



Howell Township
Police Athletic League

“Before/After Care Program”

**Policy and Procedure
Parent Handbook**

**Before/After School Care Program
2009/2010**



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**Howell Township
Police Athletic League**

MISSION STATEMENT

The Howell Township Police Athletic League’s Mission in our community is to give every child the opportunity to participate in everyday childhood activities in a safe and caring environment. The Police Athletic League does this through a number of programs. The Police Athletic League goal is to provide diversity in our programs in order to reach the greatest number of young people possible. We also strive to foster a partnership between youth and police officers in the community. This in and of itself is a tremendous asset. Whenever you have young people in the community playing, working and interacting with law enforcement officers, the entire community will benefit.

The Howell Township Police Athletic League welcomes the opportunity to incorporate this philosophy into the Howell Township School District Before and After Care Program, and other supplemental programs to benefit our Howell Township students and our community.

PAL YOUTH ENRICHMENT PROGRAM PHILOSOPHY

The Howell PAL Youth Enrichment Program is a Before/After School Program that offers service for all Howell District school children. In collaboration with the Howell School District, the program operates Monday through Friday from September through June while school is in session for grades K-8. The Before School Program is offered in every elementary school from 1 hour to 1.5 hours before school starts. The After School Program is offered in all district schools from the time the children are dismissed until 6:00 pm. (and for an additional fee until 6:30pm).

The Howell PAL Before/After School Program serves as an alternative to using a babysitter or an off-site day care program, allowing children to stay in their familiar school environment until picked up by a parent and/or guardian. A Site Director, who will be certified, and assisted by trained counselors will supervise the children. The Site Director and counselors take on many roles including: caregiver, companion, teacher, mentor, and friend. The program is scheduled to provide the children with segments for homework, supplemental education, snack (provided by the parent), recreation activities, organized games, and peer-to-peer socialization.





Policy and Procedure Parent Handbook Before/After School Care Program 2009/2010

The Howell Township Police Athletic League is dedicated to providing a safe and healthy environment for all members both adult and children. The following are the policies and procedures that were made to assure the safety of your child/children. Please take the time to read them carefully.

HEALTH AND SAFETY

Safety - For the safety of all children, our policy is that all children visit the rest rooms twice a day as a group. In the case of a child having a bathroom emergency, the child will be permitted to go with a buddy. No child is permitted to use the restroom alone. All children and staff are required to wash their hands after using the facility.

Illness - In the event your child is sick, PAL staff will telephone parent/guardian and/or emergency contacts recorded on the registration form immediately. The child will need to be picked up within one hour upon notification. Failure to do so will result in forwarding matters over to the Division of Youth and Family Services, (DYFS), as a child neglect case.

Under Physician Care – If a physician has determined a child should remain at home or has referred the child to a hospital for medical treatment, the child shall not be admitted to the PAL site. A child cannot return to the program without medical clearance.

Health & Management of Communicable Diseases - See Attachment C

MEDICATION – GUIDELINES FOR ADMINISTERING

Medication may only be given after receipt of written approval from the child's doctor. Medication may only be given to a child by a staff member who is authorized to do so. If a school-age child is permitted to self-administer medication, an authorized staff member must supervise the child.

All medication must be kept in a secured area that is inaccessible to the children. Non-prescription medication must be stored in a labeled container with a childproof cap.

Any prescription medication for a child must be prescribed for the child you are giving it to. Prescription medication must be stored in its original container, which has been labeled with the child's name, the name of medication, the date it was prescribed or updated, and directions for its administration. Make sure the prescription date is current. Unused medication must be returned to the parent when no longer being administered.

Non-prescription, over-the-counter, medication may only be given according to the directions on the label. Check the expiration date on the package, the recommended dosage for the age and weight of the child, and the time interval between doses. You may only give these medications with a doctor's note. It is especially important not to give aspirin unless a doctor orders it, because it is associated with a life-threatening illness called Reye's Syndrome. If a child



shows any side effects of medication, report them to the parent.

