



# Enrollment Packet

Parent Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

## Hudson Children's Academy ENROLLMENT APPLICATION

Name Of Child:	Birthdate:	Enrollment Date:
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<b>PARENT/GUARDIAN INFORMATION</b>	<i>Please check the box (<input type="checkbox"/>) to indicate the primary residence of the child listed above.</i>			
	<input type="checkbox"/> PARENT/GUARDIAN # 1		<input type="checkbox"/> PARENT/GUARDIAN # 2	
	Name:		Name:	
	Relationship:		Relationship:	
	Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:	
	Home Address:		Home Address:	
	Employer Name:		Employer Name:	
	Employer Phone:		Employer Phone:	
	Employer Address:		Employer Address:	
E-Mail Address:		E-Mail Address:		

<b>EMERGENCY CONTACTS</b>	Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.					
	Contact Name #1:		Contact Name #2:		Contact Name #3:	
	Relationship:		Relationship:		Relationship:	
	Cell Phone:		Cell Phone:		Cell Phone:	
	Home Phone:		Home Phone:		Home Phone:	
	Employer Phone:		Employer Phone:		Employer Phone:	

<b>CUSTODY</b>	Name of person PROHIBITED from picking up your child:	
	If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order.	

<b>PERMISSIONS</b>	<input type="checkbox"/> I give permission for my child to participate in <b><u>WALKING TRIPS</u></b> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated.	<input type="checkbox"/> I <b><u>DO NOT</u></b> permission for my child to participate in <b><u>WALKING TRIPS</u></b> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated.
	<input type="checkbox"/> I give permission for my child to be <b><u>PHOTOGRAPHED</u></b> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet.	<input type="checkbox"/> I <b><u>DO NOT</u></b> give permission for my child to be <b><u>PHOTOGRAPHED</u></b> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet.

RECEIPT OF POLICIES

I (we) attest that all of the information on this application is accurate, and that I (we) have received the following information:

- Center Policies and Procedures
- Information to Parents Document
- Policy on the Expulsion of Children from Enrollment
- Policy On The Use Of Technology And Social Media
- Policy On The Management Of Illnesses/Communicable Diseases
- Policy On The Release Of Children
- Policy on the Methods of Parental Notification of Injuries (if applicable)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

MEDICAL INFORMATION

Child's Health Care Provider:	
Health Care Provider Phone:	
Health Care Provider Address:	
Name Of Insurance Company/Hmo:	
Group #:	
Identification #:	
Subscriber's Name On Insurance Card:	
Known Allergies (including medication):	
Medication My Child Is Taking:	
List Special Conditions, Disabilities, Medical/Physical Restrictions, Medical Information For Emergency Situations:	

HEALTH STATEMENT

As the parent/guardian of the above named child, I certify that he/she is in good physical health and may participate in the normal activities of the program and has no conditions or specific needs that require specific accommodations, unless otherwise indicated in the medical information provided above or an attached Universal Health Record or a Care Plan for Children with Special Health Needs.

Parent/Guardian Initials:

EMERGENCY TREATMENT

As the parent(s)/ legal guardian(s) of the above named child, I (we) attest that the information above is correct. I (we) authorize the child care center staff to obtain emergency treatment for my child and understand that I (we) shall be promptly notified.

Parent/Guardian Initials:

Parent/Guardian Signature #1:	Date:	Parent/Guardian Signature #2:	Date:
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# UNIVERSAL CHILD HEALTH RECORD

Endorsed by: American Academy of Pediatrics, New Jersey Chapter  
New Jersey Academy of Family Physicians  
New Jersey Department of Health

## SECTION I - TO BE COMPLETED BY PARENT(S)

Child's Name (Last) _____ (First) _____		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth ____ / ____ / ____
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Name of Child's Health Insurance Carrier _____		
Parent/Guardian Name _____	Home Telephone Number ( ) - _____	Work Telephone/Cell Phone Number ( ) - _____	
Parent/Guardian Name _____	Home Telephone Number ( ) - _____	Work Telephone/Cell Phone Number ( ) - _____	
<b>I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.</b>			
Signature/Date _____		This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No	

## SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER

Date of Physical Examination: _____	Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No
Abnormalities Noted: _____	Weight (must be taken within 30 days for WIC) _____
	Height (must be taken within 30 days for WIC) _____
	Head Circumference (if <2 Years) _____
	Blood Pressure (if ≥3 Years) _____

### IMMUNIZATIONS

Immunization Record Attached  
 Date Next Immunization Due: \_\_\_\_\_

### MEDICAL CONDITIONS

Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns: _____	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments _____
Medications/Treatments • List medications/treatments: _____	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments _____
Limitations to Physical Activity • List limitations/special considerations: _____	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments _____
Special Equipment Needs • List items necessary for daily activities _____	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments _____
Allergies/Sensitivities • List allergies: _____	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments _____
Special Diet/Vitamin & Mineral Supplements • List dietary specifications: _____	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments _____
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns: _____	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments _____
Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for: _____	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments _____

### PREVENTIVE HEALTH SCREENINGS

Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note if Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		

I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.

Name of Health Care Provider (Print) _____	Health Care Provider Stamp:  
Signature/Date _____	

# Hudson Children's Academy

## PARENTAL AUTHORIZATION FOR EMERGENCY TREATMENT

Name Of Child:	Birthdate:	Enrollment Date:
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<b>PARENT/GUARDIAN INFORMATION</b>	<input type="checkbox"/> PARENT/GUARDIAN # 1	<input type="checkbox"/> PARENT/GUARDIAN # 2
	Name:	Name:
	Relationship:	Relationship:
	Cell Phone:	Cell Phone:
	Home Phone:	Home Phone:
	Home Address:	Home Address :
	Employer Name:	Employer Name:
	Employer Phone:	Employer Phone:
E-Mail Address:	E-Mail Address:	

<b>EMERGENCY CONTACTS</b>	Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child.		
	Contact Name #1:	Contact Name #2:	Contact Name #3:
	Relationship:	Relationship:	Relationship:
	Cell Phone:	Cell Phone:	Cell Phone:
	Home Phone:	Home Phone:	Home Phone:
Employer Phone:	Employer Phone:	Employer Phone:	

<b>CUSTODY</b>	Name of person PROHIBITED from picking up your child:
	If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order.

<b>MEDICAL INFORMATION</b>	Child's Health Care Provider:
	Health Care Provider Phone:
	Health Care Provider Address:
	Name Of Insurance Company/Hmo:
	Group #:
	Identification #:
	Subscriber's Name On Insurance Card:
	Known Allergies (including medication):
	Medication My Child Is Taking:
List Special Conditions, Disabilities, Medical/Physical Restrictions, Medical Information For Emergency Situations:	

**AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT**

As the parent(s)/ legal guardian(s) of the above named child, I (we) attest that the information above is correct. I (we) authorize the child care center staff to obtain emergency treatment for my child and understand that I (we) shall be promptly notified.

Parent/Guardian Signature #1:	Date:	Parent/Guardian Signature #2:	Date:
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# BLANKET PERMISSION FOR WALKING TRIPS

Center Name: Hudson Children's Academy

Child's Name: \_\_\_\_\_

I hereby give permission for my child to participate in walking trips in the neighborhood around the center. I understand that the walking route is within the center's neighborhood, includes no known safety hazards, and that the walks will not involve entrance into any facility other than the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

**Hudson Children's Academy**  
**PERMISSION FOR CHILD TO WALK HOME**  
**FROM SCHOOL-AGE CHILD CARE**

I hereby grant permission for my child, \_\_\_\_\_ to leave  
the premises of (center) \_\_\_\_\_ in  
order to walk home. I understand that my child will be walking home  
unsupervised.

