

**COMET CARE BEFORE AND AFTER
SCHOOL PROGRAM**

2026-2027



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

info@cometcare.com

609/922-9353

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Comet Care Program

The **Comet Care, LLC** ("Comet Care") 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.

CLIFFORD	STRATTON	HARKER
AM (7:00-8:45)	AM (7:00-8:40)	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 \$100.00 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.

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 through the parent portal (Jackrabbit). Billing will be monthly, with payments beginning on August 20 and ending May 20, 2024. **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 \$10.00 processing fee that will be added to the monthly bill.**

After 5 days from the due date, a \$45.00 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 cometcareschool@gmail.com.

Returned Check Fees

A \$50.00 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 through Jackrabbit.

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 **Comet Care**, 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 ATTENDANCE 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. IF A PARENT/GUARDIAN ARE LATE MORE THEN THREE TIMES, THEY MAY BE REMOVED FROM THE PROGRAM

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 and Behavior Policy

Purpose

The goal of the Comet Care Before and After School Program is to provide a safe, respectful, structured, and supportive environment for all children, staff, and families. Positive behavior is encouraged through clear expectations, consistent routines, communication, and appropriate consequences.

Participation in the program is a privilege. For the safety and well-being of all participants, **Comet Care, LLC** ("Comet Care") reserves the right to suspend, remove, or terminate enrollment of any child whose behavior is unsafe, disruptive, inappropriate, or inconsistent with the program's expectations.

Program Expectations

Students are expected to:

- Treat staff, peers, school property, and program materials with respect
- Follow directions from staff members promptly
- Use appropriate language and behavior at all times
- Keep hands, feet, and objects to themselves
- Participate safely in all activities
- Remain in assigned areas unless given permission by staff
- Follow all school and program rules during program hours

Parents/guardians are expected to:

- Support the program's behavior expectations
 - Communicate respectfully with staff
 - Respond promptly to behavior concerns or incident reports
 - Maintain current emergency contact and pickup information
-

Positive Behavior Support

Comet Care uses a progressive and age-appropriate behavior management approach which may include, **in the sole and exclusive discretion of administration:**

- Verbal reminders and redirection
- Review of expectations
- Loss of privileges or activities

- Reflection time or cooling-off period
- Parent communication
- Written behavior reports
- Behavior improvement plans, when deemed appropriate

Staff will make reasonable efforts to support students in making positive choices while maintaining the safety, supervision, and structure of the program.

Comet Care reserves the right to bypass any progressive discipline steps depending on the nature and severity of the conduct involved.

Serious Behavior and Immediate Removal

Certain behaviors are considered serious violations of program expectations and may result in immediate suspension or permanent removal from the program following a single incident, **in the sole and exclusive discretion of Comet Care administration.**

These behaviors include, but are not limited to:

- Physical aggression or fighting
- Hitting, kicking, biting, spitting, or throwing objects
- Threatening or intimidating staff or other students
- Bullying, harassment, or repeated disrespectful conduct
- Profanity directed toward staff or students
- Destruction of school or program property
- Leaving designated areas or running from staff supervision
- Possession of weapons, vaping devices, drugs, alcohol, or prohibited items
- Behavior that places the child, staff, or others at risk of harm
- Repeated disruptive conduct interfering with the safe operation of the program

Suspension and Termination of Enrollment

Disciplinary action may include, but is not limited to:

Warning

A verbal or written warning may be issued for minor infractions, in the sole discretion of administration.

Parent Conference

Parents/guardians may be required to participate in a conference regarding behavioral concerns, expectations, and next steps.

Suspension

A child may be suspended from the program for serious or repeated behavioral concerns.

Immediate Removal or Termination

Comet Care reserves the right to immediately remove or terminate a child's enrollment following one serious incident or repeated behavioral concerns despite prior intervention.

Examples include, but are not limited to:

- Physical assault
- Serious threats or intimidation
- Unsafe elopement or leaving supervision
- Conduct creating danger to self or others
- Repeated aggressive or defiant behavior
- Parent or guardian conduct toward staff that is threatening, abusive, or disruptive

Ability to Meet a Child's Needs

Enrollment may also be denied, suspended, or terminated if Comet Care administration determines, **in its sole and exclusive discretion**, that a child's needs exceed the level of supervision, staffing, structure, or support the program can safely and reasonably provide within its existing program model.

This includes situations involving behavioral, emotional, medical, developmental, or supervision-related needs requiring services beyond what the program is equipped to provide.

Incident Documentation

Serious behavioral incidents will be documented by staff and maintained in program records.

Parents/guardians will be notified of incidents involving:

- Safety concerns
 - Aggression
 - Injury
 - Repeated misconduct
 - Suspension or removal from program activities
-

Zero-Tolerance Policy

Comet Care maintains a zero-tolerance policy for:

- Violence
- Threats of violence
- Weapons
- Possession of prohibited items
- Any conduct that jeopardizes the health, safety, or welfare of children or staff

Such conduct may result in immediate dismissal from the program without prior warning.

Administrative Discretion

The Program Director and Comet Care administration reserve the right to determine appropriate disciplinary action based on the nature, severity, frequency, and surrounding circumstances of any behavior or incident.

All decisions regarding suspension, removal, denial of enrollment, or termination of participation are made in the sole and exclusive discretion of Comet Care administration and are final.

Non-Discrimination Statement

Our program is committed to providing equal access and opportunities to all children and families in accordance with applicable state and federal non-discrimination laws. Reasonable accommodations will be considered on an individual basis consistent with the program's staffing, resources, licensing requirements, and ability to safely meet a child's needs within a non-medical childcare environment.

Students with Disabilities, Accommodations, and Program Participation

Comet Care is committed to providing a safe and inclusive environment and does not discriminate on the basis of disability in accordance with applicable federal and state law, including the Americans with Disabilities Act (ADA), where applicable.

Comet Care is a private before and after school childcare program. It is not:

- a school district placement
- a special education program
- a therapeutic program
- a behavioral intervention program
- a one-to-one support or aide-based program

Participation in Comet Care is voluntary and separate from a child's educational placement during the school day.

While Comet Care may reasonably consider accommodation requests on an individual basis, the program is not obligated to provide services, staffing, modifications, supports, transportation, or interventions outlined in:

- Individualized Education Programs (IEPs)
- Section 504 Plans
- Behavior Intervention Plans (BIPs)
- Individual health or educational plans
- School-based accommodations or related services

Comet Care reserves the right to determine, in its sole and exclusive discretion, whether it can safely and appropriately meet a child's needs within the program's available staffing ratios, supervision structure, training, and resources.

Comet Care may deny enrollment, suspend participation, or terminate care if:

- a child requires a level of supervision or support beyond what the program can reasonably provide;
- the child's behavior poses a direct threat to the health or safety of themselves, other children, or staff;
- requested modifications would fundamentally alter the nature of the program; or
- accommodations cannot be safely implemented within the program setting.

Nothing in this policy shall be interpreted as a guarantee of specialized services, dedicated aides, individualized behavioral intervention, or implementation of educational plans created by a school district or outside provider.

Parents/guardians are strongly encouraged to communicate openly regarding their child's needs prior to enrollment and throughout participation in the program. Failure to

disclose significant behavioral, medical, emotional, or supervision-related concerns may result in denial of enrollment or removal from the program.

The safety, welfare, and overall functioning of the program remain Comet Care's highest priority.

Parent Responsibility

Parents/guardians are responsible for notifying the program of any medical conditions, allergies, or emergency health concerns prior to enrollment and for providing updated emergency information as needed.

Snacks

Comet Care 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. Comet Care 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, Comet Care 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.

Medical & Health Services Policy

Comet Care is a non-medical childcare program and does not employ licensed medical professionals on site, including nurses, physicians, or other healthcare personnel. Staff members are not trained or licensed to provide medical care, medical treatment, medical monitoring, or skilled nursing services.