When giving medication, follow directions carefully. Use a medicine spoon with marked amounts, not an ordinary teaspoon, for giving liquid medication. Do not give food, juice, soda, or anything except water with the medicine unless the directions call for it. Watch the child to be sure the medication has been swallowed, and be sure to put the container out of reach right away. You must maintain on file a record of:

- § The child’s name, doctor’s note, and parental authorization.
- § The name of the medication.
- § The instructions for administering the medication was administered to the child; and
- § Any adverse effect the medication may have had on the child.

Help the children understand that medicine is helpful and important, but it must be treated with care. Don’t refer to medicine as “candy” and don’t give or threaten to give medicine as a punishment.

DROP-OFF/PICK-UP PROCEDURES

All Emergency Contact and Authorized Pick-Up persons MUST BE age 18 or older.

Drop-Off – When dropping a child off: the parent/guardian **MUST** walk in, and sign the child in each morning. **NO CHILD** is to be dropped off at the curb or left in the front of the facility prior to 7:00am.

Pick-Up – When picking up a child, the parent or authorized person must be prepared to show identification with photo. In addition, all parents and authorized individuals will be required to sign each child out prior to leaving the facility. Please be aware that all children must be picked up before 6:00 pm. After 6:00 pm, you will be assessed an overtime charge of \$25.00. The late fee will be added to your next monthly bill.

Any child who is remaining at the site after 6:15pm becomes a concern. Howell PAL’s policy is to first try to contact the parents; if they are not reachable, the Director will begin contacting the listed emergency contacts. If the time reaches 7:00pm and the child is still at the site and the Director has not been able to reach anyone, DYFS will be called.

The above policy applies unless your child is enrolled in the Extended Care Program. The Extended Care program provides for an additional ½ hour on all the above referenced times.

PAYMENT POLICIES/PROCEDURES

- **\$40.00 non-refundable Registration Fee** per child is due at registration (payable by check).
- All checks **MUST** have child/children’s name & school noted and are to be made payable to: Howell PAL. (See Attachment F)
- \$30.00 fee will be assessed for returned checks.



Howell Township Police Athletic League

- The days for which your child is registered will be the only days your child can attend. Under no circumstance will you be allowed to substitute days
- Monthly tuition will be charged by automatically debiting either a bank account or credit card on the 25th of each month (next business day) for the next month's tuition.
- Tuition rates will be discounted 5% for paying the full year school tuition by July 10th.
- Tuition rates will be discounted 10% for additional Siblings enrolling in a program.
- Tuition will be free for additional Siblings enrolling in the "After Care – Extended Hours" program.
- Monthly tuition will not be refunded except as noted below in the "Credit Policy".
- Programs listed on the Tuition Schedule will be provided at a school only if minimum enrollment requirements are met by July 31st. If minimum enrollment requirements are not met at a school by July 31st, than an email and/or letter will be sent by August 5th to notify the parents of registered children that the program was canceled. Registration fees will be refunded to parents for canceled programs.
- Confidential tuition assistance program is available for qualifying families. (Note: Need will be validated prior to providing any financial assistance).
- If you have any questions or concerns regarding the Payment Policies/Procedures, please call the main Howell Township PAL office at 732-919-2825.

CREDIT POLICY

Illness – Parent/Guardian is required to pay for days absent. Credits can be given for extended illness (5 consecutive scheduled days or more) with a doctor's note. Credits will not be given for less than 5 consecutive scheduled days.

Suspension - If your child is suspended for any period of time a credit will not be given. The parent/guardian is responsible for payment when your child is suspended. No exceptions.

ABSENCES

If the child will not be attending as scheduled, the Parent/Guardian must contact **BOTH** the PAL office and the school where the child attends by NOON. An unreported absence will be treated as an emergency by staff. Should this occur, you might be contacted at your place of employment. SITE PHONE NUMBERS are listed on Attachment A. Parent/Guardian is responsible for payment of days absent. See Credit Policy "Illness".

CHANGE OF DATA Personal information updates: Contacts, Phone #'s (See attachment G).

CHANGE OF SCHEDULE Change of Days, Terminate, Reactivate:

Days - If you require to add, subtract, or change your child's scheduled days, the change must be made in writing by the 20th of each month (or the next completed business day) for the next calendar month. Schedule changes cannot be made during the current month for the current month. Change of schedule forms need to be completed by the



parent/guardian and are available at the individual sites, at the main PAL office or the Howell PAL website.

