



*Nita M. Lowey 21<sup>st</sup> Century Community Learning Center*

**21st CCLC Application  
HB Wilson  
3<sup>rd</sup>- 8<sup>th</sup> Grades**

\_\_\_ Current Applicant \_\_\_ New Applicant

Date of Enrollment \_\_\_\_\_

Name: \_\_\_\_\_ \*State Student ID \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Current Grade \_\_\_\_\_ Gender M\_\_ F\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Information:

Mother's Name \_\_\_\_\_

Cell # \_\_\_\_\_ Email: \_\_\_\_\_

Father's Name \_\_\_\_\_

Cell # \_\_\_\_\_ Email: \_\_\_\_\_

Authorized persons to pick up your child(ren) from program/ or in to contact in case of emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### MEDICAL DECLARATION STATEMENT

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 list:

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

\_\_\_ yes \_\_\_ no

If yes, please explain:

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 \_\_\_\_\_

**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 needs 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** \_\_\_\_\_

## **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/Guardian 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 child to adjust after a reasonable amount of time.
- Uncontrollable tantrums / angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.

### **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.

### **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 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.

Parent/Guardian Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

## 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.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Severe pain or discomfort

\_\_\_ Acute diarrhea (more than one loose bowel movement)

\_\_\_ Elevated oral temperature of 104.1°

\_\_\_ 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

\_\_\_ Vomiting

\_\_\_ 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 3 full days. Child may return after 3 days with a doctor's note.

Please Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## **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"

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:** \_\_\_\_\_

## **Social Media Policy**

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 Snap Chat.

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.'s 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 in Brightwheel. If parents need to contact Golden Gate director/staff member they may use all methods of communication (phone, written notification, email or Brightwheel).

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



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 afterschool/or 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: \_\_\_\_\_