

# HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE PARENT HANDBOOK



**BEFORE/AFTER CARE/SUMMER CAMP  
K-5**

**SEPTEMBER 2024 – AUGUST 2025**

# HOWELL TOWNSHIP POLICE ATHLETIC LEAGUE

## HISTORY

*Howell Township Police Athletic/Activities League* was established in 1979 by several officers of the Howell Township Police Department, concerned with the relationship between the youth of the township and the members of the police force.

These officers sought to create a better understanding between the youth of our community and the police by providing recreational and educational activities under the guidance of excellent role models.

## MISSION STATEMENT

Howell Township Police Athletic League is a non-profit organization whose mission is to foster positive relationships among the youth and police officers in our community.

Through athletics, recreation, education and community service we provide an engaging, safe outlet for all children to reach their potential and to be involved in the Howell community in many different capacities.

Above all, Howell PAL strives to maintain its positive communication between the youth, adults and police officers to better the community we live in.

# Table of Contents

Contact List	4
Communication	5
Parent Code of Conduct	5
Registration	5
AM/PM Arrival Procedures	5
After Care Pick-up	5
Absences	6
Release of Children	6
Court Orders	7
Howell Township District Scheduled Closures	7
Howell Township District Unscheduled Closures	8
Unscheduled Additional Drop in Day	8
Items from Home	8
Health Policies	8
Illness/Communicable Disease Policy	9
Excludable Communicable Diseases	10
Communicable Disease Reporting Guidelines	10
Medication Administration and Health Care Procedures	10/11
Administration of Medication Form	12
Injury to a Child While in Our Care	13
Supervision and Protection of Children	13
Child Abuse and Neglect	13
Discipline Policy	14
Suspension/Expulsion Policy	14/15
Social Media	15
PAL Use of Social Media and Technology	16
Food Policy	16
Department of Children and Families Office of Licensing	17,18,19
Signature Page	20

### **Howell PAL Contact List**

PAL Main Office at Southard School

Telephone: 732-919-2825

Fax: 732-919-1212

Email: [info@howellpal.org](mailto:info@howellpal.org)

Mailing Address: 115 Kent Rd. PO Box 713 Howell, NJ 07731

Website: [www.howellpal.org](http://www.howellpal.org)

**All general questions and requests for information should be directed to [info@howellpal.org](mailto:info@howellpal.org)**

Sgt. Christopher Hill, CEO

[chill@howellpal.org](mailto:chill@howellpal.org)

Jaime Szyarto, Director of Operations

[jszyarto@howellpal.org](mailto:jszyarto@howellpal.org)

Alma Giddings, Childcare Coordinator for School Based Programs

[agiddings@howellpal.org](mailto:agiddings@howellpal.org)

Evani Matos, Main Office Administrative Assistant.

[ematos@howellpal.org](mailto:ematos@howellpal.org)

Colby Trower, Finance Director and Subsidy Coordinator

[ctrower@howellpal.org](mailto:ctrower@howellpal.org)

## **COMMUNICATION**

The Howell Township Police Athletic League believes that it is very important to maintain an open path of communication with our families. The PAL will regularly distribute information from your child's program site that will be of interest to you. Information will be forwarded to you via email and text message. Please ensure that the PAL Main Office has all of your up-to-date contact information.

Open communication and the sharing of information can assist our staff in appropriately managing any situation that may arise involving your child. All shared information will be kept confidential.

## **PARENT CODE OF CONDUCT**

The Howell Township Police Athletic League expects parents and guardians to be respectful and cooperative with our PAL supervisor, staff and to all children. Any parent or guardian who we feel is disrespectful, disruptive, threatening, uncooperative, or inappropriate will risk their child's expulsion from the program. Parents are not permitted to approach or discipline other PAL children in our program. A child may also be removed from the program due to a parent or guardian's habitual tardiness when picking up the child. Removal is also possible due to an overdue account.

## **REGISTRATION**

Properly registering your child and your child's attending schedule is critical. Please keep your schedule up to date by updating your schedule in our program software as needed. It is also important to inform your child's district school of the days your child will be attending our childcare program and of any changes in schedule.

Our PAL supervisor will be available to answer any site-specific questions, or to discuss any issues or concerns particular to your child. Please share any information that may be valuable to our supervisor and staff concerning your child.

## **AM/PM ARRIVAL PROCEDURES**

At this time all Howell PAL before care locations will open at 6:30 AM. Please do not arrive prior to 6:30 AM. Your child will not be allowed entry. After care will begin at dismissal.