Terminate – Parent/Guardian must notify the PAL office by the 20th of the month (or next business day) if they are withdrawing their child from the PAL program as of the end of the month.

Reactivate – To reactivate your child into the “PAL” program, parent/guardian must call the PAL office by the 20th of the month (or next business day) to enroll beginning the 1st day of the new calendar month.

Vacation - Parent/Guardian must notify the PAL Office at least one (1) week prior to the scheduled vacation.

Form - See Attachment B for copy of Change of Schedule Form.

Failure to turn in the proper paper work when making schedule changes can result in an incorrect billing cost, or a child being sent home alone. All paper work is forwarded to each elementary school Office, and to each class school teacher.

NOTE: Only the parent/guardian whose signature is on the registration form is authorized to make any changes or inquiries regarding the child/children’s records.

FIRE DRILL PROCEDURE

Before you have your first fire drill, explain the procedure to the children and counselors. Your counselors must sign Fire safety procedure log stating they have been trained in fire safety evacuation procedure. Fire drills are to be held every week, and must include a bus fire drill. Record all the information of every drill on the Fire Drill Log and keep the Log posted in the State Log Book.

Take a current attendance roster outside with you and count your children before you return to the building, to be sure all of your children are accounted for. The children should be instructed to line up quickly and quietly and walk to the designated exit door. Walk a safe distance from the building, making sure you have closed windows and doors. A counselor should lead the children outside and the Site Director should follow at the end of the line. It is against the law to allow children to get their belongings.

LOST CHILD DRILL

A Site Director (or other authorized staff person) will secretly remove a child from a group and hide that child. This drill is performed to train the staff on the proper procedures to follow when a child is missing from the group.

1. Gather all staff & children in one area and seat the children in that location.
2. Take attendance and count the children. This will help you to identify the missing child.
3. Once you know who is missing, hold down the notification button on the walkie-talkie for 1 minute straight. Say the first and last name of the child who is missing and their grade over the walkie-talkie. Repeat this information two more times.
4. A Counselor will remain with the children along with additional counselors. The additional counselors are based upon the number of staff in that grade. The remaining counselors are responsible for searching for the missing child.
5. When a child is reported missing, all other Senior Counselors will gather their staff and children. They will seat the children and take attendance at their current location. Make sure all staff and children are accounted for. Send all staff that is designated to search with walkie-talkies to the location reported. Make sure that one walkie-talkie is left with the



senior counselor.

6. The Child’s Counselor will inform all staff of what the child was wearing that day and where they were last seen.
7. If the child missing is from your grade, the Counselor will search for the child along with the rest of the staff. The Site Director will take the place of that Counselor. Designated staff will search all surrounding areas until they receive notification that the child was found.

** This Section is to inform all parents that the children enrolled in the Pal After School program will at times have this type of drill to insure that all Pal Staff: Directors, and counselors are following Policy and Procedure as to the whereabouts of each individual child enrolled in the program

EMERGENCY SCHOOL CLOSINGS – GRADES KINDERGARTEN THROUGH 5TH

Entire Day

If school is closed the entire day due to inclement weather, the “Pal” Program will be closed.

Delayed Opening

If there is a delayed opening for the schools, the AM Programs (morning care) will be cancelled.

Early Dismissal – School Closes BEFORE Regular Scheduled Closing Time

If there is an early dismissal at the school due to inclement weather, School Board Police mandates that all programs be cancelled, including the “Pal” aftercare program. PLEASE MAKE ADVANCE “EMERGENCY” ARRANGEMENTS, as your child will be sent home on the school bus. It is not PAL policy to notify parents if school closes early.

Cancelled After School Programs/Activities – School Closes Regular Time

When school is dismissed at their regular time but the Board of Ed cancels after school programs and activities, all Howell Pal should go to the After School Care Program as scheduled.

Announcements - Closing announcements are made on 92.7 WOBN radio station.

DISCIPLINE PROCEDURES FOR CHILDREN

“Time Out” is not used as a punishment, but rather as the name suggests, time for the child to pullout from a situation, calm down and collect his/her thoughts, and compose himself/herself to rejoin the group. The inappropriate behavior will be discussed with the child to assure that he or she realizes the problem. If a child refuses to take a “time-out” given by a counselor, the counselor will not argue or force the child to take the “time-out”. Parents will be notified upon pick-up of child of such behavior.

