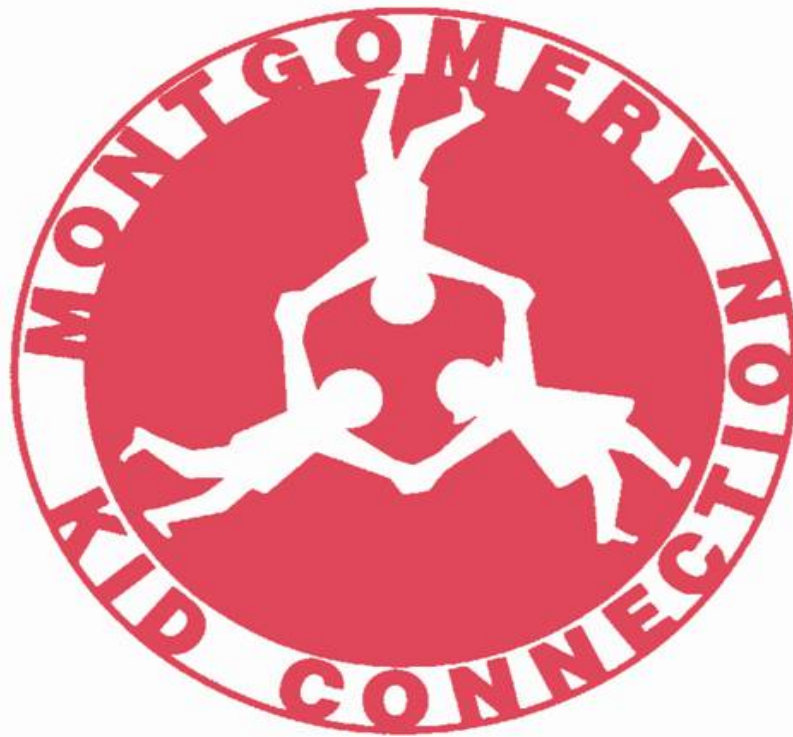


# **MONTGOMERY KID CONNECTION**

*Parent's Manual*



Updated October 2017

ANDREA McKENNA  
Director  
908-359-2111  
Fax: 908-359-5491



MAILING ADDRESS  
265 Burnt Hill Road  
Skillman, New Jersey 08558

Dear Parents:

In 1980, The Montgomery Community School, established the Preschool/Extended Day/After School Program, now known as **Kid Connection**, as a service to the community and as a commitment to its families.

A growing need existed for comprehensive services for parents who are employed full or part time. In response to this need, we established the After-School Program, which runs from dismissal until 6:00pm, to accommodate children enrolled in our Preschool Program, and students attending Orchard Hill Elementary School (grades K-2), in a safe, supervised, and caring environment.

We honor our commitment to the family unit by providing warmth and security in an educational program for young children.

Sincerely yours,

Andrea McKenna

ANDREA McKENNA  
Director  
908-359-2111  
Fax: 908-359-5491



MAILING ADDRESS  
265 Burnt Hill Road  
Skillman, New Jersey 08558

Dear Parent:

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

The statement highlights, among other things, your right to visit and to observe our center at any time without having to secure prior permission, the center's obligation to be licensed and to comply with licensing standards and the program's expulsion policy. It is the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Department of Children and Families at Hotline 1 (877) NJ ABUSE.

Please read this statement carefully and if you have any questions, feel free to contact me.

Sincerely yours,

Andrea McKenna

## 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 (00L), 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 or 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 health.

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://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 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/).

## **OUR PHILOSOPHY**

A preschool should be a place where children learn in a natural way, through play, experience and discovery, and where they satisfy their innate fascination with their environment. Their surroundings should be warm, healthy, and friendly, and the atmosphere should be one where the children are constantly learning and actively involved in an enjoyable way. The preschool should also meet each child's individual needs and satisfy them emotionally, physically, intellectually, and most importantly, socially.

We, at Montgomery Kid Connection, strive to celebrate the responsibilities and joys of your children. We welcome you!

## **PHILOSOPHY OF DISCIPLINE**

Discipline is handled in a positive manner, which is consistent with the developmental needs of the child. Methods of positive guidance include redirection, praising appropriate behavior, and providing alternatives. Clear behavioral limits are set. We encourage the children to develop self-control and to handle conflicts in a peaceful, effective manner.

For some children, a "time out" policy can be pursued. A "time out" policy means the child is withdrawn from the group for a short period of time until acceptable behavior returns.