## **AFTER CARE PICK-UP**

Please allow sufficient travel time to pick up your child promptly. The PAL after care sites are scheduled to close at 6:00 PM. Parent/guardians will be charged a late fee for late pick-up.

Parents, guardians and other adults approved for your child's pick-up are required to possess proper identification. Please have identification available.

## ABSENCES

Please notify the PAL Main Office if your child will not be attending our childcare program for any reason. You must also notify the district school your child attends for the AM/PM programs. Attendance is taken at our PAL location according to scheduled days. This notification will eliminate undue concern about a child not arriving at our location as planned.

If it is your child's scheduled day for PAL childcare and he or she will be attending another function at their district school, the PAL Main Office must also be notified. You must let us know if the child is to attend PAL aftercare after the school function or if they will be picked up. This notification ensures that your child is properly accounted for and is properly supervised at all times.

## RELEASE OF CHILDREN

In order to provide a safe environment for your child we ask that you please maintain an updated approved pick-up list in your child's file. This ensures your child's safe return home. If there are any changes in the authorized pick-up list, please notify the PAL Main Office immediately. Authorized pick-up persons will be required to show proper identification.

Each child will be released only to the child's parent/guardian or authorized pick-up.

- **PLEASE BE ADVISED:** If one hour after closing time, we are unable to reach a parent or authorized pick-up the PAL may call Family Services 24 hour Child Abuse Hotline (1-877-NJ-Abuse), (1-877-652-2873). This is to seek assistance in caring for your child until a parent or authorized person is able to pick up the child.

If any parent or person authorized to pick up a child at a PAL location appears to be physically and/or emotionally impaired, that in the judgment of the supervisor, the child would be placed at risk of harm. The PAL site staff will ensure that:

- The child will not be released to the impaired individual.
- The PAL Directors will be notified.
- Staff members will attempt to contact the child's other parent/guardian or listed approved pick-up individual.
- **Be advised,** if no alternative arrangement can be made, that the PAL Directors may call the Family Services 24 hour Child Abuse Hotline (1-877-NJ-Abuse), (1-877-652-2873) to seek assistance in caring for the child.
- **Also be advised,** the Howell Police Athletic League Directors, at their discretion, may notify the Howell Township Police Department to assist in evaluating any impaired individual so that they may take appropriate lawful action.

## COURT ORDERS

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the PAL Main Office must secure documentation to that effect. The PAL must maintain a copy of such order on file, and will comply with all terms of the court order.

In cases where an enrolled child is the subject of a court order (i.e.: Custody Order, Restraining Order or Protection from Abuse Order), the PAL must be provided with a **signed, certified copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In absence of a court order on file with the PAL, both parents shall be afforded equal access to their child as stipulated by law. The PAL cannot, without a signed, certified court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a Protection from Abuse or a Restraining Order, the PAL is obligated to follow the order for the entire period it is in effect. Employees of the PAL cannot and will not allow the orders of the court to be violated.

**THE PAL WILL REPORT ANY VIOLATIONS OF THE COURT ORDERS TO THE COURT, AND, IF NECESSARY, TO THE HOWELL TOWNSHIP POLICE DEPARTMENT.**



## HOWELL TOWNSHIP SCHOOL DISTRICT SCHEDULED CLOSURES

Whenever the Howell Township School District has a scheduled closure, to include Winter and Spring session closings and holidays, PAL school based childcare sites will also be closed.

**PLEASE NOTE:** The PAL does offer a fee-based childcare program, with limited availability, at the Southard Community Enrichment Center. This is available during Howell Township School District scheduled days off and district recess provided we have staff and minimum enrollment. Additional information is available at the PAL Main Office and on our PAL website.

## HOWELL TOWNSHIP SCHOOL DISTRICT UNSCHEDULED CLOSURES

If the Howell Township School District closes their schools due to inclement weather, your corresponding PAL childcare site will also be closed. If there is a Howell Township School District early dismissal for any reason, including inclement weather and/or emergencies, the corresponding PAL childcare site will remain open to receive enrolled children at dismissal.

During inclement weather or other unforeseen emergencies, parents/guardians may be contacted and asked to pick up their children early, if possible.

PAL before school childcare sites will not be open on Howell Township School District delayed opening days. The after school session remains open as scheduled. **No refunds will be given for emergency closing days!**

### UNSCHEDULED ADDITIONAL DROP IN DAY

Unscheduled additional drop in day is designed as an as needed service. Please make sure your child is aware he/she will be coming to the PAL site on the day requested. Parents/guardians must also notify their child's district school to avoid any confusion at dismissal time. Fees for the unscheduled additional drop in day will be billed to your account.

