



## Watch Me Grow Academy

3 Marshall St Store #7

Irvington NJ, 07111

Phone: 862-231-6348 or 862-229-2579

Email: [wmgastaff@gmail.com](mailto:wmgastaff@gmail.com) or [wmgastaff918@gmail.com](mailto:wmgastaff918@gmail.com)

### Enrollment Application Check List

	Completed, Dated and Signed Application
	Copy of Birth Certificate
	Copy Of Insurance Card
	Copy of Social Security Card
	Universal Child Health Record
	Up to Date Immunization Records
	Emergency Medical Authorization Form (2)
	Copy of Parent(s) Photo Identification
	State Of NNJ OOL- Checklist
	**Custody Documents if Applicable**
	\$50 Registration Fee
	** 1 Week Full Security Deposit Due at Registration**

## Starting Supplies:

On your child first day at WMGA, please provide the following:

### Infants 6 weeks-4months

- 4 bottles labeled.
- 1 powder or read to feed formula or 2-day supply breast milk.
- 1 package of pampers.
- 2 changes of clothing labeled.
- 1 box of wipes and 1 refill.
- 1 tub of diaper ointment

### Infants 4-12months

- Same as infants 0-4 months
- 2 spoons
- 1 bowl

### Toddlers 12-24 months

- 1 package of pampers.
- 1 box of wipes
- 2 changes of clothing labeled.
- 1 tub of diaper ointment
- 2 sippy cups

### Children 24-36 months

- 1 pack of pull up or 2 change of underwear.
- 1 box of wipes
- 2 changes of clothing labeled.

### Children 36 months and older

- 2 changes of underwear



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### Enrollment Application

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Child's Name \_\_\_\_\_ Child's Nickname: \_\_\_\_\_

Child's Age \_\_\_\_\_ D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: Male Female

Child's SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Person Responsible for Payment: \_\_\_\_\_

### Mother's Information:

Name: \_\_\_\_\_ SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### **Address if different from the child:**

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Email \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Employment/ School: \_\_\_\_\_ Address: \_\_\_\_\_

Work/ School hours \_\_\_\_\_ Work/ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Email \_\_\_\_\_

Father's Information:

Name: \_\_\_\_\_ SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Address if different from the child:**

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Email \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Employment/ School: \_\_\_\_\_ Address: \_\_\_\_\_

Work/ School hours \_\_\_\_\_ Work/ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Email \_\_\_\_\_

Name Of Child's Physician: \_\_\_\_\_

Physician's Address: \_\_\_\_\_ City: \_\_\_\_\_

State \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact Information

**Name and Phone # of at least two persons to contact if parents cannot be reached.**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Persons who may pick up your child(ren) other than parents without prior notice:**

(\* Persons must be at least 16 years of age\*)

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship to child \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship to child \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship to child \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship to child \_\_\_\_\_

List and Allergies: \_\_\_\_\_

Foods that your child may not have; \_\_\_\_\_

Special needs for your child: \_\_\_\_\_

List any concerns you would like addressed: \_\_\_\_\_

What time of the day we expect you child to arrive and depart?

(\* This is very important in planning staff to care for your child as well as catering\*)

Monday: \_\_\_\_\_: \_\_\_\_\_ - \_\_\_\_\_: \_\_\_\_\_ Tuesday: \_\_\_\_\_: \_\_\_\_\_ - \_\_\_\_\_: \_\_\_\_\_

Wednesday: \_\_\_\_\_: \_\_\_\_\_ - \_\_\_\_\_: \_\_\_\_\_ Thursday: \_\_\_\_\_: \_\_\_\_\_ - \_\_\_\_\_: \_\_\_\_\_

Friday: \_\_\_\_\_: \_\_\_\_\_ - \_\_\_\_\_: \_\_\_\_\_

In the case of an emergency, I give my permission or my child to be taken to the nearest hospital. Parent's Signature: \_\_\_\_\_ (Initial) \_\_\_\_\_

My child has permission to participate in field trips sponsored by Watch Me Grow Academy. It is also understood that individual permission slips will be required for each trip. (Initial) \_\_\_\_\_ I hereby give Watch Me Grow Academy permission and authorization to use still photographs and video tapes of my child. (Initial) \_\_\_\_\_ Watch Me Grow Academy DO NOT ALLOW CORPORAL PUNISHMENT INCLUDING SPANKING, SLAPPING, BITING, PINCHING, JERKING ANY SIMILAR BEHAVIOR ON THE PREMISES.

