

Red Carpet Kids Child Care Center

131 Franklin Street

Bloomfield, NJ 07003

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Red Carpet Policies, Procedures and Philosophy

Vision Statement

Red Carpet Kids promotes a community of partnerships between teachers, parents and children. Working closely with families and educating them to enforce positive parenting and educational skills will help all children endeavor a lifelong love of learning and achieve success within their future educational careers.

Mission Statement

Our mission at Red Carpet Kids is to provide each child a safe and educational environment. We are dedicated to providing services for children and families beginning at age 6 weeks through 6 years old. Children at Red Carpet Kids are provided a stimulating and educational environment to promote growth and development socially/emotionally, physically and cognitively.

Philosophy

Our center's philosophy is to give exceptional care and red carpet service to our children and their families. We realize that your child is your most valuable asset. We also realize that these are the most formable years of a child's life. Therefore our aim is to provide an environment that helps promote healthy minds and bodies.

Registration Process

Any parent/guardian who is interested in enrolling their child in our learning center must pick up and return the completed forms, submit a current copy of the child's vaccination record and submit a Universal Child Health Report filled out by the doctor PRIOR to enrollment. Parent/Guardians will be responsible for payment of the registration fee, security deposit and first week of tuition upon beginning the program. Any parent/guardian, who does not provide these documents, will be unable to attend the center. *Children are encouraged to begin on a Monday but it is not required. Children may begin on any day of the week, however, tuition rates and/or co-payments will NOT be prorated for the child's days of attendance.

Registration Fees and Security deposit

Prior to your child beginning school, you are required to pay a non-refundable \$75.00 registration fee. Parents/Guardians who enroll siblings (more than one child of the same family) receive a discount for the fee. You are required to re-register your child each September when the first week of school begins. Any child, who fails to re-register and submit a registration fee, will have their enrollment removed. One week's security deposit must be paid in addition to the registration fee. The security deposit is the total of one week's tuition that is held on the child's account as a credit. The security deposit will be used to pay the cost of the child's last week attending at our center.

Payment Policy

All payments are due on the Friday BEFORE the week of care begins. In some instances, payments can be made Monday morning before the week begins, but you must speak with the director. Any payments for the week not made by Monday afternoon will receive a \$10.00 late fee added to the tuition. The director reserves the right to refuse any child being dropped off, at any time, due to late payments. Should reoccurring late payments occur on your child's account, the director reserves- the right, at any time, to remove your child from enrollment at the center. The last week your child attends will be paid for using the security deposit paid at the time of registration.

Late pickups are subject to a \$1.00 charge for each minute you are late. Tuition must be paid on a continuous basis regardless of your child's attendance. Each child is allowed ONE week per calendar year (beginning in January), to use as a vacation week in the event of children missing a week due to illness or vacation. If your child does not attend due to illness, vacations, personal time off, you will still be charged tuition. If your child does not attend for more than 2 weeks, enrollment will be dropped and the child will need to be re-registered (providing there is space).

Payment Options

Payments are to be made in the office. If you choose to pay by credit card or ATM/ Debit Card, payments may also be made over the telephone. You may select one of several ways to pay your child's tuition.

- MasterCard or Visa
- Check
- Money order
- Cash

If your check is returned for insufficient funds, you will be assessed a \$20.00 service charge. This charge must be satisfied before your child attends school.

Pickup Lateness

If a parent or authorized person fails to pick up their child at the time the center closes, the following procedures will take place:

- The child will continue to be supervised.
- A call will be placed to the parent(s) and all authorized persons on the child's release record.
- The parent will be charged \$1.00 per minute after the center closes.
- The child will not be re-admitted to the center unless the fee is paid in full.
- The child will continue to be supervised until 7:30, after such time The Division of Youth and Family Services will be called.
- If the parent or any authorized person attempts to pick up the child and is physically or emotionally impaired, access to the child will be denied and DYFS will be notified while the child continues to remain in the care of Red Carpet Kids Child Care.