1. Simple, understandable rules shall be established for both children and staff. These rules shall set the limits of behavior required for the protection of the group and individuals within it.

2. Discipline shall be delegated to persons who have an ongoing relationship with the child.
3. Discipline shall be developmentally related and shall not be out of proportion to the particular inappropriate behavior. For example, scolding children for honest mistakes such as spills and accidents caused by lack of coordination would be inappropriate.
4. Discipline shall be related to the child's act, handled without bias, and without prolonged delay on the part of the adult involved, so that the child is aware of the relationship between acts and consequences.
5. If there is an assessment of a child's pattern of unacceptable behavior, the staff should be aware of it and cooperate in carrying out the specific plan developed for him or for her.
6. If, after a reasonable period of time, a child still finds it difficult to accept a group situation, the teacher and the director will be consulted. A conference will be arranged for the parent/guardian, teacher, and director to consider removal of the child from the program.

## **EXPULSION POLICY**

### **1. Actions For Immediate and Permanent Expulsion**

- A) The child is at risk of causing harm or injury to other children, him/herself, or staff members.
- B) The child or Parent threatens or exhibits physical or intimidating actions toward staff members or other children.
- C) Parent exhibits verbal abuse to staff or other children.

### **2. Parental Actions For Child's Expulsion**

- A) Failure to pay/habitual lateness in payments.
- B) Failure to complete required forms including the child's immunization records.
- C) Habitual tardiness when picking up your child.
- D) Physical or verbal abuse of the staff or other children.
- E) Other. Such action that in the Director's reasonable discretion warrants expulsion.

### **3. Child's Actions For Expulsion**

- A) Failure of child to adjust after a reasonable amount of time and after notice to the parents.
- B) Uncontrollable tantrums/angry outbursts.
- C) Ongoing physical or verbal abuse of the staff or other children.
- D) Excessive biting.

- E) Other. Such action that in the Director's reasonable discretion warrants expulsion.

#### **4. Proactive Actions That Will Be Taken In Order To Prevent Expulsion**

- A) Staff will try to redirect child from negative behavior.
- B) Staff will reassess classroom environment, appropriateness of activities, supervision.
- C) Staff will always use positive methods and language while disciplining children.
- D) Staff will praise appropriate behaviors.
- E) Staff will consistently apply consequences for rules.
- F) Child will be given verbal warnings.
- G) A brief time-out will be given so child can regain control.
- H) Child may lose certain privileges, such as, participation in special events or activities.
- I) Child's disruptive behavior will be documented and maintained in confidentiality.
- J) Parent/guardian will be notified verbally.
- K) Parent /guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- L) The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- M) The parent will be given literature or other resources regarding methods of improving behavior.
- N) Recommendation of evaluation by professional consultation on premises.
- O) Recommendation of evaluation by local school district child study team.

#### **5. 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. Unless permanent, an expulsion action is meant to be a period of time, away from the center, so that the parent/guardian may work on the child's behavior, or otherwise come to an agreement with the center.

1. The parent/guardian will be informed regarding the length of the expulsion period.
2. The parent/guardian will be informed about the expected behavioral changes in order for the child or parent to return to the center.
3. The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one week, depending on the risk to the other children's/staff's welfare and safety). Except as specified in paragraph 1 (above) of the expulsion policy.
4. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.



## 6. A Child Will Not Be Expelled

- A) If a child's parent(s):
1. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements ( 1-877-667-9845 ).
  2. Reported abuse or neglect occurring at the center. ( 1-800-215-6853 ) or 1-800-792-8610 (after 5 p.m.).
  3. Questioned the center regarding policies and procedures.
- B). Without giving the parent an adequate amount of time to make other child care arrangements, except as specified in paragraph 1 (above) of the expulsion policy.

## PROGRAM OPERATIONS

### 1. The Kid Connection program enrolls 3, 4, and 5 year olds.

#### Admission Procedures:

- A) Every year registration material is given to currently enrolled families and mailed to new families who have their names and addresses on our mailing list.
- B) Registrations will be taken at times and dates specified each year.

### 2. Enrollment Policy:

- A) **Priority Registration** will be taken before registration is opened up to the general public. To qualify for priority registration, you must have a child currently enrolled in Kid Connection. Priority registration does not guarantee you availability in the next age class.

For "open" registration, spaces may be limited and registrations will be taken on a first-come, first-served basis.

Open registration is done at the Otto Kauffman Community Center, or a pre-determined local site.

