

519 North West Ave  
Vineland, NJ 08360

253 Maple Street  
Clayton, NJ 08312

120 Wood Street  
Vineland, NJ 08360

645 Georgetown Rd  
Wenonah, NJ 08090

19-21 5 Carroll Ave  
Pennsville, NJ 08070

41 North Pearl Street  
Bridgeton, NJ 08302

**\*PLEASE CIRCLE THE SCHOOL OF YOUR CHOICE ABOVE**

**REGISTRATION FEE: \$50.00**

**ENROLLMENT APPLICATION**

<b>ENROLLMENT APPLICATION</b>	<b>DATE OF ENROLLMENT:</b>
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**CHILD**

Name:	Date of Birth:	Age:	Sex:
Home Address:	City:	State:	Zip Code:

**MOTHER**

**FATHER**

Name:	Name:
Home Phone:	Home Phone:
Home Address if Different:	Home Address if Different:
Email Address:	Email Address:
How would you like to be contacted? EMAIL/ PHONE	How would you like to be contacted? EMAIL /PHONE

**MOTHER**

**FATHER**

Name of Business:	Name of Business:
Business Address & Phone:	Business Address & Phone:
Cell Phone Number:	Cell Phone Number:

**PERSONS AUTHORIZED TO PICK UP YOUR CHILD AND/OR CONTACT IN CASE OF EMERGENCY AND NEITHER PARENTS IS AVAILABLE TO ASSUME RESPONSIBILITY AOR THE CHILD.**

CONTACT NAME	PHONE NUMBER	RELATIONSHIP	ADDRESS

**THIS IS A CONTRACTUAL AGREEMENT, PLEASE READ THE FOLLOWING  
INFORMATION VERY CAREFULLY BEFORE SIGNING.**

**PARENT/GUARDIAN AGREES:**

- Pay the tuition the first day of the service week. (Should payments become past due beyond ONE WEEK, a \$5.00 late charge will be added to the weekly tuition. Enrollment will be suspended if unpaid tuition exceeds two weeks.)
- Pay for days absent from school
- Drop off is no later than **9:30 a.m.** with the exception of a doctor's or WIC appointment. Admission will not be permitted without documentation. · Submit in writing two weeks advance notice for request of program changes and/or termination of contract.
- Pay a \$30.00 fine for checks returned insufficient funds.
- Pay a non-refundable registration fee \$50.00.
- Pay \$5.00 per 15 minutes that the child remains at Golden Gate CDC after 6:00pm.
- Make arrangements for childcare when the school district and/or the centers declares an emergency closing.
- Golden Gate is not responsible for lost items. It is advised that all valuables (jewelry, toys, games and electronics etc.) are left home.
- If your child(ren) becomes sick you or an authorized person must pick up the child within the hour.

I, the parent of \_\_\_\_\_ have read the above tuition responsibility agreement which shall become my obligation to the center. I fully understand this obligation and the reasons for its implementation.

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

# TUITION CONTRACT

Full Time: Monday – Friday 6:30am – 6:00pm

Part Time (full days): 1 - 4 Days 6:30am – 6:00pm

Part Time (half days): 2 – 5 Days 4 Hours

## Tuition

Please Circle Your Selection. **There is a 10% discount for the second child**

Infant – 2 ½ years or Not Potty Trained			2 ½ years – 5 years & Potty Trained		
Full Time	Monday – Friday	\$200.00 per/wk	Full Time	Monday – Friday	\$175.00 per/wk
Part Time (Full Days)			Part Time (Full Days)		
	2 Days	\$130.00 per/wk		2 Days	\$115.00 per/wk
	3 Days	\$145.00 per/wk		3 Days	\$125.00 per/wk
	4 Days	\$160.00 per/wk		4 Days	\$135.00 per/wk
Part Time (Half Days)			Part Time (Half Days)		
	3 Days	\$110.00 per/wk		3 Days	\$100.00 per/wk
	4 Days	\$120.00 per/wk		4 Days	\$110.00 per/wk
	5 Days	\$135.00 per/wk		5 Days	\$120.00 per/wk
Drop In (Full Day Only) As Needed \$65.00 per day			Drop In (Full Day Only) As Needed \$50.00 per day		

Please Circle Your Selection.

