

Second Home Child Care Center

Registration Form

How to Register: Please fill out all of the paperwork in this form. There is a registration fee of \$100, which is **non-refundable**. The registration fee, medical forms, required info to parents, expulsion policy form, universal health form and emergency information should all be submitted together. Please sign in all of the indicated spots.

Child's Full Name			
Date of Birth			
Address			
City, State, Zip			

Mother's Name			
Cell Phone		Email	
Address (if different than child)			

Father's Name			
Cell Phone		Email	
Address (if different than child)			

Please indicate the approximate hours that your child be with us: (hours: 6:30 am - 6:30 pm)		
Week Day	Drop Off Time:	Pick Up Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Attending SHCCC for:	Full year/12 months: _____	Sept - June/10 months: _____
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Parent Signature: _____ Date: _____

Office Use Only		
Date Received:	Check #:	Amount:

Second Home Child Care Center

Emergency Information Form

Child's Information	
Name	
Address	
City, St, Zip	
Date of Birth	

2nd Parent Address if Applicable	
Parent's Name	
2nd Address	
City, St, Zip	

Mother's Information	
Name	
Place of Employment	
Employer's Address	
City, St, Zip	
Home Phone	
Work Phone	
Cell Phone	

Father's Information	
Name	
Place of Employment	
Employer's Address	
City, St, Zip	
Home Phone	
Work Phone	
Cell Phone	

To Whom Should Your Child Be Released at Dismissal			
1)	Relationship:	3)	Relationship:
2)	Relationship:	4)	Relationship:

Emergency Information	
Pediatrician Name:	Phone:
Allergies:	
Specific Instructions for SHCCC to follow in the event of an emergency:	

If Parents Are Not Available, Who Should Be Called in the Event of an Emergency		
1)	Relationship:	Phone:
2)	Relationship:	Phone:
3)	Relationship:	Phone:

In the Event of an Emergency, Which Hospital is SHCCC Authorized to Transport Your Child To:	
Hospital:	Phone:

Parent Signature: _____ Date: _____

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Getting to Know Your Child

Please fill out the following form to provide us with a little information about your child.

Child's Name	
Nickname	
Siblings (ages)	
Favorite Toy	
Pet(s)	
Favorite Foods	
Favorite Books	
Fears	
Sleeping Patterns	(light sleeper, napper, etc)
Eating Habits	(Good Eater, Picky eater, Big Eater, etc)
Toileting	(Trained, Not Trained, Has Accidents, etc)

Second Home Child Care Center

Discipline Policy

The plan at Second Home is to create an environment that eliminates the need for “discipline.” Our physical environment, both indoors and outdoors, and the programs for our school are arranged so that few problems occur. Our student to teacher ratio is more than adequate and results in a great deal of interaction for the students with the teachers. The rooms and toys are arranged so that children can manage many activities on their own yet are not expected to perform beyond their ability. Activities are age appropriate and the curriculum child directed. We have created an environment where autonomy and self sufficiency are encouraged. The children are “guided” through activities and play. The staff at Second Home Child Care shares the belief that all children should experience success. We strive for a setting that provides children with opportunities to explore their environment with consistent, age appropriate limits. In that atmosphere, most behavioral issues are prevented. However, if behavioral issues do occur, our philosophy is to help children learn values, use problem-solving skills and take responsibility for their choices. Please see some of the follow tools we use to manage behavior in our classrooms.

- 1) **Ignoring:** Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the desired attention. We will use this technique unless safety is involved.
- 2) **Redirection/Distraction:** A child who is engaged in undesirable behavior may be offered alternatives by suggesting a new activity, engaging the child in an activity with the teacher or another child, or by encouraging independent play.
- 3) **Verbal Intervention:** The teacher explains to the child the inappropriate behavior and shows him or her an appropriate way to handle the situation.
- 4) **Logical Consequences:** The teacher helps the child understand the logical consequences of his or her actions by conversation and/or removing the object or activity the child is engaged in after being given a warning.
- 5) **Take a Break:** The child is separated from the group to allow him or her to relax and calm down with direction and conversation with a teacher.

There are three situations in which more direct guidance may be needed:

- 1) When a child is in danger of hurting himself/herself.
- 2) When he/she is about to hurt others.
- 3) When he/she is hurting equipment or the environment.

In these cases, when the remedies above do not work, limits are reinforced using a firm voice while removing the child from the situation to spend time with an adult who will help to calm the child. No adult will administer physical punishment, withhold food, or be unsupportive or inappropriate to any child no matter what their behavior, at any time.

Second Home Child Care Discipline Policy

Name of Child _____

Parent's Signature _____

Date _____

Second Home Child Care Center

State of New Jersey Expulsion Policy

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 (such as immunization records).
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.
- Other-at the discretion of the Director.

Child's Actions For Expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Bullying or physical abuse toward other children (i.e. pushing, kicking, punching, etc.)
- Threatening other children with violent words.
- Other-at the discretion of the Director.

Schedule Of Expulsion:

If the remedial actions outlined 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 center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on the 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. Failure of the parent and/or child 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):

- Make a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements. (1-877-667-9845)
- Report abuse or neglect occurring at the center. (1-877-NJ-ABUSE)
- Question the center regarding policies and procedures.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Staff will try to redirect child from negative behavior.
- Staff will reassess the 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's behavior will be documented and maintained in confidentiality.
- Child will be given verbal warnings.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director and parent will have a conference to discuss how to promote positive behavior.

The Director reserves the right to alter this policy as deemed necessary to ensure the health and safety of all children and staff members.

I have received and read the State of NJ Expulsion Policy.

Name of Child _____

Name of Parent _____

Parent's Signature _____

Date _____

Second Home Child Care Center

Information to Parents

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/lifesafety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at www.state.nj.us/dcf/providers/licensing/laws/index.html or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Second Home Child Care Center

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.

Required Information to Parents

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry Hotline (877) NJ ABUSE/ (877) 652-2873.

Please read this statement carefully and, if you have any questions, feel free to contact me at: (973)875-9761.

Maureen Sweeney/Director

Please complete and return this portion to the center.

Second Home Child Care

Required Information to Parents Signature Form

Name of Child: _____

Name of Parents: _____

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: _____