

**COMET CARE BEFORE AND AFTER
SCHOOL PROGRAM**

2020-2021



Providing Before and After School Care that is Out of This World!

Eileen Mission

Executive Director

info@cometcare.com

609/922-9353

Index

Days & Hours of Operation	3
Registration Fee	3
Program Options and Fees	4
Payment Procedures	5
Returned Check Fees	6
Arrival and Dismissal	6
Absentee Policy	6
Emergency Closing/Delayed Opening	7
Activities	8
Personal Property	8
Suspicion of Child Abuse/Neglect	8
Court Order	9
Discipline	9
Snacks	13
Health and Safety Practices	14
Parental Informational Statement	15
Licensing Information to Parents	17
Policy on Technology & Social Media	20
Policy on the Release of Children	21
Comet Care Parent Communication/ Notification Policy	22
Expulsion Policy	23

Comet Care Program

The Comet Care Program (also known as CC) is an extended day childcare program providing children with an environment that is safe, friendly and stimulating. The program includes time for rest, snacks, play and homework as well as an opportunity for children to interact with adults and peers through a variety of activities. This program is a separate business enterprise that has no direct connection with Swedesboro-Woolwich Schools.

PHILOSOPHY

We believe that children experience the greatest growth when they feel secure and wanted. Therefore, we at Comet Care will provide a warm, caring, comfortable and safe environment for our children. Together, we will establish routines that are predictable and consistent. All children will be treated with gentleness, honesty and respect. We will encourage them to treat others in this manner. Our educated staff maintain an atmosphere where children feel comfortable and confident. Constructive guidance and positive reinforcement is key. We feel it is also necessary to establish and clearly define reasonable limits with logical consequences.

Days and Hours of Operation

The Comet Care Program will follow the Swedesboro Woolwich School District School calendar. Days of operation will be during scheduled full-day sessions and early dismissal. The Comet Care program will **NOT** be available when there is no school. Walter Hill students will be transferred to and from the Harker and Hill School.

CLIFFORD	STRATTON	HARKER & HILL
AM (7:00-8:40)	AM (7:00-8:30)	AM (7:00-8:20)
PM (3:00-6:00)	PM (3:00-6:00)	PM (3:00-6:00)
½ Day	½ Day	½ Day

Registration

All children must complete the registration process. **A \$75.00 non-refundable registration fee will be emailed once the forms are completed.** This is the final step of the registration process. Children may **not** start the program without the completion of the online registration, the forms that were emailed, and the registration fee is received. **Parents are required to keep their children's forms up to date by updating the parent portal.** To update these forms anytime during the year you can also call the Comet Care office at (609)922-9353.

Program Options and Fees

The Comet Care Program offers parents a wide variety of sessions to better accommodate the need of each family. Parents can choose to enroll their child in the AM session, the PM session, both AM and PM sessions (FULL program) & Drop-In Service.

AM AND PM (7:00-8:30) & (3:00-6:00)	
<i>Days per week</i>	<i>Fee due Monthly</i>
5	\$265 per month
4	\$240 per month
3	\$200 per month
2	\$165 per month

AM ONLY (7:00-8:30)	
<i>Days per week</i>	<i>Fee due Monthly</i>
5	\$130 per month
4	\$115 per month
3	\$100 per month
2	\$85 per month

PM ONLY (3:00-6:00)	
<i>Days per week</i>	<i>Fee due Monthly</i>
5	\$200 per month
4	\$175 per month
3	\$150 per month
2	\$125 per month

DROP-IN SERVICE

The Comet Care “Drop in Service” program allows parents to utilize child care on an occasional basis. If the service is needed that day, payment and registration forms must be received in full using the parent portal. You must let the call the office to use the service.

VOUCHER BOOKLETS- \$100.00 PER BOOKLET (5 TICKETS PER BOOKLET)

Each booklet is one per child and contains 5 pre-numbered coupons (in duplicate-white & yellow). Booklets are NON-REFUNDABLE and NON-TRANSFERRABLE. For each visit (AM=1 visit, PM=1 visit), a coupon will be signed, dated, and both copies labeled Return to school/CC sent with your child to present to his/her teacher for notification. If Drop-In Service is used for a HALF DAY, two (2) separate coupons need to be signed, dated and returned following the same procedure outlined above.) All vouchers expire at the end of the school year.