Hours of Operation and Late pickup fee

The center is open Monday- Friday from 7:00 am until 7:00 pm. We offer full and part time type programs for children aging from 6 weeks- pre kindergarten as well as aftercare services for primary school aged children. Children who enter the center before 7AM must wait to sign their child in until 7AM. No child may be left with any staff member prior to that time. The center will be open for most holidays; however, there will be a few throughout the year where we will be closed (see closing calendar). There will be a \$1.00 late fee per minute you are late picking up the child. After 15 minutes, there will be an additional \$5.00 late fee (per child) for every 15 minutes you are late to pick-up after 7PM. This fee must be paid in full before the child attends the next day.

Curriculum

Red Carpet Kids understands the importance of academic achievement in preparation for Kindergarten. Our curriculum utilizes principles of The Creative Curriculum and a weekly theme based curriculum. Our teachers prepare weekly lesson plans to enhance your child's social, physical, gross motor and academic development. Projects, circle time, activities and discussions will be planned around each "weekly theme" driven by the interest of the children.

Student Assessments

Children in the preschool 3-4 year old class and the pre-k 4-5 year old class, will receive developmental evaluations 3 times during the school year. These assessments are to monitor the children's cognitive, social and physical progress. These assessments will also be used by teachers to drive instruction and identify areas where children may need extra support with specific skills.

Meal Times

Depending on your child's hours, food/snacks/juice and milk will be served to your child at no extra charge. Following are the Breakfast, Lunch and Snack times:

Each child must have the following on the premises whenever they attend the center.

- Breakfast is served from 8-9 am
- Lunch is served from 12- 1 pm
- Afternoon Snack is served from 3-3:30 pm

If your child is dropped off AFTER 9 am, they will not be served breakfast so in the event of you running late, please feed your child breakfast at home!

Programs For Parents

Parents who choose to apply for Programs For Parents can pick up applications in the resource bin in front of the school or in the main office. Please keep in mind that you must be working full time or attending school full time to qualify. Parents who are approved for the New Jersey Cares For Kids (NJCK) type of program WILL be responsible to pay Red Carpet Kids for their Registration Fee and will have a weekly copayment that they are responsible to satisfy. This copayment will occur as the result of Programs For Parents maximum payout not covering our full tuition rates.

Quiet Times and Naps

Each child is provided with a mat or cot for naptime. We ask that you provide your child with a sheet to cover the mat and a blanket to cover your child. Quiet time and nap time begin at 1:00 pm and ends at 3:00 pm. All children are required to rest (not sleep) for 30 minutes. If they do not wish sleep, it is not mandatory however, all children must rest 30 minutes before engaging in a quiet activity.

School Trips

Your child will have a chance to attend educational field trips. You will receive prior notice for each trip and will be asked to complete a permission slip for your child. All trips will require additional fees. The center will remain open for parents/guardians who do not wish their child to attend with the exception of "Family Day" field trips. Family Day field trips are generally held during our Summer Program usually in the month of July and another in August. Your child's tuition/copy balance MUST be paid to date with no past due balance in order to register for a field trip.

Staff

We have highly trained professionals at our center. Our teachers are either degreed or have their CDA in early childhood education. Our assistant teachers are also highly qualified with experience working with children in the field of early childhood education. Staff meetings and required training courses and workshops keep all of our staff of children wellbeing, curriculum implementation and health and safety practices.

Supplies

Children are required to bring in items from home when beginning at the center. We ask that you please send with your child the following items:

Extra change of clothing (in the event of accidents/spills/messes)

Diapers, pull ups and wipes (if child is not potty trained)

Blanket and fitted crib sheet (for nap time)

It is also parent/guardian responsibility to keep up with their child's need for items. Any child who does not bring in necessary items on a constant basis, may be turned away from drop off at the center.

Please label everything you bring in that belongs to your child(ren) with name or initials. Notice will be sent home when your child's supplies are low. We ask that your child does not bring any personal items from home (toys, video games, etc.) other than what is requested unless asked by the office or classroom teacher, for example show and tell. Red Carpet Kids is not responsible for any lost, stolen, or broken items.