- B) **Termination of your contract:** A child's enrollment may be terminated by the Director for the following reasons:

1. If the Director feels the child has developmental, behavioral, health, or disciplinary problems, which may cause him/her to harm staff or other program participants or disrupt the program.
2. Habitual tardiness at pick-up time by the child's parents.

3. If payment is not received by the 30<sup>th</sup> day of the month in which the installment payment is due, the child may not be permitted to continue to participate in the program. If tuition is not received by the 10<sup>th</sup> of the month, a \$25.00 late fee will be charged. If tuition is not received by the 20<sup>th</sup> of the month, an additional \$10.00 will be charged for a total of \$35.00. If tuition is not received by the 30<sup>th</sup> day of the month, an additional \$10.00 will be charged for a total of \$45.00 in late fees.
4. Except for the \$150 registration fee, and the payment processing fee of \$25.00, a full refund of tuition monies paid may be given if cancellation is made in writing thirty days (30) before the program commences (in September) and **a replacement can be enrolled**. In the event a replacement cannot be enrolled within 30 days, no refund will be given.
5. Full installment payments shall be required unless a thirty-day prior written notice by the parent or guardian is given of intent to cancel registration. If a thirty-day written advance notice is given, the remaining installment payments will not be due.

### 3. Days & Hours of Operations

- A) Kid Connection is open Monday through Friday, 7:30am to 6:00pm, in the Kid Connection Building at 265 Burnt Hill Road, Skillman, New Jersey.
- B) Kid Connection will follow the Montgomery Board of Education school calendar. Parents will be sent a calendar to follow before school begins.

### 4. Unexpected Closings

- A) Early morning school closings due to bad weather will be determined by the Superintendent of Schools and announced on the following radio station: WKXW 101.5 FM. In addition, your local access cable station 27 will display the most current information as well as the Montgomery Township website: [www.twp.montgomery.nj.us](http://www.twp.montgomery.nj.us) and the Montgomery Schools website: [www.mtsd.k12.nj.us](http://www.mtsd.k12.nj.us). You may also call the message line 609-466-7610 for a taped announcement.
- B) If a **closing** is announced for Montgomery Township Schools, all Kid Connection classes will be canceled.

If a **delayed opening** is announced for the Township Schools, Montgomery Kid Connection will also have a delayed opening. Specific information regarding delayed openings will be provided once the school year begins.

**Kindergarten Enrichment** children will also follow the Township delayed opening as specified on the above radio stations.

C) Early Emergency Dismissal

In the event the Montgomery Township Schools close early because of snow or other emergencies, Kid Connection will also follow an early dismissal schedule. If the Montgomery Township Schools decide on an emergency early dismissal due to inclement weather, the Kid Connection **After-School Program** is automatically cancelled. First and second grade students will be dismissed from OHES and will ride the bus home or be picked up at OHES. Kindergarten Enrichment students will follow another set of options, which will be distributed during our school year.

## 5. Pick-Up Forms

A designated Pick-Up Release Form must be filled out with information giving authorization for an individual other than a parent to pick up your child. If an individual is on your Pick Up Release Form, a verbal notice to the teacher of a change in pick-up is sufficient. **Kindergarten Enrichment please note:** Although your child may normally ride the bus to and from school, we will need designated relatives, babysitters, and your emergency contact(s), etc., on file to authorize pick up in case your child becomes ill during his/her session with us.

## 6. Late Pick-Up Policy

- A) If a parent knows that he/she will be late in picking up his/her child and his/her designated drivers are unavailable, parents should notify the school immediately. This procedure should be implemented for emergencies only, or for unforeseen circumstances beyond your control. We ask that you allow enough time for expected delays (rush hour traffic, etc.) to arrive at Kid Connection's regular dismissal time.

If you are late in picking up, you will be charged a fee of \$25.00 for any part of any 15 minutes late, (i.e., pick-up time is 11:45am, and you do not arrive until 12:00pm, you will be charged a \$25.00 late fee). If pick-up occurs after 12:00pm, an additional \$1 per minute will be charged.

If we are unable to contact you or your emergency contacts after one hour, a specific procedure mandated by DCF will be implemented.

- A) A staff member will remain with a child whose parents are late in picking them up. No child will be left unattended.

## 7. Transportation

Transportation to and from the preschool program is the sole responsibility of the parent/guardian.