Payment and Procedures

The Comet Care Program will require a payment prior to one month in advance. **All payments are due by the 20th of the month.** Acceptable methods of payment include checks made payable to "Comet Care" or thru the parent portal. Billing will be monthly, with payments beginning on August 20 and ending May 20, 2021. **Payments can be made with VISA, MASTERCARD, AND DEBIT CARDS, through the parent portal. Checks can be mailed to PO Box 631, Swedesboro, NJ 08085. If payments are made by credit card, there will be an additional \$5.00 processing fee that will be added to the monthly bill.**

After 5 days from the due date, a \$25.00 charge will be billed if no payment was received. After 7 days of no payment, your child will be automatically removed from our rosters.

Each month the tuition rate will remain the same. **Comet Care does not offer make-up days. Our tuition is based off the 180 school days.** Therefore, if there are days off or ½ days, the rate will remain the same. The Comet Care program is only open on days when regular school is in session.

Parents/Guardians are responsible to pay for days when school is in session. Comet Care does not give credit for sick days, family vacation or days when a child may go to another person's home. Children are not permitted to attend any session they are not registered to attend. If your child is registered to attend Comet Care, and for any reason can't be there due to illness, an appointment, club, etc., please notify BOTH the main office of the school and contact Comet Care office (609)922-9353.

A written withdrawal notice is requested one month in advance. The request must be emailed to info@cometcare.com A \$25.00 withdrawal fee will be charged.

Returned Check Fees

A \$30.00 fee will be charged for a returned check. A \$60.00 fee will be charged for a second returned check, and thereafter, payment will only be accepted in money order or PAYPAL.

Please Note: **The Comet Care Program Tax I.D. is 81-2448491.** Parents are expected to keep their own records using the Comet Care Tuition Payment Record. Each invoice will display the tax EIN number along with the amount.

Comet Care offers the Rutgers Child Care Assistance for families that will be filing for child care subsidy assistance. It is the parent's responsibility to apply for RUTGERS. Please visit our website under forms on www.cometcare.com. There will be a \$3 fee for not swiping and having to fill out discrepancy forms.

Arrival and Dismissal Procedures

For the safety of the children, parents are responsible for escorting their child to the AM program in person. The parent or an authorized adult must accompany the child into the building and sign him/her in and remain until the supervisor/staff member at CC has seen the child.

Parents, or authorized adults (18 years of age or older), are responsible for picking up their children at the designated time for the afternoon session. The adult must sign the child out before leaving. Children will not be released to an unauthorized person.

THIS PROCEDURE IS NECESSARY TO ASSURE ACCOULTY AND SAFETY OF THE CHILD. IF THIS PROCEDURE IS NOT FOLLOWED, YOUR CHILD WILL BE REMOVED FROM THE PROGRAM. THE COMET CARE PROGRAM RESERVE THE RIGHT TO REQUEST PHOTO ID WHENEVER THE IDENTITY OF THE ADULT PICKING UP THE CHILD IS IN QUESTION. REMEMBER, BY REGISTERING YOUR CHILD WITH THE COMET CARE PROGRAM, YOU HAVE ASKED US TO BE RESPONSIBLE FOR HIM/HER.

A late pickup fee will be assessed, if a parent arrives after program hours:

5-10 minutes late=\$15.00 11-29 minutes late=\$25.00 30-60 minutes late= \$40.00

Please refer to the policy on the release of children on page 21**

Absentee Policy

Any child who will not be attending the Comet Care program must call their child out. It is very important that the staff is aware of who is absent. If your child will be attending an after school activity and then attending Comet Care afterwards, they must call and submit a form stating the information to the school's main office.

COMET CARE POLICY ON FAILURE TO REPORT STUDENT ABSENCE

The determination that all scheduled children are present is a vital safety feature of the Comet Care after school programs. Parents of enrolled children must cooperate to the fullest extent possible in that process.

