



Nothing is Out of Reach for an All Star Kid!

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Parent Agreement

Center's Operating Schedule:

All Star Kids Academy provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, religion, color, national origin or gender.

All Star Kids Academy's hours are 6:30 to 7:00, Monday through Friday for the exception of our holiday closing schedule.

Observed holidays in which All Star Kids Academy will be closed are:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the Friday following, Christmas Eve & Christmas Day. No adjustments to tuition rates are made.

Visitation /Release of Children:

Parents are encouraged & welcome to visit All Star Kids Academy any time.

Parents are expected to bring children to All Star Kids Academy & witness proper supervision before leaving the premises. Furthermore, parents must physically enter All Star Kids Academy to drop off and pick up their children in addition to signing in/out their child/children for attendance record keeping.

The Division of Youth and Family Services 24-hour Child Abuse Hotline 1-800-792-8610 will be contacted for assistance if child remains at All Star Kids Academy beyond 1 hour of closing without a call from the parent/guardian & if the emergency contact cannot be reached. No child will be released to an impaired parent/guardian.

Our Center's Policy is that parents make the appropriate documentation on the application to avoid any unforeseen problems with the drop off or departure of students. Each child may be released only to the child's custodial parents or person authorized by the custodial parents, to take the child from the center and to assume responsibility for the child in an emergency if the custodial parents cannot be reached. Proper identification is required. Written authorization, including name, address, phone number and photo (optional) shall be maintained in the file. If a non-custodial parent has been denied to a child by a court order, the Center shall secure documentation to that effect and maintain a copy on file. Written procedures are to be followed by staff members if the parents or person authorized by the parents as specified in above fails to pick up a child at the time of the Center's daily closing.

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Sick Policy/Management of Communicable Diseases:

According to the New Jersey State Department of Health requirements, parents will be called to pick up children due to illness. Following symptoms for keeping child at home & return with a physician's note clearing child of being contagious or contraindicated by local health department or Department of Health:

- Severe pain or discomfort
- Acute Diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees or auxiliary temps of 100.5
- Lethary
- Yellow eyes or jaundice skin
- Red eyes and discharge
- Infected untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Skin rashes in conjunction with fever or behavior changes
- Mouth sores with drooling
- Stiff neck

Excludable Communicable Diseases

A child who contracts an excludable communicable disease **may not** return to All Star Kids Academy without a physician's note stating that the child presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles. If a child has chicken pox, a note from the parent is required stating either that at least six days has elapsed since the onset of the rash or that all sores have dried and crusted. If a child is exposed to any excludable disease at All Star Kids Academy, parents will be notified in writing.

Some excludable communicable diseases must be reported to the health department, a complete list can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

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Children must have current medical & immunization records prior to enrollment. They must be updated regularly to be compliant with state law.

In the event of an emergency, All Star Kids Academy has authorization to administer first aid, CPR or obtain medical treatment in the child's best interest.

Dispensing Medications:

Medications will be secured in a lock box separate, temperature controlled & inaccessible to children. Medications that are "Once A Day" will NOT be administered at All Star Kids Academy.

The initial dose of any medication should always be given at home and with sufficient time before the child returns to All Star Kids Academy to observe the child's response to the medication given.

Medication, nebulizers, Epipens, and other medical equipment will only be given when ordered by the child's health care provider with specific instructions and with written consent of the child's parent/legal guardian. "Medicine Permission Form" must be completed before any medication will be given at All Star Kids Academy. "Action Plans" and Other Needed Medical Form may be required and without the proper documentation, medications will NOT be administered. No exceptions will be made without proper authorization and clearly understood instructions.

"As needed" medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.

Medications given in the Center will be administered by a staff member designated by the Center Director, and will have been informed of the child's health needs related to the medication, and will have had training in the safe administration of medication.

Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:

Prescription medication must have the pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions. It is suggested that the parent/guardian ask the pharmacies to provide the medication in two containers, one for home and one for use in childcare.

Over-the-counter medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.

Any over-the-counter medication without instructions for administration specific to the age of the child receiving the medication must have a completed permission form from the health care provider prior to being given in the childcare center.

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For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

Unused or expired medication will be returned to the parent/guardian when it is no longer needed or not able to be used by the child.

Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center.

Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and picked up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the Center to the parent/guardian.

Confidentiality related to medications and the Center Director and staff will safeguard their administration. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

Parent/guardian will authorize the Director or Director designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of their child.

