

INFANT & TODDLER INTAKE

Please help us to better understand your child so that they can receive the maximum benefit from our Preschool. The more we know about them, the better we can care for them. All information will be kept strictly confidential. Feel free to make any additional comments under each question.

Child's Name _____ Birthday _____

Parents Name(s) _____ Date _____

1. Has your child been in any other Preschool?
 - (A) For how long?
 - (B) Have they had any other group experience?
2. Do any other adults live in the home besides the parents?
What adults care for your child at home?
3. Does your child have any siblings?
What are their names and ages?
4. Were there any unusual problems during pregnancy?
5. Has your child experienced any unusual difficulties prior to your application to our school?
6. Has your child ever been hospitalized?
 - (A) If so, for what condition?
 - (B) For how long?
7. Does your child have any type of allergies?
If so, please explain or describe.
8. Has your child had any childhood diseases?
9. Does your child have any special health problems or needs we should be aware of?
10. If applicable at approximately what age did your child first
 - (A) Sit up?
 - (B) Walk?
 - (C) Talk?
11. Does your child drink from a sippy cup?
 - (A) If weaned from a bottle, at what age?
 - (B) Do they drink from a special cup?
12. Is your child a good eater?
 - (A) What are his favorite foods?
 - (B) Least favorite?
 - (C) Please describe any special eating habits.

13. Does your child experience separation anxiety?

(A) Are they willing to stay with a babysitter?

(B) Have they ever been separated from their parent(s) for any length of time?

14. Is your child easily frightened?

(A) Please describe any fears.

15. What are your child's favorite playthings?

16. Is there a special way your child prepares for sleep?

(A) Special blanket or toy?

Please describe.

17. Please attach a schedule of your child's daily routine.

18. Is there anything else you would like us to know about your child?

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. In keeping with this requirement, the center must secure every parent'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/lifesafety; 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 www.state.nj.us/dcf/providers/licensing/laws/index.html 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 issued 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.

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) 5140383 (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 www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. 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) 2920422 or go to www.state.nj.us/dcf/ and select Publications.

Dear Parent(s):

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 any time 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 Hotline (877) NJ ABUSE/ (877) 652-2873.

Please read this statement carefully and, if you have any questions, feel free to contact me at:

856-424-4444 x1197

Sincerely,
Donna Snyder
Director

Please complete and return this portion to the center. (Please print)

Name of Child: _____

Name of Parent(s): _____

I have read and received a copy of the Information to Parents statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.

Signature: _____ Date: _____

FOR YOUR INFORMATION:

**The JCC Early Childhood Department
Statement of Philosophy and Discipline**

In the event a child requires discipline by a teacher, the following philosophy shall be followed:

- A) The methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children and applied with the full knowledge and understanding of the parent(s).
- B) There shall be NO use of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse/neglect, exploitation.
- C) Discipline shall not be associated with the behavior of children in regard to rest, toilet training or food.
- D) Children shall not be isolated under any circumstances.
- E) Discipline shall not be associated with the withholding of emotional responses or stimulation and shall not require the child to remain silent for long periods of time.
- F) The child will be disciplined according to the following procedures:
 - 1. Distraction of child
 - 2. Verbal reminder of behavior needing modification
 - 3. Child will be given time away from the group, with supervision of a staff member, but within the classroom.
 - 4. If child continues disruptive behavior a phone call to the parent(s) may be warranted.
- G) Any acute disciplinary problems should be discussed with the Director and the parents.

I have read, understand and accept the rules, and the standards of conduct outlined in this document.

Signed _____

Date _____

Permission to Publish Photographs and Video

Throughout the year, we take photographs and video of children and adults who participate in Parenting Place, Early Childhood Enrichment, and other Center-wide classes and events. We use these photographs in newsletters, brochures, on the website, and other such publications that are primarily distributed to members and prospective members of the Katz JCC.

By signing this waiver, you agree to allow the Early Childhood Center and the Katz JCC marketing staff to use photographs and video clips that may include you or your child.

Please indicate whether or not you authorize use of your image or your child's image. This slip must be returned by the start of your program.

Please detach along this line return bottom portion to the ECC Department

Permission to Publish Photographs and Video of My Child or Myself in Early Childhood Center and Katz JCC marketing materials.

I _____ Do / do not give my permission to the
(Print parent's name)
Katz JCC staff to use photographs/videos of my child(ren).

I _____ do / do not give my permission to use
(Print parent's name)
my child(ren)' s name.
Name of Child/Children

(Print child's first & last name)

Signed, _____ Date _____
(Parent or Guardian)

RELEASE FORM-AUTHORIZATION FOR PICK-UP

Dear Parent/Guardian:

Please fill out the form below relating to those persons who have your permission to pick up your child from school. Please give any additional information necessary in the appropriate space.