Birthday Parties/Outside Food

Due to the increasing number/severity of food allergies in children, our center does not allow teachers to serve food prepared and brought from home to any other child besides your own. Any food served during a child's party or any other event **MUST** be purchased and be in the original packaging. Birthday parties may take place during snack time and can only consist of **ONE** snack- (i.e.-cupcakes, cake, pizza, etc.). Due to the fact that we are still an educational facility, parents who would like to send in a treat for their child's birthday are able to do so but parties cannot last more than the 30 minutes allotted for snack time.

Release of Children

Every parent/guardian who enrolls is required to fill out an authorization pickup form (located on the registration form). It is the Parent/Guardian's responsibility to keep this list up to date and changes/add-ons/deletions may only be completed in person by the custodial parent. **NO** Add-Ons will be accepted over the phone under any circumstance. If there are custody orders, these must be submitted to the office so the school can be notified of restrictions on the release of the child.

Anyone who is authorized to pick up a child as per the child's pickup authorization list **MUST** present a photo identification on their initial time of pickup.

Parents/Guardians or authorized personnel allowed to remove a child from the center appearing to be acting out of character, using alcohol/drugs will not be authorized to pick up any child from the center.

Video Camera viewing

Our center has surveillance cameras installed in each classroom to ensure the safety of all our children. The intent of the video surveillance is for the use of teachers and administration to monitor the safety and well-being of all children. It is also to monitor children's behavior where needed. Parents may view the security camera upon request following a particular incident, however, due to FERPA laws of confidentiality parents may be denied access to view the cameras when actions of another child are displayed in view.

Termination of Services

At any time you are unhappy with our services, you may notify us that you will be canceling child care with Red Carpet Kids a week in advance. All payments must be submitted for the week the Monday of the child's last week or no further services may be rendered.

Immunization and Physical

Upon enrolling with Red Carpet Kids, every child must have a Universal Child Health Record (physical form) filled out by the child's pediatrician and an updated immunization record. Parents are responsible for sending in an updated copy of child's immunization record each time they receive new shots. The Universal Health Record form is required to be updated on a yearly basis each enrolling September.

Influenza Vaccine

Please keep in mind that the State of New Jersey has made the Influenza vaccine mandatory for all children over the age of six months attending child care centers and preschools. All children must have at least one dose of their influenza vaccine by the end of the year (December 31st). Children who do not receive the vaccinations will be unable to continue to attend school until flu season has passed (March 31st) or until they have received, at minimum, one dose of the vaccine. Please bring your child's Immunization Record or note from their physician once they have received the vaccines so they can be kept on file at the center.

Religious/Medical exemptions

Any child who receives an exemption from Immunizations for religious or medical reasons, must provide a written statement by the parent stating the reason for the exemption (written, signed and dated by parent/guardian) or a note stating the medical reason by a physician. ALL families who submit an exemption notice for any vaccines will be REQUIRED to fill out an Acknowledgement of religious exemptions and submit to the office. Children who are excused from any immunizations will be asked to leave the program should an outbreak occur

Medication Administration

We will administer medicine to your child with written permission from the parent. All medication must be given to the office and a MEDICATION ADMINISTRATION form must be completed. If medication is prescribed by a physician, the medication must be given in the original container with the prescription instructions including the child's name, dosage, and date prescribed. If the child's information is NOT on the medication, the child will NOT receive it. Any medication given 3x/day must be administered twice at home and only ONCE at school. Medication must ONLY be administered with proper measuring tool (i.e. Medication dropper, spoon or cup). All medication given will be documented on the same sheet in which the parent's sign off.

