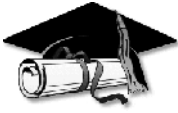


Netcong Educational Foundation

Welcome to College Kids

2010-2011 Policy Manual





The Netcong Educational Foundation

Enhancing Educational Opportunities

College Kids Policy and Procedure Manual

About Us

College Kids offers a fun and enriching school year program for children ages 4 to 13. We pride ourselves on the clean, warm, and welcoming atmosphere created by our staff of devoted teachers who foster a love of learning in each child. Our after school program is open to children up to 8th grade and offers a fun, safe environment for peer interaction and socialization, as well as homework support. Our facility is fully insured.

Goals

The goals of College Kids include providing all children with:

- A safe, clean, and structured environment that encourages independent and group learning through discovery.
- A place where they can play, learn, and socialize with positive guidance, warmth, and understanding.
- Homework assistance and other learning opportunities.
- Care that promotes their social, emotional, physical, and intellectual growth through developmentally appropriate activities.
- A loving staff of teachers that serve as role models, tutors, and mentors.
- Opportunities for them to be challenged and encouraged to reach their potential at their own pace.

Staff

The staff at College Kids is an asset! The providers are professionals who have experience in working with young children. Prior to employment at the center, everyone goes through extensive interviews, background, and reference check procedures, including criminal history release screening (as required by NJ law). All staff members receive ongoing continuing education with special emphasis on safety, security, hygiene, health, and sanitation. Staff members who work directly with children have obtained or will attain CPR certification and basic life training.



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Admission and Enrollment

College Kids requires a completed enrollment packet for all children no later than 48 hours prior to the child attending the center. Enrollment packets may be submitted to the Trustees at the Foundation mailbox in the main office or mailed to the street address found at the bottom of each page of this manual. This packet includes this handbook, registration and contact information, medical emergency authorization, photo release, and procedures for obtaining immunization records and medical status, as required by College Kids. Additional forms may be included at the discretion of College Kids. Applications for enrollment are accepted without regard to race, religion, sex, or national origin. College Kids reserves the right to refuse service to any family or child who does not follow the rules or poses an emotional or physical threat to other children.

Drop-In Policy

Our Drop-In Service is for families who do not need daily child care, but may need us occasionally. The drop-in rate is \$10.00/hour. In order to use the drop-in service, a completed enrollment packet and \$25.00 deposit is required prior to your child's first day. Drop-in service is limited to be used a maximum of **four days per month**. Due to space limitations, drop-in usage is available on a first-come, first-served basis. You must notify College Kids within 24 hours of your child attending so that the proper staffing arrangements can be made.

Operating Hours

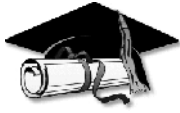
College Kids is open from 2:50 p.m. to 6 p.m. Monday – Friday. College Kids reserves the right to change operating hours at any time.

The center closes at promptly 6 p.m. All children must be picked up by this time. A late fee of \$15 per quarter-hour after 6 p.m. will be assessed. Please call when you know your pick up will be delayed.

Care, Custody, and Control of Enrolled Children

For after school attendance:

We accept no responsibility for children until they reach our custody. If we are expecting a child and s/he does not come, we will contact you immediately, and, of course, make all efforts to locate the child. In order to ensure the safety of all children, parents **MUST** notify College Kids when their child will be absent. **Children coming to the center from classrooms are not our responsibility until they reach our threshold.**



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Release of Children Policy

Children may be only released to their parents or to a designated person on their “pick-up” list. Picture identification (drivers’ license, state identification card) will be required and a phone call to a parent will be made if the childcare provider is still in doubt. If someone not on the list is to pick up, written notification from the parent or guardian will be needed or the child **WILL NOT** be released.

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 Child Abuse 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 Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

Absence Policy

It is the responsibility of the parent to notify College Kids if your child is absent from school and will not be attending. Please call our offices in the morning to let the staff know of any scheduling changes. If you are taking the day off from work, are out of the office, or your child will be staying with someone else, please let us know how you can be properly reached in case of an emergency.



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Published Rates

College Kids collects tuition on a monthly basis. **Tuition is due by the 1st day of each month for that entire month.** College Kids requires payment by check or money order. Other payment options may be available at the discretion of the Foundation. Tuition cannot be pro-rated for hours or days missed for any reason. Tuition payments reserve the child’s space with College Kids. A late fee of \$25 will be assessed for each day that tuition remains unpaid. If tuition is not paid by the 5th of the month, the child will not be admitted to the after care program. Please keep in mind that College Kids is part of a non-profit program, and we are not in a position to carry monies that are due. **A fee of \$50 for insufficient funds (bounced checks) will be assessed.** This would cover bank charges and additional time for bookkeeping.