**Policy Agreement:**

In applying to reserve childcare services, I agree to abide by the Policies of Watch Me Grow Academy as set forth in the Parent Handbook. If I should desire to withdraw my child from Watch Me Grow Academy, I agree to give a written notice to the Director 2 weeks in advance of the last day of my child's attendance. I understand that my security deposit will be applied to my last 2 weeks at Watch Me Grow Academy

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Desired Entry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*Watch Me Grow Academy does not discriminate on the basis of race, creed, color, gender, religion, or national



# Student Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Child's Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_ Email: \_\_\_\_\_

Allergies of Health Concerns: \_\_\_\_\_

Can your child have his/ her picture taken and displayed? YES NO

## EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

## AUTHORIZED TO PICK UP ( MUST BE 16 YEARS OR OLDER)

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

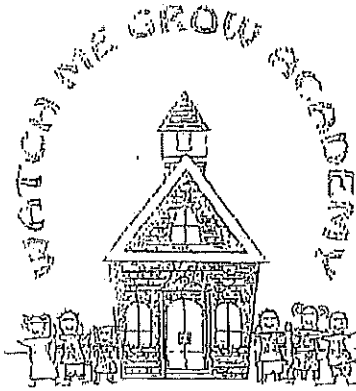
Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

I authorize the above to pick up my child(ren) from Watch Me Grow Academy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Watch Me Grow Academy  
918 -928 Clinton Ave.  
Irvington, NJ 07111  
973-373-1160 (Fax) 973-373-1170



Medical Treatment Release Form

In the event that a medical emergency occurs, I authorize Watch Me Grow Academy to seek emergency medical care for my child as deemed necessary by staff members of the Watch Me Grow Academy.

I give permission for my child, \_\_\_\_\_, to be given first aid and emergency treatment by certified Watch Me Grow Academy staff. I acknowledge that no guarantees have been made to me as to the result of such treatment.

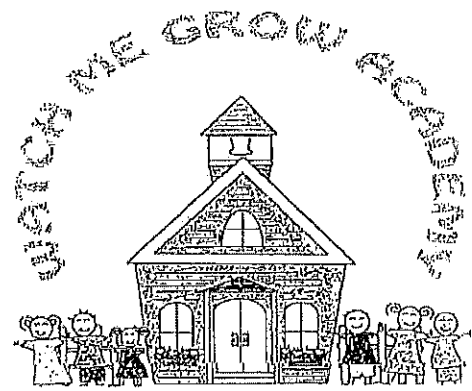
Parent's name \_\_\_\_\_ (print name)

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_







**Parental/Guardian Release for Photographs and Videotaping**

I hereby give permission to the Watch Me Grow Academy to take and use photographs and/or videotapes of my child for the following purposes:

- Publicizing Watch Me Grow Academy, a day care program including but not limited to newsletters, and the center's websites, etc.
- Publicizing Watch Me Grow Academy in publications, news media and television network or cable for educational purposes only. I further understand that by giving my signed permission that the full name of the child and family will not be identified in the videotapes or still photographs other than by first name of the child only. The photographs and videotapes will not be used for commercial purposes, but only for educational purposes related to the operations of WMGA.

I have read and understand the above information and do hereby agree to give permission for my child to be photographed and/or videotaped for the purposes expressed above. \_\_\_\_\_ (initial if applicable) I give my permission for my child to be photographed and/or videotaped by the staff of WMGA. \_\_\_\_\_ (initial if applicable)

**I have read the above information and DO NOT give my permission for my child to be photographed or videotaped by Watch Me Grow Academy.**  
\_\_\_\_\_ (initial if applicable)

Print Child's Name \_\_\_\_\_

Parent or Guardian's  
Address \_\_\_\_\_

Parent or Guardian's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

# UNIVERSAL CHILD HEALTH RECORD

*Endorsed by: American Academy of Pediatrics, New Jersey Chapter  
New Jersey Academy of Family Physicians  
New Jersey Department of Health*

SECTION I - TO BE COMPLETED BY PARENT(S)			
Child's Name (Last)	(First)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth / /
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Child's Health Insurance Carrier	
Parent/Guardian Name		Home Telephone Number	Work Telephone/Cell Phone Number
Parent/Guardian Name		Home Telephone Number	Work Telephone/Cell Phone Number
<i>I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.</i>			
Signature/Date			This form may be released to WIC: <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER			
Date of Physical Examination:		Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Abnormalities Noted:		Weight (must be taken within 30 days for WIC)	
		Height (must be taken within 30 days for WIC)	
		Head Circumference (If <2 Years)	
		Blood Pressure (If >3 Years)	
<b>IMMUNIZATIONS</b>		<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due:	
<b>MEDICAL CONDITIONS</b>			
Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Medications/Treatments • List medications/treatments:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Limitations to Physical Activity • List limitations/special considerations:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Special Equipment Needs • List items necessary for daily activities	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Allergies/Sensitivities • List allergies:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Special Diet/Vitamin & Mineral Supplements • List dietary specifications:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	
Emergency Plans • List emergency plan that might be needed and the signs/symptoms to watch for:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments	

PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note If Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scalosis		

I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.