## 8. Health and Safety

- A) Kid Connection is held in a facility that complies with State and Municipal codes.
- B) All children are required to have a complete physical prior to entering school. A current immunization record for DPT, Polio, Measles, Mumps, Rubella, HIB, Varicella, Influenza, and lead screening must be on file, and signed by the physician **before the child is permitted to start school.**
- C) A child will not be accepted at school if any of the following symptoms are present:
  - 1. Elevated temperature (100.00 degrees or higher)
  - 2. Severe congestion, sneezing, nose drainage or coughing
  - 3. Diarrhea
  - 4. Vomiting
  - 5. Unidentifiable rash
  - 6. Ear or throat pain and/or infection
  - 7. Severe pain or discomfort
  - 8. Lethargy that is more than expected tiredness
  - 9. Red eyes with discharge
  - 10. Difficult or rapid breathing/wheezing
- D) If the child shows any of the above symptoms, or seems uncomfortable to the point where he/she cannot participate in class activities, the child will be separated from the other children. The parent will be contacted immediately and asked to make arrangements to pick up the child as soon as possible, for the protection of the other children in the classroom. **A child must be symptom-free for 24 hours before returning to our program.** This policy will be strictly enforced.
- E) The Safety Officer will make safety inspections once a month. Any safety hazards will be reported to the Director of the program.
- F) In the event of an accident or injury, Montgomery Kid Connection will take the necessary emergency action and notify the parent/guardian immediately. Parents are required by the State of New Jersey to sign an

authorization form for emergency medical treatment (Blanket Emergency Release Form). Parents are responsible for all expenses incurred due to an emergency. The school must have updated emergency telephone numbers allowing us contact at all times.

G) The children's responsibility to maintain safety is as follows:

1. He/she will not leave the classroom without permission.
2. He/she will pick up toys on the floor to avoid accidental falls.
3. He/she will be encouraged to come to the staff if they see any unsafe incidents.
4. He/she will be given specific playground safety rules to follow.

H) Evacuation Procedures

As specified by the Montgomery Township Fire Official, fire drills are conducted at least once a month during the school year.

I) The following records will be kept on file in your child's classroom and in the office.

1. The **Child Information Sheet** which includes the following information: child's full name, address, birthdate, and date of enrollment, as well as the parents' names, home address(es), employment address(es), and telephone numbers of parents, including up-to-date emergency contacts.
2. The **Pick-Up Release Form** which is written documentation from the parent, or custodial parent, giving authorization to another individual to take the child to or from school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached immediately.
3. The **Universal Child Health Record** which includes the name, address, and telephone number of your child's physician in addition to the child's medical history, immunization records and any allergy alerts.
4. The **Blanket Emergency Release Form** which is a written authorization from parents for emergency medical care

J) Montgomery Kid Connection Staff will not provide your child with aspirin or any other medication without written permission. All prescription medicine must be in the **original container**, clearly labeled with the child's name, physician's name, date, and instructions for administering medication. **Medicine is to be personally delivered to the child's teacher or to the office by an adult**; at no time should the medication be in the child's possession, including his/her backpack, or lunchbox.

K) Prescription and non-prescription medication will only be administered to **full day children** upon parental completion of the **Medication Authorization Form** (available in the office). A child in need of long-term

medication is required to have a written statement from his or her physician identifying the purpose, type of medication, time to be administered and dosage of the medication.

## 9. Curriculum Policies

- A) The Director and Kid Connection Staff are responsible for curriculum development.
- B) Age appropriate activities will be provided to insure child development in all areas of growth (academic, social, emotional and physical).
- C) The classroom teacher will plan field trips as the availability of destination and transportation allow. Holiday parties will be planned as well as end of the year celebrations.
- D) The role of our teacher in relation to the child is as a guide, facilitator, educator and nurturer.
- E) The Holiday Season – The preschool years are such a formative time. We have raised the issue of what and how much to teach in reference to the “holidays”. We have formulated a curriculum for the teaching of the winter holidays. The Kid Connection administration, staff, and area clergy, agree that religious celebrations should be handled at home and at places of worship. We will stress this time of year as being one of sharing, caring, and helping others less fortunate than ourselves. We will stress the similarities and differences between us, and hopefully learn tolerance and understanding in the process.