The staff will not discipline a child for failing to eat or for soiling himself/herself. Staff shall not administer or allow hitting, shaking, corporal punishments, abusive language, frightening treatment, withholding of food or emotional responses, or make children stay silent for any lengthy periods of time.



Should a difficult situation arise whereby the child is attempting to injure himself/herself, another child, or staff member, damages property, or continually disrupts the instructor's ability to work with the remainder of the children, suspension or expulsion will be enforced for such misconduct depending on the severity of the act. The Director will determine the length of suspension, or the act of expelling. The decision will be based upon the acts of behavior that have led up to the incidents. All events of misbehavior will be documented in the discipline log and parents will be given notice of the day's events either in writing or by phone call.

Children with continuous behavioral problems 1ST each child will review the PAL rules/policies and both the child and parent/guardian will have to sign off on them (this is done as a refresher that we must follow rules while at PAL). If behavioral problems continue then the child will be asked with their parent/guardian to sign a Behavioral Contract. By signing this contract, the child is agreeing to abide by all PAL rules. If the child breaks any of these rules, they will be suspended for a minimum of 2 days. The 3rd time the rules are broken, the child could be expelled from the program.

If any child threatens another child using specific details (i.e. "I will shoot you in the knee"), he/she will be brought to the Director immediately. The Director along with support staff will evaluate the context of the act. It will then be determined if local Police should be contacted.

If a child is expelled, the consequence is immediate expulsion from all Howell PAL sponsored activities.

**** Please see attached copy of PAL Rules and PAL Behavioral Contract!!!!**

There will not be any refunds for day(s) suspended or expulsion.



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 are reasons we may have to terminate or suspend a child from this center. However, please remember that each child will be treated as an individual, as well as their incidents.

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
- § Physical or verbal abuse to staff and/or other children in the program

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 use of hands or biting (PAL has a hands off policy)

Proactive Actions That Will 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.
- § A brief time-out will be given so child can regain control.
- § Child may lose certain privileges – i.e. May lose game time.
- § Child's disruptive behavior will be documented and maintained in confidentiality.
- § Parent/guardian will be notified verbally.
- § 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 to discuss how to promote positive behaviors after first incident, depending on the severity of the child's actions.
- § 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.



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.

- § First offense of breaking PAL Rules and Guidelines will result in Site Director/Program Director speaking with child and parent to address the child’s behavior. Sign Pal Rules as a refresher!
- § Second offense of breaking PAL Rules and Guidelines will result in Site Director/Program Director talking to child and parent/guardian and reviewing and signing the PAL Behavioral Contract with possibility of early dismissal.
- § Third offense of breaking PAL Rules, Behavioral Contract, and Guidelines will result in suspension and/or possible termination depending on severity of incident.
- § The parent/guardian will be informed regarding the length of the expulsion period. i.e. May be an early pick-up or a one (1) to two (2) day suspension.
- § The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center. Child will have to sign a PAL contract.
- § Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

All PAL Rules and Behavioral Contracts will be held for a period of 60 days, and at the end of the 60 days with no incidents, they will be removed and each child begin all over with a fresh start.

PARENTAL PROTOCOL

Parents and authorized individuals picking up or dropping off a child or group of children are to conduct themselves in such a manner that is consistent with the ideals of the Howell PAL. As adults, we serve as role models to the children around us. Words and actions convey the ideals of how to act. We feel that it is within the child’s best interest if parents or adults visiting our site conduct themselves in such a manner that conforms to a childcare environment.

In the unlikely event that a situation should arise in which a parent/guardian has a problem with a staff member, another parent, or another child, the parent is to deal directly and exclusively with the Howell PAL Director/Executive Director and not the other child, parent or staff member.

If this protocol is not followed and a parent/authorized individual decides to confront another parent, child, or staff member, or acts in such a manner leaving either child, parent or staff member feeling fearful, intimidated, frightened, or acts in a manner deemed inappropriate by the Howell PAL staff, the parent/authorized individual may be subject to sanctions, including but not exclusive to:

- Suspension or expulsion of the child from all Howell PAL activities.
- Barring of the offending parent/authorized individual from the Howell PAL Program.
- The involvement of local law enforcement depending on the severity of the incident.

