

POLICIES AND PROCEDURES FOR PROGRAMS FOR PEOPLE WITH SPECIAL NEEDS

Township of East Brunswick, Division of Recreation

334 Dunhams Corner Road

East Brunswick, NJ 08816

Phone (732) 390-6797 Fax (732) 390-6818

Administration of Medication Policy (applies to Daisy Recreation Program only)

If you wish medication to be administered by our Nurse, please have your physician fill out the section of the Medical Form pertaining to "Physician's Instructions for Giving Medication at the Daisy Recreation Program, and you the parent must fill out the reverse side of that page entitled, "Authorization for Administration of Medication. In the event that the Nurse is unavailable to give your child his/her medication, you must be available to administer it. Medication must be in the Prescription (Pharmacy) container which includes the Participant's name, name of medicine, dosage, times of administration, physician's name, prescription number and date of prescription, phone number of pharmacy. The physician's order, consent signed by parent or legal guardian, and pharmacy labeled container must be renewed at 6 month intervals.

Procedures to be followed When an Impaired Parent Arrives to Pick Up A Participant (All Programs)

In the event a parent/legal guardian is deemed to be impaired as a result of any condition, and the staff of that program feel that the parent would be unable to appropriately care for the participant, the staff will so advise the parent and follow the following procedures:

- A. contact the Director of the Division of Recreation
- B. contact the Emergency Contact listed on the participant's registration form and request that they pick up the participant.
- C. contact the appropriate county/state agency, municipal department for assistance.

Under no circumstances will the Daisy Recreation Program release a participant to an impaired parent/legal guardian.

Secondary Insurance Coverage Not Provided to Registered Participants (All Programs)

" ...As of January 1, 1990, the Township of East Brunswick will no longer provide Secondary Medical Excess Coverage to registered participants of our programs or organized leagues."

Physician's Approval for Participant to Return to Activities With/Without Restrictions (All Programs)

If a participant is absent due to hospitalization or recovery from surgery or has had an extended absence due to any medical problem, a note from the participant's physician must be presented before the individual may request to return. The physician must note any restrictions in activity or indicate that there are no restrictions. It is the parent's responsibility to provide this note. If, in spite of the physician's note, the Daisy Recreation Program Nurse and the Program Coordinator, feel that the individual's return at this time cannot be accomplished and still continue to provide for the safety of the participant and others, then this will delay the participant's return to the program and the Coordinator will so inform the parent.

Please note the following information if your child is between 3 and 4 years of age (applies to Daisy Recreation Program only)

If you are a resident of East Brunswick whose child is being registered for the Daisy Program, please be aware that bus pick-up and delivery can only be made if your child is four years of age or older. Participants between 3 and 4 years of age will have a shorter day. Their day will begin at the same time as the older participants (9:00 AM.) but it will end at 1:00PM each day with the exception of certain days when you are notified that your child would be staying later. Consequently, if your child is less than four years of age you will have to transport your child to and from the Daisy Program on a daily basis. We ask that you understand that this is unavoidable.

Americans With Disabilities Act (All Programs)

The Township of East Brunswick is complying with the Americans With Disabilities Act rules and regulations. If you require special accommodations, please contact the Office of Management Services at 732- 390-6820 or the Division of Recreation at 732- 390-6797.

Discipline Policy (All Programs)

The Daisy Recreation Program and other programs for Children, Youth & Young Adults with Special Needs will provide an environment of acceptance, which will:

- enhance a positive self concept
- enhance individual strengths
- respect and protect individual rights
- acknowledge and accept unique qualities
- provide ample opportunities for each child to experience success

Discipline is regarded as the teaching of self-control with an emphasis on future correct behaviors. Discipline is taught with concern for the child with an effort to instill security, confidence, self control, self knowledge and social competence. The message to be instilled is "I TRUST YOU TO RESPECT OTHERS, MAKE RESPONSIBLE CHOICES AND CONTROL YOURSELF. I LOVE YOU AND YOU ARE A WORTHWHILE PERSON." All methods of guidance and discipline used shall be positive, and consistent with the developmental needs of individual children.

Unacceptable Forms of Discipline:

1. There shall be NO use of corporal punishment, hitting, spanking, shaking, abusive language, ridicule, or harsh, humiliating, frightening or threatening treatment, loud tone of voice, angry shouting, scolding or any other kind of child abuse/neglect/exploitation.
2. There shall be no punishment associated with the behavior of children in regard to rest, toilet training or food.
3. There shall be no withholding of emotional responses or stimulation.
4. Children shall not be left alone.
5. Children shall not be required to remain silent for long periods of time.
6. Neither adults nor children shall copy or reciprocate unacceptable behavior.

Acceptable Forms of Discipline Are Limited to the Following:

1. Talk with children with a firm voice stating the rules and explain why the behavior is unacceptable.
2. Speak kindly to children with authority and offer some direction about more appropriate behavior.
3. Use words to help children understand their feelings and the feelings of others.
4. Remove children from a situation where their actions are harmful to self or others.
5. Redirect children to another area or activity.
6. Hold children in a reassuring manner to prevent harm to self or others and/or to calm children.