Usage Audit

At the end of the month, hours will be audited to monitor that your child’s attendance is in accordance with your monthly plan. The Foundation reserves the right to notify you of an overage and an adjustment to the prior month’s bill may be assessed.

Tuition Cost

The monthly rates are as follows:

Full Time	Part Time	Minimum	Drop-In
\$406.00	\$203.00	\$126.00	\$10.00/hour

Full-Time = 40 hours per month or more

Part Time = 21 - 39 hours per month

Minimum Care = 20 hours a month or less;

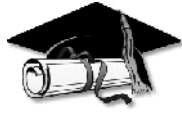
Drop in = occasional usage (limited to 4 days maximum per month)

Family Daycare Discount

For families enrolling more than one child, a lowered rate will be charged for the additional child. The 2nd child will be designated as the child paying the lesser tuition rate of the two.

The rates are as follows:

Full Time	Part Time	Minimum
\$406.00	\$203.00	\$126.00
\$288.00	\$150.00	\$100.00



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Registration Fees

There will be a registration fee of \$100.00 to be paid with submission of the enrollment packet. This deposit will be returned at the end of the school year or carried over for the next year.

Open Door Policy

College Kids has an open door policy. Quality care for your child includes good communication between the parents and the center's staff. Parents are welcome to come by unannounced, anytime during the day to visit. The staff is proud of the center, the children, and their work, and they welcome the opportunity to show that whenever possible!

Child Custody Issues

College Kids has no legal authority to refuse the release of a child to either parent EXCEPT in the case of legally served court orders. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a *parent*. Any restraining orders restricting access to a child must be presented to College Kids. A recent and representative photo of the person or persons forbidden from picking up MUST accompany any paperwork such as a court order or restraining order. Any conflicts or discrepancies will be resolved by contacting the Netcong Police Department while the child remains in our custody.

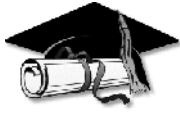
College Kids takes the responsibility for your child's safety very seriously. In the event a staff member feels threatened or that potential harm might be imminent, s/he will release the child, notify the Netcong Police, and request an Amber Alert. Any additional information or questions regarding this should be addressed with the one of the Trustees.

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 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.



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PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payments. If a family becomes more than 5 days late with payment, access to the program will be denied.

Failure to complete required forms including the child's immunization records.

Habitual tardiness when picking up your child.

Verbal abuse to staff.

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.

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.

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 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 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.



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PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

Staff will try to redirect child from negative behavior; reassess classroom environment, appropriateness of activities, and supervision; always use positive methods and language while disciplining children; praise appropriate behaviors; and consistently apply consequences for rules.

Child will be given verbal warnings and, when necessary, 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 the disruptive behaviors that might lead to expulsion.

The trustees, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

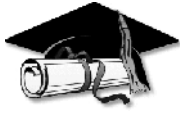
The parent/guardian will be given literature or other resources regarding methods of improving behavior.

Discipline Policy

The staff at College Kids is committed to providing an environment where children feel safe and comfortable. The staff always will use a positive approach to discipline. Good behavior is encouraged through example and always recognized. Staff will make every effort to continuously praise any child displaying good listening skills. All children are encouraged to use skills that will allow them to resolve conflicts and have their needs met without resorting to aggressive or destructive behavior. Discipline and guidance of your child will be as consistent as possible. It will be based on an understanding of their needs and development. Children will be disciplined with positive reinforcement that promotes self-esteem and encourages self-control and self-direction. Occasionally, a short "cool down time" will be applied when a staff member feels that it is necessary to remove a child from a situation. This gives the child time to think about his/her actions and to cool down. **At no time will there EVER BE any form of physical punishment at College Kids.** If the staff is unable to help the child control his/her behavior, a parent will be contacted to intervene.

Biting

A child overwhelmed by anxiety may bite. It is difficult and frustrating for the parents, the children, and the caregiver involved. Our policy is to attempt to stop chronic biting by observing and documenting the episodes. Biting is strictly prohibited at College Kids, and children who bite will be sent home. We understand it might create hardship for parents, but we have to protect the other children in this instance.



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Outdoor Recreation

College Kids promotes bringing the indoors out and the outdoors in for a complete “natural” learning experience. All children will be given time outdoors each day, weather permitting, to have “play time.” Open-ended activities and age appropriate equipment will be provided. This gives the children opportunities to interact with others and learn in a self-directed way. At College Kids, we encourage gross motor play and aim to get children outdoors each day, weather permitting. Please be sure to dress your child accordingly.

Allergies and Medication Administration

Allergies

ANY and ALL food or other allergies MUST be brought to the attention of College Kids. Special medical arrangements or dietary needs will need to be discussed with the Trustees to determine the best course of action for the safety of all the children.