Date(s) child may walk home: \_\_\_\_\_

Time child may leave the program to walk home: \_\_\_\_\_

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

\_\_\_\_\_  
Date



## School Bus Afterschool Pick-up Authorization

I, \_\_\_\_\_, authorize Hudson Children's Academy to transport our child/children from their Public School to Hudson Children's Academy:

Hudson Children's Academy uses a New Jersey state-registered school bus and a fully licensed driver to transport the children. All paperwork is available at the main office.

Child Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Public School: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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



**Dear Parents and Guardians,**

We are excited to share the wonderful moments and activities at Hudson Children's Academy with our families and community. To do this, we may post photos or short videos of our students on our official social media platforms. These posts will highlight special events, classroom activities, and memorable experiences.

Please note:

- The administrative team of Hudson Children's Academy will be solely responsible for managing and monitoring our social media pages.
- Students' last names and any personal identifying information will **not** be posted.
- Photos and videos will be used respectfully and only to showcase our programs and events.

Your child's privacy and safety are our top priority. We will share images or videos of your child only with your written permission.

Please complete the attached **Social Media Permission Slip** and return it to the front office.

Thank you for your cooperation and trust in allowing us to celebrate our students' experiences.

Warm regards,

Hudson Children's Academy



## Social Media Release Form

**Child's Name:** \_\_\_\_\_

**Class/Teacher:** \_\_\_\_\_

I hereby give **Hudson Children's Academy** permission to take photographs and/or videos of my child during regular daycare activities and special events. I understand these images may be posted on the daycare's official social media accounts managed by the administrative team.

**YES, I give permission** for my child's image/video to be used on the daycare's official social media pages.

**NO, I do not give permission** for my child's image/video to be used on the daycare's official social media pages.

I understand that my child's last name and other personal information will not be shared.

**Parent/Guardian Name:** \_\_\_\_\_

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

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

**Phone Number:** \_\_\_\_\_



### **Estimados Padres y Tutores:**

Nos complace compartir con nuestras familias y comunidad los momentos y actividades especiales que tienen lugar en Hudson Children's Academy. Para ello, podremos publicar fotos o videos cortos de nuestros estudiantes en nuestras plataformas oficiales de redes sociales. Estas publicaciones resaltarán eventos especiales, actividades en el aula y experiencias memorables.

Por favor, tengan en cuenta:

- El **equipo administrativo** de Hudson Children's Academy seremos los único responsable de administrar y supervisar nuestras páginas de redes sociales.
- No se publicarán los apellidos ni información personal que pueda identificar a los estudiantes.
- Las fotos y videos se usarán con respeto y únicamente con el propósito de mostrar nuestros programas y eventos.

La privacidad y seguridad de su hijo(a) son nuestra prioridad. Solo compartiremos imágenes o videos de su hijo(a) si contamos con su autorización por escrito.

Por favor complete y devuelva el **Formulario de Permiso para Redes Sociales**

Gracias por su cooperación y por confiar en nosotros para celebrar las experiencias de nuestros estudiantes.

Atentamente,

Hudson Children's Academy



## Formulario de Autorización para Redes Sociales

Nombre del niño/a: \_\_\_\_\_

Clase/Maestro(a): \_\_\_\_\_

Por la presente autorizo a Hudson Children 's Academy a tomar fotografías y/o videos de mi hijo durante las actividades regulares y eventos especiales del centro. Entiendo que estas imágenes podrán publicarse en las cuentas oficiales de redes sociales administradas por el equipo administrativo.

- SÍ, autorizo** el uso de imágenes/videos de mi hijo(a) en las páginas oficiales de redes sociales del centro.
- NO, no autorizo** el uso de imágenes/videos de mi hijo(a) en las páginas oficiales de redes sociales del centro.

Entiendo que no se compartirá el apellido de mi hijo(a) ni otra información personal.