If a child will not be attending the after school program on a scheduled day, parents must report the child's anticipated absence prior to the start of the program day. All parents must fill out a communication form and send it into the school. Notification may be made in writing or by telephone. Notification for after school programs must be made prior to 2:45 p.m. On early dismissal days, these times must be adjusted to the bus run or school dismissal time accordingly. **IT IS IMPERATIVE THAT YOU FILL OUT A COMMUNICATION FORM FOR ANY DISMISSAL CHANGE AND SEND TO THE SCHOOL'S MAIN OFFICE ALONG WITH COMET CARE.**

Emergency Closing/Delayed Opening

When school is cancelled for the entire day due to inclement weather or other emergencies, the Comet Care Program will also be closed. **If a delayed opening is called, Comet Care will also be delayed IF staff is available **Please note that most of the staff members are college students and have class scheduled during school hours**** If there isn't enough staff for a delayed opening, there will be no Comet Care AM. If staff is available and Comet Care does go forward with a delayed opening, Comet Care will open at 9:00 am instead of 7:00 AM. The district's Emergency Phone System along with the REMIND app will notify you if there is a delayed opening. Information regarding closings will also be posted on our Web Site. There will be no refund for cancelled days.

All students that attend the Comet Care PM program will follow the same schedule on early dismissal days.

Activities

- Homework Time- students have the opportunity each day to work quietly while completing daily homework assignments. Teachers and staff will be available for help.
- Quiet time- opportunities to write, read, draw or do crafts.
- Gym activities-organized games both inside and out.
- Free playtime- this includes block and board games.

- In the afternoon, one snack will be provided during the program. Children may also bring a snack from home that is on the list.

Personal Property

The Comet Care Program will not be responsible for personal property that is either lost, stolen or damaged. All of your child's personal items/property should be individually labeled to avoid confusion of ownership. Students may not bring electronics from home, unless it is electronic day!

Suspicion of Child Abuse/Neglect

Please be aware that the staff and administration of Comet Care are considered mandatory reporters, and Comet Care will follow all applicable laws/regulations regarding suspected child abuse and/or neglect.

The Division of Youth and Family Services asks that the following information be disseminated to all parents and staff:

- Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment or any other kind of child abuse, neglect or exploitation by any adult is required by state law to report such allegations to the DYFS office of child abuse **(1-877 NJ ABUSE/1-877-652-2873)** or any district office *immediately*.
Reports may be made anonymously by telephone.

Court Order

If a child is the subject of any court order, Comet Care must have a copy of the most recent version, signed and with a judge's seal, included in the child's file. This includes orders regarding guardianship, parental custody, restraining orders, or any other orders relevant to the child's enrollment or pick up from the program. Please note that, without proper documents, Comet Care may not restrict a parent from visiting or taking a child from a program, or provide information to anyone other than the parent(s).

Comet Care will make every effort to follow the order as written; however, if there is any confusion as to the meaning or requirements of the document,

Discipline

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention, inflicting physical or emotional harm on other children, physically abusing staff or is otherwise unable to conform to the rules and guidelines of the Comet Care Program.

It is the goal of the Comet Care program to guide children to be happy, cooperative participants in the program, to also become responsible for their own actions, and to grow in their respects for the rights and feelings of other people.

When conflicts over the rights of other people and property develop, it is our goal to work with the individual children, listen to what each has to say and help resolve the conflict through effective communication.

This policy describes the progression of disciplinary actions which CC will follow in response to inappropriate behaviors, depending upon severity and duration. It is assumed at all times that CC is acting in good faith, and with the best interests of the individual child as well as the other children and the staff in mind. It is also assumed that the parent/guardian of the child is acting in partnership with CC staff throughout the process. If at any time during this process the parent/guardian refuses to comply with the recommendations/requirements of CC, we reserve the right to terminate the child's enrollment effective immediately.

Phase I Description

Typical, everyday inappropriate behaviors (mild acting out, occasional uncooperative behavior, mild temper outbursts, etc.)

Steps

1. The Site Supervisor will remove the child from the situation and evaluate what needs to be done (i.e removed from the group, sit out for 5 minutes, apologize). The
2. Site Supervisor records incidents in daily log book.
2. The Site Supervisor informally requests assistance from parent/guardian as to how these behaviors are best dealt with at home.

3. The Site Supervisor may seek additional resources on specific behaviors from CC library or other sources.
4. The Site Supervisor may explain situation to Executive Director and seek input as to suggested next step.

