



## General Information

### Our Mission

All Saints Parish created the All Saints Community Service and Development Corporation in 1995 to help meet the social and economic needs of children and families. Our mission is to equip children and families with the tools not only to survive, but also to overcome the many barriers they face. We believe that all people deserve a fair chance at creating a fulfilling life based on self-esteem, self-reliance, personal accountability and respect for others.

### Important Numbers

Jubilee After School Program	201-792-0340
Leslie Brown <b>Interim Executive Director</b>	201-792-0340 x15
Jessica Steele <b>Education &amp; Program Director</b>	201-792-0340 x16

# FEES & PAYMENTS

- \$50 registration fee for all children
- After School Program fee - \$120.00 per month. The Jubilee Center of Hoboken is dedicated to helping our parents and therefore offer reduced rates to those families who do not qualify for state, federal or other third party aid.
- **Monthly payment in full is due by the 7th of each month. A late fee will be applied after the 7th of each month.**
- Fees are non-adjustable. The Jubilee Center cannot accept **postdated or second party checks**. Returned checks are subject to a \$35 returned check fee and cash payments.
- Registration fees are non-refundable. No refunds are given and full monthly payment must be made even if your child (ren) does not attend the full month.

**LATE FEES** - After School Program concludes at 6:30 pm. Parents will be assessed \$1 per minute for late pick up. This fee must be paid before your child can return to the program. Repetitive lateness may result in suspension or termination from the program.

**SECURITY** - All youth records will be kept confidential and must be fully completed before a youth will be accepted into the program. Youth records will include the application, parent release form, medical release forms, and emergency numbers for use if the parents/guardians cannot be reached or does not pick-up the child on time, health records, and pertinent information on the Childs' progress.

**DINNER/SNACKS** - Children participating in the After School Program will get one meal per day: dinner. **If your child is allergic to any food product, please inform us and plan to pack a snack from home. We do not have access to refrigeration, microwave or stove.** Please plan and pack a snack accordingly.

**CHILD ABUSE AND NEGLECT** - New Jersey State Law requires that any instance of child abuse or neglect suspected by a child care worker must be reported to the Division of Youth and Family Services. The After School Program will follow this directive.

**IN THE EVENT OF AN EMERGENCY** - In the event of an emergency we will evacuate to the nearest safe shelter, library, recreation center and/or nutrition center. Emergency contact numbers will be with the counselors and every effort will be made to contact guardians.

In the event of an emergency requiring us to lockdown the building, **POSITIVELY NO ONE** will be allowed entrance for any reason. Phones will be used for emergency use only.

**LOST AND FOUND** - Inquiries for lost items should be made to the front desk. It is the responsibilities of parents to stress the importance of honesty to children in order to increase the chance of lost items being returned. Please make certain your child does not bring valuable jewelry, sums of money or toys to camp.

**ELECTRONIC DEVICES** - We follow school policy. The use of electronic communication and entertainment devices are not permitted. ***We assume no responsibility for lost, damaged or stolen items.***

AUTHORIZATION TO PICK UP CHILDREN – We require that you notify us in writing if someone other than the parent/guardian who will be picking up your child. Please advise such person to present identification upon entering the program/building.

(10:122-6.5) Policy on the Release of Children

1. Child(ren) may be released only to the child's parent(s) or person(s) authorized by the parent(s), as specified in N.J.A.C. 10:122-6.8(a)3, to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached;

2. If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order;

3. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in (a) 1 above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:

- i. The child is supervised at all times;*
- ii. Staff members attempt to contact the parent(s) or person(s) authorized by the parents;*
- iii. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parents(s) or authorized person(s) 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 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;*

4. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (a) 1 above 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 of harm if released to such an individual. The procedures shall require that:

- i. The child shall not be released to such an impaired individual;*
- ii. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and*
- iii. If the center is unable to make alternative arrangements, as noted in (a) 3ii above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.*

**(b)** For School Age Child Care Programs, the following shall apply:

1. No child shall be released from the program unsupervised except upon written instruction from the child's parent.

**SICKNESS/ABSENTEEISM** – We request that you do not send your child to the program if they are sick. If a child becomes ill at the program, parents will be notified to pick the child up. Please refer to following health policy issued by the state licensing department for further information regarding illness, accidents and medications. **If your child is going to be absent, we request that you notify us at 201-792-0340.**

## Health Requirements

### 10:122-7.1 Illnesses/Communicable Diseases

(a) A center that seeks to serve any children who have any of the illnesses, symptoms of illness or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provisions of N.J.A.C. 10:122-8.

(b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

1. Confined to a home under a health care provider's immediate care; or
2. Admitted to a hospital for medical care and treatment.