\*\* This does not pertain to Summer Camp

### ITEMS FROM HOME

We strongly discourage bringing personal items of any kind to the childcare site. PAL cannot and will not be responsible for any personal items lost or stolen.

Because PAL staff cannot differentiate between one student's belongings and the belongings of another, we ask that all items be labeled with your child's name whenever possible.

### HEALTH POLICIES

Please do not send your child to any Howell PAL childcare program if they have exhibited any signs of communicable diseases within the past 24 hours. If your child becomes ill while at the PAL program you will be notified and expected to pick up your child or arrange to have them picked up as soon as possible.

In order for our staff to administer medicine, whether prescription or non-prescription, a detailed physician's note along with a note from you with proper instructions must be on file at the PAL Main Office and at our childcare site. Additionally, the parent/guardian must complete a PAL Medical Release Form. Prescription medication must be stored in its original container with the prescription label still on it. If these are not submitted, medication cannot be given.

In the event of an emergency or accident, all efforts will be made to contact you immediately. If we are unable to reach you or your emergency contacts, an ambulance will be summoned if necessary.



## **ILLNESS/COMMUNICABLE DISEASE POLICY**

The Howell Township Police Athletic League recognizes that control of the spread of illness and communicable disease is essential to the well-being of the community. This is accomplished through a comprehensive program of immunizations, screening and referral, education and exclusion, if necessary.

The Howell PAL is bound by New Jersey statutes and rules set forth in Chapter 52, Manual of Requirements for Child Care Centers, specifically N.J.A.C.3A:52.7.1. The Howell PA shall comply with regulations of the New Jersey Department of Health and the Monmouth County Department of Health governing the prevention, control, and reporting of communicable disease.

The Supervisor may exclude any pupil who appears to be ill or has been exposed to a communicable disease. The staff member will document any situations where illnesses are reported by parent or become evident while a child or staff member is at the center. Parents/guardians will be notified in writing when illness presents on a case per case basis.

New Jersey State regulations mandate that a center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified below to attend:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated temperature. COVID-19 now specifies a temperature of 100.4 degrees Fahrenheit. Additionally, to return to care, children must remain fever free for 24 hours without the use of fever reducing medicine, and exhibit no other symptoms returning to school.
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

The center shall not permit a child or staff member to attend with an excludable communicable disease, as specified in the Department of Health's Reporting Requirements for Communicable Diseases and Work Related Conditions (July 2013). Parent/guardian notification of New Jersey State excludable communicable diseases will be prompt and in writing.

Howell PAL has the right to exclude a child with lice found in their hair. In a circumstance in which this may occur, the child will need to be picked up. As a precaution, all belongings will be sent home to be washed. Upon return, the child will be rescreened to ensure that the treatment was successful. If treatment was not successful, the parent will be notified.

## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the Health Department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work Related Conditions Quick Reference Guide, with a complete list of reportable excludable communicable diseases, can be found at: [http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

## **MEDICATION ADMINISTRATION AND HEALTH CARE PROCEDURES**

The PAL will provide reasonable accommodations for administration of medication or health care procedures, but reserves the right to decline admission or exclusion of a child that has an extensive medical condition requiring trained medical personnel to provide necessary medical procedures that ensure the child's safety.

If a child has a chronic health condition requiring the administration of prescription or non-prescription medication, or health care procedure associated with a child's health condition, the Training Coordinator will ensure that all staff members who administer the medication and/or the procedure are trained to do so by the child's parent/guardian or healthcare provider. Examples would include the use of a nebulizer or single dose epinephrine via a pre-filled auto-injector.

Medication and health care procedures will be administered only after receipt of written

approval from the child's parent/guardian, written note from a health care professional, and the completion of required documentation.

1. The PAL will designate staff members who are authorized to administer medication or health care procedures.
2. All medication and health care equipment will be kept in a locked cabinet or in an area that is inaccessible to children.
3. All medication will be kept in its original container.
4. All prescription medication for a child must be in the name of the specific child and stored in prescription container that has been labeled with the child's name.
5. The center will not dispense non-prescription or over-the-counter medications without a physician written order.
6. Any medication new to your child, including over the counter medications and prescriptions, must be administered at least once at home prior to any administration at PAL. This will enable you to monitor and record any adverse reaction.
7. The PAL will inform the child's parent/guardian immediately if a child exhibits any adverse effect of any medication dispensed at preschool.