Illness and Medication

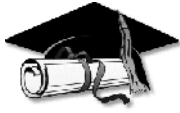
Our staff cannot dispense medication to your child. Should your child become ill during After Care, a staff member will contact you. Parents are required to have two local emergency contacts of authorized adults to assist in picking up the sick child. These contact numbers must be kept up-to-date with the After Care Staff. Parents who cannot pick up their child within half an hour of contact by Staff, or who cannot be reached immediately by Staff, will automatically defer to the local emergency back-up contacts indicated on the registration sheet to pick up the child expeditiously. If your child was absent from school, s/he will not be admitted to the After Care Program that day.

ANY and all food or other allergies MUST be brought to the attention of the staff in writing. Special medical arrangements or dietary needs must be brought to the attention for the safety of all the children.

Medical Emergencies

A staff member will attempt to contact you or your emergency contact. If hospital attention is necessary, an ambulance or emergency vehicle may take your child to the hospital.

****In case of sever emergency, 911 will be the first action taken, followed by parent/guardian contact.**



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Management of Communicable Diseases

Childhood diseases are a natural part of life. When a child contracts a communicable disease, all parents will be notified in accordance with the guidelines established by the “Communicable Disease Chart” (see below).

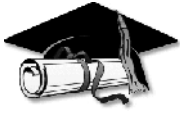
Illnesses

In order to prevent illness from being spread among College Kids, please observe the following guidelines. Your child will be sent home if s/he exhibits any of the following symptoms:

- Severe pain or discomfort accompanied by any abnormal symptoms
- Acute diarrhea (3 or more episodes)
- Two or more episodes of acute vomiting
- Elevated ear temperature of 100.4 degrees Fahrenheit
- Sore throat with fever or white spots on tonsils
- Lethargy accompanied with fever, rash, or crankiness
- Severe productive coughing or uncontrolled nasal discharge (green in color)
- 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

If your child becomes ill while at the center, you will be contacted to pick up him/her *immediately*. After receiving notification, we require that your child be picked up from the program within one hour. Failure to pick up a sick child in a timely manner endangers the health of all children in the center and may result in termination from After Care. Ill children must be “fever-free” for at least 24 hours before returning to the center. **Children who are sent home or who are absent from the school or center due to a contagious disease may return to the center with a physician’s statement indicating the child is no longer contagious and is ready to return to center activities.**

If your child is sent home sick from After Care for vomit/fever, s/he must **not** attend After Care the next day.



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Table of Excludable Communicable Diseases

Respiratory Illnesses	Gastro-Intestinal Illnesses	Contact Illnesses
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

Health and Safety

The Netcong Educational Foundation undergoes routine inspections for health, fire, and safety as outlined and defined by the requirements for operation in a public school building, as well as the requirement of the New Jersey Department of Children and Families.

Emergency Evacuation and Relocation

An emergency evacuation and relocation plan is posted at the center. A fire drill will be conducted twice a month for the children and staff to stay prepared. In the event of Code Red or Lockdown conditions, College Kids yields control to the Emergency Provisions and Policies of the Netcong School District.

Policy Changes

Upon enrollment, parents will be provided with this manual and an opportunity to read and discuss with the Trustees the information within. Any time policies and/or procedures that affect the operations of the center change throughout the year, parents/guardians will be notified in writing as soon as administratively feasible. Parents are always welcome and encouraged to raise any questions or concerns they may have.

Meals

Children will eat the snacks they bring from home at a scheduled time each day. Discretion is exercised as needed. Sharing of food and snacks, while not forbidden, is discouraged, and parents are asked to reinforce this policy. **The staff is forbidden to cook, reheat, or prepare foods in accordance with our license. Please send in any foods in a “ready to eat” condition. Please do not sent in any snacks that contain peanuts or any other type of nut.**



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Homework

Approximately forty-five minutes will be allotted for homework each day, usually after snack. During this time our staff will assist children by keeping them “on task,” maintaining a controlled atmosphere, and assisting when needed with help or directions. We encourage all children to learn to finish their homework in a timely fashion and take advantage of this time and help. **Since children are not allowed to go back to the classrooms after dismissal**, it is the child’s responsibility to bring all homework materials to After Care. It is not the Staff’s responsibility to check homework; therefore, we recommend that a responsible adult check it every night. Please be aware that we will NOT force your child to participate, and the After Care Staff cannot provide on-on-one homework or tutoring assistance.

Parental Involvement

The program established at College Kids encourages and promotes parental involvement with an open door policy, continual communication between center and parent, along with opportunities for parents to share ideas and concerns in a positive way.