Name of Health Care Provider (Print)	Health Care Provider Stamp:
Signature/Date	

**PARENT  
RECEIPT OF INFORMATION:**

- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy
- Policy on Methods of Parental Notification
- 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



## Parent/ Staff Communication Policy

1. To develop a positive open relationship between parents and staff.
2. To support the parents in caring for their children.
3. To support the staff in caring for the children. Staff may be able to help parents increase their competence and confidence in themselves as well as their pleasure in and understanding of their children.
4. To encourage parents to help staff increase their understanding of the children and support staff in caring for the children through open channels of communication.

## Parent/ Staff Communication Procedure

- Information on the Centers philosophy, policies and procedures is given to new and prospective families to assist them in finding care which is appropriate for their needs.
- Pre-enrollment and orientation meetings and visits are encouraged to adequately acquaint prospective families with the staff, ideas and programs of the center.
- Staff are to make themselves available to parents during morning arrivals and afternoon departures. Parents are encouraged to inform staff of any 'abnormal' or significant incidences with in the past 24 hours prior to arriving at the Center. Staff will inform parents of the child's day whilst in care.
- We endeavor to communicate verbally each day, this may not always be possible due to the time restraints of child care. Alternative processes will be in place to exchange information from home to Center, and vice versa (communication books, routine charts etc.)
- Every effort will be made to open the channels of communication, and these will be evaluated regularly at staff and committee meetings to ensure the needs of the parents and the staff are being met. Communication books are used in all rooms.
- Parents may request meetings with staff to discuss child related issues, giving one week's notice to allow staff time to prepare.
- Staff may request meetings with parents to discuss their child, giving one week's notice, allowing parent's time to prepare.



Every employee has the responsibility to maintain and enhance WMGA's public image and to use the Internet in a responsible manner.

Employees must maintain professionalism at all times in all communications (in-person, written, or online) with the WMGA community. Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from other classrooms within WMGA, as well as others outside the WMGA community. Therefore, all information disseminated will be consistent with the professional standards of

Employees may be held responsible for any online behavior or content that connects them to WMGA or implicates WMGA in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with WMGA's mission and philosophy.

The publication of photos, images, or artwork of students at WMGA, whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at WMGA have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and administrators of WMGA in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at WMGA on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does WMGA wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to WMGA and its operations; however, when such commentary and observations occur within a public forum and contain confidential

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 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.

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 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://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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/](http://www.state.nj.us/dcf/).

## 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).



## GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point-of-view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

## Policy on the Management of Communicable Diseases

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

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

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

### EXCLUDABLE COMMUNICABLE DISEASES

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

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

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

### COMMUNICABLE DISEASE REPORTING GUIDELINES

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

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

## EXPULSION POLICY

NAME OF CENTER: Watch Me Grow Academy

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:

- 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.
- 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.

# The 5 Rights to Giving Medications to Children in Child Care

## The 5 Rights

<p><b>CHILD</b></p> <p><b>“Is this the right child—even though you think you know—you must check?”</b></p>	<ul style="list-style-type: none"> <li>• Do you know the child’s first and last name?</li> <li>• Is this the same child whose full name appears on the:             <ul style="list-style-type: none"> <li>✓ Health care provider form</li> <li>✓ Parental permission form</li> <li>✓ Medication container label</li> </ul> </li> <li>• When unsure as to the identity of the child:             <ul style="list-style-type: none"> <li>✓ Photo record of child to verify identity with the Director of the child care agency, or designee who knows the child to confirm the identity of the child</li> </ul> </li> </ul>
<p><b>MEDICINE</b></p> <p><b>“Is this the correct Medicine?”</b></p>	<ul style="list-style-type: none"> <li>• Does the label on the medication container match the name of the medication as it appears on the Permission to Administer Medication form?             <ul style="list-style-type: none"> <li>✓ The health care provider communication section</li> <li>✓ The parental permission section</li> </ul> </li> <li>• What is the expiration date on the medication container label? Has the medication expired?</li> </ul>
<p><b>DOSE</b></p> <p><b>“Are you giving the exact amount of medicine?”</b></p>	<ul style="list-style-type: none"> <li>• Does the dose follow the directions on the permission form and the medication container label?             <ul style="list-style-type: none"> <li>✓ The health care provider communication section</li> <li>✓ The parental permission section</li> <li>✓ The medication container</li> </ul> </li> <li>• Is the dose clearly stated?</li> <li>• Do you have the correct measuring device to give the medication?</li> </ul>
<p><b>ROUTE</b></p> <p><b>“Are you using the proper method to give the medicine?”</b></p>	<ul style="list-style-type: none"> <li>• How is this medication to be given? (By mouth, ear, eye, nose or applied to the skin)</li> <li>• Does the route of administration match in all the appropriate places?             <ul style="list-style-type: none"> <li>✓ The health care provider communication form</li> <li>✓ The parental permission form</li> <li>✓ The medication container</li> </ul> </li> </ul>
<p><b>TIME</b></p> <p><b>“Is it the correct time to give the medicine?”</b></p>	<ul style="list-style-type: none"> <li>• When was the last time the medicine was reported to have been given by the parent?</li> <li>• When was the last time the medicine was given as recorded on the Medication Administration Record?</li> <li>• Does the time match the instructions in all the appropriate places?             <ul style="list-style-type: none"> <li>✓ The health care provider communication form</li> <li>✓ The parental permission form</li> <li>✓ The medication container</li> </ul> </li> <li>• Are there specific instructions as to when or how the medication is to be given? Such as with food, on an empty stomach, or before/after eating.</li> <li>• If the medicine is to be given “as needed”, does the child have symptoms that match the directions on the health care provider communication and parental permission forms?</li> </ul>