On the following page is a form you can forward to your child's healthcare provider. The attached form must be submitted with physician's signature prior to PAL allowing any medications to be administered. Additional forms will need to be completed by your child's healthcare provider for treatments concerning asthma and allergies. Thank you for your cooperation with this policy. It is necessary to ensure proper administration of medications and your child's safety.

Dear Parent/Guardian,

Should it be necessary for your child to receive medication during preschool hours, you must present this form or an order form from your personal physician, stating medication, dosage, time of administration, and the length of time your child will be on medication. This includes Tylenol, Motrin, cough drops, and all over-the-counter medications. Any changes in these directions must be verified by a call to the PAL Administrator, as well as a note from the physician.

Any dangerous condition being experienced by a child on medication should be spelled out in detail with procedures to follow should a reaction occur. **Medicine must be properly labeled and in the original container with the child's name, dosage, etc. on the pharmacist's label. The parent/guardian must transport all medication to and from the Preschool/AM/PM.**

Sincerely,

*Jaime Szyarto*

Jaime Szyarto

Howell PAL Director of Operations

**Request for Administration of Medication**

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time of Administration: \_\_\_\_\_

Daily or PRN: \_\_\_\_\_

To Begin On: \_\_\_\_\_ and concluded on: \_\_\_\_\_

Possible Side Effects to be Observed: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Reason Medication is needed during AM/PM Hours: \_\_\_\_\_

Is Child on any other Medication? \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

\*\* I hereby give permission for the center/preschool to administer medication as prescribed above. I also give permission for the teacher/director to contact the prescribing health professional about the administration of this medicine.

I have administered at least one dose of medicine to my child without adverse effects. I hereby agree to indemnify and hold harmless the Howell Township PAL administration and staff from any and all losses, claims, injuries, damages, or expenses arising from administration of medication.



Physicians Stamp

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Work Phone Number

### **INJURY TO A CHILD WHILE IN OUR CARE**

If any of the following occurs to a child in our care, PAL staff will immediately notify the parent/guardian:

1. A child is bitten and the skin is broken.
2. A child sustains a head or facial injury including when a child bumps his or her head.
3. A child falls from a height greater than the height of the child.
4. A child has a nosebleed.
5. An injury requiring professional medical care occurs.

If unable to make contact verbally by phone, a voice mail and/or text message will be sent to notify the parent/guardian of the injury. If the parent/guardian does not make confirmation that the message was received, one of the alternate emergency contacts provided by the parent/guardian will be notified.

### **SUPERVISION AND PROTECTION OF CHILDREN**

The PAL will ensure that all children are always under direct supervision of a trained adult staff member. The PAL will maintain the state regulated staff to student ratios at all times.

### **CHILD ABUSE AND NEGLECT**

As a licensed childcare provider, it is our responsibility to advise parents/guardians that if any PAL employee or staff member has a reasonable cause to believe that a child has been, or is being, subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, that PAL employee or staff member is required by State Law to report such allegations to the Division's Office of Child Abuse Control or any District office IMMEDIATELY.

#### ***New Jersey Chapter 52 Manual of Requirements for Child Care Centers, 2017 – 2024***

Furthermore, that PAL employee or staff member will communicate any and all discovered information to the PAL Executive Director and PAL Director of Operations. The PAL Directors will determine if any additional action is necessary.

The Executive Director has extensive police background. If you, a parent/guardian or concerned citizen, are unsure about any alleged incident you have become aware of, or if you have questions concerning information that may lead to a reported incident, please feel free to contact the PAL Main Office to discuss your concerns.

## **DISCIPLINE POLICY**

We are committed to providing each and every child with a safe and secure environment to learn and grow. We expect full cooperation from the child, as well as parents, in regards to this matter. If your child has exhibited any unacceptable behaviors, he/she will be removed from the situation immediately. Physical restraint and corporal punishment are not allowed or acceptable. During this time your child will not be mistreated or mishandled. He/she will be placed in a short “time out” or a “thinking spot” to think about their action if their age and maturity permits. Repeated occurrences with no change in behavior will require a behavior report and/or a parent/staff conference to discuss appropriate behavior modification strategies and a cooperative action plan. The parents will be informed of this at pick up unless a phone call home is necessary. The following strategies will be used to reinforce the discipline policy.