<b>Wrap Around</b>	
Enrolled in Full Day elementary school program M-F \$70.00 per/wk (\$40.00 am/pm per session)	
Enrolled in Half Day elementary school program M-F \$120.00 per/wk	

- ✓ The registration fee is due upon the return of completed registration forms.
- ✓ Payments are to be made payable to: Golden Gate Inc.

I agree to pay \_\_\_\_\_ per \_\_\_\_\_. I understand payment is due the first day of service and thereafter.

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

## **LATE PICK-UP POLICY**

Golden Gate closes at 6:00pm. If you are in the building at 6:01pm you are considered late. In case of a regular scheduling conflict, please make arrangements for another authorized adult to pick up your child.

Please do not include your late fee payment with your tuition payment. Late fee payments are to be made in the form of cash or money order to the staff member that stayed with your child.

### **GOLDEN GATE LATE FEE IS:**

6:01pm - 6:15pm \$10.00 per child

6:16pm - 6:30pm \$15.00 per child

6:31pm - 6:45pm \$20.00 per child

6:46pm - 7:00pm \$25.00 per child

### **Note:**

- Late fees are to be given to the staff member that cared for your child upon pick-up.
- Late fees are to be paid no later than the next business day upon arrival of your child. **NO EXCEPTIONS!**

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**PERSONS AUTHORIZED TO PICK-UP YOUR CHILD(REN) IN THE EVENT OF AN EMERGENCY**

NAME \_\_\_\_\_ NAME \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

HOME NUMBER \_\_\_\_\_ HOME NUMBER \_\_\_\_\_

NOTE: AUTHORIZED EMERGENCY PERSONS WILL BE CONTACTED WHEN NEITHER PARENT IS

**AVAILABLE. PICK-UP AUTHORIZATION**

PLEASE LIST THE FOLLOWING INFORMATION OF THOSE ADULTS WHO HAVE YOUR PERMISSION TO PICK-UP YOUR CHILD WITH YOUR PERMISSION.

NOTE: PRIOR NOTICE MUST BE GIVEN TO THE CENTER TO RELEASE OUR CHILD TO AUTHORIZED ADULTS. AUTHORIZED PERSON(S) MUST SHOW IDENTIFICATION VERIFYING INFORMATION YOU LIST BELOW.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_



### HEALTH RECORD FOR PRESCHOOL CHILD, INFANT OR TODDLER

Child's Name \_\_\_\_\_ Date of Examination \_\_\_\_\_

Part I: HISTORY (to be completed by parent or medical staff)

Has the child had any of the following conditions? What year?

Measles _____	Mumps _____
Chicken Pox _____	Scarlet Fever _____
Whooping Cough _____	Poliomyelitis _____
Diphtheria _____	Diabetes _____
Rheumatic Fever _____	Otitis media _____

Heart Disease _____	Convulsions _____
Pneumonia _____	Medical Retardation _____
Abnormal Development _____	Birth Complications _____

Handicaps \_\_\_\_\_

Allergies \_\_\_\_\_

Birth Weight \_\_\_\_\_ Was pregnancy full term? \_\_\_\_\_

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

### PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT

CHILD'S NAME \_\_\_\_\_

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

PARENT(S) NAME \_\_\_\_\_

PARENT(S) ADDRESS \_\_\_\_\_

**CHILD'S MEDICAL INFORMATION**

MEDICAL PROBLEMS \_\_\_\_\_

Allergies

Medicine(s) Child is taking \_\_\_\_\_

Medicine(s) Child is allergic to \_\_\_\_\_

Name of Child's Doctor \_\_\_\_\_ Telephone # \_\_\_\_\_

Child's Insurance

Company/HMO \_\_\_\_\_

Group # \_\_\_\_\_ Identification# \_\_\_\_\_

I (we) state that we are the parent(s)/guardian(s) having legal custody of the above child and attest that the information above is correct. I (we) authorize the above child care center director's designee to obtain emergency treatment for my child. I consent to an x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor at a recognized medical facility, under the general or special supervision of a licensed physician or surgeon.

The following steps will be followed in an emergency:

1. The parent/guardian will be contacted immediately.
2. The child's physician will be contacted.
3. We will attempt to contact you through all of the emergency room persons listed on the child's application form.
4. If we cannot contact you or your child's physician, we will do any or all of the following.
  - a.) Call for emergency first aid assistance/transportation.
  - b.) Call another physician.
  - c.) Have the child transported to an emergency hospital in the company of a staff member.