(c) The following provisions relate to illness and/or symptoms of illness:

1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c) li through xiii below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to any of the following:

- i. Severe pain or discomfort;
- ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a loose consistency within a period of 24 hours, or bloody diarrhea;
- iii. Two or more episodes of acute vomiting within a period of 24 hours;
- iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- v. Lethargy that is more than expected tiredness;
- vi. Yellow eyes or jaundiced skin;
- vii. Red eyes with discharge;
- viii. Infected, untreated skin patches;
- ix. Difficult rapid breathing or severe coughing;
- x. Skin rashes in conjunction with fever or behavior changes;
- xi. Weeping or bleeding skin lesions that have not been treated by a health care provider;
- xii. Mouth sores with drooling; or
- xiii. Stiff neck.

2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)I above, the center shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 10:122-5.2(p)4, until:

- i. He or she can be taken from the center; or
- ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

4. The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.

(d) The following provisions relate to excludable communicable diseases:

1. The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center, until:

- i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
- ii. The center has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
- iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

#### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses	Gastro-Intestinal Illnesses	Contact Illnesses
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

### Injury or Illness to a Child

Parents are responsible for making arrangements for youth to be picked up from camp when notified. Parents will be notified for:

- Broken Skin
- Falls from a height greater than the height of two feet
- Complaints of pain or discomfort
- Vomiting or diarrhea
- Flu symptoms- (fever, coughing, lethargy, runny nose)
- Head, neck or back injury
- Any injury requiring professional medical care.

The Jubilee Center has arrangements with Hoboken Hospital. Youth will be transferred via ambulance to Hoboken Hospital at the discretion of the Camp Director if:

- We are unable to contact parents/guardians
- Child is unable to be picked up when notified of illness or injury.
- Emergency medical care is required.
- Before returning camp we require a note from the child's health care provider stating that the child has been diagnosed and present no risk to himself, herself, or to others.

**Medication:** In order to administer medication, we require:

- A note from the parent/guardian requesting that the medication be given to the child
- A doctor's note stating the name of the medication, purpose, dosage, route and time it is to be given.
- Medication in an original, labeled container
- Signed copy of medication policy

## Discipline Policy

It is the philosophy of this after school program to help children grow emotionally as well as intellectually. To help children succeed, feel good about themselves and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

Within our facility, limits and rules are clearly defined. We focus strongly upon the reinforcement of acceptable behavior and the prevention of undesirable behavior by being, responsive to the needs of the children.

Methods of correcting inappropriate behavior within the facility consist of the following:

1. Re-direction of activities: to change the focus of a child's behavior.
2. Individualized attention: to help child to deal with a particular situation.
3. Time-out: the removal of a child from the area of activity, for a few minutes, so that he/she may gain self-control. Time-out shall be used as a last resort in disciplining any child that is misbehaving.
4. Attention to good behavior: to respond to and reinforce positive behavior, acknowledge or praise the child when behaving well to let him/her know that we approve of what he/she is doing.
5. Discipline will not involve isolating a child without supervision, or with-holding food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule or any behavior that would intimidate, frighten or endanger a child or his/her self-image.

## Expulsion Policy

Unfortunately, there are some situations in which 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 camp.

### **Immediate causes for expulsion -**

The child is at risk of causing serious injury to other children or him/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

### **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

Biting

**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.

The parent/guardian will be informed about 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 child's parent(s):

Make a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.

Reported abuse or neglect occurring at camp.

Questioned the Jubilee 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**

Staff will try to redirect child from negative behavior

Staff will reassess classroom environment, appropriate of activities, supervision

Staff will always use positive methods and language while disciplining children

Staff will praise appropriate behaviors

Staff will consistently apply consequences for rules

Child will be given verbal warnings

Child will be given time to regain control

Child's disruptive behavior will be documented and maintained in confidentiality

Parent/guardian will be notified verbally

The director, staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors

The parent will be given literature or other resources regarding methods of improving behavior

Recommendation of evaluation by professional consultation on premises

Recommendation of evaluation by local school district child study team

The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.
2. The center shall maintain on file a copy of the Information to Parents document.

