



Hamilton Area YMCA BASE

Welcome Back Parent Handbook and Policies and Procedures

Revised September 2, 2020

Introduction

The Hamilton Area YMCA is committed to ensuring the safety and health of our youth, families and employees in response to the COVID-19 pandemic. This Parent Handbook outlines the policies and procedures that will be implemented during the Reopening Phase of our BASE Programs. These standards are based on the current guidelines and recommendations set forth by the Center of Disease Control (CDC), NJ Department of Children and Families (NJDCF) Child Care Licensing, the Hamilton Township Department of Health, as well as the Hamilton Township School District, **and are subject to change.**

Health and Safety Measures

Masks

Masks will be worn by all staff when working in the BASE Programs. If a staff member forgets their mask, one will be provided for them to wear during their shift.

Children will be required to bring their own mask that must be worn at all times to the best of their ability. Additional masks are available should a child lose their mask or one become soiled.

Cleaning and Disinfecting

In accordance with the CDC guidelines, the BASE staff will be responsible for all cleaning and disinfecting during Program hours. The frequency of cleaning and disinfecting of equipment and surfaces, especially doorknobs, light switches, tables, chairs and restrooms will be increased to minimize the potential for the spread of germs. Equipment that is not easily cleanable has been temporarily removed. Equipment that is out at any one time will be rotated so that it can be adequately cleaned and sanitized. When groups of children move from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.

Hygiene Practices/Handwashing

The Site Supervisor will ensure that staff and children adhere to the hand washing schedule. Staff and children will wash their hands upon entering the program, prior to snack, after snack, after each activity, prior to going

outside, when coming in from outside, after coughing/sneezing, etc.

Signs will be displayed in bathrooms and in program areas on how to properly wash hands. Hand sanitizer will be available to staff and children within the program areas. A portable hand washing station will be located in each Program area. These portable stations will assist in hand washing for the children while staying within the designated program area and are easy to maintain.

Daily Health Screening

As a state-licensed program, The Hamilton Area YMCA BASE Program must comply with the Health and Safety Requirements on COVID-19 as mandated by the New Jersey Department of Children and Families (DCF).

Screening at Entry

Health Screenings will be done daily at Entry to the program for all BASE staff and children. The following questions will be asked of the staff and parent/guardian of the child at Drop Off.

- Were medications used to lower the child's temperature?
- Is your child experiencing any of the following symptoms?
 - Temperature of 100.4 or higher
 - Cough
 - Chills
 - Shortness of breath
 - Runny Nose
 - New loss of taste or smell
 - Muscle Pain
 - Sore Throat
 - Diarrhea
 - Nausea or Vomiting
- Has your child or anyone in your household been in contact with someone diagnosed with COVID-19 in the past 14 days?

Staff members or children who answer YES to the above questions will not be admitted to the program. If a Screening staff member observe any of the above symptoms, the staff member or child will not be admitted to the program.

Daily temperature checks are also taken of Staff and Children. Temperature may not exceed 100.4 F. Temperature will be taken with a no contact thermometer at Screening. If a staff member or child has a temperature of 100.4 or above, they will not be permitted to enter.

Isolation Area

A designated isolation area will be used for children who develop symptoms during the day and are waiting to be picked up by a parent or guardian. If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the staff member waiting with the child will remain as far away as safely possible from the child, preferably, 6 feet. Staff monitoring this area when a child is sick, will be required to wear appropriate PPE including mask, gloves, and face shield. The Isolation Area will be disinfected after the child leaves the program.

Once an Ill Child or Ill Staff Member Are Removed from the Program

- **A Health Care provider must be contacted for further guidance.**
The employee or ill child's parent is instructed to inform the Program immediately
 1. if the ill person tests positive for COVID-19
 2. after the ill person has an alternate diagnosis that would explain the symptom
 3. after the ill person tests negative
- **Exclusion from Program**
If a child becomes ill with the symptoms listed above while attending the Program, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within 30 minutes of notification.
- **Exposure to an ill child or staff member**
The other individuals of the small group of the symptomatic person will also be sent home. The Parents/guardians will be instructed to quarantine and may return:
 - **If the ill person tests positive** –after 14 days from the last exposure and no symptoms develop
 - After the ill person has an alternate diagnosis that would explain the symptoms
 - After the ill person tests negative

Returning to the Program

The symptomatic person and the members of the small group of the symptomatic person may return

- After the ill person has an alternate diagnosis that would explain the symptoms
- After the ill person tests negative

If the symptomatic person does not have an alternate diagnosis or does not have a COVID test, the symptomatic person and members of their group may not return for 14 days.