Department of Children and Families (DCF) Office of Licensing INFORMATION TO PARENTS (All Programs)

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), 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 this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the Treasurer, State of New Jersey, and mailing it to: NJ Department of Children and Families, 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 of 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 Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all 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 Office 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 the parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civic 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 to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1-800-242-5846.

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 Child Abuse Hotline, toll-free at: 1-(877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCFF, Office of Communications and Legislation at 609-292-0422 or go to www.nj.gov/dcf and select Publications.

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Procedures to be Followed if A Parent is Late or Fails to Pick Child Up (All Programs)

The Department of Children and Families requires that we make parents aware of the procedures to be followed in the event that the parent(s) or other person(s) authorized by the parent(s) fails to pick up or is late in picking up a child at the time of the Daisy Recreation Program's daily closing.

Our plan ensures that:

1. The child will be supervised at all times by a designated staff member.
2. Every effort will be made by our program staff members to contact the custodial parent(s) and/or other person(s) authorized by the parent(s) to care for the child.
3. Whenever the custodial parent(s) and/or other person(s) fails to pick up the child one hour or more after closing time, and provided that the program staff members have been unable to make other arrangements for returning the child to his/her custodial parent(s), a program staff member shall call the Department of Children and Families 24 hour Abuse Hotline 1-800-792-8610 to seek assistance in caring for the child until his/her custodial parent(s) or other person(s) authorized by the custodial parent(s) is available to care for the child.

Procedures to be Followed in Dealing With Severe Behavioral Problems, Including Policy on the Expulsion of Children From Enrollment (All Programs)

Our program is not an educational institution nor are staff trained to deal with severe behavioral problems. We offer a recreational program that takes the shape and format of a day camp and to that end, our staff are able to provide the extra assistance necessary for a child with a mild or moderate special need to participate in and enjoy the program activities. We do not have the ability to provide for the needs of participants with severe behavioral problems and maintain the safety of staff and participants.

The following types of behavior will force us to discontinue a child's participation in the program: Biting, throwing objects, hitting others, kicking, pinching staff or participants or any other behavior that would put the participant or others at risk would not be appropriate for the program. Unfortunately, at the first instance where a dangerous behavior takes place, the participant will not be allowed to continue in the program.

Procedures to be Followed in Dealing with Bus Behavior (All Programs)

A child will not be permitted to travel on the bus if:

- Participant does not enter bus willingly
- Participant does not remain in their seat with their seat belt fastened
- Participant requires restraint to remain in their seat

Procedures to be followed in Dealing with Participant's Non-Severe Behavioral Problems (All Programs)

Problem Occurs For The First Time:

Problem is resolved at the staff level. The Division Leader, Assistant Coordinator and Coordinator are notified. If problem is not resolved at the staff level then it is treated as if it were a second time occurrence.

Problem Occurs For The Second Time:

Problem is resolved at the staff level. The Division Leader, Assistant Coordinator and Coordinator are notified. Parent informed verbally or in writing and a meeting with parent may be requested. Manager of Recreation is notified verbally or in writing.

Problem Occurs for the Third Time:

Follow steps for second occurrence of behavior and the parent will be notified that the participant cannot continue attending and no refund will be provided.

These procedures are subject to review / modification by the Manager of the Division of Recreation and Community Affairs.

Policy on the Management of Communicable Diseases (All Programs)

The Department of Children and Families requires that the Daisy Recreation Center as a Child Care Center shall provide the following information to the parent of each child participating in the program.

The Daisy Recreation Program will not permit a child who has any of the illnesses specified below to be admitted to the program on a given day unless medical diagnosis from a licensed physician, which has been communicated to the program in writing, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illnesses shall include, but not be limited to, any of the following:

1. Severe pain or discomfort;
2. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours;
3. Two or more episodes of acute vomiting within a period of 24 hours;
4. 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;
5. Lethargy that is more than expected tiredness;
6. Yellow eyes or jaundiced skin;
7. Red eyes with discharge;
8. Infected, untreated skin patches;
9. Difficult or rapid breathing;
10. Skin rashes in conjunction with fever or behavior changes;
11. Weeping or bleeding skin lesions that have not been treated by a health care provider;
12. Mouth sores with drooling; or
13. Stiff neck

Once the child is symptom-free, and a health care provider indicates in written form that the child poses no serious health risk to himself or herself or to other children, the child may return to the program.

If a child who has already been admitted to the program manifests any of the illnesses or symptoms of illness specified above, the child shall be removed from the group of well children to a separate room or area until he or she can be taken from the center as specified in N.J.A.C. 10:122-5.2(q)4. The child shall not be permitted to return to the Daisy Recreation Program until the child is symptom-free and a licensed physician indicates in written form that the child poses no serious health risk to himself or herself or to other children.

The Daisy Recreation Program shall not permit a child or staff member with an excludable communicable disease, as listed below, to be admitted or to remain at the center, until:

- A note from the child's or staff member's licensed physician states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself or to other; or
- The Daisy Recreation Program 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.