All sanctions are at the sole discretion of the Howell PAL Executive Director.



ITEMS NOT PERMITTED

The following items **ARE NOT** permitted to be used at the PAL site:

- Gameboy and all other electronic games
- Radio/Discman/Headphones
- Collectible Cards
- Toys
- Action Figures

If any of these items are brought, they will be confiscated and returned upon pick-up of child.

The Howell PAL is not responsible for lost, stolen, or damaged items.

DAILY SCHEDULE

The children will be divided into groups according to their grade. Each group has a daily scheduled which is as followed:

- **Attendance** / Accountability
- **Snack** / Peer to Peer Socialization. **NO PEANUTS OR PEANUT BY PRODUCTS!!!**
- **Homework Time:** children are required to work on either homework, read a book, color, or rest their heads down on the table. **No child should be at this time engaged in socialization.**
- **Childrens' Choice:** Each child in the program will have a choice of activities he/she wishes to be involved in: Organized Activity, Playground, and Arts and Crafts

Any child who does not finish his/ her homework will be allowed to do so at the Children Choice time only!!! NOT DURING SNACK / OR ATTENDANCE

PARENTS ARE RESPONSIBLE FOR PROVIDING THEIR CHILDRENS' SNACK (NO PEANUTS OR PEANUT BYPRODUCTS).



ATTACHMENT A

Before/After School Care Program 2009/2010

**Howell PAL Office
PO Box 713
Howell, NJ 07731
Telephone: 732-919-2825
Fax: 732-919-6265**

“Pal” Site Telephone Numbers

Please call the PAL site your child attends to report an absence.

“Pal” School Site	School Office Telephone #	PAL Site Telephone #
Adelphia School	732-919-1553	TBD
Aldrich School	732-751-2483	TBD
Ardena School	732-751-2485	TBD
Greenville School	732-202-1745	TBD
Griebing School	732-751-2487	TBD
Land O Pines	732-751-2489	TBD
Newbury School	732-751-2491	TBD
Ramtown School	732-751-2493	TBD
Taunton School	732-751-2497	TBD

The “Pal” phone numbers are listed under the elementary school name.
If you call information ask for the school and ask for the Pal department.



ATTACHMENT B

CHANGE OF SCHEDULE FORM
(See Handbook for Policies & Procedures)

Child's Name: _____

School Site: _____ Program: [] AM [] PM

Table with 2 rows and 3 columns for Type of Change. Row 1: [] Change of Days, [] Adding Days, [] Deleting Days. Row 2: [] Terminate/Inactivate, [] Reactivate, [] Vacation.

PLEASE COMPLETE BELOW:

- 1. Change is effective starting what date? Month of: _____
2. Is this a permanent change? [] YES [] NO
3. If NO, please state date change is to be reversed back: Month of: _____
4. CURRENTLY, my child is attending: [] Mon [] Tue [] Wed [] Thu [] Fri
5. My child will NOW be attending: [] Mon [] Tue [] Wed [] Thu [] Fri

NOTES:

Parent/Guardian Signature

Date

Site Director Use Only

Site Staff Initials:

Date Rec'd:

Time Rec'd:



ATTACHMENT C

HEALTH & MANAGEMENT OF COMMUNICABLE DISEASES

The Howell PAL does not dispense or administer any type of prescribed or over-the-counter medication to children. In case a child becomes ill, PAL staff will telephone parents/guardians and/or emergency contacts recorded on the registration form immediately. The parent/guardian and/or the emergency contact will be allotted a one-hour time span to pick-up the child.

In cases where a physician has determined a child should remain at home or has referred the child to a hospital for medical treatment, the child shall not be admitted into the "Pal" Program. A child cannot return to the program with out medical clearance. After being either sent home feeling ill or absent due to illness, a physician must notify the Program either verbally or in writing indicating that the child poses no serious health risk to himself/herself or other children. Such illnesses or symptoms of illness shall include, but are not limited to, any of the following:

- § Severe pain or discomfort
- § Acute diarrhea
- § Two or more episodes of acute vomiting within a period of 24 hours
- § Elevated oral temperature of 101.5 degrees Fahrenheit
- § Sore throat or severe coughing
- § Yellow eyes or jaundiced skin
- § Red eyes with discharge
- § Infected untreated skin patches
- § Difficult rapid breathing
- § Skin rashes lasting more than a day
- § Weeping or bleeding skin lesions that have been treated by a physician or nurse
- § Swollen joints
- § Visibly enlarged lymph nodes
- § Stiff neck
- § Blood in urine
- § Any system or diagnosis of any communicable disease (i.e. Measles, Meningococcus, Mumps, Strep Throat, Lice, Impetigo, etc.)