Response Procedures for COVID-19 Symptoms or Exposure

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the BASE program, we will immediately inform the School, the Hamilton Township Division of Health, the Department of Children and Families, Office of Licensing and the parents /guardians of children in the program.

Children or staff members who test positive for COVID-19

If a staff member or child has tested positive for COVID-19, we will immediately contact the Department of Health for guidance. Health officials will provide direction on next steps.

Returning to the BASE Program After COVID-19 Diagnosis or Exposure

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to the Program again until the criteria for lifting transmission based precautions and home isolation have been met. Those criteria are included in the Department of Health's guidance available here: https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf

BASE Program Policies & Procedures

Days and hours of Operation

The Before and After School Program will be offered Monday – Friday.

The hours for Before School are 7:15 a.m. – 9:00 a.m.

The hours for After School are 3:30 p.m. – 6:00 p.m.

The Full Day Hybrid Schedule will be offered Monday – Friday.

The hours are 7:15 a.m. – 6:00 p.m.

Children must arrive by 8:45 a.m. for this Program.

Log on begins promptly at 9:00 a.m. for the school day.

The Full Day Remote Schedule will be offered Monday – Friday.

The hours are 7:15 a.m. – 6:00 p.m.

Children must arrive 8:45 a.m. for this Program.

Log on begins promptly at 9:00 a.m. for the school day.

Grouping/Social Distancing of Children

Children will be assigned to a group. There will be a maximum of 10 children per group. Staff members will be assigned to a specific group of children and will not rotate. A 1:10, staff to child ratio will be maintained.

Each group is considered a “family.” Each “family” will Social Distance from other “families”, maintaining a distance of 10 feet to assure safety. Groups will not intermix and will be with the same staff members throughout the program. Activities will be modified for Social Distancing. There will be individual and limited contact activities provided. Children will have their own set of pencils, crayons, erasers, etc. in a zip lock bag labeled with their name. Sharing of items will be limited following proper cleaning and disinfecting procedures.

During **Outdoor Time**, Social Distancing will be observed. BASE staff will use open outdoor space for non-contact outdoor activities. Children will remain in assigned Groups.

Procedures for Morning Drop-off

Upon arriving at the BASE Program, parents will proceed to the designated “Parent Zone” for Drop Off. All parents/guardians and children must be wearing the proper face covering at this time. Parents will not have access to the building. A designated staff member will come to the entrance to greet

the parent and child, remaining on the inside of the Screening Barrier (clear acrylic guard). The staff member will make a visual inspection of the child for signs of illness, complete health screening questions and then conduct a temperature screening. If the child's temperature is below 100.4 F, and there are no visible signs of illness, the staff member will initial the sign-in sheet and the child will proceed to the Program area to put away their personal belongings and wash their hands.

Procedures for Afternoon Pick Up

When arriving at the BASE Program for Pick Up, parent will call the Site Cell Phone to announce they have arrived to pick up their child. Parents will not have access to the building. Parent/Guardian will then proceed to the "Parent Zone" for Pick Up, wearing proper face covering and following Social Distancing procedures.

Child cleans up his/her activity, washes hands, picks up personal belongings from basket and is escorted out to Parent and staff member initials sign-out.

Children's Personal Belongings

No toys or personal items from home will be permitted in the BASE Program. Each child will be assigned a laundry basket to store their personal belongings. Baskets will be cleaned and disinfected at the end of each Program.

Meals and Snack Time

A morning and afternoon snack will be provided for the children. Only individual packaged snacks will be served during this time. Lunch and Snack times will be staggered to ensure that there is at least ten feet of space between groups.

The BASE program is a nut-free program. Absolutely no products containing peanuts, peanut butter, or tree nuts of any kind will be served. This includes products made in a facility that processes tree nuts/peanuts.

Outdoor Play

Children will remain in assigned group for Outdoor Play. Outdoor Play will be scheduled in shifts if necessary. Children will wash hands before and immediately after Outdoor play time.

Visitors

Visitors will not be permitted to enter the program during operating hours, with the exception of emergency or law enforcement personnel in the official capacity, Department of Children and Families personnel for child protection or child care licensing purposes, and school personnel. All others, including persons providing maintenance or repair services will be required to visit after operating hours.

Special Events

There will be no assemblies, gatherings, outside Enrichment or performances at this time.

Hybrid and Full Remote Schedule

The Hybrid and Full Remote Program will operate Monday – Friday from 7:15 a.m. – 6:00 p.m. Based on your child’s schedule, parents/guardians may register for the days needed each month and pay a daily rate. There will be three components of the day; Before Care, School Day and After Care. The Before and After Care will operate similar to programming when held on Site at the Elementary School. The School Day component will have a “classroom” type setting where children will be online at 9:00 a.m. to begin their school day and participate in class lessons and activities. BASE staff members assigned to each specific group will assist children throughout the school day.

There will be morning and afternoon break times which include physical activity and snacks. Lunch periods/outdoor recess will be coordinated with the school lunch schedule.

Parental Notification Policy

The Parental Notification Policy lists the procedures on how and when we contact parent/guardians of our BASE program participants.

Emergency Closings – Parents/Guardians are notified via the Rained Out message alert system when there is an unscheduled program closure. Parents/Guardians are responsible for registering to receive these alerts for the program that the child attends.

Illness – If a child becomes ill during the BASE program, the program staff will contact the parents or guardians listed as the child's emergency contact. Parents are contacted first, then the emergency contact, unless otherwise noted.

COVID-19 – If there is a positive case of COVID-19 in a child or an adult who has been present in the BASE program, we will immediately inform the School, the Hamilton Township Division of Health and the parents of the children in the Program.

Injury – For any injury that occurs during the BASE program which requires first aid treatment, the parents will be required to sign off on an incident report.

- If a child has a minor injury during the BASE program, staff will complete an incident report and parents will be notified at pick up or drop off.
- If the injury is an injury to the head/face, involves a fall from a height greater than the height of the child, or the child cannot be consoled, the staff will call the child's parent/guardian and will leave a message if the person does not pick up.
- If the injury is major, and the child will need further medical attention, the staff will first attempt to call the parents/guardians listed as the emergency contact.

Behavior – If a child is exhibiting minor or major behavior violations, the staff will notify parents during pick up or drop off, or by a phone call. If the child exhibits a critical behavior violation or cannot be controlled, the staff will call the child's parents/guardians. If parents/guardians cannot be contacted and the behavior warrants the child be removed from the program, the persons listed as the emergency contact will be called.

POLICY ON THE RELEASE OF CHILDREN

A. The Center's policy on the release of children shall include:

1. The provision that each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the YMCA and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.
2. The provision that if a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the YMCA shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

B. Procedures to be followed by staff members if the parent(s) or person(s) authorized by the parent(s), as specified above in A. 1, fails to pick up a child at the time of the center's daily closing, shall require 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 Hamilton Police Department or the 24-hour Child Abuse Hotline 1-877-NJABUSE (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.

C. Procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified above in A. 1, appear to be physically and/or emotionally impaired to the extent that, in 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 Hamilton Police Department or the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

Medical Policies and Procedures

Medication Policy

By law, medications can be administered to a child only under the following conditions:

- Parents must complete and sign a medication authorization form.
- Prescription Medication must come in its original prescription container with medication name, dosage, directions, physician's name, pharmacy name, and telephone number. Over the counter medications must be accompanied by a doctor's note which prescribes the medication and gives the dosage instructions.
- All medication is to be given directly to the Site Supervisor, Center Director or child's Teacher.
- Cough drops are not permitted in any Child Care Program.

First Aid

All YMCA Staff are trained in First Aid. To treat for minor injuries the YMCA will use soap, water, ice (if needed) and a Band-Aid. A form will be completed and given to the designated pick up person to help keep parents informed of any minor injury.

Injury/Medical Emergency Procedures

In the event that a child is injured, sick or in need of emergency medical attention, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the YMCA will then notify the contact person on the child's emergency paperwork. Child must be picked up from program within one hour of notification. When warranted, Emergency Medical Services will be notified immediately.