In this vein, we will teach a unit on “Holidays Around the World” in which many different holidays, traditions, and cultures, will be “visited”. Some of the holidays taught through “visiting” other countries include: Chanukah, Chinese New Year, Christmas, Divali, Kwanza, Las Posadas, and Santa Lucia Day. Parents are encouraged to share their experiences and traditional items relative to another culture, i.e., cooking various ethnic foods, traditional dress, etc. We also ask parents’ help in curbing the “hype” that traditionally surrounds the season by keeping seasonal toys at home unless they pertain to the country we are visiting. With our curriculum, it is our hope to perpetuate a truer spirit of the season.

Curriculum as appropriate to Preschool and Kindergarten age children:

**September** Johnny Apple Seed’s Birthday (Apple Projects)  
First day of Autumn

<b>October</b>	Fire Prevention Week Pumpkins Halloween (Witches, Ghosts, Spiders, Jack-O-Lanterns)
<b>November</b>	Election Day Thanksgiving (Pilgrims, Indians, Sharing)
<b>December</b>	Winter Solstice Giving Tree(Giving/Caring Aspect of the Season) Winter Celebrations Around the World: Emphasis is on different celebrations children experience in various countries. Different holidays, traditions, and cultures will be addressed. This part of the curriculum will stress the similarities and differences between us, and tolerance of all. Some of the holidays taught are: Chanukah, Chinese New Year, Christmas, Divali, Kwanza, Las Posadas, and Santa Lucia Day.
<b>January</b>	New Year's Day Martin Luther King Jr.'s Birthday
<b>February</b>	Groundhog Day Lincoln's and Washington's Birthdays Valentine's Day (Love, the Child and Family, the Human Heart)
<b>March</b>	St. Patrick's Day (Mischievous Leprechauns, Pots of Gold, Green) First Day of spring
<b>April</b>	April Fools Day Earth Day Spring (changes in the seasons) New Life (chicks/eggs/bunnies, baby animals) Plants and Flowers
<b>May</b>	Mother's Day Memorial Day Maypole, May Day
<b>June</b>	Father's Day First Day of Summer

## 10. General Information

- A) Parents must park in the parking area provided for the Kid Connection building. When picking up and dropping off children, please abide by fire lines between Kid Connection and Orchard Hill Elementary School. Do not block the access between our buildings.

- B) Parking spaces for vehicles transporting handicapped students and persons are clearly marked and should be used only by vehicles officially designated as such.
- C) **The playground at Kid Connection is for school use only, during the hours of operation 7:30 am – 6:00 pm.** All of the children have the opportunity to use the playground during class time each day. Parents are invited to continue socializing with other families after school at any of the other township parks.
- D) Please dress your child in washable clothing for play and ease in toileting. We will encourage your child to attend to his/her own toileting and dressing needs as independently as possible.
- E) Children should wear sneakers or comfortable shoes. When boots are necessary in inclement weather, please bring shoes and change upon your arrival. Please do not send your child in sandals or clogs. Sandals and plastic shoes are dangerous on the playground. Please cooperate in this important matter. We want the children to be able to participate safely.
- F) For security reasons, please be sure your child's last name is marked on the **inside** of items, which he/she wears or brings to school. **Please mark all jackets, hats, boots, and sweaters.**
- G) We need a complete change of clothes (including underwear and socks). Please bring it in a Ziploc bag, which is clearly marked with your child's name. We will keep it in the classroom in the event of a spill, a fall in the mud, or any other accident.
- H) We also ask you to call us if your child is ill and will not be in school so that we are aware of the current illness. A classroom phone directory will be given to you during the first month of school. Kindergarten parents must notify the Kid Connection kindergarten teachers, as well as the office at Orchard Hill Elementary School.

## 11. Policy on the Release of Children

- A) Each child may be released only to the child's custodial parent(s) or persons(s) authorized by the custodial parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.

A child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits



or gives a release in writing. This written authorization, including name, address, and phone number shall be maintained in the child's file.

If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect, and will maintain a copy of the court order on file.

B) The procedures outlined below will be followed by staff member(s) if the parent(s) or authorized person(s) as specified in 11(above), fail to pick up a child at the time of the center's daily closing: The procedure shall require:

1. The child will be supervised at all times.
2. Staff members will attempt to contact the parent(s) or person (s) authorized by the parent(s).
3. An hour or more after closing time, provided that other arrangements for releasing the child to his/her parent(s) or authorized persons have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or authorized person(s) are able to pick up the child.

C) If the parent(s) or authorized person(s) appear 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 or harm if released to such as individual, the following procedures will be implemented:

1. The child may not be released to such an impaired individual.
2. The staff members will attempt to contact the child's other parent, or alternate person(s) authorized by the parent(s).
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child(ren).