If, due to unforeseen circumstances or an emergency, it is necessary for someone else to pick up your child, a note from the parent or a telephone call is necessary. Please be aware that the person may be asked to identify himself or herself before we release your child.

If there are any custody issues we must have legal documents with regard to who can pick up your child and on what days.

Sincerely,
Early Childhood Services

RELEASE FORM

The following people are authorized to pick up my child from the Katz Jewish Community Center Early Childhood Program. I authorize the release of my child to their care.

Child's Name _____ Room # _____
Parent/Guardian Name _____ Work # ()

Parent/Guardian Name _____ Work # ()

Escort Name _____ Phone # ()

Escort Name _____ Phone # ()

<u>Name (Please print)</u>	<u>Relation</u>	<u>Phone Number</u>
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_____	_____	()
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_____	_____	()
-------	-------	--------

_____	_____	()
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ADDITIONAL INFORMATION

Parent/Guardian Signature

_____ Date _____

Emergency Permission Form

Date: _____

I, _____, give permission for my child,

_____ , in the _____ room to be

treated for illness or injury as needed at the Early Childhood Center.

I give permission to transport my child to the nearest emergency room when appropriate.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center.

Immediate Causes for Expulsion

The child is at risk of causing serious injury to other children or himself/herself.
Parent threatens physical or intimidating actions toward staff members.
Parent exhibits verbal abuse to staff in front of enrolled children.

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. And expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
-The parent/guardian will be informed regarding the length of the expulsion period.
-The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
-The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety; which could result in immediate expulsion). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A Child Will Not Be Expelled

If a child's parent(s):

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

Proactive Actions That Can Be Taken in order to Prevent Expulsion

Staff will try to redirect child from negative behavior.
Staff will reassess classroom environment, appropriate activities, supervision.
Staff will always use positive methods and language while disciplining children.
Staff will praise appropriate behaviors.
Staff will consistently apply consequences for rules.
Child will be given verbal warnings.
Child will be given time to regain control.
Child's disruptive behavior will be documented and maintained in confidentiality.
Parent/guardian will be notified verbally.
Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
The parent will be given literature or other resources regarding methods of improving behavior.
Recommendations of evaluation by professional consultation with collaborating organization.
Recommendation of evaluation by local school district child study team.

Authorization Form for Non-prescription Over-the-Counter Skin Products

INSTRUCTIONS:

This form must be completed by the parent/guardian to authorize the use of:

- Sunscreen
- Diaper ointment or cream
- Insect repellent

_____ has my permission to apply the non-prescription
(Name of Provider)

Over-the-counter (OTC) skin product listed below to my child, _____.
(Child's name)

Product Name: _____

Known Adverse Reactions (if any): _____

-
- All OTC products must:
 - Be in the original container and, if provided by parent, labeled with the child's name
 - Be used according to manufacturer's recommendation and instructions for application
 - Not be used beyond the expiration date of the product

 - Sunscreen
 - Must have a minimum sunburn protection factor (SPF) of 15
 - Shall be inaccessible to children under 5 yrs. & children in therapeutic or special needs program

Diaper ointment/cream and Insect repellent:

- Shall be kept inaccessible to children

This authorization is effective from: _____ until: _____
(Start date) **(End Date)**

Parent's Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Classroom # _____

Food Allergy Information Form (pg. 1 of 2)

We are busy planning some great activities for this coming school year. As always, safety is our number one priority. We need your help to make your child's experience both fun and safe.

Please complete the form below only if your child has a **medically diagnosed food allergy**. Our staff and nurse will review this information.

In addition, your child's teacher will use this information to plan for special events. This information will be kept confidential and only provided to appropriate staff on a need to know basis.

Child's Name: _____ Grade Entering: _____

Parent/Guardian Name: _____ Phone #: _____ Cell #: _____

Food Allergy

(1): _____

Reaction to:

Ingestion

Touch

Smell

Food Allergy

(2): _____

Reaction to:

Ingestion

Touch

Smell

Food Allergy

(3): _____

Reaction to:

Ingestion

Touch

Smell

(Please complete next page)

Food Allergy Information Form (pg. 2 of 2)

Child's Name: _____

Food Allergy

(4): _____

Reaction to:

Ingestion

Touch

Smell

- 1) Will your child need to eat lunch: ____ in a peanut free area?
- 2) Can your child eat a recipe made with egg substitute: ____ Yes ____ No
- 3) Will you be sending an Epi-Pen to be kept in the office: ____ Yes ____ No
- 4) Is there a history of an anaphylactic reaction: ____ Yes ____ No

If yes, please explain:

—

6) Emergency Medical Instructions:

Please return this form to The Katz JCC, Attn: Early Childhood
1301 Springdale Road, Cherry Hill, NJ 08003 or fax to 856-673-2595