Safety and Insurance

While in the YMCA program, every precaution is taken to assure that each child has a safe and fun experience. If an accident should occur while in our program, please note that the YMCA does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

Illness

We are concerned with the health and welfare of each child. In order to prevent illness from being spread to classmates, please observe the following guidelines:

- Children may not attend school with fever, vomiting, or diarrhea. (Allow 24 hours before returning).

- In the event that your child becomes ill at school, a staff member will contact you. Upon notification, we require that your child be picked up from school within one hour.
- Children sent home from school must be free of symptoms, (i.e., fever, vomiting) for 24 hours before returning to school.
- Please contact the Director or Supervisor of your site if your child will not be attending the Program.

POSITIVE DISCIPLINE PROCEDURES

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult.

Positive discipline is different from punishment. Punishment tells the child what they should not do; positive discipline tells the child what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

Using positive discipline:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out – by removing a child for a few minutes from the area or activity so that he/she may gain self-control. At this time the child will remain under the supervision of a staff member.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl."
- Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.

- Use encouragement rather than competition, comparison or criticism.
- Give caring to every child every day.
- Appreciate the child's point of view.

We appreciate your cooperation and involvement in your child's school experience. It's important that we work as partners to ensure the best possible educational environment for your child.

Expulsion Policy

DISCIPLINARY PHILOSOPHY

At the Y, discipline is handled with much care and thought. Positive discipline is used to help promote social and emotional growth. We use two methods for promoting positive behavior. First, we reinforce acceptable behavior with verbal rewards. Second, we talk with children to help them make better choices, discuss follow up with a parent/guardian and allow the children to rejoin activities. The benefits of a behavior report are to encourage positive behaviors and/or correct a situation in a positive manner with parents as our partners.

We encourage the children to develop self-control to solve minor conflicts in a peaceful way. However, at times, children behave inappropriately. Some behaviors may even be injurious to themselves or others. We feel, in order to preserve the safety of the children, these behaviors must be controlled. We will implement the guidance and direction necessary for healthy growth and development. Parents will be notified when negative behavior becomes a concern.

SCHOOL CONDUCT

We expect the children to conduct themselves in a manner that is age appropriate, showing respect for others and for school property. Proper behavior is a cooperative effort between parents and staff. It would be very helpful if you could reinforce the school rules with your child.

Appropriate behavior defined as:

- Respect for others

- Respect for school property
- Use good listening skills
- Keep your hands, feet, and all objects to yourself
- Be polite Inappropriate behavior defined as:
 - Behavior on the part of the child that interferes with the safety or well-being of himself/herself, or any other person.
 - Behavior that takes a staff member away from working in ratio.
 - Verbal disrespect of YMCA staff or other children
 - Lack of respect for property and/or the property of others.
 - Abusive language or gestures.

EXPULSION FROM PROGRAM

Our intent is to work as a team with parents or guardians for the best care plan for each child. A teamwork approach is the only way to correct repeated inappropriate behavior. Your patience, support, and follow through are necessary and greatly appreciated.

The YMCA reserves the right to expel a child from its programs for any of the following reasons:

1. The child's needs are not being met in our small or large group setting.
2. Failure of parent/guardian to provide information and/or follow the guidelines required of the YMCA and by the New Jersey Department of Children and Families.
3. The child is a safety threat to himself/herself, other children, or the YMCA staff.

If it is determined that a child needs to be removed from the program, a two-week notice will be provided, to enable parents to make alternate child care arrangements, except as specified in following paragraph.

If the behavior is defined as potentially dangerous, then it is grounds for immediate expulsion from the program. Potentially dangerous behavior is defined as, but not limited to; inappropriate sexual behavior, verbal or physical abuse towards a child or staff member, bringing a weapon to school.

Social Media Policy

The State of New Jersey Department of Children and Families, Office of Licensing requires that all licensed Child Care Centers develop and follow a written policy on the use of social media

POLICY STATEMENT

The Hamilton Area YMCA recognizes the value of online social media tools for connecting with members, staff, donors, and volunteers. Our web presence should project a positive image that is reflective of our overall brand and is consistent with our mission.

DEFINITION

Social media, for the purpose of this policy, should be understood to include any website or forum that allows for open communication on the Internet including but not limited to: blogs, wikis, micro-blogging sites, social networking sites, virtual worlds, video and photo sharing websites and content published online by Hamilton Area YMCA employees.

If you choose to post a personal website or to participate in social media, (i.e. Facebook, Twitter, YouTube) chat rooms, or blogs, the following guidelines must be followed:

1. The Hamilton Area YMCA Code of Conduct requires that the staff do not initiate outside contact with members or program participants. Under no circumstances should an employee encourage access or provide access information to his/her personal website or blog to a teen member or program participant under the age of (18) eighteen.
2. The use of photos, logos, or images of the Hamilton Area YMCA or its programs is prohibited.

3. All staff members of the Hamilton Area YMCA must uphold the YMCA's value of respect for the individual and avoid making defamatory statements about the Hamilton Area YMCA supervisors, employees, members, participants, clients, partners, affiliates, and others including competitors.
4. Any personal website, blog, or social network interactions should not contain commentary and/or links that violate the Hamilton Area YMCA's policies on harassment or discrimination.
5. Any reference to the Hamilton Area YMCA must include a disclaimer stating that the views expressed are yours alone and they do not necessarily reflect views of the Hamilton Area YMCA.
6. Staff of the Hamilton Area YMCA are asked to promote the core values of caring, honesty, respect, and responsibility in their speech and behavior at the Hamilton Area YMCA, with the community, and in any public forum.
7. Facebook page – The Hamilton Area YMCA maintains a Fan Page on Facebook that is administered and maintained by the Senior Director of Marketing and Communications.
8. The only approved website is hamiltonymca.org; no other website is endorsed by the Hamilton Area YMCA.
9. Posting Hamilton Area YMCA information and pictures on your personal social media page is prohibited (without approval). If you wish to post Hamilton Area YMCA related information/pictures on your personal page, approval is needed from the Departmental Director prior to posting.
10. Parents/Guardians are prohibited from posting photographs or videos (from the YMCA program) of any child other than their own.
11. The Hamilton Area YMCA requires that all staff members use good judgement and discretion when posting on social media sites and abide by the internal Hamilton YMCA Social Media Policy.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Quick Reference



Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service
Disease Reporting Requirements and
Regulations can be viewed at:
<http://nj.gov/health/cd/reporting.shtm>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE IMMEDIATELY to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Written report within 24 hours

HIV/AIDS

609-984-5940 or 973-648-7500
Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

Sexually Transmitted Diseases

609-826-4869
Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases)

609-826-4878
Written report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings

609-826-4920
Report within 30 days after diagnosis or treatment

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

Cases should be reported to the local health department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of immediately reportable diseases and other emergencies - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

July 2013

www.nj.gov/health/cd

**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://data.nj.gov/childcare_explorer.

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

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

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

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

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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

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

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



Jeffrey S. Martin, Mayor

TOWNSHIP OF HAMILTON - DIVISION OF HEALTH

2100 Greenwood Avenue, Hamilton, NJ 08609 *Office (609) 890-3884 *Fax (609) 890-6563

IMPORTANT

September 2020

Dear Parents:

Pursuant to Chapter 14 of the New Jersey State Immunization Code, all child care centers, preschools, camps or school programs must have an updated immunization record of all vaccines on every child *prior* to their admission into the facility. Failure to comply with this regulation puts every child at risk of a vaccine preventable disease outbreak. Please remember to supply your child's daycare/preschool/school with current shot records each time your child gets vaccinated. We are committed to the enforcement of this law in order to assure the health and safety of every individual child in our jurisdiction.

As a reminder the seasonal flu vaccine must be received by December 31st in order for your child to remain in daycare/preschool. This is a NJ Department of Health requirement. This requirement applies to children age 6 months-59 months. The flu shot must be given each school year. It can be given from August – December. If your child is excluded he/she may not be readmitted until April 1st of the following year or until immunized.

Influenza illness remains a serious and unpredictable illness. Children under the age of 2 are susceptible to the most serious complications of the flu along with any children with chronic health conditions.

The Hamilton Township Division of Health offers free flu vaccine for uninsured children or children with Medicaid Plan A (Family Care) that reside in Hamilton Township. Parents/guardians may call the Hamilton Township Division of Health to schedule an appointment.

Please feel free to call 609-890-3884 if you have any questions.

Respectfully,

Giovanna Guarraggi, RN, MSN, APN-C

GG/JJB/njd