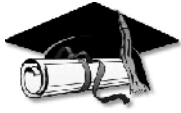
Research has proven that children enter the world with a great ability to learn. The first five years of a child’s life are a time of extensive social, emotional, physical, and cognitive growth. When families actively support their children and teach them that learning is important and fun, the children are much more successful at learning. College Kids will occasionally notify you of different opportunities for parental involvement. This may include supply requests for special projects or notification of events and/or resources parents might find useful. Parents are always welcome to make suggestions or relate ideas of interest. The center wishes to initiate a strong foundation of educational values that can be enhanced in later school years.

Animals at the Center

College Kids follows the regulations of Netcong Elementary School. Animals and pets are not allowed to be brought to the center under any circumstances.

Policy Changes

College Kids reserves the right to revise or amend any policy at anytime, however, we will always make every attempt to notify all parents/guardians in a timely fashion.



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Important Notes

- The program is closed when school is closed.
- The program is closed when the school has an unscheduled/emergency dismissal.
- The program will close if late afternoon weather is predicted to become unsafe and the District Superintendent deems the closure of the program. If this happens you will be contacted through the Alert Now System.
- Personal items such as jewelry, iPods, video games, electronic toys, VCR tapes, DVD disks, personal toys, and other items from home are forbidden. As per our District guidelines, iPods, handheld video games, etc., are not allowed in school, and, therefore, are not allowed in the After Care Program. The school is NOT responsible for lost or stolen items.

Payment

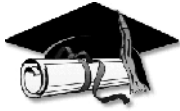
- Acceptable methods of payment are cash, check, or money order.
- Post dated checks will not be accepted.
- Payment is due on the first day of each month.
- Payment may be mailed to 26 College Road or hand delivered to the Main Office **before 4 p.m.** **Payments cannot be accepted in the Main Office after 4 p.m.**
- Checks or money orders are to be made to “Netcong Educational Foundation.”
- A \$15.00 fee (or an applicable per bank charge) will be charged for any returned checks.
- Please do not send cash in the mail.
- If two returned checks are received during a given year, personal checks will no longer be accepted. Payment will have to be made in the form of cash or money order.

Collection Policy

If there is no communication effort by the parent/guardian when delinquent payment notices and/or follow-up calls are made, we will terminate childcare services and refer the matter to a collection agency. If an outstanding balance remains for the Program, all payments will be applied to the balance first until the balance is satisfied. Future enrollments, therefore, will be delayed, denied, or cancelled.

Anti-Discrimination and Anti-Harassment Guide

The Netcong Educational Foundation will not condone, permit, or tolerate any form of discrimination by or against any employee, child, parent, or individual with whom our employees come into contact in connection with their employment with the Foundation based upon age, sex, race, color, creed, religion, sexual orientation, national origin, disability, or other protected class or characteristic established under applicable federal, state, or local statute or ordinance.



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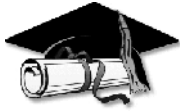
Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and which interferes with work effectiveness. Federal law defines unlawful sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whether by male or female, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Individuals who believe they have been subjected to discrimination or harassment as described above or who have questions about whether certain conduct is unlawful, should immediately speak to a member of the Netcong Educational Foundation. This is particularly important in cases involving sexual harassment where there can be uncertainty about what is unlawful conduct.

Netcong Educational Foundation members who receive complaints of discrimination or harassment or who are made aware of conduct that may constitute discrimination or harassment must immediately notify the Netcong School District's Affirmative Action Office, Mrs. Melissa Flach-Bammer.

All complaints will be investigated promptly and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures (i.e. contacting the Netcong Police Department). In all cases, the person who initiated the complaint will be informed of the findings and disposition of the matter at the conclusion of the investigation. The Netcong Educational Foundation will ensure that there is no coercion, retaliation, intimidation, discrimination, or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

Persons who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment.



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Parent Policy Manual Contract

Child's Name: _____ Grade: _____

- I have received and read the College Kids Policy Manual and agree to abide by the rules and regulations within.
- I understand that monthly tuition is due on the first of each month for that upcoming month. I understand and agree to pay a late fee of \$25 for each day that tuition remains unpaid. If tuition is not paid by the 5th of the month, my child will not be admitted to College Kids.
- I understand that my child must be picked up by 6 p.m. I agree to pay a late fee of \$15 per quarter-hour after 6 p.m.
- I understand the importance of keeping to my child's schedule and keeping College Kids up to date on any schedule changes. I also agree to notify College Kids when my child is ill, will be absent, or will be attending.

I attest that I have read and understand the following policies:

1. Policy on the Release of Children _____ Yes _____ No
2. Policy on Discipline _____ Yes _____ No
3. Policy on the Expulsion of Children from Enrollment _____ Yes _____ No
4. Policy on the Management of Communicable Diseases _____ Yes _____ No

This contract must be submitted with enrollment papers or your child will not be allowed to attend.

Parent's Name _____

Parent's Signature: _____ Date: _____