Discipline/Code of Conduct:

Discipline & guidance are consistent & based on individual needs and development. We will promote self-discipline. Physical punishment is prohibited & never resorted to. Our approach is a time out or separation from others equivalent in minutes to their age followed by praise for desired behavior. In addition, please refer to Code of Conduct.

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school atmosphere that is conducive to maximum learning for all students. The Code of Conduct is a general guide for behavior. The individual personalities of students will be considered before corrective measures are prescribed.

All student behavior is based on respect and consideration for the rights & well-being of others. Children are expected to maintain good order during school hours. Every student will be expected to conform to the rules of the school, obey the directions of the Director, teachers, and any others in charge of school activities.

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In order for effective discipline to take place, the school and the home must work together. By establishing this partnership, the discipline that is administered to students, can be an effective deterrent from future misbehavior.

It should be noted that there are many unwritten rules of common courtesy or standard moral conduct that we expect our students to abide by. When these are broken, they will be handled on an individual basis. A violation of any rule may result in disciplinary actions, including but not limited to, Timeouts, In-School Removal from Classroom, Out-of-School Suspension, Expulsion, Compensatory Payment of Damages, Loss of Privileges, Written notice to or conference with parents.

Disruption of School: Students shall not cause disruption or obstruction to the normal operation of this school. Every effort will be made to correct an undesirable behavior and implement a reward system for the desired behavior. However, if unacceptable habitual behavior continues, the parent will be called and will have to pick up their child within 1 hour. We strive maintain a safe, uninterrupted academic program for the best interests of all our students. Your assistance to accomplish this is required.

Failure to Obey Instructions /Insubordination/Disrespect: No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, Director or other authorized personnel during any period of time when he/she is properly under the authority of such school personnel.

Disruptive Behavior: Student who engage in disruptive behavior including but not limited to habitual biting, hitting, or kicking will not be tolerated. Safety and well-being is a priority.

Harassment: Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school.

Damage of Property: Students shall not cause or attempt to cause damage of school property whether intentional or not. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action. THERE ARE NO EXCEPTIONS.

Expulsion: If all other attempts to modify student behavior are unsuccessful, or a serious violation of the student behavior code is committed, the student may be recommended for expulsion (permanent removal from school). If a student is expelled, the length of the expulsion, if not infinite, will be determined by the Owners.

We reserve the right as a private facility to terminate enrollment of any of our students. The following are reasons we may have to expel or suspend a child from All Star Kids Academy.

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.
- 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 the 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.

Anyone who has reasonable cause to believe that any 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 New Jersey State Law to report the concern immediately to Division of Youth and Family Services Office of Child Abuse Control, toll free at (800)792-8610 or to any district office. Such report may be made anonymously. Any parents who wish to receive more information may contact DYFS at the above number.

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A copy of the **Department of Children and Families Office of Licensing Information to Parents** document is available for viewing on our website. 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 anytime 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/exploitation to the State Central Registry and Child Abuse Hotline at 1-877-NJ-ABUSE (1-877-652-2873)

It is our policy that no member of the All Star Kids Academy staff is allowed to babysit or care for any enrolled child/children outside of this center.

Nap Time/Play Time:

Every preschool child will have a rest/nap daily as required by state law. Children are not required to nap if after 30 minutes of unsuccessful naptime, a quiet activity or a rest period will be offered.

Children will be encouraged to play outdoors on the playground except for inclement weather or intense heat.

We recommend toys from home or outside All Star Kids Academy are not to be brought into the building. We cannot ensure safety of all toys for all children. Again, All Star Kids Academy is not held responsible for any lost articles.

Diaper/Toilet Training Policy:

Every child must have a change of clothing labeled with their names at All Star Kids Academy in case of emergency. All Star Kids Academy is not responsible for any lost articles.

Change each child's diaper when wet or soiled. Change clothing also if necessary. Keep a supply of clean diapers near changing table, but out of children's reach.

Wash and dry each child's bottom during each diaper change with individual wipe.

After putting on the clean diaper, wash the child's hands with soap and water and dry with individual cloth or paper towel.

Place used diaper in a closed container that is lined with leak proof or impervious liner. Diapers must be removed daily. Disposable diapers must be returned to child's garbage can with lid. Cloth diapers and soiled clothing must be returned to the child's parent.

Sanitize the area used for changing a child's diaper with soap and water, followed by a disinfectant solution or by mixing one tablespoon of bleach per quart of water. Put in labeled, sealed container and keep out of the children's reach. Discard any leftover bleach solution at end of the day and mix a fresh supply each day. Clothes or sponges that are used to apply disinfectant should be changed daily and should not be used for any other purpose.