LIST OF EXCLUDABLE COMMUNICABLE DISEASES (All Programs)

Respiratory illnesses

Chicken Pox
German measles *
Hemophilus influenzae *
Measles *
Meningococcus *
Mumps *
Strep throat
Tuberculosis *
Whooping Cough

Gastrointestinal illnesses

Giardia Lamblia*
Hepatitis A *
Salmonella *
Shigella *
Campylobacter*
Escherichia coli*

Contact illnesses

Impetigo
Lice
Scabies
Shingles

* Reportable diseases, as specified in N.J.A.C. 10:122-7.10 (a)

In the event that there is any outbreak of an excludable disease at the Daisy Recreation Program each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

Unable to Participate in Swimming for any Reason? (applies to Daisy Recreation Program only)

During the summer program: Because we must ensure the safety of the children at Crystal Springs, if your child is unable to go swimming for any reason we ask that you not bring your child to Crystal Springs. We need to have parents

Pick up children who are unable to swim, before we leave to go swimming. We are unable to have staff remain out of the water with children who cannot go into the water.

During our fall/winter/spring Saturday program, we may swim indoors on certain dates. If your child is unable to go swimming for any reason, we ask that you to please keep them home that day. We are unable to have staff remain out of the water with children who cannot go into the water.

Administration of emergency prescribed epinephrine during program time by staff (other than a registered nurse) who has been trained by a healthcare professional (applies to Daisy Recreation Program only)

The administrative policy of the Township of East Brunswick requires both a written authorization form signed by a physician as well as a signed and notarized parental authorization form in order for staff to administer emergency prescribed epinephrine during program time. The epinephrine can be administered only by staff (other than a registered nurse) who have been specifically trained by a healthcare professional.

Any money paid to the Township of East Brunswick by you will be refunded to you upon receipt of money from the agency or organization that is paying for your child to participate (All Programs)

To register, you must pay the fees required in accordance with the procedures governing registration. Any money paid to the Township of East Brunswick by you, will be refunded to you, upon the receipt of money from the agency or organization which is paying for your child to participate.

Registration in the program (All Programs)

The Department of Recreation shall make a determination as to whether or not the program can meet the needs of the applicant based on the applicant's registration form and accompanying documents, including but not limited to, Individualized Education Program, medical and physical examination forms and reports, conversations with the applicant's parents or guardians, the applicant's profile, and such other and further information that the Program deems relevant in making its determination. The Department of Recreation shall use its judgement to evaluate the benefits, risks and costs, if any, of each applicant's participation in the program. Participation in our program is fact-sensitive. The Department of Recreation may

either accept or reject an applicant's request for registration based on available staff, the skill-level of the staff, and the consideration of the overall safety of each participant and each staff member. If an applicant is unable to register for the program, it is recommended that the applicant file a new registration form in the future

Permission to take Walking Trips Within Bicentennial Park and Participate in Outdoor Program Activities in Bicentennial Park (applies to Daisy Recreation Program only)

By the signature on page two of this registration form, the parent (legal guardian) gives permission for their child to take walking trips within Bicentennial Park and participate in outdoor program activities in Bicentennial Park during the Daisy Recreation Program in which their child is a registered.

Permission to be transported to and from Crystal Springs Family Aquatic Center for swimming and then back to the Daisy Recreation Center, Bicentennial Park, EB during the Summer program

By the signature on page two of this registration form, the parent (legal guardian) gives permission for their child to be transported to and from Crystal Springs Family Aquatic Center after swimming and then back to the Daisy Recreation Center, Bicentennial Park, EB during the Summer program

If you have any questions about registering or about the Daisy Recreation Program and other programs for children, youth and young adults with disabilities please contact Janice Tangen-Pennington, Recreation Supervisor through her cell phone at 732-236-2588 or reach her via e-mail at Janice.pennington@eastbrumswick.org or call the Department of Recreation at (732) 390-6797 and ask to speak with Janice Tangen-Pennington.

Travel on School Buses or School Vans

We ensure that our children are protected while traveling on school buses or school vans through the use of seatbelts. The school buses we use are equipped with lap belts, not shoulder harnesses and lap belts.

Policy on the Release of Children to Parents or People Authorized by Parents to be Responsible for the Child

No child will be released to a person other than a parent or a person they have designated without specific instructions from you. Please inform us if a friend, neighbor or relative will be coming for your child. We won't be embarrassed at refusing to let your child leave the program with them. To avoid any awkward situations please let us know before you send someone to make a pick up.

If you are a single parent please let us know who has or does not have your permission to speak with, observe or pick up your child. You must note this on the Participant Information Form for Special Needs Participants.

If you are picking up your child before the end of the day, please let us know when you arrive to do so. Either Janice, Lena, or Division Leader must see you before you take your child from the Daisy Program. If we need to speak to you, this is the perfect time to do so.

10:122-6.5 Policy on the release of children

- GEN (a) The center shall maintain on file and follow a written policy on the release of children, which shall include:
1. The provision that each child 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. The provision that, 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:
 - a. The child is supervised at all times; b. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
 - c. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(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; and
 4. Written procedures to be followed by a 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:
 - a. The child shall not be released to such an impaired individual;
 - b. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - c. 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.