Discipline Policy

Red Carpet Kids believes that children need models of positive behavior to foster learning of acceptable means of interaction. Staff members should strive to establish a climate in the classroom where the environment is safe and positive for learning. Types of positive discipline exercised here at Red Carpet Kids are, but not limited to: redirecting the child to a new activity, divert the child and remove from the area of conflict, provide individual attention to help the child deal with a particular situation or removal from the area of activity for a few minutes. Should a situation arise, children will be spoken to in a positive and private manner. Children shall never be disciplined for failing to eat, sleep or for soiling themselves. At no time will staff use corporal punishment at any time. Children will never be hit, pushed, pinched, poked or have any other action taken against them that is intended to inflict pain on the child.

Children who continuously harm other children or display negative behaviors will be suspended accordingly. Depending on the severity and reoccurrence of the incident, Red Carpet Kids has the right to request that a child be removed from the center without notice.

We do:

- Speak to children in a positive and private manner on the child's level
- Encourage children to choose positive decisions
- Foster child's ability to distinguish acceptable and unacceptable behavior
- Praise, reward and encourage children
- Model appropriate behavior for children
- Provide the children with natural and logical consequences of their behaviors
- Use short, supervised periods of "time away" to help child think about acceptable and unacceptable behavior

We do not:

- Physically hurt, push, pinch, hit, bite any child for any reason
- Use abusive or harsh language, ridicule, or embarrass children
- Use humiliating or frightening treatment or any other form of emotional punishment
- Remove a child from a situation/activity without direct supervision of the child
- Withhold food, drink, diapers/clean clothing, or sleeping privileges
- Use any form of corporal punishment or frightening treatment following negative behaviors

Policy on Biting

Biting is a behavior that is both age and stage appropriate for children under the age of 3 years. Even in high quality settings, where staff is vigilant, a variety of activities are available, and all preventative strategies are used, biting may still occur. Understanding the reasons for biting, taking the necessary preventative measures and communicating with families will hopefully bring an end to the problem. We understand the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting incident is handled in a way that respects both families involved in the incident.

Common reasons children may tend to bite:

- out of hunger, frustration or tiredness
- being stressed or feeling fatigue
- lack of expressive language skills
- feelings of empowerment or feelings of being threatened
- change of environment

Child who is victim of bite

- Checked out immediately, consoled and attended to
- Bite is cleaned and ice is applied.
- Depending on severity of bite (broken skin) parents will be contacted to determine if they wish to seek medical attention.
- Incident report is filled out immediately in its entirety.

Child who has bitten

Remove child from area of play and communicate that biting hurts (be gentle, yet firm).

Explain and model nice behavior to child.

If incident happens again, child will be redirected to another area/activity within the classroom.

Staff will be instructed to “shadow” and follow the child closely from this point on to ensure the child will not bite again.

Patterns or routines will be observed to see possible causes for the repetitive biting.

Parents will be informed and it will be documented at center.

If child has two documented bite incidences of broken skin documented at the center, the child will be asked to be picked up from school.

The director and parent will conference about different strategies to help diminish the behavior.

Staff will apply potential solutions in efforts to rid the child of biting.

If the child bites and breaks skin a third time within a two month period, the parents will be called in for a meeting and the child may be excluded from the program.

Expulsion Policy

Red Carpet Kids fully understands that children may sometimes exhibit unfavorable behavior for one reason or another. We are committed do as much as possible to work collaboratively with your family and child to extinguish these negative behaviors. Unfortunately, there are some reasons we have to expel a child from our program on either a short term or permanent basis. Children may be suspended or expelled from the center as a result of actions taken by the child but also by the parent/guardian as well. The following are, but not limited to, reasons we may have to suspend or expel a child from our care:

Actions taken by child

- *Excessive biting*
- *Excessive hitting or hurting other children*
- *Failure to adjust after a reasonable amount of time*
- *Continuous physical or verbal abuse to staff or other children*
- *Uncontrollable outbursts and/or tantrums*
- *The child is at risk of causing serious injury to him/herself or others.*

Actions taken by parent

- *Failure to pay/ongoing lateness in making payments*
- *Physical or Verbal abuse to staff or children*
- *Parent exhibits verbal abuse to staff in front of enrolled children*
- *Parent threatens physical or intimidating actions toward staff*

In every effort to prevent expulsion, our staff will practice appropriate actions to minimize negative behavior. Staff will try to redirect a child from negative behavior and praise appropriate behaviors. Children will also be given verbal warnings about behavior. If the behavior continues, the child's parent/guardian will be notified. If you feel there is a problem or if you have any questions or concerns, please feel free to speak with the main office. Thank you.



