

Department of Children and Families
Office of Licensing

INFORMATION TO PARENTS

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 a staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing 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 parent to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint, please contact the Office of Licensing at 1 (877) 667-9845.

We are proud to announce that MyProcure Parent Portal is now available.

To access this portal, you must have an active email that is registered in our system.

It can take upto 24 hours for your emails to be updated in the system.

Once you have created a parent account you can then schedule your child for up to six weeks in advance, you can see your biweekly balance and even update your own information.

- To access the portal you can google myprocure.com
- Enter the email that you have provided to PALS
- Secure login

You will be emailed a confirmation code, to the email you provided.

- Enter confirmation code
- Create a password using at least 1 letter, 1 number and 7 characters
- Confirm your password
- Submit
- You will be directed to your child(ren) account.

To schedule

- Click SCHEDULE tab at the top of the screen, you will be redirected to scheduling screen
- Select child's name from Quick View Schedule for Child drop down menu
- You will be shown a calendar of your child's schedule
- To add a schedule click the green add items under the calendar
- Choose the week you want to schedule for from the drop down menu
- Choose event
 - Morning care or
 - Child's grade
 - Then pick up time
- All 5 days (Mon-Fri) will be selected, uncheck any days you **~~DO NOT WANT~~** your child to be scheduled for
- Click The green save
- You will see a screen that says schedule saved.

More than one child

- Click the green return to quick view
- Top left corner click the orange menu
- Then click start on the left hand drop down menu

Repeat To Schedule Steps



ABSECON PUBLIC SCHOOLS

800 Irelan Avenue, Absecon NJ 08201
(609) 641-5375 FAX (609) 641-8692



Dr. Daniel J. Dooley
Superintendent of Schools

Tina Maruca
Business Administrator

Dr. Shelly Ward Richards, Principal
H.Ashton Marsh Elementary School

Lindsay Reed
Director of Special Services/Curriculum

Kevin Burns, Principal
Emma C. Attales Middle School

District USE AGREEMENT FOR TECHNOLOGY DEVICES - STAFF

Introduction

At the discretion of the District, you are being provided with an electronic device. A specific device will be assigned to you for a specific period of time. Your device is intended for school use. Whether using your device at school or at home/outside of school, you are bound by the same policies, procedures, and guidelines you would be at school. Marking or drawing on the device and case, or attaching labels or stickers is prohibited. Prior to receiving the device, you must sign the *District Device User Agreement- Staff* located at the end of this document.

Acceptable and Responsible Use

By using the District-owned device, you agree to abide by the District Acceptable Use Policy (see District website), as well as all other applicable policies and guidelines. This device is no different from any other resource provided to you as a staff member in the District. We expect you to use it in responsible ways, for purposes that support your instruction.

Care of the Device

The device assigned to you remains the property of the District and must be cared for responsibly. The District may charge you for loss of or damage to the device and/or any accessories (see above). You are responsible for reporting any damage or loss to Mr. Mike Morris or your building Principal immediately (Mr. Mike Morris: mmorris@abseconschools.org or 609-641-5375 x1016). The following are general precautions that should be followed regarding your device:

- Only use a clean, soft cloth to clean the device's screen; no cleansers of any type should be used.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write or draw on the device and case.
- Do not apply any stickers or labels that are not the property of the District.
- Handle the device carefully. Screens can crack not only when dropped, but also when subjected to pressure from stepping or leaning on them. When packing your backpack and/or binder, ensure that your laptop is safely stored.
- Don't leave your device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- Make sure your device is secure when it is out of your sight. Do not leave it unattended, in an unlocked locker, on a desk, or other location where someone might take it.

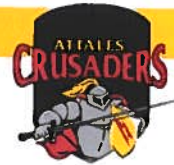
Jailbreaking (Laptop) or Disrupting the Configuration of the Device

Jailbreaking is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking a laptop voids the manufacturer's warranty and is a violation of this agreement. Removal of any District-installed configuration or installation of any external configuration profiles are prohibited and will be considered a violation of this agreement.