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_



### **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASE**

If a child exhibits any of the following symptoms he/she should not attend the center. If such symptoms occur at the center the child will be removed from the group and you will be called to take him/her home. All children must be picked up from the school within one hour from the time you received the phone call.

Severe pain or discomfort

Acute diarrhea (more than one loose bowel movement)

Elevated oral temperature of 100.5 degrees Fahrenheit

Sore throat or severe coughing

Yellow eyes or jaundice skin

Red eyes with discharge

Infected untreated skin patches

Difficult or rapid breathing

Skin lesions that are weeping or bleeding

Skin rashes lasting longer than 24 hours

Swollen joints

Visibly enlarged lymph nodes

Stiff neck

Blood in urine

Constipation

Vomiting

If a child is sent home for any of these symptoms, they are not permitted to return to the center for 2 full days. If a child is consistently sent home for the same symptoms, a doctor's note will be required upon return.

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

## MEDICATION ADMINISTRATION POLICY AND PROCEDURES

This policy has been written to encourage communication between you, your child's health care provider and your child's daycare to assure the maximum safety in administering medication to your child during the time they are in our care.

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

### NOTE:

- The Center will not administer any over the counter medication without instruction of administration specific to the age of your child; in addition the dosage must be in conjunction with the dosage requirements according to the age, indicated on the instructions.
- Under no circumstances, will the Center be held liable or responsible for medication not administered due to an incomplete form.
- The Center will only administer medication on time per day; normally after lunch.
- 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.
- If your child is ill due to communicable disease that requires medication as treatment. We require that your child is on the medication for 24 hours before returning to the Center.
- The Center is not responsible for the cleaning of medical supplies (including nebulizer tubes, masks, breathing chambers, bandages or measuring instruments). Your child's medicine and medical supplies are to be taken home every day for proper cleaning and returned each day as needed.

Parent/Guardian signature on this policy indicates that you accept the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of your child.

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

Dear Parents:

In Keeping with New Jersey’s childcare 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 sign, if you have any questions, feel free to contact the center.

Sincerely,

Golden Gate

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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.

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

## **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 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"

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**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 INFLECTING 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 ITS WORTH IT, BECAUSE POSITIVE DISCIPLINE WORKS.

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

## BITING POLICY

Our Program recognizes that biting is, unfortunately not unexpected when toddlers are in group care. We are always concerned when biting occurs, and we recognize how upsetting it is for parents. Our teachers express strong disapproval of biting. They work to provide a safe environment for the children and to help the child who bit learn appropriate behavior. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons.

### PROCEDURE:

- (1) At the first biting incident a written plan with specific strategies, techniques, and timelines to work on the problem are implemented. This written plan is shared with the parent/guardian, with expectancy that such strategies will be enforced at home. During this time of correction, an Aide is assigned to buddy or mirror the movements of the child as much as possible; however, the health and safety of all children remains the responsibility of all classroom Teachers and Aides.
- (2) When a child is bitten, parents/guardians are informed personally on the day of the incident. An incident report will be completed by the caregiver and signed by the Director. The original must be signed by the parent/guardian and kept in the child's folder. A copy of the report is given to the parent upon request.

The Center will notify parents immediately when the skin has been broken. We keep the name of the child who bit confidential.

### POLICY:

- (1) After the third biting incident the child will immediately be suspended from school for three days. This time is allotted providing parent/guardians opportunity to seek additional outside resources and one on one time with their child. Upon returning to the program, if the child continues to exhibit biting, the Center will terminate enrollment immediately. This policy is enforced to protect all children. It is the Center's mission to become an effective component in the training of children.

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

## **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 reason 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

### **CHILD'S ACTIONS FOR EXPULSION**

Failure of a child to adjust after a reasonable amount of time.

Uncontrollable tantrums / angry outbursts.

Ongoing physical or verbal abuse to staff or other children.

Excessive biting.

### **SCHEDULE OF EXPULSION**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the centers

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 week 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 child's parent (s):

1. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
2. Reported abuse or neglect occurring at the center
3. Questioned the center regarding policies and procedures
4. Without giving the parents sufficient time to make other child care arrangements.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION**

Staff will try to redirect child from negative behavior

Staff will reassess the classroom environment, activities, and 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 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.

Recommendation of evaluation by professional consultation on premises

Recommendation of evaluation by local school district child study team

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



## **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 the 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 (1877-652-2873) 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 members, 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).

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

**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](http://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) 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 [www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html](http://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) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/) and select Publications.