Please see the PAL Office for a complete listing of communicable diseases. In the case of chicken pox, the parent must supply the "Pal" Program with a note stating that at least six days have elapsed since the onset of the rash or that all sores have dried and crusted. Upon the notification or suspicion that any child being cared for by the "Pal" Program has been exposed to a communicable disease, each parent will be notified in writing.



ATTACHMENT D

GUIDELINES OF LICENSED CHILD CARE FACILITY INFORMATION

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 comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS).

Please read this statement carefully and, if you have any questions, feel free to contact the After School Supervisor.

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 may comply with this requirements: 1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of information.

Our center is required by the State Childcare Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. 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 Manual of Requirements for Childcare 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; other.

Our center must have on the premises a copy of the Manual of Requirements and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625-0717, telephone (609) 292-1021 or (609) 292-9220.

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. 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 standards, you are entitled to report them to the Bureau of Licensing. 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 parent(s) 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 dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep your children healthy.



Parents are entitled to review the center's copy of the Bureau of Licensing Inspection/ Violation Reports on the centers, 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 Bureau '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 DYFS inspections/ investigations. DYFS 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 listing or diagram of those rooms and areas approved by the Bureau of 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 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.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any 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 Division of Youth and Family Services' Office of Child Abuse Control, Toll -Free at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting Community Education Office, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625-0717.



ATTACHMENT E

(c) For school-age child care programs, the following shall apply:

- 1. Based on center size, the center shall have one or more program supervisors at each site as specified in the chart below:

TYPES OF STAFF MEMBERS REQUIRED AT SCHOOL-AGE CHILD CARE PROGRAMS

Licensed Capacity	Program Supervisor(s)
6-180	1
181-360	2
361-540	3

- a. The children shall be supervised by a staff member at all times, including during outdoor activities, rest and sleep, toileting procedures and walking through hallways, as appropriate for their ages and developmental needs, the physical setting and the nature of the activity.
 - 1. The center shall develop and implement a Bureau-approved method to keep track of the location and safety of all children at all times when under the center's supervision.
 - 2. The center shall ensure that all staff members are trained in the method of keeping track of children.
- b. There shall be a minimum of two staff members accompanying children on any field trip, outing or special event involving the transportation of children away from the center, even when the appropriate staff/child ratios allow fewer than two staff members.
- c. The following staff/child ratios shall apply, except as specified in (d) through (f) below:

Age	Staff/Child Ratio
Under 18 months	1:4
18 months up to 2-1/2 years	1:7
2-1/2 years up to 4 years	1:10
4 years	1:12
5 years	1:15
6 years and older	1:15

- d. The following staff/child ratios shall apply during rest or sleep, when the criteria listed in (d)1,2 and 3 below are met:

Age	Staff/Child Ratio
Under 2-1/2 years	1:10
2-1/2 year and above	1:20

- 1. At least one staff member shall be physically present in the room or area in which children are napping and shall be able to summon other staff members without leaving the room or area.
- 2. A sufficient number of staff members shall be in the facility and readily accessible to ensure compliance with the staff/child ratios specified in (c) above.
- 3. Naptime preparations shall have been completed and all children above 12 months of age shall be resting or sleeping, while all children 12 months of age or below shall be sleeping.



ATTACHMENT F

PLEASE WRITE ALL CHECKS IN THE FOLLOWING MANNER:

Charles Doe 1020 My Way Howell, NJ	No. 155 <i>Date</i> 9/12/06
<i>Payable to</i> Howell PAL	\$50.00
Fifty 00/100 ----- <i>Dollars</i>	
<i>The Big Bank Howell, NJ</i>	
<i>Memo</i> <u>John Smith</u> – “ <u>School Name</u> ”	

- § Make sure ALL checks are made payable to: **Howell PAL**
- § If you have more than 1 child in the program, please write their name and school also.