Phase II Description

Behaviors have escalated or become more frequent, disruptive and/or aggressive.

Steps

1. The Site Supervisor completes an CC Incident Report on an incident, behavior, or pattern of behavior. The Site Supervisor arranges to meet with parent/guardian privately for a few minutes to present incident report and discuss concerns.
2. The Site Supervisor will share information about the situation with the Executive Director, discuss the behavior and the response from parent/guardian, and plan next step.

Phase III Description

Disruptive / aggressive behavior continues with no improvement after Phase I & II interventions, and/or an additional incident occurs which Program Supervisor determines is a serious concern. **At this stage, the parent/guardian is advised that an intermediate step may be skipped and immediate suspension or expulsion from the program are possible consequences at any time in the future.**

Steps

1. The Site Supervisor completes an CC Incident Report and discusses it with the parent/guardian.
2. The Site Supervisor consults with the Executive Director, utilizing all relevant information (log book, incident reports, etc.).
3. Depending upon the severity of the incident, the Executive Director may meet with or speak to parent/guardian by telephone. The Site Supervisor and the child may be included in a meeting at the discretion of the Executive Director.

4. Recommendation is made based on the Site Supervisor and the Executive Director's conclusions and results of discussion with parent/guardian.

5. At the discretion of the Executive Director the family may be notified that, without improvement in the situation, the child will be expelled from the program with notice of one week. This warning does not preclude immediate suspension or revocation of this notice in the event of a serious incident as outlined below.

6. Director communicates decision to parent/guardian directly, with follow up in writing, and maintains copy of letter in CC files. If the child is recommended for suspension, CC will outline the length of the suspension, and the requirements that must be satisfied before child is allowed to return to the program. The immediacy and length of the suspension will be based on the behavior or incidents that caused the suspension.

Phase IV Description

Behavior continues with no improvement after Phase I & II and III, or a very serious incident has occurred.

Steps

1. The Site Supervisor promptly consults with the Executive Director, utilizing all relevant information (log book, incident reports, etc.).
2. The Executive Director meets with the parent/guardian in person to discuss situation and strategies to deal with behavior. The Site Supervisor and/or the child may be included in this meeting at their request, or the request of the Executive Director.
3. The Executive Director will decide as to which possible action to be taken. Recommendation is made based on input from the Site Supervisor, Executive Director, and the results of parent meeting.
4. The Executive Director communicates the decision to the parent/guardian directly, with follow up in writing, and maintains a copy of the letter in CC files. If the child is recommended for suspension, CC will outline the length of the suspension within 24 hours, and requirements that must be satisfied before child is allowed to return to the program. The length of the suspension will

be based on the behavior incidents that caused suspension and whether outlined requirements have been satisfied.

5. If the child has already been subject of a previous suspension, the Executive Director may decide to move on to Phase V and proceed with an immediate expulsion from the program.

Phase V Description

Serious violent behavior occurs; or continued disruptive behavior continues despite Phases I - IV; or another serious rule violation.

Steps

1. The Executive Director notifies the parent/guardian by phone immediately regarding child's behavior and informs the parent/guardian that the child is suspended until further notice, effective immediately. The call is followed up with a letter to the parent outlining this decision, and a copy of the letter is placed in the CC files.

2. The Executive Director will immediately dismiss the child permanently from program.

3. The Executive Director and Site Supervisor consult one another to discuss final outcome the following day.

4. The Executive Director formally advises parent, within 72 hours, of the decision with follow up in writing and a copy of letter placed in CC files.

The following are considered extremely serious incidents and may be cause for immediate movement to Step III, in which case suspension and/or dismissal from the program is possible, with or without notice.

- Injury to self, another child, or an adult
- Serious destruction of school or CC property
- Leaving the program site or school grounds
- Repeated uncontrollable behaviors or outbursts

- Repeated disruption of program function
- Inappropriate touching of other children
- Stealing
- Inability to function within normal program structure (i.e. refusal to follow rules; continuous crying or belligerence)
- Threats made toward children or adults
- Parental refusal to cooperate with CC at any step in the process
- Threatening behavior by parent(s)/guardians
- Any other behavior which the Executive Director deems a threat to the safety or physical or emotional well-being of program participants or staff

Each child and each case will be considered individually. Comet Care reserves the right to move directly to Phase III, IV, or V without moving step-by-step through other phases if conditions so

Snacks

CC permits children to bring a snack from home to be eaten during the after school program. Please make sure that these treats from home are non-perishable and peanut free. CC will provide one snack per child if they decide not to bring in any food from home. Children may not bring candy, soda, and/or glass bottles to the program. Also, children will not be permitted to purchase drinks/food from vending machines located within the school.