Wash your hands with soap and water immediately after each diaper change. If you use disposable gloves, discard them first.

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If diapers/pull-ups are not replenished after two reminder notes are sent home, management will personally purchase diapers at the supermarket for your child. An invoice (with receipt attached) will be placed in your child's cubby – however, it will be for twice the amount of the purchase price.

We kindly ask that parents do not send their children to school wearing valuable or cherished clothing and/or accessories due to daily activities such as playground time, arts & crafts, meals, and potty training accidents. We strongly suggest your child **ALWAYS** has a sufficient supply of back-up clothes (especially potty trainers). If this supply depletes, parents must replenish it the following day. Borrowing from a friend will not be permitted although the school has a supply of clean clothes for emergencies. Any school items will be sent home with the child if soiled or wearing and must be washed and returned within 5 days. If not returned, a \$10 fee will be imposed for each garment.

FINANCIAL TERMS & CONDITIONS:

Upon enrollment and in case of withdrawal, I agree to provide a 30 day written notice prior to withdrawal. Vacation waivers will not be honored during this 30 day notification period. Vacation waivers will also not be accepted should there be a past due balance of tuition. The Withdrawal Form from All Star Kids Academy must be completed and countersigned by the Director for your records of proper notification along with payment of tuition through the 30 day end term. I agree to pay weekly at minimum due every Monday or the 1st of the month for monthly paying tuition fees. The regular tuition fee is outlined in the Tuition List Pricing without deductions for absence, emergency closings, holidays, or other reasons. Late payment fees will be applicable after the close of Monday or the close of the 1st. of the month. Reenrollment will only be granted once balance is paid in full and advance payment is made for 1 month of tuition.

I agree that my child will participate in the education program for which the child is eligible.

I understand & agree that my child's absence from All Star Kids Academy is not privileged to any credits.

All Star Kids Academy is open whenever possible. However, due to inclement weather, All Star Kids Academy will assess the conditions and leave a message on the center's machine before 6:00am in the event of a delayed opening or closure.

I agree to pay a late pickup fee of \$25 per the first 15 minutes past closing with \$5 per minute thereafter. Payment must be made that day at pickup time. We encourage parents to call All Star Kids Academy if pickup will run beyond closing.

I agree to pay a returned check fee of \$30 (currently) or whatever the bank charges at that time, if applicable. This agreement is subject to change in whole or part with or without a notice provided.

Evacuation: In case of an emergency where we needed to leave the premises, I give All Star Kids Academy permission to walk my child/children from the daycare to the designated "safe area", Brady's Prime 15 in the event of a fire drill or actual emergency.

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THE FOLLOWING PARAGRAPHS APPLY ONLY TO THOSE PARENTS &/OR GUARDIANS OF INFANTS & TODDLERS:

Infants must be 6 weeks of age before being enrolled.

There shall be a written diet plan for each infant or toddler signed by the parent until on table food with updates as seen fit. NUT FREE ENVIRONMENT IN ALL CLASSROOMS.

The Parent shall provide the following (labeled with child's name):

1. Bottles and formula prepared and ready for use.
2. Diapers & creams if desired
3. Baby food or special food with individual identification for each.
4. At minimum, 2 changes of clothes.
5. A physical exam report dated within 3 months of admission & renewed every 6 months.

For other students:

6. Sleeping bag and/or blanket, sheets for nap time
7. Lunch bag with ice pack for snack, lunch and dinner if applicable
8. Book Bag for daily worksheets or projects

Toilet training: Every effort will be demonstrated to encourage "going potty" with the consent of the parent, interest & willingness of the child and development levels. This usually occurs in the Toddler class at the age of 2 but we recognize every child's stage of readiness differs.

PARENTAL CERTIFICATION: I HAVE READ & UNDERSTAND THE POLICIES SET FORTH. I AM IN AGREEMENT BY SIGNING BELOW TO ENROLL MY CHILD/CHILDREN. I FURTHER UNDERSTAND THAT IT IS MY RESPONSIBILITY TO PROVIDE CURRENT INFORMATION AND ANY CHANGES TO DOCUMENTATIONS REGARDING MY CHILD/CHILDREN. I UNDERSTAND MY CHILD'S/CHILDREN'S ENROLLMENT CAN BE TERMINATED WITH OR WITHOUT NOTICE AND REASON.

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Parent/Guardian Signature

Date

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Child's Name

Date of Enrollment

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Director's Signature

Date