Our program is able to provide **basic first aid in response to an accident or injury** occurring during program hours. Basic first aid may include care such as

cleaning minor cuts, applying bandages, ice packs, or other immediate comfort measures.

Basic first aid does not include supplying, administering, or assisting with any regularly administered medications, whether prescription or over-the-counter, that are prescribed or recommended by a child's medical provider.

To maintain the safety of all children in our care, Comet Care does **not** administer routine prescription or non-prescription medications, including but not limited to:

- Oral medications
- Antibiotics
- Cough or cold medications
- Pain relievers
- Nebulizer treatments
- Daily medical treatments or procedures
- Any regularly administered medication prescribed by a child's medical provider and/or over-the-counter

Whenever possible, parents/guardians are expected to administer medications outside of program hours.

Emergency Medications

Comet Care may permit limited emergency medications necessary to respond to a life-threatening allergic reaction or medical emergency, including:

- Epinephrine auto-injectors (EpiPens)
- Emergency allergy medications authorized by a physician

Any approved emergency medication must:

- Be provided by the parent/guardian
- Remain in its original container with pharmacy label
- Include written physician instructions and/or an emergency action plan
- Include signed parent/guardian authorization forms

Staff assistance with emergency medication is limited to emergency response only and does not constitute medical care, nursing services, or ongoing medication administration.

Scope of Care

Because Comet Care is not a medical facility and does not employ healthcare personnel, we may be unable to accommodate children whose needs require services beyond the scope of a non-medical childcare setting, including but not limited to:

- Ongoing medical monitoring
- Skilled nursing care
- Frequent or complex medical procedures
- Medical services beyond staff training or childcare licensing requirements

Enrollment decisions are made on an individual basis with consideration given to:

- The health, safety, and supervision needs of the child
- The safety and well-being of all children in care
- Staffing levels
- The program's ability to provide appropriate care within the scope of a non-medical childcare setting

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 Lambliia, 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.

Toilet Training Policy

Comet Care Toilet Training Policy

All children enrolled in Comet Care, LLC must be **fully toilet trained prior to starting the program**. Because the program serves kindergarten-aged children and older, children are expected to independently manage their toileting needs during program hours.

“Fully toilet trained” means a child is able to:

- Recognize the need to use the restroom and communicate that need in time
- Use the toilet independently
- Manage clothing independently
- Wipe themselves appropriately
- Wash hands independently
- Remain continent throughout the program day without the regular use of diapers or pull-ups

Occasional accidents can happen and will be handled respectfully and discreetly by staff. Parents/guardians must provide a change of clothes to be kept at the program.

If a child has frequent toileting accidents or is unable to independently manage toileting needs during program hours, Comet Care, LLC may require a parent/guardian conference and reserves the right to determine whether the program is an appropriate placement at that time.

Our goal is to maintain a safe, sanitary, and supportive environment while ensuring children are able to participate successfully and independently in all aspects of the program.

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

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

To help maintain a safe, focused, and engaging environment, children enrolled in Comet Care are not permitted to bring or use personal electronic devices during program hours. This includes, but is not limited to, cell phones, smart watches, iPads, tablets, handheld gaming devices, or similar electronics.

If a child brings an electronic device to the program, it must remain turned off and stored in their backpack unless otherwise approved by staff.

At times, children may have the opportunity to earn a special “**Electronic Day**” as part of a reward or incentive program. On those designated days only, children may bring an approved electronic device to use during a specified time under staff supervision.

Children may also use school computers, tablets, or internet-based resources provided by the school for educational activities, homework, or enrichment. All internet use must be school-appropriate and supervised by staff.

Occasionally, a movie may be shown as part of the program. Any movie viewed during Comet Care must be rated **G** or **PG** and must be age-appropriate for the children in attendance.

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 be included with the school districts reminders if and when is needed. 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.

Department of Children and Families
Office of Licensing

INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

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

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

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

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

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

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

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

CONTACT

609/922-9353 Main number

609/922-9354 Clifford School

609/922-9355 Stratton School

609/922-9356 Harker School

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