Due to the increase in and severity of nut, dairy and other food allergies, CC may decide to eliminate foods containing nuts or other ingredients from any snacks served, and if necessary and feasible, go so far as to prohibit them from the program site. If a child has any serious or life threatening allergies or medical conditions related to food, these must be clarified, and a care plan from a physician outlining needs/solutions prepared in advance with the Executive Director.

Health and Safety Practices

MEDICAL ISSUES ADMINISTRATION OF MEDICATION

It is CC policy that staff generally may not administer any medication, either prescription or nonprescription. Exceptions will only be made in extraordinary cases of a chronic or life-threatening nature, and only after

adequate notice and thorough review of the circumstances with the Executive Director.

Parents/guardians sending a child to the program with medication for self-administration, and/or without following the proper procedure, will be called immediately to make alternate arrangements for administration of the medication.

If a child has an illness that is not chronic or life-threatening but requires a short or long-term course of medication, we ask that the dosage times be scheduled so that they may be administered at home or by the nurse during the regular school day. Please do not give medication to any CC staff member to give to the school nurse, nor give medication to your child to bring to the program or the nurse. We cannot take responsibility for lost or forgotten medication, or for the availability of the school nurse to dispense medication.

In the case of a child with a chronic or life threatening condition requiring immediate or ongoing medication (i.e., asthma or life-threatening allergy), parents/guardians must contact the Executive Director well in advance of the child's first day of attendance to determine whether the program is equipped to handle the medical needs of the child, and/or the necessary medication and its administration. Parents/guardians must clear all medication with the Executive Director. Under no circumstances may medication be administered by an CC staff member, nor may a child self-administer, without prior discussion with and written approval of the Executive Director.

EMERGENCY MEDICAL PROCEDURES

In the event of a minor injury on site, the staff will administer basic first aid, and depending upon the degree of the injury, the parent/guardian may be called and an accident report may be given to the parent/guardian (or other pickup person with prior authorization to receive such reports) upon arrival.

In the case of a fall from a height, a possible head injury, or a bite which breaks the skin, parents/guardians will be notified immediately. In the case of a serious injury, the Site Supervisor, in consultation with the Executive Director, may judge that additional medical care is needed. Every attempt will be made to contact the child's parent/guardian, physician, or other authorized person to discuss options for further care. CC maintains accident insurance secondary to the family's own policy to cover injuries which occur at the program. Parents

wishing to utilize this secondary insurance coverage should contact the Executive Director to request the appropriate claim forms.

Communicable/Non-communicable disease

The safety and health of children attending CC is of primary concern to the staff and children. The school buildings are maintained by the school district according to state rules and regulations. The parents can assist our health practices by planning for alternate care when your child is sick.

CC's health practices include:

- Exclusion of children and staff with infectious diseases until they no longer present a health problem for themselves or others. Students must be fever free (temp.<100) for a full 24 hours, without the use of fever reducing medicine before returning to Comet Care.
- Notification to families of any infectious diseases contracted by children and staff.
- Frequent hand washing by staff and children.
- Sound food-handling practices.

In the event of a child's illness during the program, any of the following actions may occur:

- An attempt will be made to notify the parent(s) regarding the situation. Parents will be given an indication of any action which may be taken and/or if there is a need for the child to be picked up early.
- The child will be isolated under the supervision of a staff member.
- In case of an emergency, the emergency squad (911) will be called.

If a child exhibits any of the following symptoms, he/she can't attend the program. If such symptoms occur during program hours, the child will be removed from the group and must be picked up within the hour. Children can't return to program until they are symptom free for 24 hours. A child who contracts any of the following diseases may not return to the program without a physician's note stating that the child presents no risk to himself/herself or others:

Respiratory Illnesses

Chicken Pox, German Measles, Hemophilus Influenza, Measles, Meningococcus, Mumps, Strep throat, Tuberculosis, Whooping Cough

Gastrointestinal Illnesses

Giardia Lamblia, Hepatitis A, Salmonella, Shigella

Contact Illnesses

Impetigo, Lice Scabies

If your child is exposed to any excludable disease at the program, you will be notified in writing. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be called immediately. The staff child ratio shall be maintained according to the minimum Standards for Licensing for school age children to insure the safety of your child. Outdoor play will not be allowed when temperature (including wind chill) falls below 30 degrees Fahrenheit to insure the safety of your children.

Dressing child appropriately for active play

- Sneakers and rubber-soled shoes are the safest footwear.
- Monitoring what your child brings for before and after school play that might be hazardous to himself/herself or others.
- Reinforcing appropriate play behavior and limits.

PARENTAL INFORMATIONAL STATEMENT

Dear Parent:

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 secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry and Child Abuse Hotline.

Please read this statement carefully and, if you have any questions, feel free to contact me at: 609/922-9353

Sincerely,

Eileen Mission

Eileen Mission-Executive Director

LICENSING INFORMATION TO PARENTS

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

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Human Services (DHS). 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.

ADDITIONAL LICENSING INFORMATION TO PARENTS (cont.)

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 secure a copy of the Manual of

Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

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 standards, 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 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 administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

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

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

Our center must cooperate with all DHS inspections/investigations. DHS 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 have about it.

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

ADDITIONAL LICENSING INFORMATION TO PARENTS (cont.)

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

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at www.nj.gov/health/cd. 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 an adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry and Child Abuse Hotline, toll-free at 1-(877) NJ ABUSE (652-2873). 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, PO Box 717, Trenton,
NJ 08625-0717.

COMET CARE INTERNET, MOVIES, ELECTRONICS, VIDEOS, AND MUSIC POLICY

Viewing of movies and other videos along with electronics are used primarily as part of a theme, on half days, as a reward, or on days with inclement weather. All movies will be G rated. Fridays will be electronic days and will have access to the internet. Your child(ren) may play age appropriate video games and music. Any child who is looking up inappropriate material will automatically be written up.

1st offense of inappropriate content: 2 day suspension of electronics & no permission to use internet. Student will be written up.

2nd offense of inappropriate content: No longer allowed to participate in electronic day. Student will be written up.

STUDENT NAME: _____ DATE: _____

PARENT SIGNATURE: _____

THANK YOU,
COMET CARE

COMET CARE

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).

Comet Care Parent Communication/Notification Policy

Comet Care uses face to face, phone calling, texting, individual/group emails to communicate all aspects of child care and operations needs to parents. Parents and childcare providers communicate daily regarding all aspects of the program and child specific information informally at the time of drop off and pick up. The point person at each program for parent communication is the program Supervisor. All communication related to the safety or wellbeing of a child is conducted either in person or talking directly with a parent over the phone. This includes communication of any behavioral incidents or injuries in the program. Texting a parent is limited to responding to a parent text – that is not related to the safety or wellbeing of a child. (Such examples are to let a parent know that a text regarding who was going to pick up or a child absence was received.) Parents are notified through a posted sign or flyer of any program events or needs. An example is to notify a parent of a Parent Participation activity coming up. Comet Care will also sign each parent up with the REMIND app. This will notify parents through their mobile device of any important reminders. This may include weather notifications, events, and billing.

Individual or group emails and REMIND are used to communicate business information to parents regarding tuition, deadlines, policies, or billing/collection needs. Phone calls or emails are used to communicate individual specific information to parents regarding registration information, needed information, billing/collections, medication or other clarifications between the Just Kids Office and the parent. The Comet Care website at www.cometcare.com is used to communicate information regarding Comet Care operations and individual programs. Included on the website are our Parent Handbook/ FAQ for parent reference at any time. This information is updated on an on-going basis. Comet Care also provides the Parent Handbook and the required documents listed below as part of our registration process. The receipt of these documents are signed by hand as part of the paper registration.

- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy
- Expulsion Policy
- Parent Communication/ Notification Policy
- Sick Child/Communicable Disease Policy

- Social Media Policy

EXPULSION POLICY NAME OF CENTER: Comet Care

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.