Illness Policy

A Red Carpet Kids goal is to provide quality child care and keep your children happy and healthy. Your child’s wellness is our optimal concern. State licensing mandates that any child with the following symptoms is isolated and the parents/guardian of the child contacted immediately. The child will be asked to be removed from the center as soon as possible. We do understand and empathize with parents/guardians when their child is ill. It can be very frustrating, difficult and an emotionally challenging situation when you are torn between a sick child and other obligation. Picking up an ill or injured child in a timely manner is in the best interest for your ill child and other children at the center. The symptoms listed are, but not limited to, reasons to contact parents/guardians and request that their child be picked up immediately.

- Any child with a fever of 101.5° F
- Any child suffering from nausea affecting involvement in school activities
- Any child experiencing two or more episodes of diarrhea
- Any child experiencing vomiting (more than one episode per day)
- Any child experiencing difficulty breathing or wheezing
- Any child suffering from an unusual yellow color to skin or eyes
- Any child suffering from a stiff neck and headache accompanied with another
- Any child experiencing red/pinkish color to the eye
- Any child suffering from skin/eye lesions that appear to be severe, weeping, or puss-filled
- Any child suffering from chicken pox shall be sent home for a minimum of 24 hours until all the pox have turned into scabs
- Any child suffering from scabies or ring worm

If your child is not feeling well in the morning please observe their behaviors closely before sending them to school. If a child is displaying unusual behaviors it is in the best interest to keep your child home so the health of other children is not at risk. If a child should accrue any of these symptoms throughout the school day, a parent/guardian must be contacted immediately and arrangements must be made for the child to be picked up from the center as soon as possible. If your child is not well enough to go outside during school times, they are not well enough to come to school.

All children must be symptom free for **24 hours** from the time **they are picked up from the center** before returning to school unless a doctor’s note is provided. Children, who are sent home due to illness and are put on antibiotics, should not return to school until 24 hours after their first DOSE of the medication. If your child is sent home at 1:00 pm but doesn’t take their antibiotic until 3:00 pm, then that child may not return to school until the following day at 3:00 pm because he/she may still be contagious. Unfortunately, no exceptions will be made due to the health risks those symptoms may pose on other children at the center. If your child appears to have an unknown type of rash, Red Carpet Kids reserves the right to ask for a doctor’s approval before being sent back to school.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases 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:

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

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

Potty Training Policy

Red Carpet Kids bases its practices on the following philosophy:

1. Learning to use the toilet is an important self-help skill for children
2. Potty training should be a comfortable experience that is appropriate to each individual child's development stage and involves the child, parents/guardians and teachers.
3. Parents/Guardians must work collaboratively so children can be relaxed, confident and successful while they potty train.

Red Carpet Kids Learning Center **will not**:

- Force or threaten a child to sit on the potty
- Punish or force children to feel ashamed for accidents
- Force children to clean up an accident mess because they made it
- Knowingly allow children to remain in wet or soiled clothing/diapers following accidents

Red Carpet Kids Learning Center **will**:

- Encourage children to use/attempt to use the potty
- Praise children who successfully use or attempt to use the potty
- Encourage children to dress themselves after using the potty or having an accident
- Teachers will accompany the children to the bathroom as also keeping boys and girls separate.

Potty training is most successful when children show signs of potty training readiness. Some signs of readiness are when children ask to sit on the potty or display interests in the potty process. While the child potty trains he or she will wear pull-ups or diapers. Pull-ups and diapers may be left at home when the child is continuously announcing that he or she needs to use the potty. It is natural for some children who are potty trained to continue to have accidents during nighttime sleep or during napping times. Pull ups/diapers may be sent to school for the child to wear during rest time at the discretion of the child's parent/guardian.