# Medication Administration in Child Care Policy and Procedures

**PURPOSE:** *This policy was written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.*

**INTENT:** *Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.*

## GUIDING PRINCIPLES and PROCEDURES:

1. When ever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "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.
5. 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.
6. 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 original 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 for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.
  - ✓ Over-the-counter (OTC) 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 OTC 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 child care center.
7. Examples of over-the-counter medications that may be given include:
  - ✓ Antihistamines
  - ✓ Decongestants
  - ✓ Non-aspirin fever reducers/pain relievers
  - ✓ Cough suppressants
  - ✓ Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
  - ✓ Inaccessible to children
  - ✓ Separate from staff or household medications
  - ✓ Under proper temperature control
  - ✓ A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

# Medication Administration in Child Care Policy and Procedures

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  - ✓ Over-the-counter (OTC) 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 OTC 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 child care center.
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8. All medications will be stored:
  - ✓ Inaccessible to children
  - ✓ Separate from staff or household medications
  - ✓ Under proper temperature control
  - ✓ A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. 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.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
11. 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. Samples of the forms used are attached to this policy and include:
  - ✓ Permission to Give Medication in Child Care
  - ✓ Universal Child Health Record
  - ✓ Emergency Contact Sheet
  - ✓ Medication Administration Log
  - ✓ Medication Incident/Error Report
12. 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 pick-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.
13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.
14. 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.
15. 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.
16. 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. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.
17. The Medication Administration in Child Care Policy will be reviewed annually by the following:
18.
  - Child Care Director \_\_\_\_\_
  - Licensing Consultant \_\_\_\_\_
  - Child Care Health Consultant \_\_\_\_\_
  - Parent/guardian \_\_\_\_\_
  - Other(specify) \_\_\_\_\_
  - Other(specify) \_\_\_\_\_

EFFECTIVE DATE OF THIS POLICY:	PARENT SIGNATURE:	DATE:
	PARENT SIGNATURE:	DATE:
	CENTER DIRECTOR/DESIGNEE SIGNATURE:	DATE:

REFERENCES: Information for the Medication Administration in Child Care Policy was derived from the current Manual of Requirements for Child Care Centers in New Jersey and Caring For Our Children—The National Health and Safety Performance Standards for Out-of-Home Child Care Programs, second edition.

# Instructions for Completing the Universal Child Health Record (CH-14)

## Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3838.

## Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)

- **Weight** - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
- **Height** - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
- **Head Circumference** - Only enter if the child is less than 2 years.
- **Blood Pressure** - Only enter if the child is 3 years or older.

2. **Immunization** - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-826-4860.

- The immunization record must be attached for the form to be valid.
- "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.

3. **Medical Conditions** - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.

- a. Note any significant medical conditions or major surgical history. If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow. A generic care plan (CH-16) can be downloaded at [www.nj.gov/health/forms/ch-16.pdf](http://www.nj.gov/health/forms/ch-16.pdf) or pdf. Hard copies of the CH-16 can be requested from the Division of Family Health Services at 609-292-5666.

- b. **Medications** - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration.

*Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.*

- c. **Limitations to physical activity** - Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.
  - d. **Special Equipment** - Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.
  - e. **Allergies/Sensitivities** - Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at [www.pacnj.org](http://www.pacnj.org) or by phone at 908-687-9340.
  - f. **Special Diets** - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.
  - g. **Behavioral/Mental Health Issues** - Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.
  - h. **Emergency Plans** - May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.
4. **Screening** - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.
    - For lead screening state if the blood sample was capillary or venous and the value of the test performed.
    - For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
    - Scoliosis screenings are done biennially in the public schools beginning at age 10.This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.
  5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)
    - Print the health care provider's name.
    - Stamp with health care site's name, address and phone number.