(10:122-3.6)

## Information to Parents document

The center shall give to the parent(s) of every enrolled child and to every staff member written Information to Parents document designated by the Bureau of Licensing and indicating that the center is required to:

1. Be licensed by the Bureau of Licensing, Division of Youth and Family Services;
2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;
3. Post its license in a prominent location within the center;
4. Retain a current copy of the manual and make it available for parents' review;
5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau;
6. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;
7. Post a diagram of those rooms and/or areas that have been approved by the for children's use;
8. Comply with the inspection/ Investigation functions of the Division, including the interviewing of staff members and children;
9. Afford parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;
10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor or director or to the Bureau;
11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements.
12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;
13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;
14. Post a copy of the center's written statement of policy on the discipline of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request.
15. Indicate through this document that 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 Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously;
16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the division.
17. Inform parents of the center's policy on the release of children;
18. Inform parents of the center's policy on administering medication and health care procedures;
19. Provide parents with a copy of the center's policy on management of communicable diseases;
20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment;
21. Inform parents that the 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.), and indicate that 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 uses 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 or (800) 514-0301, or (800) 514-0383 (TTY).



## **THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL PERMISSION FORM**

The Jubilee Center is pleased to offer members access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

### **What is possible?**

Access to e-mail and the Internet will enable members to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the Jubilee Center are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to members from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

### **What is expected?**

Members are responsible for appropriate behavior on the Jubilee Center's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the Jubilee Center's computer resources. The members are advised never to access, keep, or send anything that they would not want their parents or counselors to see.

### **What are the rules?**

Network administrators may review communications to maintain system integrity and to ensure that members are using the system responsibly.

Storage capacity -- Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal copying -- Members should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should members copy other people's work or intrude into other people's files.

Inappropriate materials or language -- Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of camp behavior. A good rule to follow is never view, send, or access materials, which you would not want your counselors and parents to see. Should members encounter such material by accident, they should report it their counselor immediately.

## **Succinct Advice**

These are guidelines to follow to prevent the loss of network privileges.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in others folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**The Jubilee Center is a State of New Jersey Licensed After Care Facility for school age children. We are licensed by the Bureau of Licensing, Division of Youth and Family Services and comply with all applicable provisions of the Manual of Requirements for Child Care Centers.**

**Please initial that you have received, read, understand, agree and will follow each of the following components of our After School Program booklet.**

\_\_\_\_\_ **Information to Parents Document**

\_\_\_\_\_ **Policy on the discipline of Children**

\_\_\_\_\_ **Policy on the release of Children**

\_\_\_\_\_ **Policy on the administration of medication and health care procedures**

\_\_\_\_\_ **Policy on expulsion of children from enrollment**

\_\_\_\_\_ **Policy on the management of communicable diseases**

\_\_\_\_\_ **Calendar**

\_\_\_\_\_ **Emergency Procedures**

\_\_\_\_\_ **Fees, payments and refund policies**

**PARENT PERMISSION FORM and USER AGREEMENT**

As a parent or guardian of a member at the Jubilee Center, I have read the above information about the appropriate use of computers at the Jubilee Center and I understand this agreement will be kept on file at the Jubilee Center. (Questions should be directed to the program director for clarification.)

Please initial below.

\_\_\_ My child may use e-mail and the Internet while at the Jubilee Center according to the rules outlined.

\_\_\_ I would prefer that my child not use e-mail and the Internet while at the Jubilee Center.

**Parent Name** (print) \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

Please initial below.

\_\_\_ My child's work can be published on the Internet and photographs of my child can be published

\_\_\_ I would prefer that my child's work and picture not be published on the Internet

**Parent Name** (print) \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

As a user of the Jubilee Center's computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

**Student Name** (print) \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Student Signature** \_\_\_\_\_



## AFTER SCHOOL PROGRAM 2017-2018 REGISTRATION APPLICATION.

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_ At this Address Since: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ In Area Since: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell # \_\_\_\_\_ Birth Date: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Gender:  Male  Female Member's SSN: \_\_\_\_\_

**Current School:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_ **Current GPA:** \_\_\_\_\_

**Current Teacher:** \_\_\_\_\_ **Food Program:**  Free  Reduced

**Special Class?**  yes  no (if yes please explain)

### Medical Information:

**Doctor Name:** \_\_\_\_\_ **Doctor Phone:** \_\_\_\_\_

**Health Insurance Carrier:** \_\_\_\_\_ **Policy #** \_\_\_\_\_

**Serious Health Problems:**  Yes  No (if yes please explain)

**Medications:** \_\_\_\_\_ **Allergies:** \_\_\_\_\_

**Household Income:** \_\_\_\_\_

**Father's name:** \_\_\_\_\_ **Mothers name:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Are there any Family issues we need to be aware of?**

### Emergency Contacts:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

### General:

**Birth Certificate on File:**  Yes  No **Birth City:** \_\_\_\_\_ **Birth State/Country:** \_\_\_\_\_

**Parent Understood Signed Insurance Disclaimer and Permission Statement:**  Yes  No

**This member has permission to be used in public relations materials:**  Yes  No

**This member may participate in all activities in or adjacent to the building:**  Yes  No