Inappropriate clothing for a child who is potty training

Tight-fitted clothes
Overalls or Onesies
Belts
One-piece clothing

Appropriate clothing for potty training

Sweatpants or loose fitting pants
Loose fitting clothes

**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. 10:122), 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 this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

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Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, 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 Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office'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.

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 Office 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 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 to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

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 Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. 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.nj.gov/DCF and select Publications.

OOL4/17/08

PROGRAMS FOR PARENTS AGREEMENT

Red Carpet Kids currently accepts Parents utilizing subsidy through Programs For Parents. This Parent Agreement form must be signed by the parent/guardian and returned to the office to verify that the parent/guardian agrees to comply with the rules and regulations listed below of Red Carpet Kids and the child care assistance programs (WFNJ and NJCK). As a parent/guardian, I understand that Red Carpet Kids has set forth this contract to assure utilization of the subsidy correctly.

ELIGIBILITY

1. All contractual agreements must be up to date at all times while the child is attending the program. If any child should attend on a date that is NOT covered on the child's agreement, the parent/guardian will be responsible for paying the amount per day that the subsidy program would have paid to the provider. Payments MUST be made before child returns to school.

BACK SWIPING FOR MISSED OR ABSENT DAYS

2. Parents are responsible for maintaining their swipe cards and swiping the child(ren) IN and OUT on a daily basis. If you should forget your card or forget to swipe, you must go back and complete a "previous check in" and a "previous check out" for any days missed or days having incomplete swipes. *Please note, there is a 13 day back swipe period. Parents/Guardians have a total of 13 days to go back and swipe any missed days.

LOST CARDS

3. If a swipe card is LOST, it is the Parents job to notify Programs For Parents IMMEDIATELY to receive a new card before the allotted back swipe period has passed. If the parent/guardian does NOT report the card lost and the 13 day back swipe has lapsed making it impossible for the parents to back swipe the missed days, the parent/guardian **WILL** be responsible to pay out of pocket for the daily amount for any unpaid days before the child may return back to school.

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www.RedCarpetKidsChildCare.com

2013-2014 Closing Calendar

2013

Monday, September 2 nd	Labor Day
Thursday, November 28 th	Thanksgiving Day
Friday, November 29 th	Day After
Tuesday, December 24 th (1:00 Closing)	Christmas Eve
Wednesday, December 25 th	Christmas Day
Tuesday, December 31 st (1:00 Closing)	New Year's Eve

2014

Wednesday, January 1 st	New Year's Day
Monday, January 20 th	Martin Luther King Jr
Monday, February 17 th	President's Day
Friday, April 18 th	Good Friday
Monday, May 26 th	Memorial Day
Friday, July 4 th	Independence Day
Thursday, August 21 st	In-service Day
Friday, August 22 nd	In-service Day

** In the event of inclement weather, please call the office for center closing.
This schedule is tentative and is subject to change.*

Red Carpet Kids Child Care Center

131 Franklin Street

Bloomfield, NJ 07003

Telephone: 973-259-1990

Fax: 973-259-1647

Email: Redcarpetkids.ymail.com

In order to confirm enrollment with Red Carpet Kids you must sign the agreement below. By signing this contractual agreement, you are confirming that Red Carpet Kids has provided you with all the necessary policies and procedures of the center and has answered any questions you may have regarding the documentation provided to you. These documents are inclusive of The Information to Parents Document prepared by the Bureau of Licensing in the Division of Youth and Family Services, our centers discipline policy, our centers policy on Expulsion, our centers policy on potty training, our centers policy on illness and communicable diseases, our centers policy on the administration of medication.

If I utilize Programs For Parents subsidy, I have read and agree to fully comply with the responsibilities in which Red Carpet Kids holds parents/guardians responsible.

Child's Name: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____