- A child exhibits some behaviors in order to receive attention. In this case the behavior will be ignored as long as they are not a danger to themselves or other children.
- Children will be encouraged to use their words to settle disagreements with peers in order to teach the children to share, compromise and work together.
- Redirecting the child to a new activity or toward a different child within the group will often cease the undesirable behavior.
- Verbal intervention and direction from the PAL staff will help the child understand why the behavior is inappropriate.
- If the behaviors continue, the child will be removed from the group and put into a short “time out” or a “thinking spot” to relax, cool down and think about their behavior.
- The staff will speak to the child about their behavior and what should be done to change the behavior.
- If the behaviors are consistent and none of the above strategies work to change the undesirable behaviors, a conference with the parents, the PAL staff member and the coordinator will be necessary.
- If the child has become a danger or major disruption to the whole group, we may need to remove the child from the program temporarily or permanently. Suspensions and or terminations (expulsions) are at the discretion of the PAL Director.

## **SUSPENSION/EXPULSION POLICY**

Unfortunately, there are sometimes reasons we have to suspend or terminate 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 are reasons we may have to now suspend or expel a child from this center.

### **Suspension**

- Children who continue to misbehave and/or not follow the rules set forth to the group

at the beginning of enrollment will receive a disciplinary form. This form will be placed in the child's file after being reviewed and signed by a parent. When a child receives three disciplinary forms, he/she may be suspended from the PAL program for up to three days. Depending upon the severity of the behavior a child may be suspended immediately without prior disciplinary forms.

- Failure to pay/habitual lateness in payments
  - Habitual tardiness in picking up your child from the program
  - Multiple parent and staff discussions concerning the child
- Once suspended staff will notify family of when child may return to the program, please work with your child during that time to rectify that situation before returning

### **Expulsion**

- 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.
- Failure of child to adjust after a reasonable amount of time
- Anger outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

### **A child will not be expelled if parent/guardian:**

- 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

The center will not expel a child without giving the parent sufficient time to make other child care arrangements.

## **SOCIAL MEDIA**

During your registration process, you have either permitted or prohibited the PAL from taking photographs of your child or recording your child during our care and activities. If permitted, staff may take pictures and recordings utilizing only PAL approved devices. Occasionally with your permission, your child's picture or recording may be included anonymously on PAL site bulletin boards, in PAL newsletters, on PAL social media pages, or on the PAL website.

PAL staff members are instructed to never post pictures or recordings of the children in their care without expressed parent permission.

Parents are also prohibited from posting photographs or recordings of any child not their own.

If at any time you wish to change your previous decision, you may allow permission or withdraw permission for your child's inclusion in the stated platforms. To update your child's status please forward your request to the following email: [info@howellpal.org](mailto:info@howellpal.org).

### **PAL USE OF SOCIAL MEDIA AND TECHNOLOGY**

The PAL utilizes several on-line media platforms that are available to parents, guardians and potential clients to disseminate PAL information. Those media platforms include, but are not limited to, Facebook, Instagram, and Twitter.

Additionally, in addition to email and text messages, the PAL utilizes several platforms to communicate directly with our registered parents and guardians. Those platforms include Remind and Eleyo text alerts. Parents are advised on how to access the platform used for their child.

### **FOOD POLICY**

As many of you are aware, food allergies in children are more common than in the past. While not all children suffer from food allergies, the allergies can be life threatening to those who have them. The PAL's highest priority is the health and safety of all of our children, therefore we may separate children with allergies from the group while snacking.



## **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 3A:52), 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 (DCF). 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, 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 are in the center.

To be licensed, our center must comply with the Manual of Requirement for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety, 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 Requirement 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 <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> 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 Requirement 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 Office of Licensing's Inspection/Violation Reports on the center, which are issued after State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office'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 you wish to review them or you can view them online at [https://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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 Office 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 operation 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 with prior approval from the preschool coordinator. We welcome visits from our parents.

Our center is required 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 of 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 <https://cpsc.gov/Recalls>. 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 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 1 (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/).

## Signature Page

Dear Parent/Guardian,

This PAL Handbook contains important information regarding PAL Policies and Procedures, parent/guardian rights and obligations, and ensuring the safety and security to your child while in our care.

By signing below, you indicate that you have read and understood the contents of this handbook and will comply with all PAL, New Jersey State Licensing, and Department of Health requirements and mandates.

Child's Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Site Location: \_\_\_\_\_

Parent/Guardian Name Print: \_\_\_\_\_ Date: \_\_\_\_\_

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