Nombre del padre/madre/tutor: \_\_\_\_\_

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_

Número de teléfono: \_\_\_\_\_

# PARENT RECEIPT OF INFORMATION:

- Information to Parents Document
- Policy on the Release of Children
- Policy on Methods of Parental Notification  
(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

*I have read and received a copy of the information/policies listed above.*

Child(ren)'s Name:

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Parent/Guardian's Name:

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Signature

Date

## 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 and staff 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 and staff member'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/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 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 <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 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 available soon 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 or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

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

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

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.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 of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

## **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 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 (1-877-652-2873)* 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 member, 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).



## Parental Notification Policy via ProCare

### **Purpose:**

The purpose of this policy is to outline the procedures and standards for parental notification through the ProCare system, ensuring effective, timely, and confidential communication between Hudson Children's Academy and parents or guardians.

### **Policy Statement:**

Hudson Children's Academy is committed to maintaining transparent and prompt communication with parents regarding their children's well-being, attendance, behavior, emergencies, and upcoming events through the ProCare communication platform.

### **Procedures:**

1. **Communication Methods:**
  - Notifications will primarily be disseminated via ProCare's messaging system, including email, SMS, and app notifications, based on parental preferences.
  - All contact information provided to the Academy must be accurate and up to date to ensure effective communication.
2. **Parental Preferences:**
  - Parents/guardians will be offered opportunities to specify their preferred contact methods within ProCare.
  - The Academy will accommodate parental preferences whenever possible, respecting individual privacy and communication needs.
3. **Timing of Notifications:**
  - Emergency and urgent notifications will be sent immediately upon identification of the issue.
  - Routine matters, such as attendance updates or scheduled events, will be communicated daily as appropriate.
4. **Content Standards:**
  - Notifications will be clear, respectful, and pertinent to the situation.
  - Confidential or sensitive information will be shared solely with authorized contacts, in compliance with privacy laws and regulations.
5. **Parental Engagement:**
  - Parents are encouraged to review notifications promptly and to respond or follow up as needed.
  - Additional communication modalities, such as phone calls or meetings, may be employed to address specific concerns or confirm receipt of information.

### **Review and Amendments:**

This policy shall be reviewed annually by the administrative team. Any amendments or updates will be communicated to staff and parents promptly.

## **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- 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.

### **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, 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)

# EXPULSION POLICY

**NAME OF CENTER:** Hudson Children's Academy

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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 are reasons 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.
- Other (explain)

## **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.
- Other (explain)

## **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 and 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 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 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.
- Without giving the parent sufficient time to make other child care arrangements.

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

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.



## Policy on Use of Technology and Social Media

### **Purpose:**

To establish guidelines for the appropriate use of technology and social media to ensure the safety, privacy, and well-being of children, families, and staff.

### **1. Classroom Technology Use:**

- Each classroom is equipped with an iPad designated for documenting children's activities, taking pictures, and recording videos, and for facilitating communication with parents via ProCare.
- Staff shall use devices responsibly, ensuring that all photographs and videos of children are captured ethically and stored securely.
- Access to the iPads and their content is limited to authorized staff members and for approved purposes only.

### **2. Staff Office Technology:**

- The main office utilizes desktop computers for administrative tasks, communication, and social media management.
- Staff shall follow confidentiality protocols when handling any information related to children and families.

### **3. Social Media Practices:**

- Hudson Children's Academy maintains official profiles on Instagram and Facebook to share updates, events, and classroom activities.
- Posts will respect children's privacy and adhere to confidentiality policies.
- Only designated staff members shall manage and post content on official social media pages.

### **4. Parental Rights and Privacy:**

- Parents have the right to exclude their child from any social media posts or photographs.
- Parents who wish to have their child excluded from social media content can indicate on the Social Media Release Form.
- The school will make reasonable efforts to honor such requests and ensure the child's privacy.

### **5. Digital Conduct:**

- Staff must model appropriate digital behavior, demonstrating respect and responsibility online.
- Personal use of social media during work hours is discouraged unless for approved school-related activities.

### **6. Security and Privacy:**

- All devices and platforms must be used in accordance with the school's confidentiality and data security policies.
- Access credentials are to be kept secure and not shared with unauthorized individuals.