

Golden Gate CDC
253 Maple Street
Clayton, NJ 08312
Phone (856) 863-4900
Fax (856) 863-4919

Golden Gate Academy
519 North West Ave
Vineland, NJ 08360
Phone (856) 794-3165

Golden Gate CDC II
120 W. Wood Street
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Phone (856) 205-0556
Fax (856) 205-0007

Golden Gate
645 Georgetown Rd
Wenonah, NJ 08090
Phone (856) 464-6865

School year 2022-2023 STARS Before and After School Program

Registration fee \$50.00

STUDENT APPLICATION

Date of Application _____

Date of Enrollment _____

Enrollment Options : am only pm only am & pm
(PLEASE CIRCLE THE DESIRED PROGRAM)

Child's Full Name _____

Birthdate _____ Age _____ Current Grade _____ Gender M ___ F ___

School _____

Classroom Teacher _____

Father's Name _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone Number _____ Cell # _____

Email Address _____

Employer Name _____

Address _____ Work Number _____

Mother's Name _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone Number _____ Cell # _____

Email Address _____

Employer Name _____

Address _____ Work Number _____

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EMERGENCY INFORMATION

Four persons that are authorized to pick up your child(ren) and/or contact in case of emergency if neither parent is available to assume responsibility for the child.

Name of Contact Person _____ Relationship _____

Address _____ Contact Number _____

Name of Contact Person _____ Relationship _____

Address _____ Contact Number _____

Name of Contact Person _____ Relationship _____

Address _____ Contact Number _____

Name of Contact Person _____ Relationship _____

Address _____ Contact Number _____

Name of person **PROHIBITED** from picking up the child: _____

***If a non-custodial parent is not included among those persons authorized by the custodial parent to pick up the child, please attach a copy of appropriate court order.**

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AUTHORIZATION FOR MEDICAL TREATMENT

Student Name _____

Name of Doctor _____

Doctors Address _____ Phone _____

I/We _____ hereby authorize a representative of

Golden Gate Inc to obtain emergency medical care for my/our child

_____ in the event of an emergency medical problem or accident. I/We

understand that representative of **Golden Gate Inc** will attempt to contact me/us, to allow

me/us the opportunity to obtain such medical care as is necessary. In no event shall the failure

or inability to contact me/us be a cause for delay in obtaining necessary medical care and

treatment. In the event that my/our child is in need of hospital treatment, I/we authorize **Golden**

Gate Inc personnel to transport my/our child to the nearest hospital for such purpose.

Type of Insurance _____

Subscribers Name _____

Policy Number _____ Group Number _____

Signature of Mother/Legal Guardian _____ Date _____

Signature of Father/Legal Guardian _____ Date _____

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MEDICAL DECLARATION STATEMENT FOR SCHOOL-AGE PROGRAM

Child's Full Name _____

Birthdate _____ Age _____ Current Grade _____ Gender M ___ F ___

Is your child in good health? ___ yes ___ no

Are there any medical restrictions that would prevent your child from participating in the normal activities of the program? ___ yes ___ no

___ asthma ___ hearing loss ___ diabetes ___ convulsions ___ other

If other please explain:

Is your child taking any medications regularly? ___ yes ___ no

If yes please explain:

Has your child been under a Doctor's care or hospitalized within the last three years?

___ yes ___ no

If yes, please list:

Is your child allergic to any medication/food/insect stings? ___ yes ___ no

If yes, please list:

As a parent/guardian of the above participating student, I certify that he/she is in good physical health, he /she has no special needs, and may participate in all of the program activities, except as noted.

Parent/Guardian Signature _____ Date _____

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Before and After School Year 2022-2023 Tuition Agreement

I _____ the parent (s) of _____ have enrolled my son/daughter into the before & afterschool program held at Golden Gate Academy. My son/daughter will attend the program beginning _____. My son/daughter will attend the program _____ days per week. I agree to pay _____ per month. I understand I am responsible for payment regardless of days absent, school and emergency closings. I understand the annual tuition is divided into ten equal payments. I understand tuition is due every week. I understand my child will be terminated from the program if payment is not made. My signature below indicates full compliance with the programs payment policies.

Parent/Guardian Signature

Date

PLEASE RETURN COMPLETED FORMS ALONG WITH A NON-REFUNDABLE REGISTRATION FEE OF \$50.00.

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**GOLDEN GATE
Before & After Care
School Year 2022-2023
Fee Schedule**

- ❖ A Nonrefundable registration fee \$50.00
- ❖ Tuition paid on a Weekly basis beginning Tuesday, September 6, 2022.
- ❖ Notification of withdraw from the program must be two weeks in advance and must be in writing.
- ❖ There is a 10% sibling discount for each child after the first full-time enrollment.
- ❖ There is ***no additional cost*** for ½ day school sessions for students enrolled in the STARS after school program.