CHANGE OF SCHEDULE FORM
(See Handbook for Policies & Procedures)

Child's Name: _____

School Site: _____ Program: AM PM

Type of Change	<input type="checkbox"/> Change of Days	<input type="checkbox"/> Adding Days	<input type="checkbox"/> Deleting Days
	<input type="checkbox"/> Terminate/Inactivate	<input type="checkbox"/> Reactivate	<input type="checkbox"/> Vacation

PLEASE COMPLETE BELOW:

6. Change is effective starting what date? Month of: _____

7. Is this a permanent change? YES NO

8. If NO, please state date change is to be reversed back: Month of: _____

9. **CURRENTLY**, my child is attending: Mon Tue Wed Thu Fri

10. My child will **NOW** be attending: Mon Tue Wed Thu Fri

NOTES:

Parent/Guardian Signature

Date

Site Director Use Only		
Site Staff Initials:	Date Rec'd:	Time Rec'd:



ATTACHMENT I

HOWELL “PAL” RULES

- 1. THERE IS TO BE NO HITTING, KICKING, OR PHYSICAL CONTACT OF ANY KIND.**
- 2. THERE IS TO BE NO USE OF ANY INAPPROPRIATE LANGUAGE.**
- 3. THERE IS TO BE NO THROWING OF ANY ITEM AT ANYONE.**
- 4. THERE IS TO BE NO TALKING DURING ATTENDANCE.**
- 5. THERE IS TO BE NO ARGUING WITH ANY COUNSELOR.**
- 6. ALL KIDS MUST FOLLOW THE SCHEDULE ASSIGNED TO THEIR GRADE.**
- 7. THERE IS NO RUNNING IN THE HALLS.**
- 8. ALL KIDS MUST PICK UP THEIR MESS.**
- 9. NO PEANUTS OR PEANUT BYPRODUCTS.**

CHILD SIGNATURE

PARENT SIGNATURE

DATE: _____



ATTACHMENT J
CHILD DISCIPLINARY CONTRACT

I _____ (print child's name) will follow all PAL rules listed below. If there should be a chance that someone is not doing their job, it is to be reported to the office at 732-919-2825 by you, yourself, or your parents.

1. I will not hit, kick, or have any physical contact of any kind.
2. I will not use any inappropriate language. (Example: curse words, faggot, jerk, etc.)
3. I will not throw any items at anyone. (Example: paper, pencils, spitballs, etc.)
4. I will not talk during homework time. If I do not have any homework, I will sit quietly and read a book, color, or draw. (You may even put your head down to rest.)
5. I will not argue with the Counselors. I will do as my group is instructed without argument. If you have a problem with what you are being asked to do, then please ask to speak with your Site Director so she/he may assist you with the instructions given.
6. As a child in the group, I will follow my assigned grade's schedule.
7. I will not run in the hallways of the schools. I will have permission from my Counselor to be away from my group as well as my "buddy".
8. As a child, I will always cleanup my mess.
9. I will never ever touch or sit in or around a teacher's desk.

If at anytime a PAL Rule is broken, termination from the After School Program will occur.

By signing below, I agree to all of the above items.

PERSON	PRINT NAME	SIGNATURE	DATE
CHILD			
PARENT or GUARDIAN			
PROGRAM DIRECTOR			
EXECUTIVE DRECTOR			



Howell Township Police Athletic League Policy and Procedure Parent Handbook Before/After School Care Program 2009/2010

I have read and understand all policies and procedures listed in the Howell Police Athletic League Policy and Procedure Parent Handbook, which includes the following:

Table with 4 columns: Item, Page #, Item, Page #. Lists various policies and their corresponding page numbers.

I understand that I am required to pay for all the days my child/children are registered even if they do not attend (regardless of illness, suspension, expulsion). I understand that I am required to pick-up my child within one (1) hour upon notification when my child is sick. Failure to do so will result in notification to the Division of Youth and Family Services (DYFS) as a child neglect case.

Print Parent/Guardian Name

Parent/Guardian Signature

Date: Child's Name: Site: