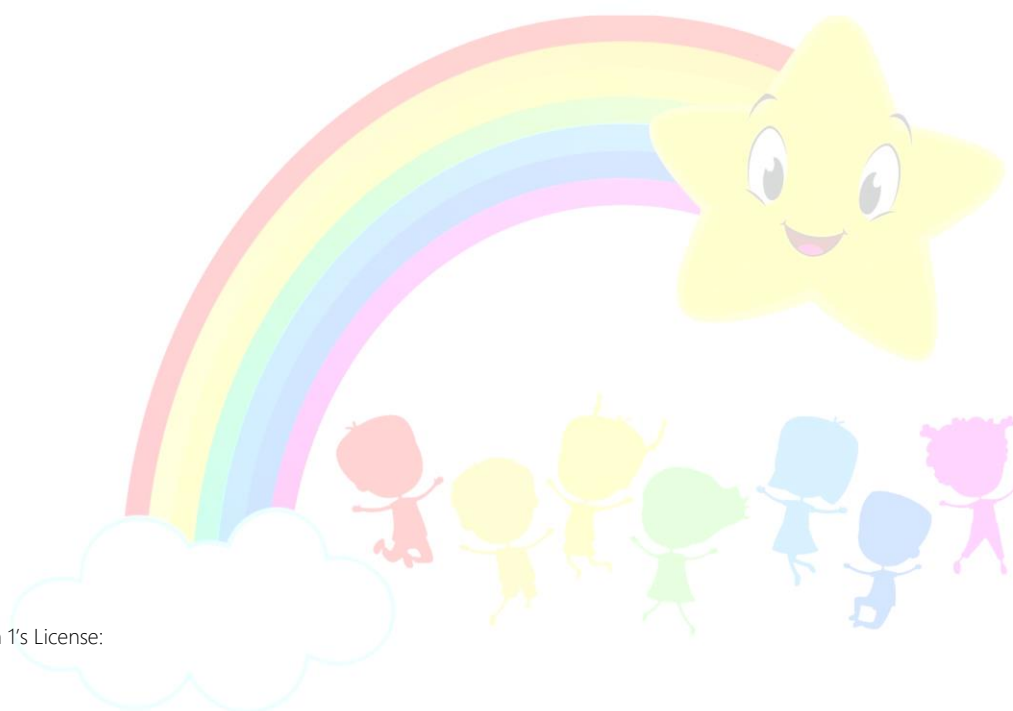
Child's name: _____

Parent's signature: _____

Please bring in copies of identification (i.e. driver's license) on or before your child's first day at A Star Is Rising Early Learning Center LLC.

Please attach:

Parent / Guardian 1's License:



Please attach:

Parent / Guardian 1's License:

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).



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:

- | | |
|---|--|
| <ul style="list-style-type: none">• 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. | <ul style="list-style-type: none">• 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. |
|---|--|

• 01/1.6.2017

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Department of Children and Families
Office of Licensing

INFORMATION TOPARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

OOL/Information to Parents/May 2019

Page 1 of 2

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center,



investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

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

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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

OOL/Information to Parents/May 2019



PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT

Name Of Child:	Birthdate:	Enrollment Date:
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PARENT/GUARDIAN INFORMATION	☐ PARENT/GUARDIAN # 1		☐ PARENT/GUARDIAN # 2	
	Name:		Name:	
	Relationship:		Relationship:	
	Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:	
	Home Address:		Home Address:	
	Employer Name:		Employer Name:	
	Employer Phone:		Employer Phone:	
E-Mail Address:		E-Mail Address:		

EMERGENCY CONTACTS	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.					
	Contact Name #1:		Contact Name #2:		Contact Name #3:	
	Relationship:		Relationship:		Relationship:	
	Cell Phone:		Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:		Home Phone:	
	Employer Phone:		Employer Phone:		Employer Phone:	

CUSTODY	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.

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

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT	
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 Signature #1:	Date:	Parent/Guardian Signature #2:	Date:
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OOL/11.6.2017



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



DAILY SIGN IN & SIGN OUT



STEP 1: Open BrightWheel App

Open the BrightWheel Parent App on your phone.



STEP 2: Select Your Child

Choose the child you are checking in or checking out.



STEP 3: Complete Sign In or Sign Out

Tap
'Sign In'
when your child arrives.
Tap
'Sign Out'
when your child leaves.



STEP 4: Confirm Attendance

Make sure your attendance entry has been completed before leaving.



STEP 5: Verify Information

Always check that your child's name, time, and attendance status are correct.



REPORTING ATTENDANCE

Need to Update Your Child's Schedule?

1. Open BrightWheel and select your child's profile.
2. Choose the attendance/calendar option.
3. Select the correct attendance update.

ABSENT

Notify the school if your child will not be attending that day.



LATE DROP-OFF

Let the school know if your child will arrive after their scheduled arrival time.



EARLY PICK-UP

Submit an early pick-up notice with the expected pick-up time.

STEP 4: Review your information and submit your update.



SENDING DOCUMENTS & PHOTOS

Stay Organized: Send Important Documents Easily!



STEP 1: Open Messages



STEP 2: Select Contact

Choose the correct classroom or school contact.



STEP 3: Add an Attachment

Tap the attachment/paperclip option to upload.

STEP 4: Choose Your File Type

 **PHOTO:** Take a picture or upload a clear photo from your phone.

 **PDF FILE:** Attach PDF documents directly from your device.



STEP 5: Send Your Message

Add a note explaining the document and tap send.

Examples of documents you can send:

- ✓ Immunization records
- ✓ Doctor's notes
- ✓ Medication forms
- ✓ Allergy docs
- ✓ Health forms
- ✓ Permission slips
- ✓ Any school paperwork

Reminder: Please make sure all photos are clear and all information is visible before sending.



IMPORTANT REMINDER



BrightWheel is our main communication tool. Please check the app daily for:

- ✓ Daily attendance tracking
- ✓ Safe arrival & dismissal
- ✓ Important health docs
- ✓ School communication
- ✓ Classroom updates
- ✓ Special events



A Star Is Rising Early Childcare Center



"Keeping our children safe starts with accurate attendance and communication!"

BrightWheel Parent Guide: Sign In, Sign Out & Staying Connected