Morning **or Afternoon Enrichment Program:**

(5 DAYS)

\$40.00 a week

AM & PM Enrichment Program

5 Day Program
½ Day School Sessions

\$70.00 a Week
No additional cost to those in the PM program

Fees are based on an average number of attendance days per month, per program. There will be no prorating of fees due to weather related closings, students absenteeism, or a holiday which falls on a scheduled day of your child's attendance.

School Closing

\$25 per day/full day care

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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 childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

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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.

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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. 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/ and select Publications.

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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 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's 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.

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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 classroom environment, appropriate of 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 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

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POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASE

If a child exhibits any on 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 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 sever 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

If a child is sent home for any of these symptoms, they are not permitted to return to the center for at least 1 full day. If a child is absent for more than 2 days, they cannot return to the center without a doctor's note.

Please Sign: _____ Date: _____

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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

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: _____

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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 INFLICTING ANY FORM OF CHILD ABUSE AND/OR NEGLECT
WITHHOLDING FOOD, EMOTIONAL RESPONSES, STIMULATION, OR OPPORTUNITIES FOR REST
OR SLEEP.

REQUIRING A CHILD TO REMAIN SILENT OR INACTIVE FOR AN INAPPROPRIATELY LONG
PERIOD OF TIME.

POSITIVE DISCIPLINE TAKES TIME, PATIENCE, REPETITION AND THE WILLINGNESS TO
CHANGE THE WAY YOU DEAL WITH CHILDREN. BUT ITS WORTH IT, BECAUSE POSITIVE
DISCIPLINE WORKS.

Parent Signature: _____ Date: _____

Golden Gate CDC
253 Maple Street
Clayton, NJ 08312
Phone (856) 863-4900
Fax (856) 863-4919

Golden Gate Academy
519 North West Ave
Vineland, NJ 08360
Phone (856) 794-3165

Golden Gate CDC II
120 W. Wood Street
Vineland, NJ 08360
Phone (856) 205-0556
Fax (856) 205-0007

Golden Gate
645 Georgetown Rd
Wenonah, NJ 08090
Phone (856) 464-6865

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.

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- 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 childcare 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.

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- **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 in Brightwheel. If parents need to contact Golden Gate director/staff member they may use all methods of communication, including phone calls, text messages, written notification, Brightwheel and/or email.

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POLICIES

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

Information to Parents Document	_____yes	_____no
Policy on the Release of Children	_____yes	_____no
Expulsion Policy	_____yes	_____no
Illnesses/Communicable Diseases Policy	_____yes	_____no
Guidelines for Positive Discipline	_____yes	_____no
Social Media Policy	_____yes	_____no
Parental Notification	_____yes	_____no

Signature of Mother/Legal Guardian _____ Date _____

Signature of Father/Legal Guardian _____ Date _____

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LATE PICK-UP POLICY

Golden Gate closes at 5:30m. If you are arriving at the building at 5:31pm you are considered late and will be charged a late fee. In case of a regular scheduling conflict, please make other 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 be given to the staff member that stayed with your child.

GOLDEN GATE LATE FEE:

6:01pm – 6:15 \$20.00 per child
6:16pm – 6:30pm \$25.00 per child
6:31pm – 6:45pm \$30.00 per child
6:46pm – 7:00pm \$35.00 per child

Late fees are to be paid no later than the next business day upon arrival at Golden Gate with your child. **NO EXCEPTIONS!**

Parent Signature: _____ Date: _____

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**PHOTO/TESTIMONIAL RELEASE FORM
PERMISSION TO USE IMAGE/TESTIMONIAL DATA**

I give Golden Gate Inc. its employees and designees, unrestricted permission to take photos of my child, _____ during the summer program as a testimonial to be used on their website, and other social media platforms; as well as biographical data for advertising, recruitment, marketing, fund raising, publicity, archival or any other lawful purpose.

I waive any right that I may have to inspect and approve the finished product that may be used or to which it may be applied now and/or in the future, whether that use be known or unknown, and I waive any right to royalties or other compensation that may arise from or related to the use of the image or product.

I release and agree to hold harmless Golden Gate Inc., its Board of Directors, employees, and/or others for whom or by whom Golden Gate is acting, of and from any liability by virtue of taking of the pictures or using the testimonial, or biographical data, in any processing tending towards the completion of the finished product, and/or any use whatsoever of such pictures or products, whether intentional or otherwise.

I certify that this release is signed voluntarily, under no duress, and without expectation of compensation in any form now or in the future.

Name: _____ Date: _____