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Privacy

Since the use of District technology is intended for educational purposes, staff shall not have any expectation of privacy in any use of District technology. The District reserves the right to monitor and record all use of District technology, including, but not limited to, access to the Internet or social media, communications sent or received from District technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Staff should be aware that, in most instances, their use of District technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any District technology are the sole property of the District. The creation or use of a password by a staff member on District technology does not create a reasonable expectation of privacy.

Loaner Devices

The District maintains a limited number of loaner devices. These devices are intended for long-term substitution of a device that is being repaired.

Technical Support

The District cannot guarantee that the device will function outside the District at the same level as inside the District. Configuration of any home network is your responsibility and not District support staff. Any configuration applied to the device that impairs its performance in school may be removed by District staff.

Accessories

The District will provide accessories deemed necessary for use of the device. The decision whether to purchase additional accessories (such as an extra charger, keyboard, stylus, etc.) for the device rests with the individual. However, as with any personal property brought to school, the school reserves the right to disallow the use of any accessory with the device and is not responsible for any loss or damage to personal property. In addition, the District cannot guarantee that an accessory purchased at one point in time will be compatible with the devices at a future point in time.

Software and Other Content District-Provided Software

The District will provide any software required to use the device for school purposes. All District-provided software must remain on the device. From time to time and without notice, the District may update, add or remove software for any reason.

Returning the Device

Unless you are instructed otherwise, you should assume that the device must be returned no later than the last day of the current school year. If you end your employment with the District, you must return the device prior to your last day of attendance. If you were assigned any accessories, including but not limited to cables, mouse, a power and/or video adapter or case, you must be prepared to return them with the device, unless otherwise instructed. The device and accessories must be returned in operable condition with all parts intact.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If any 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

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).

EXPULSION POLICY

NAME OF CENTER: ABSECON STARS

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.

CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

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

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

- | | |
|---|--|
| Try to redirect child from negative behavior. | • Document the child's disruptive behavior and maintain confidentiality. |
| Reassess classroom environment, appropriateness of activities, supervision. | • Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion. |
| Always use positive methods and language while disciplining children. | • Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors. |
| Praise appropriate behaviors. | • Give the parent literature of other resources regarding methods of improving behavior. |
| Consistently apply consequences for rules. | • Recommend an evaluation by professional consultation on premises. |
| Give the child verbal warnings. | • Recommend an evaluation by local school district study team. |
| Give the child time to regain control. | |

Myprocare.com

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ABSECON P.A.L.S. PROGRAM

Disciplinary Procedures

Student Name _____

A disciplinary problem exists when a child is hampering the smooth flow of the program by either requiring constant one-on-one attention, *inflicting physical or emotional harm on other children or staff, or is unable to conform to the rules of the program .

Date _____

_____ **Step One**

A. Child will be prohibited from participating in specific activities(i.e.playtime, arts and crafts, computer time) for a specific period of time(to be determined by Supervisor.

B. Conference with parent to discuss problem and Solution

Written notification to parent .

SIGNED TEACHER _____

SIGNED PARENT _____

_____ **Step Two**

Suspension for a specific period of time (as determined by Supervisor). Written notification to parent.

SIGNED TEACHER _____

SIGNED PARENT _____

_____ **Step Three**

Permanent removal from the program

Written notification to parent.

SIGNED TEACHER _____

SIGNED PARENT _____

The following are **some** examples of the reasons we may have to suspend or expel a child.

* **IMMEDIATE SUSPENSION/EXPULSION , TO BE DETERMINED BY SEVERITY OF OFFENSE.** (i.e. causing physical injury to other children or himself/herself. , physical or verbal abuse to staff, excessive biting, Parent threatens physical or intimidating actions toward staff members . , Parent exhibits verbal abuse to staff in front of enrolled children.)

4. Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously enrolled children/family information and volunteers is prohibited.
5. Staff are to maintain professional boundaries in the use of electronic media. Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with. The use of personal devices is prohibited when supervising children.
6. No public discussions are to be held or comments made on social media sites regarding the PALS program's children, staff, volunteers or Board business except appropriate use for marketing fundraising events). Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.