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

# Social Media Policy

## Introduction

Social media are powerful communication tools that can impact Golden Gate Inc professional reputation. Social media can blur the line between personal and institutional opinions. The following policy is designed to clarify how best to protect personal and professional reputations when participating in social media. The goal is to establish practical and enforceable guidelines by which we can conduct ourselves in a constructive, positive and official capacity.

Social media are defined as media designed to be circulated through social interaction, using accessible online forums. Examples include but are not limited to Facebook, Instagram, LinkedIn, YouTube, and SnapChat.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with families, co-workers and the community apply online as they do while on the job. Employees are liable for anything they post to social media sites.

### Section 1: Policies and Guiding Principles

Only those officially designated can use social media to speak on behalf of Golden Gate Inc in an official capacity, though employees may use social media to speak for themselves individually or to exercise their legal rights under the National Labor Relations Act. When engaging in social media activity:

- Protect confidential and proprietary information: Do not post confidential or proprietary information about Golden Gate Inc, students, families or your co-workers. Examples include but are not limited to pictures of students, negative comments about co-workers, and personal information about families. You must adhere to all applicable privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary actions or termination.
- Exercise personal responsibility: Golden Gate Inc trusts and expects employees to exercise personal responsibility when using social media, which includes not violating the trust of those with whom they are engaging. Employees should never use social media for covert advocacy and marketing when acting in a professional capacity. If and when employees use social media to communicate on behalf of Golden Gate Inc, they should clearly identify themselves as employees.
- Respect Golden Gate Inc time and property: Golden Gate Inc computers and time on the job are reserved for center related business as approved by supervisors and in accordance with teacher/staff job descriptions. Abuse and misconduct associated with use of center computers and time will be done at the risk of disciplinary action.
- Don't use Golden Gate Inc logos for endorsements: Do not use the Golden Gate Inc logo or any other center images or iconography on personal social media sites. Do not use Golden Gate Inc's name to promote a product, cause, or political party or candidate.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of Golden Gate Inc.

### Section 2: Best Practices

This section applies to those posting on behalf of Golden Gate Inc, though the guidelines may be helpful for anyone posting on social media in any capacity.

- Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the center. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a staff meeting or to a member of the media, consider whether you should post it online. This includes pictures of yourself in compromising situations or displaying controversial lifestyle choices including, but not limited to, substance abuse. If you are unsure about posting something or responding to a comment, ask your supervisor.
- Strive for accuracy: You must review your content for grammatical and spelling errors.
- Be respectful: Posts on social media encourage comments and/or discussion. Responses should be considered carefully. Consider how they reflect Golden Gate Inc and its institutional voice.
- Remember your audience: Be aware that a presence in the social media world is public. This includes prospective families, current families, co-workers and colleagues in the child care community. Consider this before posting to ensure the post will not alienate, harm or provoke any of these groups.
- On personal sites: Content in reference to Golden Gate Inc or affiliates are to be posted on personal sites.
- Photography: Photographs posted on social media sites can be copied. Be thoughtful when choosing imagery to post. If pictures of children are being used, a release form clearly describing what image is being posted, must be signed by the family and placed in the child's file.

## Parental Notification

Golden Gate uses many forms for communication to parents of news, reminders, updates, emergencies, changes to programs/calendars, etc. Golden Gate may send home flyers, email notifications, individually call parents or post reminders on the program bulletin board. If parents need to contact Golden Gate director/staff member they may use all methods of communication (phone, written notification and/or email).

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

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## BLANKET PERMISSION SLIP

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### WALKING TRIPS

- I give my permission for my child to participate in walking trips within the center's neighborhood.
- I do not give permission for my child to participate in walking trips within the center's neighborhood.

### PERMISSION TO PHOTOGRAPH

- I give my permission to Golden Gate Childcare Development Center to photograph my child.
- I do not give my permission to Golden Gate Childcare Development Center to photograph my child.

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## INFORMATION TO PARENT'S STATEMENT

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I (we) attest that all of the information on this application is accurate and that I (we) have received the following information for my (our) home records.

Parental Notification	_____yes_____no
Release of Children Policy	_____yes_____no
Expulsion Policy	_____yes_____no
Illness/Communicable Disease Policy	_____yes_____no
Discipline Policy	_____yes_____no
Information to Parents	_____yes_____no
Social Media Policy	_____yes_____no

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_