

Child Name: _____ Date: _____

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 a visiting 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 Name	
Class	
Parent/Guardian Name	
Home Phone	
Cell Phone	
Work Phone	

Food Allergy 1	
Reaction to Ingestion	
Reaction to Touch	
Reaction to Smell	
Other	

Food Allergy 2	
Reaction to Ingestion	
Reaction to Touch	
Reaction to Smell	
Other	

Food Allergy 3	
Reaction to Ingestion	
Reaction to Touch	
Reaction to Smell	
Other	

Child Name: _____ Date: _____

Can your child eat a recipe made with egg substitute? Yes No

Is there a history of an anaphylactic reaction? Yes No

If Yes, please explain:

Will you be sending an Epi-Pen to be kept in the office? Yes No

If yes, a medical action plan from the doctor is required.

Child Name: _____

Parent Signature: _____

Date: _____

Child Name: _____

Date Received: _____

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

- Sunscreen
- Insect Repellent
- Diaper Ointment / Cream

The Sari Isdaner Early Childhood Center has my permission to apply the non-prescription over-the-counter (OTC) skin product listed below to my child:

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. Sunscreen must have a minimum sun protection factor (SPF) of 15.

This authorization is effective for the duration of the 2022-2023 School Year.

Name of Child: _____

Parent Signature: _____

Date: _____



**EMERGENCY PERMISSION FORM
2022-2023 School Year**

Child Name: _____

Date Received: _____

I, _____ give permission for my child, _____
Parent name Child's Name

to be treated for illness or injury as needed at the Sari Isdaner Early Childhood Center at the Katz JCC.

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

Parent Signature: _____

Date: _____

Child Name: _____

Date Received: _____

PLEASE SIGN & RETURN PAGES 1 & 2

Unfortunately, there are sometimes reasons we must 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 to avoid 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 and/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 remedial actions to correct any of the 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 for a period of time so that corrective actions can be taken and an agreement made with the center.
- The parent/guardian will be informed about the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required for the child to return to the center.
- The parent/guardian will be given a specific expulsion date that allows sufficient time to seek alternate childcare (approximately one to two week notice depending on the risk to the other children's welfare and/or safety which could result in immediate expulsion).
- Failure of the child and/or parent/guardian to satisfy the terms of the plan, may result in permanent expulsion from the center.

Child Name: _____

Date Received: _____

A Child Will NOT be Expelled

If a Child's Parent/Guardian:

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

Proactive Actions That Can be Taken in Order to Prevent Expulsion

- Staff will try to redirect the child from negative behavior.
- Staff will reassess classroom environment, appropriate activities, and/or supervision.
- Staff will always use positive methods and language while disciplining a child.
- 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 documentation of 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/guardian will be given literature and/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.

I confirm that I received the Katz JCC ECE Parent Handbook and Expulsion Policy.

Name of Child: _____

Parent Signature: _____

Date: _____

Policy on the Management of Communicable Diseases

2022-2023 School Year

Child Name: _____

Date Received: _____

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.

Symptoms of COVID-19	Fever 100.4 F or higher
Severe pain or discomfort	Acute diarrhea
Episodes of acute vomiting	Lethargy
Severe coughing	Yellow eyes or jaundiced skin
Red eyes with discharge	Infected, untreated skin patches
Difficult / rapid breathing	Skin rashes in conjunction with fever or
Skin lesions that are weeping or bleeding	Behavior changes
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 NJ 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 or staff member presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from a 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 diseases must be reported to the health department by the center. The NJ 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

Name of Child: _____

Parent Signature: _____

Date: _____

**Permission to Publish
Photographs & Video**
2022-2023 School Year

Child Name: _____

Date Received: _____

Throughout the year, we take photographs and video of children and adults who participate in Sari Isdaner Early Childhood Center, Early Childhood Camps, and other JCC-wide classes and events. We use these photographs in newsletters, brochures, on the website, social media 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 Sari Isdaner Early Childhood Center and the Katz JCC marketing staff to use photographs and video clips that may include you and/or your child.

**Permission to publish photographs and/or video of my child and/or myself
in Sari Isdaner Early Childhood Center and Katz JCC marketing materials.**

Yes, I give permission to the Katz JCC staff to use photographs/videos of my child or myself.

Yes, I give permission to the Katz JCC staff to use my child's name in articles and/or publications.

No, I do NOT give permission to the Katz JCC staff to use photographs/videos of my child or myself.

No, I do NOT give permission to the Katz JCC staff to use my child's name in articles and/or publications.

Name of Child: _____

Parent Signature: _____

Date: _____

Child Name: _____

Date Received: _____

FOR YOUR INFORMATION:

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 or exploitation.
- C) Discipline shall not be associated with the behavior of children regarding 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.

Name of Child: _____

Parent Signature: _____

Date: _____

Policy on the Release of Children

2022-2023 School Year

Child Name: _____

Date Received: _____

Each child may be released only to the child's parent or authorized person to take the child from the center and to assume responsibility for the child in an emergency if the parent 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 or authorized person by the parent fails to pick up the 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 or authorized person by the parent
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent or authorized person by the parent, 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 or authorized person by the child's parent is able to pick-up the child.

If the parent or authorized person by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgement 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 authorized by the parent
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 instructions from the child's parent(s).

In addition, according to our policy here at the Sari Isdaner Early Childhood Center, if a person is different than the usual parent picking up your child, we require a verbal or written note to notify the teacher and ECE administration, and the person picking up needs to show proper identification upon arrival. If we are not notified, we will not be able to release your child until we have verbal consent from you, the parent.

Parent Signature: _____

Date: _____

**RELEASE FORM-AUTHORIZATION
 FOR PICK-UP
 2022-2023 School Year**

Child Name: _____

Date Received: _____

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 will be asked to identify him or herself before we release your child.

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

Sincerely,

Sari Isdaner Early Childhood Center

The following people are authorized to pick up my child(ren) from the Katz JCC Sari Isdaner Early Childhood Center.

I authorize the release of my child(ren) to their care:

Child's Name		Room	
Parent/Guardian Name		Work #	
Parent/Guardian Name		Work #	
Escort Name		Phone #	
Escort Name		Phone #	

Name	Relationship	Phone Number

Additional Information

Parent Signature: _____

Date: _____

Child Name: _____

Date Received: _____

N.J.A.C. 3A:52 requires parental permission for trips around the Katz JCC building, including, but not limited to; walking to gym and fitness areas, for Creative Classes, indoor and outdoor pools for swim, playground areas, the Social Hall and other designated areas for participation in a variety of programs.

N.J.A.C. 3A:52 requires us to specifically notify you that we have a swimming pool on the premises and that children may be participating in activities near water two or more feet in depth.

Name of Child: _____

Child Date of Birth: _____

I give permission for my child to walk on the grounds of the Katz JCC.

I understand that my child will participate in activities throughout the building, and that my child will also participate in activities located near water two or more feet in depth. *

*Safety Permitting

Parent Signature: _____

Date: _____